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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, MARCH 19, 2019 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**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. Marek and Grazyna Sredzki – Drainage Issue on Oceanview Road (Page 5)
- 5. Review & Approval of Minutes of Prior Meetings**
  - A. Regular Council Meeting – March 5, 2019 (Page 15)  
 THAT the Regular Council Meeting Minutes of March 5, 2019 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
75	March 5, 2019	G3: Ruth Simons – Howe Sound Clean Up – CAO to follow up	CAO DeJong

- B. Recovering Climate Costs Follow-Up  
 THAT a letter be sent to Premier Horgan requesting that the Province of BC review the potential for legislation which will incentivize the largest greenhouse gas emitters to substantially mitigate their GHG emissions and require compensation from those which fail to do so.
- 8. Reports**
  - A. Staff
    - i. CFO: 2019 Preliminary Budget (Page 29)  
 THAT the report “2019 Preliminary Budget” be received for information purposes.

- ii. CFO: Council Remuneration (Page 43)  
THAT the report “Council Remuneration” be received for information purposes.
- iii. CAO: Resident Parking Permits (Page 49)  
THAT Council provide direction to staff with respect to the issue(s) outlined in this report.

B. Mayor

- i. E-Comm Information Session (April 2)

C. Council

- i. Councillor Barmeier: RFD - Electric Vehicle DC Fast Charging Station (Page 53)
  - (1) THAT Council approve Staff to investigate best location for Electric Vehicle DC Fast Charging Station for 2 vehicles in terms of access to power and space; and
  - (2) THAT Council authorize Staff to initiate a connection request with BC hydro and pay the associated design deposit of approximately \$500; and
  - (3) THAT Council budget \$5,000 for preliminary charging station design to support the initial BC Hydro connection request; and
  - (4) THAT Council direct the IC to pursue DC fast charging station “terms of reference” including ownership, maintenance, reliability, and user payment format.
- ii. Councillor Cunliffe: Volunteer Week
- iii. Councillor Cunliffe: New to the Village Celebration

D. Committees – None

E. Emergency Services

- i. RCMP Monthly Report (Page 69)  
THAT the RCMP Monthly Report be received for information.

**9. Resolutions**

A. Rural Dividend Program

THAT a letter be sent to the Chair and Board of Metro Vancouver seeking support for our request to be considered eligible for the Rural Dividend Program.

**10. Bylaws**

**11. Correspondence**

A. List of Correspondence to March 14, 2019 (Page 71)

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**

Proposed topics for discussion in the absence of the public:

A. Lions Bay Fire Rescue

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;

*Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally.*

*[OR]*

*Council anticipates reconvening the open meeting to discuss the following item(s):*

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

**16. Adjournment**

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# 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: March 9, 2019 Council Meeting Date: March 19, 2019

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

Drainage issue on Oceanview Road

**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.)

Two documents:  
The water drainage solution for Oceanview  
Water drainage problems on Oceanview Road March 2019  
Attached to email with this request

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

For the meeting:  
Study two attached documents prior to the meeting  
Have a large scale map of Oceanview Road available  
  
Outcome:  
Perform work as indicated in the document "The water drainage solution for Oceanview"

**NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:**

Name: Marek & Grazyna Sredzki

Signature: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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.

To:  
The Village of Lions Bay Mayor, Council and Infrastructure Committee

**The best solution for  
suspected but without a proof  
drainage problem on the central portion of Oceanview Road**

Note:

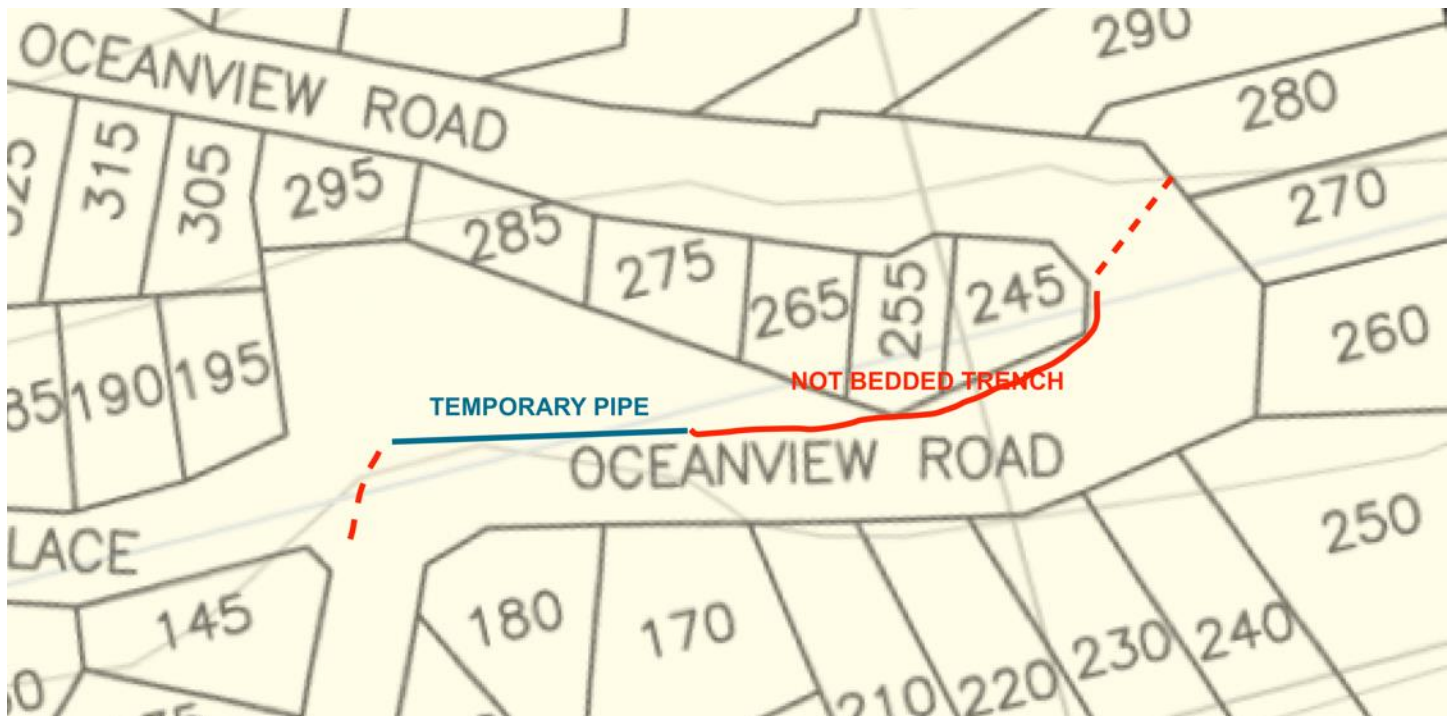
The reported and unproven problem for water seepage all the way under the asphalt and through the village property into the property of 220 comes from a single source.

The owner of 230, when asked recently, stated that he never had any problems.

The letter from 220 resident contains also other totally incorrect information about the origin for installed culvert under the street at 245 level. That was exclusively village created idea, which greatly improved groundwater flow.

Current Status:

Area map with drainage indicated

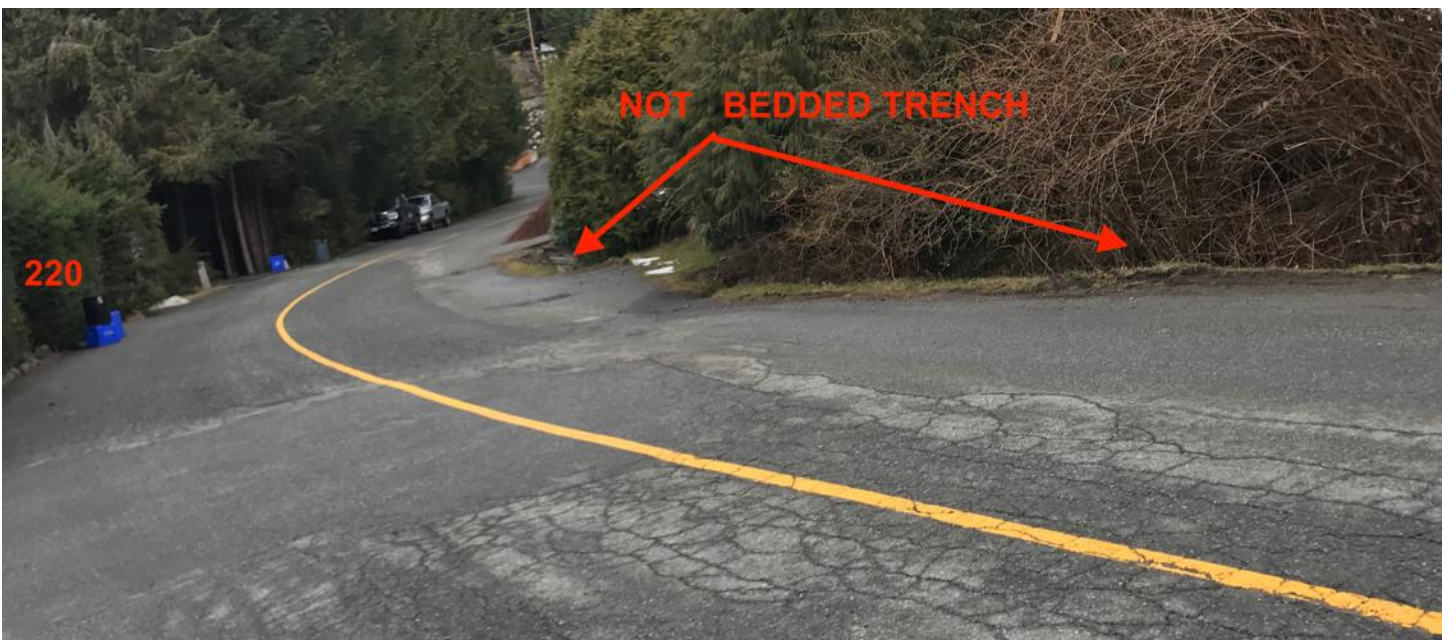


It should be noted that most of water coming down the hill flows over the asphalt to downhill properties.

The area in question – photos taken March 8, 2019



The not bedded trench on east side of Oceanview Road, down from 245



## **The simple and inexpensive method of draining water along mid-section of Oceanview Road**

The water coming down Oceanview Road to the north of 270-245 properties, going under the road and around the corner, continues to seep into the ground, despite the fact that the Village placed a large pipe on the lower section for a considerable, but unrelated distance, much lower than 220 location.

The proper solution is to provide water drainage using open half pipe bedding along the indicated trench all the way from the existing culvert /tunnel under the road next to 245 driveway down to the junction with Highview Place.

The Village already has a large diameter black pipe resting in the trench of 260 Oceanview and more in storage. This pipe can be cut / sliced in half along its length and then placed properly in the existing ditch between the individual culverts over the driveways.

A small excavator owned by the Village can do all that work adequately since the trench is already in existence most of the way and it is very easy to get at from the road.

That is a simple and inexpensive solution good for the next 50 years.

The realistic cost is \$10-20K depending who does the work.

In our specific environment, for the proper rain water drainage and maintenance along the street, we must have open channels 90% of the way, allowing only closed culvert sections under the driveways.

### **Difficult task and expense of digging up the easement**

See info provided under Reason 1 within the document "Water drainage problems on Oceanview Road"

Re-installation of an expanded culvert over the easement will NOT resolve any potential problem for 220 or other properties along the street.

We must not repeat the previous mistakes !

### **Comparable observation**

For better understanding how little volume of water is draining in the ditch across the street from 220 Oceanview Road, please observe a comparison on two similar street in a sense of slope and positioning of homes relative to ditches.

These photos were taken during the strongest ever observed flow after days of rain. One can clearly see how little flow there is along Oceanview Road, even during severe weather.

March 3, 2016 at 12.30pm after very strong rain for two days – photos taken from the same height of camera

Oceanview Road between 245 and 260/270



Along Tidewater Way at Sweetwater Place junction – same layout as Oceanview, but 3 times water volume



To:

The Village of Lions Bay Mayor, Council and Infrastructure Committee

Re:

### **Water drainage problems on Oceanview Road**

We strongly advise completing the existing drainage system on Oceanview Road and will show that re-instating the underground drainage to Rundle Creek will be ineffective at solving the problem as a whole and yet would be a far more expensive solution.

We ask that this report be provided to the consultants, ISL Engineering and Land Services Ltd. immediately so they can consider the years of valuable history underlying this situation.

#### **Reason 1      Difficult task and expense of digging up the easement**

From 2002, the old pipe between Oceanview and Rundle Creek was freezing over creating a blockage, so the water was badly flooding the downslope residence at 260 Oceanview in the winter. The culvert's entry was often plugged with debris creating similar problems. After the pipe rusted, more damage was caused when water was undermining the 260 Oceanview foundation for many years creating permanent damage.

In November 2004, 260 Oceanview residents had researched and recommended to the village a solution of inserting a flexible smaller diameter culvert type pipe to solve the leakage issue. That was rejected by the village authority in 2005.

The village maintenance department created a more expensive, but better permanent solution, of installing a new culvert crossing the street above 270 Oceanview driveway towards the trench below 245 Oceanview.

If a new pipe is installed to and through the easement today, it will have to be twice as long as previously since the starting point would be much higher up the street. This time, it will have multiple bends, therefore, most definitely, a new pipe would create problems with plugging even sooner than before.

To install a new pipe a contractor will have to:

- Destroy the concrete plug that was poured under 270 driveway.
- Excavate through the 270 driveway and replace it with new driveway and rendering the driveway unusable during the process
- Remove and replace all the large rocks that were deposited to hold 270 upper area – placed by village suggestion
- Use mid-size excavator to do the work.
- Destroy some 20 matured cedars in the process, some are 30 years old. Many of these cedars were previously destroyed without notice to the residents who had to then replace them at their expense. (These trees would have been removed and replaced if there was proper communication in advance).
- Destroy the garden area village allowed/forced 260 residents to create.
- Excavate a long trench in depth of 1.5 m to 4.0 m – that would be very difficult as there is no room for soil removal and temporary storage.
- Excavator work could endanger the power and communication lines going three ways over the area.

- It would permanently weaken 270 walls holding 270 sewage field.
- The trench would have to cross perpendicular to three culverts that run water from the underground creek underneath 270 downward. Consequently, those culverts will have to be repaired.
- 50% of old pipe would have to be removed with serious difficulty and potential damage to the back wall of 260 house.
- Fresh water lines to 260 and 270 will have to be removed and later replaced - denying water supply to 2 families for several days.
- Any mistake with the excavator's spoon could also damage the high-pressure water lines laying below and that would be a real disaster. For safety reasons, the main water supply to all residents of Kevin Grove will have to be closed for several days.
- The new pipe will have to end at the level of the creek not to create the land damage and soil erosion.
- Due to the previous damage to the foundation of 260 caused by leaking original culvert installed by the village, the owners will demand, by all available legal methods, for the village to replace the damaged house's perimeter rain water drainage system and water proof the outside wall, during the pipe installation process.

Diverting water from north of 270 alone is not a solution since all the other water that drains down the section of Oceanview between 245 and 180 would still drain into the properties to the west or downslope of it. Any solution must include the cost of ensuring this section between 245 and 180 Oceanview is watertight or the primary purpose of the easement option project will not be satisfied and at the realistic cost would be over \$150,000.

The cost estimate indicated in one of the documents on the village website had to be done by someone not understanding the level of difficulty required.

## **Reason 2 Simple and inexpensive method of draining water along the entire Oceanview Road**

Key facts:

- Only less than 1/8 rain water drains from the top end of the road to the point of culvert at the 270 driveway. The distance is only 1/3 of Oceanview Road length and only a small portion of water drains into this ditch.
- That volume of water at the tunnel was documented and photographed including comparison to very similar conditions at lower Kevin Grove street which handles a multiple times greater volume with no problems. This information was submitted to the village office in March 2016. See the attached file.
- The water coming down Oceanview Road to the north of 270 property, going under the road and around the corner, continues to seep into the ground along the road between 245 and 180, despite the fact that the Village placed a large pipe there for a considerable section.
- There is no practical way to properly measure the water flow along Oceanview Road because mid-section has a ditch covered by a black pipe, which prevails assessing the flow volume since water flow under the pipe, and lower portion of Oceanview Road sides were totally filled with dirt. That distractive action was taken based on solicited decision by a superintendent over 20 years ago. That was also a reason for the recent problem in the lower road area last year. It should be noted that the repair, resolved nearly nothing as demonstrated by the need for additional expenses today; a typical short-term momentary fix.
- On rainy days, most of water flows on the asphalt surface from the area of junction with Oceanview Place all the way to the bridge.

We must not repeat the previous mistakes and not settle for another meaningless / temporary fix.

The proper solution for the Oceanview Road and considerably easier project is to provide water drainage using open half pipe bedding:

- along the entire road to the north of 270 in the existing trench and
- all the way from the existing culvert /tunnel under the road next to 245 driveway down to the Harvey Creek.

The Village already has a large diameter black pipe resting in a trench north of 260 Oceanview and more in storage. This pipe can be cut / sliced in half along its length, then placed properly along total distance of the road between the individual culverts over the driveways.

In our specific environment, for the proper rain water drainage and maintenance along the street, we must have open channels 90% of the way, allowing only closed culvert sections under the driveways.

A small excavator owned by the Village can do all that work adequately since the trench is already in existence most of the way and it is very easy to get at from the road.

That is a simple and inexpensive solution good for the next 50 years.

When comparing true costs of the latest proposed alternative immediate solutions between:

- A. Digging through the 260/270 easement
- B. Improving drainage between 245 down to the junction with Highview Place

Option B if conducted using already available, sliced in half large diameter plastic pipe properly placed in the existing channel, is by far less expensive. The realistic cost is \$10-20K.

Here are some historical facts that deserve your attention.

### **Reason 3 Social aspect - handling residents with respect and fairness**

Owners on 260 property were more than improperly treated by the village of LB through the course of purchasing the property and afterwards. In short:

- Selling a property by the village with improper easement registration – later corrected by the owner with benefit to the village and loss to the owner.
- Selling a building property without opportunity for a sewage field and a household existence.
- Imposing a necessity to build a sewage line to Kevin Grove treatment plant and doubling the original cost of the property.
- Knowingly leaving the 250 owners' driveway on 260 property and creating incredible hardship for all and difficult relations that last to this day.
- Refusing to clear reoccurring blockage by debris and ice in the water drainage culvert.
- Refusing for a long time to deal with the old, rusted and seriously leaking culvert that resulted in flooding of our basement and destroying our house parameter rain water drainage system.

After changes to water drainage route were imposed by the village, the municipality filled the large void in front of our house with debris (rocks, broken asphalt, soil) and advised of no future village use of the area. At that time the owners of 260 property were advised, and in practical aspect forced, to spent substantial effort and money on cleaning and beautifying the area.

What we really need is a new asphalt surface on the Oceanview Road that was in village plans 35 years ago.



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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, MARCH 5, 2019 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

Council: Mayor Ron McLaughlin  
Councillor Neville Abbott  
Councillor Fred Bain  
Councillor Norm Barmeier

Regrets: Councillor Jaime Cunliffe

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

Delegations: 1  
Public: 10

**1. Call to Order**

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

**2. Adoption of Agenda**

Moved/Seconded

THAT item 8Bi – E-Comm Board Seat be added; and

THAT item 8Bii – MLA/MP re. WWTP FAQs be added; and

THAT item 8Biii – Letter to Minister Robinson re. Grants be added; and

THAT item 8Biv – Erin Moore Playground Dedication be added; and

THAT item 8Bv – Events Committee Fundraising be added; and

THAT item 11B – Karl Buhr: Highway 99 Representative Resignation be added; and

THAT item 12B – Lions Bay House Concerts Partnering Agreement Funding Request be added; and

THAT item 12C – CAO Performance Review be added; and

THAT the agenda be adopted, as amended.

**CARRIED**

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

#### **A. Philip Marsh**

Mr. Marsh queried why item 14B – Proposed Development Services re. 175/185 Kelvin Grove Way was being held in camera, and also what has happened so far with the developer for the purposes of whether or not Kelvin Grove residents need to organize unanimous rejection to a proposal again. He noted the proposed development, which is identical to what was presented and defeated 20 years ago, is fundamentally flawed and there was no way one could build 30 homes on those two lots and still have Kelvin Grove function. CAO DeJong provided a brief update on the status of the Kelvin Grove properties and stated that any future proposal will become public knowledge before any approvals are considered.

#### **B. George Liu**

Mr. Liu expressed his concern about the proposed development at 175/185 Kelvin Grove Way with respect to the wastewater treatment plant running at 90% capacity already. He noted that there is a problem now and if more properties are added we may have an ecological disaster. Mr. Liu queried whether there will be a public hearing for this development proposal or any future proposals, and noted that he did not recall a public hearing held for the rezoning of the new lot at the bottom of Kelvin Grove Way and queried the zoning process. CAO DeJong explained that per the Zoning Bylaw, when a new lot is created, they are automatically zoned RS-1 and therefore no re-zoning process was required.

#### **C. Farrah Azordegan**

Mrs. Azordegan expressed her concern against filming in Lions Bay which she has been fighting for the past 15 years. She reiterated since the last time she spoke to Council that she hopes for Lions Bay to remain residential zoning and have no commercial filming in order to keep the tranquility and peace in the Village. Ms. Azordegan noted the filming application up for approval on the agenda tonight in Brunswick Beach and queried whether the 10% clause was just for the one application or for all future applications, and requested the 100% approval requirement in the policy be upheld. She also queried the progress since the last meeting she spoke at with respect to the Filming Policy changes. Mayor McLaughlin advised Ms. Azordegan that the filming policy has not been brought back for consideration yet since their previous discussion.

#### **D. Kambiz Azordegan**

Mr. Azordegan expressed concern regarding the requirement of no more than 10% of residents to object a filming application and proposed going back to the old policy of requiring 100% consent. He explained that people live in Lions Bay for peace and tranquility and not for commercial filming, therefore if one resident objects there should be no filming.

E. Louis Peterson

Mr. Peterson, on behalf of the Lions Bay Community Scholarship Foundation, invited Council to join a 15<sup>th</sup> anniversary event; date to be announced. He requested that Council and the Curly Stewart Committee enter into discussions about finding ways to better support the local school and the public scholarship organizations (Lions Bay Community Scholarship Foundation and Curly Stewart Memorial Trust Fund Award) in order to benefit the entire community and make Lions Bay a better place for all.

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

A. Gordon Cornwall – West Coast Environmental Law

Mr. Cornwall, from West Coast Environmental Law, introduced himself in attendance with Jon Povill, a Lions Bay resident, to present a delegation on recovering climate change costs. A BC Government report projected billions of dollars in costs, and municipalities and regional governments are on the hook for a large portion of those costs. Some US cities are attempting to recover their expenses by suing companies that have contributed the most to climate change, but that is a very expensive endeavour. He advised that senior levels of government have the capability to pass legislation in respect of climate related harms and noted the introduction of a Bill in Ontario that would hold fossil fuel companies strictly liable for such harms. Council was requested to consider sending Climate Accountability Letters to the twenty largest fossil fuel companies listed and to sign on the letter to Premier Horgan requesting Climate Liability legislation similar to the Ontario Bill. Council directed staff to place this topic on the Agenda for the next Council meeting.

*Audio: 00:44*

**5. Review & Approval of Minutes of Prior Meetings**

A. Special Council Meeting – February 7, 2019

Moved/Seconded

THAT the Special Council Meeting Minutes of February 7, 2019 be approved as circulated.

**CARRIED**

B. Regular Council Meeting – February 19, 2019

Moved/Seconded

THAT the Regular Council Meeting Minutes of February 19, 2019 be approved as circulated.

**CARRIED**

**6. Business Arising from the Minutes**

A. February 19, 2019 Regular Council Meeting

- Item 8Bii – Mayor McLaughlin suggested moving Councillor Abbott's Woodburning Stove Village Update piece from March 1 to March 15 and

Councillor Bain’s piece from March 15 to April 12. Mayor McLaughlin will also take the April 5 slot.

## 7. Unfinished Business

### A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
67	January 22, 2019	G8: International Day for the Elimination of Racial Discrimination – Staff to follow up with Ms. Simons to book the event	[strike – event not taking place]
68	January 22, 2019	G9: 2019 Premier’s Awards for Excellence in Education – Councillor Cunliffe will inquire with the school PAC if there are any nomination potentialities.	[strike]
69	February 5, 2019	UBCM Resolutions due March 15 <sup>th</sup> – Council to advise CAO of any requests by the February 19 <sup>th</sup> Regular Council Meeting	[strike]
71	February 19, 2019	R1: Christine Taylor – Library Cards – CFO to respond	[strike - in progress]
72	February 19, 2019	R2: Stuart Hood – Community Police Officer – CAO to respond re. security cameras	[strike]
73	February 19, 2019	R5: Tibor Zombori – Kelvin Grove Wastewater Treatment Plant – PWM to respond re. past and present repairs to WWTP and to add pertinent information to FAQs document	[strike]
74	February 19, 2019	R6: Cam Mehlenbacher – Septic or Sewer	[strike]

*Audio: 00:48*

## 8. Reports

### A. Staff

#### i. CFO: 2019 Preliminary Budget

CFO Rooke explained the purpose of the second draft budget is to determine the cash surplus available for capital expenditures and supplementary operating expenditures in order to guide staff and Council in setting priorities and to determine any additional items to be included in the 2019 budget. The budget will come once more on March 19 for final review. Council reviewed the budget and discussed potential items that could be struck from the budget this year. Staff were directed to review the supplemental requests and bring a revised budget back to the March 19 meeting with a lower proposed tax rate.

Moved/Seconded

THAT staff bring a revised budget back to the March 19 meeting with a lower proposed tax rate for Council review.

**CARRIED**

*Audio: 01:24*

ii. CAO: RFD – Best Practices in Respect of Closed Meetings

CAO DeJong advised Council that he had spent some time reading the Ombudsperson's report on Best Practices for Open Meetings, concentrating on the parts pertaining to closed meetings. He highlighted the basic themes that are present in our system of local government, being the objective to promote open and transparent decision making and allowing for meaningful participation and contribution from informed citizens. He briefed Council on the report's stated best practices in relation to closing a meeting, per the resolution below. CAO DeJong used the current agenda as an example, explaining how it is intended to work.

Moved/Seconded

THAT the following best practices for closed meetings be implemented:

- Use section 90(1)(n) if there is reason to question whether it is necessary to close a meeting;
- Provide as much detail as possible about the basis for closing the meeting without undermining the reason for closing the meeting;
- Include in the resolution to close a meeting a description of each distinct matter to be discussed and the authorizing provision;
- Read the resolution to close a meeting aloud;
- State whether council will reconvene in an open meeting at the end of the closed session [for any purpose other than to adjourn the meeting generally].
- For sections 90(1)(e) [land acquisition, disposition or expropriation], (f) [law enforcement], and (k) [provision of municipal services], a resolution first be passed confirming that dealing with the matter in public would be harmful to the Municipality or the enforcement matter;
- Restrict discussion to the subjects that were authorized by the resolution to close the meeting;
- Whenever possible, avoid passing resolutions in closed meetings [recognizing that there will be matters for which resolutions in closed meeting are required];
- Keep a detailed record of closed meetings [to the extent appropriate in the circumstances].
- Release as much information as possible at the end of a closed meeting;
- Have a process for reviewing closed minutes regularly and releasing information as soon as practicable when confidentiality is no longer required.

**CARRIED**

*Audio: 01:33*

iii. CAO: RFD – Media Training (Revisited)

CAO DeJong explained that the Media Training report was brought forward from the January 22 meeting, after reaching out to his CAO colleagues on their feedback on pricing, noting that our quote is at the bottom end of the range. Council considered whether to proceed with both the half day session for all and the one on one session for the mayor, or whether to select either option instead.

Moved/Seconded

- (1) THAT staff proceed with arranging media training with Therese Mickelson for:
- (a) \$1500 for a ½ day basic training session for all of Council (plus CAO, CFO and PWM), with the Mayor authorized to proceed with the one on one training if he felt the need;
- (2) AND THAT the CAO be authorized to execute a contract with Mickelson Consulting Inc.

**CARRIED**

*Audio: 01:37*

iv. CAO: RFD – Filming Application for “The Hypnotist’s Love Story” in Brunswick Beach March 17-21, 2019

The filming application for “The Hypnotist’s Love Story” near 7 Brunswick Beach Road was presented to Council and it was noted that they have been in contact with many residents who have secured them sufficient parking and is not anticipated they will need many parking passes from the municipality. CAO DeJong advised Council that there were no identified issues for fire protection or Public Works and provided an updated list of scheduled operations from the film crew. With parking of larger vehicles and equipment at Brunswick Pitt, the traffic on the road will affect all residents in lower Brunswick Beach, so polling was indicated for all residences on Brunswick Beach Road. Council elected to set the polling threshold at no more than 10% of residences objecting in order for the company to proceed with filming. Council discussed the suggested fees and approved the filming application as set out below.

Moved/Seconded

- (1) THAT the film permit application for “The Hypnotist’s Love Story” be approved, subject to the following conditions:
- (a) Polling – all residences in Brunswick Beach below the highway to be polled by the applicant, with no more than 10% of residences objecting;
  - (b) Parking – parking on public lands to be minimized with permits required where necessary;

- (c) Hours – TBD;
- (d) Noise – exemption from Noise Control Bylaw No. 283, 1998, subject to all steps necessary being taken to minimize noise and disturbance to residents during both daytime and nighttime hours;
- (e) LBFR - access to all fire hydrants in lower Brunswick Beach be kept free and clear for fire apparatus;
- (f) Public Works – cooperation with Public Works in respect of any gate access or other requirements necessitating coordination with the Public Works department;
- (g) Fees – TBD.

(2) THAT the CAO be authorized to sign the filming permit and any other incidental documentation related to the film application for “The Hypnotist’s Love Story”.

AMENDED MOTION:

Moved/Seconded

THAT the motion be amended by adding the following hours under 1(c) Hours:  
 March 17, 8:00 am-10:30 pm (1 night scene);  
 March 18, 11:00 am-1:30 am;  
 March 19, 1:00 pm -2:00 am (1 night scene);  
 March 20, 1:00 pm-3:00 am;  
 March 21, 3:00 pm-4:00 am (3 night scenes).

*\*All exterior night scenes are about 1 hour each; and*

THAT the motion be amended by adding the following fees under item 1(g) Fees:  
\$1,200 per day plus ancillary fees per the Filming Policy.

**CARRIED**

Moved/Seconded

THAT the main motion as amended be approved.

**CARRIED**

*Audio: 01:59*

B. Mayor

i. E-Comm Board Seat

Mayor McLaughlin explained that the North Shore municipalities of City of North Vancouver, District of North Vancouver, and District of West Vancouver, along with the Village of Lions Bay, have a shared seat on the Board for E-Comm. The most recent person to represent these communities was former District of North Vancouver Mayor Richard Walton who, with the concurrence of E-Comm, had offered to continue that

representation. Along with the other Mayors, Mayor McLaughlin recommended supporting Mr. Walton as a strong representative.

Moved/Seconded

THAT the Village of Lions Bay Council support former District of North Vancouver Mayor Richard Walton as the representative for Lions Bay on the E-Comm Board Seat.

**CARRIED**

ii. MLA/MP re. WWTP FAQs

Mayor McLaughlin advised Council that a Kelvin Grove resident, after the Infrastructure Committee meeting last week, contacted MLA Sturdy and expressed their displeasure with respect to Kelvin Grove wastewater treatment plant situation. Mayor McLaughlin referred the MLA's Executive Assistant to the website FAQs which thoroughly address the issues as they presently stand.

iii. Letter to Municipal Affairs Minister Selina Robinson re. Grants

It was noted that MLA Sturdy and MP Goldsmith-Jones have both sent a letter of support to Minister Robinson's office with respect to grant funding for the Water System Efficiency Upgrade Project and the Lions Bay Beach Park Improvement Project. Minister Robinson wrote back to Mr. Sturdy to point out that grant funding is a merit-based process. The Mayor has responded to the Minister reassuring her that Lions Bay supports merit-based grant funding and is confident in the merits of our projects, but wanted to ensure it was understood these projects are supported at all levels.

iv. Erin Moore Playground Dedication

This item was not discussed in open meeting.

v. Events Committee Fundraising

This item was not discussed.

*Audio: 02:08*

C. Council

i. Councillor Cunliffe – Volunteer Week Celebration Update (Verbal)

Mayor McLaughlin spoke on behalf of Councillor Cunliffe, noting that she is still working on organizing this event and has considered a non-traditional site that was not at Broughton Hall. More information to come soon.

ii. Councillor Cunliffe – “New to the Village” Celebration Update (Verbal)

Mayor McLaughlin spoke on behalf of Councillor Cunliffe, noting that she is still working on organizing this event and has considered a non-traditional site that was not at Broughton Hall. More information to come soon.

D. Committees

i. Board of Variance Meeting Minutes – October 29, 2018

Moved/Seconded

THAT the Board of Variance Meeting Minutes of October 29, 2019 be received for information.

**CARRIED**

E. Emergency Services

None

**9. Resolutions**

None

**10. Bylaws**

None

*Audio: 02:08*

**11. Correspondence**

A. List of Correspondence to February 28, 2019

Moved/Seconded

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

- G1: Forest Enhancement Society of BC – no action
- G2: Introductory Meeting with Oliver Gruter-Andrew of E-Comm – no action
- G3: Ruth Simons – Howe Sound Clean Up – CAO to follow up

Moved/Seconded

THAT Council approve complimentary use of the Hall to Ruth Simons for Howe Sound Clean Up on March 15, 2019.

**CARRIED**

- G4: LGLA Call for Nominations and Resolutions – no action
- R1: George Liu – WWTP – Response – no further action
- R2: Stuart Hood – Community Police Officer – Response – no further action
- R3: Tibor Zombori – WWTP – Response – no further action
- R4: Cam Mehlenbacher – Septic or Sewer – Response – no further action

**CARRIED**

B. Karl Buhr: Highway 99 Representative Resignation (On-Table)

Council regretfully acknowledged and received Mr. Buhr's resignation as the Municipality's Highway 99 representative.

Moved/Seconded

THAT the correspondence from Karl Buhr resigning as the representative for Highway 99 be regretfully acknowledged and received.

**CARRIED**

*Audio: 02:23*

**12. New Business**

**A. Curly Stewart Memorial Trust Fund Award Committee Membership**

**Appointments**

CAO DeJong advised that the Curly Stewart Memorial Trust Fund Award Committee has requested a staggered membership term so that there will always be quorum of members whose term will not expire in any given year. Three new applications have been received since staff put a call out for members and are presented in the closed portion of the meeting.

*At 9:59 pm the meeting was extended until 11:00 pm.*

Moved/Seconded

THAT the meeting be extended until 11:00 pm.

**CARRIED**

**B. Lions Bay House Concerts Partnering Agreement Funding Request**

CAO DeJong briefed Council on the Lions Bay House Concerts Partnering Agreement proposal for 2019. Some of the concerns were expressed with respect to the Indigenous Reconciliation and classroom events and Council opted to approve a portion of the request, primarily in order to support the Eat Together event.

Moved/Seconded

THAT Council approve a cash contribution of \$2,200 plus associated In Kind services to support the Eat Together event and potentially one more event at the Lions Bay Beach Park and a couple more events at the Broughton Hall; and

THAT the CAO be authorized to prepare and sign a Partnership Agreement with Lions Bay House Concerts accordingly, subject to fulfillment of statutory notice requirements.

**CARRIED**

*Audio: 02:59*

**C. CAO Performance Review**

Mayor McLaughlin explained that the CAO performance review is a semi-annual and annual report provided by Council to the CAO. Since there are 4 years in a term, he asked that Council rotate the preparation of the materials for circulation to the rest of Council, starting with Councillor Bain, followed by Councillor Abbott, Councillor Barmeier and lastly Councillor Cunliffe. Mayor McLaughlin will send his templates to the rest of Council, including his requests for the CAO for this year. He advised it is to be

circulated for the first meeting in June, feedback to be provided by the end of June and same for the year end in December.

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

None

**14. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

A. Sale of 52 Brunswick Beach Road

Moved/Seconded

THAT Council considers the disclosure of information in respect of the sale of 52 Brunswick Beach Road could reasonably be expected to harm the interests of the municipality.

**CARRIED**

B. Proposed Development Services re. 175/185 Kelvin Grove Way

Moved/Seconded

THAT Council considers negotiations and related discussions respecting the proposed provision of municipal services that are at their preliminary stages could reasonably be expected to harm the interests of the municipality if held in public.

Amended motion:

Moved/Seconded

THAT the motion be amended by adding the phrase “,subject to discussion under section 90(1)(n) as to whether the meeting should be closed for this topic under this provision.

**CARRIED**

Moved/Seconded

THAT the main motion as amended be approved.

**CARRIED**

C. Negotiations with a higher order or government

D. Review of Curly Stewart Memorial Trust Fund Award Committee Membership Appointments

Moved/Seconded

E. 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 [Curly Stewart Committee Appointments];
- (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;
- (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 [52 Brunswick Beach Rd];
- (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 [175/185 Kelvin Grove Way];
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**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 [Negotiations with a higher order of government].

**CARRIED**

*The meeting was closed to the public at 10:13 p.m.*

*The meeting was re-opened to the public at 11:20 p.m.*

## **15. Reporting Out from Closed Portion of Meeting**

The following was reported out:

- THAT further to the Closed meeting of December 4, 2018, Council reports out that it has entered into a contract for the construction of a new Harvey Water Tank with Industria Construction Corporation in the amount of \$1,666,061, plus GST.
- THAT the following persons be appointed to the Curly Stewart Memorial Trust Fund Award Committee for a term of two years:
  - a) Rod Baker
  - b) Hugo van Hoogstraten
  - c) Joan Coert
- Council has agreed, and the Moore family has confirmed, that the playscape at the Lions Bay Beach Park will be commemorated to their daughter Erin.

**16. Adjournment**  
Moved/Seconded  
THAT the meeting be adjourned.

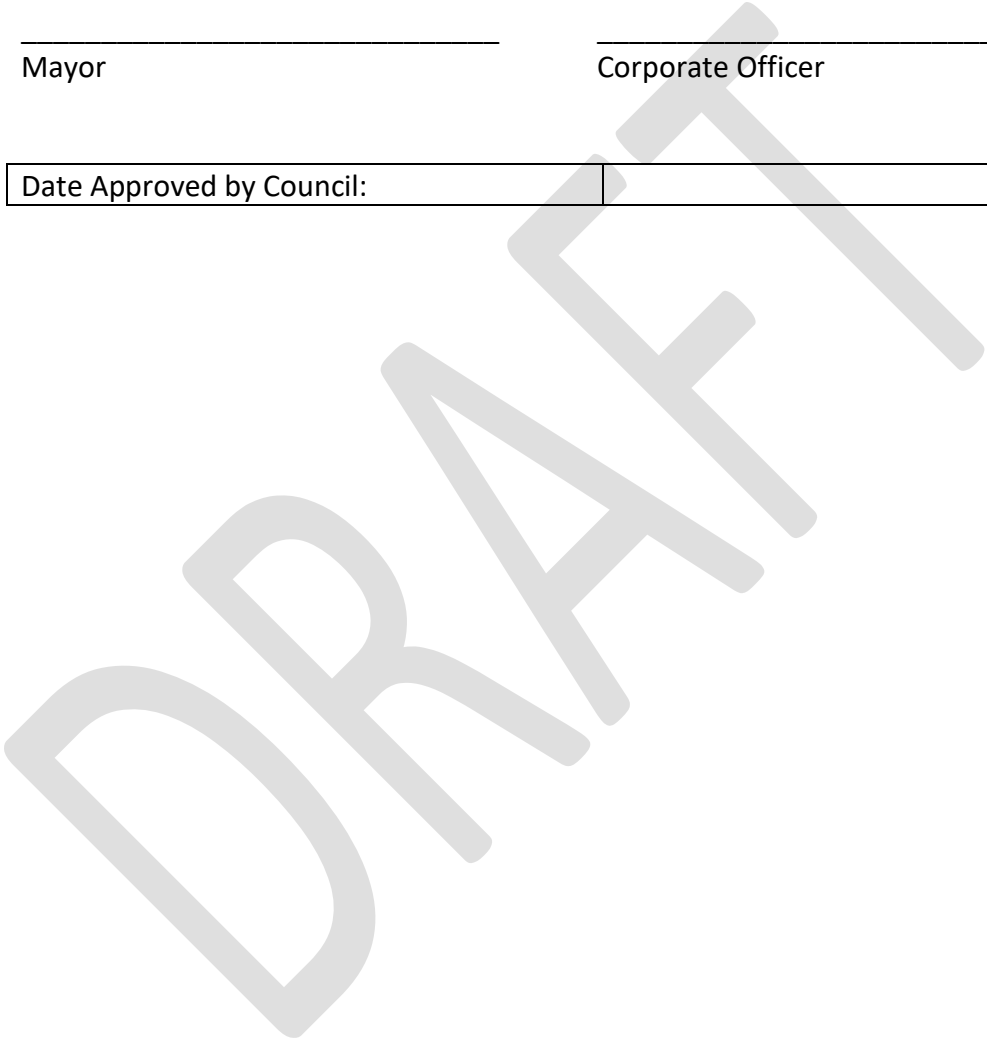
**CARRIED**

*The meeting was adjourned at 11:22 p.m.*

\_\_\_\_\_  
Mayor

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

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

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>2019 Preliminary Budget</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>March 14, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>March 19, 2019 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the report “2019 Preliminary Budget” be received for information purposes.

### ATTACHMENTS

1. 2019 Preliminary Budget
2. Preliminary Capital Requests

### KEY INFORMATION

The attached 2019 preliminary budget is a third draft of the preliminary budget that was presented to Council at the February 19, 2019 and the March 5, 2019 Council meetings. At the last meeting on March 5, staff were directed to bring a revised budget back to the March 19 meeting with a lower proposed tax rate for Council review. The attached budget includes a 3% tax increase to cover operational expenses as well as the proposed capital and supplemental expenses. The purpose of this final draft is to allow Council an opportunity to review the proposed 2019 budget before it is brought back to the next Council meeting as part of the 2019-2023 Five Year Financial Plan.

### FOLLOW UP ACTION

Staff will be available to respond to any questions at the March 19, 2019 Council meeting. The 2019 budget will be brought back to the April 2, 2019 Council meeting as part of the 2019-2023 Five Year Financial Plan which will be presented for review and discussion and the Bylaw will be presented for first and second reading.

## The Village of Lions Bay Consolidated Operating Budget 2019

	2018 Budget	2019 Budget	Change	%
<b>Revenues</b>				
Taxation	1,505,015	1,550,775	45,760	3.0%
Utility Fees and Rates	1,089,217	1,138,127	48,910	4.5%
Fees, Licenses and Permits	203,556	177,723	(25,833)	-12.7%
Grants	2,612,116	2,343,081	(269,035)	-10.3%
Loan Proceeds	-	-	-	n/a
Land Sales	3,124,994	tbd	(3,124,994)	n/a
Other Revenue	148,524	118,751	(29,773)	-20.0%
	<b>8,683,422</b>	<b>5,328,457</b>	<b>(3,354,965)</b>	<b>-38.6%</b>
<b>Expenditures</b>				
Administrative Services	1,086,033	1,141,996	55,964	5.2%
Council	72,680	67,358	(5,322)	-7.3%
EOC	57,540	53,476	(4,064)	-7.1%
Fire	360,976	326,705	(34,270)	-9.5%
Bylaw	37,173	38,974	1,801	4.8%
Parks, Recreation and Culture	241,466	239,737	(1,728)	-0.7%
Planning and Development	114,563	92,974	(21,589)	-18.8%
Public Works	493,458	527,667	34,209	6.9%
Water Fund	1,063,023	906,088	(156,935)	-14.8%
Sewer Fund	87,816	169,730	81,914	93.3%
Solid Waste	185,919	189,638	3,719	2.0%
	<b>3,800,646</b>	<b>3,754,345</b>	<b>(46,301)</b>	<b>-1.2%</b>
<b>Surplus / (Deficit)</b>				
<b>Non-cash items included in Surplus/(Deficit)</b>				
Add back amortization	588,976	588,977		
MFA Actuarial Gain on Debt	(23,456)	(26,901)		
	<b>5,448,297</b>	<b>2,136,188</b>		
<b>Cash items NOT included in Surplus/(Deficit)</b>				
Repayment of Debt Principal	(152,364)	(178,273)		
	<b>5,295,933</b>	<b>1,957,915</b>		
Capital Expenditures - Sewer/Water		(2,435,426)		
Capital Expenditures - General		(265,801)		
Transfer from (to) Reserves:				
Gas Tax Funding		(56,450)		
Transfer from Surplus - Loan		401,697		
Transfer from Surplus - Re-budgets		434,544		
Transfer to Reserves - Land Sales		tbd		
Water Surplus		(122,832)		
Sewer Deficit		88,037		
Solid Waste Surplus		(1,684)		
<b>Cash Surplus</b>		<b>(0)</b>		



**Village of Lions Bay  
2019 Draft Budget**

**Revenues**

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
Translink Grant	-	12,524	-	40,000	-	(40,000)	-100.0%	
Gas Tax Funding	56,451	56,502	59,264	56,450	56,450	-	0.0%	
Provincial Government Grants	-	10,200	9,800	9,800	-	(9,800)	-100.0%	
Federal Government Grants	2,177	-	-	-	-	-	n/a	
Emergency Financial Assistance (EMBC)	99,113	-	110,553	147,405	-	(147,405)	-100.0%	
Other Grants	2,350	23,642	9,926	26,700	30,402	3,702	13.9%	
	<b>530,322</b>	<b>756,175</b>	<b>1,132,682</b>	<b>2,612,116</b>	<b>2,343,081</b>	<b>(269,035)</b>	<b>-10.3%</b>	
<b>Other Revenue</b>								
External Borrowing	-	456,291	-	-	-	-	n/a	
Net Proceeds from Land Sales	-	-	-	3,124,994	-	(3,124,994)	-100.0%	
Insurance Proceeds	-	110,692	49,965	41,308	-	(41,308)	n/a	
Fire Department Callouts Highway	35,711	16,085	10,110	16,000	12,000	(4,000)	-25.0%	
Donations to LB Fire Department	9,118	1,000	1,650	6,000	8,000	2,000	33.3%	
Fire Fighter Day Revenue	25,152	23,234	15,324	24,000	20,000	(4,000)	-16.7%	
Fire Department Miscellaneous	-	-	-	-	-	-	n/a	
Tax Penalties and Interest	24,983	23,528	25,873	22,100	23,250	1,150	5.2%	
Admin Fees - Schools Taxes	2,856	2,959	-	2,800	2,800	-	0.0%	
MFA Actuarial Interest	17,506	20,422	23,456	23,456	26,901	3,445	14.7%	
Bank Return on Investment	13,152	22,174	33,517	11,360	25,300	13,940	122.7%	
Miscellaneous	4,082	17,609	9,168	1,500	500	(1,000)	-66.7%	
Water/Sewer Connection Fees	94	15,958	1,200	-	-	-	n/a	
	<b>132,653</b>	<b>709,952</b>	<b>170,263</b>	<b>3,273,518</b>	<b>118,751</b>	<b>(3,154,767)</b>	<b>-96.4%</b>	
<b>Total Revenues</b>	<b>3,213,211</b>	<b>4,219,903</b>	<b>4,080,926</b>	<b>8,683,422</b>	<b>5,328,457</b>	<b>(3,354,965)</b>	<b>-38.6%</b>	

**Notes:**

- 1 The revenue includes a 3% property tax increase (for operational expenses).
- 2 The Clean Water Wastewater Fund (CWWF) grant revenue and related capital expenses have been re-budgeted for 2019 as the project was not completed in 2018.

Village of Lions Bay  
2019 Draft Budget

General Fund - Administration

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Amortization	309,558	340,597	361,814	361,814	361,814	0	0.0%	
Communications	51,395	48,213	51,787	59,458	56,250	(3,208)	-5.4%	
Fiscal Charges	3,729	4,835	5,657	4,250	6,250	2,000	47.1%	
Insurance	34,697	30,211	34,755	44,893	38,157	(6,736)	-15.0%	
Internal Allocations	(53,500)	(53,500)	(53,500)	(53,500)	(53,500)	-	0.0%	
Maintenance	5,006	3,559	3,978	8,500	7,500	(1,000)	-11.8%	1
Material, Supplies and Equipment	9,670	11,394	14,103	20,243	22,700	2,457	12.1%	2
Professional Fees / Contract Services	53,033	51,550	107,244	122,800	135,300	12,500	10.2%	3
Salaries and Benefits	462,362	504,793	487,031	494,530	546,075	51,546	10.4%	4
Sundry	5,233	3,672	2,755	3,500	3,600	100	2.9%	
Training / Professional Development	14,325	13,592	9,797	17,545	15,850	(1,695)	-9.7%	
Utilities	1,825	1,845	1,878	2,000	2,000	-	0.0%	
	<b>897,332</b>	<b>960,761</b>	<b>1,027,299</b>	<b>1,086,033</b>	<b>1,141,996</b>	<b>55,964</b>	<b>5.2%</b>	

Notes:

- 1 Budget includes a \$1.5k re-budget for an alarm and monitoring system for the Village Office.
- 2 Budget includes a \$4.2k re-budget for the purchase and installation of a fire proof safe for the Village office.
- 3 Budget is comprised of:
 

Legal Fees	35,000	
Contract Services - Minute Taking	1,500	
Audit Fees	37,000	
General Contract Services	1,500	
Asset Management (re-budget)	12,500	Balance remaining on AMIP
Asset Management - Phase 2	30,000	Application to be submitted for a \$15k grant
Records Management (re-budget)	17,800	
	<u>135,300</u>	
- 4 Salaries include the new 3 day a week administrative assistant position approved by Council.

**Village of Lions Bay  
2019 Draft Budget**

**General Fund - Council**

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Council Communication	11,655	372	-	250	250	-	0.0%	
Office Supplies	144	297	260	200	300	100	50.0%	
Council Chambers	-	1,136	8,591	4,050	1,100	(2,950)	-72.8%	1
Professional Services	4,358	1,926	1,262	-	2,450	2,450	n/a	2
Salaries and Benefits	38,884	37,648	43,868	43,930	50,876	6,946	15.8%	3
Council Funded Events	4,540	6,034	4,704	5,750	6,382	632	11.0%	
Election	13,208	7,816	2,420	15,500	-	(15,500)	-100.0%	4
Conferences & Conventions	940	-	1,850	1,000	4,000	3,000	300.0%	5
Association Dues / Memberships	351	410	398	500	500	-	0.0%	
Travel	1,901	1,334	2,050	1,500	1,500	-	0.0%	
	<b>75,982</b>	<b>56,972</b>	<b>65,402</b>	<b>72,680</b>	<b>67,358</b>	<b>(5,322)</b>	<b>-7.3%</b>	

**Notes:**

- 1 The 2018 budget included \$4,050 for the new Council Chambers.
- 2 Budget includes media coaching and training for Council.
- 3 Council salaries increased in January 2019 (per Council Remuneration Bylaw No 552, 2018) to compensate Council for the loss of their tax free allowance.
- 4 The 2018 budget included \$15,500 for the municipal election.
- 5 Budget includes conference fees for the LMLGA orientation and UBCM (in September).

Village of Lions Bay  
2019 Draft Budget

General Fund - EOC Services

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	1,701	3,178	3,167	3,750	3,500	(250)	-6.7%	
Search and Rescue	1,603	2,282	595	600	2,100	1,500	250.0%	1
Emergency Social Services (ESS)	728	604	524	4,890	5,205	315	6.4%	2
Maintenance	5,121	5,162	15,441	8,100	6,800	(1,300)	-16.0%	
Material, Supplies and Equipment	(18)	-	-	8,000	7,500	(500)	-6.3%	3
Salaries and Benefits	-	-	-	9,700	25,871	16,171	166.7%	4
Training / Professional Development	317	-	50	21,000	1,000	(20,000)	-95.2%	5
Utilities	989	1,014	6,329	1,500	1,500	-	0.0%	
	<b>10,441</b>	<b>12,240</b>	<b>26,106</b>	<b>57,540</b>	<b>53,476</b>	<b>(4,064)</b>	<b>-7.1%</b>	

Notes:

- 1 Search and Rescue phone paid for by the Village and their share of facility maintenance.
- 2 Lions Bay Emergency Social Services (ESS) provides an annual budget to the Village for their expenses which are included in the budget. The Village reimburses ESS for the actual costs incurred.
- 3 Includes \$7,500 for EOC supplies which was re-budgeted from 2018.
- 4 Budget is for a part-time Emergency Planning Co-ordinator (2 days per week) commencing May 1. The cost will be offset by a re-budget of the unspent 2018 budget for the position and the 2018 unspent Emergency Management Planning budget.
- 5 2018 budget included \$20,000 for Emergency Management Planning which was not spent and will be re-budgeted to offset the cost of the Emergency Planning Co-ordinator.

Village of Lions Bay  
 2019 Draft Budget

General Fund - Fire Department

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	46,998	49,283	45,567	58,950	53,700	(5,250)	-8.9%	
Fiscal Charges	190	157	96	200	125	(75)	-37.5%	
Interest Payments	-	-	3,063	3,063	2,678	(384)	-12.5%	
Insurance	11,318	12,221	14,905	15,200	15,130	(70)	-0.5%	
Maintenance	36,828	53,212	44,736	44,955	50,450	5,495	12.2%	
Material, Supplies and Equipment	30,267	62,837	103,599	80,808	52,500	(28,308)	-35.0%	1
Salaries and Benefits	98,852	98,517	93,548	105,050	103,925	(1,125)	-1.1%	
Training / Professional Development	29,100	29,632	25,197	49,850	44,997	(4,853)	-9.7%	
Utilities	1,373	2,214	3,142	2,900	3,200	300	10.3%	
	<b>254,925</b>	<b>308,073</b>	<b>333,853</b>	<b>360,976</b>	<b>326,705</b>	<b>(34,270)</b>	<b>-9.5%</b>	

Notes:

1 2018 budget included \$41.3k for the cost to replace the fire trailer contents which were destroyed by fire.

Village of Lions Bay  
2019 Draft Budget

General Fund - Bylaw Services

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	797	1,139	1,054	1,000	1,200	200	20.0%	
Material, Supplies and Equipment	1,661	2,908	1,419	3,800	3,250	(550)	-14.5%	
Professional Fees / Contract Services	1,523	1,625	1,370	2,000	2,250	250	12.5%	1
Salaries and Benefits	19,017	17,621	29,766	28,373	29,774	1,401	4.9%	2
Training / Professional Development	2,484	-	-	2,000	2,500	500	25.0%	3
	<b>25,482</b>	<b>23,293</b>	<b>33,609</b>	<b>37,173</b>	<b>38,974</b>	<b>1,801</b>	<b>4.8%</b>	

Notes:

- 1 Includes fees for collection agency and bylaw enforcement contract.
- 2 Budgeted for 3 days per week from May 17 to September 30 - 8 hours Friday, 14 hours Saturday, Sunday and stats.
- 3 Budget includes cost of bylaw courses for PW staff.

Village of Lions Bay  
2019 Draft Budget

General Fund - Parks and Recreation

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	595	594	626	600	650	50	8.3%	
Grants	33,691	25,903	21,668	29,323	17,662	(11,661)	-39.8%	1
Insurance	2,400	2,400	290	2,500	500	(2,000)	-80.0%	
Maintenance	19,797	54,050	57,008	45,064	47,000	1,936	4.3%	
Material, Supplies and Equipment	3,564	3,545	7,756	7,500	7,500	-	0.0%	
Professional Fees / Contract Services	2,418	10,200	13,194	19,500	8,100	(11,400)	-58.5%	2
Recreation Programs	3,354	2,294	2,740	2,300	2,300	-	0.0%	
Salaries and Benefits	105,318	119,504	150,588	126,179	147,775	21,597	17.1%	3
Sundry	471	105	-	250	-	(250)	-100.0%	
Training / Professional Development	-	-	-	1,250	1,250	-	0.0%	4
Utilities	3,735	5,990	5,272	7,000	7,000	-	0.0%	
	<b>175,342</b>	<b>224,586</b>	<b>259,141</b>	<b>241,466</b>	<b>239,737</b>	<b>(1,728)</b>	<b>-0.7%</b>	

Notes:

- 1 Budget includes the 2019 Municipal Grant requests.
- 2 Budget includes \$8,100 for invasive species eradication.
- 3 Salaries include the full annual salary for the addition of a PW employee hired November 2018 (portion allocated to Parks).
- 4 The 2018 budget included a Playground course for one staff which has been re-budgeted - course was not offered in 2018.

Village of Lions Bay  
2019 Draft Budget

General Fund - Planning and Development

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	900	2,357	3,983	4,000	4,000	-	0.0%	
Professional Fees / Contract Services	18,973	73,528	14,943	77,810	43,000	(34,810)	-44.7%	1
Salaries and Benefits	45,171	28,493	28,366	29,978	42,974	12,996	43.4%	2
Sundry	213	525	144	750	500	(250)	-33.3%	
Training / Professional Development	995	1,480	2,301	2,025	2,500	475	23.5%	
	<b>66,253</b>	<b>106,383</b>	<b>49,737</b>	<b>114,563</b>	<b>92,974</b>	<b>(21,589)</b>	<b>-18.8%</b>	

Notes:

1 The 2018 budget included a part-time planner position that was not filled. Part of the unspent budget was re-budgeted in 2019 to cover the cost of planning consultants.

Budget is comprised of:

Building Inspection Services (vacation coverage)	2,500	
Communication Consultant (initiatives per strategic plan)	7,500	(re-budget)
Planning Consultants	25,000	(re-budget)
Land Surveys	5,000	
Land Appraisals	3,000	43,000

2 Budget includes an increase in hours for the Building Inspector from 9 hours per week to 12 hours per week as well as an increase in administrative assistance.

Village of Lions Bay  
2019 Draft Budget

General Fund - Public Works

	2016 Actual	2017 Actual	YTD Actual 2018	2018 Budget	2019 Budget	Change	%	Notes
<b>Expenditures</b>								
Communications	15,296	11,064	7,596	9,655	10,750	1,095	11.3%	
Interest Payments	15,016	13,952	16,649	19,747	22,550	2,803	14.2%	
Insurance	10,959	12,141	13,392	16,400	23,586	7,186	43.8%	1
Internal Allocations	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%	
Maintenance	76,218	96,719	139,093	196,365	195,334	(1,031)	-0.5%	2
Material, Supplies and Equipment	23,392	38,750	33,495	30,000	44,368	14,368	47.9%	3
Professional Fees / Contract Services	29,588	38,345	25,780	35,619	23,500	(12,119)	-34.0%	4
Salaries and Benefits	171,882	187,586	168,074	188,522	210,079	21,557	11.4%	5
Training / Professional Development	3,311	1,370	3,514	5,650	5,000	(650)	-11.5%	
Utilities	5,909	8,034	7,441	6,500	7,500	1,000	15.4%	
<b>Total Expenditures</b>	<b>336,569</b>	<b>392,961</b>	<b>400,034</b>	<b>493,458</b>	<b>527,667</b>	<b>34,209</b>	<b>6.9%</b>	

Notes:

- 1 Budget includes increased vehicle insurance costs to insure the five new PW trucks (previously insured three trucks).
- 2 The 2018 budget included \$35,300 to complete the work on the KG railway grade crossing. The work was not completed and has been re-budgeted in 2019 along with \$32,445 for one of the two BB railway grade crossings. All three crossings must be upgraded by 2021.
- 3 Budget includes supplemental requests of \$10,368 for small equipment.
- 4 Includes \$16k for the Oceanview drainage study awarded to ISL Engineering at the February 5 Council meeting.
- 5 Salaries include the full annual salary for the addition of a PW employee hired November 2018 (portion allocated to Public Works).

**Village of Lions Bay  
2019 Budget - Proposed Capital Requests**

<b>Description</b>	<b>Amount</b>	<b>Notes</b>
<b>Capital</b>		
Kelvin Grove Stairs to Beach	25,000	Draw from restricted land reserve
Emergency Generator(s)	30,000	2018 re-budget - \$15k
Fire Department - Burn Building	44,000	2018 re-budget - \$36k
CN Parking Lot at LBBP	29,200	2018 re-budget - \$29.2
Community Signage (per strategic plan)	9,332	2018 re-budget - \$9.3k
Wheelchair Accessibility to Council Chambers	9,000	2018 re-budget - \$3k
Village Office	15,000	
Desktop computers for Office, PW Laptop	24,717	2018 re-budget - \$21.4k
Memorial Cairn	3,000	
Public Works Equipment (attached)	21,900	
Fire Capital (attached)	54,652	
	<b>265,801</b>	

**Village of Lions Bay  
2019 Capital Requests  
Fire and Public Works**

<b>Description</b>	<b>Total</b>
<b>Fire</b>	
Turn-Out Gear	7,000
Interface Fire Fighting	10,000
Shelter for Truck 63	4,600
Hose & Fittings	5,000
SCBA	4,500
Pagers	3,800
Ropes	2,300
Thermal Camera (\$7k funded by donation)	10,000
New Radio Headsets (100% grant funded)	7,452
	<hr/> <b>54,652</b> <hr/>
<b>Public Works</b>	
Steel Road Plate 8x10 (2)	7,400
Skeleton Bucket for Backhoe	4,500
Refurbish 335 Stick (mini excavator)	10,000
	<hr/> <b>21,900</b> <hr/>



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Council Remuneration</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>March 12, 2019</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>March 19, 2019 Regular Council Meeting</b>		

### RECOMMENDATION

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

### ATTACHMENTS

1. Council Remuneration Bylaw No. 552, 2018

### KEY INFORMATION

On October 2, 2018, Council adopted the Council Remuneration Bylaw No. 522, 2018. The bylaw states that "Council remuneration increases shall be made annually effective the first day of January and shall be based on the percentage the BC Consumer Price Index (CPI) increased over the previous calendar year". Based upon the 2018 BC CPI index, Council should receive a 2.72% remuneration increase retroactive to January 1, 2019.

### FINANCIAL IMPLICATIONS

The Mayor is currently paid \$15,702.16 annually. The 2019 annual salary would be \$16,129.26, an increase of \$427.10.

The Councillors are currently paid \$7,851.08 annually. The 2019 annual salary would be \$8,064.63, an increase of \$213.55.

These salaries have been included in the 2019 annual budget.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **FOLLOW UP ACTION**

Staff will implement the remuneration increase retroactive to January 1, 2019 to be paid on the April 26, 2019 pay.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Council Remuneration Bylaw Bylaw No. 552, 2018**

**Adopted: October 2, 2018**

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

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## **Council Remuneration Bylaw No. 552, 2018**

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

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

1. Village of Lions Bay Council Remuneration Bylaw No. 477, 2015 is hereby repealed.
2. This bylaw may be cited for all purposes as the "Council Remuneration Bylaw No. 552, 2018".
3. Effective January 1, 2019, the Mayor shall be paid the annual sum of \$15,702.16.
4. Effective January 1, 2019, each Councillor shall be paid the annual sum of \$7,851.08.
5. Mayor and Councillor remuneration increases shall be made annually effective the first day of January and shall be based on the percentage the BC Consumer Price Index (CPI) increased over the previous calendar year, multiplied by the Mayor and Councillor salaries for the previous calendar year.
6. In the event the CPI decreases over the previous calendar year, Mayor and Councillor remuneration shall remain unchanged.
7. This bylaw comes into effect on January 1, 2019.

READ A FIRST TIME this 18th day of September, 2018

READ A SECOND TIME this 18th day of September, 2018



READ A THIRD TIME this 18th day of September, 2018

ADOPTED this 2nd day of October, 2018

Village of Lions Bay  
Council Remuneration Bylaw No. 552, 2018

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

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Corporate Officer

Certified a true copy of  
Bylaw No. 552, 2018  
as adopted.

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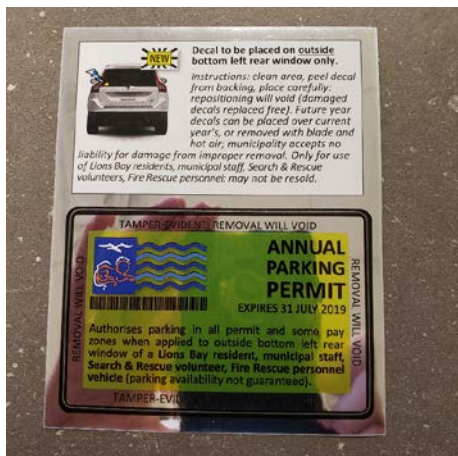
## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Direction Request</b>		
<b>Title</b>	<b>Parking Permit Options</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>March 12, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>March 19, 2019 Council Meeting</b>		

**Recommendation:**

THAT Council provide direction to staff with respect to the issue(s) outlined in this report.

**Attachments:**



2018 Permit



2017 Permit



Hanging Permit

**Key Information:**

Staff will soon be preparing the 2019 Parking Plan. A key component of parking in Lions Bay each year is the annual parking permit. Last year, a new, extremely adhesive permit was approved by Council (2018 Permit), with the permit being affixed to the exterior bottom left of the vehicle’s rear window. Failure to display the permit in this manner subjected a resident to a penalty. Staff received both positive and negative feedback from residents. Most notable positive feedback came from the Bylaw Enforcement Officers (BEO’s) who found the pass easy to spot on a vehicle. Negative feedback included residents not wanting a permanent sticker mounted to their vehicle, concern over the mess it would make while



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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trying to remove the extra adhesive glue, fear of identification as a Lions Bay Resident when outside the community – fearing it provided a clear indication they were not at home (although their address is not shown on the pass). One notable down side was that the permit lost all adhesion in the very cold weather and simply fell off the rear window.

The form of permit for 2017, shown in the middle above, with colour changes each year, consisted of a peel-off sticker that was to be attached to the interior front left of a resident's windshield. These too resulted in both positive and negative feedback. The 2017 permits did not impede one's view through the windshield and, after some experimentation with materials and ink, generally did not bleed on the windshield. However, BEO's found these permits difficult to see and former Mayor Buhr was concerned that they could be easily transferred. Others saw this as a benefit, within reason (i.e. amongst family members or visiting guests – not to total strangers).

Several years ago, Lions Bay tried a "Hanging Tag" as shown above right. The benefits included ease of sight for BEOs, no issues with damage to vehicle due to stickiness or inks running in the hot sun, not having to display your parking pass except when you needed to, and ease of transfer between family members. However, some vehicles don't have the type of rear-view mirrors on which one can hang something, in which case the permit would need to be placed on one's dash. If these were to be brought back, some thought would be given to design. Clearly, these kinds of passes are readily transferable.

Staff wishes to point out that there was also a period when daily guest passes could be obtained online and printed privately. It soon became apparent that such a system was open to abuse and was subsequently taken offline.

Staff will need to order parking passes soon so that they can be inserted in each resident's property tax notice. Council is being requested to provide direction in respect of one issue and one issue only; namely, whether transferability of parking passes amongst members of the same residence or their guests is acceptable (possibly providing for an additional one or two guest hang tag passes) or if transferability is to be strictly prohibited (relying on daily guest paper permits from the Village Office for any uses over and above the two permits received with the tax notice).



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**Desired Result:** A parking permit system which is easy for residents to use responsibly for themselves and their guests, which is easy for BEOs to spot, and which does not damage vehicles or easily fall off.

**Options to Pursue Desired Result:**

- (1) Explore a hang tag parking permit system, which could potentially be valid for a period of several years, with annual stickers to be issued by the Municipality with Utilities Notices;
- (2) Stick with the current permit design, but explore whether there are options to make the pass less sticky in normal/warm weather, but which won't fall off in cold weather (may not be possible);
- (3) Seek an alternative option to either of the first two options.

**Follow Up Action:** Per Council direction.

**Communication Plan:** To be rolled out as part of the 2019 Parking Plan.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Electric Vehicle DC Fast Charging Station</b>		
<b>Author</b>	<b>Norman Barmeier</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>March 14, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>March 19, 2019 Council Meeting</b>		

### **Recommendation:**

- (1) THAT Council approve Staff to investigate best location for Electric Vehicle DC Fast Charging Station for 2 vehicles in terms of access to power and space; and
- (2) THAT Council authorize Staff to initiate a connection request with BC hydro and pay the associated design deposit of approximately \$500; and
- (3) THAT Council budget \$5,000 for preliminary charging station design to support the initial BC Hydro connection request; and
- (4) THAT Council direct the IC to pursue DC fast charging station “terms of reference” including ownership, maintenance, reliability, and user payment format.

### **Attachments:**

- (1) Conceptual Electric Vehicle DC Fast Charging Station drawing.
- (2) Electrical Services Information form (BC Hydro)
- (3) Service Meter Application form (BC Hydro)
- (4) Example DC charger (public interface unit)

### **Key Information:**

In light of the recent provincial Zero Emission Vehicle (ZEV) mandate and an ever-growing presence of electric vehicles in the lower mainland and Lions Bay specifically, the need for charging infrastructure continues to grow. In order to support the ZEV mandate, promote ZEV's in Lions Bay, and show leadership on the topic, Lions Bay should investigate providing DC fast charging infrastructure.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

With a defined location and an assigned BC Hydro designer the municipality can effectively ascertain the actual project terms of reference and costs associated with pursuing a DC fast charging station power supply.

Following the BC Hydro service request and project initiation, the BC Hydro design representative will provide the municipality with a design and cost estimate to install power to the charging station location. The design deposit for this work is typically around \$500.

The preliminary design to support the request for connection could be managed by Public Works with support from an electrical engineer. The level of preliminary engineering support will become apparent upon initial discussions with the assigned BC Hydro designer.

Steps to submitting a commercial service connection request:

<b>BC Hydro Electrical Connection Request, Design, and Energization Process</b>		
1	Request a connection	Pursue these steps now to get a firm cost estimate from BC Hydro with respect to getting power to the location.
2	Project Initiation (deposit required)	
3	Detailed design and cost estimate	
4	Payment & construction planning	Pursue these steps after evaluation of total project cost and merit.
5	Energization	

[https://app.bchydro.com/accounts-billing/electrical-connections/multi-residential-commercial-connections.html?WT.ac=ec\\_ec\\_multires](https://app.bchydro.com/accounts-billing/electrical-connections/multi-residential-commercial-connections.html?WT.ac=ec_ec_multires)

With the cost and logistics of providing power to the charging station location in hand the Village can then take the next steps in selecting the charging equipment.

Generally, the provision of power to the charging station location is the biggest unknown. The civil works and distance to the location is the factor that impacts that cost. Starting by defining this cost up front will support establishing a fixed project cost.

Typical project elements and cost:

<b>Project Elements</b>	<b>Factors impacting cost</b>	<b>Typical cost</b>
Power supply to location	Distance and available power	TBD by initial design work requested here
Transformer and Kiosk	Number of chargers	~ \$15,000 per charger
Charger	Model and features	~ \$45,000 per charger



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Cost Recovery:**

While some civic locations in other places are free to users, many charging stations charge fees for use of the facilities, particularly where Fast Charging equipment is employed, to assist with cost recovery of the operational costs from those who benefit from the use. There is some room to charge and there are various POS systems (point of sale), so some investigation needed here. That being said, there is likely little in the way of capital cost recovery potential, so ideally we would find grants and/or fundraise.

### **Options:**

- (1) Approve all 4 recommendations to develop a firm project scope and budget.
- (2) Approve recommendation 1 and then revisit 2, 3, and 4 after a location has been determined.
- (3) Do nothing.

**Preferred Option:** Option 1 as it is unlikely that no suitable location is available. In order to have enough information to make an informed “go-no go” decision all 4 recommendations need to be answered.

**Legal Considerations:** Any Municipally provided infrastructure should be located on land owned by the Municipality. The OCP includes an admonition that the Municipality support new forms of low emission vehicular transportation, particularly given the estimation that 92% of Greenhouse Gas (GHG) emissions in Lions Bay is due to transportation related activities.

**Financial Considerations:** Per the above and additional potential costs in respect of the electrical engineering design work. Provision of charging stations might also be a requirement of any new developments (eg: Centre Rd. Condos and/or PW Yard) or be funded from Community Amenity Contributions (CACs) related to development(s).

### **Other Considerations:**

- a. **Official Community Plan:** The OCP includes an admonition that the Municipality support new forms of low emission vehicular transportation, particularly given the estimation that



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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92% of Greenhouse Gas (GHG) emissions in Lions Bay are due to transportation related activities.

- b. Asset Management Investment Plan:** Life expectancy of ZEV charging stations appears to be 25 years so recognition of ultimate replacement costs ought to be considered.

**Follow Up Action:** Per Council direction.

**Communication Plan:** TBA



Metering Information					
Total number of meters	Residential:			Commercial:	
Meter details	Meter type: 1 Phase   3 Phase   TBD			Voltage: 120/240   120/208   347/600   TBD	
	Number of wires:			Temporary master metering required Yes   No	
Current transformer CT type:	Bar	CT lugs conductor size: Conductor to CT lugs:		x Cu   Al	Window   TBD

## Energization

- Energization of the project will be scheduled upon receipt of:
  - Necessary approvals, permits from appropriate authorities, including municipal, electric inspection and other utilities.
  - Execution of all required documents, including application for service, service agreement(s) and rights-of-way, as required.
  - Completion of metering identification and receipt of electrical room keys.

Electric Service Information Form: Return by email to the BC Hydro office nearest to the service location listed below.

<b>Lower Mainland South</b>	Surrey, Richmond, Delta, Langley, White Rock	<a href="mailto:Fv.Design@bchydro.com">Fv.Design@bchydro.com</a>
	Abbotsford, Chilliwack, Hope, Mission	<a href="mailto:FVE.design@bchydro.com">FVE.design@bchydro.com</a>
<b>Lower Mainland North</b>	Vancouver, Burnaby	<a href="mailto:Van-Bby.Design@bchydro.com">Van-Bby.Design@bchydro.com</a>
	North Shore Coastal	<a href="mailto:design.nsc@bchydro.com">design.nsc@bchydro.com</a>
	Coquitlam, Tri-Cities, Maple Ridge	<a href="mailto:design.coq@bchydro.com">design.coq@bchydro.com</a>
<b>Vancouver Island</b>	Victoria	<a href="mailto:Design.svi@bchydro.com">Design.svi@bchydro.com</a>
	Nanaimo	<a href="mailto:cvi.design@bchydro.com">cvi.design@bchydro.com</a>
	Duncan and Gulf Islands	<a href="mailto:design.dcn@bchydro.com">design.dcn@bchydro.com</a>
	Courtenay, Campbell River, Port Alberni and Qualicum	<a href="mailto:Design.nvi@bchydro.com">Design.nvi@bchydro.com</a>
<b>South Interior</b>	Thompson/Shuswap – 100 Mile House, Cache Creek, Merritt, Salmon Arm, Valemount, Kamloops	<a href="mailto:design.ts@bchydro.com">design.ts@bchydro.com</a>
	Vernon, Westbank Cranbrook, Fernie, Invermere, Nakusp	<a href="mailto:design.ok@bchydro.com">design.ok@bchydro.com</a>
<b>North Interior</b>	Prince Rupert, Terrace, Smithers, Vanderhoof, Prince George, Quesnel, William Lake, Fort St John, Dawson Creek	<a href="mailto:design.nr@bchydro.com">design.nr@bchydro.com</a>

**Please note:** incomplete information can lead to both project delays and added costs.

# Application for a BC Hydro Account

This application for service is to set up your electricity consumption billing for a **temporary construction meter, temporary master meter and permanent meter account**. An application for each of these meter types will be required. To avoid any delays to your meter installation or electrical service connection, please complete and submit this form to your BC Hydro Distribution Designer.

For new customers or companies: this form will only be accepted if submitted by someone with signature authority for this account. You are considered the business owner (president, principal or partner) or currently have account authorization for another BC Hydro account for this business.

This application is for a:

Temporary construction meter      Temporary master meter      Permanent meter account

## Business information

**If during the construction phase a different company name is required for the electrical service, it's the customer's responsibility to notify BC Hydro of any name changes. BC Hydro will not be responsible for corrections after bills are issued.**

Business or company name: \_\_\_\_\_

British Columbia Business ID (Registration Number): \_\_\_\_\_

Business type (e.g. Developer, Property manager): \_\_\_\_\_

Has the same business name ever been used to apply for BC Hydro service?      Yes      No

Will this business or company name be used until the project is completed? If no, provide the business or company name that will be used for billing purposes. The business or company name cannot be changed once we've set-up the BC Hydro accounts.

Yes      No

Company Name: \_\_\_\_\_

## Business owner

President, principal or partner name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Other principals or partners: \_\_\_\_\_

## Account authorization information

Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your cell phone number: \_\_\_\_\_

Do you have signature authority for this account?      Yes      No

**Are there any other authorized contacts? BC Hydro can only speak with authorized contacts listed on the account. If not listed on application, BC Hydro will not be able to discuss the account.**

By providing account authorization, the named authorized contacts will be able to manage any account registered to your business. This includes accessing billing information and making changes to the account, including canceling or applying for service to stop or start billing for accounts registered to your business.

Yes      No

List of authorized contacts: \_\_\_\_\_

\_\_\_\_\_



### Service location/Civic address

If there are changes to the Service location/Civic address during the project, it is the customer's responsibility to inform BC Hydro. BC Hydro will not be responsible for correction after bills are issued.

Service location(s)/Civic address(s) (list all addresses for project):

\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Billing address

Is the billing address the same as the service location? If no, please provide the billing address.      Yes      No

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Consolidated billing

Customers with multiple BC Hydro accounts may choose a consolidated bill. Consolidated bills arrive as a single bill inclusive of all individual accounts billed that month.

Would you like to set up consolidated billing?      Yes      No

If you have an existing consolidated bill, please provide the Consolidated Account number: \_\_\_\_\_

### Declaration for electricity service

By submitting this application, I am confirming I have signature authority for this account or have previously been granted account authorization by someone with signature authority and request BC Hydro to establish electricity service at the service location stated above. I understand that I will be responsible for paying for the electricity used at the service location. Please see terms and conditions below.

Signature: \_\_\_\_\_ Date (yyyy/mm/dd): \_\_\_\_\_

Print Name: \_\_\_\_\_

#### TERMS AND CONDITIONS

Except as otherwise provided in the Service Agreement, a Person becomes a Customer and Service commences when:

1. BC Hydro connects or re-connects the Premises to BC Hydro's electrical system; or
2. The Person's right to possession of the Premises commences, whichever is later and regardless of whether such Person has completed and signed an application or any contract for Service, and Service will continue until Terminated by BC Hydro or the Customer.

#### PRIVACY

The business personal information (e.g. your name and your business email address, contact telephone number, details that may otherwise be on your business card) collected on this form is required for the purposes of establish and servicing an electrical connection. BC Hydro collects this business personal information solely for the purpose of enabling you, should you so choose, to access and use this form to establish a new electrical connection.

BC Hydro serves customers in accordance with the Electric Tariff regulated by the British Columbia Utilities Commission (BCUC), and in compliance with the Hydro and Power Authority Act. If you have questions about the collection of your personal information as described in this notice, please contact us at 1 800 BCHYDRO (1 800 224 9376).



# Express 250

## Specifications and Ordering Information



Express 250

## Ordering Information

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes.

### Hardware

Description		Order Code
Model	Express 250 Station (50 kW) includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-CCS1-CHD
	Express 250 Station (50 kW) includes 2x Power Modules, 1x CCS2 cable, 1x CHAdeMO cable (NA)	CPE250C-CCS2-CHD
Option	Other cable combinations are available using CCS1, CCS2 and CHAdeMO connectors.	Please contact ChargePoint sales

### Cloud Plans and Software

Description	Order Code
ChargePoint Cloud Plan	Please contact ChargePoint sales
ChargePoint Assure — Prepaid Assure Plan for one Power Module. Express 250 requires 2x EXPRESS-ASSURE $n$ to cover the two Power Modules and the CPE250 station.	EXPRESS-ASSURE $n$ <sup>1</sup>
ChargePoint Assure — Assure Plan for one Power Module and invoiced annually. Express 250 requires 2x EXPRESS-ASSURE $n$ to cover the two Power Modules and the CPE250 station	EXPRESS-ASSURE $n$ -COMMIT <sup>1</sup>
Software upgrade token for Express 250 to increase max power from 50 kW to 62.5 kW	CPE250C-625-UPGRADE
Station Activation and Configuration	CPSUPPORT-ACTIVE

All CPE250 stations require a cloud plan.

<sup>1</sup> Substitute desired years of service (1, 2, 3, 4, or 5 years) for  $n$

### Order Code Examples

If ordering this...	...the order code is
Express 250 Station (50 kW) includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-CCS1-CHD
3 years of prepaid Assure coverage upon successful site validation. Assure covers Power Modules & station. Express 250 requires 2x EXPRESS-ASSURE3 for its 2 Power Modules.	2 x EXPRESS-ASSURE3
Station Activation and Configuration	CPSUPPORT-ACTIVE

## Express 250 Specifications

### Station Electrical Input

Input Rating	400V AC, 3-phase, 100A, 50 Hz 480V AC, 3-phase, 80A, 60 Hz
Wiring	L1, L2, L3, Neutral & Earth

### Station Electrical Output

Max Output Power	62.5 kW*
Output Voltage, Charging	200–1,000V DC
Max Output Current	156A
Max Modules per Station	2

\* Default is 50kW, upgrade token is required to access 62.5kW

### Paired Station Electrical Output

Paired Max Output Power	125 kW
Paired Max Output Current	CCS1: 174A, CCS2: 200A, CHAdeMO US: 140A EU: 125A

### Power Module

Max Output Power per Module	31.25 kW
Max Output Current per Module	78A

### Station Functional Interfaces

Max Connector Types per Station	Up to two different connector types per station
Supported Connector Types	CHAdeMO, CCS1 (SAE J1772™ Combo), CCS2 (IEC 61851-23)
Cable Length with Swing Arm	Full Horizontal Reach: 4.27m (168")*
Driver Interaction Display	Full-color 254 mm (10 in) LCD display for driver interaction
Top Display	Full-color 508 mm (20 in) LED display for notifications
Authentication	RFID: ISO 15693, ISO 14443, NEMA EVSE 1.2-2015 (U <sub>R</sub> ) Tap to Charge (NFC on Apple & Android) Plug and Charge: IEC 15118-1 Remote: Mobile and in vehicle (if supported by vehicle)

\* Horizontal reach to typical vehicle charging port: 3.76m (148")

## Connectivity Features

Local Area Network	2.4 GHz and 5 GHz WiFi (802.11 b/g/n)
Wide Area Network	4G LTE (fall back to 3G GSM)
Supported Communication Protocols	OCPP
Service and Maintenance	Remote system monitoring, diagnostic, and proactive maintenance

## Energy Management Features

Dynamic Power Management	Allows a fixed maximum power output per station or lets the system dynamically manage the power distribution per station
Remote Energy Management	Manage output power via the ChargePoint Admin Portal, API, and Open ADR 2.0b VEN

## Safety and Operational Ratings

Vehicle Safety Communication	CHAdeMO – JEVS G104 over CAN, CCS1 – SAE J1772 over PLC and CCS2 — IEC 61851-23
Plug-out Detection	Power terminated per JEVS G104 (CHAdeMO), SAE J2931 (CCS1) and IEC 61851-23 (CCS2)
Station Enclosure Rating	Type 3R, IP44
Safety Compliance	UL listed: complies with UL 2202, UL 2231-1, UL 2231-2 CE marking: complies with IEC 62196, IEC 61851
Station Surge Protection	Tested to IEC 6100-4-5, Level 5 (6 kV @ 3,000A). In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	U.S.: FCC part 15 Class A; EU: EN55011, EN55022 and IEC61000-4
Power Module Conversion Efficiency	Up to 96%
Power Factor	0.99 at full load
Harmonics	iTHD < 5% (Complies with IEEE 519 Requirements)
Power Module Cooling	Liquid Cooling Technology
Operational Altitude	<3,000 m (<9,800 ft)
Operating Temperature	-30°C to 50°C (-22°F to 122°F)
Storage Temperature	-40°C to 50°C (-40°F to 122°F)
Operating Humidity	Up to 95% @ 50°C (122°F) non-condensing

## Generic Specifications

Station Dimensions	2,230 mm x 712 mm x 420 mm (7'4" x 2'4" x 1'4")
Station Weight (without Modules)	250 kg (551 lb)
Power Module Dimensions	760 mm x 430 mm x 130 mm (2'6" x 1'5" x 5")
Power Module Weight	45 kg (98.5 lb)

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document

### Contact Us

Visit [chargepoint.com](http://chargepoint.com)

Call +1.408.705.1992

Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



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Campbell, CA 95008-6617 USA

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Lions Bay DC Fast Charging Station  
4010 Crosscreek Rd  
Lions Bay, British Columbia

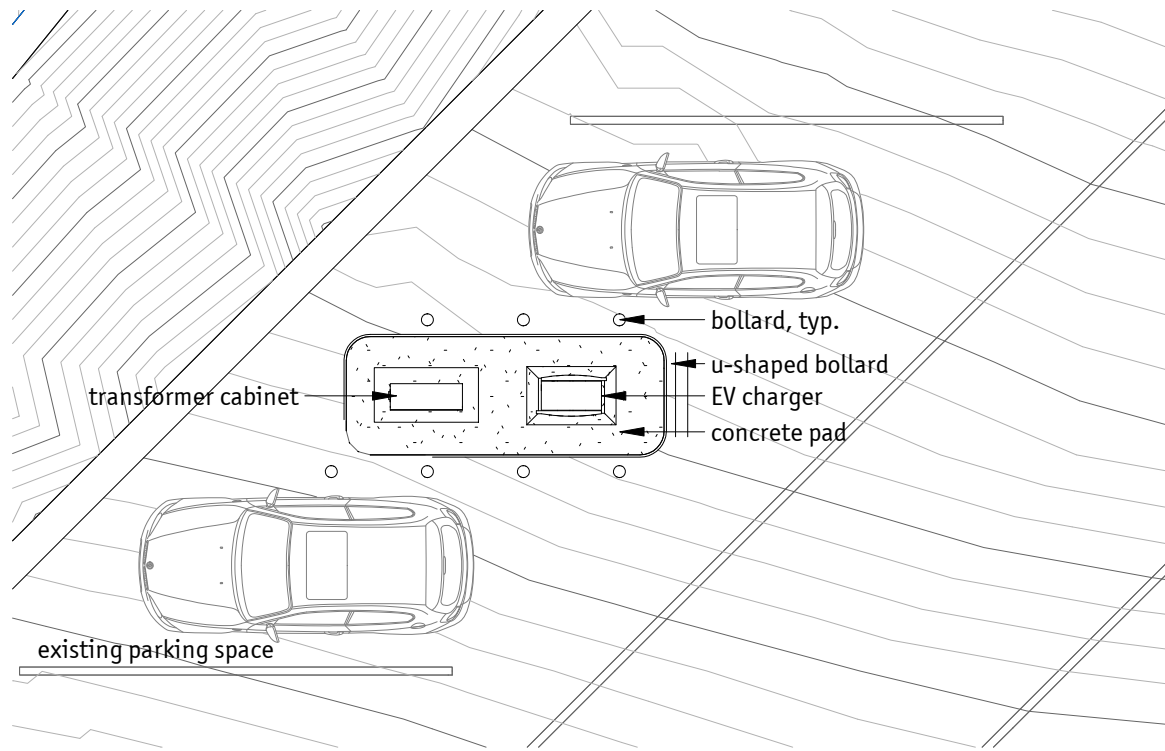
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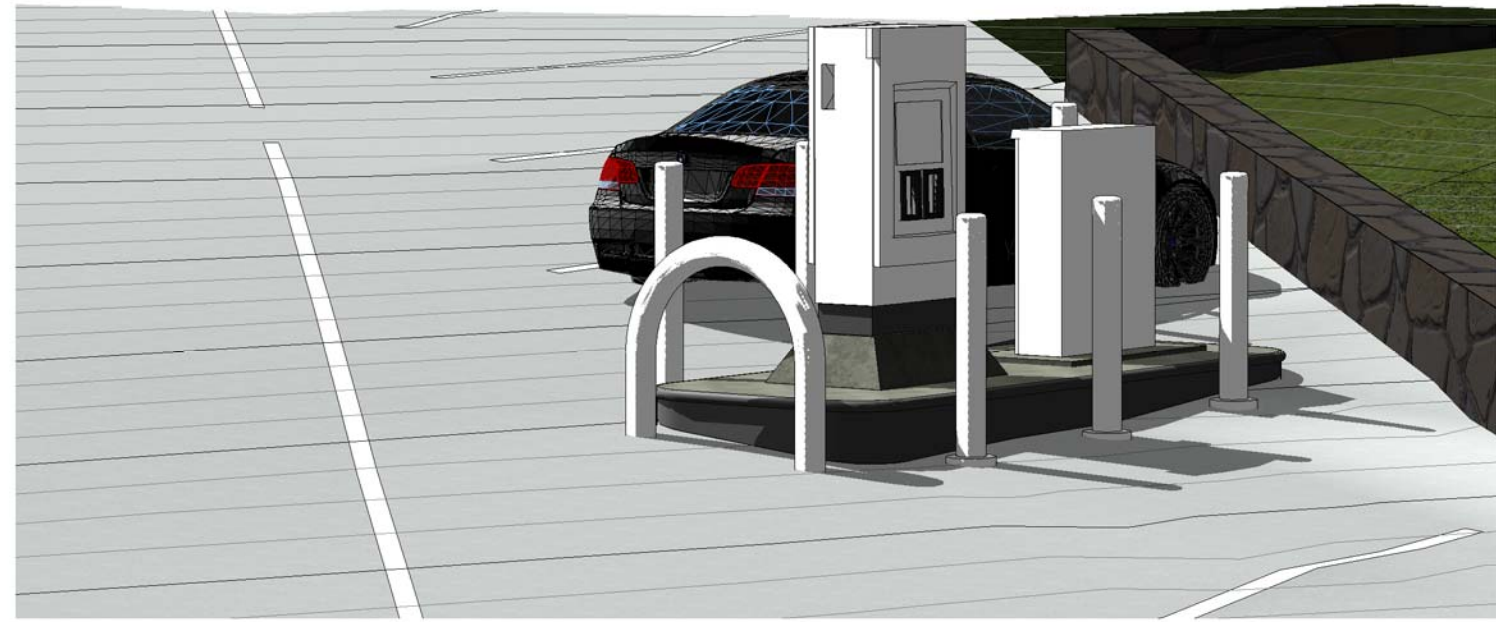
heather ljohnston architect aibc  
PLACE architect ltd.  
6262 st georges avenue  
west vancouver bc  
778 279 7274 studio  
778 386 6769 cell  
heather@placearchitects.com

A1

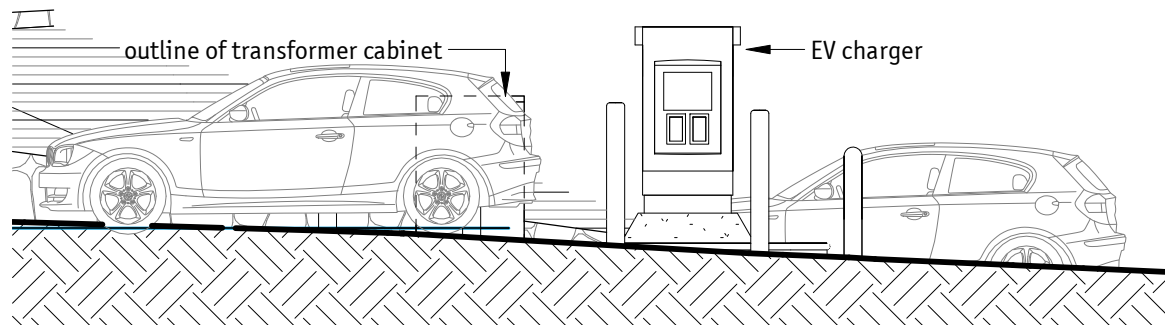
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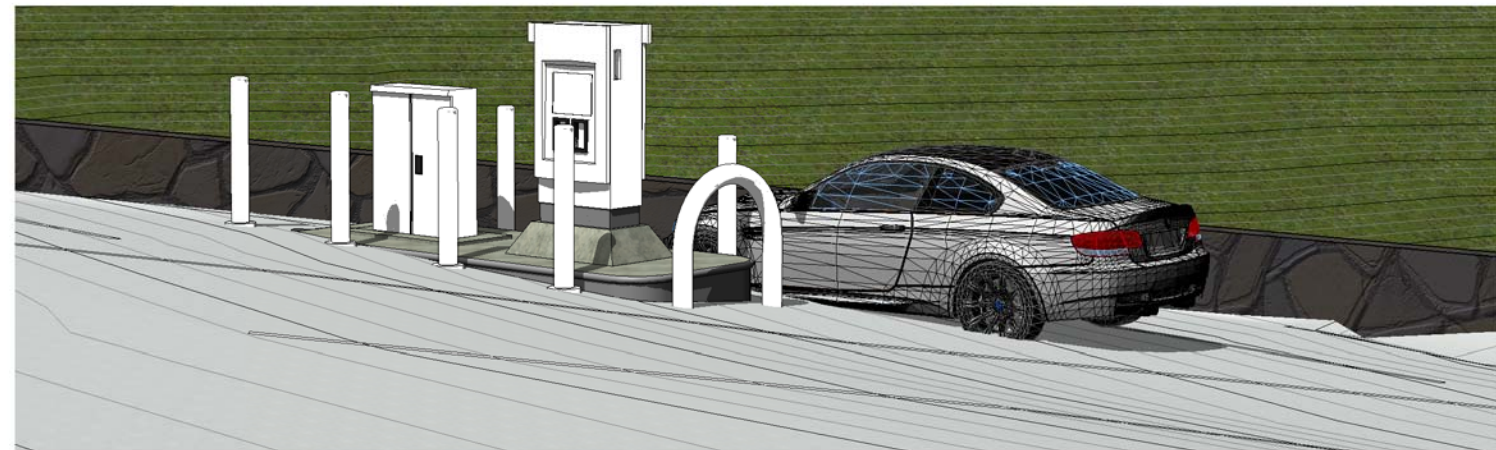
1 plan  
A1 scale - 1/8" = 1'-0"



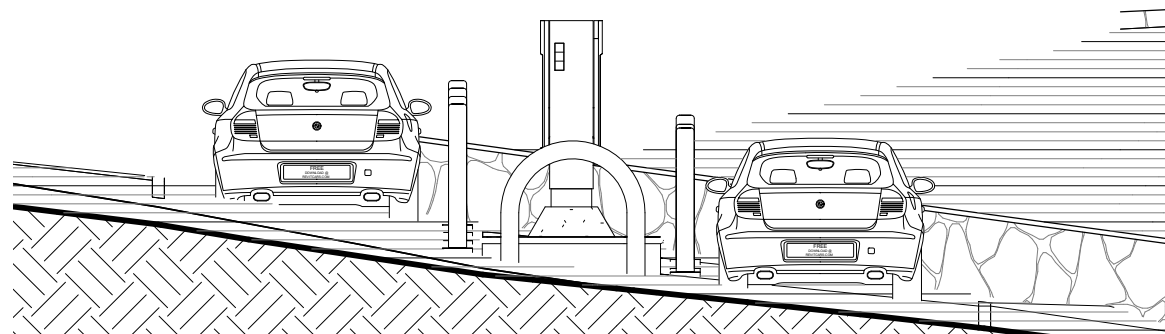
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A1



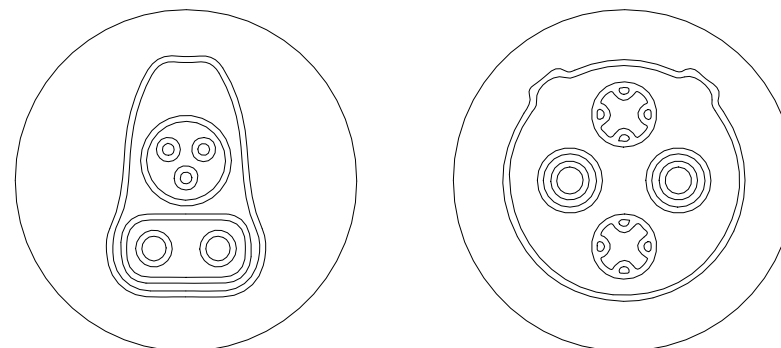
2 section 1  
A1 scale - 3/16" = 1'-0"



5 3d view 2  
A1



3 section 2  
A1 scale - 3/16" = 1'-0"



6 ev connector types  
A1

**Fast Charging Station Specifications - proposed**

vehicles served	2 at the same time
station output	up to 62.5 kW
battery voltage supported	200 to 1000 Volts
connectors supported	CHAdEMO, and SAE J1772 Combo

7 station specifications  
A1



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Royal Gendarmerie  
Canadian royale  
Mounted du  
Police Canada

Security Classification/Designation  
Classification/désignation sécuritaire

**Unclassified**

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

Your File Votre référence

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

Our File Notre référence

2019-03-11

To Whom it May Concern,

**Lions Bay Activity Report**  
**Report period: January and February 2019**

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

**HWY 99 (within jurisdiction of Lions Bay):**

Traffic - Moving/Non-Moving/Insurance Violations x 26  
Impaired Driving Investigations x 1  
Collision - Damage Over / Under \$1000 / Non-fatal / Fatal x 2  
Prevention of Collision (debris, stalled vehicles, pedestrians on shoulder) x 7  
Parking Violations x 0  
Other: all remaining call types x 0

**36 Calls for Service**

**Lions Bay Village:**

Cause Disturbance/Breach of Peace x 1  
911 - False/Abandoned x 0  
False Alarms x 3  
Suspicious Circumstances x 6  
Theft of Vehicle x 1/ Theft from Motor Vehicle x 7  
Theft under \$5000 x 1  
Break and Enter Residence/Business x 1  
Mischief x 3  
Bylaw x 0  
Other investigations x 24

**46 Calls for Service**

**Total = 82**

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

Kind regards,

K. (Kara) TRIANCE, O.3086 (Insp)  
OIC Sea to Sky RCMP

/hm

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## VILLAGE OF LIONS BAY

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### Incoming Correspondence - March 19, 2019

*General Correspondence:*

G-1: Legislative Assembly of British Columbia (Page 1)

G-2: Federal Lands Initiative (Page 3)

*Resident Correspondence:*

R-1: Don Shaw - Train Whistle (Page 4)

R-2: George Liu - Climate Change (Page 5)

R-3: Jon Povill - Recovering Climate Change Delegation (Page 6)

R-4: Gordon Cornwall - Recovering Climate Change Delegation (Page 8)

R-5: Elizabeth Hodgson - IC Questions and Answers (Page 9)

R-6: Farrah Azordegan - Road Asphalt (Page 11)

R-7: Bruce and Paula McLachlan (Page 17)



# LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Ron McLaughlin  
400 Centre Road, PO BOX 141  
Lions Bay, BC V0N 2E0  
Via Email: mayor.mclaughlin@lionsbay.ca

February 26, 2019

Your Worship, Mayor McLaughlin,

As many as 55,000 British Columbians use a form of wheeled mobility, whether powered wheelchairs, scooters or manual wheelchairs. This number appears to have increased by 25% in a decade, and expected to increase as our population continues to age, technology continue to increase and facilitate individuals with disabilities to be mobile in their communities. BC is third among Canadian provinces in our population of users of wheelchairs and scooters, and higher than those populations in larger provinces of Ontario and Quebec.

Wheelchair accessible parking is an essential piece of community infrastructure that enables people with disabilities to be included and mobile in their communities. With changes made to the BC Building Code last fall, specifically the removal of accessible parking requirements, on December 10th, municipalities became responsible for the regulation of accessible parking. This means of course that municipalities will now need to adopt bylaws that address this for their communities.

Therefore, we are writing to you today to inquire as to whether or not your municipality has a bylaw in place and if so, to please provide us a copy of said bylaw, and if not, to strongly recommend the adoption of a bylaw that references the CSA standard.

The Canadian Standards Association CAN/CSA Technical Standard B651 Accessibility in the Built Environment (CAN/CSA B651) uses a robust omnibus built-environment accessibility guideline that is recognized nationally. The Federal Treasury Board's Accessibility Standard for Real Property policy has required this technical standard for all new and renovated federal government real property, including leased property, since October 1, 2014. This is also the standard used by the Rick Hansen Foundation ([www.rickhansen.com/become-accessible](http://www.rickhansen.com/become-accessible)) as the benchmark to audit existing facilities and provide guidance in the design phase of new buildings.

It is imperative that accessible parking be built to these standards so that adapted vehicles with ramp access, such as those used by individuals with powered mobility devices such as power wheelchairs and scooters can be accommodated. As individuals with disabilities and as legislators, we are especially interested in this issue and as such also offer any assistance we can to you should you need it. In addition, SPARC BC ([www.sparc.bc.ca](http://www.sparc.bc.ca)), has offered to provide assistance to any municipality interested in having more information about the specific types of disabilities and accessibility needs in your community to help support their local planning and decision-making including specific needs around accessible parking. If you are interested in availing yourself of this service, please contact Alfiya Battalova, Manager, Accessibility Initiatives at 604-718-8509.



# LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

We are confident that you and your municipality understand the business case for accessibility. The Conference Board of Canada's The Business Case to Build Physically Accessible Environments, February 2018 suggests that:

- There are 2.9 million Canadians living with a physical disability that impairs their mobility, vision, or hearing, representing 10 percent of the country's population.
- That this number will rise by 1.8 per cent annually over the next 13 years, nearly double the pace of the population as a whole.
- That real spending by this group is set to rise from \$165 billion in 2017 to \$316 billion in 2030, increasing from 14 to 21 per cent of the total consumer market.

So, we are very anxious to receive your response to our inquiry about your bylaws. We believe it is imperative that all municipalities large and small adopt a best-practice standard and work towards ensuring that it is adopted and enforced widely across both new and existing (as possible) infrastructure. Again we offer any assistance we can provide in developing or enhancing your new or existing bylaws in this regard.

Sincerely,

Stephanie Cadieux MLA

Surrey South

Michelle Stilwell MLA

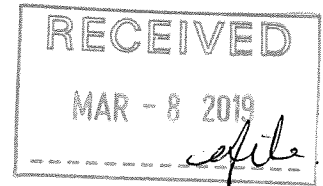
Parksville-Qualicum

CC: Jordan Sturdy, MLA for West Vancouver-Sea to Sky



Pamela Goldsmith-Jones

Member of Parliament  
West Vancouver - Sunshine Coast - Sea to Sky Country



February 27, 2019

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

VILLAGE OF LIONS BAY  
FILE TO I/C  
FILE TO PROPERTY FILE  
OTHER

Dear Mayor and Council,

**Re: Federal Lands Initiative**

I would like to draw your attention to the Federal Lands Initiative, a \$200-million fund to support the transfer of surplus federal lands and buildings to eligible proponents, at discounted or no cost, for the development of or renovation of affordable housing. The discount on the property will depend on the level of social outcomes achieved by the proposal. Once transferred from federal ownership, the property is to be developed or renovated into affordable, sustainable, accessible and socially inclusive housing.

Please let our office know of federal surplus lands in your community that may be good candidates for this initiative. Thank you for your leadership on this important matter and I look forward to working with you to support affordable housing in our community.

Sincerely,

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

cc: Adam Vaughan, M.P., Parliamentary Secretary to the Minister of Families, Children and Social Development

Confederation Building, Room 583 | 6367 Bruce Street  
Ottawa, ON K1A 0A6 | West Vancouver, BC V7W 2G5  
Tel: 613 947 4617 Fax: 613 947 4620 | Tel: 604 913 2660 Fax: 604 913 2664

pam.goldsmith-jones@parl.gc.ca  
www.pgoldsmithjones.ca

**From:** [Shawna Gilroy](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: Train whistle  
**Date:** Thursday, March 14, 2019 12:59:55 PM

---

**From:** DS Shaw [REDACTED]  
**Sent:** Monday, March 11, 2019 11:30 AM  
**To:** Ron McLaughlin  
**Subject:** Train whistle

Dear Mr. Mayor

We asked the previous mayor to look into stopping the train whistle and he never followed through. The noise is becoming intolerable at night and needs to be addressed.

The mayor and council can start procedures to reconcile this problem and I would appreciate the council getting involved with the process.

I have contacted CN and they have advised me of the procedure. This site shows how this can be accomplished. <http://www.tc.gc.ca/eng/railsafety/railsafety-976.html>

West Vancouver has already gone through this successfully and many other municipalities are doing the same.

I realize this noise is only a problem for those living directly above the tracks but the fix has to come from the council.

Thanks,

Don Shaw

[REDACTED]  
tel [REDACTED]

PS I have also contacted Pamala Goldsmith Jones and await her reply.

**From:** [REDACTED]  
**To:** [Council @ Lions Bay; Municipal](#)  
**Subject:** Climate Change  
**Date:** Sunday, March 10, 2019 7:41:07 PM

---

Dear Councillors,

I was at last Tuesday's meeting, and heard the presentation on Recovering Climate Costs, I think Council should proceed with the requests. Lions Bay is a beautiful community, and we have felt the negative impact of climate change in the past two years, esp. the heat wave and smoke caused by wild fire.

I heard twenty BC municipalities have committed to take actions under the program, either sending letters to fossil fuel companies, or asking the BC government for Climate Accountability legislation, or both. I hope our municipality can also take actions in this regard.

Thank you,  
George Liu

**From:** [Shawna Gilroy](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: Thank you!  
**Date:** Thursday, March 14, 2019 1:03:25 PM

---

**From:** Jon Povill [REDACTED]  
**Sent:** Wednesday, March 6, 2019 3:35 PM  
**To:** Ron McLaughlin; Council @ Lions Bay  
**Subject:** Thank you!

Dear mayor and council,

Thank you all for your attention to the presentation by Gordon Cornwall for WCEL last night.

My personal feelings are that the 20 companies being sued have received taxpayer subsidies for decades, have generated exorbitant profits while underfunding cleanup and mitigation costs for spills and post-extraction restoration, and have spent millions to discredit established climate science and confuse the public as to the dangers and costs of climate change. While every individual is responsible for his or her own personal carbon footprint, these companies have limited our choices by using money and political influence to obstruct the development and advancement of alternative sources of energy. As a result, the damage from climate change is already far greater than it would have been had these companies acted in the public interest, and taxpayers are currently on the hook for infrastructure improvements that are needed to mitigate the increasing impacts of future climate change. Thus, taxpayers are getting screwed by these companies both before (subsidies) and after (climate change expenses) the profits that have been extracted at the gas pump.

The damages to the climate are not a matter of mere negligence. The companies have been aware of them for decades and still chose more profits over the public interest. It is only fitting that they pay to offset the costs that communities will have to incur in order to protect themselves from the effects of the climate changes wrought by the willful greed of these companies. And the more municipalities that sign on to lawsuits like the one moving forward by WCEL, the more chance there is that the suits will be successful. It took a very long time for tobacco companies to be held accountable for the health damages that they knowingly inflicted on the public, but once a multitude of state attorneys general banded together, meaningful settlements were achieved.

At least 16 other local municipalities have already voted to send [Climate Accountability Letters](#) to the companies in question.

I would urge Lions Bay to very seriously consider the opportunity to join this effort and, hopefully, sign on. We have some very serious infrastructure expenses coming up that are directly related to climate change. We also have a great many other infrastructure expenses to deal with. It certainly would seem to me to be fitting if the companies that most

contributed to exacerbating climate change were held accountable and compelled to contribute to our mitigation expenses. I'm sure every taxpayer in Lions Bay would support that outcome.

Again, thank you all for listening.

All the best,  
Jon Povill



**From:** [Shawna Gilroy](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: Recovering Climate Costs Delegation  
**Date:** Thursday, March 14, 2019 1:12:52 PM

---

**From:** Gordon Cornwall <[REDACTED]>  
**Sent:** Wednesday, March 6, 2019 4:38 PM  
**To:** Council @ Lions Bay  
**Cc:** [REDACTED]  
**Subject:** Recovering Climate Costs Delegation

Dear Mayor McLaughlin and members of Lions Bay Council,

Thank you for your close attention to our delegation last night on Recovering Climate Costs, and your questions.

I want to assure you that we are available for further meetings and discussions on this subject, including legal questions which lawyers from West Coast Environment Law will be happy to address. We hope you will give further consideration to the question of how to face Lions Bay's share of the burden of damages due to climate change, and the costs of defending against further harms. A first step which many municipalities are taking is accounting – track your climate-related costs. This will help you quantify the scope of the problem for Lions Bay, and ensure that you have the information you need to take further steps.

We will be grateful if you keep us in the loop on this file, especially regarding any decisions related to the recommended actions.

Best regards,

Gordon Cornwall  
Volunteer for West Coast Environmental Law

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]

## WWTP QUESTIONS SUBMITTED BY ELIZABETH HODGSON AT IC MEETING ON FEB.25<sup>TH</sup>

1. Q: Is predictive and preventative maintenance done on the WWPT? If they are then the plant could likely have been kept in running order for quite a long time and probably well past the 40 year life span. Who said and on what basis were you informed that the plant only had a 40 year life span? Where did this information come from? How long do similar plants last? Do you know? 3.2 of the "Asset Management Policy Statements dated March 13, 2013 states: "Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users." Do you know if this policy was followed?

A: Predictive and preventative maintenance at the WWTP consists of monthly inspections of the mechanical components and greasing of the moving parts within the system. Annual pump-out of the solids at the bottom of the treatment plant occurs each September, at which time, a more in-depth inspection is conducted. This maintenance program follows the manufactures recommended program and has, in fact, extended the lifespan of the WWTP. The manufacturers estimated lifespan for the RBC WWTP system is 30-35 years – this is primarily due to the environment the mechanical components are exposed to. Wastewater, and in particular, hydrogen sulfide (H<sub>2</sub>S), which is produced during the decomposition of wastewater, is extremely corrosive and greatly reduces the life expectancy of metal components.

2. Q: Item 4 of the FAQs says that other Lions Bay residents do not contribute to the costs of the WWTP because they receive no benefit from the service just as KG residents do not pay to maintain septic systems throughout the Village. I do not understand this argument because almost all the septic systems are located on private property and do not appear to be part of the Lions Bay infrastructure. The WWTP appears to be part of the Lions Bay infrastructure as indicated in The Executive Summary of the Infrastructure Master Plan dated July 28, 2016 which states on the first line that:

"The Village of Lions Bay... owns and manages water, sanitary, stormwater, combined, roads and street lighting... The Infrastructure assets included in the scope of the IMP were: Water (including treatment plants, pipes); Sanitary (including treatment plants, pipes); Stormwater (including pipes and roadside channels); and Roads and bridges

I don't see that septic systems on private property were included as part of the infrastructure. If they were included then presumably the Village would have to maintain those septic systems.

When you purchase a house which has a septic system that needs to be maintained you are aware of it at the time of purchase. Usually you pay a little less for properties with septic systems but at the end of the day it is a personal choice on what you decide to purchase. The residents at Kelvin Grove usually pay a little more for their properties and possibly pay slightly higher property taxes. As you know, they pay an Annual User Fee for maintenance of the WWTP up front.

If the WWTP is considered part of the Lions Bay infrastructure and an asset why should the residents of Kelvin Grove pay for the replacement or expansion of the WWTP.

Could you please explain as to how you came to the conclusion in item 4 of the FAQs?

A: Firstly, it is important to correct a false premise in your query above regarding Kelvin Grove residents paying for an expansion of the WWTP. That proposition has never been put forward and, in fact, has been explicitly addressed in Question 20, the Answer to which states: "Any incremental costs of expandability ought to be identified for fair and appropriate resolution and any actual costs of expansion ought to be borne by those parcels benefitting from the expansion."

Secondly, the reason why property owners in the rest of Lions Bay cannot be expected to contribute to the costs of a "like for like" replacement of the existing facility is the same as why they are not charged for the Sewer Utility Fee: they have no opportunity to connect to the service. In respect of parcel taxes, the *Community Charter*, section 201(2) is very clear:

In the case of a service that is provided to land or improvements, a parcel tax under this Division may be imposed only on parcels that have the opportunity to be provided with the service, whether or not they are in fact being provided with the service.

This is a basic principle of fairness in respect of the authority of local governments to raise revenues to pay for the services they provide.

**From:** [Shawna Gilroy](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: LKG Road Asphalt  
**Date:** Thursday, March 14, 2019 2:07:58 PM

---

**From:** Peter DeJong  
**Sent:** Thursday, March 07, 2019 2:40 PM  
**To:** 'Azordegan Azordegan Family' [REDACTED] Public Works  
<[works@lionsbay.ca](mailto:works@lionsbay.ca)>  
**Cc:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>; Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>;  
Jaime Cunliffe <[councillor.cunliffe@lionsbay.ca](mailto:councillor.cunliffe@lionsbay.ca)>; Neville Abbott <[councillor.abbott@lionsbay.ca](mailto:councillor.abbott@lionsbay.ca)>;  
Norman Barmeier <[councillor.barmeier@lionsbay.ca](mailto:councillor.barmeier@lionsbay.ca)>  
**Subject:** RE: LKG Road Asphalt

Hello Mrs. Azordegan:

Sorry for the delay in getting back to you on this matter. The deterioration of a roadway is based on many variables including construction, geology, weather, and traffic. Generally, an asphalt road has a design life of 15 years. This can be prolonged with a robust pavement management program including crack sealing and road overlays which, historically, the Municipality has not been in a position to fund. Unfortunately, environmental conditions impact this typical lifecycle:

- areas where freeze/thaw cycles are present often experience diminished pavement life; and
- areas where roads are exposed to strong sunlight and heat, which impacts the asphalt binders in pavement making the pavement more brittle, combined freeze/thaw equates to a more diminished lifecycle.

Finally, road subgrades affect the condition of the overlying pavement – silty soils are more susceptible to freeze/thaw and frost heaves; subgrades without proper compaction or with high concentrations of organics will settle causing stresses/alligator cracking and other signs of deterioration. Suffice to say that there are a lot of factors impacting pavement condition throughout the Village – but traffic volumes are not, based upon the experience of the Public Works Manager, the cause of the condition of the roadway in lower Kelvin Grove. Residential roads are designed to handle truck traffic from periodic development – to imply that development of a single-family residence down the street is what’s causing the deterioration of the road indicated in the photos is, with all due respect, a flawed argument.

We do not see a safety concern at present. Public Works keeps an eye out for pothole formation and puts together a list of pavement repairs based upon level of deterioration. We typically (at least in the last two years) have spent \$8,000-15,000 on pavement repairs. There are many streets in the Village with pavement issues more advanced than this alligator

cracking on lower Tidewater Way. Those areas take precedence for operational repairs, but we will certainly keep an eye on the condition of the pavement in front of your home. Thank you for bringing this matter to our attention.

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

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

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**From:** Azordegan Azordegan Family [REDACTED]  
**Sent:** Tuesday, March 05, 2019 9:10 PM  
**To:** Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>  
**Cc:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>; Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>;  
Jaime Cunliffe <[councillor.cunliffe@lionsbay.ca](mailto:councillor.cunliffe@lionsbay.ca)>; Neville Abbott <[councillor.abbott@lionsbay.ca](mailto:councillor.abbott@lionsbay.ca)>;  
Norman Barmeier <[councillor.barmeier@lionsbay.ca](mailto:councillor.barmeier@lionsbay.ca)>  
**Subject:** Re: LKG Road Asphalt

Hello Peter,

Would you please kindly respond to my below e-mail sent on Feb 11th?

Thank you

Regards  
Farrah

On Monday, February 11, 2019, 9:27:15 p.m. PST, Azordegan Azordegan Family [REDACTED] wrote:

Dear Peter,

Hope this finds you well.

I am reaching out to point out an issue with the LKG road asphalt. I have attached a few pictures for your review.

We have stated this issue before you joined Lions Bay administration, but no one considered fixing this issue.

Because for a few years we have construction going on for the house being built on the beach and many large size trucks come and go every day, the asphalt issues are getting worst.

This must be repaired for safety. I was not able to take good pictures but if you come and check it out, you'll see it is very bad, especially the section right in front of 100 Tidewater way (our home).

Please kindly add this issue to your next agenda item for discussion and resolution.

Please let me know of positive response by the council.

Thank you

Respectfully

Farrah Azordegan







The following correspondence was received from Bruce and Paula McLachlan on Tuesday, March 5, 2019; staff's responses to the questions are in red:

Mayor and Council,

We purchased our property in 1983, built our house in 1988/89 and became residents of Lions Bay in May 1989. Many of the properties in upper KG had been developed by the time we became residents.

For the period 1991-2018 we've paid parcel/user taxes of \$10,986. Using an assumption based on the number of residences in Kelvin Grove, the total tax dollars collected for parcel/user tax is, at the very least, estimated to be between \$933,853 and \$1,043,718 from KG homeowners only. We have questions concerning tax funding and expenses of the WWTP from its inception and request the following:

- Provide a detailed calculation of revenue and expenses for the Kelvin Grove WWTP Sewer Parcel and Sewer User rates year by year to 2018.

The attached schedule shows the revenue and expenses of the Sewer Fund from 2010 to 2018. Every year, a budget is prepared for the Sewer Fund to determine the revenue needed to be collected through the Utility Fees (and prior to 2017, the Parcel Tax). During the year-end process, the actual sewer results are calculated and form part of the consolidated financial statements which are audited annually by our external auditor (currently BDO Canada LLP). Any surplus or deficit funds flow into the Sewer reserve.

- Prior to 2016 was the Sewer Parcel Tax collected from homeowners in all of Lions Bay, or were the taxes limited to Kelvin Grove homeowners only? If sewer parcel and user tax was collected from other Lions Bay homeowners until 2016, what is the amount of that revenue and where is the revenue allocated? What amount, if any, of those funds were set aside for the WWTP reserve?

Prior to February 7, 2017, when the Sewer Parcel By-law #108 was repealed, the parcel tax was collected from Kelvin Grove homeowners only. Per the By-law, the money was collected to "meet the cost of maintenance or works and services" of its Sewage Treatment Plant.

- Confirm the amount currently being held in reserve relevant to the maintenance/operation and future replacement of the KG sewage facility.

As at December 31, 2017 (last audited Financial Statements), there was \$200,320 in the sewer reserve. The estimated reserve balance at December 31, 2018 is about \$212,000 (2018 audit to be completed by May 15, 2019).

- In 2016 Council identified issues with the life of the WWTP. Why did Council not apply for Federal, Provincial and GVRD grants available for infrastructure upgrades at that time?

In 2016, the Infrastructure Master Plan recommended that the Village complete a study in 2019 to determine the appropriate technology required to meet current and potential treatment requirements along with the potential for building out the wastewater system. We are currently preparing the Request for Proposals for that study. Grant opportunities for infrastructure are limited and applications are submitted at the time the asset needs to be replaced or upgraded (eg: we would expect to be applying in about 5 years or so).

We understand the WWTP does not currently have any breakers/alarms to identify abnormal operating characteristics, other than neighbours to report loud noises. To mitigate damage and costly repairs, why wasn't this done following prior breakdowns? Surely any replacement of existing parts or potential replacement of the WWTP facility will include a mechanism to halt the operation of machinery in the case of malfunction.

The RBC system purchased isn't conducive sensors and alarms – it wasn't designed that way. Retrofitting the plant to include sensors that are typically incorporated into more technologically enhanced systems is costly and we can only surmise that this wasn't a consideration for Council of the Day. However, the motor should have an overload circuit at the very least and we're not sure why it doesn't. The original flow meter installed in 1981 was an analog model that required staff to inspect and record data manually. It was replaced in 2010 with a digital flow meter using a level transducer. We're not sure why connection to the Village's SCADA system was not included in the upgrades back then but surmise it had to do with cost. We have budgeted for the installation of a new flow meter and connection to the Works Yard's SCADA system for 2019

As future options are considered we have a concern that good money will be spent repairing a facility that will have a very short life span. Will the mandate for the engineering study also consider the cost of replacement to current environmental standards.

The engineering study will determine the appropriate technology required to meet current and potential treatment requirements. New permits will likely include more stringent bacterial and suspended solids (BOD and TSS) values and nutrient removal along with tertiary disinfection through chlorine or UV treatment. This will result in a higher quality of effluent being discharged in to the environment.

We look forward to your response.

Thank you for taking the time to ask these questions.

Bruce and Paula McLachlan  
65 Sweetwater Place

**Village of Lions Bay**  
**2010 - 2018 Summary of Sewer Revenue and Expenses**

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	YTD Actual 2018
Utility Fees and Rates	32,400	32,400	32,400	34,020	37,422	41,164	44,822	67,234	68,034
Parcel Taxes	11,400	19,000	19,000	19,950	21,945	24,140	25,346	-	-
Grants	54,966	-	-	-	-	-	-	-	-
Secondary Suite Fees	-	-	-	-	-	-	-	1,921	2,561
Conection Fees	-	-	-	-	-	-	600	3,911	-
<b>Total Revenues</b>	<b>98,766</b>	<b>51,400</b>	<b>51,400</b>	<b>53,970</b>	<b>59,367</b>	<b>65,305</b>	<b>70,768</b>	<b>73,066</b>	<b>70,595</b>
Amortization	21,389	21,609	21,609	21,609	21,609	28,399	29,725	14,628	14,628
Insurance	1,181	-	-	1,240	1,240	1,240	2,230	2,123	2,470
Maintenance	40,022	22,649	664	27,114	21,855	25,767	27,737	30,222	33,222
Material, Supplies and Equipment	17	247	-	1,144	198	622	351	212	50
Professional Fees / Contract Services	575	-	-	1,870	-	2,494	2,254	-	1,763
Salaries and Benefits	1,804	3,028	235	14,787	5,896	15,237	14,961	13,623	12,059
Sundry	317	317	317	317	317	317	1,672	1,772	1,943
Training / Professional Development	-	-	-	701	-	-	-	185	629
Utilities	1,302	1,615	1,780	1,967	1,875	1,807	1,982	3,058	2,309
Internal Allocations	8,000	8,000	8,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>Total Expenditures</b>	<b>74,607</b>	<b>57,465</b>	<b>32,605</b>	<b>74,748</b>	<b>56,990</b>	<b>79,883</b>	<b>84,912</b>	<b>69,822</b>	<b>73,074</b>
<b>Surplus / (Deficit)</b>	<b>24,159</b>	<b>(6,065)</b>	<b>18,795</b>	<b>(20,778)</b>	<b>2,377</b>	<b>(14,578)</b>	<b>(14,144)</b>	<b>3,244</b>	<b>(2,478)</b>
Amortization	21,389	21,609	21,609	21,609	21,609	28,399	29,725	14,628	14,628
<b>Cash Surplus / (Deficit)</b>	<b>45,548</b>	<b>15,544</b>	<b>40,404</b>	<b>831</b>	<b>23,986</b>	<b>13,821</b>	<b>15,581</b>	<b>17,872</b>	<b>12,150</b>
Capital Expenditures	(105,679)	(1,543)	-	-	-	-	(34,413)	-	-
<b>Transfer (from) to Sewer Surplus</b>	<b>(60,131)</b>	<b>14,001</b>	<b>40,404</b>	<b>831</b>	<b>23,986</b>	<b>13,821</b>	<b>(18,832)</b>	<b>17,872</b>	<b>12,150</b>

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