



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Minutes**
  - A. Regular Council Meeting – February 21, 2017 (Page 5)  
THAT the Regular Council Meeting minutes of February 21, 2017 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Information and Resource Requests (IRRs) (Page 11)  
THAT the IRRs be updated in accordance with the following:
- 8. Reports**
  - A. Staff
    - i. CFO: Fourth Quarter Preliminary Financial Review (Page 15)  
THAT the report “Fourth Quarter Preliminary Financial Review” be received for information purposes.
    - ii. CFO: 2017 Supplemental Budget Requests (Page 35)  
THAT Council approve the 2017 Supplemental Budget Requests as attached.
    - iii. CFO: Council Remuneration Report (Page 41)  
THAT the report “Council Remuneration” be received for information purposes.
  - B. Mayor
    - i. Draft Letter to Ministers Anton and Stone re. Average Speed Over Distance (ASOD) and Correspondence from Minister Anton (Page 45)
    - ii. Power Point Presentation on ASOD (Page 49)
  - C. Council

- i. Volunteer Week 2017
- ii. Pulling Together Canoe Journey: Verbal Update

D. Committees

- i. Trees, Views & Landscapes Committee: Tree Application #75 – 445 Timbertop Drive (Page 65)

THAT all trees that have been marked with orange tape (photos taken) be removed and associated debris be removed;

THAT where possible, existing wood debris be cleared and removed from the site; and

THAT the applicants re-plant low growing native trees on the lower side of the bank.

E. Emergency Services

**9. Resolutions**

A. MVRD 2017 Homeless Count

"Whereas the BC Non Profit Housing Association has been contracted to conduct the 2017 Homeless Count in the MVRD on the night of March 7/8, and

"Whereas Lions Bay may or may not have a homeless population, whether from week to week, or season to season, or other degree of permanence,

"Now therefore, Council directs staff to determine a current local homeless count, if any, adjusted seasonally, and to communicate it to the BC Non Profit Housing Association as part of the regional initiative.

And Council further directs staff to recommend a course of action if homeless residents are found to exist within Lions Bay."

**10. Bylaws**

**11. Correspondence**

A. List of Correspondence to March 2, 2017 (Page 89)

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

**12. New Business**

**13. Public Questions & Comments**

**14. Closed Council Meeting**

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

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

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- c) labour relations or other employee relations;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of an enactment.

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

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

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

**16. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, FEBRUARY 21, 2017 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

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

Staff: Chief Financial Officer Pamela Rooke (Acting Corporate Officer)  
Public Works Manager Nai Jaffer  
Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 2

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:04 p.m.

**2. Approval of Agenda**

Moved/Seconded

THAT item 14 – “Closed Council Meeting” and item 15 – “Reporting Out” be added, and “Adjournment” be renumbered as item 16; and

THAT section 90(1) (c) and (e) be added as grounds for closing the meeting; and

THAT the agenda be approved as amended.

**CARRIED**

**3. Public Participation**

A.           Kambiz Azordegan

Mr. Azordegan was concerned about the construction clean up in the cul-de-sac at Kelvin Grove as well as the cracks along the asphalt which does not drain the water during heavy rain. He was also cognisant about spring break coming up and wanted to request that a Bylaw Enforcement Officer be hired for the two week period.

**4. Delegations**

None

**5. Minutes**

A. Regular Council Meeting – February 7, 2017

Moved/Seconded

THAT the Regular Council Meeting Minutes of February 7, 2017 be approved as circulated.

**CARRIED**

B. Special Council Meeting – February 17, 2017

Moved/Seconded

THAT the Special Council Meeting Minutes of February 17, 2017 be approved as circulated.

**CARRIED**

**6. Business Arising from the Minutes**

A. Regular Council Meeting – February 7, 2017

The following item was addressed:

- Correspondence R-3: Public Works Manager Jaffer provided an update.

**7. Unfinished Business**

A. Information and Resource Requests (IRRs)

Moved/Seconded

THAT the IRRs be updated in accordance with the following:

- ID 114: Drones – Public Works Manager to follow up on cost estimate and report back
- ID 126: Trails – no further action

**CARRIED**

*Audio: 00:16*

B. Election Advertising and Campaigning Policy No. 1701

Moved/Seconded

THAT Council approve the draft Policy No. 1701: Election Advertising and Campaigning, as amended.

**CARRIED**

**8. Reports**

A. Staff

i. CFO: 2017 Municipal Grant Report – On Table

Moved/Seconded

THAT Council approve the 2017 Municipal Grants as recommended by the Council Strategy Committee.

**CARRIED**

ii. CFO: Accounts Payable Cheque Listing

Council reviewed and queried the Accounts Payable Cheque Listing.

Moved/Seconded

THAT the report “Accounts Payable Cheque Listing” be received for information purposes.

**CARRIED**

B. Mayor

Mayor Buhr informed Council of the MOTI press junket on Saturday, February 25, 2017 at 1:30 p.m. and requested that they attend if possible.

C. Council

Councillor McLaughlin provided an update on the Pulling Together Canoe Journey luncheon, and requested that the Canada Day Celebration and Volunteer Day be added to Council’s Follow-Up Action List.

*Audio: 00:30*

D. Committees

i. Council Strategy Committee: TransLink Funding Project

Moved/Seconded

THAT the stair project be submitted for the TransLink funding this year and that \$15,000 be added to the Supplemental Budget Requests for the bus shelter project.

**TABLED**

ii. Trees, Views & Landscapes Committee: Tree Application #77 – 45 Periwinkle Place

Moved/Seconded

THAT the subject trees and associated debris in Tree Application #77 be removed.

**CARRIED**

iii. Trees, Views & Landscapes Committee – Tree Application #78 – 85 Isleview Place

Moved/Seconded

THAT the subject trees and associated debris in Tree Application #78 be removed.

**CARRIED**

E. Emergency Services

None

*Audio: 00:35*

**9. Resolutions**

A. TransLink Funding Project – Stairs

Moved/Seconded

WHEREAS Council wishes to express its support of improvements to transit service and transit related infrastructure;

AND WHEREAS the stairs on Lions Bay Avenue connecting the Community Hall complex to the Translink Park and Ride and southbound bus stop at the central Lions Bay underpass are crumbling and unsafe for pedestrians to use in order to access Translink infrastructure;

AND WHEREAS the estimated cost to replace this transit related infrastructure is \$25,000;

NOW THEREFORE Council supports an application by the Village of Lions Bay to Translink and/or its funding partners for a grant of \$25,000 to replace the stairs on Lions Bay Avenue connecting the Community Hall complex to the Translink Park and Ride and southbound bus stop at the central Lions Bay underpass.

**AMENDED MOTION:**

Moved/Seconded

WHEREAS Council wishes to express its support of improvements to transit service and transit related infrastructure;

AND WHEREAS the stairs on Lions Bay Avenue connecting the Community Hall complex to the Translink Park and Ride and southbound bus stop at the central Lions Bay underpass are crumbling and unsafe for pedestrians to use in order to access Translink infrastructure;

AND WHEREAS the estimated cost to replace this transit related infrastructure is \$25,000;

NOW THEREFORE Council supports an application by the Village of Lions Bay to Translink and/or its funding partners for a grant of \$25,000 to replace the stairs on Lions Bay Avenue connecting the Community Hall complex to the Translink Park and Ride and southbound bus stop at the central Lions Bay underpass, and thank TransLink for TransLink's consideration.

**CARRIED**

**10. Bylaws**

A. Utility User Rate Amendment Bylaws No. 514, 515, and 516 – Adoption

Moved/Seconded

THAT the following bylaws be adopted:

1. Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 514, 2017
2. Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 515, 2017
3. Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 516, 2017.

**CARRIED**

*Audio: 00:40*

**11. Correspondence**  
 Moved/Seconded

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

- G-1: Canadian Fallen Heroes Program – Staff to respond to Toni Hall that Council will not proceed
- G-2: BC Government Francophone Affairs Program – Staff to phone and request clarification about what services are being offered
- G-3: Canadian Postmasters and Assistants Program – no response
- G-4: Dare to Share – Local Governments and the Sharing Economy – no response
- R-1: Mark Ergetowski – Kayaking Down Alberta Creek – Mayor responded; MOTI directed residents to contact the RCMP; Mayor to add to Mayor’s piece in Village Update and contact MOTI to discuss further
- R-2: Tanya Cosgrave – Gratitude for our Works Crew – Councillor McLaughlin responded, no further action
- R-3: Myron Loutet – Village Commitment to Safety – Councillor McLaughlin to respond
- R-4: Robin Spano – Playgroup Hall Rental – staff to respond to Playgroup.

**CARRIED**

Correspondence Item R-4:

Moved/Seconded

THAT Council reimburse Playgroup \$90, as per their email request.

**AMENDED MOTION:**

THAT Council reimburse Playgroup \$90 without prejudice, as per their email request.

**CARRIED**

**12. New Business**  
 None

**13. Public Questions & Comments**  
 None

**14. Closed Council Meeting**  
 Moved/Seconded

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

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

- c) labour relations or other employee relations;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED**

*The meeting was closed to the public at 7:57 p.m.*

*The meeting was re-opened to the public at 8:41 p.m.*

- 15. Reporting Out From Closed Portion of Meeting**  
None

- 16. Adjournment**  
Moved/Seconded

THAT the meeting be adjourned.

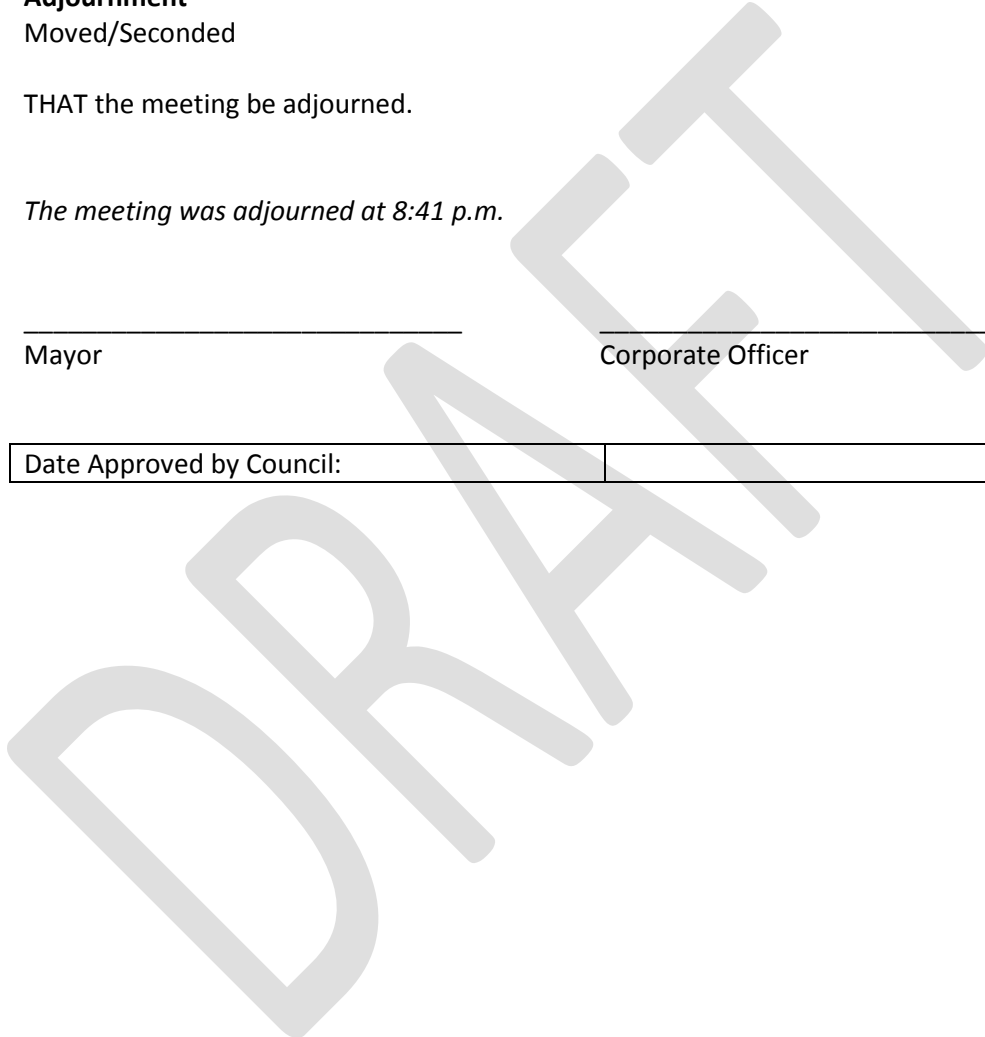
**CARRIED**

*The meeting was adjourned at 8:41 p.m.*

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
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## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
44	25/Jan/16	Buhr	Highway Water Tank	Please develop a plan to run a "Decorate the Tank" competition thru the Arts Council mural?	2	Showing pride in our Village	Staff report	CAO	Staff can prepare a report with options for Council to consider.	THAT staff be directed to prepare report and liaise with Arts Council
60	15/Feb/16	Buhr	Anti-encroachment marketing	Can we undertake an Anti-Encroachment campaign?	2		Staff time	CAO	Let's discuss what this should look like, resources to be devoted to it, timing, communication plan, etc.	THAT "anti-encroachment marketing" be dealt with in the larger context of a comprehensive anti encroachment policy.
63	15/Feb/16	Buhr	2016 water shortage plan	Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan	4	Water supply	Staff time	PWM & CAO	Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans	THAT the "2016 Water Shortage Plan" be referred to the Emergency Plan Steering Committee.
83	15/Feb/16	Buhr	Clean air 1	Learn to Burn campaign	2	Public health		CAO	Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.	THAT "Clean Air Learn to Burn Campaign" be kept on the IRR sheet but tabled until Fall.
87	16/Feb/16	Buhr	Move Bear Smart sign	Can we move the Bear Smart Community sign to a more highly visible location?	3	Council priority (communication)		CAO	Staff to approach the new store owner to request placement.	THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
96	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.		Governance	Staff time	CAO	Agreed. Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw.	THAT staff amend the Council Procedures Bylaw for delegations, as time permits.
97	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda; and remove 18(1)(d) so Mayor doesn't have to certify minutes.		Governance	Staff time	CAO	Mayor doesn't certify minutes - only CO does that. Mayor or Councillor presiding signs only after adoption of minutes by Council.	THAT staff amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda.
102	25/Apr/16	Waterson	Volunteer Recognition	Request that a policy be drafted regarding Volunteer recognition. Willing to do the initial research to see what other municipalities do and consult with Volunteer organizations. Will report back to Council with a first draft for discussion.	?	Council Priority (Volunteers)	Time to check research and tweak/format draft policy. Consider if there should be any budget allocation.	CAO	Normally, staff would take direction from Council and report back with a draft, but I agree that this is important and support Councillor Waterson's proposed methodology, given my workload. If Council approves, please provide her with input at the outset regarding your thoughts so she can incorporate them early in the process.	THAT Councillor Waterson research Volunteer Recognition policies, obtain Council input and create a first draft for discussion.
103	12/May/16	Waterson	Communications Policy/Plan	Request that a policy/plan be drafted regarding communications.		Communications	Staff time required to properly draft a Communications Policy and Plan	CAO	Agreed that one is required, but this will take some time to pull together amidst all the other matters requiring my attention.	THAT the CAO work on a Communication Policy framework as time permits.
109	27/Oct/16	Buhr	Hydrology Grants	Can we seek Metro funding for the Watershed Hydrology Study (WHYS?) under their Climate Change Impacts & Adaption Strategy work? Green Municipal Fund: can it be used for the WHYS			Staff time	PWM		staff to review potential grants from Metro and FCM regarding hydrology study with UBC

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
117	10/Jan/17	Buhr	Signage	Mayor's request for signage changes around Village per email of Jan./16				PWM	Staff has the email and some of these things have been addressed. They will continue to be addressed slowly as time permits. We are consulting with Metro and other LM munis re. some of their signage standards and wording and will work toward a consistent standard.	CAO to review "use at own risk" signage on Lions Bay hiking trails
121	10/Jan/17	Buhr	Website	Please report on website progress, including demo				CAO	We are still plugging away on preparing our existing documentation for transfer to the new website (OCRing of documents, content proofing, copywriting, etc.) Will need to get assistance with labour intensive task of uploading and ask that Council approve re-budget of remaining allocation from \$10,000 budget (about \$1600). Once we have content on the site, there will be additional tweaking of formats and functionality by contractor. Not currently ready for any demos.	THAT the unspent remainder of the 2016 \$10,000 new website budget be re-budgeted for 2017 to enable staff to complete the project as soon as possible.
124	24/Jan/17	Buhr	Remembrance Day Quilt	Need a recommendation on where to hang it.				CAO	Perhaps above fireplace in hall? Or somewhere else in hall?	PW to hang quilt on wall above the couch in Hall kitchen, order a plaque, and CFO to add to Council budget
125	24/Jan/17	Buhr	Leaving Metro Boundary	Request Metro to install signage at its northern boundary indicating "Leaving/Entering Metro" etc.		Please provide rationale for Lions Bay.		CAO		CAO to write a letter to Metro requesting that they provide boundary signage for the reasons outlined by Mayor Buhr.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Fourth Quarter Preliminary Financial Review</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>March 2, 2017</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>March 7, 2017 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the report "Fourth Quarter Preliminary Financial Review" be received for information purposes.

### ATTACHMENTS

- Fourth Quarter Preliminary Financial Review

### KEY INFORMATION

The attached fourth quarter financial review includes:

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

The General Fund has been further broken down by department:

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

The reports compare the preliminary results at December 31, 2016 to the 2016-2020 Five Year Financial Plan Bylaw which was adopted May 10, 2016. The report is based on preliminary yearend balances as at March 1, 2017. Staff have included all available information to date;



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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there may be some additional 2016 invoices received which will have to be included in the 2016 results as well as some year-end journal entries and adjustments. The report indicates a surplus of \$184,282 net of \$220,561 of re-budgeted projects that were budgeted in 2016 and will be completed in 2017. The attached report provides an explanation of the variances by fund and department.

### **FOLLOW UP ACTION**

Staff will be available to respond to any questions at the March 7, 2017 Council meeting.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

**Preliminary Consolidated Financial Results**

	2016			2015
	YTD Actual	Budget	%	YTD Actual
<b>Revenues</b>				
Fees, Licenses, Permits and Fines	105,031	93,836	111.9%	106,644
Small Community Grant	296,372	285,000	104.0%	310,738
Other grants	236,440	422,613	55.9%	396,960
Other	119,147	87,205	136.6%	132,013
Taxation	1,410,660	1,410,611	100.0%	1,521,494
Utility Fees and Rates	1,031,686	1,033,030	99.9%	676,322
	<b>3,199,337</b>	<b>3,332,295</b>	<b>96.0%</b>	<b>3,144,172</b>
<b>Expenditures</b>				
Amortization	553,787	553,787	100.0%	513,892
General Government	664,235	665,549	99.8%	566,929
Protective Services	288,820	325,872	88.6%	310,102
Public Works	322,680	408,818	78.9%	325,491
Planning and Development	66,253	60,319	109.8%	24,004
Parks, Recreation and Facilities	173,777	160,899	108.0%	196,141
Solid Waste	198,645	200,125	99.3%	200,539
Sewer Fund	55,187	71,534	77.1%	51,484
Water Fund	568,728	744,856	76.4%	846,789
Interest Payments	90,241	90,241	100.0%	91,561
	<b>2,982,353</b>	<b>3,282,000</b>	<b>90.9%</b>	<b>3,126,931</b>
<b>Surplus/(Deficit)</b>	<b>216,983</b>	<b>50,295</b>		
Amortization	553,787	553,787		
MFA Actuarial Gain on Debt	(17,506)	(17,506)		
<b>Cash Surplus</b>	<b>753,265</b>	<b>586,576</b>		
Capital Expenditures	(195,909)	(569,313)		
Repayment of Debt Principal	(96,101)	(96,101)		
Transfer to Gas Tax Reserve	(56,451)	-		
<b>Transfer (from) to Reserves</b>	<b>404,803</b>	<b>(78,838)</b>		
<b>2016 Re-budgets:</b>				
Planning Consultant	12,068			
Fire Services Strategic Review	5,000			
Office Assistant / Record Management	15,000			
Build Canada Grant	(144,509)			
Build Canada Expenditures	216,264			
SCADA	18,500			
Fence Replacement and Repair	10,000			
Design for Bayview Road Culvert Replacement	13,750			
Bridge Repairs / Bridge Testing and Inspections	14,300			
Lions Bay Beach Park	13,000			
Fire Dept Radio Equipment	1,329			
Fire Hoses and Fittings	4,859			
Fire - SCBA	4,500			
Fire Hall Exhaust System	6,500			
Burn Building	30,000			
<b>Total Re-Budgets</b>	<b>220,561</b>			
<b>Net Transfer to Reserves</b>	<b>184,242</b>			

**Village of Lions Bay**  
**For the year ended December 31, 2016**

**General Fund Financial Results (including Solid Waste)**

	2016			2015
	YTD Actual	Budget	%	YTD Actual
<b>Revenues</b>				
Fees, Licenses, Permits and Fines	105,031	93,836	111.9%	106,644
Small Community Grant	296,372	285,000	104.0%	310,738
Other grants	60,977	59,450	102.6%	92,205
Other	104,200	71,152	146.4%	117,635
Taxation	1,374,729	1,374,680	100.0%	1,230,267
Utility Fees and Rates	199,999	199,925	100.0%	196,802
	<b>2,141,309</b>	<b>2,084,043</b>	<b>102.7%</b>	<b>2,054,291</b>
<b>Expenditures</b>				
Amortization	354,561	354,561	100.0%	335,783
Administration	585,796	598,528	97.9%	513,844
Council	78,439	67,021	117.0%	53,084
EOC	13,759	18,700	73.6%	25,558
Fire	249,579	278,397	89.6%	262,185
Bylaw	25,482	28,775	88.6%	22,359
Public Works	322,680	408,821	78.9%	325,491
Planning and Development	66,253	60,319	109.8%	24,004
Parks, Recreation and Facilities	173,777	160,899	108.0%	196,141
Solid Waste	198,645	200,125	99.3%	200,539
Interest Payments	15,016	15,016	100.0%	16,048
	<b>2,083,986</b>	<b>2,191,162</b>	<b>95.1%</b>	<b>1,975,037</b>
<b>Surplus/(Deficit)</b>	<b>57,322</b>	<b>(107,119)</b>		
Amortization	354,561	354,561		
MFA Actuarial Gain on Debt	(2,652)	(2,652)		
<b>Cash Surplus</b>	<b>409,231</b>	<b>244,790</b>		
Capital Expenditures	(41,322)	(158,550)		
Repayment of Debt Principal	(43,375)	(43,375)		
Transfer to Gas Tax Reserve	(56,451)	-		
Transfer from (to) Water Fund	155,552	(85,340)		
Transfer from (to) Sewer Fund	(18,832)	(36,366)		
<b>Transfer (from) to Reserves</b>	<b>404,803</b>	<b>(78,841)</b>		

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>Water Fund Financial Results</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Revenues</b>					
Parcel Tax Brunswick Beach	10,585	10,585	100.0%	10,585	
Parcel Tax Lions Bay	-	-	n/a	256,502	
Water User Rates	786,865	788,283	99.8%	438,356	
Build Canada Grant	76,350	219,595	34.8%	26,421	1
Disaster Financial Assistance (EMBC)	99,113	143,568	69.0%	278,334	2
Other	14,347	16,053	89.4%	14,378	
	<b>987,260</b>	<b>1,178,084</b>	<b>83.8%</b>	<b>1,024,576</b>	
<b>Expenditures</b>					
Amortization	161,167	161,167	100.0%	149,710	
Communications	2,764	2,538	108.9%	2,766	
Interest Payments	75,225	75,225	100.0%	75,513	
Emergency Repairs	99,113	143,568	69.0%	386,870	2
Insurance	23,077	23,077	100.0%	7,105	
Maintenance	41,419	35,648	116.2%	29,904	3
Material, Supplies and Equipment	24,266	14,921	162.6%	3,256	
Professional Fees / Contract Services	32,090	130,624	24.6%	56,785	4
Salaries and Benefits	263,722	303,676	86.8%	278,071	5
Sundry	14,901	16,891	88.2%	14,545	
Training / Professional Development	3,168	5,075	62.4%	598	
Utilities	9,210	13,838	66.6%	11,888	
Internal Allocations	55,000	55,000	100.0%	55,000	
	<b>805,121</b>	<b>981,248</b>	<b>82.1%</b>	<b>1,072,012</b>	
<b>Surplus / (Deficit)</b>	<b>182,139</b>	<b>196,836</b>			
Amortization	161,167	161,167			
MFA Actuarial Gain on Debt	(14,853)	(14,853)			
<b>Cash Surplus</b>	<b>328,453</b>	<b>343,150</b>			
Capital Expenditures:					
Build Canada	(114,525)	(329,393)			
Other Capital	(5,650)	(46,370)			
Repayment of Debt Principal	(52,726)	(52,726)			
<b>Transfer (from) to General Fund</b>	<b>155,552</b>	<b>(85,340)</b>			

**Notes:**

- 1 Revenue represents 2/3 of actual expenditures (amount covered by the grant).
- 2 Actual costs were lower than budgeted. 100% of costs were reimbursed by EMBC.
- 3 Includes \$14,291 for PRV maintenance that was budgeted as capital.
- 4 Professional fees are favourable partially due to Infrastructure Master Plan savings of \$10,154. In addition, \$33,495 was budgeted for reservoir cleaning which was not done in 2016. The contract services budget has been historically favourable - the 2017 budget has been reduced by \$38,600 (to \$92,000).
- 5 Staff spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) came in at 97.6% of budget. The allocation of Public Works salaries was adjusted in the 2017 budget to better reflect actual costs.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>Sewer Fund Financial Results</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Revenues</b>					
Taxation (Parcel Tax)	25,346	25,346	100.0%	24,140	
Utility Fees and Rates	44,822	44,822	100.0%	41,164	
Connection Fees	600	-	n/a	-	
	<b>70,768</b>	<b>70,168</b>	<b>100.9%</b>	<b>65,305</b>	
<b>Expenditures</b>					
Amortization	38,059	38,059	100.0%	28,399	
Insurance	2,230	2,230	100.0%	1,240	
Maintenance	27,737	30,450	91.1%	25,767	
Material, Supplies and Equipment	351	1,015	34.6%	622	
Professional Fees / Contract Services	2,254	8,981	25.1%	2,494	1
Salaries and Benefits	14,961	20,374	73.4%	15,237	2
Sundry	1,672	1,622	103.1%	317	
Training / Professional Development	-	761	0.0%	-	
Utilities	1,982	2,101	94.4%	1,807	
Internal Allocations	4,000	4,000	100.0%	4,000	
	<b>93,246</b>	<b>109,593</b>	<b>85.1%</b>	<b>79,883</b>	
<b>Surplus / (Deficit)</b>	<b>(22,478)</b>	<b>(39,425)</b>			
Amortization	38,059	38,059			
<b>Cash Surplus / (Deficit)</b>	<b>15,581</b>	<b>(1,366)</b>			
Capital Expenditures	(34,413)	(35,000)			
<b>Transfer (from) to General Fund</b>	<b>(18,832)</b>	<b>(36,366)</b>			

**Notes:**

- 1 Favourable in part due to Infrastructure Master Plan savings of \$846. Budget was reduced to \$2,000 for 2017.
- 2 Staff spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) came in at 97.6% of budget. The allocation of Public Works salaries was adjusted in the 2017 budget to better reflect actual costs.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

**Revenue Summary**

	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Taxation</b>					
General Municipal Property Tax	1,105,803	1,105,811	100.0%	987,338	
Fire Levy - from Municipal Taxation	231,703	231,703	100.0%	206,878	
Parcel Taxes	35,931	35,931	100.0%	291,227	
Grants in Lieu	34,367	34,366	100.0%	33,267	
Admin Fees - Schools Taxes	2,856	2,800	102.0%	2,783	
	<b>1,410,660</b>	<b>1,410,611</b>	<b>100.0%</b>	<b>1,521,494</b>	
<b>Utility Fees and Rates</b>					
Water User Rates	786,865	788,283	99.8%	438,356	
Sewer User Rates	44,822	44,822	100.0%	41,164	
Solid Waste User Rates	199,999	199,925	100.0%	196,802	
	<b>1,031,686</b>	<b>1,033,030</b>	<b>99.9%</b>	<b>676,322</b>	
<b>Fees, Licenses and Permits</b>					
Building Permits	11,357	12,000	94.6%	9,907	
Board Of Variance Application Fee	1,000	3,000	33.3%	2,500	
Secondary Suite Surcharge Fees	17,098	16,500	103.6%	11,490	
Dumpster Bin Permit Fees	1,505	200	752.5%	245	
Demolition Permits	200	-	n/a	-	
Other Permits	25	-	n/a	-	
Covenant Fees	800	-	n/a	-	
Fire Training Programs	300	1,500	20.0%	1,450	
Recreation Programs	3,855	4,500	85.7%	5,727	
Hall Rental	9,113	6,000	151.9%	9,204	
Boat Space Rentals	5,800	4,500	128.9%	5,000	
Rental Agree - BC Ambulance	25,113	25,113	100.0%	23,234	
Parking Fines	8,098	5,000	162.0%	17,033	
Parking Passes - Annual	1,240	1,500	82.7%	2,000	
Parking Passes - Temporary	5,793	4,800	120.7%	5,562	
Dog Licences / Animal Control Fines	5,235	3,350	156.3%	3,570	
Filming Revenue	2,200	1,500	146.7%	5,280	
Tree Cutting Applications	400	508	78.7%	360	
Tax Information Charges	2,160	1,800	120.0%	1,840	
FOIIPA Fees	407	-	n/a	97	
Miscellaneous	3,333	2,065	161.4%	2,145	
	<b>105,031</b>	<b>93,836</b>	<b>111.9%</b>	<b>106,644</b>	
<b>Grants</b>					
Small Community Grant	296,372	285,000	104.0%	310,738	
Grant - New Build Canada	76,350	219,595	34.8%	26,421	1
Gas Tax Funding	56,451	54,600	103.4%	54,616	
Disaster Financial Assistance (EMBC)	99,113	143,568	69.0%	278,334	2
Other Grants	4,527	4,850	93.3%	37,589	
	<b>532,812</b>	<b>707,613</b>	<b>75.3%</b>	<b>707,698</b>	
<b>Other Revenue</b>					
Fire Department Callouts Highway	21,934	20,000	109.7%	28,466	
Donations to LB Fire Department	9,118	20,000	45.6%	36,050	3
Fire Fighter Day Revenue	25,152	-	n/a	-	3
Fire Miscellaneous Revenue/Recoveries	-	-	n/a	8,291	
Tax Penalties and Interest	24,983	20,500	121.9%	24,239	
MFA Actuarial Interest	17,506	17,505	100.0%	14,701	
Bank Return on Investment	12,550	7,000	179.3%	11,444	
In-Kind Revenue	3,850	-	n/a	2,013	4
Miscellaneous	3,961	1,000	396.1%	4,904	
Connection Fees	94	1,200	7.8%	1,904	
	<b>119,147</b>	<b>87,205</b>	<b>136.6%</b>	<b>132,013</b>	
<b>Total Revenues</b>	<b>3,199,337</b>	<b>3,332,295</b>	<b>96.0%</b>	<b>3,144,172</b>	

**Notes:**

- 1 Revenue represents 2/3 of actual expenditures (amount covered by the grant).
- 2 Actual costs were lower than budgeted. 100% of costs were reimbursed by EMBC.
- 3 Donations budget included Fire Fighter Day revenue, which is now recorded separately.
- 4 In-kind revenue was not budgeted but offsets the in-kind expenses that are part of the municipal grants.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Administration</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	354,561	354,561	100.0%	335,783	
Communications	51,395	57,439	89.5%	40,076	
Fiscal Charges	3,513	3,750	93.7%	3,628	
Insurance	32,197	32,640	98.6%	31,032	
Internal Allocations	(53,500)	(53,500)	100.0%	(53,500)	
Maintenance	4,252	7,105	59.8%	2,926	
Material, Supplies and Equipment	9,670	11,168	86.6%	10,586	
Professional Fees / Contract Services	53,033	65,568	80.9%	52,922	1
Salaries and Benefits	464,125	453,765	102.3%	408,142	
Sundry	4,961	2,921	169.8%	2,781	
Training / Professional Development	14,325	15,079	95.0%	13,506	
Utilities	1,825	2,593	70.4%	1,745	
	<b>940,357</b>	<b>953,089</b>	<b>98.7%</b>	<b>849,627</b>	

**Notes:**

1 Favourable due to lower than budgeted legal expenses.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Council</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	11,655	1,503	775.4%	128	1
Material, Supplies and Equipment	144	203	71.1%	196	
Professional Fees / Contract Services	4,358	5,000	87.2%	-	
Salaries and Benefits	38,884	41,994	92.6%	41,537	2
Sundry	20,205	8,821	229.1%	4,357	3
Training / Professional Development	3,192	9,500	33.6%	6,866	
	<b>78,439</b>	<b>67,021</b>	<b>117.0%</b>	<b>53,084</b>	

**Notes:**

- 1 Overbudget due to referendum mailout (\$2,878) and Communication Consultant (\$11,665).
- 2 Favourable due to Councillor vacancy.
- 3 Unfavourable due to unbudgeted by-election (\$11,665).

**Village of Lions Bay  
For the year ended December 31, 2016**

**General Fund - Fire Department**

	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	46,998	42,522	110.5%	42,421	
Fiscal Charges	190	200	94.8%	172	
Insurance	11,318	10,800	104.8%	10,417	
Maintenance	33,130	37,950	87.3%	37,015	
Material, Supplies and Equipment	29,252	31,780	92.0%	39,189	
Professional Fees / Contract Services	-	5,000	0.0%	-	1
Salaries and Benefits	98,219	106,445	92.3%	101,609	2
Training / Professional Development	29,100	40,800	71.3%	29,499	2
Utilities	1,373	2,900	47.3%	1,864	
	<b>249,579</b>	<b>278,397</b>	<b>89.6%</b>	<b>262,185</b>	

**Notes:**

- 1 Budget included \$5,000 for a Fire Strategic Plan which was not spent in 2016. The study has not been re-budgeted in 2017.
- 2 Volunteer fire fighters were not at full complement for a large part of 2016 resulting in reduced wage and training costs. Full complement has been achieved at the end of 2016.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Bylaw Services</b>
--------------------------------------

	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	797	750	106.3%	706	
Material, Supplies and Equipment	1,661	4,508	36.8%	3,272	
Professional Fees / Contract Services	1,523	2,000	76.2%	2,678	
Salaries and Benefits	19,017	20,502	92.8%	15,703	
Training / Professional Development	2,484	1,015	244.7%	-	
	<b>25,482</b>	<b>28,775</b>	<b>88.6%</b>	<b>22,359</b>	

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - EOC</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	3,151	1,600	196.9%	1,710	
Grants	1,322	5,600	23.6%	3,306	1
Maintenance	4,768	2,500	190.7%	3,978	2
Material, Supplies and Equipment	(18)	500	-3.6%	-	
Training / Professional Development	17	5,000	0.3%	12,500	3
Utililities	4,519	3,500	129.1%	4,063	
	<b>13,759</b>	<b>18,700</b>	<b>73.6%</b>	<b>25,558</b>	

**Notes:**

- 1 Actual ESS costs for 2016 submitted for reimbursement were lower than budgeted.
- 2 Includes all maintenance costs for the Klatt Building - to be allocated at year-end.
- 3 Budget included \$3,000 for additional EOC training and exercises which was unspent.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Public Works</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	15,296	17,553	87.1%	11,026	
Interest Payments	15,016	15,016	100.0%	16,048	
Insurance	10,959	10,200	107.4%	12,408	
Internal Allocations	(15,000)	(15,000)	100.0%	(15,000)	
Maintenance	76,218	126,061	60.5%	90,489	1
Material, Supplies and Equipment	23,392	38,570	60.6%	30,468	
Professional Fees / Contract Services	29,588	61,358	48.2%	38,762	2
Salaries and Benefits	172,976	165,054	104.8%	154,438	3
Sundry	32	254	12.6%	44	
Training / Professional Development	3,311	4,771	69.4%	2,856	
Utilities	5,909	-	n/a	-	
<b>Total Expenditures</b>	<b>337,696</b>	<b>423,837</b>	<b>79.7%</b>	<b>341,539</b>	

**Notes:**

- 1 Underspent in roads maintenance and drainage.
- 2 Favourable partially due to Infrastructure Master Plan savings of \$12,690. The contract services budget has been historically favourable - the 2017 budget has been reduced to \$20,000.
- 3 Staff spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) came in at 97.6% of budget. The allocation of Public Works salaries was adjusted in the 2017 budget to better reflect actual costs.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

**General Fund - Planning and Development**

	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	900	2,035	44.2%	963	
Professional Fees / Contract Services	18,973	36,500	52.0%	2,812	1
Salaries and Benefits	45,171	19,552	231.0%	18,780	
Sundry	213	760	28.1%	500	
Training / Professional Development	995	1,472	67.6%	948	
	<b>66,253</b>	<b>60,319</b>	<b>109.8%</b>	<b>24,004</b>	

**Notes:**

- 1 Budget includes \$30,000 for a planning consultant whose contract commenced in October. \$12,068 was re-budgeted in 2017.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Parks and Recreation</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	595	-		-	
Grants	32,126	29,229	109.9%	34,836	1
Insurance	2,400	2,692	89.2%	2,600	
Maintenance	19,797	30,803	64.3%	28,401	
Material, Supplies and Equipment	3,564	1,734	205.5%	233	
Professional Fees / Contract Services	2,418	4,110	58.8%	4,995	2
Hall Programs	3,354	4,025	83.3%	4,834	
Salaries and Benefits	105,318	81,494	129.2%	115,377	3
Sundry	471	508	92.7%	(140)	
Utilities	3,735	6,304	59.2%	5,004	
	<b>173,777</b>	<b>160,899</b>	<b>108.0%</b>	<b>196,141</b>	

**Notes:**

- 1 Municipal grant expenses include the in-kind charges that were not budgeted but are offset by in-kind revenue.
- 2 Favourable due to Infrastructure Master Plan savings of \$1,692.
- 3 Staff spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) came in at 97.6% of budget. The allocation of Public Works salaries was adjusted in the 2017 budget to better reflect actual costs.

**Village of Lions Bay**  
**For the year ended December 31, 2016**

<b>General Fund - Solid Waste</b>					
	<b>2016</b>			<b>2015</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Revenues</b>					
Garbage User Fees	199,999	199,925	100.0%	196,802	
Garbage Decal Sales	112	50	224.0%	278	
Blue Boxes	-	50	0.0%	-	
Compost Revenues	-	100	0.0%	-	
	<b>200,111</b>	<b>200,125</b>	100.0%	<b>197,080</b>	
<b>Expenditures</b>					
Supplies and Education	1,250	2,500	50.0%	4,420	
Collection Contract	96,218	97,075	99.1%	96,462	1
Recycle Removal Contract	32,871	29,050	113.2%	29,383	1
Green Waste Contract	53,253	56,000	95.1%	55,140	1
Sundry	5,554	6,000	92.6%	5,634	
Internal Allocations	9,500	9,500	100.0%	9,500	
	<b>198,645</b>	<b>200,125</b>	99.3%	<b>200,539</b>	
<b>Surplus / (Deficit)</b>	<b>1,466</b>	<b>-</b>		<b>(3,459)</b>	

**Notes:**

- 1 In total, Collection, Recycling and Green Waste finished the year at 100.1% of budget (\$217 over budget).

**Village of Lions Bay  
2016 Capital Expenditures  
as at December 31, 2016**

<b>Project</b>	<b>Actual</b>	<b>Budget</b>	<b>Comments</b>
WWTP Safety - gratings, handrails, planking, and bridge	\$20,758	\$21,000	Completed.
Sewer Sea Snake - pipe inspection camera	\$13,655	\$14,000	Completed.
Highway Tank Roof Removal	\$13,111	\$13,111	Completed.
Water Contingency	\$5,650	\$5,000	Completed - Water conservation signs, two pressure sensors.
Mag Intake Safety Improvements	\$42,536	\$91,072	\$49,932 re-budgeted in 2017. Staff have submitted a request to the New Build Canada Fund for an extension of the timeline to the end of October 2017.
PRV and Bypass for Mag Reservoir	\$69,192	\$69,192	Completed.
Harvey Intake Road Safety Improvements	\$2,797	\$169,129	\$166,332 re-budgeted in 2017. Staff have submitted a request to the New Build Canada Fund to re-purpose the funds for the road remediation to the weir remediation.
Water Capital - Hydrants	\$0	\$9,000	Council approved reallocation of budget to additional PRV maintenance that is required (see below).
Water Maintenance - PRV Screens & Filters	\$0	\$10,000	Completed. Total cost \$14,291 - recorded as an operating expense in PRV Maintenance.
Water Safety - anchor points for safety harnesses on all tanks	\$0	\$3,870	Project was not completed - engineering sign off on roof anchor attachment points was not available. Staff are looking for alternative measures.
SCADA - Install robust primary communications	\$0	\$18,500	\$18,500 re-budgeted in 2017.
CCR Renewal - Light Ballasts for Village Office (re-budget)	\$5,638	\$6,057	Completed.

Project	Actual	Budget	Comments
Fence replacement and repair	\$0	\$15,000	\$10,000 re-budgeted in 2017. Work to be completed in March.
Works Yard roof repairs	\$0	\$9,000	Completed. Total cost \$8,493 - recorded as an operating expense in PW Maintenance.
Survey, Eng., and Design for culvert replacement and road repair 280 m Bayview from Mountain to Stewart.	\$0	\$24,000	Ongoing. \$13,750 re-budgeted in 2017. \$10,250 spent in 2016 and recorded as operating expense in PW Contract Services.
High Priority Bridge Repairs	\$0	\$14,300	Minor repairs completed under operating budget. \$14,300 re-budgeted in 2017 for four detailed bridge inspections.
Lions Bay Beach Park - boat space refurbishment, removal of wood entrance and wood bench, stair replacement, guard rails	\$0	\$13,000	\$13,000 re-budgeted in 2017. Total 2017 budget \$31,305 for LBBP staircase and removal of existing wood structures.
Welder for Public Works	\$2,406	\$0	Unbudgeted. Stainless steel welder to repair ageing salters and other stainless steel components.
Laptops for Building Inspector and Fire Chief	\$3,373	\$3,500	Completed.
Computer Equipment for Fire Trucks (re-budget)	\$573	\$573	Completed.
Fire Dept Radio Equipment	\$2,671	\$4,000	\$1,329 re-budgeted in 2017. Radio purchases completed in January 2017.
Fire Hoses and Fittings	\$0	\$4,859	\$4,859 re-budgeted in 2017. Hoses purchased in January 2017.
Holmatro Hoses	\$5,697	\$0	Unbudgeted - damaged hoses required replacement.
Fire Dept SCBA	\$0	\$4,500	\$4,500 re-budgeted in 2017. Purchase made in January 2017.
Rope Rescue Equipment	\$0	\$2,750	Not purchased - budget partially offsets Holmatro Hoses.
Turn Out Gear	\$485	\$0	Unbudgeted.
Interface Fire Fighting	\$0	\$1,950	Not purchased - budget partially offsets Holmatro Hoses.

Project	Actual	Budget	Comments
Generator Lighting / Scene Lights	\$3,955	\$4,000	Completed.
Hall Exhaust System	\$0	\$6,500	\$6,500 re-budgeted in 2017. Quotes obtained, work to commence shortly.
Gas Meter and Cylinder	\$3,411	\$1,450	Completed.
Completion of FD Burn Building	\$0	\$30,000	\$30,000 re-budgeted in 2017. Fire Chief working with CAO to complete steps to remove Stop Work order and obtain FLNRO approval.
	<b>\$195,908</b>	<b>\$569,313</b>	
<b>2017 Re-budgets</b>	\$333,002		
<b>Total 2016 Expenditures</b>	<b>\$528,910</b>	<b>\$569,313</b>	

**Capital budget requests recorded as operating:**

Water Maintenance - PRV Screens & Filters	\$14,291
Works Yard roof repairs	\$8,493
Bayview Road design and engineering	\$10,250
	<u><b>\$33,034</b></u>

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>2017 Supplemental Budget Requests</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>March 2, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>March 7, 2017 Regular Council Meeting</b>		

### RECOMMENDATION

THAT Council approve the 2017 Supplemental Budget Requests as attached.

### 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 has been updated to reflect the changes discussed at the February 21, 2017 Council Strategy Committee Meeting.

### OPTIONS

1. Approve the 2017 Supplemental Budget Requests;
2. Amend the 2017 Supplemental Budget Requests and then approve;
3. Refer the 2017 Supplemental Budget Requests back to staff for revisions.

### FOLLOW UP ACTION

Assuming the 2017 Supplemental Budget Requests are approved, the funds will then be allocated in the 2017 budget.

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

**Summary**

<b>Department</b>	<b>Amount</b>
Fire Department	43,728
General Government	245,825
	<hr/>
	<b>289,553</b>
2017 Budget Surplus Estimate (General Fund)	295,000
	<hr/>
<b>Balance</b>	<b>5,447</b>

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

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

Project	Amount	Notes
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	
Radio Equipment - Batteries (after re-budget of \$1,329)	690	
<b>Total Fire Department Capital Maintenance</b>	<b>28,290</b>	
Tent (to cover small fire truck)	2,500	
Security Lighting for Pit	2,500	
Portable Interface Fire Pump	5,438	
Rope Training	5,000	
<b>Additional Fire Requests</b>	<b>15,438</b>	
<b>Total Fire Department Requests</b>	<b>43,728</b>	
 <b>Requests removed /amended after review</b>		
Industrial Laundry for Hall (WCB)	3,800	defer to 2018
Security Camera for Pit (including installation)	4,000	wait for communications study

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

**General Government**

Project	Amount	Notes
Detailed Bridge Inspections (Destructive/Non-Destructive) for all bridges	5,700	(after \$14,300 re-budget) 4 inspections (\$20k) deferred to 2018
LB Beach Park - hand dryers, lighting		- re-budget \$4,803
LB Beach Park - staircase, removal of existing wood structures	23,108	after \$8,197 re-budget
Lions Bay Avenue Stairs to Bus Stop		- \$25,000 cost funded by Translink grant
Emergency Generator for Village Office / Broughton Hall	15,000	\$30k total cost - budget additional \$15k in 2018 and purchase
Air Compressor for Works Yard Shop	1,000	
Backhoe (\$125,000 used - 5 year lease to own)	15,250	Year 1 \$15,250; Year 2-5 \$30,500 annually
Forklift Replacement	13,000	
AV Suite for Council Chambers (60" TV Screen)	3,000	
Updates to mapping - Lidar Map	400	
Broughton Hall Threshold/Humidifier for Furnace	6,500	Humidity levels to be measured for a period of time prior to purchase
Broughton Hall Doors/Locks	7,602	
Broughton & Klatt landscaping plan execution, coloured uplighting	2,500	after MOTI grant of \$20,000
Parking Plan - Signage	25,000	
"Pulling Together" Canoe Journey - Lunch	2,500	
Planning Consultant	60,000	
Emergency Management Planning	20,000	
Heat Pump for Ambulance Station in Klatt Building	5,265	
Emergency Communications System	2,000	
Records Management		- after \$15,000 re-budget and \$5k re-budget of fire review
Land Surveying	8,000	
Asset Management Plan	20,000	2017 portion - to be completed over two years
By-Election	10,000	
Closed Agenda Items		

**245,825**

**Requests removed /amended after review**

Detailed Bridge Inspections (Destructive/Non-Destructive) for all bridges	20,000	2018 - 4 additional inspections
Bus Shelter	15,000	defer to 2018, apply for grant

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

**General Government**

**Requests removed /amended after review (con't)**

Emergency Generator for Village Office / Broughton Hall	15,000	\$30k total cost - budget additional \$15k in 2018 and purchase
Backhoe (\$125,000 used - 5 year lease to own)	6,350	reduced cost for used backhoe
Jumping Jack (compactor)	2,500	removed
Emergency Lighting at Works Yard	2,500	removed
24 additional hall chairs	840	removed
Drop down 180" projector screen for Hall, like <a href="http://a.co/33LfnTO">http://a.co/33LfnTO</a>	700	removed
Target Solutions for Fire Department (RMS)	4,000	defer to 2018, further analysis required
Housing Needs Assessment	15,000	removed
Records Management	5,000	use fire review re-budget for record management
Stairs below STP - Kelvin Grove Beach Park	15,000	Staff recommend removing the stairs, not replacing

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

**Water**

Project	Amount	Notes
SCADA	- after \$18,500 re-budget.	
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
Camera System for Intakes (2)	tbd	Quote to follow
Cash support for UBC MOU	2,000	Hydrology Study
	<b><u>48,975</u></b>	
	45,000	Budgeted



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Council Remuneration</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter De Jong</b>
<b>Date</b>	<b>February 28, 2017</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>March 7, 2017 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the report "Council Remuneration" be received for information purposes.

### ATTACHMENTS

1. Council Remuneration Bylaw No. 477, 2015

### KEY INFORMATION

On October 20, 2015, Council adopted the Council Remuneration Bylaw No. 477, 2015. The bylaw states that "Council remuneration increases shall be made annually effective January 1 and shall be based on the percentage the BC Consumer Price Index (CPI) increased over the previous calendar year". Based upon the 2016 BC CPI index, Council should receive a 1.83% remuneration increase retroactive to January 1, 2017.

### FINANCIAL IMPLICATIONS

The Mayor is currently paid \$13,831.93 annually. The 2017 annual salary would be \$14,085.05, an increase of \$253.12.

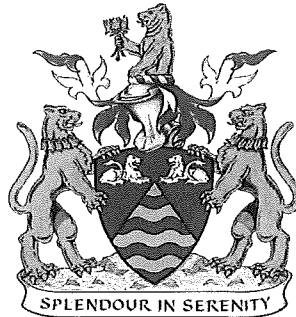
The Councillors are currently paid \$6,915.97 annually. The 2017 annual salary would be \$7,042.53, an increase of \$126.56.

### FOLLOW UP ACTION

Staff will implement the remuneration increase retroactive to January 1, 2017 to be paid on the March 31, 2017 pay.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



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

**Adopted: October 20, 2015**

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

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

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


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

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

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

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

READ A FIRST TIME this 6<sup>th</sup> day of January, 2015  
READ A SECOND TIME this 6<sup>th</sup> day of January, 2015  
READ A THIRD TIME this 6<sup>th</sup> day of January, 2015  
THIRD READING RESCINDED 5<sup>th</sup> day of May, 2015  
RE-READ A THIRD TIME this 6<sup>th</sup> day of October, 2015  
ADOPTED this 20<sup>th</sup> day of October, 2015

  
\_\_\_\_\_  
Mayor

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

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

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



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

Dear Minister Anton and Minister Stone,

First, I thank the Province for committing to the safety improvements on the Sea-to-Sky Highway at Lions Bay as MoTI and Lions Bay jointly announced last weekend. Locally, reaction has been minimal, with some regret expressed at the loss of the landscape median as a traffic calming measure, but recognition of the necessity to do something more explicit, and all tempered by the additional concessions made by MoTI. Thank you.

As part of the safety improvements, MoTI will be looking at whether 70 might be a better speed limit, both to reduce confusion from having three zones within 200 meters of the other, and to make it look more like a limit than a suggestion. The most recently measured 85th percentile speed at Lions Bay was 89 km/h (in a 60 zone). MoTI/RCMP stats show that the first contributing factor for about half the accidents at Lions Bay is either "exceeding speed limit," "driving too fast for conditions" or "driver inattentive." Of the 27 km of highway from Horseshoe Bay to Furry Creek, the 8 km stretch through central and north Lions Bay accounted for 4 of 7 fatalities, 81 of 159 injury accidents and 101 of 218 property damage only collisions 2009 to 2015 (MoTI stats). Independent of changes to the median, speeds at Lions Bay are too high. The section of highway between the northern border of Lions Bay and Deeks Creek is probably the most dangerous section of the entire Sea to Sky Highway and we would urge MoTI to review the speeds through this section as well.

Coincident with excessive speed is noise. Normal highway tire and engine noise is by now familiar to Lions Bay, especially as it's mitigated to some extent by silent-pavement and sound walls. But particularly in summer, the irregular but frequent aural assault of motorcycle clubs chicaning through at outrageous speeds is debilitating.

Consequently, further to Minister Anton's 20 Oct. 2015 letter (attached for convenience), **I hereby request that government consider Average Speed Over Distance technology as an *automated speed enforcement measure*, and Lions Bay as a *location identified as high risk for speed crashes*, as outlined in the attached strategy-level presentation.**

With regards,

Karl Buhr



BRITISH  
COLUMBIA

OCT 23 2015

OCT 20 2015

His Worship Karl Buhr  
Mayor of the Village of Lions Bay  
PO Box 141  
Lions Bay BC V0N 2E0

Dear Mayor Buhr:

I would like to thank you for such an informative meeting at this year's Union of British Columbia Municipalities Convention in Vancouver. I am writing to follow-up on our discussion regarding re-instituting speed cameras and options for addressing excessive motorcycle noise.

As I have mentioned previously, government will not be returning to photo radar but new technologies are presently being explored to improve public and first responder safety. The *BC Coroners Service Child Death Review Panel Report Recommendation #3: Reduce Speed Related Injury and Death*, asked the ministry to review the requirements for conducting a pilot project of automated speed enforcement measures in locations identified as high risk for speed crashes. Under the ministry's *Road Safety Strategy* new technologies related to enforcement are under review as a result of this recommendation.

Speed enforcement continues to occur through RCMP Traffic Services out of the Squamish Detachment, and Highway 99 receives additional coverage by RCMP Sea-to-Sky Traffic Services as well as enhanced enforcement coverage from the Greater Vancouver Integrated Road Safety Unit. I recommend that you continue to work with your local RCMP Detachment Commander, Superintendent Neil Cross, to ensure services are in-line with community expectations.

The regulation and enforcement of motorcycle noise is a complex issue, of which Ministry of Transportation and Infrastructure (MoTI) has legislative responsibility. I have been advised that MoTI continues to work with the BC Association of Chiefs of Police on recommendations of how to address the issue of vehicle noise, including engaging communities and stakeholders as the process moves forward.

.../2

Ministry of  
Justice

Office of the  
Minister of Justice  
and Attorney General

Mailing Address:  
PO Box 9044 Stn Prov Govt  
Victoria BC V8W 9E2  
e-mail: JAG.Minister@gov.bc.ca  
website: www.gov.bc.ca/Justice

Telephone: 250 387-1866  
Facsimile: 250 387-6411

His Worship Karl Buhr  
Page 2

I appreciate these important opportunities to exchange ideas and share information. Through a continued partnership, I am confident that we can work together to increase the safety and security of the Village of Lions Bay.

Yours very truly,



Suzanne Anton, QC  
Attorney General  
Minister of Justice

pc: Mr. Jordan Sturdy, MLA  
Mr. Clayton Pecknold  
Superintendent Neil Cross

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# *Using Average-Speed-Over-Distance technology to explicitly reduce traffic speed in designated safety corridors*

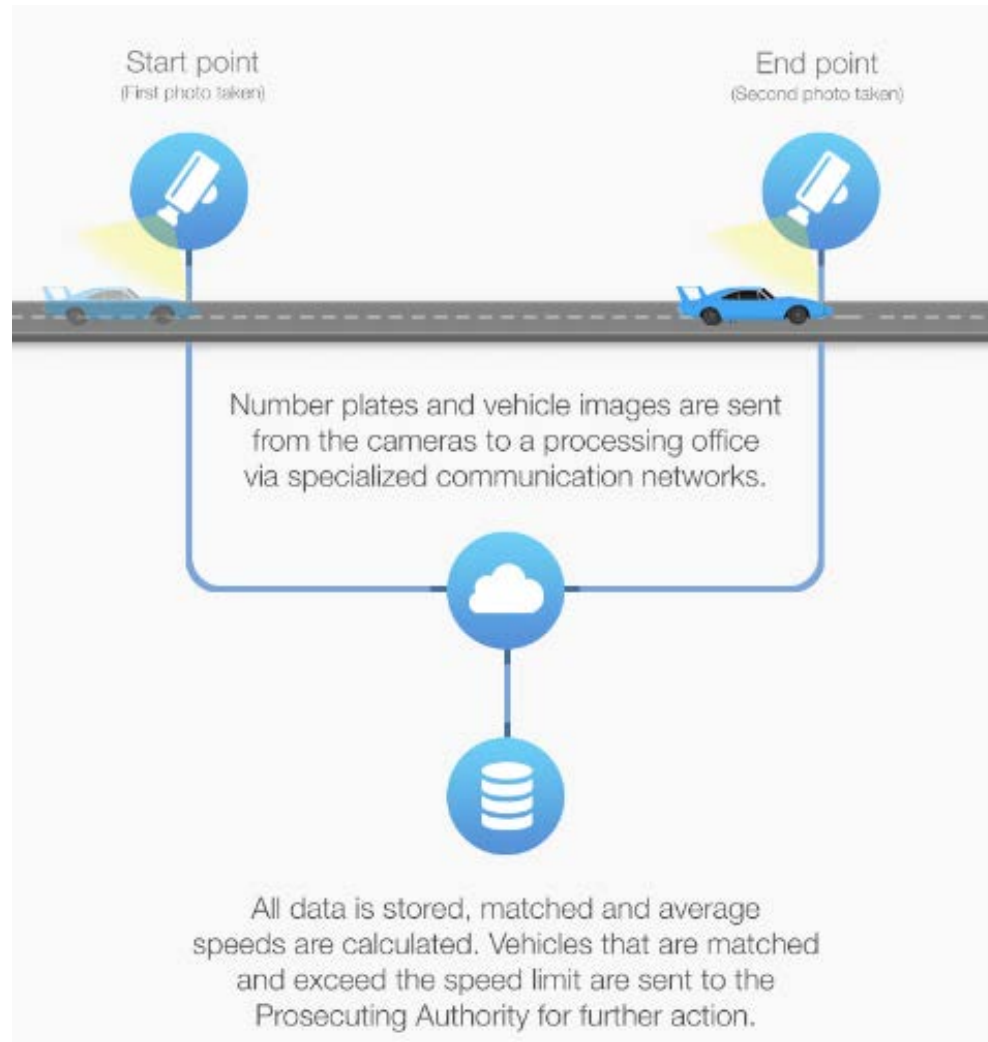
*Mayor Karl Buhr, Lions Bay*

*[mayor.buhr@lionsbay.ca](mailto:mayor.buhr@lionsbay.ca)*

*Mobile: 604 562 8997*

*Prepared Feb. 2017*

# How ASOD works

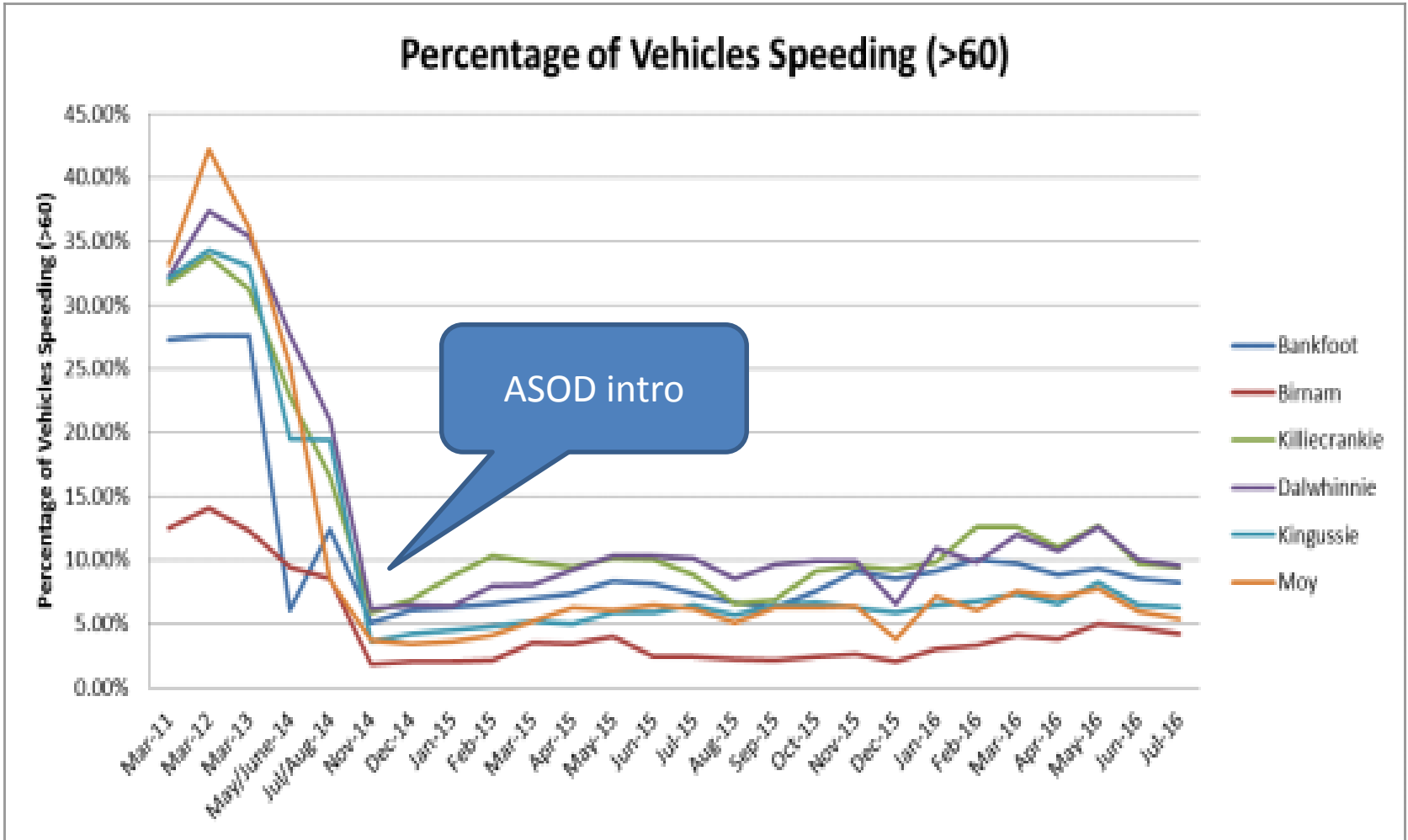


- Travel time between two points is measured by license plate or Bluetooth recognition
- Average speed = distance ÷ travel time

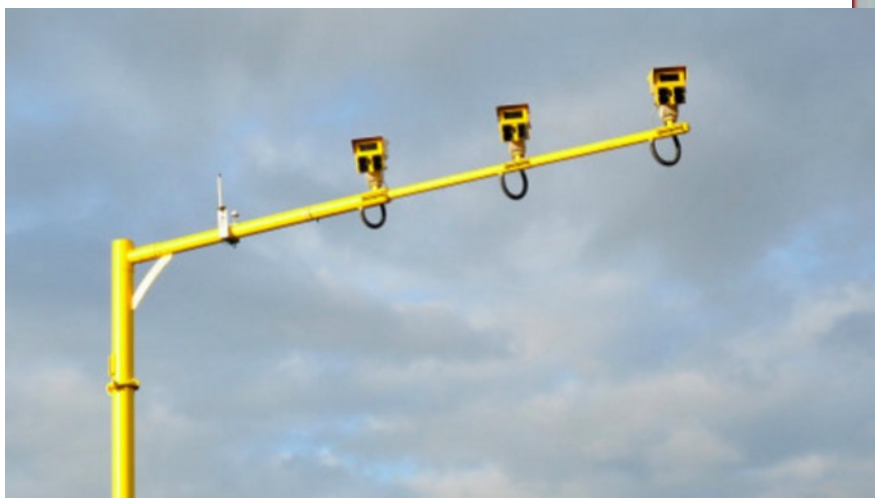
# What ASOD is, and is not

- ASOD *is not* speed radar: it is a safety measure, that uses the same technology as bridge tolling, and the administrative regime of red light cameras
- ASOD offers 24/7 control for all vehicles, in posted safety corridors
  - Compliance near 100%
  - More uniform speeds improve journey time reliability and highway capacity
  - Positive reinforcement increases awareness and further reduces accidents

# Typical ASOD results (A9 in UK)



# Simple installation



03/03/2017

# ASOD in use elsewhere...

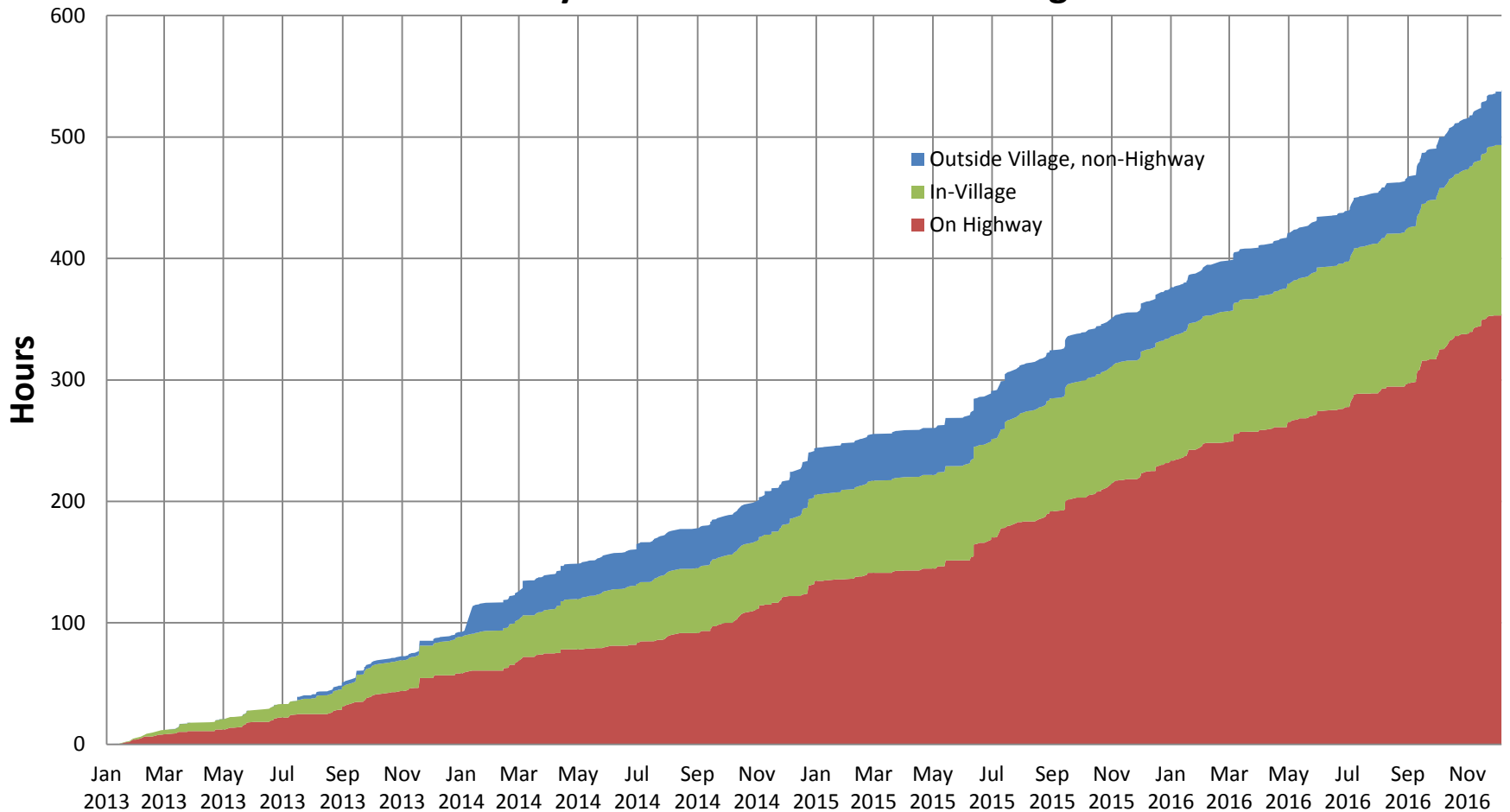
- Norway: "average speed [systems] are significantly more effective [than fixed-point radar], with a reduction [in] driving speed and an associated reduction in injury costs...up to three times as great [as the cost of the installation]."
- Belgium: 25% reduction in speed differences between vehicles, implying a more stable traffic stream. Accidents drop 15%. Estimated drop of 29% in light offenders, 78% in heavy offenders.
- Scotland: speeding by over 10 mph dropped by 97% on the A9
- South Africa: significant reduction in serious accidents due to reduced speeds, and in minor accidents due to more uniform speeds. Decreased heavy goods vehicle travel times.

# Why at Lions Bay?

- Of the 27 km from Horseshoe Bay to Furry Creek, the 8 km stretch through central and north Lions Bay accounted for 4 of 7 fatalities, 81 of 159 injury accidents and 101 of 218 property damage collisions 2009 to 2015 (MoTI)
- With few escape points and no alternative routes, multi-hour highway closures impact lives from Vancouver to Whistler and beyond
- From Jan. 2013 – Dec. 2016, Lions Bay Fire Rescue volunteers averaged 5.0 highway calls a month (87% requiring rescue/extrication). The physical and emotional demands of highway accidents on first responders are high.
- On a road posted for 60 km/h, 85<sup>th</sup> percentile speed at Lions Bay is 89 km/h [MoTI, Aug. 2015]. Motorcycles do 160 at 6000 RPM (qualitative). Policing is 34 km away.

# Why at Lions Bay, 2

## Lions Bay Fire Rescue cumulative usage



# Clockwise: Lions Bay fatalities, injuries, confiscations, closures....



03/03/2017

# Why at Lions Bay, 3

- Well-isolated highway section
- Just about everyone needs to slow down
- Opportunity to directly contrast ASOD to Speed technology with the same traffic slugs

# Further research: case studies

- UK
  - [http://a9road.info/uploads/publications/A9 Data Monitoring Analysis Report - August 2016.pdf](http://a9road.info/uploads/publications/A9_Data_Monitoring_Analysis_Report_-_August_2016.pdf)
- Norway
  - [http://www.vegvesen.no/\\_attachment/345715/binary/599420](http://www.vegvesen.no/_attachment/345715/binary/599420)
- EU
  - [http://archive.etsc.eu/documents/copy of copy of Speed%20Fact%20Sheet%205.pdf](http://archive.etsc.eu/documents/copy_of_copy_of_Speed%20Fact%20Sheet%205.pdf)

# Further research: blogs, reports

- <http://www.speedcamerasuk.com/specs.htm>
- <https://www.westerncape.gov.za/news/fourth-phase-average-speed-camera-enforcement-system-goes-live>
- <http://www.bypass.redflex.com/international/products/speed-enforcement-fixed/average-speed>
- <http://wernerantweiler.ca/blog.php?item=2016-08-16>

# Further research: research

- <http://www.compass4d.eu/download/meetings/9.pdf>
- <http://www.slideshare.net/CharlesGoldenbeld/goldenbeld-rlc-sectioncontrol-26311410>
- [http://www.parliament.wa.gov.au/Parliament/commit.nsf/\(Evidence+Lookup+by+Com+ID\)/1FCF2D9BDA91C83548257E3D002C5D55/\\$file/Speed+enforcement+mechanisms.pdf](http://www.parliament.wa.gov.au/Parliament/commit.nsf/(Evidence+Lookup+by+Com+ID)/1FCF2D9BDA91C83548257E3D002C5D55/$file/Speed+enforcement+mechanisms.pdf)
- [http://ec.europa.eu/transport/road\\_safety/specialist/knowledge/speed\\_enforcement/speed\\_enforcement\\_techniques\\_and\\_their\\_effectiveness/average\\_speed\\_control\\_en.htm](http://ec.europa.eu/transport/road_safety/specialist/knowledge/speed_enforcement/speed_enforcement_techniques_and_their_effectiveness/average_speed_control_en.htm)

# Further research: system vendors

- [https://www.kapsch.net/ktc/downloads/brochures/Kapsch-KTC-DS-Section Speed Enforcement-EN-WEB?lang=en-US](https://www.kapsch.net/ktc/downloads/brochures/Kapsch-KTC-DS-Section%20Speed%20Enforcement-EN-WEB?lang=en-US)
- <https://www.jenoptik.com/products/traffic-safety-systems/section-control>
- [Average - Electro Automation](#)
- <http://www.speedcamerasuk.com/specs.htm>

Contact Mayor Karl Buhr with comments and questions: [mayor.buhr@lionsbay.ca](mailto:mayor.buhr@lionsbay.ca), (604) 562-8997



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\* rec'd Nov 17/16  
Photos to follow.



# 15

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Tree Cutting Application Form

- JOINT APPLICATION

All fields must be completed

By ALL AFFECTED HOMES

Sandra Ignas

Applicant's Full Name: Kathleen Mitchell + Sheldon Goldberg + <del>Ernie Flesch</del>	
Address: 445, 455 + 475 - TIMBERTOP DR.	
Phone: [REDACTED]	Email: [REDACTED]
Contractor Name (if applicable):	
Contractor Phone: N/A Kathleen Mitchell	

Description of Trees: EVERGREENS + BROAD LEAF MAPLES - PREVIOUSLY TOPPED
Location of Trees: STAND OF TREES - DIRECTLY IN FRONT OF THE ABOVE ADDRESSES - BETWEEN MUTUAL DRIVEWAY + TIMBERTOP DR.

\*Trees must be clearly marked with marking tape in time for the Tree Committee's site visit. ✓

Reason for Removal:	
<input type="radio"/> Too close to property (foundation, garage, fence, etc.) <input type="radio"/> Dead or dying <input type="radio"/> Unattractive <input checked="" type="radio"/> Blocking sunlight <input type="radio"/> Attracting wildlife Other:	<input type="radio"/> Interfering with infrastructure (roads, sidewalks, etc.) <input type="radio"/> Leaves causing problems <input type="radio"/> Blocking site access <input checked="" type="radio"/> Affecting house value <input type="radio"/> Hazardous <input checked="" type="radio"/> Interfering with view

Description of work to be done (and additional comments which may be helpful):

TREE TOPPING ONLY

NO TREES TO BE REMOVED - WITH EXCEPTION OF SMALL BROAD LEAF MAPLES AT ADDRESSES

PREVIOUS PERMITS HAVE BEEN ISSUED TO TOP THESE TREES



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Replanting Plan, if any (please include anticipated timeframe for completion):

N/A

I have verified the information contained within this application is correct.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with the recommendations of the Tree Committee, as endorsed by Council, and that failure to comply with the recommendations may result in fines, penalties and/or legal action.

[Redacted Signature]

Signature of Applicant

Oct 3, 2016

Oct 3/16

Date Signed

Oct 3/16

[Handwritten Signature]

Date Received by Office:

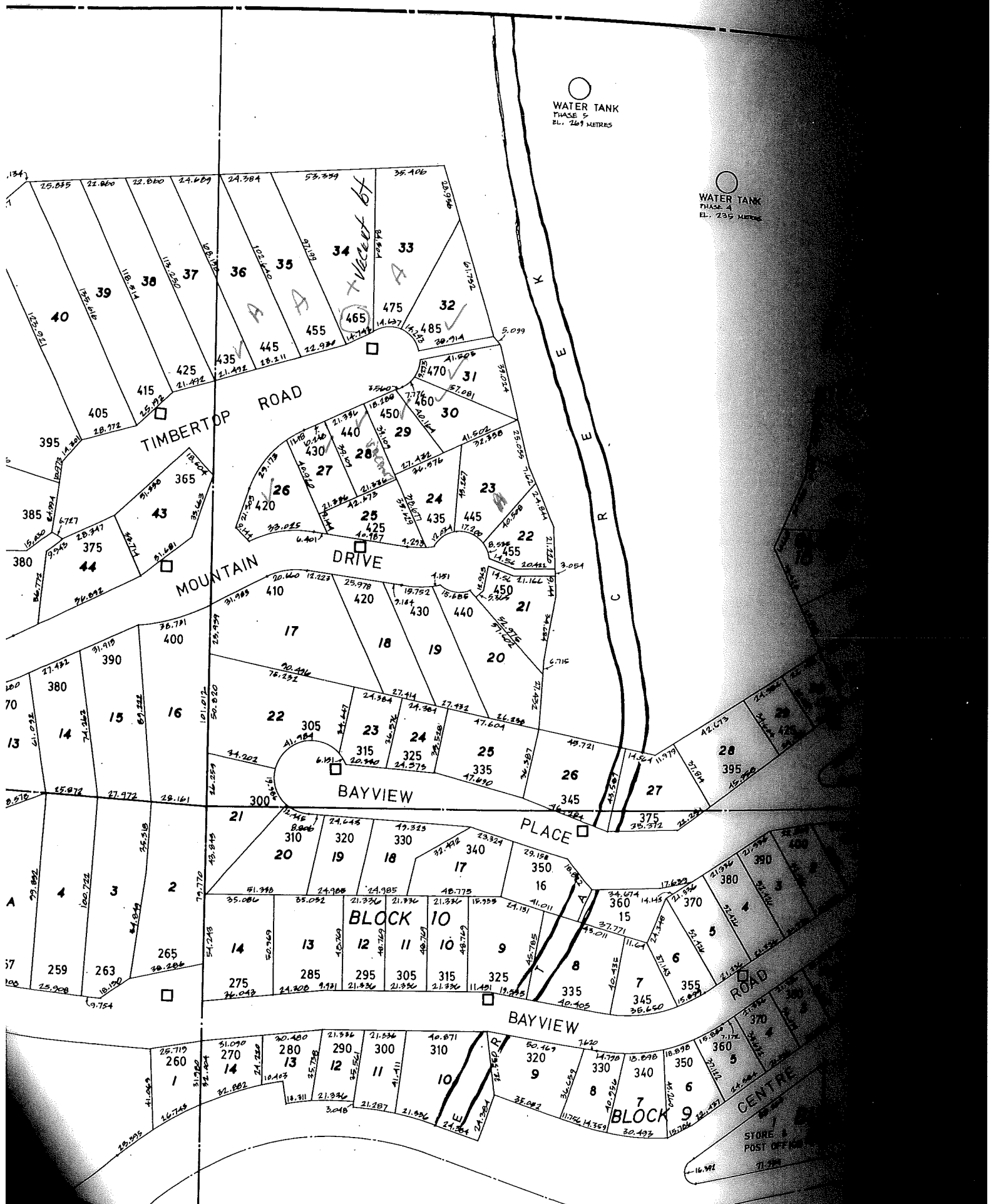
Received by:

RECEIVED  
NOV 18 2016

[Handwritten Signature]



Sent from my iPhone



WATER TANK  
PHASE 9  
EL. 269 METRES

WATER TANK  
PHASE 4  
EL. 295 METRES

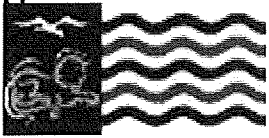
STORE &  
POST OFFICE

6.00% 24.00%

## Lions Bay Reception

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**From:** Peter DeJong  
**Sent:** Tuesday, February 14, 2017 4:49 PM  
**To:** Lions Bay Reception; Shawna Gilroy  
**Cc:** Simon Waterson; Ron McLaughlin; [REDACTED]  
Tree App #75



Hi Fran:

Please see the comments below from Public Works re. this application. I note the comments are consistent with those of the Wrays at 460 Timbertop and those of the most directly affected neighbour, Mr. Swartz, at 435 Timbertop.

**From:** Garth Begley  
**Sent:** Friday, February 10, 2017 3:55 PM  
**To:** Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>  
**Subject:** Tree topping

Tree topping is poor tree management.

False leader tops grow which are weak and prone to break off in strong winds.

I suggest that if the tallest trees are removed completely you can create a cycle. As the smaller trees mature they can be removed to keep ones view unhindered.

This will allow sunlight down to the forest floor to help germination of other plant species.

This would ensure that a strong healthy root system was maintained to prevent erosion on the steep embankment.

Thanks, Garth Begley

Please add to the file and notify Tree Committee. If they get back to us on Wednesday, the earliest date for a meeting would be Friday, February 24th. Some effort should be made to ensure that the neighbour most affected (and opposed) has an opportunity to be in attendance and to be heard at the meeting, so perhaps the 25<sup>th</sup> or 26<sup>th</sup> would be ideal. Any submissions, comments and discussion at the meeting needs to be carefully minuted for the file. I also note that cutting between March 1-July 31 may be permitted if a certified arborist confirms there are no bird nests in the subject trees. Most of the tree cutting contractors have arborists on staff.

**Peter DeJong**, BA, LLB, CRM  
*Chief Administrative Officer*

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

Neighbors  
comments  
& concerns  
  
Tree App  
# 75.

## Lions Bay Reception

---

**From:** Lions Bay Reception  
**Sent:** Friday, December 02, 2016 12:29 PM  
**To:** Nai Jaffer  
**Subject:** FW: Trees cut in 435 Timbertop Drive

Just received this from Guillermo Schwartz, 435 Timbertop who was NOT canvassed by his next door neighbor (445) on the affected driveway side of Tree Cutting Permit Application #75. The application is joint between 445, 455 & 475 Timbertop.

This will be included in the file to the Tree Committee and thought it best to advise you as well.

*Fran McNichol*  
Administrative Assistant



The Municipality of the Village of Lions Bay. [www.lionsbay.ca](http://www.lionsbay.ca)  
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA  
Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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**From:** Guillermo Schwartz [REDACTED]  
**Sent:** Friday, December 02, 2016 10:52 AM  
**To:** Lions Bay Reception <reception@lionsbay.ca>  
**Cc:** [REDACTED]  
**Subject:** Trees cut in 435 Timbertop Drive

Dear Tree committee,

I am the owner of 435 Timbertop dr. on which driveway the trees are going to be cut. As the family probably most affected by this action I wanted to state that we totally disagree with this measure. The first reason is that as you can see in the photo the trees that are going to be cut are right next to the driveway that goes up to my house and it would leave it full of stumps and the driveway aesthetically disfigured.



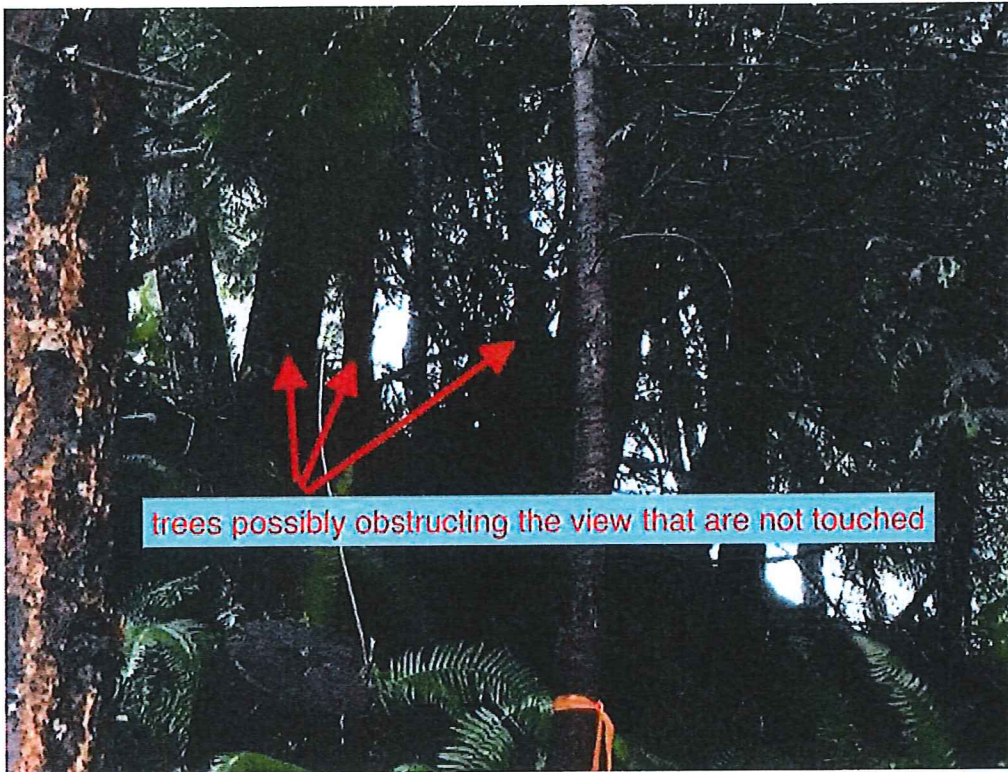
Second the only person that as far as I can see those trees could be affecting are my next-door neighbour. As you can see in the photo the trees that have been marked down to be cut down do not affect his view at all.



The only two trees that will be affecting his view (as per photo above ) are higher up inside the hill and have not, funnily enough, been marked down to be cut.



Then there is the hazard risk. First taking down those trees will make that area much more sensitive to rain and much more unstable, affecting the only exit from my house. That hill has had its trees cut down before when the neighbour built his parking counterleaved platform and all those tree trunks were left on the hill instead of being cleaned up. The exposure to rain and the cut itself of the trees could make them unstable. The last thing I would like is to have an accident on the driveway or the driveway destroyed.



We had already this problem with trees on the driveway before. Our neighbour complained about obstruction to his view from the opposite side of the driveway. He wanted to cut all the trees on that side of the hill which again would have been an aesthetical disaster and a hazard. So we took upon ourselves to manage the top of the trees to make sure that his view was not obstructed. As far as I know there have no complaints since.

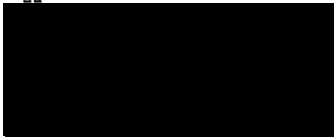
It is not the first time we invest on the public land around our property. We have worked with the public land manager on designing a road curb and river bed to ensure the maintenance of the road and reduce the water flooding on the road.



So as we proposed before we are willing to take upon ourselves the management of the trees situated around that side of the driveway, as we already do with the opposite ones, so that nobody's view is impeded when they continue growing. The ones higher in the hill that might be currently an obstacle to scenery viewing have not been selected to be cut. That might be a good thing considering the current hazardous situation with old trunks in the hill but if they need to be managed maybe instead of cutting them the tree committee should consider just trimming them. I am at your disposal for any clarification or help that you might need.

Thank you

Guillermo.



485 Timber Top #35  
420 430 440

**Lions Bay Reception**

---

**From:** Kathy Mitchell [redacted]  
**Sent:** Thursday, December 01, 2016 2:09 PM  
**To:** Lions Bay Reception  
**Cc:** Simon Waterson; Ron McLaughlin  
**Subject:** FW: Tree Topping

I think all that's left is Public Works...  
Kathy

---

**From:** Dominique Allouche [mailto:[redacted]]  
**Sent:** Thursday, December 1, 2016 2:00 PM  
**To:** Kathy Mitchell  
**Cc:** Allouche, Marie-Christine  
**Subject:** RE: Tree Topping

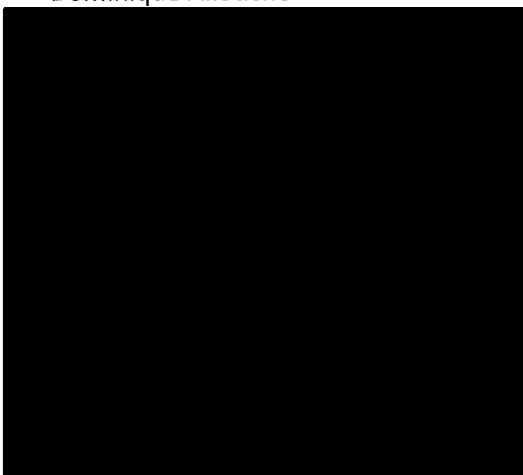
485 Timber Top

Hi Kathy,

Marie and I have no objection in regards to the tree topping you are proposing.  
You can certainly proceed with the tree work.  
Thank you for the compliment, it has been a long process.....

Regards,

Dominique Allouche



---

**From:** Kathy Mitchell [redacted]  
**Sent:** December-01-16 11:59 AM  
**To:** Dominique Allouche  
**Cc:** [redacted]  
**Subject:** Tree Topping

Hi Dominique

We are your neighbours at 445 Timbertop . As you can see by the attached letter we would like to top the trees on the cul de sac in front of our home. We have applied to the village jointly with 455 and 475 Timbertop. The Village will not consider our application until we consult with our neighbours and it seems that the village will not submit to the tree committee until we have your views on the issue. Everyone else in the cul de sac as been consulted and agreed to the idea.

You will see the trees in the cul de sac that are under consideration marked with pink flagging tape.

As a group we will go along with whatever the tree committee wants and hope that you will agree with us improving our view ( which is rapidly disappearing )

A quick email response will be sufficient to keep the process moving...

Thanks for your help with this. And by the way we think that your new driveway and view are wonderful. It's nice to see some light at the end of the road when drive up our driveway!

Regards

Kathy Mitchell ( white stucco house at the top of the long driveway)

420 Timbertop

**Lions Bay Reception**

**From:** Kathy Mitchell <[redacted]>  
**Sent:** Tuesday, December 06, 2016 5:13 PM  
**To:** Lions Bay Reception  
**Subject:** Fwd: tree topping

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Per your latest request I have canvassed 440 430 and 420....

The response from the residents at 420 are below  
The response from Herb Johnson at 430 was sent directly to you  
I have discovered that the residents of 440 Paul and Rachel and their sons Luke and Will have moved back to the UK permanently. Currently the house is vacant and there is a for rent sign out front.

I believe everyone has responded and look forward to the application being forwarded to the tree committee.

Regards  
Kathy Mitchell  
445 Timbertop

Sent from my iPad

Begin forwarded message:

**From:** John Robb <[redacted]>  
**Date:** December 6, 2016 at 4:56:58 PM PST  
**To:** Kathy Mitchell <[redacted]>  
**Subject:** Re: tree topping

I am good. The reason I hadn't responded is precisely what you point out - it doesn't impact us.....  
John

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

**From:** kat cleland <[redacted]>  
**To:** Kathy Mitchell <[redacted]>  
**Cc:** [redacted]  
**Sent:** Tue, 06 Dec 2016 17:54:38 -0700 (MST)  
**Subject:** Re: tree topping

Hi Kathy I am fine with you topping the trees. I have not sure how John feels as we haven't discussed it but if you don't hear from him take it as no problem.

Kat

Sent from my iPhone

On Dec 6, 2016, at 12:25 PM, Kathy Mitchell [REDACTED] wrote:

Hi Kat and John

Regarding the request for comments on the tree topping permit I sent to you. I would appreciate receiving a short response from you at your earliest convenience.

Sorry for the inconvenience... please call me if you wish to discuss anything [REDACTED]

Regards

Kathy Mitchell

<Tree Permit Canvas Letter.pdf>

*Handwritten signature*

*430 Timbertop*

**Lions Bay Reception**

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**From:** Herbert Johnston [REDACTED]  
**Sent:** Sunday, December 04, 2016 4:40 PM  
**To:** [REDACTED] Lions Bay Reception  
**Subject:** Support for tree topping below 445 Timbertop Road, Lions Bay

To whom it may concern:

This is to let the tree committee know that Herb Johnston at 430 Timbertop Road is in support for the proposed tree trim and topping of trees across the street from me as it is appropriate and desirable. Safety and view will be enhanced for others by dealing with these trees. If there are any questions about my support, please feel welcome to contact me at [REDACTED] or by email,

Sincerely,

Herb Johnston, owner and resident at 430 Timbertop Road

470 Timbertop

**Lions Bay Reception**

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**From:** Simon Waterson [REDACTED]  
**Sent:** Thursday, December 01, 2016 8:18 AM  
**To:** Lions Bay Reception  
**Cc:** Kathy Mitchell; Public Works; Ron McLaughlin  
**Subject:** 470 Timbertop

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Apologies for the delay I have been taking a course and somehow missed/forgot the request.

We will agree to whatever the tree committee decides and therefore will have no objection to their decision.

Regards

Simon

On Nov 30, 2016, at 3:54 PM, Lions Bay Reception <[reception@lionsbay.ca](mailto:reception@lionsbay.ca)> wrote:

Kathy

I am still awaiting a neighbour response from Simon Waterson and the owner of 485 Timbertop, Dominique Allouche.

Kathy, just so you know the process. All the information comes to the office first from the applicant with payment and with all neighbours signed off or responses from them. We check to make sure we have all pertinent information and follow up if we do not. Public Works checks out the location of the trees, which I have asked them to do but have not had a response yet. When we have all this information we then send it to the Tree Committee and they then do there review and meeting. This information then goes before Council for approval. The office then notifies the applicant of Council's decision.

Thank you

**Susan Loutet**  
*Administrative Assistant*

<[image001.jpg](#)> **The Municipality of the Village of Lions Bay.** [www.lionsbay.ca](http://www.lionsbay.ca)  
 PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA  
 Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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**From:** Ron McLaughlin  
**Sent:** Wednesday, November 30, 2016 3:07 PM  
**To:** Kathy Mitchell [REDACTED]

**Cc:** Helen & Simon Waterson [REDACTED]

Lions Bay Reception [REDACTED]

**Subject:** Re: 445 Timbertop

Dear Reception: For the file. Trust we are near completing the due diligence and this application is ready to send to the committee so that it can go to Council for the 20th. Best regards.....Ron

---

**From:** Kathy Mitchell <[REDACTED]>

**Sent:** Tuesday, November 29, 2016 12:44 PM

**To:** Ron McLaughlin

**Subject:** 445 Timbertop

Hi Ron

I have indicated to Simon that we will do whatever the tree committee thinks is best . We just want to reclaim our view and preserve it. If we have to remove trees we will and replant or whatever....

Kathy

**Lions Bay Reception**

**From:** Ron McLaughlin  
**Sent:** Wednesday, November 30, 2016 3:05 PM  
**To:** Lions Bay Reception  
**Cc:** Helen & Simon Waterson; Kathy Mitchell  
**Subject:** Fw: Tree Topping

*Timber top*  
*#450*  
*neighbor*  
*response*

Dear Reception: For the file.....Ron

---

**From:** Kathy Mitchell <[redacted]>  
**Sent:** Tuesday, November 29, 2016 1:22 PM  
**To:** 'Josh Moody'  
**Cc:** Ron McLaughlin; Simon Waterson  
**Subject:** RE: Tree Topping

I agree Josh.... I have copied the tree committee with your concerns. What you are proposing is exactly what we would like to do .

Regards  
Kathy

**From:** Josh Moody [mailto:[redacted]]  
**Sent:** Tuesday, November 29, 2016 12:58 PM  
**To:** Kathy Mitchell; Shannon Nering  
**Cc:** Ingrid Wray  
**Subject:** Re: Tree Topping

Hi Kathy-

Also a late response as agin we were away. We would be fine with topping, but we would prefer that the tree topping was intended to simply keep most of the trees at appropriate length to improve views but not to stump the trees.

In the past many trees were cut back to the stump and we feel that this does not look nearly as good as mature trees that are topped to a specific height and maintained thereafter.

Thank you,

Josh Moody

*450 Timber top*

On Tue, Nov 29, 2016 at 12:16 PM Shannon Nering <[redacted]> wrote:

Hi Kathy — I'm sure this is probably fine. We were away for Josh's mom's memorial when this came through. Are these the trees above where we park our cars?

[redacted]

[REDACTED]

On Nov 23, 2016, at 1:03 PM, Kathy Mitchell [REDACTED] wrote:

Hello Neighbours

A joint application has been made to the tree committee by the residents of 445,455 and 475 Timbertop. As you will see by the attached letter we would like to top the trees on the North side of the Cul de Sac as they are impeding our view . I would appreciate it if you would take the time to view the letter and respond to me. If you would like further information please drop me an email or call me at [REDACTED]

Thank you for taking the time.

Regards

Kathy Mitchell 445 Timbertop  
<Tree Permit Canvas Letter.pdf>

460

## Lions Bay Reception

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**From:** Kathy Mitchell <[REDACTED]>  
**Sent:** Thursday, November 24, 2016 8:48 AM  
**To:** Ingrid Wray; Ron McLaughlin; Simon Waterson; Lions Bay Reception  
**Subject:** Fwd: Tree cutting application  
**Attachments:** application to top trees.pdf; ATT00001.htm

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Ingrid

It was nice chatting to you today. I appreciate your interest and quick response to my request. It is difficult to satisfy everyone's needs regarding trees and views and your understanding in this case is welcome. We will be considerate of your concerns when we begin topping and agree that removal of any and all broadleaf maples (weeds!) is necessary and we are happy to do that .

As you can see I am forwarding your response to the appropriate tree committee members.

Thanks again...  
Regards  
Kathy Mitchell  
445 Timbertop

Sent from my iPad

Begin forwarded message:

**From:** Ingrid Wray <[REDACTED]>  
**Date:** November 23, 2016 at 8:54:57 PM PST  
**To:** Kathy Mitchell <[REDACTED]>  
**Cc:** Shannon Nering <[REDACTED]>  
**Subject:** Tree cutting application

Hi Kathy and Shannon,  
Please find attached a letter outlining our conversation today Kathy . I could not see where on the application form I was to comment so am hoping this letter will be sufficient. Please forward this to the relevant person on the Tree Committee.

Regards ,  
Ingrid

#460. Timbertop  
neighbor  
response

November 23/16

Ingrid and Andrew Wray  
460 Timbertop Dr,  
Lions Bay.



To Kathy Mitchell and the Tree Committee,

Regarding the application for a permit to cut trees by Kathy Mitchell in front of 445, 455, 475 Timbertop Dr

I discussed with Kathy this afternoon this application and made her aware of my concerns regarding the topping of trees both for the health of the tree and the unappealing aesthetics of the resulting process, however I understand that maintaining a view is important to homeowners for many reasons. I also understand that these trees have previously been topped several times.

The applicant assures me that the intention is to top 8 -10 feet off at most (I assume this would take them down to about the previous height at the last topping). I did suggest that selective cutting down of a few trees would be a more agreeable solution to me but understand that option has been discussed before but a consensus could not be reached with other neighbours. I did agree unequivocally that the Broad Leaf Maples should be cut down as far as possible or removed as they grow far to fast and are not suitable to be growing at the edge of the road.

I have discussed this with my husband who is in agreement with me and will sign below



U

Minutes of the Tree Committee meeting

February 27<sup>th</sup>, 2017

On-site @ 445 Timbertop Drive

1. In attendance; Chair, Simon Waterson, Tony Clayton and Michael Jury.
2. The meeting was called to order at 08:46am.
3. Simon Waterson was appointed Recorder for the meeting.
4. The Agenda was approved unanimously.
5. Public Participation – Ms. K. Mitchell and Mr. Mark Ignas.
6. The previous minutes from the meeting dated 24<sup>th</sup> January 2017 were approved unanimously.
7. Old Business; None.
8. New Business;

***Tree Application #75 – 445 Timbertop Drive - Moved by Tony Clayton; Seconded by Simon Waterson, that all trees that have been marked with orange tape (photos taken) be removed and associated debris be removed. Where possible, existing wood debris be cleared and removed from the site. Recommended that the applicants re-plant low growing native trees on the lower side of the bank. Approved unanimously.***

9. Adjournment; - The meeting adjourned at 08:57am.

Simon Waterson

Recorder

Intentionally Blank

## VILLAGE OF LIONS BAY

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### Incoming Correspondence - March 7, 2017

*General Correspondence:*

G-1: Human Trafficking (Page 1)

G-2: Communities in Bloom Canada 150 (Page 5)

G-3: UBCM Membership (Page 9)

*Resident Correspondence:*

R-1: Highway Improvements Positive - Ruth Simons (Page 12)

**From:** [Lions Bay Reception](#)  
**To:** [Agenda](#)  
**Subject:** FW: Human trafficking/sexual exploitation, youth and child exploitation in BC and every community  
**Date:** Monday, February 20, 2017 10:32:35 AM  
**Attachments:** [Public presentations handout.docx](#)  
**Importance:** High

---

For Incoming Correspondence please.

**Susan Loutet**

*Administrative Assistant*

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

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

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**From:** Cathy Peters [mailto:ca.peters@telus.net]  
**Sent:** Saturday, February 18, 2017 4:37 PM  
**To:** ca.peters@telus.net  
**Subject:** Human trafficking/sexual exploitation, youth and child exploitation in BC and every community  
**Importance:** High

Dear Councillors and Mayor,

I hope this email reaches the Mayor and every City Councillor in your city/municipality. Could this be emailed to everyone on Council so that they can look up the links?

I have been raising awareness to this issue for the last 2 years since "**The Protection of Communities and Exploited Persons Act**" became Federal Law.

I have written **twice** to every BC City Council and police detachment in the province (RCMP and city agencies).

I [have](#) spoken with the Premier and caucus, Minister of Justice, Solicitor General, the RCMP and city police agencies.

This issue is global, and the internet is facilitating the rapid growth of this crime.

**Children are the targets** for the growing sex trade industry.

No community is immune.

My goal is prevention. (The United Nations has 4 Pillars to Stop trafficking: Prevention, Protection, Prosecution, Partnerships).

I have included an attachment which is the handout I provide at my public presentations.

It gives an overview of resources applicable to this issue.

My latest City Council presentation was to Courtenay City Council on December 19, 2016. Please view it and share with community stakeholders.

Please help me stop this egregious crime.

Please write the Premier, Minister of Justice, Solicitor General that this crime needs to be addressed. Please ask for implementation/funding for **enforcement** of the law and **education** of police and the public.

I have included the 3 links from the **Federal Ministry of Justice (in Ottawa) explaining the law;** frequently asked questions document, fact sheet and Technical Paper.

<http://www.justice.gc.ca/eng/rp-pr/other-autre/c36faq/>

[http://www.justice.gc.ca/eng/rp-pr/other-autre/c36fs\\_fi/](http://www.justice.gc.ca/eng/rp-pr/other-autre/c36fs_fi/)

<http://www.justice.gc.ca/eng/rp-pr/other-autre/protect/p1.html>

The RCMP has a wallet card on Human Trafficking (from the Human Trafficking Coordination Center in Ottawa) with 5 questions on it, that can be asked in suspicious situations: **Are they working and being paid what was promised? Are they being forced or pressured to work? Do they have access to their identification/travel documents? Are they or their loved ones being threatened? Are they free to go where they please?** If the answer is no, then call the police and report.

Please contact me for additional information. Please let me know what you are doing in your communities to address this crime.

It is a lucrative crime and organized crime/gangs are often involved. BC is lagging behind in making any charges or convictions.

Sincerely, Mrs. Cathy Peters

**Recent videos addressing trafficking:**

Actor Ashton Kutcher testifies of his work to stop trafficking:

<http://globalnews.ca/news/3251001/ashton-kutcher-testifies-before-u-s-senate-committee-on-human-trafficking/>

UK police use this video to warn youth/parents of luring online: <https://www.youtube.com/watch?v=WsbYHI-rZOE>

**CANADIAN FEDERAL LAW: “The Protection of Communities and Exploited Persons Act”:** Targets the demand by charging the buyer of sex; the predator, trafficker, john, facilitator are criminalized. **2.** Recognizes the seller of sex is a victim; usually female and is not criminalized. **3.** Exit strategies put in place to assist the victim out of the sex trade.

Know the warning signs of human trafficking in your community, at work, and when travelling. Call the police immediately. Call Crime-Stoppers: 1-800-222-8477, Kids Help Phone: 1-800-668-6868. If a child is in danger call 310-1234 to reach Ministry of Child and Family Development.

**WHAT CAN YOU DO?** Educate yourselves about the issue. “Education is our greatest weapon”. Look up online: **thetraffickedhuman.org**. Share what you learned today. Call for change; email, call or write a letter to leaders (Municipal, Provincial, Federal) to ask them to address the problem of human trafficking/sexual exploitation/youth and child exploitation by focusing on the 2 E’s: Education of our youth and Enforcement of the law. Support anti-human trafficking policies and support exit programs for trafficked women (Salvation Army: Deborah’s Gate, Union Gospel Mission, Covenant House, REED). Connect with our youth, and encourage our girls to be strong and confident, and for our boys to be respectful. Talk about the issue of objectification of women and girls and that it is a human rights issue. Help frontline workers, NGO’s and the organizations that help survivors of human trafficking by volunteering. Raise awareness. Watch the documentaries (Google them): “Enslaved and Exploited” and “Red Light, Green Light” by Jared and Michelle Brock (2 young Canadian film makers). Read the Canadian “textbook” on the issue “Invisible Chains” by UBC law professor Benjamin Perrin. Take the online course on Human trafficking from Ministry of Public Safety in BC OCTIP (Office to Combat Trafficking in Persons). Study the effect of porn on the (developing) brain (neuroscience research); Dr. Gary Wilson. Watch the Dr. Jackson Katz TEDtalk on men, violence and silence. Check out “fightthenewdrug” website to address youth porn use and addiction.

Learn how the internet works; its strengths and weaknesses. Be computer literate. Take a “cyberspace safety” education course and share what you learn with your family. Sit and listen to your children, grandchildren, greatgrandchildren. Let them talk to you. Learn about their world. Build bridges of trust and unconditional love for your families. Be proactive and involved in children’s lives. Google: “How to stay safe online”, then share that information with your family. **“Every child is one consistent caring adult away from success”.**

**(some) ORGANIZATIONS COMBATTING HUMAN TRAFFICKING:**

BC Office to Combat Trafficking in Persons (OCTIP) at 604-660-5199 or octip@gov.bc.ca, REED (Resist Exploitation, Embrace Dignity), Servants Anonymous Society, Vancouver Rape Relief and Women's Shelter, Covenant House, Children of the Street Society, EVE (Exploited Voices Now Educating), Mothers Against Trafficking Humans, Safe Online Outreach Society, Fortress Foundation (addressing porn addiction), Salvation Army (Deborah's Gate), The Joy Smith Foundation (Manitoba), RCMP Human Trafficking National Coordination Center (Ottawa), MAST- Men Against Sex Trafficking (London, Ontario), Moosehide Campaign (aboriginal men addressing exploitation of women and girls), Sextrade 101, Defend Dignity, End Modern Slavery-Canadian Advocacy, Stop Child Trafficking, Stop the Traffick, Hope for the Sold, Face It Canada, Walk With Me, International Justice Mission, Chrysalis Network and National Human Trafficking Support Line, Shared Hope International (Washington State), Human Smuggling and Trafficking Center (Washington, DC), Coalition to Abolish Slavery and Trafficking, Free the Slaves, Polaris Project (USA), Male Renaissance Project (for men and boys).

**RESOURCES/ BOOKS:**

**"Invisible Chains"** by Benjamin Perrin- the textbook for Canada on Human Trafficking.

**"Half the Sky"** by Nicolas Kristoff- New York bestseller describing the global sex trade.

**"The Natasha's"** by Victor Malarek and **"The John's"** by Victor Malarek- W5 award winning Canadian journalist researches the victims, and the men who use.

**"Pornland"** by Dr. Gail Dines- New York bestseller that exposes porn culture and how it is mainstream. Google her TEDtalk; in 13 minutes she exposes what children are watching.

**"No Choice, No Job"** by Dr. Janice Raymond- expert in global sex trade research.

**"Prostitution in Nevada"** by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA.

**"Girls Like Us"** by Rachel Lloyd- a memoir by a prostituted sex survivor who helps others exit the sex industry.

Google online: **CNN special report (2015) called "Children for Sale: The Fight to End Human Trafficking"** produced by Jada Pinkett Smith.

**CONTACT: Mrs. Cathy Peters: [ca.peters@telus.net](mailto:ca.peters@telus.net)**

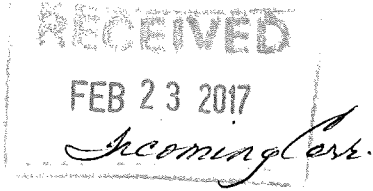
Former inner city high school teacher (Southern Okanagan, Delta), volunteer for 5 years for 2 Federal MP's (John Weston; West Vancouver-Sunshine Coast-Sea to Sky, Joy Smith; St. Paul/Kildonan, Manitoba), advocate and speaker on Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction.

**It is unacceptable that women and children are bought and sold in a modern equal society.**

Enhancing Green Spaces  
in Communities



Mise en valeur des espaces  
verts au sein des collectivités



# Celebrate

## Canada's 150<sup>th</sup> Anniversary

Showcase your Community  
by participating in the  
Communities in Bloom Program



CANADA 150

BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1  
Catherine Kennedy T: 604 576-6506 Email: c.kennedy@telus.net  
[www.bccib.ca](http://www.bccib.ca)



**Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program with focus on the enhancement of green spaces in communities**

*"People, plants and pride... growing together"*

**Program:** Communities in Bloom is all about greening, through environmental, natural heritage conservation and horticultural actions, our communities by engaging citizens of all ages, businesses and institutions with the municipalities...and showcasing and celebrating our achievements. The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

**History:** Established in 1995, with the guidance of Britain in Bloom, Tidy Towns of Ireland and Villes et Villages Fleuris de France, Communities in Bloom now includes hundreds of communities across the country, and an international challenge involving communities from the United States, Asia and Europe allows participants to compete internationally.

**Benefits:** The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities", Resource and CommNews sections. The *Communities in Bloom Magazine* features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities.

**Provincial, National and International Awards - Symposium on Parks and Grounds:** The annual Provincial, National and International awards ceremonies along with the Symposium on Parks and Grounds, held jointly in the fall are a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges in horticulture and gardening, community tourism and projects, environmental awareness, and to showcase...and celebrate their achievements. Workshops are also held in all provinces throughout the year.

The **Communities in Bloom Foundation**, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and the natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

His Excellency, the Right Honourable David Johnston, C.C., C.M.M., C.O.M., C.D. Governor General of Canada is the Patron of Communities in Bloom.

***Within the context of climate change and environmental concerns, all communities involved in the program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society***

BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1

Catherine Kennedy T: 604 576-6506 Email: c.kennedy@telus.net

[www.bccib.ca](http://www.bccib.ca)

**PAGE 6**



# 2017 PROVINCIAL EDITION

## BRITISH COLUMBIA COMMUNITIES IN BLOOM

**FINAL DEADLINE:  
MARCH 31, 2017**

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS	CITY	POSTAL CODE	
PHONE	MUNICIPAL CONTACT EMAIL		
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL		
<b>PARTICIPATION CATEGORIES</b> (please indicate your level of participation)		<b>REGISTRATION FEE</b> Based on Population Size:	
<input type="checkbox"/> <b>NOVICE</b> Audit program to introduce CiB. Workshop with a pair of BC CiB facilitators in your community. (see other side for more info)	<input type="checkbox"/> <b>FRIENDS</b> (½ Fee) NON-EVALUATED: holds your bloom rating one-year.	<input type="checkbox"/> up to 1000 - <b>\$475</b>	<input type="checkbox"/> 10,001 to 20,000 - <b>\$875</b>
<input type="checkbox"/> <b>PROVINCIAL EDITION</b> EVALUATED Receive a Bloom Rating Award and 18-page report from trained BC CiB Judges	<b>ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD</b>	<input type="checkbox"/> 1001 to 2000 - <b>\$575</b>	<input type="checkbox"/> 20,001 to 50,000 - <b>\$975</b>
		<input type="checkbox"/> 2001 to 5000 - <b>\$625</b>	<input type="checkbox"/> 50,001 to 100,000 <b>\$1150</b>
		<input type="checkbox"/> 5001 to 10,000 - <b>\$750</b>	<input type="checkbox"/> 100,000+ - <b>\$1450</b> (Plus 5% GST)

### EVALUATED PARTICIPANTS should plan to:

- Create a local 'in Bloom' action committee: citizens, business, service clubs and a municipal representative (Councillor, Public Works, Administrator, Parks/Recreation);
- Prepare for an **Evaluation** to take place in mid to late July;
- Create a **Community Profile Book** (CPB) outlining the community's achievements in the specific evaluation criteria;
- Develop a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Host 2- facilitator (judges) typically 3<sup>rd</sup> week of July. 2-nights maximum in separate rooms (Hotel, B&B or Billeting if certain conditions can be met); with meals during evaluation day.
- Also, budget for sending delegate(s), to the BC CiB Provincial Awards and Conference Event in the fall. Network with other participants and how to maximize your CiB program.

### COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Evaluation by a pair of trained BC CiB facilitators for 1-2 days;
- Bloom Rating Certificate (2 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions;
- 5-Bloom Winners receive a special recognition Street Banner;
- Profile on [www.bccib.ca](http://www.bccib.ca) and Gardens BC tourism website;
- Information about National Competition in future years.

### BENEFITS to Community:

- **Involves People of all ages to be part of the Volunteer Effort**
- **CiB Program is a tool to encourage Tidiness & Beautification**
- **Promotes Excellence in Horticultural Best Practices**
- **Provides Focus & Deadline for new & ongoing Projects**
- **CPB and Evaluation Report showcases Community Assets**
- **Report is a Cost-Effective Measurement of Success**

**Cheque payable to:** BC Communities in Bloom **Mailing Address:** Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1

<b>AMOUNT ENCLOSED</b>	\$ Population Fee + 5% GST = \$	GST # 8446 03670 RT0001
<b>PLEASE INVOICE US AT:</b>	<input type="checkbox"/> Above Address	
<b>CANCELLATION POLICY:</b>	Before April 30 <sup>th</sup> a \$50.00 fee may be charged, after that, all registration fees are non-refundable.	

**Request more information:**  Membership  Sponsorship **Catherine Kennedy (604) 576-6506** [c.kennedy@telus.net](mailto:c.kennedy@telus.net)



# Grow your commUnity Pride

## NOVICE PROGRAM

The purpose of this program is to supply information on how to become an 'in Bloom' community. It is an audit process designed to help new participants at an early stage when they are forming committees and to provide an overview to help maximize efforts and resources. Get started today with a proven and cost-efficient community enhancement program. Please see the registration form for additional information.

### A pair of BC Communities in Bloom Judges will:

- Travel to the community (typically third week in July) to supply a direct face to face explanation of the program;
- Workshop with 3-10 people (ideally representatives of each of the evaluation criteria) Facilitator/Judges will show a PowerPoint presentation with some examples of what goes into the Community Profile Book (CPB);
- Explain how the CiB evaluation process helps a community inventory successes and areas for improvement;
- Show how understanding the **Evaluation Form**, planning the **Evaluation Tour** and creating a **Community Profile Book** all work together to maximize points for subsequent years;
- Help the Novice Participant identify potential partnerships and what they can enhance in their community.

### Communities should be prepared to:

- Show their 3-best criteria, so judges can supply a written summary in addition to their onsite comments & suggestions;
- Host an evening reception (or Volunteer Appreciation event) with key stakeholders to profile groups that represent the criteria; Heritage, Environmental, Horticulture, Beautification and other key sectors from municipal, service organizations and businesses. (table displays or speaker presentations);
- Tour in the morning to show the judges around the community (2-4 hours with 2 or 3 people max) and then in the afternoon, attend the Workshop (2-3 hours with up to 10 people who represent some of the criteria: heritage etc).

### Additional Considerations for Community:

- Pay a registration fee based on population size (please see the 2017 Registration form for details);
- Host two people, 2-nights max. in separate rooms, (Hotel, B&B or Billeting if certain conditions can be met), with meals;
- May need to pick-up judges from the nearest airport, otherwise no additional travel costs;
- No Community Profile Binder to create or Judges Evaluation Tour to plan which means a Bloom Rating will not be awarded, but your committee will have a very clear idea of how to proceed for the following year.
- Community will be profiled as a participant in the CiB program: Map, Website and Fall Awards Ceremony.

### Scheduling Timeline:

- **Day 1:** expect Judges to arrive mid-afternoon for evening event;
- **Day 2:** tour/workshop to be finished by dinnertime so that the judges have a minimum 3-hours to work on the summary document in their hotel room (or provide a quiet area for them to work);
- **Optional:** wrap-up breakfast meeting before the judges leave for the next community;
- The Judge's Summary Document will be presented at the British Columbia CiB Awards & Conference in the fall. The Conference provides an excellent opportunity for new participants to network with other communities.

Communities of all sizes are welcome to participate

BC Communities in Bloom 102 - 19289 Langley Bypass, Surrey BC V3S 6K1

Contact Catherine 604 576-6506 | [www.bccib.ca](http://www.bccib.ca) | [c.kennedy@telus.net](mailto:c.kennedy@telus.net)



January 31, 2017

Mayor Karl Buhr and Council Members  
Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0

Dear Mayor and Council Members:

**Re: UBCM Membership**

I am writing to invite the Village of Lions Bay to renew its membership with the Union of British Columbia Municipalities (UBCM) for 2017.

UBCM has served as the voice for local government in British Columbia since 1905. Created by local government to serve local government, our policy-based, non-partisan approach to advocacy has made us a trusted representative of our diverse membership.

Underpinning the credibility of our organization is the strong support provided by our members. In 2016 we celebrated the 38th successive year that we received 100% support from eligible local governments in B.C. With the support of your Council, our hope is to achieve this same level of support in 2017.

2017 will provide a range of new challenges and opportunities for local government. Work is already underway to engage the three main parties in advance of next year's election. UBCM also continues to look for opportunities to influence government policy at both the federal and provincial level on a broad range of issues, including housing affordability, marijuana regulation and infrastructure program design.

It has been an honour for the Executive and staff of UBCM to work on your behalf this past year. If you have any questions or comments about our work, please contact me. I look forward to your continued support in the coming year.

Yours truly,

A handwritten signature in black ink, appearing to read "Murry Krause". The signature is fluid and cursive, written over a white background.

Councillor Murry Krause  
President, UBCM



**MEMO**  
January 31, 2017

**TO:** Local Government Chief Financial Officers  
**FROM:** Kathleen Spalek, Chief Financial Officer, UBCM  
**RE:** **2017 UBCM MEMBERSHIP DUES**

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UBCM President Murry Krause has written to all local councils and regional boards requesting them to consider renewing their membership for 2017 (enclosed).

UBCM membership dues are based on Executive Policies 2.1–2.3. The UBCM Executive approved a 1.75% increase in our rates effective January 1, 2017. Rates for 2017 are:

<u>Population</u>	<u>Rate</u>
First 5,000	0.6886
Next 10,000	0.5001
Next 15,000	0.3147
Balance	0.0644

Membership dues are calculated on your population, and the population estimates used are those prepared by BC STATS, Ministry of Technology, Innovation and Citizens' Services, Province of BC (December 2016).

We also enclose for your attention our 2017 dues invoice. Should you wish to make electronic payment, please contact our office for direct deposit information ([skoivu@ubcm.ca](mailto:skoivu@ubcm.ca)).

Please feel free to call me if you have any questions.

Encls.

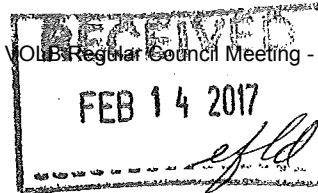
1710/10:t2017-dc



UNION OF B.C. MUNICIPALITIES

Suite 60 - 10551 Shellbridge Way  
Richmond, British Columbia  
Canada, V6X 2W9

Phone: (604) 270-8226 E-mail: ubcm@ubcm.ca



Village of Lions Bay Regular Council Meeting - March 7, 2017 - Page 100 of 102

# INVOICE

**TO:** Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0

**Invoice Date:** Jan 31, 2017  
**Invoice No:** D-4422  
**Due:** upon receipt  
**Reference:** 2017 UBCM Annual Dues

DESCRIPTION		AMOUNT
<b>Population:</b>	1,325	
<i>Your UBCM dues have been calculated using population estimates (Dec 2016 release) provided by BC STATS, the central statistical agency of the Province of British Columbia, and include a rate increase of 1.75% effective Jan 2017, approved by the UBCM Executive.</i>		
<b>Annual Dues:</b>		
First 5,000 population	at 0.6886	\$912.40
Next 10,000	at 0.5001	\$0.00
Next 15,000	at 0.3147	\$0.00
Balance	at 0.0644	\$0.00
<b>Subtotal:</b>		\$912.40
5% GST: (10815 0541)		\$45.62
<b>Total:</b>		<b>\$958.02</b>

Handwritten notes and signatures:

61943

Description: Due

GL code: 10.2.010.200

Amount: \$958.02

AP Batch #: \_\_\_\_\_

AP rate: \_\_\_\_\_

PO sign: Year

Sign: HC



UNION OF B.C. MUNICIPALITIES

Suite 60 - 10551 Shellbridge Way, Richmond, B.C. V6X 2W9

## REMITTANCE PORTION

Village of Lions Bay  
2017 Annual UBCM Dues

Date: Jan 31, 2017  
Invoice # D-4422

TOTAL DUE:

\$958.02

AMOUNT  
ENCLOSED:

Please return this portion of invoice with payment. Please do not combine payment of this invoice with any other billing you may receive from UBCM. Thank you.

**From:** [Ron McLaughlin](#)  
**To:** [Shawna Gilroy](#); [Peter DeJong](#)  
**Subject:** Fw: Highway improvements positive  
**Date:** Tuesday, February 28, 2017 1:32:30 PM

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FYI and correspondence.

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**From:** [REDACTED]  
**Sent:** Tuesday, February 28, 2017 10:40 AM  
**To:** Council @ Lions Bay; Karl Buhr  
**Subject:** Highway improvements positive

Dear Council,

I am glad to see there is a solution coming for the highway through Lions Bay. Sad to see the landscaping turning to concrete, but happy we are gaining from this in other ways, particularly if it helps to save lives.

Not sure it will get people to slow down but at least the PR against Lions Bay will improve.

Since I read the Mayor of Whistler was representing a client taking action against the Village, I was hoping to see action.

Thank you and Council,  
Ruth Simons,

Intentionally Blank