



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**MEMORIAL COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, NOVEMBER 29, 2018 at 3:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
 - A. Memorial Committee Meeting – March 16, 2018 (Page 3)
 - B. Memorial Committee Meeting – Unofficial Minutes – April 30, 2018 (Page 7)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Veteran's Memorial
 - i. Prospective Temporary Location of a Cairn
 - a) Sitings
 - b) Flexible Service and Private Viewing Considerations
 - c) Strengths and Weaknesses of Location(s)
 - d) Next Steps
- 8. New Business**
- 9. Public Questions & Comments**
- 10. Adjournment**
- 11. Next Meeting – To Be Determined**

Intentionally Blank

DRAFT
MINUTES OF THE
MEMORIAL COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, March 16th 2018 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

In attendance alphabetically:

Regrets:

Fred Bain-councillor-Chair	Nai Jaffer- Public Works Manager	Karl Buhr-mayor
Tony Cox-resident	Trudi Luethy-resident	Pieter Dorsman-resident
Jaime Cunliffe	Phillip Marsh-resident	Arlene Halstrom-resident
Tony Greville-IC member	Ute Phillips-Arts Council-Chair	

1. Call to Order: 1901hrs
2. Appointment of Recorder
 - A) Fred Bain
3. Approval of the Agenda
 - A) Approved
4. Public Questions and Comments
 - A) None
5. Approval of the Minutes of January 19th, 2018
 - A) Approved as corrected
 - I. Changed spelling of Leuthy to Luethy; Holstrom to Halstrom; p2 6.New Business, b) Highway Tank Memorial Proposal, point 2, sub point 8 -change “ppoles” to poles.
6. Business Arising from the Minutes
 - A) CAO Dejong was able to secure permission from MOTI for the added use of the Highway Tank site for the Memorial project
 - B) Works Manager Jaffer was able to supply drawings of the tank project that can be useful for the Memorial Committee's planning of the project
 - C) CFO Rooke has been given the Veterans' Affairs “Community War Memorial Funding” application to review.

D) Council will be updated about this committee's progress and to receive from Council any input

7. Unfinished Business

A) Vision

- I. Tony Greville gave an overview of how this project came about and a general vision of the first involved for the benefit of members who had not been able to attend earlier meetings.
 - a. Highway water tank will be replaced with an underground unit leaving an undeveloped flattish ground above it.
 - b. The Remembrance Day service is one of, if not, the best attended function in the Village
 - c. The initial intent of the project is to honour veterans' sacrifices and services

B) AECOM drawings

- I. The drawings from AECOM were reviewed on screen as provided by Nai with his explanations and descriptions of what the site will look like after the new tank is installed
- II. Power will be coming to the site so staff need to know soon what power will be needed for the Memorial project i.e. lamp standards, electrical outlets, etc.

C) Design Ideas

- I. To guide the planning, Nai advised of the following: three significant trees will need to be removed for the tank project;
 - i. the Arts Council has plans for a new Christmas tree for the site there will be a significant excavation for the underground tank – this will impact existing vegetation and slopes around the site. We can incorporate some landscaping into the project when the machinery is on site so a plan needs to be developed as soon as possible; care should be taken when placing 'Park' features (cairn, gazebo, benches) such that they are not above the proposed underground pipe works.
- II. For the original intent of the project and for funding of the project, it was decided that

a “cairn” should be planned for first and designed.

- a. a subcommittee shall be informally set to design the above cairn, present three designs to this committee, be reviewed by the Infrastructure Committee, presented to the public for feedback, reviewed again by this committee and, hopefully approved by Council.
 - i. We hope to get that public feedback by June of this year
 - ii. The cairn may be designed such that future additions or modifications as can be afforded
 - iii. there was notable enthusiasm for the idea of a cairn with pottery poppies adorning it. Resources for that are available.

III. It was suggested that an application for the Veterans' Affairs Community War Memorial Funding be sent in before April 30th as there may be limited funds available

- a. It was also suggested that an history of Remembrance Day services in Lions Bay be included in that application
- b. Nai to discuss preparing the application form with CFO Pam Rooke.

IV. Committee members may visit the site prior to the tank construction for added understanding and visioning of the project.

- a. Even with site plans, the design of the whole project will be somewhat “fluid” until we see the completed tank project
 - i. Works hope to see the tanks project substantially completed by October of this year.
 - The highway tank will be done after the Harvey tank replacement due to the need for adequate water storage before the heat of summer that the new Harvey tank could provideNai suggested that design sketches for the site should be submitted to him for AECOM as soon as available

8. Public Questions and Comments

A) None

9. Next Meeting April 30th, 2018, 1900hrs

10.Adjournment: 2025hrs

Intentionally Blank

DRAFT
MINUTES OF THE
MEMORIAL COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, April 30th 2018 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

In attendance alphabetically:

Regrets:

Fred Bain-councillor-Chair	Arlene Halstrom-resident	Karl Buhr-mayor
Tony Cox-resident	Trudi Luethy-resident	Pieter Dorsman-resident
Jaime Cunliffe -resident-Arts Council	Ute Phillips-Arts Council-Chair	Phillip Marsh-resident
Tony Greville-IC member		Nai Jaffer- Public Works Manager

1. Call to Order: 1900hrs
2. Appointment of Recorder
 - A) Fred Bain
3. Approval of the Agenda
 - A) Approved
4. Public Questions and Comments
 - A) None
5. Approval of the Minutes of March 16th, 2018
 - A) Approved as presented
6. Business Arising from the Minutes
 - A) None
7. Unfinished Business
 - A) Veterans' Memorial Project
 - I. Site dilemma
 - a. Tony Greville and Fred gave a thumbnail report on the delay of the water tank project that leaves this committee without an opportunity to proceed to the hoped for November deadline
 - i. No suitable bids were received for the water tank project

ii. Council is looking for more study to find a solution to the repairs and/or replacement of the water tanks.

- There may be a possibility that the Highway tank may or may not be replaced by an inground tank or a Pressure Reducing valve

II. Planning of the site

a. Not much can be determined until we have a good understanding of the terrain we will have to work with

i. we need to know the end siting in order to design the Cairn in a suitable, attractive manner – it should be in context

ii. we can now take the time to do it right

III. Design Ideas

a. There was a discussion about materials the Cairn could be made of

i. Wood, concrete, composites, stone as well as the pottery poppies

- the consensus was that granite may be worth exploring as it could be done in a semi-portable manner and that it would probably be the most durable

- Trudy and Arlene plan to explore this in Squamish the next day

ii. size and shape are yet to be determined

- members are to research and/or ponder

iii. the general emphasis at the meeting was that, with the time pressure somewhat relaxed for now, we have a better opportunity to do something special rather than rushed

- the present setback is seen as an opportunity to “do it right”.

8. Public Questions and Comments

A) None

9. Next Meeting __To Be Determined__, 2018, 1900hrs