



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, APRIL 24, 2018 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**
4. **Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
 - A. Anais Bedford – Relaxation of Noise Bylaw (Page 5)
5. **Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – April 10, 2018 (Page 7)
Recommendation: THAT the Regular Council Meeting Minutes of April 10, 2018 be approved as circulated.
6. **Business Arising from the Minutes**
7. **Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
32	February 6, 2018	Mayor Buhr and CAO DeJong to work on a Terms of Reference for a Lions trail maintenance committee	Peter and Karl
34	March 20, 2018	G9: Maple Ridge Council to Minister Carole James Re. Employer Health Tax	Karl
37	March 20, 2018	R3: Jerry Blackwell – Proposed Bylaw Amendment	Peter
38	March 20, 2018	R4: Letter of Apology – school field damage (follow up)	Peter

- B. Unresolved and New Information and Resource Requests (IRRs) (Page 19)
Recommendation: THAT the following actions be taken with respect to the IRRs [to be determined in meeting]:

8. Reports

A. Staff

- i. CFO: Draft 2018-2022 Five Year Financial Plan (Page 21)
 Recommendation: THAT the report “Draft 2018-2022 Five Year Financial Plan” be received for information purposes.
- ii. PWM: Lions Bay Beach Park Tree Removal and Beach Shower (Page 45)
 Recommendation: THAT Council provide direction to staff with respect to:
 - a. the removal of tree stumps at the Lions Bay Beach Park;
 - b. the style of beach shower to be:
 - i. created by staff using part of the cedar recently cut down; or
 - ii. purchased from a manufacturer.
- iii. PWM: WorkSafeBC Confined Space Entry Program Order (Page 53)
 Recommendation: THAT Council direct.

B. Mayor

- i. Recommendations to Council (Page 57)
 Recommendation: THAT Council direct staff to produce ½ to 1 page reports (as distinct to IRRs) suitable for reporting to the public in various mediums, with delivery specified individually by Council as follows: *(see report for list of recommended reports)*.

C. Council

- i. Cllr. McLaughlin Information Report re. Volunteers (Page 59)
 THAT the information report, “Volunteer Day Celebration” be received for information.

D. Committees – None

E. Emergency Services – None

9. Resolutions

A. Acting Chief Administrative Officer

Recommendation: THAT Council appoint the Chief Financial Officer to the role of Acting Chief Administrative Officer and Corporate Officer during any Chief Administrative Officer’s vacancies, vacation or sick time.

B. E-Comm Board of Directors Designate (Page 61)

Recommendation: THAT the Village of Lions Bay nominates Mayor Richard Walton of the District of North Vancouver to represent the Village of Lions Bay on the E-Comm Board of Directors for the 2018-2019

term, such Board to be appointed by E-Comm shareholders at the June 21, 2018 Annual General Meeting.

C. Mayor's Resolution re. Volunteers – Recommendation:

WHEREAS given that only three staff members were seen in the hall for the April 18 celebration, along with three Council members (who are in reality volunteers too);

AND WHEREAS it is a matter of conjecture whether volunteers are appreciated other than by other volunteers;

AND WHEREAS the celebration was in the middle of the afternoon, given that the average age of the 20-25 volunteers in attendance was over 70 (excluding firefighters);

BE IT RESOLVED THAT Council resolve to direct staff to dispense with Volunteer Appreciation day;

AND THAT Council consider the realities of volunteerism in Lions Bay by implementing an incremental property tax, perhaps with a credit for verifiable volunteer hours, to add staff to do the work that volunteers did.

10. Bylaws

A. 2018-2022 Five Year Financial Plan Bylaw No. 542, 2018 (Page 63)

Recommendation: THAT the 2018-2022 Five Year Financial Plan Bylaw No. 542, 2018 be read a first and second time.

B. Tax Rates Bylaw No. 543, 2018 (Page 69)

Recommendation: THAT the Tax Rates Bylaw No. 543, 2018 be read a first and second time.

C. Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018 – Third Reading (Page 73)

Recommendation: THAT Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018 be read a third time.

11. Correspondence

A. List of Correspondence to April 19, 2018 (Page 91)

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

12. New Business

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

14. Closed Council Meeting

Recommendation: 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:

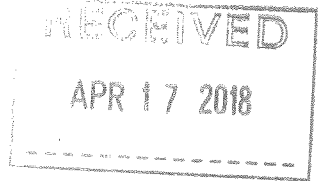
- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- c) labour relations or other employee relations;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

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

15. Reporting Out From Closed Portion of Meeting

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

Please forward your Delegation Request Form to the Village Office by 12:00 pm, the Thursday prior to the regular Council meeting. Delegations may speak for a maximum of 10 minutes total.

Today's Date: April 17 2018 Council Meeting Date: April 24

SUBJECT OF DELEGATION I wish to speak before the Council regarding:

Lift on Noise bylaw for May 5th/18 from 8-11pm

SUPPORTING MATERIAL I will provide additional information in advance of the Council meeting: (by 12:00 pm the Thursday prior to the Council meeting so that the material can be included in Council package.)

Hall rented 6-12 at night May 5 2018 Event is 8-11pm

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

Allow a grade 12 dance at the hall from 8-11pm that would have music

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Anais Bedford

Signature: [Handwritten Signature]

Organization (if any):

Address: 215 Panorama Place

Phone: 778 873 1500 Fax:

Email: anaibedford@gmail.com

Note: A telephone number (where a message can be left with a person or voicemail), fax number or email address is required so that we can contact you in a timely manner.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 10, 2018 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

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

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

Delegations: 0

Public: 7

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

2. Adoption of Agenda
Moved/Seconded

THAT item 90(1)(a) be added as an additional ground for closing the meeting; and

THAT item 10A be moved and discussed before item 8Ai; and

THAT an additional resolution, called Alternative Approach to DPAs, be added to Item 10A; and

THAT item 8B: Provide Direction for Lions Bay Beach Parking Lot be added; and

THAT item 8Ci: Spillage on Oceanview Road be added; and

THAT item 8Cii: Garbage Letter be added; and

THAT the agenda be adopted, as amended.

CARRIED

3. Public Participation (2 minutes per person totalling 10 minutes maximum)

A. Neville Abbott

Mr. Abbott advised Council that he had just read the Mayor's on-table reports which were handed out to the Gallery and mentioned the communications lately from the Mayor regarding the idea of going back to the drawing board with the OCP Amendment Bylaw. He requested that Council carefully consider the title portion of this topic as it has been stated that it would not affect residents unless they are developing, however there could be many people who end up with covenants and may not be seen as equal.

Mr. Abbott also queried the Soil Deposit Bylaw on the agenda which was described as "clean-up" however one thing that jumped out at him was that if a tree is more than 8 inches and is on private property, it requires a permit to be cut. He informed Council that this is a big change for the Village rather than simply clean-up of the bylaw.

B. Louis Peterson

Mr. Peterson was concerned that the Mayor's on-table report regarding DPA's was voted to be taken off the agenda. He noted that his initial reaction regarding DPA's was that it seemed like a move in the right direction and that Council was showing their due diligence and had spent a lot on consultants to date. Mayor Buhr explained that the item was not removed from the agenda, but simply an alternate resolution which has been added to the table.

4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)

None

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – March 20, 2018

The following items were amended:

- Item 8Eii (discussed after item 4) – Change the title of the report to "LBFR Update Report On-Table from Fire Chief Oliver"
- Item 8Diii – in the second sentence, amend the apostrophe in *Veteran's* to read *Veterans'*.
- Item 13 – add in brackets next to the title "(given consent from the Chair to raise a matter not discussed in the meeting)".

Moved/Seconded

THAT the Regular Council Meeting Minutes of March 20, 2018 be approved as amended.

CARRIED*Audio: 00:18***6. Business Arising from the Minutes****A. March 20, 2018 Regular Council Meeting**

- Beach Park Recommendations: That staff consult the neighbours for the potential of a late park close, from 10 to 11 p.m., be added to the Follow-Up Action Items.
- UBCM Asset Management Grant: the grant has been applied for and waiting to hear back.
- CWWF Verbal Update: Mayor Buhr queried whether PWM Jaffer has heard from the Queen’s Printer, he was advised that the signs are in.

7. Unfinished Business**A. Follow-Up Action Items from Previous Meetings**

#	Meeting Date	Description of Action Item	Action
32	February 6, 2018	Mayor Buhr and CAO DeJong to work on a Terms of Reference for a trail maintenance committee	In progress
33	March 20, 2018	G4: It’s Time Project – Submit for consideration of the LMLGA a resolution seeking support for the use of average-speed-over-distance technology	Complete
34	March 20, 2018	G9: Maple Ridge Council to Minister Carole James Re. Employer Health Tax	In progress
35	March 20, 2018	R1: Susan Gardi – Mooring buoys at Kelvin Grove	Complete
36	March 20, 2018	R2: Iola Knight – Porta Potty’s at “clothing optional beach”	Complete
37	March 20, 2018	R3: Jerry Blackwell – Proposed Bylaw Amendment	In progress
38	March 20, 2018	R4: Letter of Apology – school field damage (follow up)	In progress
39	March 20, 2018	R5: Farrah Azordegan – parking lot issue	Complete
40	March 20, 2018	R6: Kambiz Azordegan – parking lot issue	Complete

*Audio: 00:26**Item 10A was moved to be discussed here:*

10A. Village of Lions Bay Official Community Plan Designation Bylaw No. 408, 2008, Amendment Bylaw No. 525, 2018 – Consideration of First Reading and Scheduling of a Public Information Meeting

The CAO and Council discussed Development Permit Areas (DPAs) at length, including the Municipality's common law and legislative obligations. It was discussed that if Council chose not to implement DPAs, then alternatively, a policy would have to be carefully drafted with the assistance of legal counsel, taking into account the legislative requirement for the OCP to include statements and map designations in respect of restrictions on the use of land that is subject to hazardous conditions. The CAO noted that the policy will also need to address the use of s.56 of the Community Charter and s.86 of the Land Title Act to guide the requirements for geotechnical and geohazard assessments on building permits and subdivision applications.

Moved/Seconded

THAT Council direct municipal staff to not implement Development Permit Areas in Lions Bay at all, and instead continue using the existing zoning and building permit process, although utilizing the geology, wildfire and other reports considered while contemplating DPAs, to guide issuing building permits.

AND THAT staff bring back a new OCP amendment bylaw and policy to meet municipal legal obligations.

**CARRIED
 MAYOR BUHR OPPOSED**

Moved/Seconded

THAT the Request for Decision report titled "Village of Lions Bay Official Community Plan Designation Bylaw No. 408, 2008, Amendment Bylaw No. 525, 2018 - Consideration of First Reading and Scheduling of a Public Information Meeting" dated April 6, 2018 be received.

CARRIED

Mayor Buhr allowed Item 13: Public Participation ahead of item 8, as the agenda would be amended to close the meeting to the public early.

Audio: 02:15

Item 13A: Public Participation – Doug Pollock

Mr. Pollock was concerned that Council ensure the public understand that Development Permit Areas (DPAs) are a big deal for the community and that it is very important they participate. The Public Information Meeting should be communicated to the public prior to that meeting outlining the basic goals, points and reasons for the changes. To get more than 50 people out, he requested that it be condensed down to one page instead of the current 37 pages which the average individual would not understand, and the

specific impact that it will have on current homes or future development. He also requested an overview on the process: what has happened to date, and what are the next steps.

Item 13B: Public Participation – Neville Abbott

Mr. Abbott pointed out that the CAO's last comment with respect to DPA's and covenants was "there will only be covenants on developments" but he queried whether the broader DPA Hazards Assessment is covenanted on a property. He described an example that if he extended his home and was required to get the hazard reports, does the entire Hazard Assessment get added on title? CAO DeJong explained that if there is no Development Permit required, but simply a report that has been required under the existing legislation and there are conditions that must be fulfilled in order for process to take place, then as per the requirements of the legislation, that covenant would have to contain the conditions stipulated in the report from the qualified professional, along with indemnification provisions required by the legislation.

The meeting was recessed at 9:28 p.m. and resumed at 9:31 p.m.

Moved/Seconded

THAT the meeting be recessed.

CARRIED

Audio: 02:28

Moved/Seconded

That the agenda be amended to close the meeting before item 8.

CARRIED

Item 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:

- 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;
- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

- f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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;

CARRIED

The meeting was closed to the public at 9:33 p.m.

The meeting was re-opened to the public at 10:27 p.m.

13: Reporting Out from Closed Portion of the Meeting

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

Audio: 02:29

8. Reports

A. Staff

i. CFO: Lions Bay Parking Passes

Council discussed the two options for Parking Pass decals as outlined in the report. Staff reiterated to Council that a non-transferable sticker may cause damage to vehicles and warned that there may be an influx of complaints from residents regarding this change since the new decals are required to be stuck to the back window or back bumper, and if placed on the dash, the vehicle would be ticketed. A Council vote determined that staff must proceed with ordering the non-transferable decals and all that this entails.

Moved/Seconded

THAT Council direct staff to proceed with ordering non-transferable 2018-2019 parking passes in substantial accordance with the Mayor's On Table quote from Stickershop.com

CARRIED
COUNCILLOR BAIN & COUNCILLOR BARMEIER OPPOSED

Audio: 02:47

ii. CFO: Council Remuneration

CFO Rooke advised Council that there was a bylaw passed in 2015 stating that Council's salaries would go up every year with inflation. Inflation has gone up 2.12%, therefore a salary increase on the next pay will be retroactive to January 1, 2018. CFO Rooke will bring a report to a future meeting.

Moved/Seconded

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

CARRIED

iii. PWM: 2017 Annual Drinking Water Quality Report

PWM Jaffer advised Council that the Drinking Water Quality results were positive, the only downfall was that consumption went up since last year.

Moved/Seconded

THAT the 2017 Annual Drinking Water Quality Report be received; and

THAT the 2017 Annual Drinking Water Quality Report be made available on the Municipal website.

CARRIED

Audio: 02:57

iv. CAO: Information Report – RFP for Community signage Project

Council reviewed the proposed Community Signage Project report and discussed a Request for Proposal. Council to send their ideas and feedback to both the Mayor and CAO.

Moved/Seconded

THAT the Information Report, "Request for Proposals (RFP) for Community Signage Project" be received.

CARRIED

B. Mayor

i. Provide Direction for Lions Bay Beach Parking Lot

CAO DeJong informed Council that he was able to contact CN regarding the Lions Bay Beach Parking lot and was advised that the lease is up for review in May 2019 and that they would get back to him with regards to whether we can continue with paving and fencing the lot.

TABLED MOTION:

THAT Council endorse the \$25,000+ budgeted direction to municipal staff to pave, fence and line the Lions Bay Beach Parking Lot (aka “CN Lot”) once its plan and layout have been approved by Council, and to implement pay parking there (on a second annual trial basis if necessary), regardless of whether a contractual arrangement has yet been reached with CN, all by May 31, 2018;

AND FURTHER THAT Council direct the Mayor to request CN to aid the CAO in making contractual arrangements, if necessary, that suits Lions Bay’s continued use of CN property for “parking and fire training” as allowed by the current lease.

TABLED

At 11:08 p.m. the meeting was extended.

Moved/Seconded

THAT the meeting be extended until midnight.

CARRIED

Audio: 03:09

C. Council

i. Councillor McLaughlin: Spillage on Oceanview Road

PWM Jaffer advised Council that the substance that has spilled onto Oceanview Road is diesel and that the culprit has not been caught yet. Staff have have a lead they are following up on.

ii. Councillor McLaughlin: Garbage Letter

Councillor McLaughlin was concerned with a letter a resident received who was in contravention of the garbage bylaw. PWM Jaffer advised Council that the letter is a standard form letter, and that he would alter it per their recommendations.

D. Committees

i. Infrastructure Committee Meeting Minutes – February 26, 2018

Moved/Seconded

THAT the Infrastructure Committee Meeting Minutes of February 26, 2018 be received for information.

CARRIED

ii. Board of Variance Meeting Minutes – December 4, 2017
Moved/Seconded

THAT the Board of Variance Meeting minutes of December 4, 2017 be received for information.

CARRIED

Audio: 03:18

iii. Trees, Views and Landscapes Committee – Tree Application #84: 50 Lions Bay Avenue
Moved/Seconded

THAT as requested, the applicant is permitted to cut and clean the specified tree. All wood and debris must be removed.

CARRIED

E. Emergency Services
None

9. **Resolutions**
None

10. **Bylaws**
Item 10A was moved and discussed before item 8.

B. Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018
CAO DeJong explained the reasons for altering the bylaw, as noted in the report.

Moved/Seconded

THAT Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018 be introduced and read a first and second time.

CARRIED

Audio: 03:30

11. **Correspondence**
Moved/Seconded

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

- G1: Cannabis Sales Tax – no response
- G2: Land Use Designation Amendment – no response
- G4: BCMC Thank You – no response
- G5: CivX 2018: Smart Communities, Smart Region – no response
- G6: Letter from Pamela Goldsmith-Jones – no response
- R1: Penny Nelson – Communication of Proposed OCP Amendment to Residents – no further response
- R2: Fellow Lions Bayer – OCP Amendment Timelines – no further response
- R3: Neville Abbott – DPAs – no further response
- R4: Penny Nelson – OCP Amendment Questions and Concerns – no further response
- R5: Paula Cayley – Risk Hazards – no further response
- R6: Pieter Dorsman – DPA Explanations – no further response
- R7: Iola Knight – Port-a-Pottie’s Response – no further response

CARRIED

12. New Business

A. Volunteer Week: April 15-21

Staff previously arranged Volunteer Week for Wednesday, April 18th from 3-5 pm and have sent out invitations.

Moved/Seconded

THAT the Volunteer Week Celebration be held on Wednesday, April 18, 2018 from 3-5 pm at Broughton Hall.

CARRIED

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

This item was discussed previously before item 8.

14. Closed Council Meeting

The meeting was closed before item 8 on the agenda.

15. Reporting Out From Closed Portion of Meeting

The meeting was closed before item 8 on the agenda and this item was discussed at that time.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:32 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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REQUESTS FOR COUNCIL										
<u>Request ID</u>	<u>Meeting Date of Request</u>	<u>Requester</u>	<u>Subject</u>	<u>Issue and Information/Resources Requested</u>	<u>Requester's Priority 1 (lo) - 5 (hi)</u>	<u>Rationale</u>	<u>Personnel and/or Financial Resources Est'd by Requester</u>	<u>Admin Owner</u>	<u>Preliminary Administration Response</u>	<u>Committee Recommendation and/or Council Disposition</u>
141	1/Jun/17	Buhr	Trail Signage	Please produce trail signage proposition for Council to debate. Suggested text: "Trails maintained by volunteers: use at own risk. Be prepared to encounter cougars, bears and coyotes. Dogs to be leashed within ___ meters of trail ends and under control at all times. Remove all waste. Cycles must be walked. Lions Bay Bylaws __, __, __."				CAO	Staff is working on a comprehensive risk management plan for trails and will bring that forward sooner than later. Note: New wording on Centennial Trail Kiosk and website trail map, with printed versions handed out at office.	
145	1/Jun/17	McLaughlin	Traffic Delineator Posts	Please consider putting in some traffic 'delineator posts' in front of the Native Garden. There are a few feet of space between the white line and the edge of the road. Many people use this for walking and many cars go over the white line - which can be noted by the faded white of the line in that area. A couple of well-placed, permanent posts would prevent cars from drifting over, and hopefully prevent any pedestrian accidents.				PWM/ CAO	Will review options but also note that protection of walking area from KG trail entrance/exit on SB onramp to corner of Lions Bay Ave and down to LB Beach is part of a wholistic approach to trails and pathways in the Village that staff would like to pursue with MOTI using concrete barriers.	
150	9/Jan/18	Buhr	Website	Please provide annual report on website performance using Google Analytics				CAO	It would be helpful for staff to know exactly which Google reports are of the most interest as there are many, many options	
151	9/Jan/18	Buhr	Fire Dep't	Looking for incident stats by type and location, personnel training stats, etc.		One of the Municipality's biggest cost centres		CAO	Staff will pull the information together and plan to report on various stats quarterly.	
153	9/Jan/18	Buhr	Restricted Reserve re. Sale of BB ROW	Would like staff to provide a definitive mechanism for assisting Councils to understand eligible expenditures from restricted reserve re. sale of ROW				CAO	I will review language and examples with legal advisors and provide a "test" that future Councils and staff can use.	
154	19/Apr/18	Buhr	Notice Board	Please move the noticeboard at the intersection of Crosscreek and Centre to the new bust stop area.				PWM		
155	19/Apr/18	Buhr	Power to Bus Shelter	Please install power to the new bus shelter, then a powered light with schedule, on at dusk, off at 11 pm, on at 6:30 (overridden if already light), off at dawn, so that I can advise the Village.				PWM		
156	19/Apr/18	Buhr	Planting	After re-trimming stumps and removing detritus, please plant sword fern and/or salal and/or something on the cleared slope at the X of Bayview and Centre, passed by 40% of the Village daily.				PWM		
157	19/Apr/18	Buhr	Reception Nameplate	Please introduce a nameplate at the reception desk, since not everybody knows our staff's names.				CAO		

REQUESTS FOR COUNCIL										
<u>Request ID</u>	<u>Meeting Date of Request</u>	<u>Requester</u>	<u>Subject</u>	<u>Issue and Information/Resources Requested</u>	<u>Requester's Priority 1 (lo) - 5 (hi)</u>	<u>Rationale</u>	<u>Personnel and/or Financial Resources Est'd by Requester</u>	<u>Admin Owner</u>	<u>Preliminary Administration Response</u>	<u>Committee Recommendation and/or Council Disposition</u>
158	19/Apr/18	Buhr	Schedule of Utilised Reserves Operating and Capital Expenditure	Please remind me, and produce if it has already been directed by Council, the schedule of "utilised, carried-over and sent-to-reserves operating and capital expenditure," as requested by Ron long ago. To clarify, not interested in the accounting treatment, but in what the community has been taxed for, and what has been delivered, or not. The draft I provided was waiting checks, and now there's 2017's results to add. Asked another way, since we have not budgeted transfers to reserves in living memory, where have our reserves come from?				CFO		
159	19/Apr/18	Buhr	Liquor Primary License	Were we consulted on a "liquor primary" license or is the rural outlet sufficient to allow such use?				CAO		
160	19/Apr/18	Buhr	Upper Chambers Door	Please remove inside slide bolt from middle door of Upper Chambers as superfluous and a pain.				PWM		
161	19/Apr/18	Buhr	CAO & PWM Drive Through Village	Please plan for the CAO and PWM to accompany the mayor on a 90-120 minute Village drive through before the CAO leaves on extended vacation, whereby said mayor can point out things that please, irk and exercise the community (because how else would staff know?), something said mayor should have done long ago.				CAO/PWM		
162	19/Apr/18	Buhr	Village Update Direct Sign-Up	Please allow direct signup for the Village Update on the website, as in front and center on the homepage, "Enter your email address to receive email updates from the municipality (doing so indicates consent to receive such email; an Unsubscribe link is included with every email): "				CAO		



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Draft 2018–2022 Five Year Financial Plan		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 19, 2018	Version	
Issued for	April 24, 2018 Regular Council Meeting		

RECOMMENDATION

THAT the report “Draft 2018-2022 Five Year Financial Plan” be received for information purposes.

ATTACHMENTS

- 2018 Consolidated Operating Budget
- 2018 Supplemental Operating Requests
- 2018 Capital Requests
- 2018-2022 Summary of Capital Expenditures
- Consolidated Financial Plan 2018-2022

KEY INFORMATION

The draft 2018–2022 Five Year Financial Plan (the Plan) of the Village of Lions Bay projects revenues and expenditures for the five year period from 2018 to 2022. The Plan draws from the 2018 provisional budget and extrapolates revenues and expenses for the five year period based on certain assumptions as stated below.

Assumptions:

- Property tax increase – 3%
- Water user rate increase – 2%
- Sewer user rate increase – 2%
- Labour expense increase – 1.75 to 2.0%
- Non-labour expense increase – 1.5% to 2.5%



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Capital expenditures include all of the projects outlined in the Loan Authorization Bylaw and assumes all projects will be undertaken in the next five years with the costs offset by grant revenue and MFA borrowing.

FOLLOW UP ACTION

The 2018-2022 Five Year Financial Plan Bylaw will be brought to the April 24, 2018 Council Meeting for first and second reading.

The Village of Lions Bay Consolidated Operating Budget 2018

	2017 Budget	2018 Budget	Change	%
Revenues				
Taxation	1,453,628	1,505,015	51,387	3.5%
Utility Fees and Rates	1,087,239	1,089,217	1,978	0.2%
Fees, Licenses and Permits	152,253	203,556	51,303	33.7%
Grants	2,897,116	2,612,116	(285,000)	-9.8%
Loan Proceeds	460,870	-	(460,870)	n/a
Land Sales	3,219,250	3,124,994	(94,256)	n/a
Other Revenue	110,832	148,524	37,692	34.0%
	9,381,188	8,683,422	(697,766)	-7.4%
Expenditures				
Administrative Services	992,275	1,086,033	93,757	9.4%
Council	70,926	72,680	1,754	2.5%
EOC	40,285	57,540	17,255	42.8%
Fire	310,016	360,976	50,960	16.4%
Bylaw	34,233	37,173	2,940	8.6%
Parks, Recreation and Culture	207,307	241,466	34,158	16.5%
Planning and Development	120,925	114,563	(6,363)	-5.3%
Public Works	475,086	493,458	18,372	3.9%
Water Fund	818,654	1,063,023	244,369	29.9%
Sewer Fund	71,677	87,816	16,138	22.5%
Solid Waste	184,784	185,919	1,135	0.6%
	3,326,169	3,800,646	474,476	14.3%
Surplus / (Deficit)	6,055,019	4,882,776		
Non-cash items included in Surplus/(Deficit)				
Add back amortization	507,494	588,976		
MFA Actuarial Gain on Debt	(20,422)	(23,456)		
	6,542,091	5,448,297		
Cash items NOT included in Surplus/(Deficit)				
Repayment of Debt Principal	(109,521)	(152,364)		
	6,432,570	5,295,933		
Capital Expenditures		(2,746,468)		
Transfer from (to) Reserves:				
Gas Tax Funding		(56,450)		
Transfer from Surplus - Loan		417,168		
Transfer from Surplus - Re-budgets		296,380		
Transfer from Surplus - 3% Tax Shortfall		5,708		
Transfer from Surplus - election		11,500		
Transfer to Reserves - Land Sales		(3,124,994)		
Transfer from Reserves - Kelvin Grove Stairs		22,000		
Water Surplus		(124,010)		
Sewer Deficit		3,233		
Cash Surplus		-		

**Village of Lions Bay
2018 Draft Budget**

Revenues

	2015 Actual	2016 Actual	YTD Actual 2017	2017 Budget	2018 Budget	Change	%	Notes
Taxation								
General Municipal Property Tax	987,338	1,105,803	1,404,485	1,404,442	1,446,575	42,133	3.0%	1
Fire Levy - from Municipal Taxation	206,878	231,703	-	-	-	-	n/a	
Parcel Taxes	291,227	35,931	10,585	10,585	10,585	-	0.0%	
Grants in Lieu	33,267	34,367	38,577	38,601	47,855	9,254	24.0%	
	1,518,711	1,407,804	1,453,647	1,453,628	1,505,015	51,387	3.5%	
Utility Fees and Rates								
Water User Rates	438,356	786,865	834,605	834,605	837,613	3,008	0.4%	
Sewer User Rates	41,164	44,822	67,234	67,234	68,034	800	1.2%	
Solid Waste User Rates	196,802	199,999	185,795	185,400	183,570	(1,830)	-1.0%	
	676,322	1,031,686	1,087,634	1,087,239	1,089,217	1,978	0.2%	
Fees, Licenses and Permits								
Building Permits	9,907	11,357	89,603	58,500	75,000	16,500	28.2%	
Temporay Use Permits	-	-	-	-	7,350	7,350	n/a	
Subdivision Fees	-	-	-	-	5,150	5,150	n/a	
Board Of Variance Application Fee	2,500	1,000	2,000	3,000	2,000	(1,000)	-33.3%	
Secondary Suite Surcharge Fees	11,490	17,098	22,476	18,200	22,518	4,318	23.7%	
Other Permits	245	2,530	3,655	750	1,000	250	33.3%	
Fire Training Programs	1,450	300	900	300	300	-	0.0%	
Recreation Programs	5,727	3,855	2,695	3,700	2,600	(1,100)	-29.7%	
Hall Rental	9,204	9,113	8,501	7,500	8,500	1,000	13.3%	
In-Kind Revenue	2,013	5,715	2,755	3,160	6,335	3,175	100.5%	
Boat Space Rentals	5,000	5,800	9,894	7,250	7,625	375	5.2%	
Rental Agree - BC Ambulance	23,234	25,113	25,113	25,113	25,113	-	0.0%	
Parking Fines	17,233	8,098	9,986	8,000	9,000	1,000	12.5%	
Parking Passes - Other	2,000	1,240	1,520	1,200	2,000	800	66.7%	
Parking Meters	5,562	5,793	20,731	5,300	19,650	14,350	270.8%	
Dog Licences	3,420	4,860	4,800	4,000	4,000	-	0.0%	
Filming Revenue	5,280	2,200	3,100	1,750	2,000	250	14.3%	
Tree Cutting Applications	360	400	450	750	500	(250)	-33.3%	
Tax Information Charges	1,840	2,160	2,430	1,800	2,000	200	11.1%	
Miscellaneous	2,192	4,116	1,887	1,980	915	(1,065)	-53.8%	
	108,657	110,746	212,495	152,253	203,556	51,303	33.7%	
Grants								
Small Community Grant	310,738	296,372	298,898	295,000	295,000	-	0.0%	
New Build Canada Grant	26,421	73,860	141,039	144,509	-	(144,509)	-100.0%	
CWWF Grant	-	-	213,369	2,250,130	2,036,761	(213,369)	-9.5%	2
CN Railway Grant	-	-	-	84,152	-	(84,152)	-100.0%	

**Village of Lions Bay
2018 Draft Budget**

Revenues

	2015 Actual	2016 Actual	YTD Actual 2017	2017 Budget	2018 Budget	Change	%	Notes
Translink Grant	-	-	12,524	25,000	40,000	15,000	60.0%	
Gas Tax Funding	54,616	56,451	56,502	56,450	56,450	-	0.0%	
Provincial Government Grants	-	-	10,200	20,000	9,800	(10,200)	-51.0%	
Federal Government Grants	-	2,177	-	-	-	-	n/a	
Emergency Financial Assistance (EMBC)	278,334	99,113	-	-	147,405	147,405	n/a	3
Other Grants	37,989	2,350	23,642	21,875	26,700	4,825	22.1%	
	708,098	530,322	756,175	2,897,116	2,612,116	(285,000)	-9.8%	
Other Revenue								
External Borrowing	-	-	456,291	460,870	-	(460,870)	-100.0%	
Net Proceeds from Land Sales	-	-	-	3,219,250	3,124,994	(94,256)	-2.9%	
Insurance Proceeds	-	-	110,692	-	41,308	41,308	n/a	4
Fire Department Callouts Highway	28,466	35,711	16,085	26,000	16,000	(10,000)	-38.5%	
Donations to LB Fire Department	36,050	9,118	1,000	10,000	6,000	(4,000)	-40.0%	
Fire Fighter Day Revenue	-	25,152	23,234	20,000	24,000	4,000	20.0%	
Fire Department Miscellaneous	8,291	-	-	-	-	-	n/a	
Tax Penalties and Interest	24,239	24,983	23,528	22,800	22,100	(700)	-3.1%	
Admin Fees - Schools Taxes	2,783	2,856	2,959	2,800	2,800	-	0.0%	
MFA Actuarial Interest	14,701	17,506	20,422	20,422	23,456	3,034	14.9%	
Bank Return on Investment	11,444	13,152	22,174	6,110	11,360	5,250	85.9%	
Miscellaneous	859	4,082	17,609	1,500	1,500	-	0.0%	
Water/Sewer Connection Fees	1,904	94	15,958	1,200	-	(1,200)	-100.0%	
	128,738	132,653	709,952	3,790,952	3,273,518	(517,434)	-13.6%	
Total Revenues	3,140,527	3,213,211	4,219,903	9,381,188	8,683,422	(697,766)	-7.4%	

Notes:

- 1 The revenue includes a 3% property tax increase.
- 2 The Clean Water Wastewater Fund (CWFF) grant revenue and related capital expenses have been re-budgeted for 2018 as the project was not completed in 2017.
- 3 The Village will receive \$147,405 of EMBC funding to repair Harvey Creek access road which was damaged during a landslide in January 2018.
- 4 Budgeted \$41.3k for the balance of the insurance proceeds to be received in 2018 for the replacement of the fire training trailer and contents located at the Brunswick Pit which was destroyed by fire.

**Village of Lions Bay
2018 Draft Budget**

General Fund - Administration

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Amortization	309,558	340,597	332,235	361,814	29,579	8.9%	
Communications	51,395	48,213	59,437	59,458	21	0.0%	
Fiscal Charges	3,729	4,835	3,750	4,250	500	13.3%	
Insurance	32,197	30,211	30,900	44,893	13,993	45.3%	
Internal Allocations	(53,500)	(53,500)	(53,500)	(53,500)	-	0.0%	
Maintenance	5,006	3,559	7,212	8,500	1,288	17.9%	
Material, Supplies and Equipment	9,670	11,394	12,477	20,243	7,766	62.2%	1
Professional Fees / Contract Services	53,033	51,550	104,500	122,800	18,300	17.5%	2
Salaries and Benefits	462,362	504,793	474,219	494,530	20,311	4.3%	
Sundry	5,233	3,672	2,942	3,500	558	19.0%	
Training / Professional Development	14,325	13,592	15,445	17,545	2,100	13.6%	
Utilities	1,825	1,845	2,658	2,000	(658)	-24.8%	
	894,832	960,761	992,275	1,086,033	93,757	9.4%	

Notes:

1 Budget includes \$2,000 for office cabinets and \$4,200 for the purchase and installation of a fire proof safe for the Village office.

2 Budget is comprised of:

Legal Fees	30,000	
Contract Services - Minute Taking	1,500	
Audit Fees	37,000	
General Contract Services	1,500	
Asset Management (\$20k re-budget)	35,000	application submitted for a \$15k UBCM grant
Records Management (re-budget)	17,800	
	<u>122,800</u>	

**Village of Lions Bay
2018 Draft Budget**

General Fund - Council

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Council Communication	11,655	372	250	250	-	0.0%	
Council - Office Supplies	144	1,433	200	4,250	4,050	2025.0%	1
Professional Services	4,358	1,926	-	-	-	n/a	
Salaries and Benefits	38,884	37,648	43,076	43,930	854	2.0%	
Council Funded Events	4,540	6,034	7,400	5,750	(1,650)	-22.3%	
Election	13,208	7,816	14,000	15,500	1,500	10.7%	2
Conferences & Conventions	940	-	3,500	1,000	(2,500)	-71.4%	
Association Dues / Memberships	351	410	500	500	-	0.0%	
Travel	1,901	1,334	2,000	1,500	(500)	-25.0%	
	75,982	56,972	70,926	72,680	1,754	2.5%	

Notes:

- 1 Budget includes \$4,050 for completion of the new Council Chambers.
- 2 Budgeted \$15,500 for the Municipal Election in October. \$11,500 will be drawn from the election reserve and \$4,000 will be taxed for in 2018. The 2017 budget included \$10,000 for the by-election.

**Village of Lions Bay
2018 Draft Budget**

General Fund - EOC Services

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Communications	1,701	3,178	3,750	3,750	-	0.0%	
Grants	2,331	2,886	4,535	5,490	955	21.1%	
Maintenance	5,121	5,162	6,000	8,100	2,100	35.0%	1
Material, Supplies and Equipment	(18)	-	500	8,000	7,500	1500.0%	2
Salaries and Benefits	-	-	-	9,700	9,700	n/a	3
Training / Professional Development	317	-	21,000	21,000	-	0.0%	4
Utilities	989	1,014	4,500	1,500	(3,000)	-66.7%	
	10,441	12,240	40,285	57,540	17,255	42.8%	

Notes:

- 1 Includes \$3,100 for the installation of Wifi in the Klatt Building.
- 2 Includes \$7,500 for EOC supplies.
- 3 Budget includes \$9,700 for a part-time Emergency Planning Co-ordinator (1 day per week) commencing July 1.
- 4 Includes \$20,000 for Emergency Management Planning which was re-budgeted from 2017.

**Village of Lions Bay
2018 Draft Budget**

General Fund - Fire Department

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Communications	46,998	49,283	57,825	58,950	1,125	1.9%	
Fiscal Charges	190	157	200	200	-	0.0%	
Interest Payments	-	-	-	3,063	3,063	n/a	
Insurance	11,318	12,221	12,316	15,200	2,884	23.4%	
Maintenance	36,828	53,212	38,750	44,955	6,205	16.0%	
Material, Supplies and Equipment	30,267	62,837	32,400	80,808	48,408	149.4%	1
Salaries and Benefits	98,852	98,517	119,675	105,050	(14,625)	-12.2%	2
Training / Professional Development	29,100	29,632	45,950	49,850	3,900	8.5%	
Utilities	1,373	2,214	2,900	2,900	-	0.0%	
	254,925	308,073	310,016	360,976	50,960	16.4%	

Notes:

- 1 Budget includes \$13k for uniforms and \$41.3k for the cost to replace the fire trailer contents which were destroyed by fire. The costs are offset by insurance proceeds.
- 2 Budget was reduced to reflect prior years' actual labour costs.

**Village of Lions Bay
2018 Draft Budget**

General Fund - Bylaw Services

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Communications	797	1,139	850	1,000	150	17.6%	
Material, Supplies and Equipment	1,661	2,908	4,300	3,800	(500)	-11.6%	
Professional Fees / Contract Services	1,523	1,625	2,000	2,000	-	0.0%	
Salaries and Benefits	19,017	17,621	24,583	28,373	3,790	15.4%	1
Training / Professional Development	2,484	-	2,500	2,000	(500)	-20.0%	
	-	25,482	23,293	37,173	2,940	8.6%	

Notes:

- 1 Budgeted for 3 days per week from May 18 to September 30 - 8 hours Friday, 14 hours Saturday, Sunday and stats.

**Village of Lions Bay
2018 Draft Budget**

General Fund - Parks and Recreation

	2015 Actual	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures								
Communications	-	595	594	350	600	250	71.4%	
Grants	34,836	33,691	25,903	27,940	29,323	1,383	4.9%	
Insurance	2,600	2,400	2,400	2,746	2,500	(246)	-9.0%	
Maintenance	28,401	19,797	54,050	27,616	45,064	17,448	63.2%	1
Material, Supplies and Equipment	233	3,564	3,545	4,000	7,500	3,500	87.5%	2
Professional Fees / Contract Services	4,995	2,418	10,200	22,500	19,500	(3,000)	-13.3%	3
Recreation Programs	4,834	3,354	2,294	2,960	2,300	(660)	-22.3%	
Salaries and Benefits	115,377	105,318	119,504	112,219	126,179	13,959	12.4%	4
Sundry	(140)	471	105	515	250	(265)	-51.5%	
Training / Professional Development	-	-	-	-	1,250	1,250	n/a	5
Utilities	5,004	3,735	5,990	6,461	7,000	539	8.3%	
	196,141	175,342	224,586	207,307	241,466	34,158	16.5%	

Notes:

- 1 Budget includes \$10,814 re-budgeted for LB Beach Park upgrades and \$3,000 to complete wheelchair accessibility for the new Council Chambers.
- 2 Includes \$2,500 for outdoor event seating.
- 3 Includes \$12,300 re-budgeted for the execution of a landscaping plan (funded by by MOTI) and \$7,200 for invasive species eradication.
- 4 Salaries include the addition of a PW employee and an increase in the hours for the parks employee from part-time (0.8 FTE) to full-time (1.0 FTE) effective April 1, 2018.
- 5 Budget includes Playground course for one staff.

General Fund - Planning and Development

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Communications	900	2,357	1,200	4,000	2,800	233.3%	1
Professional Fees / Contract Services	18,973	35,690	86,868	77,810	(9,058)	-10.4%	2
Salaries and Benefits	45,171	28,493	29,657	29,978	320	1.1%	
Sundry	213	525	750	750	-	0.0%	
Training / Professional Development	995	1,480	2,450	2,025	(425)	-17.3%	
	66,253	68,545	120,925	114,563	(6,363)	-5.3%	

Notes:

- 1 Budget includes advertising for public meetings.
- 2 2017 budget included \$60k for a planning consultant, of which only \$29k was spent.
The 2018 budget includes a part-time planner (3 days per week starting April 1) offset by a re-budget of the unspent 2017 planning consultant budget (\$31k) and land surveys.

**Village of Lions Bay
2018 Draft Budget**

General Fund - Public Works

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Expenditures							
Communications	15,296	11,064	15,606	9,655	(5,951)	-38.1%	
Interest Payments	15,016	13,952	16,526	19,747	3,221	19.5%	
Insurance	10,959	12,141	11,500	16,400	4,900	42.6%	
Internal Allocations	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%	
Maintenance	76,218	96,719	214,398	196,365	(18,033)	-8.4%	1
Material, Supplies and Equipment	23,392	38,750	31,121	30,000	(1,121)	-3.6%	
Professional Fees / Contract Services	29,588	38,345	20,000	35,619	15,619	78.1%	2
Salaries and Benefits	171,882	187,586	168,935	188,522	19,587	11.6%	3
Sundry	32	-	-	-	-	n/a	
Training / Professional Development	3,311	1,370	6,000	5,650	(350)	-5.8%	
Utilities	5,909	8,034	6,000	6,500	500	8.3%	
Total Expenditures	336,601	392,961	475,086	493,458	18,372	3.9%	

Notes:

- 1 The 2017 budget included \$107,205 for the improvement of the KG and BB railway grade crossings offset by budgeted grant revenue of \$84,152 (80% of costs). The grant was not received and the work was not completed. The 2018 budget includes \$35,300 to complete the work on the KG railway grade crossing offset by a re-budget of the unspent 2017 railway grade crossing budget. It also includes \$45,200 for paving, fencing line painting and rent for the CN Parking Lot.
- 2 Includes \$15,619 re-budget for bridge inspections.
- 3 Salaries include the addition of a PW employee commencing July 1, 2018.

Village of Lions Bay 2018 Draft Water Budget

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Parcel Tax Lions Bay	-	-	-	-	-	n/a	
Parcel Tax Brunswick Beach	10,585	10,585	10,585	10,585	-	0.0%	
Water User Rates	786,865	834,605	834,605	837,613	3,008	0.4%	1
Secondary Suite Fees	-	16,845	14,000	16,845	2,845	20.3%	
Connection Fees	(600)	12,047	600	-	(600)	-100.0%	
Build Canada Grant	96,065	141,039	144,509	-	(144,509)	-100.0%	
CWWF Grant	-	213,369	2,250,130	2,036,761	(213,369)	-9.5%	2
Other Grants	-	-	-	10,000	10,000	n/a	3
Loan Proceeds	-	456,291	460,870	-	(460,870)	-100.0%	
Emergency Financial Assistance (EMBC)	99,113	-	-	147,405	147,405	n/a	4
Other	14,947	24,937	17,328	19,902	2,574	14.9%	
Total Revenues	1,006,975	1,709,718	3,732,627	3,079,111	(653,516)	-17.5%	
Amortization	150,939	163,456	160,631	212,535	51,904	32.3%	
Communications	2,764	2,761	2,700	2,700	-	0.0%	
Interest Payments	75,225	74,930	74,930	89,146	14,216	19.0%	
Emergency Repairs	99,113	-	-	147,405	147,405	n/a	4
Insurance	23,077	22,752	22,752	26,446	3,694	16.2%	
Maintenance	60,179	40,255	50,577	47,500	(3,077)	-6.1%	
Material, Supplies and Equipment	24,266	17,984	25,144	38,793	13,649	54.3%	5
Professional Fees / Contract Services	34,887	38,342	94,000	81,000	(13,000)	-13.8%	6
Salaries and Benefits	263,722	256,957	295,678	326,749	31,070	10.5%	7
Sundry	14,901	15,801	17,858	17,500	(358)	-2.0%	
Training / Professional Development	3,168	1,063	5,200	4,000	(1,200)	-23.1%	8
Utilities	9,210	11,511	14,183	14,250	67	0.5%	
Internal Allocations	55,000	55,000	55,000	55,000	-	0.0%	
Total Expenditures	816,450	700,812	818,654	1,063,023	244,369	29.9%	

**Village of Lions Bay
2018 Draft Water Budget**

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Surplus / (Deficit)	190,524	1,008,906	2,913,973	2,016,087			
Amortization	150,939	163,456	160,631	212,535			
MFA Actuarial Gain on Debt	(14,853)	(14,853)	(17,328)	(19,902)			
Cash Surplus	326,610	1,157,509	3,057,276	2,208,720			
Capital Expenditures	(5,650)	(46,370)	(27,088)	(2,453,929)			2
Repayment of Debt Principal	(52,726)	(52,726)	(52,872)	(62,709)			
Draw from Surplus (loan)				417,168			
Draw from Surplus (re-budget)				14,760			
Transfer (from) to Water Surplus	268,234	1,058,413	2,977,316	124,010			

Notes:

- 1 The revenue includes a 0% increase in user rates. The increase in revenue is a result of an increase in single family connections from 519 to 521. (Each 1% increase in the user rate provides an increase of \$8,376 in revenue.)
- 2 The Clean Water Wastewater Fund (CWWF) grant revenue and related capital expense have been re-budgeted for 2018 as the project was not completed in 2017.
- 3 Staff have applied for an Infrastructure Planning grant in 2018 for the Bayview Road Watermain Design.
- 4 The Village will receive \$147,405 of EMBC funding to repair Harvey Creek access road which was damaged during a landslide in January 2018.
- 5 Includes \$14,760 for supplies to construct water sampling stations and automated blow-offs (2017 re-budget).

**Village of Lions Bay
2018 Draft Water Budget**

2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
-------------	-------------	-------------	-------------	--------	---	-------

6 Budget is comprised of:						
Bayview Road Watermain Design	20,000					
Rock Slope Remediation	30,000					
Chlorine Treatment	9,000					
Water Testing	10,000					
General Contract Services	10,000					
UBC Hydrology Study Contribution	<u>2,000</u>	<u>81,000</u>				

7 Salaries include the addition of a PW employee commencing July 1, 2018.

8 Budget includes Water Treatment and Water Distribution courses for three staff.

**Village of Lions Bay
2018 Draft Sewer Budget**

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Taxation (Parcel Tax)	25,346	-	-	-	-	n/a	
Utility Fees and Rates	44,822	67,234	67,234	68,034	800	1.2%	1
Secondary Suite Fees	-	1,921	1,200	1,921	721	60.1%	
Conection Fees	600	3,911	600	-	(600)	-100.0%	
Total Revenues	70,768	73,066	69,034	69,955	921	1.3%	
Amortization	29,725	14,628	14,628	14,628	-	0.0%	
Insurance	2,230	2,123	2,123	2,470	347	16.3%	
Maintenance	27,737	30,222	26,000	33,000	7,000	26.9%	2
Material, Supplies and Equipment	351	212	1,000	4,000	3,000	300.0%	3
Professional Fees / Contract Services	2,254	-	2,000	5,000	3,000	150.0%	4
Salaries and Benefits	14,961	13,623	16,409	18,451	2,041	12.4%	5
Sundry	1,672	1,772	1,917	1,867	(50)	-2.6%	
Training / Professional Development	-	185	1,500	1,900	400	26.7%	6
Utilities	1,982	3,058	2,100	2,500	400	19.0%	
Internal Allocations	4,000	4,000	4,000	4,000	-	0.0%	
Total Expenditures	84,912	69,822	71,677	87,816	16,138	22.5%	
Surplus / (Deficit)	(14,144)	3,244	(2,643)	(17,861)			
Amortization	29,725	14,628	14,628	14,628			
Cash Surplus / (Deficit)	15,581	17,872	11,985	(3,233)			
Capital Expenditures	(34,413)	-	-	-			
Transfer (from) to Sewer Surplus	(18,832)	17,872	11,985	(3,233)			

**Village of Lions Bay
2018 Draft Sewer Budget**

2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
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Notes:

- 1 The revenue includes a 0% increase in user rates. The increase in revenue is a result of an increase in connections from 84 to 85.
- 2 Budget includes \$5,000 for a video inspection of the WWTP outfall pipe per our operating permit (to be completed every five years).
- 3 The budget includes:

Confined Space Rescue Winch	1,500	
Trailer Hitch Davit	1,500	3,000
- 4 Budget includes \$5,000 for a sanitary pipe condition assessment (video inspection of sewer mains in roads).
- 5 Salaries include the addition of a PW employee commencing July 1, 2018.
- 6 Budget includes Wastewater Treatment and Wastewater Collection courses for two staff.

Village of Lions Bay 2018 Draft Solid Waste Budget

	2016 Actual	2017 Actual	2017 Budget	2018 Budget	Change	%	Notes
Garbage User Fees	199,999	185,795	185,400	183,570	(1,830)	-1.0%	1
Secondary Suite Fees	-	3,710	3,000	3,752	752	25.1%	
Miscellaneous Revenue	112	192	100	140	40	40.0%	
Total Revenues	200,111	189,697	188,500	187,462	(1,038)	-0.6%	
Supplies and Education	1,250	776	3,100	1,000	(2,100)	-67.7%	
Collection Contract	96,218	60,777	60,112	49,762	(10,350)	-17.2%	2
Recycle Removal Contract	32,871	43,943	43,671	50,677	7,006	16.0%	3
Green Waste Contract	53,253	61,123	62,901	69,780	6,879	10.9%	4
Prompt Payment Discounts	5,554	4,971	5,500	5,200	(300)	-5.5%	
Internal Allocations	9,500	9,500	9,500	9,500	-	0.0%	
Total Expenditures	198,645	181,090	184,784	185,919	1,135	0.6%	
Surplus / (Deficit)	1,466	8,608	3,716	1,543			

Notes:

- 1 The revenue includes a 0% increase in residential user rates and a small decrease in multi-family user rates.
- 2 The 2017 budget was calculated with 3 months of costs per the old contract and 9 months of costs per the new contract with Waste Control. The 2018 costs are calculated with 12 months of the lower Waste Control costs.
- 3 Recycling costs will increase in 2018 due to reduced prices for the sale of the recycling collected.
- 4 Tipping fees for organics will increase in 2018.

Village of Lions Bay
2018 Budget
Supplemental Operating Requests

Re-Budgets

Water Sampling Stations / Automated Blow-Offs	14,760
Detailed Bridge Inspections	15,619
Lions Bay Beach Park	10,814
Asset Management	20,000
Records Management	17,800
Emergency Management Consultant	20,000
Planning Consultant	31,000
Planning Consultant - S. Olmstead	3,000
Landscaping Plan	12,300
CN Railway Crossing Upgrade (KG)	23,053
Fire - Guillevin Flashlights	2,955
Software Licensing	4,208

Total Re-Budgets 175,509

Water	14,760
General	160,749

2018 Requests

Internet connection (Wifi) for Klatt Emergency Building	3,100
Internet service for Brunswick Hill Training Compound	3,100
Sea to Sky Invasive Species Council - Specific Eradications	7,200
EOC supplies - based on emergency consultant report	7,500
Outdoor Event Seating	2,500
PT Emergency Planning Co-Ordinator (1 day per week from June 1)	9,700
Office Renovation:	
Wheelchair Accessibility	3,000
Council Chambers	4,050
Office	2,000
Fire Proof Safe	4,200
Alarm and monitoring system for Village Office	1,500
Communication consultant for selective initiatives	7,500
Parking Meters - revenue and CN Lot costs:	
Paving	14,000
Line Painting	1,200
Fencing	11,000
CN Rent	19,000
	<u>45,200</u>

Total Requests 100,550

Total 2018 Supplemental Requests 276,059

**Village of Lions Bay
2018 Budget
Capital Requests**

Re-Budgets

CWWF Grant - Water Tanks	2,453,929
Emergency Generator - Village Hall Broughton Hall	15,000
Parking & Traffic Signage / Community Signage	25,000
Lions Bay Beach Park	20,000
Kelvin Grove stairs to beach	22,000
E-Comm Radio Installation - Fire Trucks	4,252
Burn Building	30,000
Exhaust System for Fire Hall	18,939
Bus Shelter - Electrical	7,680
Total Re-Budgets	2,596,800

2018 Capital Requests

Lions Bay Avenue Stairs to Bus Stop	80,000
Two Desktop computers for Office (replacement)	3,000
Desktop computer for Fire (replacement)	1,500
Computer server for Office (replacement) including software and installation	14,908
Laptop for Public Works (new)	2,000
PW Shop Tools and Cabinet	4,100
PW Small Equipment Replacement	5,100
PW Salt Spreaders	15,400
PW Metal Fabrication Equipment	4,200
PW Backhoe Mounted Compaction Equipment	10,000
Burn Building - \$36,000 less \$30,000 re-budget	6,000
Parking & Traffic Signage (\$13,460), Community Signage (\$15,000) less \$25,000 re-budget	3,460
Total 2018 Capital Requests	149,668

Total 2018 Capital

2,746,468

General	292,539
Water	2,453,929
Sewer	-

2,746,468

**Village of Lions Bay
2018 - 2022 Schedule of Capital Expenditures**

	2018	2019	2020	2021	2022
General Fund	292,539	130,000	145,000	155,000	150,000
Water Infrastructure	-	25,000	25,000	25,000	25,000
Sewer Infrastructure	-	-	5,000	5,000	5,000
	292,539	155,000	175,000	185,000	180,000
Loan Authorization Bylaw Projects:					
Water					
08R-D/C, 19R-D/C, 47			451,139	1,632,633	579,970
56, 33, 57R	2,453,929		-		1,147,500
Roads					
12, 08R-D/C, 19R-D/C, 47				1,134,542	403,030
57R			364,000		202,500
28			296,100		
	2,453,929	660,100	764,643	2,767,175	2,333,000
Public Works Facility		1,200,000			
Construction of Pedestrian Bridge		100,000			
Total Capital Expenditures	2,746,468	2,115,100	939,643	2,952,175	2,513,000

Schedule A

Consolidated Financial Plan 2018 - 2022

	2018	2019	2020	2021	2022
Revenues					
Taxation	1,494,430	1,534,552	1,579,251	1,625,292	1,672,713
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	1,089,217	1,107,330	1,125,805	1,148,321	1,167,543
Fees, Licenses and Permits	203,556	195,354	196,983	199,230	199,528
Grants	2,612,116	725,281	805,402	1,989,805	1,877,899
Proceeds from Borrowing	-	287,969	312,391	1,130,520	808,251
Net Proceeds from Land Sales	3,124,994	5,795,500	-	-	-
Other	148,524	107,101	110,863	114,966	119,943
Grand Total	8,683,422	9,763,672	4,141,281	6,218,719	5,856,461
Expenditures					
Amortization	588,976	725,274	895,933	1,146,107	1,463,969
General Government	854,439	793,753	808,266	823,274	838,729
Fire Services	357,913	352,229	355,711	359,249	362,841
Bylaw Services	37,173	36,851	37,557	38,219	38,905
Public Works	473,711	419,279	426,520	399,122	405,470
Planning and Development	114,563	89,110	74,751	70,340	65,938
Parks, Recreation and Facilities	241,466	213,507	216,770	219,886	223,090
Solid Waste	185,919	185,919	189,343	191,777	191,777
Sewer Fund	73,188	67,590	68,658	69,714	70,793
Water Fund	761,343	624,251	633,940	643,222	652,206
Interest Payments	111,956	121,438	128,065	159,152	180,496
Grand Total	3,800,646	3,629,200	3,835,513	4,120,062	4,494,215
Surplus/(Deficit)	4,882,776	6,134,472	305,768	2,098,657	1,362,247
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	588,976	725,274	895,933	1,146,107	1,463,969
MFA Actuarial Gain on Debt	(23,456)	(26,901)	(30,663)	(34,766)	(39,743)
Cash Surplus	5,448,297	6,832,845	1,171,037	3,209,998	2,786,473
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(152,364)	(165,796)	(174,945)	(201,373)	(217,024)
Capital Expenditures	(2,746,468)	(2,115,100)	(939,643)	(2,952,175)	(2,513,000)
Transfer from (to) Surplus	609,979	-	-	-	-
Transfer to Gas Tax Fund	(56,450)	(56,450)	(56,450)	(56,450)	(56,450)
Transfer from (to) Reserves	(3,102,994)	(4,495,500)	-	-	-
Financial Plan Balance	-	-	-	-	-

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Direction		
Title	Lions Bay Beach Park Tree Removal and Beach Shower		
Author	Nai Jaffer	Reviewed By:	Peter DeJong
Date	April 18, 2018	Version	1
Issued for	April 24, 2018 Regular Council Meeting		

Recommendation:

THAT Council provide direction to staff with respect to:

- a. the removal of tree stumps at the Lions Bay Beach Park;
- b. the style of beach shower to be:
 - i. created by staff using part of the cedar recently cut down; or
 - ii. purchased from a manufacturer.

Attachments:

1. Lions Bay Beach Park Tree Removal Photos
2. Proposed Stainless Steel Shower

Key Information:

Part A

Two large trees, one a Douglas fir and the other a cedar, were removed on April 10 and April 11 of this month. Both trees had been the subject of several arborist's reports and risk assessments. Under the *Occupier's Liability Act*, the Village has a duty to take reasonable care that people and their property will be reasonably safe.

In making their decision, staff considered the location of the trees in relation to park use and the likelihood of people being under the canopy of both trees; the age and current condition of the trees; the nature of the known defects, damage, decay; and the likelihood of branch damage or failure during severe weather.

Both trees had identified issues with them:

1. The cedar – this tree had been previously topped and, as a result, had formed large scaffolds of excessive weight directly over a high traffic area. Two large co-dominant



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

stems were growing from the topping site with the larger stem showing signs of decay. Several of the scaffold limbs were actively falling and hung up in the tree's canopy at the time of the last inspection early in the beginning of the year.

2. The fir – this tree, which is in the wind-shadow of the cedar described above, had also been previously topped and cable had been installed in a previous attempt to mitigate separation of two large co-dominant stems. Several high weight scaffolds were identified as risks to the target area beneath the tree. Decay had begun at the topping site and the lower trunk was afflicted with Douglas fir bark beetles, which had been boring into the trunk.

At the time of removal, upon climbing the cedar, one of the weakly attached branches gave way and fell to the ground snapping a small 8" diameter hemlock growing at the base of the tree. When the top was felled, it shattered upon impact with the ground indicating that it had excessive rot. In fact, the tree showed signs of decay in each of the sections removed beginning at the base (Photo 1) and continuing up the length of the tree towards the top (Photo 2).

In addition to the known issues with the fir tree, one significant unknown fact that was discovered upon its removal was an indication of windshake or anemosis. This naturally occurring defect consists of a lengthwise deterioration of the fibers within the growth rings of a tree resulting in reduced strength and increased shaking or swaying under windy conditions. Once thought to be caused by high winds, it is now understood that this defect is caused by a bacteria of the clostridium genus that enters through the roots and dissolves the fibers between growth rings resulting in a destabilizing gap (Photo 3 and 4) running the length of the tree. Further to the lengthwise separation, radial cracks caused by stressing had developed, further weakening the overall structure of the tree (Photo 5).

The costs for removal of both trees was absorbed by the Public Works operating budget for dangerous tree removals; however, removal of the stumps was not considered part of the project. The issue of stump removal was discussed as part of the Lions Bay Beach Park Advisory Committee (LBBPAC) and it was determined that since the area was likely to be used for the construction of a new gazebo or other structure and that excavation would be required in order to facilitate this construction, that the stumps be removed at that time. Should removal be considered before that time, a budget allocation of \$4000 would be required to facilitate this work. Alternatively, stump grinding could be a short-term solution,



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

but excavation will still be required when the park is redeveloped so the efficacy of that solution is debatable.

Part B

In addition, the LBBPAC recommended that a beach shower be installed near the steps to/from the sand. The idea was to have a landing at the top of the stairs and a beach shower that had a bottled water filling station and a spigot for a hose to wash off kayaks and paddleboards. Staff's intent was to use a cedar limb with a curve on it, strip the bark, sand and stain, and then run copper piping up the side to a showerhead. Estimated costs are approximately \$1000 in materials with staff time to construct estimated at \$250. The alternative would be to source and purchase/install a manufactured unit from a retail supplier at an estimated cost of \$3700 per the attached brochure. The purchased unit will be easier to install but does not have LBBPAC recommended options for a bottled water dispenser.

Options:

Part A

- (1) Do nothing. Leave the stumps in place for future removal during the construction of the proposed gazebo or other structure;
- (2) Direct staff to facilitate the removal and hauling away of both stumps using an excavator and disposal bins for approximately \$4,000.
- (3) Direct staff to facilitate stump grinding at a cost of \$2,000.

Part B

- (1) Direct staff to proceed with using a cedar limb for the beach shower.
- (2) Direct staff to purchase a manufactured beach shower.

Preferred Option:

Staff recommend proceeding as Council sees fit with respect to the options set out in Parts A and B.

Lions Bay Beach Park Tree Removal Photos

Photo 1



Photo 2



Photo 3

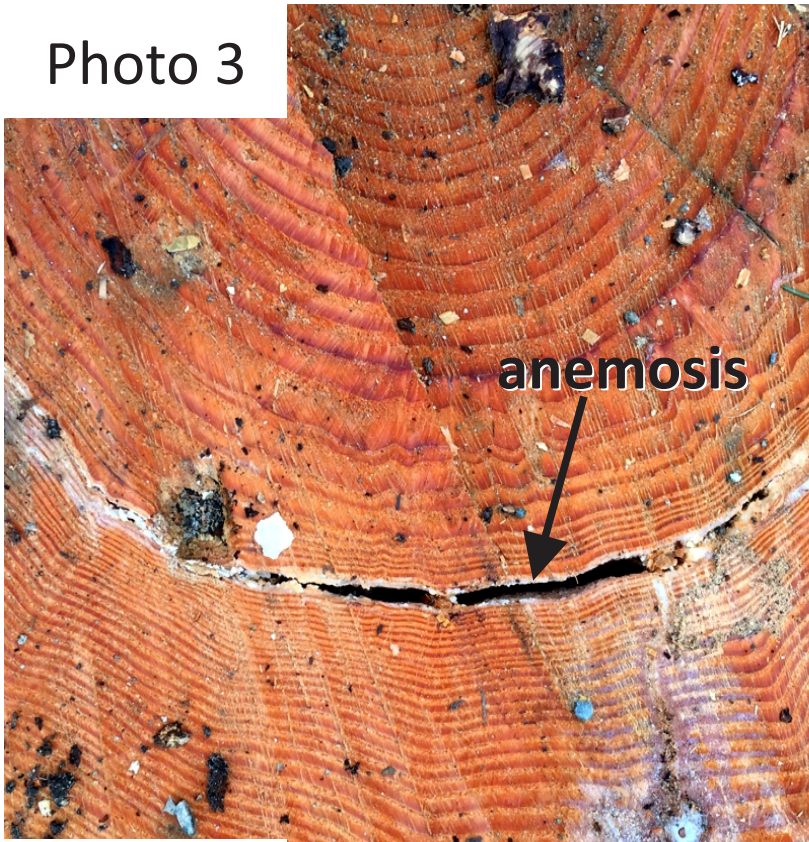


Photo 4



Photo 5





Scan QR code to view online



features and benefits

- Marine grade 316 stainless steel
- Supplied pre-plumbed for easy installation
- Choice of square or round post
- Heavy duty construction
- Vandal resistant, timed flow tapware
- Optional foot wash taps
- Integral fixing base plate
- Suits parks, homes, aquatic centres and public spaces

about

BRITEX Stainless Steel Shower Columns are manufactured from marine grade 316 stainless steel and available in round or square profiles with single or multiple outlets to suit specific requirements. All water efficient timed flow, tapware connections are concealed and vandal resistant. Foot wash taps are optional. Maintenance can be carried out via access hatches on top of the post (for shower head) or in the side of the post (activators/foot wash taps). Suited to public spaces such as beach fronts and reserves or in residential projects.

sample spec. text

BRITEX Round/Square Shower Column - Grade 316 stainless steel. Supplied pre-plumbed with WELS and WaterMark certified timed flow vandal resistant tapware - X No. Shower Heads and X No. Foot Wash Taps, code TW-XXXX - Product Code BSCXX

*RED TEXT may denote a **variable** where one option only is to be selected, a **nominal dimension** that needs to be specified, or an **optional feature** that can be removed if not required. Please refer to the back of this page for additional specification details and options.

VISIT BRITEX.COM.AU TO DOWNLOAD BIM FILES, CAD DRAWINGS AND THE MOST CURRENT PRODUCT LITERATURE.



MELBOURNE
Britex Place, Mirra Crt
Bundoora VIC 3083
t (03) 9466 9000
f (03) 9466 9044

SYDNEY
16 Northumberland Drv
Taren Point NSW 2229
t (02) 9531 2100
f (02) 9531 2800

PERTH
Unit 1/8 Principal Link
Malaga WA 6090
t (08) 9249 5464
f (08) 9248 6893

BRISBANE
19 Manila St
East Brisbane QLD 4169
t (07) 3363 2400
f (07) 3363 2444

ADELAIDE
The Britex Group
SA State Office
t 1300 764 744
f 1300 784 306

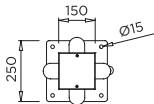
PRODUCT CODES

Square

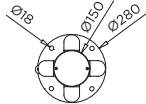
Product Code	No. of Shower Heads
BSCS1	1
BSCS2	2
BSCS3	3
BSCS4	4

Round

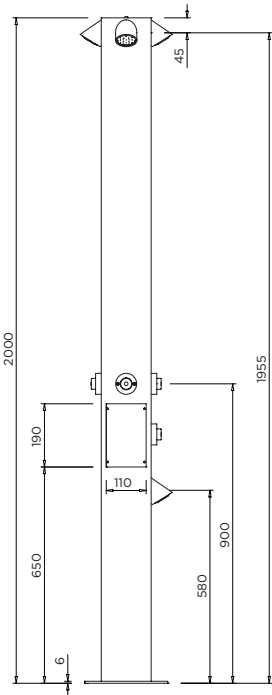
Product Code	No. of Shower Heads
BSCR1	1
BSCR2	2
BSCR3	3
BSCR4	4



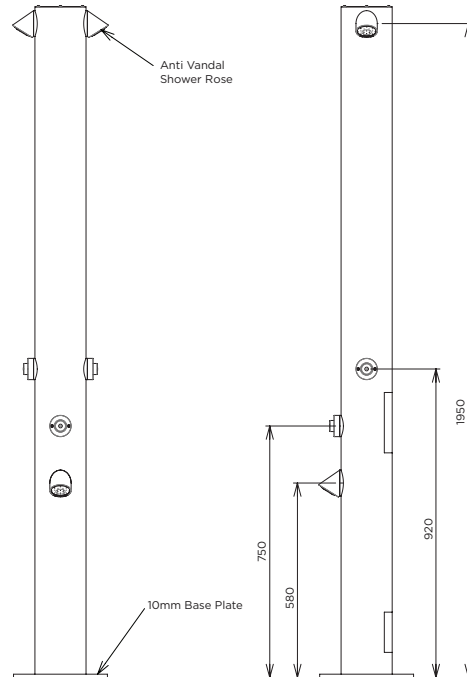
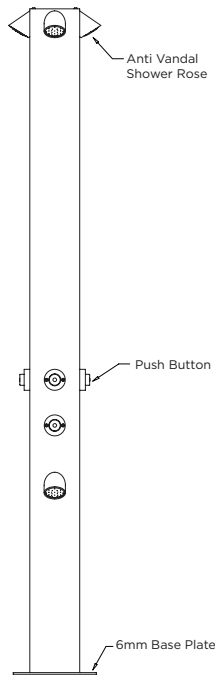
MODEL BSCS Plan



MODEL BSCR Plan



MODEL BSCS Side Elevation and Front Elevation



MODEL BSCR Side Elevation and Front Elevation



When specifying this product please include:

- Product **Name** and **Code**
- Product **Features**
- Product **Dimensions**
- No. of **Shower Heads**
- **Post Type** - round or square
- No. and Code of **foot wash tap**



- Grab bars for disabled access

VISIT BRITEX.COM.AU TO DOWNLOAD BIM FILES, CAD DRAWINGS AND THE MOST CURRENT PRODUCT LITERATURE.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	WorkSafeBC Confined Space Entry Program Order		
Author	Nai Jaffer	Reviewed By:	Peter DeJong
Date	April 18, 2018	Version	1
Issued for	April 24, 2018 Regular Council Meeting		

Recommendation:

THAT Council direct.

Attachments:

1. WorkSafeBC 2018 Confined Space Initiative

Key Information:

As part of their 2018 Confined Space Initiative, WorkSafeBC (WSBC) conducted a spontaneous inspection of the Municipality's confined space entry program on March 29, 2018. In addition to visiting several of the Municipality's confined spaces, the inspector also conducted a reviewed the Public Works confined space entry program documentation which dates from 2005 to 2014.

Based upon this inspection and review, WSBC Order Number 201810975014A was issued with two requirements:

1. The Municipality is required to rewrite their confined space entry program to meet current standards. This includes:
 - a. A confined space entry program,
 - b. A hazard assessment of each confined space, and
 - c. A confined space entry procedure for each confined space.
2. The Municipality must apply for permission to implement "Alternate Measures" of control for hazards associated with pressure reducing valve stations and the wastewater treatment plant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

In accordance with Section 9.11 of WSBC's regulations, "the hazard assessment and written confined space entry procedures must be prepared (a) by a qualified person who has adequate training and experience in the recognition, evaluation, and control of confined space hazards... A qualified person may be a "certified industrial hygienist (CIH), registered occupational hygienist (ROH), certified safety professional (CSP), Canadian registered safety professional (CRSP) or professional engineer (P. Eng.), provided that the holders of these qualifications have experience in the recognition, evaluation and control of confined space hazards.

In the interim, Public Works staff have been proscribed from entering any confined space until the Municipality has complied with the orders. Pursuant to section 194 (1) of the Workers Compensation Act, the Municipality must prepare a Notice of Compliance report that details measures the Municipality has taken to comply with the order and a plan including timeframes for achieving compliance.

In response to this, the Municipality provided its existing procedures and an inventory of confined spaces to three separate contractors for pricing options. Considering that confined spaces may be grouped into 'like' spaces, staff reviewed each quote estimating the number of assessments and entry procedures at 7 stations. Prices for this work ranged from \$8,700.00 to \$23,000.00. Based upon a detailed review of the estimates provided and considering the probability of combining confined spaces, staff believe the most cost effective solution will likely be in the \$10,000.00 - \$15,000 range dependent upon the number of confined spaces that can be combined. This represents an unbudgeted expense for the Municipality.

Options:

- (1) Direct staff to engage with the lowest bidder to complete the necessary works in compliance with WSBC's order to a maximum of \$15,000; or
- (2) Direct staff to engage with the lowest bidder to complete the works mandated by WSBC to be done by a professional and the remaining to be done internally by the Public Works Manager.

Preferred Option:

Staff recommend proceeding with either Option 1 to obtain the highest efficiency in terms of cost and time.

2018 Industry Initiative Overview – Confined Space

Confined space incidents are a catastrophic risk that is not apparent from claims data. Although not many incidents have been reported, there is a significant potential for harm. The Confined Spaces Industry Initiative is aimed at reducing the risk of injury or death for workers who work in and around confined space.

Goals

- Improve awareness of confined spaces and compliance with confined space requirements by concentrating on industry sectors where there is a risk of confined space injury or death
- Build the capacity and capability of industries, employers, and consultants to address hazards in confined spaces

Approaches

- Field-focused confined space team will conduct inspections and provide the necessary educational and consultative support to help employers and workers achieve compliance
- Site inspections will focus on the key outcomes from the Occupational Health and Safety Regulation, paying particular attention to the critical controls that apply to all confined space entries:
 - Atmosphere testing
 - Ventilation
 - Standby
 - Rescue
- Site inspections will be followed by a review of employers' confined space entry programs and related systems to ensure that they support observed work practices and are in alignment with regulatory requirements
- Align all WorkSafeBC communication and outreach efforts related to confined space awareness and planned inspection activities

Deliverables and timelines

Activities	Details
Focused inspections Q1–Q4 2018	<ul style="list-style-type: none"> Conduct comprehensive confined space inspections of employers in industry sectors identified as having workers who potentially enter confined spaces
Consultation and education Q1–Q4 2018	<ul style="list-style-type: none"> Undertake consultative and educational activities as necessary to support employers, workers, and broader industry efforts to improve confined space awareness and compliance
Stakeholder engagement Q1–Q4 2018	<ul style="list-style-type: none"> Communication to focus on industries as applicable



Type	Recommendation to Council		
Title	Direction to staff to report		
Author	Karl Buhr	Reviewed By:	N/A
Date	April 18, 2018	Version	1 of 1
Issued for	April 24, 2018 Regular Council Meeting		

BACKGROUND

In the belief that once a small municipality's Council it has set its strategy, that Council's role is to ensure that staff and resources to execute that strategy are in place, and then to confirm that what Council expects to be happening, is happening. To fulfil the second part, I feel that Council should see the reports outlined below.

RECOMMENDATION FOR COUNCIL RESOLUTION

That Council direct staff to produce ½-1 page reports (as distinct to IRRs) suitable for reporting to the public in various mediums, with delivery specified individually by Council, as follows.

1. A report on the change to the CWWF Phase 1 project entailing now disposing of concrete and rebar demolition waste within the Village, including but not limited to: location map, estimated volume, site preparation, safety, future remediation, planned signage. The goal here is that the public does not discover by accident that a large volume of construction waste has been sequestered in the Village.
2. A report on Bylaw Officer Terms of Reference (as distinct from job description) as they address and focus on Council's strategic priorities, as well as the plan for backup in the event contracted staff are unavailable
3. A report on the proposed CN Lot parking layout for Council approval, and the parking plan for 2018, including timeline, pay parking prices and fines and more.
4. A written (not verbal) report on 2017 fire department operations, including but not limited to asset list (acquisition and disposition values, reserves required for future major assets), 2017 call analysis (including shorthanded calls, if any), personnel (including training status, turnover (where went to allow the municipality to negotiate with habitual poaching jurisdictions), current housing status and pressures), sustainability of department, long term-trends, comparators to norms ITO call volume.
5. A report on the "eight lots" at Crystal Falls that were recently reported to not be devolveable to the municipality, but in fact appear to have been designated by provincial ministries to in fact allow transfer of the parcels to Lions Bay control.
6. A report on results of Zoning Bylaw changes: new TUPs and TUP enforcement, existing and new SS registrations, enforcement actions (particular industrial/commercial use and commercial equipment in a residential zone).
7. A summary report and interpretation of the speed profiles run at lower-Bayview and mid-Mountain, plus mitigation steps proposed to get 85th percentile speeds to 40.
8. A report on bylaws needed (if any) to prohibit manufacture and retail of cannabis in Lions Bay.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Volunteer Day Celebration		
Author	Ron McLaughlin	Reviewed By:	Peter DeJong
Date	April 19, 2018	Version	
Issued for	April 24, 2018 Regular Council Meeting		

Recommendation:

THAT the Information Report, "Volunteer Day Celebration" be received for information.

Key Information:

On Wednesday afternoon, several staff members represented the Administration well with their presence and mingling with our volunteers. The food and drinks were beautifully set up and yummy. Thank you to your team for the set up. Hats off to Fire Dept., Seniors, and ESS for manning their information stations as well.

3 of 5 Council members were at the event which to me echoes attendance issues with the event. Looking at the attenders it was the usual small, senior crowd of long time volunteers that appreciate the recognition and opportunity to attend a social gathering. After 7 years of attending this event with similar attendance I can't take mediocrity any longer. Back to boosting attendance.

In my view:

- if we are serious about reaching out to the community with a hearty thank you for your volunteerism the event needs to have greater Council involvement.
- the celebration should be in the evening. This is a critical element. Regardless of advance warning people work or have kids to pick up or need to be somewhere for activities from 3-5.
- with a year advance warning and the opportunity to control the hall usage the celebration should be scheduled for say 5:30-7:30 to maximize attendance as people drive by the hall on their way home for all of the reasons above. Of course kids are welcome. Perhaps not a Wednesday if this is a practice evening for the Fire Department.
- there was a complete void of attenders from Board of Variance, LB Beach Park Committee, Infrastructure Committee, Tree Committee, many from the memorial



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

committee, the Events Committee, as well as other groups who receive Community grants (Arts Council, Home music event types of the bigger ones.) As a Council member I am embarrassed I did not do more to recognize all of these groups.

- to counteract the above bullet point, in addition to the change of the time it is held, and electronic advice in the Update, advance planning and effort needs to be exerted by way of personal invitations (mailed card invite) well in advance and follow up telephone calls. There should also be mention made of the event and an advance request for attendance (and I am bordering on it being conditional) at the time community grants are awarded. For non funded committees the respective (Council) chairs or participants should address attendance on the agendas of their respective committees. Who does the work to arrange all of this can be decided late in the calendar year at a Council meeting, rolling into successful execution of a broad outreach well before the event.

Bottom line - The Village has been recognizing its volunteers for a long time. If we think our volunteers are valued, and attendance is poor, what does this tell us.

March 29, 2018

Mayor Karl Buhr and Council
Village of Lions Bay
P.O. Box 141
400 Centre Road
Lions Bay, BC
V0N 2E0

Dear Mayor Buhr and Council,

RE: E-Comm Board of Directors Designate — 2018-2019 Term

The Annual General Meeting (the "Meeting") of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* ("E-Comm") will be held on Thursday, June 21, 2018 and, at that time, the Board of Directors will be appointed by the shareholders for the 2018-2019 term.

At present, Mayor Richard Walton represents the City of North Vancouver, District of North Vancouver, District of West Vancouver and the Village of Lions Bay on our Board of Directors. Pursuant to Section 4.2.1.5 of the E-Comm Members' Agreement, the above entities are entitled to designate one mutually-agreed upon individual for election to the Board of Directors of E-Comm.

The Board of E-Comm is focused on good governance and we are looking for effective directors for the benefit of all shareholders. An effective director will have competencies in many, or most, of the following areas: Knowledge of E-Comm or the public-safety industry, knowledge of the role of a board, analytical skills including financial acumen, leadership skills, good communication skills, sound judgment, high integrity and the ability to influence others.

The E-Comm Board of Directors meets five times per year and provides oversight of the business and affairs of the company. Two additional sessions are also held annually for strategic planning and board education. There are three standing committees of the board (Audit, Governance and Human Resources and Compensation), each meeting five times per year. Participation on committees is voluntary, but recommended.

Although shareholders are required to elect directors every year at our Annual General Meeting, there is no limit on the number of terms any one director can serve. Indeed, we believe that it is in all shareholders' best interest when a director can serve multiple terms.

Because your municipality/organization is among a designated group of Members, **we respectfully request that you confer with the others members of your grouping to establish a mutually-agreeable nominee prior to informing us of your nominee.** This will help to ensure a smooth nomination process.

We request that you advise the undersigned with written confirmation by May 18, 2018, of the name and contact information of your mutually-agreed upon nominee to the E-Comm Board.




Mayor Karl Buhr and Council
Village of Lions Bay
March 29, 2018

Page 2

A question/answer document is enclosed in this package and includes a sample motion confirming your nomination, if required.

Please note that nominating a director is a separate process from designating a representative to vote your shares at the Annual General Meeting (AGM) in June. As such, I will be contacting the Village of Lions Bay again in May with information on the AGM and requesting that you designate one individual to attend the Annual General Meeting of the Shareholders for the purposes of voting the Village of Lions Bay's share.*

Yours truly,



Jody Robertson
 Corporate Secretary

t | 604-215-4956
 e | jody.robertson@ecomm911.ca

cc Mayor Richard Walton, District of North Vancouver

*Our records indicate the following shares for police services are held by the group to which you belong:

	Class A	Class B
City of North Vancouver	2	1
District of North Vancouver	1	1
District of West Vancouver	1	1
Village of Lions Bay	1	-



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2018-2022 Five Year Financial Plan Bylaw No. 542, 2018		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 19, 2018	Version	
Issued for	April 24, 2018 Regular Council Meeting		

RECOMMENDATION

THAT the 2018-2022 Five Year Financial Plan Bylaw No. 542, 2018 be read a first and second time.

ATTACHMENTS

2018-2022 Five Year Financial Plan Bylaw No. 542, 2018

KEY INFORMATION

Staff presented the draft 2018-2022 Five Year Financial Plan Bylaw to Council at the April 24, 2018 regular Council meeting for review and discussion.

OPTIONS

1. Approve the recommendation above and give the bylaw two readings;
2. Amend the bylaw and then give it two readings;
3. Refer the bylaw back to staff for revisions.

FOLLOW UP ACTION

Assuming two readings are given, the bylaw will be brought back to the next regular Council meeting on May 8, 2018 for third reading. A special Council meeting will need to be scheduled for adoption of the bylaw before May 15th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2018-2022 Five Year Financial Plan Bylaw No. 542, 2018

Adopted:

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

**2018 – 2022 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 542, 2018**

A bylaw to approve the Five Year Financial Plan for the years 2018 – 2022 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2018 to 2022 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2018 – 2022 Five Year Financial Plan Bylaw No. 542, 2018**".
2. The 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 (adopted on May 5, 2017) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2018-2022 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

Schedule A: Consolidated Financial Plan
Schedule B: Statement of Objectives and Policies

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2018 – 2022 Five Year Financial Plan
Bylaw No. 542, 2018 as adopted.**

Corporate Officer

Schedule A

Consolidated Financial Plan 2018 - 2022

	2018	2019	2020	2021	2022
Revenues					
Taxation	1,494,430	1,534,552	1,579,251	1,625,292	1,672,713
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	1,089,217	1,107,330	1,125,805	1,148,321	1,167,543
Fees, Licenses and Permits	203,556	195,354	196,983	199,230	199,528
Grants	2,612,116	725,281	805,402	1,989,805	1,877,899
Proceeds from Borrowing	-	287,969	312,391	1,130,520	808,251
Net Proceeds from Land Sales	3,124,994	5,795,500	-	-	-
Other	148,524	107,101	110,863	114,966	119,943
Grand Total	8,683,422	9,763,672	4,141,281	6,218,719	5,856,461
Expenditures					
Amortization	588,976	725,274	895,933	1,146,107	1,463,969
General Government	854,439	793,753	808,266	823,274	838,729
Fire Services	357,913	352,229	355,711	359,249	362,841
Bylaw Services	37,173	36,851	37,557	38,219	38,905
Public Works	473,711	419,279	426,520	399,122	405,470
Planning and Development	114,563	89,110	74,751	70,340	65,938
Parks, Recreation and Facilities	241,466	213,507	216,770	219,886	223,090
Solid Waste	185,919	185,919	189,343	191,777	191,777
Sewer Fund	73,188	67,590	68,658	69,714	70,793
Water Fund	761,343	624,251	633,940	643,222	652,206
Interest Payments	111,956	121,438	128,065	159,152	180,496
Grand Total	3,800,646	3,629,200	3,835,513	4,120,062	4,494,215
Surplus/(Deficit)	4,882,776	6,134,472	305,768	2,098,657	1,362,247
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	588,976	725,274	895,933	1,146,107	1,463,969
MFA Actuarial Gain on Debt	(23,456)	(26,901)	(30,663)	(34,766)	(39,743)
Cash Surplus	5,448,297	6,832,845	1,171,037	3,209,998	2,786,473
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(152,364)	(165,796)	(174,945)	(201,373)	(217,024)
Capital Expenditures	(2,746,468)	(2,115,100)	(939,643)	(2,952,175)	(2,513,000)
Transfer from (to) Surplus	609,979	-	-	-	-
Transfer to Gas Tax Fund	(56,450)	(56,450)	(56,450)	(56,450)	(56,450)
Transfer from (to) Reserves	(3,102,994)	(4,495,500)	-	-	-
Financial Plan Balance	-	-	-	-	-

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In prior years, property taxation has been the Village's largest portion of revenues. In 2017, the Village was awarded a Clean Water Waste Water Fund grant of \$2,250,130; the majority of the grant funds will be received in 2018. A Loan Authorization Bylaw was adopted in December 2016 authorizing the Village to borrow up to \$3,000,000 over the next five years to help fund capital projects. The 2018 revenue includes \$2,404,494 of net proceeds from the sale of Village owned property.

Objective

- The Village will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources such as grants.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility.
- Where feasible, the Village charges user fees for services and reviews these fees annually.
- The Village will continue to look for opportunities for grants to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue		
Revenue Source	% of Total Revenue	Dollar Value
Grants	32.9%	2,612,266
Other Revenue	31.8%	2,516,710
Property Taxes	18.8%	1,494,430
Utility Fees and Rates	13.7%	1,089,217
Fees, Licenses and Permits	2.7%	212,056
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 7,935,264

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The Village will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The Village sets the class multiple for recreation/non-profit equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Property Class	% of Total Property Taxation	
	2017	2018
Residential (1)	99.59%	99.67%
Utilities (2)	0.09%	0.05%
Business (6)	0.11%	0.10%
Recreation (8)	0.21%	0.18%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Tax Rates Bylaw No. 543, 2018		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 19, 2018	Version	
Issued for	April 24, 2018 Regular Council Meeting		

RECOMMENDATION

THAT the Tax Rates Bylaw No. 543, 2018 be read a first and second time.

ATTACHMENTS

Tax Rates Bylaw No. 543, 2018.

KEY INFORMATION

Per the Community Charter section 197(1), each year Council must adopt a tax rate bylaw after adoption of the financial plan but before May 15.

OPTIONS

1. Approve the recommendation above and give the bylaw two readings;
2. Amend the bylaw and then give it two readings;
3. Refer the bylaw back to staff for revisions.

FOLLOW UP ACTION

Assuming two readings are given, the bylaw will be brought back to the next regular Council meeting on May 8, 2018 for third reading. A special Council meeting will need to be scheduled for adoption of the bylaw before May 15th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Tax Rates Bylaw No. 543, 2018

Adopted:

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

TAX RATES BYLAW NO. 543, 2018

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2018.

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

1. The following rates are hereby imposed and levied for the year 2018 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Tax Rates Bylaw No. 543, 2018"

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Tax Rates Bylaw No. 543, 2018 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Tax Rates Bylaw No. 543, 2018****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Greater Vancouver Regional District
1. Residential	1.4449	0.0508
2. Utilities	40.0000	0.1778
3. Business and Other	4.5711	0.1245
4. Recreation / Non-Profit	1.4449	0.0508



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018		
Author	Peter DeJong	Reviewed By:	
Date	April 19, 2018	Version	2
Issued for	April 24, 2018 Regular Council Meeting		

Recommendation:

THAT Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018 be read a third time.

Attachments:

Draft Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018.

Key Information:

It was noted at the time of the Zoning Bylaw project last year that the old Soil Deposit and Removal bylaw required updating. That anticipated work was incorporated into Zoning and Development Bylaw No. 520, 2017, through references in section 4.15, having to do with Parking and Storage of Commercial and Industrial Vehicles and Equipment. The deposit and removal of soils and alteration of land is an important consideration in respect of any development throughout the Village, both in terms of slope stability considerations and efforts to ensure any significant quantities of soil deposited (in particular) are free of contaminants and invasive species.

Staff was also concerned to ensure that the parameters for triggering of permit requirements for both this bylaw and for Development Permits remain somewhat consistent and even support one another. Quantities referenced represent a blending of amounts referenced in other comparable bylaws. Note that amounts under 27 cubic meters (about 3 dump truck loads) per year do not require a permit under the bylaw.

Please see the tracked changes in the attached bylaw since first and second reading.

Options:

- (1) Give the bylaw third reading;
- (2) Amend the bylaw and then give it third reading;
- (3) Refer the bylaw back to staff with alternate directions.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Preferred Option: Option 1.

Village of Lions Bay
Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018

A bylaw to regulate the Deposit and Removal of Soil
and the Alteration of Land within the Village of Lions Bay

WHEREAS the *Community Charter*, authorizes the Council of the Village of Lions Bay to regulate, prohibit and impose requirements in relation to the removal and deposit of soil in the *Municipality*;

AND WHEREAS the *Municipality* may impose rates or levels of fees for a permit for the alteration, deposit, or removal of soil on or from any land or area in the Village of Lions Bay;

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

1.0 Title/Citation

- 1.1 This bylaw may be cited for all purposes as the “Soil Deposit, Soil Removal and Land Alteration Bylaw No. 510, 2018”.

2.0 Repeal and Application

- 2.1 Lions Bay Soil and Material Deposit By-law No. 157, 1987 is hereby repealed.
- 2.2 This Bylaw applies to all land in the Village of Lions Bay.
- 2.3 Nothing in this Bylaw shall preclude anyone from complying with the provisions of any other local, provincial, or federal regulations or enactments.

3.0 Purpose

- 3.1 This Bylaw has been enacted for the purpose of regulating the *deposit* and *removal of soil* and *other material* and the *alteration of land* within the Village of Lions Bay in the general public interest. The purpose of this Bylaw does not extend:
 - a) to the protection of owners, occupiers or persons involved in the *deposit* or *removal of soil* or *alteration of land* from economic loss;

- b) to the assumption by the *Municipality* or any officer or employee of the *Municipality* of any responsibility for ensuring compliance by a person involved in the *deposit or removal of soil* on or *alteration of land*, his or her representatives, or any employees, contractors, or agents with this Bylaw, or any other enactments applicable to the *deposit of soil* or the development or *alteration of land*;
- c) to providing any person with a warranty that any *deposit or removal of soil* or *alteration of land* will not violate this Bylaw, or any other enactment or create any nuisance of any type.

4.0 Definitions

4.1 Within this Bylaw, the following definitions apply:

Alteration of Land means:

- (a) the *deposit or removal of soil* within a *parcel* other than the *deposit or removal of soil* constituting *minor works*; and
- (b) the ~~planting or~~ removal of a tree, meaning any woody plant of any species where the diameter of the trunk when measured 1.4 meters above natural grade is greater than 20 centimeters.

Bylaw Enforcement Officer means a person appointed by the *Municipality* to act on matters of bylaw enforcement.

Contaminated Soil means the presence in *soil* of a *hazardous waste* or another prescribed substance in quantities or concentrations exceeding provincial environmental quality standards.

Council means the elected and appointed Mayor and Councillors of the *Municipality* acting as the *Municipal Council* in assembled meetings thereof.

Deposit or Deposited means the placement, storage, filling, spilling or releasing, directly or indirectly, of *soil* or *other material* on lands in the *Municipality* where the *soil* or *other material* was not previously located.

Hazardous Waste has the meaning prescribed under the *Environmental Management Act*.

Invasive Species means a species not native to British Columbia whose introduction or spread does or is likely to cause economic or environmental harm or harm to human health.

Minor Works means the *removal or deposit of soil or alteration of land* where:

- (i) at any point the depth of the *soil removed or deposited* does not exceed 1.2 meters;
- (ii) the unrestrained slope of the filled or excavated surface does not exceed three (3) horizontal to one (1) vertical (30%);
- (iii) retaining walls associated with the work do not exceed a height of 1.2 meters measured from the natural ground elevation; and
- (iv) for *deposit of soil*, the slope of the existing ground does not exceed thirty percent (30%) at any point or, where the existing ground is filled, the underlying natural ground surface does not exceed thirty percent (30%) at any point.

Municipality means the Village of Lions Bay, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of the *Municipality*.

Other Material includes, but is not limited to, construction and demolition waste, masonry rubble, concrete, asphalt, wood waste, unchipped lumber, drywall, refuse, undecomposed organic matter, *contaminated soil*, *soil* containing *invasive species*, and other similar matter.

Organic Waste means biodegradable, compostable waste of plant or animal origin from domestic or industrial sources.

Owner means a person registered in the records of the land title office as the fee simple owner of a *parcel*, including the strata corporation in the case of a *parcel* under strata ownership.

Parcel means any lot, block or area in which land is held or into which it is subdivided.

Parcel Line means any boundary of a *parcel*.

Permit means the written authority granted by the *Municipality* and/or the *Public Works Manager* pursuant to this Bylaw for the *deposit or removal of soil and other material* or site alteration through the *alteration of land*.

Permit Holder means a person holding a *permit* issued by the *Municipality*.

Public Works Manager means a person who holds the position of *Public Works Manager* for the *Municipality* or such persons designated by Council or the Chief Administrative Officer to act on their behalf in the execution of this Bylaw.

Qualified Registered Professional means an, engineer, geoscientist, agrologist, environmental consultant, soil scientist, biologist, or land surveyor who is registered with a professional association that is regulated by a statute, appointed to act in the capacities described under the sections of this Bylaw requiring a *qualified registered professional*;

Remove or Removal means to take, excavate, or extract *soil* from a *parcel* on which it exists or has been *deposited*.

Soil means clay, silt, topsoil, sand, gravel, cobbles, rocks, boulders, peat or other substance of which land is naturally composed, down to and including the bedrock but shall not include *other material*.

Stockpile means a man-made accumulation of *soil* or *other material* held in reserve for future use, distribution or *removal*.

Wood waste means wood residue in mechanically shredded form and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste which is the result of any manufacturing process involved in the production of lumber or other wood products.

5.0 Prohibition

- 5.1 No person shall cause or permit the *deposit* or *removal* of *soil* or *alteration of land* within the *Municipality* except in accordance with this Bylaw.
- 5.2 No person shall deposit *other material* on any land within the *Municipality* without a valid permit or exemption under the *Environmental Management Act*, and amendments thereto.

6.0 Permit Requirements

- 6.1 Subject to the other terms in this Bylaw, no person shall cause or allow the *deposit* or *removal* of *soil* or *alteration of land* within the *Municipality* unless the person:
 - a) has applied for and been issued a valid and subsisting *permit* for such *deposit* or *removal* or *alteration*; and
 - b) carries out the *deposit* or *removal* or *alteration* in accordance with this Bylaw and the terms and conditions set out in the *permit*.

7.0 Permit Exemptions

7.1 Despite Section 5 of this Bylaw, a *permit* is not required where the *deposit or removal of soil or alteration of land*:

- a) is less than 27 cubic meters (m³) of *soil* in a calendar year;
- b) constitutes *minor works*;
- c) is for the purpose of constructing or maintaining provincial roadways, forest service roads, walkways or trails;
- d) is on land owned by, or works undertaken by, the *Municipality*;
- e) is on land managed under the *Forest Act* or regulated under the *Highways Act* and for which a provincial soil permit has been obtained, so long as the land continues to be used as managed forest or highways;
- f) is required as part of the clean-up or remediation of *contaminated soil* as directed and approved by the *Ministry of Environment*;
- g) involves stockpiles on land, other than residentially zoned land, and subject to compliance with any requirements of the Ministry of Mines;
- h) is undertaken pursuant to the *Mines Act* or under an active *Mines Act* permit issued by the designated Ministry of the Province of British Columbia;
- i) is undertaken as flood protection works by or on behalf of a dyking authority, a provincial ministry or the *Municipality*; or
- j) is undertaken to resolve emergency situations that present an immediate danger related to flooding, erosion or other immediate threats to life or property, including removal of hazardous trees.

8.0 Permit Application

8.1 An application for a *permit* must be made on a form provided by the *Municipality*.

8.2 A separate application for a separate *permit* must be made for each *parcel* onto which *soil* is to be *deposited* or from which *soil* is to be *removed*, as per Section 10.0 (*Permit Application Requirements*).

8.3 The *permit* application must be signed by the applicant, and

- a) If the applicant is not the *owner*, by all owners of the *parcel*, and
- b) In the case of strata property:
 - i. by an authorized representative(s) of the strata corporation plus the strata lot owner for the property where the *soil* is to be *deposited* or *removed*; and
 - ii. by resolution of the strata council if the *soil* is to be *deposited* or *removed* or the *alteration of land* takes place on common property.

9.0 Permit Application Fees

9.1 An application for a *permit* must be accompanied by a non-refundable permit fee as set out below and in Fees Bylaw No. 497, 2016, as amended.

- a) \$100 for any application for the *deposit* or *removal* of more than 27 cubic meters (m^3) and up to 45 m^3 in any one year, or;
- b) \$200.00 for any application for the *deposit* or *removal* of more than 45 m^3 and up to 90 m^3 in any one year, or;
- c) \$400.00 for any application for the *deposit* or *removal* of more than 90 m^3 and up to 180 m^3 in any one year, or;
- d) \$600 for any application for the *deposit* or *removal* of more than 180 m^3 in any one year.

10.0 Permit Application Requirements

10.1 The *Public Works Manager* shall determine the submission requirements pursuant to this section for every application for a *permit* between 27 and 45 m^3 of *soil* to be *deposited* or *removed*, including in respect of the *alteration of land*, which could include some or all of the requirements contained in this section. At a minimum the following will be required:

- a) the location of the site from which *soil* is to be *removed*, in the case of *soil deposition*, or the location of the site to which *soil* is to be *deposited*, in the case of *soil removal*;
- b) the general description and volume of the *soil* to be *deposited* or *removed*;
- c) all drainage facilities, natural watercourses and ground water aquifers shall be kept free of silt, clay, sand, rubble, debris, gravel and all other material or thing originating from any removal or deposit of soil, from or upon any lands.

10.2 Where the application set out in section 10.1 relates to *parcels* (or portions thereof) that are situated within a development permit area pursuant to section 488(1)(b) of the *Local Government Act* (protection of development from hazardous conditions), the *Public Works Manager* is entitled to require that such application also be accompanied by detailed plans, data and specifications for the proposed site prepared by a *Qualified Registered Professional* to a scale of not more than 1:1,000, unless otherwise authorized by the *Public Works Manager*, showing the contour of the ground in its current state and containing information regarding the *soil deposit* or *removal* with respect to any, or all of the matters set out in section 10.3 c) through r).

10.3 Every application for a *permit* for more than 45 m³ of *soil* to be *deposited* or *removed*, including the *alteration of land*, shall be accompanied by detailed plans, data, and specifications for the proposed site prepared by a *Qualified Registered Professional* to a scale of not more than 1:1,000, unless otherwise authorized by the *Public Works Manager*, showing the contour of the ground in its current state and shall contain information regarding the *soil deposit* or *removal* with respect to the following matters:

- a) the location of the site from which *soil* is to be *removed*, in the case of *soil deposition*, or the location of the site to which *soil* is to be *deposited*, in the case of *soil removal*;
- b) the general description and volume of the *soil* to be *deposited* or *removed*;
- c) all features including buildings, structures, tree cover, roads, bridges, and natural watercourses;
- d) land uses and designations, such as civic address, zoning, areas prone to flooding and erosion, and environmentally sensitive areas;
- e) the proposed slopes which will be maintained upon completion of the *soil deposit* or *removal*;

- f) the proposed methods to control the erosion of the banks of the *soil deposit or removal*;
- g) the proposed methods of drainage control during the *soil deposit or removal*;
- h) the proposed methods to control noise and dust generated by the proposed *soil deposit or removal*;
- i) the proposed methods and locations of access to the site during the *soil deposit or removal*;
- j) the proposed grading and rehabilitation plan for the *soil deposit or removal* site during and upon completion of the proposed *soil deposit and removal* operation, and copies of any remediation or site closure plans filed with the Ministry of Energy and Mines or the Ministry of Environment and any remediation requirements of these or other ministries or authorities having jurisdiction;
- k) the proposed location of machinery, buildings, scales, and all other proposed structures and improvements;
- l) the proposed location of buffers and tree cover, and the location and grade width of berms;
- m) the proposed schedule for the *deposit or removal of soil*, indicating the amounts to be either *removed* or *deposited* on a monthly basis;
- n) the proposed routes to and from a *soil deposit or removal* area;
- o) a traffic management plan, which would include but not be limited to a description of the frequency of trucks, signage, placement of safety control devices, and other traffic control that would minimize the disturbance created;
- p) copies of all other necessary approvals and permits from Federal and Provincial authorities required by statute or regulation in connection with the proposed *soil deposit or removal*;
- q) a site reclamation plan including Invasive Species Management Plan, prepared by a *Qualified Registered Professional* to be incorporated into the *permit*; and
- r) such other information as may be required under any applicable Development Permit.

11.0 Permit Issuance

11.1 Where

- a) a completed application for a *permit* under this Bylaw has been submitted; and,

- b) the proposed *soil deposit or removal* set out in the application conforms with this Bylaw, all other bylaws of the *Municipality*, and all other applicable enactments; and,
- c) the applicant for the *permit* has paid the *Municipality* the required application fees;

the *Public Works Manager* may issue the *permit*, issue the *permit* with all or some conditions as per Section 12.11 or refuse the *permit* for non-compliance with the Bylaw.

11.2 Where an application or renewal is refused, or a *permit* is suspended or revoked, or a stop work order is issued in respect of it, by the *Public Works Manager*, the applicant may request a reconsideration of the decision in accordance with the procedure set out in Council Procedures Bylaw No. 476, 2015, as amended.

12.0 Permit Conditions

12.1 Permitted *soil deposit and removal or land alteration* activities may only occur between the hours of 7:30 a.m. to 5:30 p.m. on any day of the week except Sundays and statutory holidays, unless otherwise varied by the *permit*.

12.2 No person may *deposit or remove soil or alter land* so as to do any of the following:

- a) foul, obstruct, divert, or impede the flow of or damage or destroy any watercourse, ditch, rain, sewer, or other water utility, whether privately or publicly owned;
- b) damage or destroy amenities on the lands or adjacent lands including, without limitation, any utilities, works or services, statutory rights of way, structures, buildings or improvements;
- c) contravene any *Municipality* bylaw or provincial or federal law;
- d) threaten the health and safety of the public;
- e) result in the use of the *permit* lands in a manner inconsistent with the current zoning for the *permit* lands;
- f) compromise the hydrological function or drainage capacity of the *permit* lands or adjoining lands;
- g) result in *soil* on the land or on adjacent land becoming unstable or susceptible to erosion, slippage, landslide, slumping or settling;

- h) result in excessive costs for any government to provide public utilities, works or services to the *permit* lands or adjoining lands;
- i) permit dust, dirt or noise to escape the property boundary that may cause a private or public nuisance;
- j) result in the coverage of topsoil;
- k) permit the promotion of growth of invasive species on the lands that are subject to the *permit*, or on adjoining lands; or
- l) contravene any condition or requirement of a *permit* or this Bylaw.

12.3 All descriptions, plans and specifications submitted by the applicant in support of the *permit* application and marked 'FINAL' by the *Municipality* form part of and are incorporated into the *permit* and the *permit* specifically limits *soil deposit or removal* in accordance with the descriptions, plans and specifications accepted by the *Municipality*. Any amendments of descriptions, plans or specifications by the applicant must be approved in writing by the *Municipality* and the *permit* amended accordingly.

12.4 The *permit holder* is at all times responsible for compliance with the provisions of this Bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees or fine that may arise from a *deposit or removal of soil*.

12.5 The *permit holder* shall save harmless, indemnify and keep indemnified the *Municipality*, its officers, employees, contractors, and elected officials from any claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by persons arising from the issuance of a permit under this Bylaw with respect to the *deposit or removal of soil or other material* authorized under a *permit*.

12.6 The issuance of a *permit* does not constitute authority to conduct processing or stockpiling of *soil or other material* on the property if not appropriately zoned for such use.

12.7 Every *permit* issued pursuant to this Bylaw shall expire twelve (12) months following the date of issuance. Every *permit* shall cease to authorize *soil deposit or removal* upon the expiry date without the necessary *permit* renewal in accordance with Sections 13.1, and 13.2.

- 12.8 No *permit* issued pursuant to the terms of this Bylaw may be transferred, assigned or sold.
- 12.9 Before a *permit* is issued, the applicant shall have first obtained all other permits and permissions required from the *Municipality* and any other authority having jurisdiction.
- 12.10 Any *soil* or *other material* deposited without a *permit* (or contrary to the terms of a *permit*) shall be *removed* from the *parcel* by the *owner* of the *parcel* at the *owner's* cost. Failure to remove the *soil* or *other material* within the time period so given for the *removal* shall constitute an offence under this Bylaw. In the event that the owner of the *parcel* fails to *remove* the *soil* or *other material* in accordance with this section within the stated time period, the *Municipality* or its appointed agents may, at its sole discretion and at the expense of, as the case may be, the *permit* holder or the *owner* of the *parcel*, enter onto the *parcel* or any part thereof and carry out the work required to effect the *removal* of *soil* or *other material*.
- 12.11 The *Public Works Manager* may impose conditions on a *permit* that restrict the location of *deposit* or *removal* and the type and volume of *soil* to be *deposited* or *removed* based on the information supplied by the applicant under section 10.1, 10.2 or 10.3 of the Bylaw, to ensure the *deposit* or *removal* occurs in the manner and amount specified in the application. Where the applicant is required to submit detailed plans, data and specifications under section 10.2 or 10.3 of the Bylaw, the *Public Works Manager* may issue the *permit* on conditions pertaining to subsections 10.3 a) through r) of the Bylaw to ensure the applicant *deposits* or *removes soil* in accordance with the detailed plans, data and specifications provided.
- 12.12 If required under the terms of the *permit*, upon completion of the soil deposit and removal authorized by a *permit*, the *permit* holder shall deliver to the Director a certificate from a *Qualified Registered Professional* stating that all *soil deposited* or *removed* was *deposited* or *removed* in substantial compliance with the requirements of the *permit* and good environmental and engineering practices.

13.0 Permit Renewal

- 13.1 A *permit* for *soil deposition* or *removal* may be renewed for one additional term not to exceed twelve (12) months at the request of the applicant if the *Public Works Manager* determines, after inspecting the *permit* lands that the applicant is in full

compliance with the *permit* and this Bylaw and the renewal is reasonably necessary to permit the applicant's proposed development of the site in accordance with Zoning and Development Bylaw No. 520, 2017 and any applicable development permit, development variance permit, Board of Variance order, temporary use permit, or building permit.

13.2 Application for renewal of a *permit* or part thereof will be made in the same manner as provided herein for a new *permit*. The original application may be re-submitted for renewal, provided all applicable drawings and specifications are updated as necessary to identify any material changes to site conditions and to demonstrate compliance with current bylaws and regulations.

13.3 At least 30 days prior to the expiry of a renewed *permit*, an applicant may apply to Council for an extension of a *permit* for up to six (6) months and shall provide full details in support of such application to the Public Works Manager and to the Corporate Officer, who shall set the matter down for the next regular Council meeting.

14.0 Permit Revocation and Reinstatement

14.1 The *Public Works Manager* may issue a stop work order, with immediate effect, acting reasonably, if *soil deposit* or *removal* activities have not been undertaken in accordance with the terms and conditions of this Bylaw or the *permit*.

14.2 The *Public Works Manager* may, by delivery of a 10 day written notice to a *permit holder*, revoke or suspend a *permit* under this Bylaw where:

- a) the *permit holder* has contravened this Bylaw, or another bylaw of the *Municipality*;
- b) the *permit holder* has contravened a condition of the *permit*;
- c) the *permit* was issued by the *Municipality* on the basis of descriptions, plans and specifications submitted by the *permit holder* in support of the permit application which were incorrect or misleading; or
- d) the *permit holder* failed or refused to comply with a stop work order made pursuant to this Bylaw.

14.3 The *Public Works Manager* may reinstate a *permit* if the applicant provides a report from a *Qualified Registered Professional* confirming compliance with the Bylaw.

15.0 Enforcement

15.1 The *Public Works Manager, Bylaw Enforcement Officer*, all *Municipality* employees, persons retained by the *Municipality* for inspection purposes, and agents of the *Municipality* are authorized individually or in combination to enter at all reasonable times on any *parcel* to ascertain whether the provisions of this Bylaw are being observed.

15.2 For the purposes of ascertaining compliance with this Bylaw the *Public Works Manager* may require a *permit holder* to provide records of *soil deposit or removal* and/or a specified report from a *Qualified Registered Professional*.

16.0 Offences and Penalties

~~16.1 Any person commits an offence against this Bylaw who:~~

- ~~a) deposits or removes soil without a permit where a permit is required;~~
- ~~b) violates a provision of this Bylaw;~~
- ~~c) fails to comply with a term or condition of a permit;~~
- ~~d) fails to comply with an order or notice given under this Bylaw; or,~~
- ~~e) refuses or hinders an inspection under this Bylaw.~~

~~16.2 16.1 Any person who neglects or refuses to carry out works prescribed by the *Public Works Manager* to remedy a contravention of this Bylaw commits an offence.~~

~~16.3~~ 16.1 Any person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by or pursuant to this Bylaw, including refusal or hindering of an inspection under this Bylaw, is guilty of an offence and

- a) pursuant to the ~~*Local Government Act*~~ *Community Charter* or the *Offence Act* or both shall be liable on summary conviction to:
 - (i) a fine not exceeding ten thousand dollars (\$10,000.00), imprisonment of not more than 6 months, or both,
 - (ii) the costs of prosecution, and

Corporate Officer

Certified a true copy of Soil Deposit,
Soil Removal and Site Alteration
Bylaw No. 510, 2018 as adopted.

Corporate Officer

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VILLAGE OF LIONS BAY

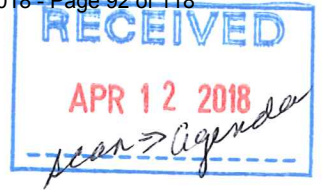
Incoming Correspondence - April 24, 2018

General Correspondence:

- G-1: BC Stone, Gravel and Sand Association (Page 1)
- G-2: Canada Infrastructure Plan (Page 18)
- G-3: Metro Vancouver Council of Councils Meeting (Page 19)
- G-4: 2018 LMLGA Newsletter (Page 23)
- G-5: Metro 2040 Shaping Our Future (Page 25)

Resident Correspondence:

- R-1: Heather Mossakowski - Park Trees (Page 27)



Mayor and Council,

**Aggregates are more important to your community
.....than you may think.**

Please take the time to learn more by quickly reading our enclosed briefing note. If you have any further questions please contact me, Derek Holmes, I am the President of the BC Stone, Sand and Gravel Association.

All construction in your community uses aggregates
Schools o Hospitals o Homes o Roads o Bridges
o EVERYTHING o



BRIEFING NOTE: AGGREGATE PRODUCTION

PRESENTED BY: THE BC STONE, SAND & GRAVEL ASSOCIATION

January 2018

BACKGROUND:

British Columbia Stone Sand and Gravel Association is committed to providing affordable, sustainable development of B.C.'s aggregate resources in an environmentally responsible manner, providing informative knowledge to the public, ongoing input to the province, and keeping with government regulations while fostering positive constructive communications with aggregate industry members and mining related associations across Canada.

The BC Stone Sand & Gravel Association was established in 1988 and now represents members who produce a majority of the aggregate used in British Columbia.

KEY MESSAGES:

AGGREGATE: (Crushed rock). We consume 50 million tonnes of aggregates each year in British Columbia.

In British Columbia, as in all of Canada, everything is built using recyclable aggregates—homes, schools, hospitals, roads and bridges are all built using aggregates.

A strong economy is the key to providing the services British Columbians expect and deserve and a ready supply of aggregates is critical. Also, British Columbians expect their governments to support the creation of good paying jobs—to do that factories and offices need to be built and that construction involves aggregates.

94% OF ASPHALT IS MADE UP OF AGGREGATES: The cost of road construction, including all government projects, increases when excessive restrictions are placed on aggregate extraction.

An efficient transportation network is the key foundation of a strong economy—nothing moves until the roads are built. Gridlock and congestion have a negative impact on our economy, environment and quality of life. Without efficient infrastructure, business costs increase and productivity decreases causing industrial and commercial facilities and jobs to re-locate to other regions.



80% OF CONCRETE IS MADE UP OF AGGREGATES Concrete is the most widely used construction material in the world and is produced and consumed in every part of our country. In fact, no construction takes place without the use of some concrete product.

Of all the construction materials available today, concrete is perhaps the most ubiquitous and unique. In its simplest form, concrete is a mixture of cement, water and aggregates. Within this process lies the key to concrete's remarkable trait: it's plastic and can be molded or formed into any shape when newly mixed, strong and durable when hardened. These qualities explain why concrete can build skyscrapers, bridges, sidewalks, superhighways, houses and dams.

Energy and thermal performance requirements are growing and playing an increasingly significant role in building codes throughout North America. As public awareness and concern grow over global warming, greenhouse gas emissions, and other environmental issues, so does the use of concrete. As the use of concrete grows, so does the need for aggregates.

LONG HAULS INCREASE GREENHOUSE GAS EMISSIONS: Based on an Ontario study, in BC, every extra kilometre added to the average haul, increases fossil fuel consumption by 2 million litres and greenhouse gas emissions by 3,500 tonnes annually.

Restrictions placed on haul routes and on where aggregate operations can be located continue to increase haul distances. Expanding populations keep putting pressure on gravel pit operations and that comes with growing construction and environmental costs.

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Long hauls make recycling more expensive

Reclaimed Asphalt Pavement (RAP) is produced by milling or grinding old asphalt, mixed with asphalt binder and incorporated in new paving mixes. Crushed concrete is recycled in the same manner and their use can reduce the production of greenhouse gases significantly.

UNCLEAR SAFETY PROCEDURES, RED TAPE AND ONE SIZE FITS ALL REGULATIONS ARE ALSO CONTRIBUTING TO THE COST OF AGGREGATES

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British Columbia Stone Sand & Gravel Association

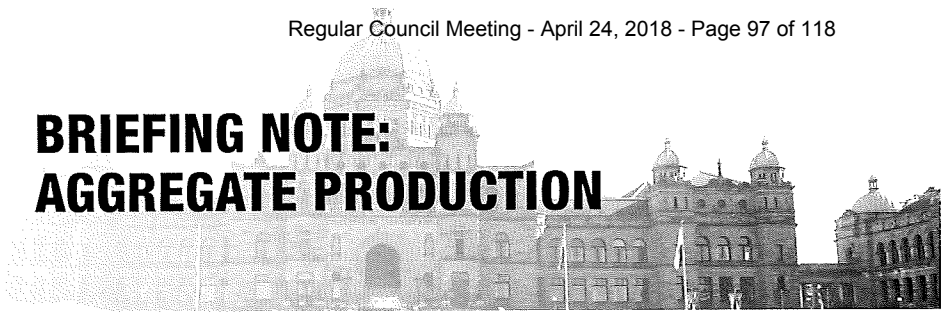
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Long hauls make recycling more expensive

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Paul Allard, Executive Director
gravelbc@telus.net

Derek Holmes, President
derek.holmes@burnco.com



BRIEFING NOTE: AGGREGATE PRODUCTION



PRESENTED BY: THE BC STONE, SAND & GRAVEL ASSOCIATION

January 2018

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A strong economy is the key to providing the services British Columbians expect and deserve and a ready supply of aggregates is critical. Also, British Columbians expect their governments to support the creation of good paying jobs—to do that factories and offices need to be built and that construction involves aggregates.

94% OF ASPHALT IS MADE UP OF AGGREGATES: The cost of road construction, including all government projects, increases when excessive restrictions are placed on aggregate extraction.

An efficient transportation network is the key foundation of a strong economy—nothing moves until the roads are built. Gridlock and congestion have a negative impact on our economy, environment and quality of life. Without efficient infrastructure, business costs increase and productivity decreases causing industrial and commercial facilities and jobs to re-locate to other regions.



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Of all the construction materials available today, concrete is perhaps the most ubiquitous and unique. In its simplest form, concrete is a mixture of cement, water and aggregates. Within this process lies the key to concrete's remarkable trait: it's plastic and can be molded or formed into any shape when newly mixed, strong and durable when hardened. These qualities explain why concrete can build skyscrapers, bridges, sidewalks, superhighways, houses and dams.

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Pamela Goldsmith-Jones

Member of Parliament

West Vancouver - Sunshine Coast - Sea to Sky Country



April 2, 2018

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

have and colleagues

Dear Mayor and Council,

RECEIVED
APR 10 2018
VILLAGE OF LIONS BAY
FILE TO I/C
FILE TO PROPERTY FILE
OTHER

I'm happy to report that the Minister of Infrastructure and Communities, the Honourable Amarjeet Sohi and Minister Claire Trevena have come to an agreement on the Investing in Canada Infrastructure plan. This agreement confirms long term stability for infrastructure funding.

The Investing in Canada plan is providing \$180 billion in infrastructure funding over 12 years. These investments will create long-term economic growth, build sustainable communities and support a low carbon economy.

Through this partnership, we will be able to grow and support our communities through four key areas of investment:

- Public Transit
- Green Infrastructure
- Community, Culture and Recreation Infrastructure
- Rural and Northern Communities Infrastructure

I look forward to working with you in the coming months to support community infrastructure through existing and new program investments. It is very helpful to our team if you are able to provide a copy of your project applications, so that we can help to promote your plans.

Sincerely,

Pam

Pamela Goldsmith-Jones, M.P.
West Vancouver-Sunshine Coast-Sea to Sky Country

cc: The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: Metro Vancouver Council of Councils Meeting – April 28, 2018 - Agenda
Date: Wednesday, April 18, 2018 2:10:47 PM
Attachments: [70a4a2af-594b-4519-b3f4-83ae422bde02.png](#)

From: Carol Mason [<mailto:carol.mason@metrovancover.org>]
Sent: Wednesday, April 18, 2018 10:32 AM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Metro Vancouver Council of Councils Meeting – April 28, 2018 - Agenda



Dear Peter,

The next Metro Vancouver Council of Councils meeting will take place on Saturday, April 28 at The Westin Wall Centre, Vancouver Airport, 3099 Corvette Way, Richmond. I hope that you can join us for this important event.

The agenda for this Council of Councils is [available for download here](#), and will feature updates on Metro Vancouver's North Shore Wastewater Treatment Plant, the Climate 2050 Strategy, the National Zero Waste Council, Metro Vancouver Housing, Transit-Oriented Affordable Housing, and other important subjects.

Details for the Council of Councils are as follows:

- Saturday, April 28, 2018 ([copy to my calendar](#))
- The Westin Wall Centre, Vancouver Airport, 3099

Corvette Way, Richmond, BC

- 9:00 a.m. - 12:00 p.m. (a full breakfast will be served from 8:00 - 9:00 a.m.)
- Link to map: [The Westin Wall Centre, Vancouver Airport](#)

Please RSVP for the April 28 Council of Councils by contacting Sarah Faucher at sarah.faucher@metrovancover.org or 604-456-8828.

Thank you, and we look forward to seeing you on April 28.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carol Mason'.

Carol Mason
Commissioner/CAO, Metro Vancouver

**METRO VANCOUVER REGIONAL DISTRICT
COUNCIL OF COUNCILS**

Saturday, April 28, 2018
9:00 a.m. – 12:00 p.m.
The Westin Wall Centre, Vancouver Airport
3099 Corvette Way – Airport Ballroom
Richmond, BC V6X 4K3

A G E N D A

Moderator: Greg Moore, Chair, Metro Vancouver Board

9:00 a.m. **Welcoming Remarks**

- Greg Moore, Chair, Metro Vancouver Board of Directors
- Malcolm Brodie, Mayor, City of Richmond

9:05 a.m. **Climate 2050 Strategy**

- Derek Corrigan, Chair, Metro Vancouver Climate Action Committee
- Neal Carley, General Manager, Policy, Planning and Environment

9:20 a.m. Q&A

9:30 a.m. **North Shore Wastewater Treatment Plant Update**

- Darrell Mussatto, Chair, Utilities Committee
- Peter Navratil, General Manager, Liquid Waste

9:40 a.m. Q&A

9:50 a.m. **Solid Waste Update**

- Malcolm Brodie, Chair, Metro Vancouver Zero Waste Committee
- Paul Henderson, General Manager, Solid Waste Services

10:05 a.m. Q&A

10:15 a.m. **National Zero Waste Council Update**

- Malcolm Brodie, Chair, Metro Vancouver Zero Waste Committee
- Heather Schoemaker, General Manager, External Relations Department and Director, National Zero Waste Council Secretariat

10:25 a.m. Q&A

- 10:35 a.m. **Metro Vancouver Housing Update**
- Mike Clay, Chair, Metro Vancouver Housing Committee
 - Donna Brown, General Manager, Human Resources and Housing Services
- 10:45 a.m. Q&A
- 10:55 a.m. **Transit-Oriented Affordable Housing**
- Richard Stewart, Chair, Regional Planning Committee
 - Neal Carly, General Manager, Parks, Planning and Environment
- 11:10 a.m. Q&A
- 11:20 a.m. **Government Engagement Update**
- Raymond Louie, Vice-Chair, Metro Vancouver Board of Directors
- 11:25 a.m. Q&A
- 11:30 a.m. **Phase 2 Investment Plan for the Mayors' 10-Year Vision for Metro Vancouver Transportation**
- Kevin Desmond, CEO, TransLink
 - Andrew McCurran, Director of Strategic Planning and Policy, TransLink
- 11:40 a.m. Q&A
- 11:50 a.m. **Roundtable**
- 12:00 p.m. **Closing Remarks**
- Greg Moore, Chair, Metro Vancouver Board

Membership:

Membership consists of Mayors and members of Council from the following Metro Vancouver Regional District member municipalities, Electoral Area representatives and treaty First Nation Executive Council: Anmore, Belcarra, Bowen Island, Burnaby, Coquitlam, Delta, Electoral Area A, Langley City, Langley Township, Lions Bay, Maple Ridge, New Westminster, North Vancouver City, North Vancouver District, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Tsawwassen First Nation, Vancouver, West Vancouver, White Rock.

Number 14 - April/May 2018

LMLGA NEWSLETTER is published by the Lower Mainland Local Government Association

60 – 10551 Shellbridge Way Richmond, BC Canada V6X 2W9

Tel: (604) 270-8226, Ext. 100 www.lmlga.ca



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

Newsletter

President's Message



Cllr. Jason Lum
LMLGA President

It is hard to believe how quickly a year can pass. Last year I unexpectedly found myself in the role of Interim President of the Lower Mainland LGA. Then I was elected President and proudly continue to serve. As I write my second annual President's Message, I ponder the passage of time. It has been a good year at the Lower Mainland LGA and the best is yet to come.

2018 marks the fourth year of our CivX Conference in partnership with CivicInfo BC. CivX is modelled after the popular TED Talks event. It brings together local government elected officials, staff, and speakers in a one-day forum at the Wosk Centre for Dialogue in Vancouver. This year's topic is 'Smart Communities, Smart Region' which will feature an amazing line up of speakers and experts to address our delegates in a lively and interactive way.

In May, we are excited to head back to the world-class host community of Whistler for our 2018 AGM and Convention. We are thrilled to be launching a brand new theme this year: Connectivity. Cities are about connections. Small or large, cities exist to connect people to commerce, to services, and to each other. At the 2018 Lower Mainland LGA Convention, we are going to host conversations and learning sessions on the connections that matter most to our members.

Before my time as President comes to an end, I want to thank our members for their continued support of the Lower Mainland LGA. I also want to thank my fellow Directors and our staff, all of whom have worked hard this past year to ensure the Lower Mainland LGA continues to fulfill our mandate to our members.

Looking forward to seeing you in Whistler in May!

Jason

Convention Theme:

Connectivity

LOWER MAINLAND LGA AGM & CONVENTION, May 9 - 11, 2018 WHISTLER

SPEAKER HIGHLIGHTS

Chris Lewis, Ancestral Name: Syeta'xtn

Council Member of the Squamish First Nation

Opening Plenary Keynote Speaker • Wednesday, May 9 • 7:20pm Sea to Sky Ballroom C



In 2017, Syeta'xtn was elected to his third consecutive four-year term as a member of the Squamish Nation Chiefs and Council.

Chris is currently focusing on the following areas: Intergovernmental Affairs with regional, provincial, federal governments and Aboriginal organizations; Economic Development; Governance; Fisheries and access to our aquatic resources as well as Education with the Nation.

Syeta'xtn is also honored to sit on Simon Fraser University Board of Governors as well as the Board of the MST Development Group and Coho Society of the North Shore. Previously, Chris worked for many years at the national and provincial level for the BC Assembly of First Nations focusing on First Nations advocacy and policy.

Raised by his grandparents, Chris was encouraged to learn the traditional ways of the land as well as further his academic education. Along with traditional teachings, Chris obtained a Bachelor of Arts in Geography and Planning, with a minor in First Nations Studies from Simon Fraser University.

Syeta'xtn has a passion and talent for sport, and was a key member of a National Lacrosse Championship team, North Shore Indians. Chris continues to enjoy competitive sport as well as many outdoor activities with his wife Jennifer and daughter Madison.

Honourable Selina Robinson

Minister of Municipal Affairs and Housing

Welcome Message • Friday, May 11 • 9:20am Sea to Sky Ballroom C



Selina Robinson was elected as the MLA for Coquitlam-Maillardville in 2013 and re-elected in 2017. She is the Minister of Municipal Affairs and Housing.

Selina served as the Official Opposition spokesperson for mental health and addictions, seniors, local government and sports.

Born and raised in the suburbs of Montreal before relocating to Richmond, BC with her family, Selina has been actively engaged in the Coquitlam community since moving there more than 20 years ago.

As a former city councillor, Selina fought to protect the health of children and families by introducing a local ban on cosmetic pesticides, and worked to improve access for people with disabilities as chair of the Coquitlam Universal Access-Ability Advisory

Committee. Prior to being elected, Selina had a home-based family therapy practice, was the Director of Development for SHARE Family and Community Services and was a Counselling Instructor and Program Developer at the University of British Columbia's Life and Learning Centre and Vancouver Community College. Selina lives with her husband Dan in the Ranch Park neighbourhood of Coquitlam-Maillardville, where they raised their now adult children, Aaron and Leya. As a cancer survivor, Selina does the annual Ride to Conquer Cancer alongside her husband and they have raised more than \$500,000 with team Way Hey! Hey! over the past 8 years. When she is not working or training for the ride, Selina can be found in her garden or in a kayak.

Director Wendy Booth

UBCM President

Welcome Message • Friday, May 11 • 9:00am Sea to Sky Ballroom C



Wendy Booth has been on the UBCM Executive since 2013, is currently Chair of the Presidents Committee, past Chair of the Resolutions Committee and served on both the Convention and Community Economic Development Committees.

She currently sits as a director and Vice-Chair of the Regional District of East Kootenay, representing Electoral Area F, including the communities of Windermere, Fairmont Hot Springs and Panorama Mountain Village. She remains involved in many local community initiatives, including as past President of the Fairmont Business Association and director of the Fairmont and Area Recreations and Trails Society and the Lake Windermere Ambassadors. As a former owner of a whitewater rafting company, she has a strong entrepreneurial spirit. She and her husband currently own a business in

Fairmont Hot Springs.

After growing up in Toronto and completing a business degree in Quebec, the mountains were calling. An avid skier and golfer she now calls Fairmont Hot Springs home, a resort community in the Kootenays.

LMLGA ELECTION PROCEDURES

An eleven person Executive Board that is determined at the Annual Convention governs the ongoing administration and policy direction of the Lower Mainland LGA.

SEVEN ELECTED POSITIONS	NON-ELECTED POSITIONS	ELEVENTH POSITION
President	Appointed representatives from:	Past President
First Vice-President	Fraser Valley Regional District	
Second Vice-President	Metro Vancouver	
Third Vice-President	Squamish-Lillooet Regional District	
Director at Large (3 positions)		

NOMINATIONS RECEIVED FOR 2018/2019 LMLGA EXECUTIVE

As a result of the call for nominations, the Nominating Committee has received and will be placing the following names forward for consideration:

PRESIDENT: Chair Jack Crompton, Squamish-Lillooet RD	THIRD VICE-PRESIDENT: No nominations received by the deadline
FIRST VICE-PRESIDENT: No nominations received by the deadline	DIRECTOR AT LARGE (three to be elected): Director Ray Boucher, Fraser Valley RD Councillor Laura Dupont, Port Coquitlam Councillor Samantha Piper, Harrison Hot Springs
SECOND VICE-PRESIDENT: No nominations received by the deadline	

BANQUET ENTERTAINMENT - THE WHISKEY RICHARDS BAND



The Whiskey Richards will keep the party going until the last note is played. This group of Celtic Gypsy party rockers has spent the better part of a decade carving a reputation for themselves as "One Heck of a Good Time". The Whiskey Richards use fiery celtic-gypsy fiddle licks, cello played like a bass, bombastic trumpet, vivacious drum beats, energetic guitar strumming, and voice to tell stories of good times past and to play songs people know, but in a way they'd never imagine. This is sure to be a fun evening that you will not want to miss!

WHISKEY RICHARDS BAND • THURSDAY, MAY 10 • 8:45PM - 10:30PM

RIDE & DRIVE - HYBRID VEHICLE EXPERIENCE

Interested in test driving a hybrid car? The Mining Association of BC is pleased to host a ride & drive with a 2018 Chevrolet Volt on Thursday, May 10th. The Chevy Volt is powered by two electric motors that work in unison to optimize efficiency and conserve electric charge. Through regenerative braking, the Volt captures its own momentum to recharge the battery as it slows down.



TEST DRIVE OPPORTUNITIES • THURSDAY, MAY 10 • ALL DAY

PADS - PACIFIC ASSISTANCE DOGS SOCIETY



The successful 2018 Non-Profit Trade Show applicant and recipient of our speaker gift donations is PADS. PADS breeds, raises, trains and places fully certified Assistance Dogs. The service and hearing dogs provide life-changing independence to those with a physical disability, other than blindness, and to those who are deaf or hard-of-hearing. PADS accredited facility dogs work with a variety of community care professionals and facilities such as educational facilities, hospitals, hospices and police victim service units to help support healthy communities.

LOOK FOR THE PADS DOGS VISITING THROUGHOUT CONVENTION

2018 SPONSORS ~ THANK YOU

- BC Council of Forest Industries
- BC Hydro
- BCLC
- Canadian Association of Petroleum Producers (CAPP)
- E-Comm 9-1-1
- Enbridge
- FortisBC
- Great Canadian Gaming Corp.
- ICBC
- Langley Concrete Group
- Lidstone & Company
- Mining Association of BC
- Municipal Finance Authority BC
- Municipal Insurance Association of BC
- Shaw Communications Inc.
- TELUS
- Trans Mountain Expansion Project/Kinder Morgan Canada
- Vancouver Fraser Port Authority
- WoodWORKS!
- Young Anderson

THE NOMINATIONS AND ELECTIONS PROCESS

Thursday, May 10, 2018 (during AGM)

- Nominating Committee, Chaired by the Past President Corisa Bell, presents the nominations received.
 - Nominations from the floor for Officer positions (President, First Vice-President, Second Vice-President, Third Vice-President) and three Directors at Large.
 - Candidate speeches, if necessary, to follow.
 - Elections for positions (as necessary).
- Elections are scheduled from 4:00 – 5:00pm on May 10

CANDIDATE FOR PRESIDENT



CHAIR JACK CROMPTON

Jack Crompton has served on the Lower Mainland LGA board for the last 4 years. He is passionate about the direction of our communities and the region as a whole. Jack is the Chair of the Squamish Lillooet Regional District and a Councillor in Whistler. Jack's professional life has focused mainly on transportation and software. Jack also works with Empowered Startups a Whistler-based technology company incubator. Jack likes to talk politics of any description. He is fascinated by political history, local government and international affairs.

CANDIDATES FOR DIRECTOR AT LARGE



DIRECTOR RAY BOUCHER

First elected as the Regional Director for Electoral Area "F" in the Fraser Valley Regional District in 2011. Ray plans on running again in October 2018. During his terms as an elected official, he assisted constituents in achieving zoning changes, as well as helping with building permits, creek clean outs and variances. Ray served three years with the Lower Mainland LGA as an appointment of the FVRD. He is looking forward to the opportunity to represent the members of the Lower Mainland LGA once again, as Director at Large.



COUNCILLOR LAURA DUPONT

First elected to Port Coquitlam Council in 2014. Laura is the Chair of the Sustainability & Environment Committee, Vice-Chair of the Finance & Budget Committee and a Member of the Community & Intergovernmental Committee, Healthy Community Committee and Smart Growth Committee. She is the City Representative on the Metro Vancouver Climate Action Committee, on the Coquitlam River Watershed Roundtable Core Committee (CRWR), and for the Fraser Valley Regional Library. Laura is currently a Director at Large for the Lower Mainland LGA.

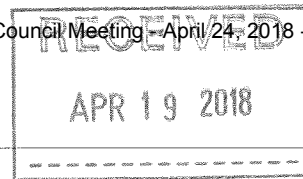


COUNCILLOR SAMANTHA PIPER

First elected to Council for the Village of Harrison Hot Springs in 2014. As a Councillor, Samantha proudly represents the Village on the Fraser Valley Aboriginal Relations Committee; local area Joint Emergency Program Committee; Fraser Health Municipal Regional meetings; Citizens Advisory Committee with Correctional Service Canada; and local area Community to Community Forums. She has been dedicated to municipal public service for 24 years for a neighbouring municipality in the position of Public Safety Specialist and Safer City Coordinator.

2018 EXHIBITORS ~ THANK YOU

- BC Assessment
- BC Council of Forest Industries
- BC Hydro
- BCLC
- BC Transit
- Canadian Association of Petroleum Producers (CAPP)
- E-Comm 9-1-1
- Enbridge
- FortisBC
- ICBC
- Langley Concrete Group
- Mining Association of BC
- PADS
- Shaw Communications Inc.
- TELUS
- Trans Mountain Expansion Project / Kinder Morgan Canada
- UBCM
- Vancouver Fraser Port Authority



Office of the Chair
Tel. 604-432-6215 Fax 604-451-6614

File: CR-12-01
Ref: RD 2018 Mar 23

APR 13 2018

Mayor Karl Buhr and Council
Village of Lions Bay
400 Centre Road P.O. Box 141
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.buhr@lionsbay.ca

Dear Mayor Buhr and Council:

**Re: Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request
Regional Growth Strategy Amendment Bylaw No. 1263 – Hazelmere**

The City of Surrey has submitted a request to Metro Vancouver to amend *Metro 2040* by changing the regional land use designation from Rural to General Urban and to extend the Urban Containment Boundary for a 24-hectare site in the Hazelmere Valley area of Surrey, to permit the development of a 145 lot urban residential development.

At its March 23, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) initiate the Metro 2040 minor amendment process in response to the City of Surrey's request, to amend the regional land use designation for the Hazelmere site;*
- b) give first and second reading to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1263, 2018;*
- c) direct staff to notify affected local governments as per Metro Vancouver 2040: Shaping our Future, section 6.4.2; and*
- d) direct staff to set a public hearing date.*

This letter provides notification to affected local governments and other agencies of the proposed amendment to *Metro 2040*.

This is a Type 2 minor amendment to *Metro 2040*, which requires an affirmative 2/3 weighted vote of the MVRD Board at each reading of the amending bylaw, and that a regional public hearing be held. For more information on regional growth strategy amendment procedures, please see *Metro 2040* Sections 6.3 and 6.4.

24915518

A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding consistency with *Metro 2040* is enclosed.

Following the comment period, the MVRD Board will review all comments received, then hold a public hearing, and at a subsequent meeting consider third reading and final adoption of the amendment bylaw.

You are invited to provide written comments on this proposed amendment to *Metro 2040*. **Please provide your comments in the form of a Council resolution by May 17, 2018.**

If you have any questions with respect to the proposed amendment, please contact Terry Hoff, Senior Regional Planner, Parks Planning and Environment by phone at 604-436-6703 or by email at Terry.Hoff@metrovancover.org.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/PN/NC/th

Encl: Report dated January 10, 2018, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – Hazelmere*" (Doc #24197124)

24915518

From: [Karl Buhr](#)
To: [REDACTED]
Cc: [Council @ Lions Bay](#); [Peter DeJong](#); [Agenda](#)
Subject: RE: Park trees
Date: Monday, April 16, 2018 5:38:29 PM

Hello Heather, and thank you for your note. I DID in fact inform the Village three weeks before of our staff's intention to take the trees down, in the [March 23 Mayor's Desk](#). It is a matter of pride that Council is aware of the pulse of the Village -- we are after all its elected representatives. Unfortunately, this was a Damned If You Do, Damned If You Don't situation. While public tree maintenance is a staff matter, Council would have been responsible if a large branch had broken off and killed someone, as we were advised was soon likely. So yes, we reluctantly endorsed removal of the trees. I didn't like it any more than you do now, but I am assured by staff that the arbourists found clear evidence of poor health as they were doing the work.

Regards,
Karl Buhr

From: Heather Mossakowski [REDACTED]
Sent: Saturday, April 14, 2018 11:04 AM
To: Karl Buhr <mayor.buhr@lionsbay.ca>; Ron McLaughlin <councillor.mclaughlin@lionsbay.ca>; Fred Bain [REDACTED] >
Subject: Park trees

Dear Mayor,

Reading your weekly email, I am sad to read your take on cutting those three hundred year old beautiful trees which were part of our village lives giving us shade and serenity adding to the scenic enhancement of the village park. It was sacrilege what you have now done and was not necessary. As one can see one of the big stumps was perfect and the other only a small center was affected and the drastic cutting was not necessary. I was not advise of your intent the cut them completely down, a few limbs off would have been suffice. The children made a petition the save these trees a few years back now they will be so disappointed at what you think is progress. As a beach goer and having lived for near 50 years in the village we have made sure that living in a natural environment is kept, we respect all of nature. This is why people want to live In Lions Bay it is the life style and beauty. Please inform all property owners as we own the village park of your intentions from now on. You will need a lot of advice from those who know what they are doing to bring the park and village back to a natural way of enjoyment. As a council you have to be open to listening to the pulse of the village.

Sincerely,
Heather Mossakowski
Sent from [Mail](#) for Windows 10

ON-TABLE ITEMS

On Table Item 7B

TAX-FUNDED PROJECT DELIVERY ANALYSIS

Budget year	Project	Amount	Operating or capital?	Spent in budget year	Spent after budget year	Not spent	Unspent applicable budget	Comment
2017	Air Compressor for Works Yard Shop	1,000	Capital	-	-	1,000	0.1%	
2017	Asset Management Plan	20,000	Operating	-	-	20,000	0.6%	
2017	Automated Blow Off's (5)	18,975	Capital	-	-	18,975	1.4%	
2017	Broughton & Klatt landscaping plan execution, coloured uplighting	2,500	Capital	-	-	2,500	0.2%	
2017	Broughton Hall Threshold/Humidifier for Furnace	6,500	Capital	-	-	6,500	0.5%	
2016	Burn building	30,000	Capital	-	-	30,000	2.7%	\$30,000 re-budgeted in 2017. Fire Chief working with CAO to complete steps to remove Stop Work order and obtain FLNRO approval.
2017	Cellular Communications	5,000	Operating	-	-	5,000	0.2%	
2017	Emergency Communications System	2,000	Capital	-	-	2,000	0.2%	
2017	Emergency Generator for Village Office / Broughton Hall	15,000	Capital	-	-	15,000	1.1%	
2017	Emergency Management Planning	20,000	Operating	-	-	20,000	0.6%	
2017	Fire Capital - Hose & Fittings	2,000	Capital	-	-	2,000	0.2%	
2017	Fire Capital - Turn-Out Gear	18,000	Capital	-	-	18,000	1.4%	
2017	Fire Medical - 1,000 AED	3,500	Capital	-	-	3,500	0.3%	
2017	Fire Medical - Lifepack AED	1,600	Capital	-	-	1,600	0.1%	
2016	Hall Exhaust System	6,500	Capital	-	-	6,500	0.6%	\$6,500 re-budgeted in 2017. Quotes obtained, work to commence shortly.
2017	Heat Pump for Ambulance Station in Klatt Building	5,265	Capital	-	-	5,265	0.4%	
2016	Interface Fire Fighting	1,950	Capital	-	-	1,950	0.2%	Not purchased - budget partially offsets Holmatro Hoses.
2017	Land Surveying	8,000	Operating	2,000	-	6,000	0.2%	
2017	Lions Bay Avenue Stairs to Bus Stop	12,500	Capital	-	-	12,500	0.9%	50% matching TransLink grant
2016	Lions Bay Beach Park - boat space refurbishment, removal of wood entrance and wood bench, stair replacement, guard rails	13,000	Capital	-	-	13,000	1.2%	\$13,000 re-budgeted in 2017. Total 2017 budget \$31,305 for LBBP staircase and removal of existing wood structures.
2017	Lions Bay Beach Park - staircase, removal of existing wood structures	18,305	Capital	-	-	18,305	1.4%	Additional budget over unspent 2016 13,000
2017	Parking Plan - Signage	25,000	Capital	-	-	25,000	1.9%	
2017	Planning Consultant	60,000	Operating	40,000	-	20,000	0.6%	
2017	Portable Interface Fire Pump	5,438	Capital	-	-	5,438	0.4%	
2017	Radio Equipment - Batteries (after re-budget of \$1,329)	2,019	Capital	-	-	2,019	0.2%	
2017	Records Management	20,000	Operating	-	-	20,000	0.6%	
2016	Rope Rescue Equipment	2,750	Capital	-	-	2,750	0.2%	Not purchased - budget partially offsets Holmatro Hoses.
2017	Ropes	1,500	Capital	-	-	1,500	0.1%	
2016	SCADA - Install robust primary communications	18,500	Operating	-	-	18,500	0.5%	\$18,500 re-budgeted in 2017, originally from 2015
2017	SCBA	1,000	Capital	-	-	1,000	0.1%	
2017	Security Lighting for Pit	2,500	Capital	-	-	2,500	0.2%	
2017	Total Fire Department Capital Maintenance	28,290	Capital	-	-	28,290	2.1%	
2016	Water Capital - Hydrants	9,000	Capital	-	-	9,000	0.8%	Council approved reallocation of budget to additional PRV maintenance that is required (see below).
2016	Water Safety - anchor points for safety harnesses on all tanks	3,870	Capital	-	-	3,870	0.3%	Project was not completed - engineering sign off on roof anchor attachment points was not available. Staff are looking for alternative measures.
						248,487	15.4%	Unused budget
Percentage points of tax at \$11,000 per point:						23		

COUNCIL-APPROVED PROJECTS PROMISED TO TAXPAYERS

Budget year	Project	Amount	Operating or capital?	Spent in budget year	Spent after budget year	Not spent	Budget variance%	Comment
2016	Bridge inspections	14,300	Operating	-	14,300	-	0.0%	Minor repairs completed under operating budget. \$14,300 re-budgeted in 2017 for four detailed bridge inspections.
2016	CCR Renewal - Light Ballasts for Village Office (re-budget)	6,057	Capital	5,638	-	419	0.0%	Completed.
2016	Computer Equipment for Fire Trucks (re-budget)	573	Capital	573	-	-	0.0%	Completed.
2016	Fence replacement and repair	15,000	Capital	-	10,000	5,000	0.5%	\$10,000 re-budgeted in 2017. Work to be completed in March.
2016	Fire Dept Radio Equipment	4,000	Capital	2,671	-	1,329	0.1%	\$1,329 re-budgeted in 2017. Radio purchases completed in January 2017.
2016	Fire Dept SCBA	4,500	Capital	-	4,500	-	0.0%	\$4,500 re-budgeted in 2017. Purchase made in January 2017.
2016	Fire Hoses and Fittings	4,859	Capital	-	4,859	-	0.0%	\$4,859 re-budgeted in 2017. Hoses purchased in January 2017.
2016	Gas Meter and Cylinder	1,450	Capital	3,411	-	(1,961)	-0.2%	Completed.
2016	Generator Lighting / Scene Lights	4,000	Capital	3,955	-	45	0.0%	Completed.
2016	Harvey Intake Road Safety Improvements	169,129	Capital	2,797	166,332	-	0.0%	\$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.
2016	Highway Tank Roof Removal	13,111	Capital	13,111	-	-	0.0%	Completed.
2016	Holmatro Hoses	-	Capital	5,697	-	(5,697)	-0.5%	Unbudgeted - damaged hoses required replacement.
2016	Laptops for Building Inspector and Fire Chief	3,500	Capital	3,373	-	127	0.0%	Completed.
2016	Mag Intake Safety Improvements	91,072	Capital	42,536	49,932	(1,396)	-0.1%	\$49,932 re-budgeted in 2017. Staff have submitted a request to the
2016	PRV and Bypass for Mag Reservoir	69,192	Capital	69,192	-	-	0.0%	Completed.
2016	Sewer Sea Snake - pipe inspection camera	14,000	Capital	13,655	-	345	0.0%	Completed.
2016	Survey, Eng., and Design for culvert replacement and road repair 280 m Bayview from	24,000	Capital	-	24,000	-	0.0%	
2016	Turn Out Gear	-	Capital	485	-	(485)	0.0%	Unbudgeted.
2016	Water Contingency	5,000	Operating	5,650	-	(650)	0.0%	Completed - Water conservation signs, two pressure sensors.
2016	Water Maintenance - PRV Screens & Filters	10,000	Capital	14,291	-	(4,291)	-0.4%	Completed. Total cost \$14,291 - recorded as an operating expense in PRV Maintenance.
2016	Welder for Public Works	-	Capital	2,406	-	(2,406)	-0.2%	Unbudgeted. Stainless steel welder to repair ageing salters and other stainless steel components.
2016	WWTP Safety - gratings, handrails, planking, and bridge	21,000	Capital	20,758	-	242	0.0%	Completed.
2017	"Pulling Together" Canoe Journey - Lunch	2,500	Operating	2,500	-	-	0.0%	
2017	AV Suite for Council Chambers (60" TV Screen)	3,000	Capital	2,600	-	400	0.0%	
2017	Bridge inspections, additional	20,000	Operating	20,000	-	-	0.0%	Later adds approved
2017	Bridge inspections, from reserves	10,000	Operating	10,000	-	-	0.0%	To take advantage of economy of scale
2017	Broughton Hall Doors/Locks	7,602	Capital	7,602	-	-	0.0%	
2017	By-Election	10,000	Operating	8,000	-	2,000	0.1%	
2017	Cash support for UBC MOU	2,000	Operating	2,000	-	-	0.0%	
2017	Forklift Replacement	13,000	Capital	13,000	-	-	0.0%	
2017	LB Beach Park - hand dryers, lighting	4,803	Capital	4,803	-	-	0.0%	
2017	Rope Training	5,000	Operating	5,265	-	(265)	0.0%	
2017	Tent (to cover small fire truck)	2,500	Capital	2,500	-	-	0.0%	
?	Bus shelter	15,000	Capital	-	15,000	-	#N/A	Discovered in 2017 and completed before year-end
2017	Backhoe (\$125,000 used - 5 year lease to own)	15,250	Capital	-	15,250	-	0.0%	
2017	Chlorine Analysers / Turbidity Meter (2)	23,000	Capital	-	23,000	-	0.0%	
2017	Updates to mapping - Lidar Map	400	Operating	400	-	-	0.0%	



Type	Recommendation to Council		
Title	Appointing representative to DFO stakeholder workshop(s)		
Author	Mayor Buhr	Reviewed By:	N/A
Date	April 24, 2018	Version	1 of 1
Issued for	April 24, 2018 Council Meeting, late motion		

BACKGROUND

Former Lions Bay resident Glen Dennison has been working for years on the discovery and documentation of the Howe Sound sponge reefs, which has led to a new understanding of the ecology and importance.

As already endorsed by recent Council resolution, DFO is considering closing all Howe Sound sponge reefs to contact fishing. It is undertaking a series of stakeholder workshops to gather input. Glen is willing to act as Lions Bay's representative for this process; I cannot conceive of a better.

RECOMMENDATION FOR COUNCIL RESOLUTION

That Council appoint Glen Dennison as its representative at all DFO stakeholder engagements for the next year.

For Council's consideration.



Type	Recommendation to Council		
Title	Letter to Minister of Finance		
Author	Mayor Buhr	Reviewed By:	N/A
Date	April 24, 2018	Version	1 of 1
Issued for	April 24, 2018 Council Meeting, late motion		

BACKGROUND

The provincial government has implemented three property tax changes that impact Lions Bay:

1. While neither staff nor I have an unequivocal answer yet, our MLA reports himself 99.9 percent certain that Lions Bay IS subject to the “speculation tax,” whereby “urban” homes that are not rented out for at least three months (six months from 2019) in increments of 30 days or more, will pay a tax of 0.5% on the property value in 2018 after a \$2,000 credit for BC residents with second homes valued up to \$400,000 (from 2019, 2% for foreign investors and satellite families, 1% for Canadian citizens and permanent residents who do not live in BC, and 0.5% for British Columbians who are Canadian citizens or permanent residents).
2. A “school” supertax of 0.5% of assessed value for homes assessed over \$3 mil. plus 0.4% of the portion over \$4-mil.
3. Over and above the recent 15% foreign buyer tax, increases to the Property Transfer Tax that add a further 2% of fair market value of a property transaction over \$3 mil. on top of the existing 3% of value above \$2 mil., 2% on the portion of the price between \$200,000 and \$2 mil, and 1% on the portion of the price under \$200,000.

RECOMMENDATION FOR COUNCIL RESOLUTION

I recommend that Council consider making and communicating the following resolution to the Minister of Finance, copy MP and MLA:

“Resolved, that as the elected representatives of the community of Lions Bay, by __ vote, Council expresses its disapproval of the “speculation tax,” whereby unoccupied vacation and investment properties in the municipality would be subject to an intrusive and irrational tax that (while it will of course raise revenue for the province) will not have the intended effect locally. Instead it will simply make Lions Bay less desirable to bona fide buyers, and worse, will interfere with our intention to issue permits for a limited number of short term rentals under a new bylaw, to carefully control supply of long-term rental properties for real needs to house volunteer firefighters, schoolteachers and other real people. In other words, we’re already controlling what we need to in Lions Bay. The speculation tax is counterproductive and offers zero local benefit.

Council further expresses the community’s distaste for the capricious and whimsical “school” supertax, which affects only 37 of Lions Bay’s 572 developed residential properties (2017 assessments) [if 2018 numbers can be offered by staff so much the better]], but which has no basis other than squeezing cash from property-rich, yet invariably in Lions Bay’s case, cash poor property owners.

Council further registers long-held local opinion that even before its new features that soak communities that happen to have run up property values, BC's last-century Property Transfer Fee (it's not a tax), while obviously a simple mechanism that keeps on giving, is not worthy of a province that prides itself on progressive thinking.

Council respectfully requests that the Minister review each of these changes for arbitrariness, unintended consequences and unfairness, and suggests that a more effective, logical and fair mechanism to raise the desired revenue, which is also just as likely to have the intended effect, would be to enforce existing money laundering and securities fraud rules, to once and for all refute BC's reputation in those circles as a free-for-all.

For Council's consideration.

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In prior years, property taxation has been the Village's largest portion of revenues. In 2017, the Village was awarded a Clean Water Waste Water Fund grant of \$2,250,130; the majority of the grant funds will be received in 2018. A Loan Authorization Bylaw was adopted in December 2016 authorizing the Village to borrow up to \$3,000,000 over the next five years to help fund capital projects. The 2018 revenue includes \$3,124,994 of net proceeds from the sale of Village owned property.

Objective

- The Village will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources such as grants.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility.
- Where feasible, the Village charges user fees for services and reviews these fees annually.
- The Village will continue to look for opportunities for grants to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue		
Revenue Source	% of Total Revenue	Dollar Value
Other Revenue	37.7%	3,273,518
Grants	30.1%	2,612,116
Property Taxes	17.2%	1,494,430
Utility Fees and Rates	12.6%	1,089,217
Fees, Licenses and Permits	2.3%	203,556
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 8,683,422

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the Village’s services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The Village will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The Village sets the class multiple for recreation/non-profit equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	
	2017	2018
Residential (1)	99.59%	99.67%
Utilities (2)	0.09%	0.05%
Business (6)	0.11%	0.10%
Recreation (8)	0.21%	0.18%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.