



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 16, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
- 5. Review & Approval of Minutes of Prior Meetings**
 - A. Special Council Meeting – January 4, 2019 (Page 5)
THAT the Special Council Meeting Minutes of January 4, 2019 be approved as circulated.
 - B. Regular Council Meeting – April 2, 2019 (Page 7)
THAT the Regular Council Meeting Minutes of April 2, 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
76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	CAO DeJong
77	March 19, 2019	G1: Legislative Assembly of BC – CAO DeJong to respond advising that accessibility standards will be investigated when the Building Bylaw is reviewed	CAO DeJong
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is	CAO DeJong

		not presently in a position to pursue.	
82	April 2, 2019	Item 6A: Rural Dividend Program – draft letter to the Chair and Board of Metro Vancouver	CAO DeJong
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	CAO DeJong
84	April 2, 2019	R1: Anthony Tobin & Andrew Wilton – Forest Fires – Councillor Bain to respond	Councillor Bain
85	April 2, 2019	R2: Jon Povill – Port Moody PACE Program – Mayor to respond	Mayor McLaughlin
86	April 2, 2019	R4: Kambiz Azordegan – Lower Kelvin Grove Issues – Mayor to respond	Mayor McLaughlin
87	April 2, 2019	R5: McLaughlin/Doherty – Volunteer Week – Mayor to respond	Mayor McLaughlin

8. Reports

A. Staff

- i. CAO: Asset Management Investment Plan Final Report (Page 17)
 THAT the Information Report, “Asset Management Investment Plan Final Report” be received.
- ii. CFO: UBCM Asset Management Planning Program Resolution (Page 47)
 THAT Council direct staff to submit a UBCM Asset Management Planning Program grant application for Asset Management Phase II – Connecting asset management planning to long-term financial planning and to provide overall grant management of the project.
- iii. CAO: Budget Communications Principles (Page 49)
 THAT the Information Report, “Budget Communications Principles” be received.

B. Mayor

- i. Events Committee – Verbal

C. Council – None

D. Committees – None

E. Emergency Services – None

9. Resolutions

A. Events Committee: Bylaw Relaxation Request (Page 55)

THAT Council relax the Noise Bylaw and the Traffic and Parking Bylaw to allow live music until 11:30 pm at 140 Lions Bay Avenue on Thursday, June 27, 2019, to allow angle parking on Lions Bay Avenue (excluding cul-de-sacs, no parking areas

and fire hydrants), and to waive guest parking passes for visitors during this time for the Events Committee’s Beach Park Fundraising Event.

- B. Appointment of Department of Fisheries and Oceans Representative
 THAT Council re-appoint Glen Dennison as the Village of Lions Bay’s liaison to the Department of Fisheries and Oceans for a four-year term.

10. Bylaws

- A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 – Third Reading (Page 57)
 THAT 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a third time.
- B. Tax Rate Bylaw No. 561, 2019 – First, Second, Third Reading (Page 63)
 THAT Tax Rate Bylaw No. 561, 2019 be read a first, second and third time.

11. Correspondence

- A. List of Correspondence to April 11, 2019 (Page 67)
 THAT the following actions be taken with respect to the correspondence:

12. New Business

- A. Community and School Signage – Verbal Update

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. Personnel – Labour Relations
- B. Crown Charges
 THAT the council considers that disclosure of law enforcement matters could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

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

- 90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- c) labour relations or other employee relations;
 - f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON FRIDAY, JANUARY 4, 2019 at 11:00 AM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Fred Bain

Regrets: Councillor Norm Barmeier
Councillor Jaime Cunliffe

Staff: Chief Financial Officer Pamela Rooke (Acting CAO)
Office Coordinator Shawna Gilroy (Recorder)

Public: 0

1. Call to Order

Mayor McLaughlin called the meeting to order at 11:00 a.m.

2. Adoption of Agenda

Moved/Seconded

THAT item 4B: Block Watch/RCMP – Request to Waive Hall Rental Fees be added; and

THAT the agenda be adopted, as amended.

CARRIED

3. Public Participation

None

4. Resolutions

A. Cancellation of January 8, 2019 Regular Council Meeting

Moved/Seconded

THAT the Regular Council Meeting of January 8, 2019 be cancelled.

CARRIED

B. Block Watch/RCMP – Request to Waive Hall Rental Fees

Ruth Simons, Block Watch Coordinator for Lions Bay, received a request from the Squamish RCMP to host a public meeting to allow residents to connect directly with the RCMP about safety issues in the Village. Ms. Simons requested Council waive the hall rental fees for the purposes of this important public meeting.

Moved/Seconded

THAT Council waive the hall rental fees and insurance fees for the purposes of Block Watch and the Squamish RCMP hosting a public meeting in early 2019.

CARRIED

5. Public Questions & Comments

None

6. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:04 a.m.

Mayor

Corporate Officer

Date Approved by Council:	
---------------------------	--



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 2, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Fred Bain
Councillor Jaime Cunliffe

Regrets: Councillor Norm Barmeier

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer
Recording Secretary Carol Lee

Delegations: 0

Public: 1

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:06 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT Item 8Bi – Events Committee Update be added; and
THAT Item 8Bii – Village Update Rotation be added; and
THAT Item 8Cv – Howe Sound Community Forum be added; and
THAT the agenda be adopted, as amended.

CARRIED

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

A. Jim Cave

Mr. Cave expressed opposition to the proposed Metro Vancouver Bylaw to Restrict Wood Burning Appliances (proposed Metro Vancouver bylaw). He noted that Lions Bay residents have few alternate fuel sources to heat their homes. Mr. Cave advised that

when the wood burning appliance is properly installed and operating correctly, there is no visible smoke emitted. The proposed Metro Vancouver bylaw to prohibit Village residents from using a renewable resource to heat their homes is punitive.

Mr. Cave noted his expectation that, in the future, there will be an onus on the resident to engage a technician to certify that the wood burning appliance complies with emission standards. Therefore, there is also a potential future cost implication to the proposed Metro Vancouver bylaw.

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

None

5. Review & Approval of Minutes of Prior Meetings

A. Special Council Meeting – March 12, 2019

Moved/Seconded

THAT the Special Council Meeting Minutes of March 12, 2019 be approved as circulated.

CARRIED

B. Regular Council Meeting – March 19, 2019

Moved/Seconded

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

CARRIED

6. Business Arising from the Minutes

A. March 19, 2019 Regular Council

- Item 8Ai – CAO DeJong reported that the wording on the type of projects that would be funded through the segregated infrastructure reserve would not be provided at the meeting.
- Item 9 – Mayor McLaughlin requested that the drafting of the letter to the Chair and Board of Metro Vancouver seeking support for Lions Bay’s request to be considered eligible for the Rural Dividend Program be moved to unfinished business.

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	CAO DeJong
77	March 19, 2019	G1: Legislative Assembly of BC – CAO DeJong to respond advising that accessibility standards will be investigated when the	CAO DeJong

		Building Bylaw is reviewed	
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is not presently in a position to pursue.	CAO DeJong
79	March 19, 2019	R2: George Liu – Climate Change – Mayor to respond re: outcome of March 19 discussion.	[strike]
80	March 19, 2019	R3: Jon Povill – Recovering Climate Change Delegation – Mayor to respond re: outcome of March 19 discussion.	[strike]
81	March 19, 2019	R3: Gordon Cornwall – Recovering Climate Change Delegation – Mayor to respond re: outcome of March 19 discussion.	[strike]

8. Reports

A. Staff

i. CFO: Draft 2019–2023 Five Year Financial Plan

CFO Rooke reviewed the draft 2019–2023 Five Year Financial Plan (Plan) which is required under the *Community Charter*. The Plan draws from the 2019 provisional budget and extrapolates revenues and expenses for the five year period based on the assumptions listed in the report.

Capital expenditures include all of the projects outlined in the Infrastructure Master Plan Loan Authorization Bylaw (Loan Authorization Bylaw) and assumes all projects will be undertaken in the next five years with the costs offset by grant revenue and Municipal Financing Authority (MFA) borrowing. The Loan Authorization Bylaw expires in 2021, subject to the adoption of a Temporary Borrowing Bylaw.

Councillor Abbott commented that he is uncomfortable proceeding with a 10% infrastructure levy without a clear definition of “infrastructure” and greater public participation.

Staff provided clarification that infrastructure is considered a tangible capital asset (TCA) or item included in the asset management plan. The use of infrastructure levies and reserves are becoming increasingly common by local governments, with all expenditures from such capital reserves requiring council approval.

Councillor Abbott recommended that the infrastructure reserve expenditures be limited to those items included in the Infrastructure Master Plan (IMP) and expressed concern that, in the future, the infrastructure reserve could be used for non-critical issues. The CAO noted that the IMP was limited in scope and does not include anything more than a

cursory review of drainage. It also doesn't include any of our other significant assets, such as the Municipal complex, the Klatt Building or the Public Works Yard. He also noted that current Council cannot bind the decisions of future councils.

With respect to the concern regarding the need for greater public participation, it was noted that the proposal to incorporate a 10% infrastructure levy in the 2019 budget has been included in two editions of the Village Update. There has been virtually no feedback received in response on the Village Update articles; residents have not expressed disagreement with the proposed infrastructure levy to the Mayor and/or Councillors; and no delegations or speakers have registered to provide input at the Council meeting on the 2019 budget.

Councillor Abbott provided an on-table item titled "Core Values for the Practice of Public Participation". CAO DeJong distributed an on-table document titled "3 Pillars for Effective Public Participation" (which includes the Core Values) and noted that there is always a spectrum of appropriate public participation depending upon the topic and the circumstances.

Councillor Abbott proposed a three-step public participation process:

- A flyer seeking input on the financial health of the Village to be delivered to all households by April 12, 2019
- A referendum or survey be undertaken
- Town Hall meeting on May 7, 2019, prior to adoption of the 2019–2023 Five Year Financial Plan Bylaw.

It was suggested that the time required to embark on a substantially different consultation process had passed. It was recommended that the budget process be reviewed in due course to determine if process improvements can be made for the 2020 budget and 2020 –2024 Five Year Financial Plan processes.

CFO Rooke provided the following information in response to questions from Council:

- The non-cash amortization expense has no financial impact
- The change in the anticipated land sale net revenue from 2018 to 2019 is due to market conditions
- Funding for the sewer study and replacement of the water plant damaged disk will be provided from the infrastructure reserve
- The breakdown of total capital expenditures by Water, Sewer and General Fund

Moved/Seconded

THAT Council receive the report "Draft 2019–2023 Five Year Financial Plan" for information purposes.

CARRIED

ii. CAO: CN Lease re: Lions Bay Beach Parking Lot

CAO DeJong presented the report on the CN Lease for the Lions Bay Beach Parking Lot that was provided with the agenda material. The Village is awaiting confirmation from CN regarding amendments to the conditions attached to the Municipality's liability insurance policy with the MIABC. CN has already agreed to reduction of the requirement for environmental liability insurance from \$10 million to \$2 million as a result of an environment baseline assessment obtained by the Municipality.

In response to a question from Council, Public Works Manager Jaffer advised that it is anticipated that the paving will be completed prior to May 18, 2019.

Moved/Seconded

- (1) THAT the lease between the Canadian National Railway Company and the Village of Lions Bay dated May 1, 2018, (the "2019–2023 CN Lease") be approved in substantially the form attached; and
- (2) THAT the Mayor and the Chief Administrative Officer be authorized to execute the 2019-2023 CN Lease, subject to any minor amendments regarding insurance terms to be agreed as between CN and the Municipality.

CARRIED

- iii. Office Coordinator: Resident Survey Results – Proposed Metro Vancouver Bylaw to Restrict Wood Burning Appliances; and
- 8Ci Councillor Abbott: Request for Decision – Proposed Metro Vancouver Bylaw to Restrict Wood Burning Appliance

Councillor Abbott reviewed the survey results presented in the document titled "Review of Metro's proposed bylaw to limit use of residential wood burning" that was provided on table.

Councillor Abbott proposed the following action items for Council or staff:

- Write to Metro Vancouver requesting exemption be granted along with others who are outside the Urban Containment Boundary (UCB), including a copy of the survey and summary of results
- Investigate the option of falling outside the UCB to avoid future bylaws intended for larger or densely populated municipalities to align with Bowen Island, Anmore, Belcarra, etc. (CAO will follow up with Metro for further information re. the UCB when corresponding re. support for the Rural Dividend Fund)
 - It was agreed to include this action in unfinished business
- Follow up regarding resident questions about being part of Metro Vancouver. Staff to produce a high-level cost benefit analysis and review of options for Council discussion:
 - It was agreed that this proposed action would be considered during the next strategic planning session

- Review and revise building bylaw to ensure new installations of wood burning appliances are in line with the proposed Metro Vancouver Bylaw:
 - CAO DeJong will include this action during the review of the Building Bylaw
- Educate residents (repeat annually in October) through website and follow-up Village Updates regarding what to burn, how to cure wood, etc.:
 - It was agreed to include an article in one of the October 2019 editions of the Village Update
- Contact BC Hydro to explore possibilities of being excluded from second tier hydro for heating purposes where gas is unavailable. Also, investigate if this program could be linked to other energy options such as solar power:
 - Councillor Abbott agreed to obtain details from the resident who has this arrangement in place.

Moved/Seconded

THAT the Information Report, “Resident Survey: Proposed Metro Vancouver Bylaw to Restrict Wood Burning Appliances” and “Review of Metro’s proposed bylaw to limit use of residential wood burning” be received.

CARRIED

Moved/Seconded

THAT a letter be written to Metro requesting an exemption be granted to the Village of Lions Bay, along with others who are outside the Urban Containment Boundary, including a copy of the local survey and summary of results.

CARRIED

B. Mayor

i. Events Committee Update

Mayor McLaughlin reported that the Events Committee is organizing a gala event at a private residence on June 22, 2019 to raise funds for the Lions Bay Beach Park.

Mayor McLaughlin requested that CFO Rooke provide information on the issuance of tax receipts for Events Committee’s gala event.

ii. Village Update Rotation

Council agreed to the following rotation for the preparation of articles for the Village Update:

- April 5 – Councillor Cunliffe
- April 12 – Mayor McLaughlin
- April 19 – no articles
- April 26 – Councillor Abbott
- May 3 – Councillor Barmeier
- May 10 – unassigned
- May 17 – Councillor Cunliffe.

It was suggested that Councillors be invited to review how their articles appear in the printed version of the Village Update before publication. CAO DeJong will speak to staff regarding the practical implications of implementing this suggestion.

C. Council

i. Councillor Abbott: Request for Decision – Proposed
 Metro Vancouver Bylaw to Restrict Wood Burning Appliance

This item was discussed under Item 8Aiii.

ii. Councillor Abbott – Citizen of the Year/Citizen of Distinction

CAO DeJong advised of the process utilized previously for selecting the Citizen of the Year and Citizen of Distinction. Councillor Abbott suggested that a call for nominations for the Citizen of the Year and Citizen of Distinction be issued, along with the criteria for each award. The CAO indicated that staff will work on putting something together.

iii. Councillor Cunliffe/Abbott – Canada Day Update

Councillor Cunliffe reported that the Arts Council has not responded to the request that it assume responsibility for planning the children's portion of the Canada Day celebration. Mayor McLaughlin undertook to speak further with the Events Committee planning for the celebration when meeting with them next week.

iv. Councillor Cunliffe – Volunteer Week

Councillor Cunliffe provided an update on arrangements for Volunteer Week and the celebration planned for the Lions Bay Beach Park on April 11th at 5 pm.

v. Councillor Bain – Howe Sound Community Forum

Councillor Bain noted that Howe Sound Community Forum will be meeting on April 26, 2019 on Gambier Island and Councillors are welcome to attend.

D. Committees

None

E. Emergency Services

None

9. Resolutions

None

10. Bylaws

A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 –
 First and Second Reading

Moved/Seconded

THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a first time.

CARRIED

OPPOSED: CLR. ABBOTT

Moved/Seconded

THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a second time.

CARRIED

OPPOSED: CLR. ABBOTT

11. Correspondence

A. List of Correspondence to March 28, 2019

Moved/Seconded

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

- G1: City of Victoria Resolutions – No response
- G2: Property Assessment and Taxation Systems – Received; no response
- G3: Request for Local Government to Support C.O.R.E.Y. – No response
- R1: Anthony Tobin and Andrew Wilton – Forest Fires – Councillor Bain to respond by advising that sites that pose a risk for interface fires can be reported to the Village and that steps will be taken to raise public awareness of Firesmart practices as summer approaches
- R2: Jon Ponvill – Port Moody PACE Program – Mayor McLaughlin to respond to advise that the Village will await a decision from the Federation of Canadian Municipalities (FCM) on program funding to support this initiative
- R3: Gordon Cornwall – Recovering Climate Costs Delegation (Response from Mayor) – No further response
- R4: Kambiz Azordegan – Lower Kelvin Grove Issues – Mayor McLaughlin to respond

At 10:00 pm the meeting was extended until 11:00 pm.

Moved/Seconded

THAT the meeting be extended until 11:00 pm.

CARRIED

- R5: McLaughlin & Doherty – Volunteer Week – Mayor McLaughlin to respond to Mr. Doherty
- R6: David Waller – Woodburning Appliances, Revenue and Capital Expenses for Lions Bay – Received
- R7: Ian and Danielle Mackie – Metro Wood Smoke Ban – Received
- R8: Stefanie Reuter – Proposed Wood Burning Restrictions – Received
- R9: Vivienne O’Keeffe – Proposed Metro Vancouver Bylaw – Received
- R10: Marcus Reuter – Proposed Wood Burning Ban – Received

- R11: Rod Baker – Wood Burning – Received
- R12: Jim Cave – Wood Burning Fireplaces in the GVRD – Received
- R13: Robert Dickinson - Enough Already – Received
- R14: Marek Sredzki – Metro Vancouver Bylaw to Restrict the Use of Wood-burning Appliances – Received
- R15: Carole and Mark Bajus - Wood Burning – Received
- R16: Jo Wright – Fireplace Ban and Heat Pumps – Received
- R17: Montgomery Family – Fireplaces – Received
- R18: Jaime Cunliffe - Opt Out Please – Received
- R19: Jon Povill - Wood Burning Ban Input – Received
- R20: Ruth Simons - Wood Burning Bylaw – Received
- R21: Jerry Blackwell - Proposed Bylaw Feedback – Received
- R22: Werner Nolte - Wood Burning Appliances – Received
- R23: Jennifer Monroe - Wood Burning Appliances – Received
- R24: Janet and Keith Cozens - Wood Burning Survey – Received
- R25: John Phillips - Proposed Bylaw to Restrict Use of Wood Burning Appliances – Received
- R26: Tina Schneider - Do NOT Restrict the Use of Wood-burning Appliances – Received
- R27: Elke Schneider - Proposed Bylaw to Restrict Wood Burning Appliances – Received
- R28: Jim Cannell - Wood Burning Appliances – Received
- R29: Jan Erik Schneider - Stop Fireplace Ban, Request to Leave Metro Vancouver – Received

CARRIED

12. New Business

None

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 and Sale of 35 Kelvin Grove Way
- B. Personnel – Labour Relations

A. Sale of 52 Brunswick Beach Road and Sale of 35 Kelvin Grove Way

Moved/Seconded

THAT Council considers the disclosure of information in respect of the sale of 52 Brunswick Beach Road and sale of 35 Kelvin Grove Way could reasonably be expected to harm the interests of the municipality.

CARRIED

B. Motion to Close Council Meeting

Moved/Seconded

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED

Mayor McLaughlin advised that Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally.

The meeting was closed to the public at 10:09 p.m.

The meeting was reopened to the public at 11:07 p.m.

15. Reporting Out from Closed Portion of Meeting

It was reported that the sale of 52 Brunswick Beach Road closed on April 1, 2019.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:08 pm.

Mayor

Corporate Officer

Date Approved by Council:	
---------------------------	--



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Asset Management Investment Plan Final Report		
Author	Peter DeJong	Reviewed By:	Pamela Rooke
Date	April 10, 2019	Version	
Issued for	April 16, 2019		

Recommendation:

THAT the Information Report, "Asset Management Investment Plan Final Report" be received.

Attachments:

(1) Asset Management Investment Plan Final Report.

Key Information:

In February 2019, the initial draft of the Asset Management Investment Plan was presented to Council and the public by the consultant, Cory Sivell of Urban Systems. This provided a preview of the global status of Lions Bay's assets, their estimated life expectancy, proportionate amount already used up and replacement cost.

In summary, the total replacement cost of current Municipal assets identified in the report is about \$44.2 million. On average, the assets have 43% remaining life which means they are more than halfway through their lifespan, and approximately 11% of assets have passed their expected lifespan (in other words they are in deficit).

A life cycle funding target was established representing the average annual investment required to replace current assets at the end of their lifespan. It was determined that there is a funding gap between the life cycle funding target (\$1.2 million) and the current funds available for capital works (approx.\$300,000). While there is no current expectation that the Village of Lions Bay has the ability to meet a \$900,000/year funding gap, it is clear that the Municipality needs to start taking steps to address this situation as soon as possible, which it is doing through the currently budgeted 10% levy for this purpose.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Additionally, the next phase of asset management planning will be to move forward with a grant funding application to begin connecting asset management planning to long-term financial planning by setting asset replacement funding targets and developing a plan to meet those targets. *(See related report for UBCM grant funding resolution on this Agenda.)*

As recommended at the end of the report, staff will also be looking into developing an annual reporting template that will assist with communicating and understanding the infrastructure metrics provided in the Asset Management Investment Plan report. This would provide staff with a standardized way to present this information annually to councils and residents and serve as a common document to discuss the future of Lions Bay's community infrastructure.

Follow Up Action: Per the information above.

Communication Plan: The Asset Management Investment Plan Final Report will be posted on the Municipality's website. As the Plan's tools and information are further developed and refined, opportunities to engage the public regarding all aspects of the Plan will be pursued.

FINAL REPORT

Asset Management Investment Plan Version 1



Cory Sivell, Asset Management Consultant
Urban Systems Ltd.
T: 604-235-1701
urbansystems.ca

Table of Contents

1.0 Executive Summary 1

2.0 What is Asset Management?5

 2.1 Why Is Asset Management Important?5

 2.2 Background.....6

3.0 Asset Management Investment Plan V1.07

 3.1 How Much Are Our Assets Worth?7

 3.2 How Much Remaining Life Do Our Assets Have?8

 3.3 How Much Value of Our Asset Is Consumed?8

 3.4 What Is Our Deficit?.....8

 3.5 What Are Our Life Cycle Costs?9

 3.6 When Do Our Assets Need To Be Replaced?9

4.0 The Results..... 10

 4.1 How Much Are Our Assets Worth? 10

 4.2 How Much Remaining Life Do Our Assets Have? 11

 4.3 How Much Value of Our Asset Is Consumed? 12

 4.4 What Is Our Deficit?..... 13

 4.5 What Are Our Life Cycle Costs? 14

 4.6 When Do Our Assets Need to Be Replaced?..... 15

5.0 What Is our Life Cycle Funding Gap? 16

6.0 Conclusion 21

List of Figures

Figure 1-1.1 Asset Management Framework1
Figure 2-1 Asset Management for Sustainable Service Delivery, ABC Framework5
Figure 4-1 How Much Are Our Assets Worth? 10
Figure 4-2 How Much Remaining Life Do Our Assets Have? 11
Figure 4-3 How Much Value of Our Asset Is Consumed?..... 12
Figure 4-4 What Is Our Deficit? 13
Figure 4-5 When Do Our Assets Need To Be Replaced?..... 15
Figure 5-1 Life Cycle Funding Gap..... 16
Figure 5-2 General Capital Life Cycle Funding Gap 17
Figure 5-3 Water Capital Life Cycle Funding Gap..... 18
Figure 5-4 Sewer Capital Life Cycle Funding Gap 19
Figure 5-5 Refining the Life Cycle Funding Target..... 20

List of Tables

Table 1.1.1 Asset Management Investment Plan V1.0 Results2
Table 4.1 How Much Do We Need to Invest to Sustain Our Assets? 14

Appendices

Appendix A Data Sources

1.0 Executive Summary

The Village of Lions Bay (Lions Bay) owns and maintains a large portfolio of infrastructure upon which it greatly relies for delivering services to the community.

Some of the assets, such as the water system, date back to the 1960's. These assets, and others, have served the community well; however, many of these assets are nearing the end of their useful lifespans and will eventually need to be replaced or rehabilitated.

The Asset Management Investment Plan (AMIP) aims to establish the best practices for asset management by answering the following questions:

- 1) *How much are our assets worth?*
- 2) *How much remaining life do our assets have?*
- 3) *How much value of our assets is consumed?*
- 4) *What is our infrastructure deficit?*
- 5) *What are our life cycle costs?*
- 6) *When do our assets need to be replaced?*

By understanding the answers to these questions, the community will be able to budget and plan for the replacement of their infrastructure. Failure to plan would put the community at risk of service disruptions, decreased level of service, emergency repairs and sudden and significant tax and user fee increases. By being proactive today, the Community can ensure that services are sustainable so that current and future generations can enjoy the same levels of service with reasonable tax rates and user fees. The assets included in this study area are Water, Sewer, Drainage, Buildings, Transportation, Land Improvements (Parks) & Fleet & Equipment.

In summary, the total value of assets included in this study is \$44.2 million. On average, these assets have 43% remaining life, which means they are more than halfway through their lifespan and approximately 11% of the community's assets has passed its expected lifespan (a.k.a. deficit). In order to ensure these assets can continue to provide service, decisionmakers must determine the appropriate funding target for asset replacement.

What is Asset Management?

The process of bringing together the skills and activities of people; with information about the community's physical infrastructure assets and financial resources to ensure long term sustainable service delivery.

Sound asset management practices support sustainable service delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources, risk and the desired services.

Sustainable service delivery ensures that current community services are delivered in a social, economic, and environmentally responsible manner that does not compromise the ability of future generations to meet their own needs.



Figure 1-1.1 Asset Management Framework

Table 1.1. Below summarizes several key infrastructure metrics that can be used to help the community understand the state of their infrastructure

Table 1.1.1 Asset Management Investment Plan V1.0 Results

Description	Replacement Cost	Infrastructure Deficit	Remaining Life	Asset Consumption	Life Cycle (IBP)
General Capital	\$20.2M	12%	44%	\$11.3M	\$640K
Equipment	\$2.4M	28%	31%	\$1.7M	\$230K
Land Improvement	\$360K	0%	49%	\$190K	\$15K
Transportation	\$12.2M	12%	44%	\$6.8M	\$270K
Building	\$4.9M	0%	53%	\$2.3M	\$115K
Drainage	\$310K	50%	17%	\$260K	\$10K
Sewer Capital	\$2.5M	4%	19%	\$2.0M	\$70K
Water Capital	\$21.5M	11%	44%	\$12.1M	\$495K
Total	\$44.2M	11%	43%	\$25.4M	\$1.2M

*Refer to Terms and Definitions of replacement cost, infrastructure deficit, % remaining life, value consumed, Life Cycle

Each of the metrics above (replacement cost, remaining life percentage, consumption, deficit, life cycle) provides key insights into the state of the community's infrastructure and can be used to assist with setting long-term funding targets for asset replacement. Setting an appropriate long-term funding target is critical to the future health of the community's infrastructure and directly affects the level of service, risk and fees paid by its stakeholders. In order to assist the community with setting the long-term funding targets for asset replacement, the life cycle funding target was calculated. The life cycle funding target represents the average annual investment required to replace assets at the end of their life span. It was determined that there is a funding gap between the life cycle funding target (\$1.2 million) and the current funds available for capital works (approximately \$300,000). This gap could provide insights that over the long-term, Lions Bay may not be investing enough to sustain assets at the current level of service. In fact, if 100% of the available \$300,000 was invested into replacement, the deficit would increase from 11% to 56% over the next 30 years, which could result in a reduced level of service and increased risk.

As a next step, the community should consider refining the life cycle funding target based on risk, level of service, and develop a revenue strategy to meet that target. This will provide Lions Bay with the confidence that future generations can enjoy the same levels of service as well as reasonable tax rates and user fees. Also, consideration should be given to developing an annual reporting template that would assist with communicating and understanding the infrastructure metrics provided in this report. This would provide staff with a standardized way to present this information annually to councils, staff and citizens and serve as a common document to discuss the future of Lions Bay community infrastructure.

TERMS AND DEFINITIONS

ASSET

A physical component of a system that has value, enables services to be provided, and has an economic life greater than 1 year.

FUNDS AVAILABLE FOR CAPITAL (A.K.A Transfers to Reserves)

Represents the total annual funds that are available for capital projects after all operation and maintenance expenditures are paid (a.k.a. transfers to reserves).

REPLACEMENT COST

The cost required to replace all assets in current dollars, based on a like-for-like replacement.

INFRASTRUCTURE DEFICIT

Infrastructure deficit is a measure of the amount of infrastructure that has passed its theoretical service life, but still provides service to the community. This is typically represented as a percentage of the total infrastructure replacement value:

Infrastructure Deficit

Replacement Cost

REMAINING LIFE PERCENTAGE

Remaining life is an estimate of the percentage of life left in an asset before it needs to be theoretically replaced and can be used as a proxy for condition. The remaining life percentage is calculated by taking the number of remaining years before replacement and dividing it by its estimated service life.

ASSET CONSUMPTION

Asset consumption is a measure of the financial value of the asset that has been consumed to date.

Example:

Asset Value: \$10

Service Life: 10 Years

Life Cycle (Amortization): \$1/yr

Age: 5 Years Old

Asset Consumption: 5 Years old x Life Cycle (\$1) = \$5

LIFE CYCLE

Represents the average annual life cycle investment required to sustain the assets over the long term, based on service life estimates that were derived from Industry Best Practice (IBP) documentation. These service life estimates are typically conservative and often lead to unrealistic funding targets. The formula used to calculate the Life Cycle is:

$$\frac{\Sigma \text{ Replacement Cost}}{\text{Industry Best Practice}}$$

LEVEL OF SERVICE

A measure of the quality and reliability of a service from the perspective of residents, businesses, and customers in the community.

REVENUE

The income received from taxes, user fees, government transfers and other sources.

RISK(S)

Events or occurrences that will have an undesired impact on services (Risk = Consequence of Failure x Likelihood of Failure).

CONSEQUENCE OF FAILURE (COF)

A measure of the impact that an asset failure would have relative to other assets. Typically, Consequence of Failure (COF) considers triple-bottom-line thinking, which considers the environmental, social and financial aspects.

LIKELIHOOD OF FAILURE (LOF)

A measure of the probability of an asset failure relative to other assets. Typically, Likelihood of Failure (LOF) considers rating it on a three-level system.

SERVICE LIFE INDUSTRY BEST PRACTICE (IBP)

The length of time an asset will last before it requires replacement or rehabilitation, based on published industry standards.

TOTAL ADJUSTABLE REVENUE

The revenue currently collected through taxation or user fees that could be directed towards capital asset replacement.

2.0 What is Asset Management?

Asset management is a continual improvement process that focuses on bringing together the skills and activities of people, combined with information about assets and finances, to enable long-term sustainable service delivery. Sustainable service delivery ensures that current community services are delivered in a socially, economically, and environmentally responsible manner that does not compromise the ability of future generations to meet their own needs. Sound asset management practices support sustainable service delivery by considering community priorities and understanding the trade-offs between the available resources, risks and desired service levels. In order to help guide communities through their asset management journeys, the Ministry of Community Sport and Health, UBCM and Asset Management BC—with consulting help from Urban Systems—, developed the “Asset Management for Sustainable Service Delivery Framework.”

It is important to note there is no right spot to start on the framework; rather, it is up to each community to determine their specific asset management needs and build their program based on their individual priorities.

2.1 Why Is Asset Management Important?

Communities across Canada are currently faced with infrastructure and organizational challenges. Many are realizing that most of their infrastructure was installed decades ago and has continually provided service to the community with little-to-no service disruption. These assets, which have provided significant value to the community, are now nearing the end of their service life; however, many local governments have not fully planned for their replacement.

With increasing cost pressures and unsustainable funding approaches, communities are beginning to realize they need to change the way they think about managing their assets, recovering revenues, and delivering services. Communities are now embracing the need to integrate asset management principles and thinking about their organization with the following goals in mind:

- » Be financially sustainable over the long term.
- » Reduce the need to place a large financial burden on future generations.
- » Increase the likelihood that user fees and property taxes are stable and consistent to reduce the need of large ‘one-off’ fee increases.
- » Increase the likelihood that service levels can be maintained over the long term.

With this understanding, Lions Bay invested in improving their understanding of long-term costs associated with asset replacement through the development their Asset Management Investment Plan Version 1 (AMIP V1).



Figure 2-1 Asset Management for Sustainable Service Delivery, ABC Framework

2.2 Background

Lions Bay strives to be a sustainable and resilient community with a diverse and affordable infrastructure base to deliver services for its residents. The key to sustainably delivering services lies in how a community invests in its infrastructure. Lions Bay first completed a financial report in 2008 that provided information on its tangible capital assets, or “TCA.” The “TCA” exercise was backward looking, in that it used historical costs to calculate the Life Cycle costs required to replace infrastructure (also known as amortization). Although this exercise was helpful, the community understands the need to move towards a forward-looking approach, which will focus on setting long-term funding targets based on replacement costs rather than historical costs. With this in mind, the community invested in developing their Asset Management Investment Plan Version 1 (AMIP V1). The following sections summarize the approach used to develop this plan.

Step 1: Establish Inventory

The inventory is the foundation of the AMIP in that it represents the information that directly informs the outputs of the AMIP. It has been found, through working with numerous communities across Canada, that having perfect information is not the best strategy to get a community’s AMIP off the ground. Taking a bottom-up approach to the inventory results in costly factfinding exercises and doesn’t necessarily have a large impact on the outcomes of the project. Keeping this in mind, the focus of the inventory establishment was based on compiling readily available information and transforming it into a format that supports asset management and that could be repeated on an annual basis.

Urban Systems worked directly with staff to develop the asset inventory which included; compiling and adding attributes to GIS records, adding attributes to the TCA reporting inventory and compiling information from existing reports. All the information was compiled into a central inventory that was used to inform the AMIP V1. A summary of the inventory sources can be found in **Appendix A**.

It is recommended that a community improves its inventory information regularly, replacing old inventory as needed and updating the AMIP results. This will help ensure that the community can track progress over time

Step 2: Update Replacement Costs

The 2018 replacement costs were developed using a combination of the 2017 statement of values, current unit costs and indexing historical costs to current costs using the ENR cost index. A summary of the replacement costs sources can be found in **Appendix A**.

Step 3: Service Lives

Majority of the service life estimates were assigned based on industry best practices from the Tangible Capital Asset (TCA) report and where possible condition-based service lives were utilized. It is important to note that industry best practice service lives are not community-specific; they are identical across communities and often considered to be conservative estimations. Over time, it is important to refine the industry best practice service life estimates to community-specific lifespans which are grounded in local understanding of infrastructure and condition. A summary of service life sources can be found in **Appendix A**.

Step 4: Develop Asset Investment Management Plan Version 1 (AMIP V1)

The last step of this process was to integrate the inventory, replacement costs and the service lives into the AMIP model. The results and findings from the model are detailed below in Section 3.0.

3.0 Asset Management Investment Plan V1.0

The Asset Management Investment Plan (AMIP) is an asset replacement forecast that can be used to inform long-term funding decisions for each of the major asset categories. The AMIP is developed based on like-for-like replacement and does not consider any demand for new infrastructure. Adequate asset replacement funding will ensure services can be reliably provided into the future.

The AMIP is designed to answer the following best practice asset management questions:

- 1) *How much are our assets worth?*
- 2) *How much remaining life do our assets have?*
- 3) *How much value of our assets is consumed?*
- 4) *What is our deficit?*
- 5) *How what are our life cycle costs?*
- 6) *When do our assets need to be replaced?*

An Asset Management Investment Plan can:	<ul style="list-style-type: none"> » Build awareness with staff, council and the community on the magnitude and timing of potential infrastructure investments; » Identify revenue requirements over the long term; » Assist with setting rates and taxes and; » Inform the urgency of investments.
Asset Management Investment Plan is not:	<ul style="list-style-type: none"> » A capital plan that sets out specific projects for the community to undertake; » An infrastructure cost tool that can be used for construction tenders and provides accurate project costing; or » A complete asset management program.

Each of the best practice asset management questions are further explained in the following sections.

3.1 How Much Are Our Assets Worth?

Knowing the replacement value of a community's assets provides an organization with a deeper understanding of the magnitude of infrastructure that it is responsible for managing and replacing. These cost figures directly affect the Life Cycle and are a driver for future revenue requirements. Asset replacement costs are in current dollars, are based on like-for-like replacement and do not consider new infrastructure required to satisfy regulatory requirements, growth, safety improvements, or economic development.

3.2 How Much Remaining Life Do Our Assets Have?

Remaining life percentage provides an estimate of the amount of life left in an asset before it needs to be theoretically replaced. The remaining life is calculated by taking the number of remaining years before replacement and dividing it by its estimated service life.

Example:

of Remaining years before replacement: 50 years

Estimated Service Life: 100 Years

% Remaining life: $50/100 = 50\%$ (approx. half way through the assets life)

Asset remaining life is one indicator that can be used to understand the condition of an asset and can be used to inform replacement and inspection programs.

3.3 How Much Value of Our Asset Is Consumed?

Asset consumption is a measure of the financial value of the asset that has been consumed to date.

Example:

Asset Value: \$10

Service Life: 10 Years

Life Cycle (Amortization): \$1/yr

Age: 5 Years Old

Asset Consumption: $5 \text{ Years old} \times \text{Life Cycle } (\$1) = \$5$

Asset consumption gives an idea of how much funding would need to be set aside if the community chooses to replace the asset at the end of its estimated service life on a 'pay as you go' basis. For the example above, the community would need \$5 in a reserve today and would need to continue to place one dollar per year for the next five years in a reserve in order to replace the asset with cash on its estimated expiration date. Although it is not always feasible to fund all assets on a 'pay as you go' basis and replace every asset at the end of its estimated service life, this parameter can help guide discussions when considering the organizations willingness to take on risk and can be used to guide reserve contribution discussions.

3.4 What Is Our Deficit?

The infrastructure deficit is a measure of the infrastructure value that has passed its estimated service life but still provides a service to the community. The infrastructure deficit can be presented as a dollar value or as a percentage of the total infrastructure value.

Example:

Infrastructure Deficit (Expressed as a dollar value): \$10

Infrastructure Deficit (expressed as a % of total value) = $\text{Infrastructure Deficit } (\$10) / \text{Replacement Cost } (\$50) = 20\%$

It's important to note that an infrastructure deficit to a certain point is healthy, as it provides insights that assets are lasting longer than estimated. This could be resulting from good maintenance practices or estimated service lives being too conservative. It is recommended that assets within a deficit be inspected to determine if replacement is required or if the service life can be further extended.

3.5 What Are Our Life Cycle Costs?

Estimating and setting long-term funding targets for asset replacement is critical to the health of a community's infrastructure and directly affects the future level of service, risk and fees paid by its stakeholders. In order to assist the community with setting these targets, the life cycle funding target was calculated. The life cycle funding target represents the average annual investment required to replace assets at the end of their life span with cash. Although it is not often possible for the community to meet the life cycle funding target, this measure provides a great starting point to understand the stretch funding target and forms a basis for its refinement. Over time, the community should work on refining the life cycle funding target based on risk, level of service, willingness of customers to pay and the financial capacity of the organization to meet that target.

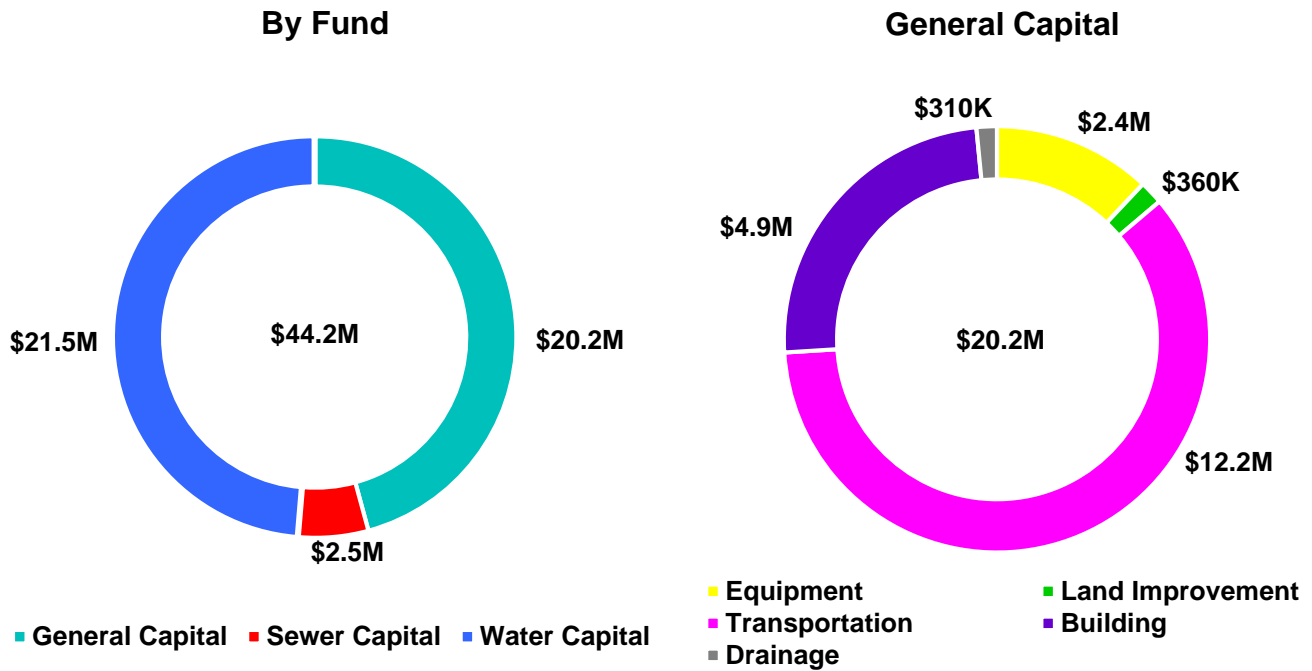
3.6 When Do Our Assets Need To Be Replaced?

Understanding the general timing of when assets need to be replaced is important when financially preparing for the future. The replacement schedule can provide insights into the magnitude of investment required in the short, medium and long term, which can inform the urgency of investment. It is important to note that the replacement schedule is not a capital plan but rather shows the general timing of individual assets. Grouping individual asset replacements into a consolidated project and performing a condition assessment is the recommended practice for determining capital project priorities.

4.0 The Results

The inventory, replacement costs and service life data were directly input into the AMIP model to answer the asset management best practice questions.

4.1 How Much Are Our Assets Worth?



M: Million

Figure 4-1 How Much Are Our Assets Worth?

Observations:

- General Capital represents 46% of the replacement value
- Sewer Capital represents 5% of the replacement value
- Water Capital represents 49% of the replacement value
- Within General Capital; Transportation and Buildings represent, 85% of the replacement value

4.2 How Much Remaining Life Do Our Assets Have?

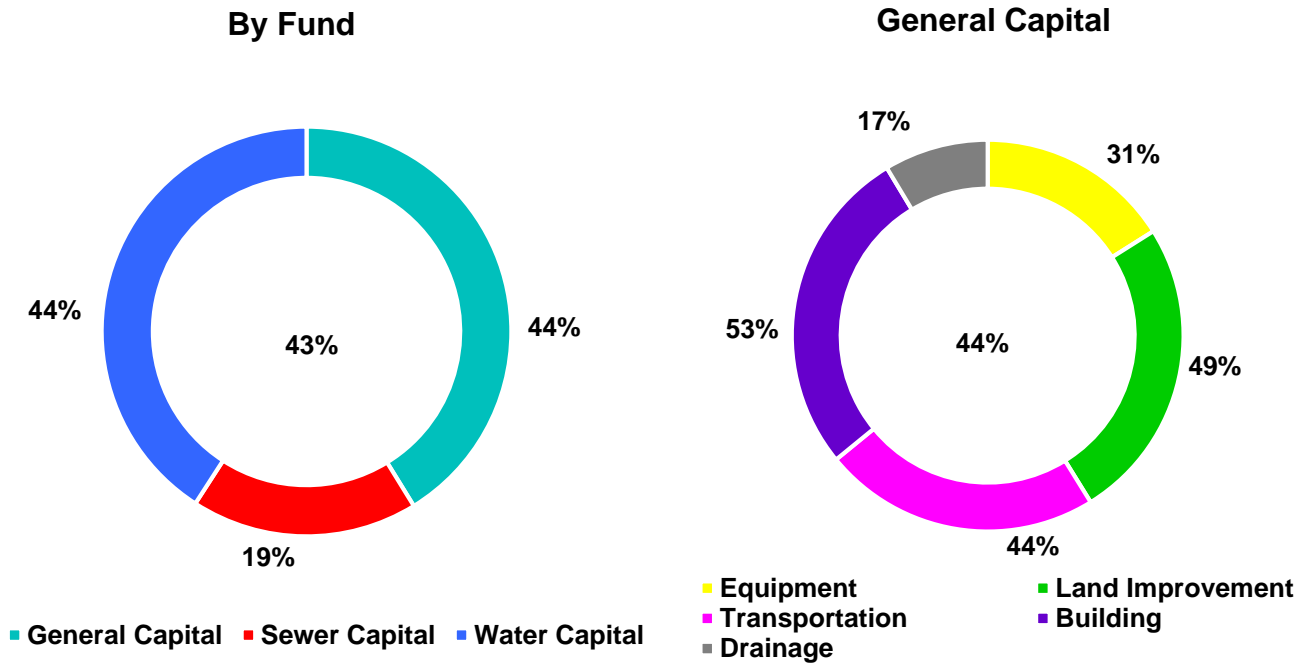


Figure 4-2 How Much Remaining Life Do Our Assets Have?

Observations:

- On Average, assets are more than halfway through their estimated life span (43% remaining life)
- General & Water Capital assets on average are more than halfway through their estimated life span (44% remaining life)
- Drainage and Sewer assets have the lowest remaining life (17% & 19%, respectively)
- Within General Capital; drainage and equipment assets have the lowest remaining life (17% & 31%, respectively)
- Within General Capital, building and transportation assets have the highest remaining life (53% & 44%, respectively)

4.3 How Much Value of Our Asset Is Consumed?

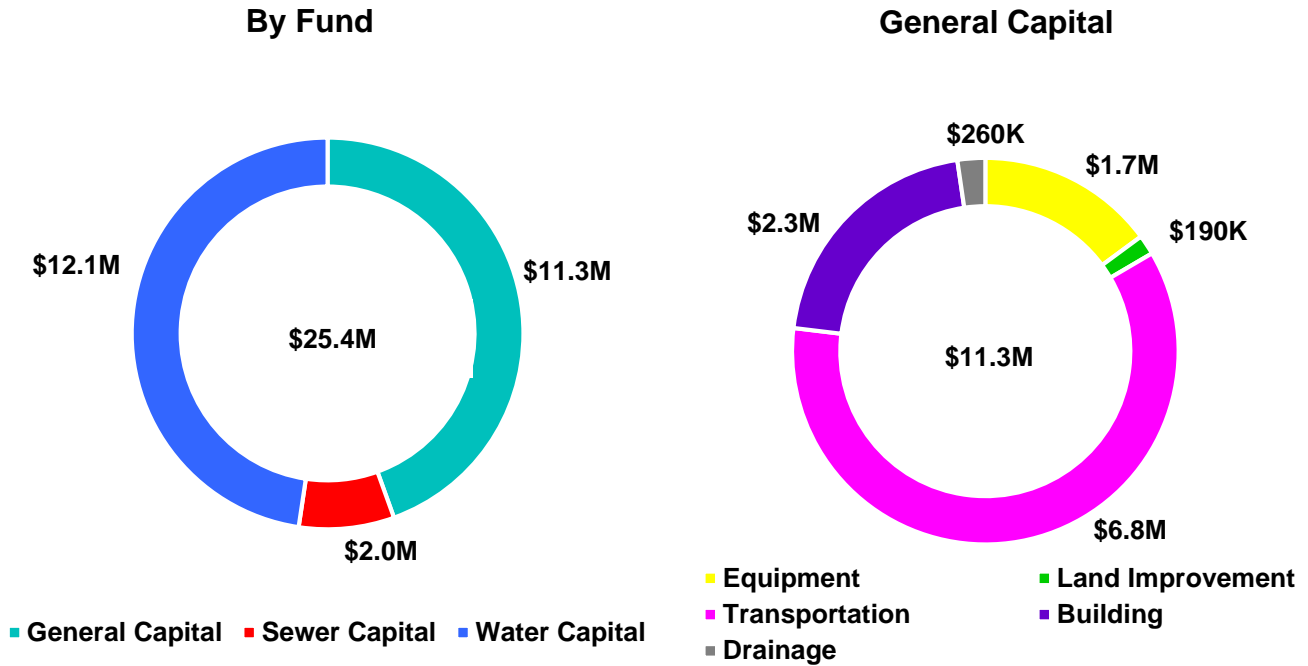


Figure 4-3 How Much Value of Our Asset Is Consumed?

Observations:

- More than half the asset value is consumed (57% or \$25.4M)
- Water and Transportation assets represent 74% (\$19M) of the consumed value for all assets
- Within General Capital; Buildings and transportation assets represent 80% (\$9M) of the consumed value

4.4 What Is Our Deficit?

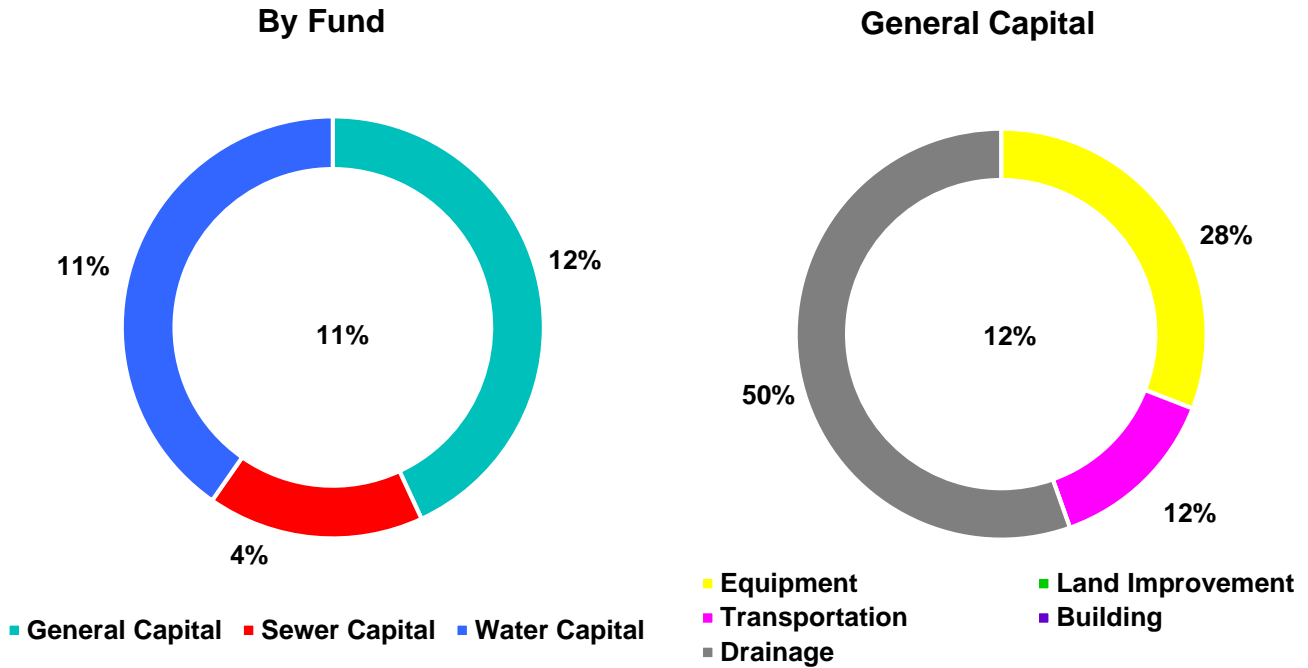


Figure 4-4 What Is Our Deficit?

Observations:

- 11% of the assets are past their estimated service life (i.e. are within a deficit).
- 12% of the General Capital assets have passed their estimated service life (i.e. are within a deficit).
- Within General Capital; drainage & equipment assets have the largest deficits (50% & 28%, respectively)
- Land Improvements (Parks) & Building assets have no deficit (0%)

4.5 What Are Our Life Cycle Costs?

Table 4.1 How Much Do We Need to Invest to Sustain Our Assets?

Funding Summary	
Description	Life Cycle (\$/yr) (IBP)
General Capital	\$640K
Equipment	\$230K
Land Improvement	\$15K
Transportation	\$270K
Building	\$115K
Drainage	\$10K
Sewer Capital	\$70K
Water Capital	\$495K
Total	\$1.2M

Note: Does not consider communities' willingness to pay, decreases to level of service & financing ability (debt, reserves, grants etc...)

Observations:

- 53% of the life cycle funding costs are represented by General Capital
- 6% of the life cycle funding costs are represented by Sewer Capital
- 41% of the life cycle funding costs are represented by Water Capital
- Within General Capital; 79% of the life cycle funding costs are represented by equipment and transportation assets

4.6 When Do Our Assets Need to Be Replaced?

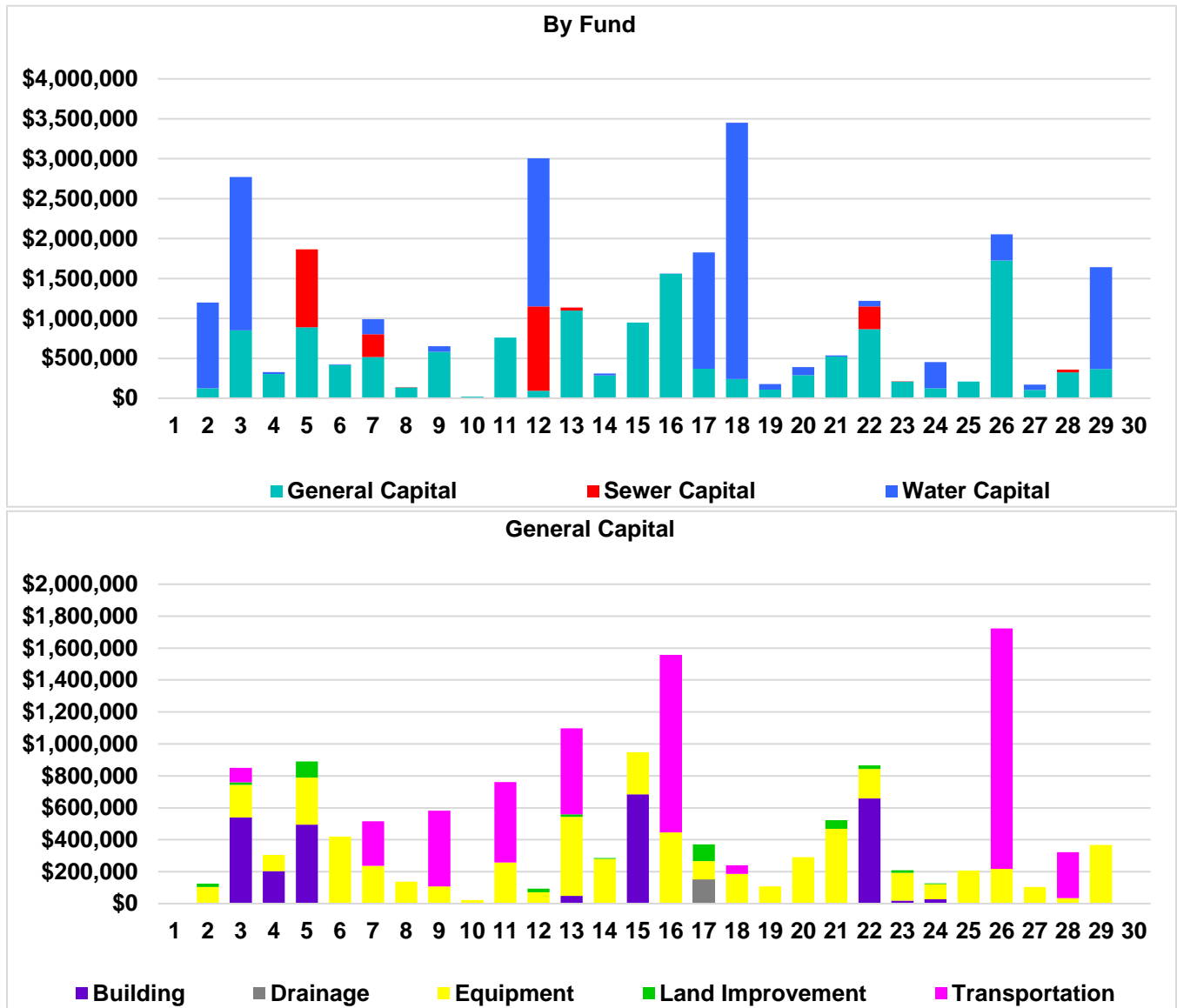


Figure 4-5 When Do Our Assets Need To Be Replaced?

Observations:

- Overall, asset replacement expenditures are increasing over time
 - 49% of the total 30 year asset replacement expenditures are represented by General Capital
 - 9% of the total 30 year asset replacement expenditures are represented by Sewer Capital
 - 42% of the total 30 year asset replacement expenditures are represented by Water Capital
- Within General Capital; 77% of the total 30 year replacement expenditures are represented by equipment and transportation assets.

5.0 What Is our Life Cycle Funding Gap?

The life cycle funding gap is the difference between the life cycle funding target and the current capital available for asset replacement. The life cycle funding target represents the average annual investment required to replace the assets at the end of their estimated lifespan, and the current capital available for asset replacement is an approximation of the total annual funds that are available for capital projects after all operation and maintenance expenditures are paid (A.K.A. transfers to reserves). Its important to note that the available capital for replacement can change annually based on new operation expenses (such as hiring new employees). **Figure 5-1** below illustrates the life cycle funding gap for each fund

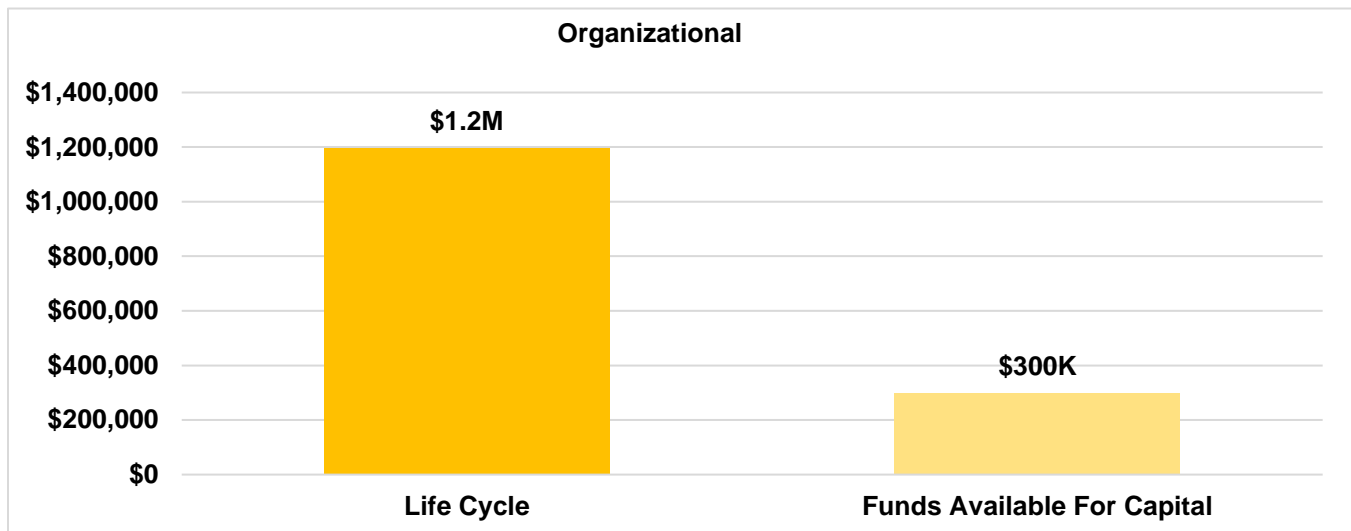


Figure 5-1 Life Cycle Funding Gap

Observations:

- Life Cycle funding target for the organization (all asset categories) is \$1.2 million
- The funds available for capital for the organization (all asset categories) is \$300,000
- Funding gap between the life cycle funding target and the funds available for capital is \$900,000
- The gap between the life cycle funding target and the funds available for capital provides insights that Lions Bay may not be able to sustain the same level of service over the long-term.

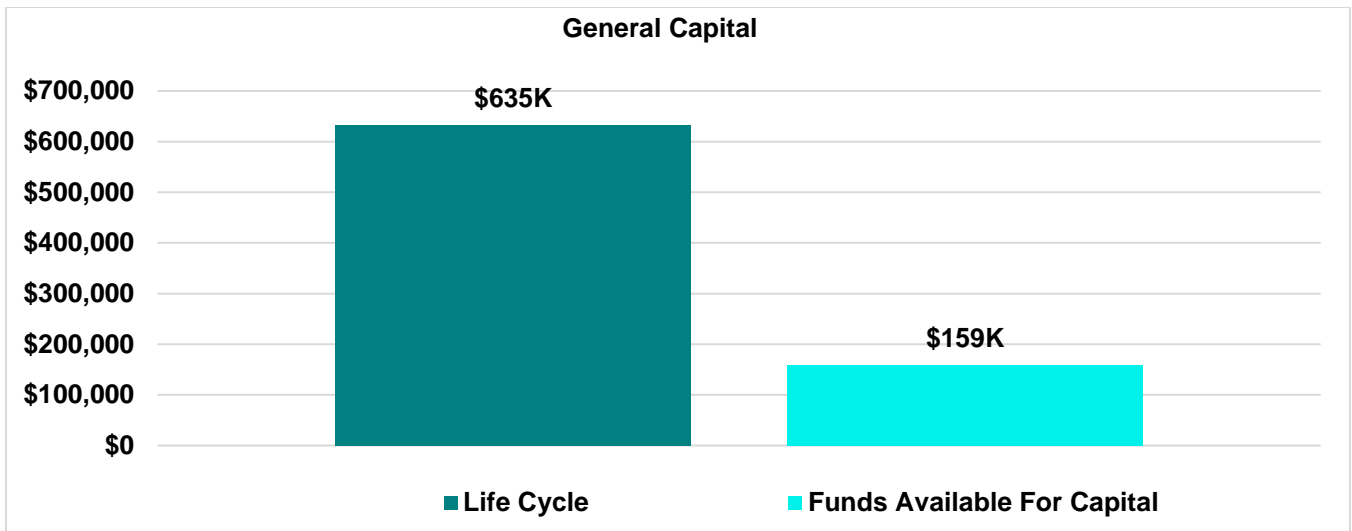


Figure 5-2 General Capital Life Cycle Funding Gap

Observations:

- Life Cycle funding target for General Capital is \$635,000
- The funds available for capital for General Capital is \$159,000
- Funding gap between the life cycle funding target and the funds available for capital is \$476,000.
- The gap between the life cycle funding target and the funds available for capital suggests that the Lions Bay may not be able to sustain the same level of service over the long term.

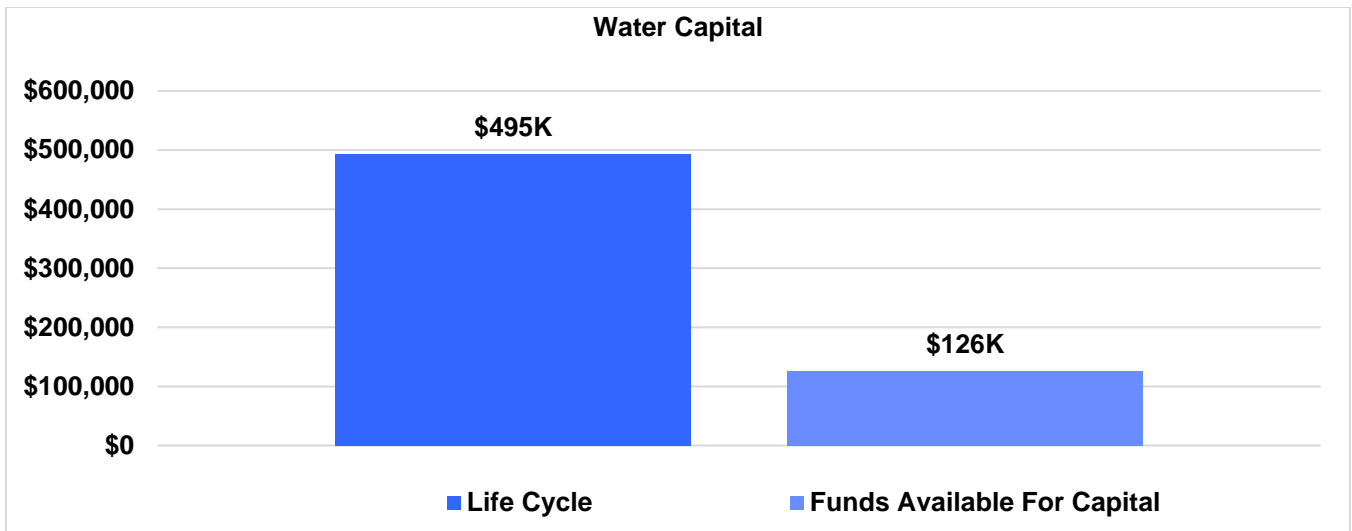


Figure 5-3 Water Capital Life Cycle Funding Gap

Observations:

- Life Cycle funding target for Water Capital is \$495,000
- The funds available for capital for Water Capital is \$126,000
- Funding gap between the life cycle funding target and the funds available for capital is \$369,000

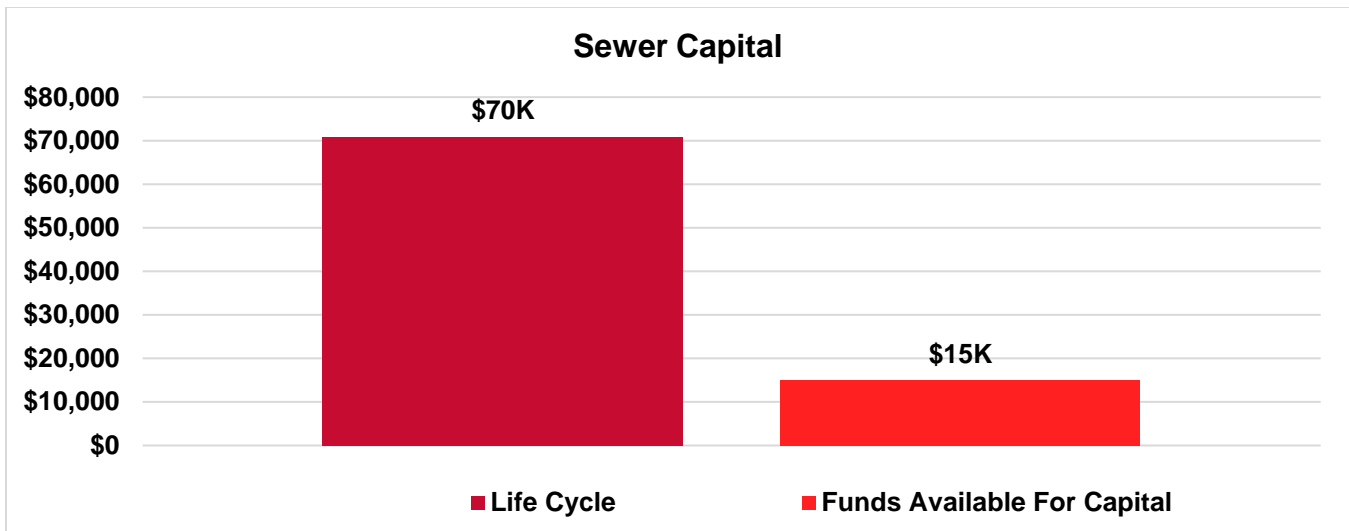


Figure 5-4 Sewer Capital Life Cycle Funding Gap

Observations:

- Life Cycle funding target for Sewer Capital is \$70,000
- The funds available for capital for Sewer Capital is \$15,000
- Funding gap between the life cycle funding target and the funds available for capital is \$55,000
- The gap between the life cycle funding target and the funds available for capital provides insights that Lions Bay may not be able to sustain the same level of service over the long-term.

Overall, there is an organizational funding gap between the total life cycle funding target (\$1.2 million) and the total current funds available for capital works (approximately \$300,000) which could provide insights that over the long-term Lions Bay may not be investing at enough to sustain assets over the long-term. If 100% of the funds available for capital (\$300,000) was invested into replacement, the organizational deficit would increase from 11% to 56% over the next 30 years which could result in a reduced level of service and increased risk.

Although it is not often possible for the community to meet the life cycle funding target, this measure provides a great starting point to understand the stretch funding target and forms the basis for its refinement. Over time, the community should work on refining the life cycle funding target based on risk, level of service, willingness of customers to pay and the financial capacity of the organization to meet that target, as shown in Figure 6-1 below.

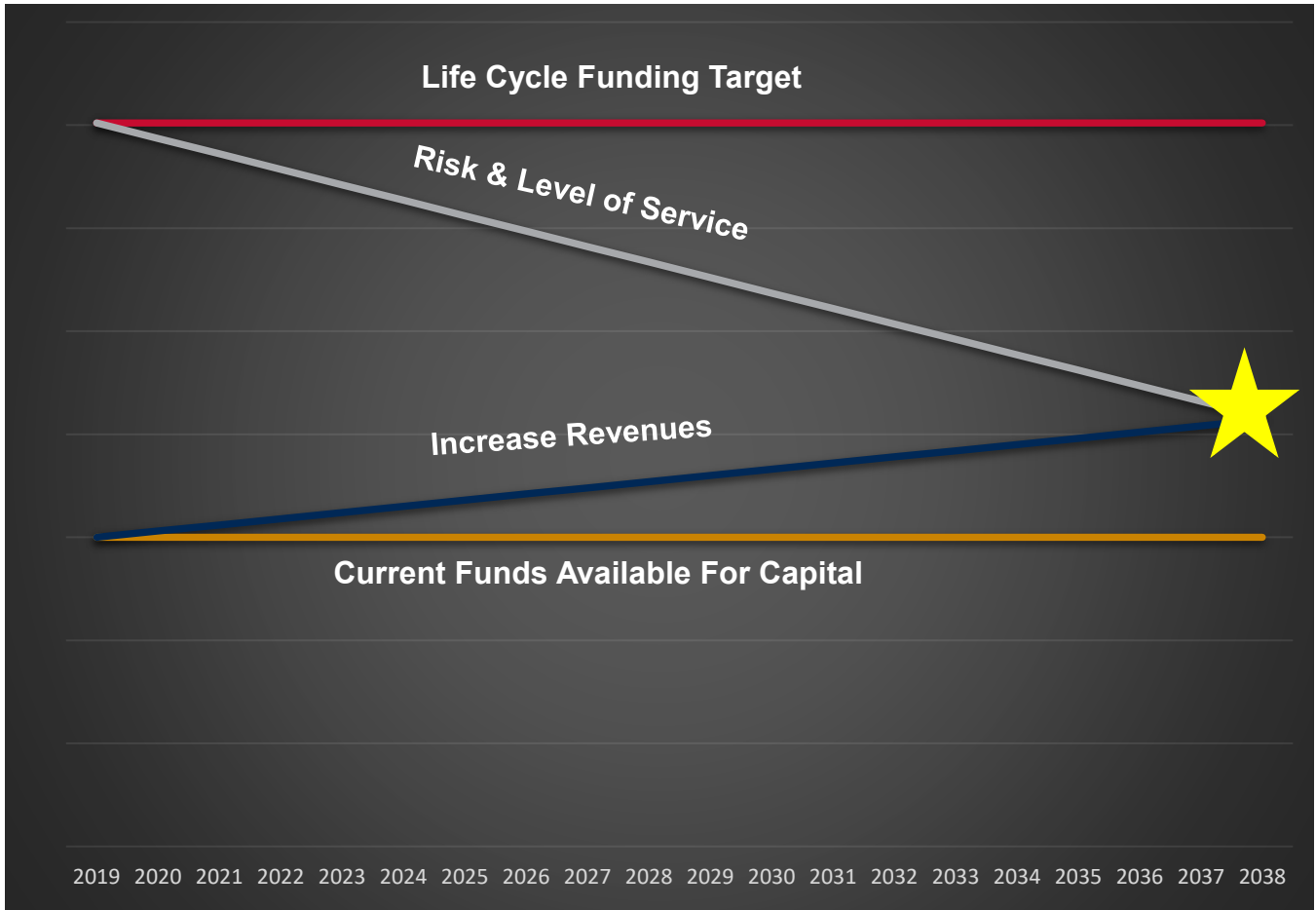


Figure 5-5 Refining the Life Cycle Funding Target

6.0 Conclusion

In summary, the total replacement cost of assets included in this study is \$44.2 million in infrastructure. On average, the assets have 43% remaining life which means they are more than halfway through their lifespan, and approximately 11% of assets in this study have passed its expected lifespan (a.k.a. deficit).

Each of the metrics above (replacement cost, remaining life percentage, consumption, deficit, life cycle) provides key insights into the state of the community's infrastructure and can be used to assist with setting long-term funding targets for asset replacement. Setting an appropriate long-term funding target is critical to the future health of the community's infrastructure and directly affects the level of service, risk and fees paid by its stakeholders. In order to assist the community with setting these targets, the life cycle funding target was calculated. The life cycle funding target represents the average annual investment required to replace assets at the end of their lifespan. It was determined that there is a funding gap between the life cycle funding target (\$1.2 million) and the current funds available for capital works (\$300,000). This gap could provide insights that, over the long term, Lions Bay may not be investing enough to sustain assets at the current level of service. In fact, if 100% of the available \$300,000 was invested into replacement, the deficit would increase from 11% to 56% over the next 30 years which could result in a reduced level of service and increased risk.

As a next step, the community should consider refining the life cycle funding target based on risk, level of service, and develop a revenue strategy to meet that target. This will provide Lions Bay with the confidence that future generations can enjoy the same levels of service as well as reasonable tax rates and user fees. Also, consideration should be given to developing an annual reporting template that would assist with communicating and understanding the infrastructure metrics provided in this report. This would provide staff with a standardized way to present this information annually to councils, staff and citizens and serve as a common document to discuss the future of Lions Bay community infrastructure.

APPENDIX A

Data Sources

Table A.1 below summarizes the sources of information where the asset inventory was exported from for the development of the AMIP V1. For a detailed list of the asset inventory, please refer to the AMIP excel model.

Table A.1: Asset Inventory Source Summary

Asset Category	Source
Building, Drainage, Fleet & Equipment, Land Improvement, Transportation*, Sewer & Water *except bridges	TCA Inventory (Financial System)
Water	GIS Inventory & Master Plan
Bridges	ISL Engineering Bridge Inspection Program (June 2018)

Detailed inventory is shown in the Asset Management Excel Model

Replacement cost estimates were developed for each asset using the following source of information

Table A.2 Replacement Cost Source Summary

Asset Category	Source
Building, Drainage, Equipment, Land Improvement, Transportation, Sewer & Water	Historical Costs were index'd to 2018 dollars using the ENR cost Index. Where possible, insurance records and recent unit replacement costs were used.
Water	Recent Tender Costs from projects in Lions Bay
Bridges	ISL Engineering Bridge Inspection Program (June 2018)

Detailed replacement costs are shown in the Asset Management Excel Model

Service life estimates were assigned based on industry best practice documents as shown Table A. 2 below.

Table A. 2: Service Life Sources

Asset Category	Source
Building, Drainage, Equipment, Land Improvement, Transportation, Sewer & Water	TCA Inventory (Financial System) *Bridge condition assessment from ISL engineering and land services titled "Bridge Inspection Program" was utilized
Water	Guide to Tangible Capital Accounting (2008)
Bridges	ISL Engineering Bridge Inspection Program (June 2018)

Detailed service life estimates are shown in the Asset Management Excel Model

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	UBCM Asset Management Planning Program Resolution		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 10, 2019	Version	
Issued for	April 16, 2019 Regular Council Meeting		

RECOMMENDATION

THAT Council direct staff to submit a UBCM Asset Management Planning Program grant application for *Asset Management Phase II – Connecting asset management planning to long-term financial planning* and to provide overall grant management of the project.

KEY INFORMATION

In 2018, staff hired a consultant to develop an Asset Management Investment Plan for the Village. The project was funded 50% by a UBCM grant. As part of the 2019 budget, staff have proposed hiring a consultant to develop Phase 2 of the Asset Management process and to apply for a UBCM Asset Management Planning Program grant to cover 50% of the cost to a maximum of \$15,000. The focus of Phase 2 would be to begin connecting asset management planning to long-term financial planning by setting a realistic replacement budget and developing a plan to meet that target. The grant application requires a Council resolution indicating local government support for the proposed project and a willingness to provide overall grant management. Staff anticipate the project will commence in July and be completed by the end of the year.

FINANCIAL CONSIDERATIONS

The estimated cost of the Asset Management Investment Plan (\$30,000) and the Asset Management Planning Program grant (\$15,000) has been included in the 2019-2023 Five Year Financial Plan Bylaw.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FOLLOW UP ACTION

Assuming the Resolution is approved, it will be included in the Asset Management Planning Program grant application submitted to the Local Government Program Services (UBCM) by the May 3, 2019 deadline.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Budget Communication Principles		
Author	Peter DeJong	Reviewed By:	Pamela Rooke
Date	April 11, 2019	Version	
Issued for	April 16, 2019		

Recommendation:

THAT the Information Report, “Budget Communication Principles” be received.

Attachments:

(1) Graphic from BC Auditor General’s report on Public Participation: Principles and Best Practices for British Columbia;

Key Information:

Section 166 of the Community Charter states: “A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.” As noted in the BC Auditor General’s report “Public Participation: Principles and Best Practices for British Columbia”, public consultation or public participation denotes a range of public involvement, from simply sharing information about a pending decision (informing) through to creating a partnership arrangement, one based on mutual trust, information-sharing and a willingness to agree on a course of action together. (*See Exhibit 1 attached to this report.*)

As the Auditor General states: “The most common reasons government organizations use public participation are to:

- raise awareness of an issue or pending decision;
- provide information on complex issues before a decision or to correct misconceptions;
- demonstrate that the government is taking action on a particular issue;
- collect information that is held by those to whom the public participation is directed;
- develop a series of options and determine the preference of various public parties;



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- facilitate dialogue between, and amongst, stakeholder groups and members of the public so that each might better understand and respect each other's position and interests;
- partner for the purpose of collaborative decision-making and implementation; and
- empower the public to be involved in the decision-making process."

In this day and age, while there is certainly a desire to communicate effectively with the public and to engage residents on many different projects, plans and initiatives, it is also widely recognized by communications professionals that it's important to be forthright with the public as to what is up for discussion. Too often, local governments go out under the guise of community engagement but really, they're just telling the public what they are going to do (i.e. information sharing), which is a completely legitimate objective. There are certainly times when local governments are only seeking to inform or educate, preferably with some information gathering and acknowledgment of any feedback received.

Sometimes, the challenge for a municipality is managing the expectations of some residents in terms of what level of involvement they have by emphasizing that they are being informed and possibly consulted, but not necessarily engaged (eg: through surveys) and generally not empowered to make decisions. At the highest level of the continuum, there are very few actions, such as elections and referenda, which count as decision making empowerment.

This is not to say that public participation at the lower end of the continuum is to be taken lightly. Efforts should always be made to provide balanced and objective information to support understanding by the public. The Consultation Institute has identified seven best practice principles as follows:

- integrity
- visibility
- accessibility
- transparency
- disclosure
- fair interpretation
- publication



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

In a community where there is no local newspaper, a good deal of reliance for informing and educating is placed on the eNewsletter, the Village Update (VU). Sometimes this entails information in the body of the VU and sometimes it is simply a notice of municipal documents available on the Village website or municipal processes through which the public can obtain further information, such as Council Agenda materials, if they so desire. Inherent in any public participation process or opportunity is the public's responsibility to take an active role in staying informed and up to date. If they choose not to explore such opportunities, whether via website feedback channels or emails to Council, that is up to them.

The municipal budget process began in December 2018, a little later than usual due to the general election in the fall of 2018. Since then, there have been six meetings of Council where budget reports have been on the agenda and one Council Strategy Committee meeting where the Asset Management Investment Plan (AMIP) was presented. While the public were invited to attend the AMIP presentation, only one member of the public saw fit to do so. It was unfortunate that the final report of the AMIP was not available until recently as this document is important to the future financial sustainability of the Village of Lions Bay. As noted in the report found elsewhere on this Agenda, it will be an evolving Plan that will be refined and updated on a regular basis to provide guidance to this and future Councils and the community.

Further opportunities to engage with the public on the AMIP will be explored as we move forward, but Council has the responsibility, as the elected decision maker, to do what it feels is in the best interests of the community at this point in time. If Council determines that a particular level of taxation is required to address circumstances at a given point in time, then surveying the residents to see if they want to be taxed to that extent is disingenuous if that is what Council thinks is required, regardless of popular opinion.

Budget communications are particularly difficult for local governments because municipal budgets and financial statements can be complex and confusing, but oversimplification can similarly result in misunderstandings about the true nature of the municipality's finances and its spending options, or the lack thereof. For a small organization like the Village of Lions Bay, the capacity to engage in public communications about the annual budget and five year financial plan is limited and the efforts of the current administration have been focussed on providing transparency through the publication of detailed financial



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

information. This information is accessible to anyone who is at all interested in the finances of the Municipality and opportunities have been provided to anyone who wishes to ask questions or be heard via several different means.

Can budget communications be improved? Going forward, the administration will certainly endeavour to find ways to convey complex financial information in a manner that is more readily understood and absorbed by all. Ultimately, the community will need to be engaged in a discussion about the financial sustainability of the Village of Lions Bay and that will, of necessity, require a more rigorous exercise in public consultation.

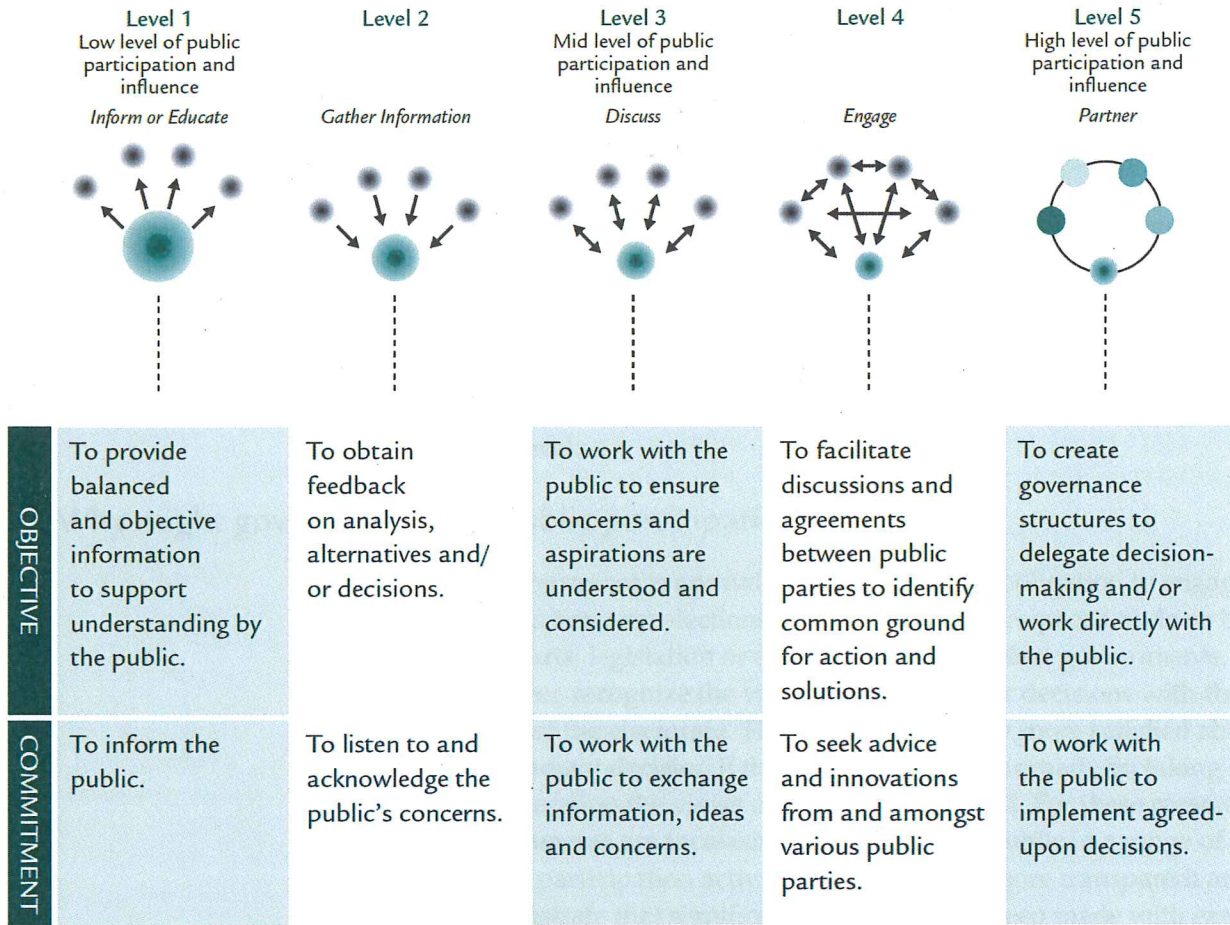
Follow Up Action: Planning for future communications on the Asset Management Investment Plan and the 2020-2024 Five Year Financial Plan.

Communication Plan: To be determined through further discussions and planning related to the AMIP and future budget presentations.

Background

Exhibit 1

The Public Participation Continuum



Source: Adapted from Health Canada and International Association of Public Participation

Intentionally Blank

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: By-laws for June 27th, 2019
Date: Thursday, April 11, 2019 11:24:35 AM

From: Hood in lions bay [REDACTED]
Sent: Wednesday, April 10, 2019 11:41 AM
To: Ron McLaughlin
Subject: By-laws for June 27th, 2019

To Mr. Mayor and Council,

The Lions Bay Events Committee would like to officially request some assistance with the by-laws during our Beach Park Fundraising Event event at 140 Lions Bay Avenue (Ken and Nicole Barry's residence) on Thursday, June 27th, 2019. The event will begin at 7pm and music run until around 11:30pm. There will be some live music earlier in the evening and then a DJ for the remaining portion of the night. Guests will also be encouraged to park on an angle along Lions Bay Avenue (making sure there is access for a firetruck) and we will have volunteers showing people where to park. As some guests will not be from Lions Bay, they will not have Resident Parking Passes and we hope that this can be waived for the evening, along with the noise by-law. Obviously we will try our best to keep the music and noise to a reasonable level for a party of this size and we will inform all neighbours beforehand about the event.

Thank you in advance for your assistance with this fundraiser.

Sincerely,

Heather Hood
Lions Bay Events Committee

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2019-2023 Five Year Financial Plan Bylaw No. 560, 2019		
Author	Pamela Rooke	Reviewed By:	
Date	April 10, 2019	Version	
Issued for	April 16, 2019 Regular Council Meeting		

RECOMMENDATION

THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a third time.

ATTACHMENTS

2019-2023 Five Year Financial Plan Bylaw No. 560, 2019

KEY INFORMATION

Staff presented the draft 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 to Council at the April 2, 2019 Council meeting for review and discussion. At the same meeting, the Bylaw was given first and second reading. Subsequent to the meeting, staff received notification about the amount of the one-time increase in the 2019 Federal Gas Tax Fund allocation (\$59,264) as well as the regular amounts to be received in 2019-2023. As a result, the one-time increase in gas tax funding was added to the 2019 budget along with the actual regular amounts to be received in 2019-2023. The changes are highlighted in yellow on the attached schedules.

OPTIONS

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

FOLLOW UP ACTION

Assuming third reading is given, the bylaw will be brought back to the May 7, 2019 Council meeting for adoption, prior to the May 15th statutory deadline for adoption.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2019-2023 Five Year Financial Plan Bylaw No. 560, 2019

Adopted:

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

**2019 – 2023 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 560, 2019**

A bylaw to approve the Five Year Financial Plan for the years 2019 – 2023 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2019 to 2023 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2019 – 2023 Five Year Financial Plan Bylaw No. 560, 2019**".
2. The 2018-2022 Five Year Financial Plan Bylaw No. 542, 2018 (adopted on May 11, 2018) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2019-2023 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

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

READ A FIRST TIME **April 2, 2019**

READ A SECOND TIME **April 2, 2019**

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2019 – 2023 Five Year Financial Plan
Bylaw No. 560, 2019 as adopted.**

Corporate Officer

Schedule A

Consolidated Financial Plan 2019 - 2023

	2019	2020	2021	2022	2023
Revenues					
Taxation	1,540,190	1,582,101	1,628,141	1,675,563	1,724,407
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Infrastructure Levy	144,658	167,803	194,087	223,922	257,774
Utility Fees and Rates	1,138,127	1,163,476	1,183,651	1,204,252	1,231,046
Fees, Licenses and Permits	177,723	179,656	182,048	182,572	183,252
Grants	2,413,179	2,288,454	2,338,857	1,743,989	1,473,021
Proceeds from Borrowing	380,000	393,149	629,330	1,013,341	503,310
Net Proceeds from Land Sales	2,353,539	-	4,820,500	-	-
Other	118,751	117,331	116,299	115,818	121,164
Grand Total	8,276,751	5,902,555	11,103,499	6,170,041	5,504,559
Expenditures					
Amortization	736,619	962,108	1,304,966	1,720,713	2,190,758
General Government	899,229	920,900	938,182	959,551	963,338
Fire Services	324,028	317,976	331,915	330,199	342,062
Bylaw Services	38,974	39,713	40,480	41,199	41,932
Public Works	495,704	475,900	451,053	458,470	465,571
Planning and Development	95,974	85,550	86,393	87,162	87,944
Parks, Recreation and Facilities	239,737	245,898	249,845	253,646	257,462
Solid Waste	190,258	195,681	195,681	195,681	198,473
Sewer Fund	155,102	75,758	76,918	78,079	84,151
Water Fund	636,217	636,250	646,458	656,266	665,842
Interest Payments	82,564	85,462	98,625	120,235	140,238
Grand Total	3,894,406	4,041,195	4,420,516	4,901,201	5,437,771
Surplus/(Deficit)	4,382,346	1,861,361	6,682,982	1,268,840	66,788
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	736,619	962,108	1,304,966	1,720,713	2,190,758
MFA Actuarial Gain on Debt	(26,901)	(30,481)	(34,449)	(38,968)	(44,296)
Cash Surplus	5,092,064	2,792,988	7,953,499	2,950,585	2,213,250
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(178,273)	(196,143)	(213,510)	(238,382)	(223,132)
Capital Expenditures	(3,170,594)	(2,628,580)	(4,152,227)	(2,598,627)	(1,814,452)
Transfer from (to) Surplus	873,381	258,656	288,878	172,399	147,337
Transfer to Reserves - Gas Tax Fund	(118,381)	(59,117)	(62,053)	(62,053)	(65,229)
Transfer to Reserves - Infrastructure Levy	(144,658)	(167,803)	(194,087)	(223,922)	(257,774)
Transfer to Reserves - Land Sales	(2,353,539)	-	(3,620,500)	-	-
Financial Plan Balance	-	-	-	-	-

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

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

In prior years, property taxation has been the municipality's largest portion of revenues. In 2017, the municipality was awarded a Clean Water Waste Water Fund grant of \$2,250,130; the majority of the grant funds will be received in 2019 when construction commences. A Loan Authorization Bylaw was adopted in December 2016 authorizing the municipality to borrow up to \$3,000,000 over a five year period to help fund capital projects. The 2019 Property Taxes includes \$144,658 of revenue from a 10% infrastructure levy approved by Council. The municipality borrowed \$380,000 through MFA Equipment Financing for the purchase of Public Works trucks. The 2019 Other Revenue includes \$2,353,539 of net proceeds from the sale of municipal owned property.

Objective

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

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility, excluding amortization.
- Where feasible, the municipality charges user fees for services and reviews these fees annually.
- Apply for grant opportunities to cover the cost of infrastructure replacement.

Revenue Source	% of Total Revenue	Dollar Value
Other Revenue	29.9%	2,472,290
Grants	29.2%	2,413,179
Property Taxes	20.4%	1,684,848
Utility Fees and Rates	13.7%	1,138,127
Proceeds from Borrowing	4.6%	380,000
Fees, Licenses and Permits	2.1%	177,723
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 8,276,751

Property Tax Distribution

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

Objective

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

Policies

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

Property Class	% of Total Property Taxation	
	2019	2018
Residential (1)	99.63%	99.67%
Utilities (2)	0.05%	0.05%
Business (6)	0.11%	0.10%
Recreation (8)	0.21%	0.18%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Tax Rates Bylaw No. 561, 2019		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 10, 2019	Version	
Issued for	April 16, 2019 Regular Council Meeting		

RECOMMENDATION

THAT the Tax Rates Bylaw No. 561, 2019 be read a first, second and third time.

ATTACHMENTS

Tax Rates Bylaw No. 561, 2019.

KEY INFORMATION

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

OPTIONS

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

FOLLOW UP ACTION

Assuming three readings are given, the bylaw will be brought back to the next regular Council meeting on May 7, 2019 for adoption, prior to the May 15th statutory deadline for adoption.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Tax Rates Bylaw No. 561, 2019

Adopted:

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

TAX RATES BYLAW NO. 561, 2019

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2019.

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

1. The following rates are hereby imposed and levied for the year 2019 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Tax Rates Bylaw No. 561, 2019"

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Tax Rates Bylaw No. 561, 2019 as adopted.**

Corporate Officer

SCHEDULE "A"

Forming part of Tax Rates Bylaw No. 561, 2019

TAX RATES

(Dollars of tax per \$1,000.00 taxable value)

Property Class	A General Municipal	B Infrastructure Levy	C Metro Vancouver Regional District
1. Residential	1.5503	0.1525	0.0510
2. Utilities	40.0000	0.0000	0.1785
3. Business and Other	4.5287	0.4455	0.1250
4. Recreation / Non-Profit	1.5503	0.1525	0.0510

VILLAGE OF LIONS BAY

Incoming Correspondence - April 16, 2019

General Correspondence:

- G1: Update on Human Trafficking in BC Communities (Page 1)
- G2: UBCM Provincial Response to 2018 Resolutions (Page 3)
- G3: E-Comm Board of Directors Designate (Page 5)

Resident Correspondence:

- R1: George Liu - Response re: Climate Change (Page 6)
- R2: Ian Mackie - Response re: Wood Fires (Page 7)
- R3: Alison Fischer - Wood Burning (Page 9)
- R4: Jennifer Monroe - Tree Cutting or Deforestation on School District Property (Page 10)
- R5: David Waller - Taxation (Page 27)
- R6: Penny Nelson - Public Consultation (Page 29)
- R7: Kambiz Azordegan - Response re: Lower Kelvin Grove Issues (Page 31)
- R8: Jon Povill - Response re: Program to Help our Village (Page 33)
- R9: Vivienne O'Keeffe - Increased Taxes (Page 35)
- R10: Anthony Tobin and Andrew Wilton - Response re: Forest Fire Readiness and Prevention (Page 36)

From: [Lions Bay Reception](#)
To: [Municipal](#)
Subject: FW: UPDATE on Human Trafficking in BC communities
Date: Monday, April 1, 2019 1:28:33 PM
Attachments: [HT_videos.docx](#)
Importance: High

For Incoming Correspondence

Susan Loutet

Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Cathy Peters <ca.peters@telus.net>
Sent: Monday, April 1, 2019 10:21 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: UPDATE on Human Trafficking in BC communities
Importance: High

Dear Mayor Ron McLaughlin and Lions Bay Village Council,
My name is Cathy Peters and I raise public awareness to the issue of Human Sex trafficking/sexual exploitation.

Valiant Richey who is the Acting Special Representative to the Organization of Security and Cooperation in Europe (OSCE) on trafficking in Human Beings and his panel recently **presented at the United Nations** (this is over an hour, but Valiant speaks in the first 6 minutes).
<http://webtv.un.org/meetings-events/watch/preventing-trafficking-of-women-and-girls-for-sexual-exploitation-understanding-states-obligations-to-address-demand-under-the-palermo-protocol-csw63-side-event/6013967790001/?term=#.XlyRCzJpk2A.email>

Valiant Richey, the **global anti sex trafficking expert** calls for law enforcement and politicians to focus on the **demand**; buyers of sex need to be charged.

The laws are in place, but implementation as well as prevention and education strategies are desperately needed globally.

The **Vancouver Police department and the BC RCMP CEU** team did timely work in the recent john sting and the media coverage across Canada was extensive:

<https://www.cbc.ca/news/canada/british-columbia/vancouver-sexual-predators-sting-1.4989444>

The **Whistler Pique newspaper** printed this thorough piece on local Human Sex Trafficking in their January issue. I was interviewed along with Larissa Maxwell from NGO Deborah's Gate with the Salvation Army. It was a good coverage in one of Canada's largest papers.

<https://www.piquenewsmagazine.com/whistler/the-cold-reality-of-global-human-trafficking/Content?oid=12941606>

Child abuse and pornography are the two “pipelines” towards prostitution/trafficking. With unregulated technology every community is vulnerable to sexual exploitation online.

I have attached a list of videos that can be useful for raising awareness to the issue.

Ending human trafficking, sex trafficking, sexual exploitation and prostitution in Canada is an important gender equality and human rights issue and it disproportionately affects Canada’s indigenous peoples.

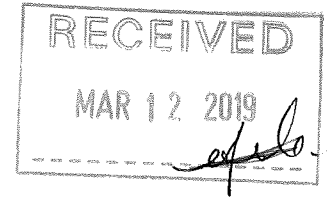
ASK: Please share this information with your local police detachment and OIC, your frontline service providers including educators, your local MLA and MP. Would you please write me if this issue is a concern to your Council.

Sincerely, Cathy Peters; BC anti-human trafficking educator, speaker, advocate
#302-150 W. 15th St., North Vancouver, BC V7M 0C4 phone: 604-828-2689



March 7, 2019

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



Dear Mayor and Council:

Re: Provincial Response to 2018 Resolutions

UBCM has received the Province's response to your Council resolution(s) from 2018. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Very Best Wishes,

A handwritten signature in black ink, appearing to read "Arjun Singh".

Arjun Singh
UBCM President

Enclosure



**2018 B103 Reducing Excessive Driving Speeds in Designated BC
Road Safety Corridors, For All Drivers, All The Time**

Lions Bay

Whereas the correlation between excessive speed and road accidents is well accepted, and the high human and economic cost to British Columbia is well understood;

And whereas average-speed-over-distance or point-to-point technology has proven extremely effective in jurisdictions worldwide at controlling road speed for all drivers all the time in designated road safety corridors:

Therefore be it resolved that the provincial government be requested to pilot average-speed-over-distance technology at one or more suitable locations in BC, including but not limited to the Sea-to-Sky Highway 99 at Lions Bay, the Malahat Highway 1 or the Coquihalla Highway 5.

Convention Decision: Endorsed

Provincial Response

Ministry of Public Safety and Solicitor General

One of the provincial government's primary objectives is to promote a high level of safety for all road users on British Columbia's roads and highways.

The Province continues to explore many different approaches to further maximize road safety, including completing the activation of red-light cameras at 140 intersections to 24/7.

Government is also taking steps to address the issue of speeding in British Columbia and is currently focused on upgrading the existing red-light camera program to capture and enforce speed at certain high-risk intersections.

Government also recently announced that it is reducing speed limits on 15 sections of highway in the province, including the Sea-to-Sky Highway and will be installing more modern weather information systems connected to digital signage along the Sea-to-Sky Highway, to complement existing variable speed limit signs. The Province is also working with RCMP to ensure drivers are complying with the new speed limits.

At this time, implementing the Intersection Safety Camera speed activation upgrades remains the priority for expanding automated enforcement in the province.

March 29, 2019

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

Dear Mayor Buhr and Council,

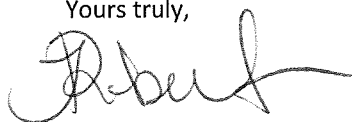
RE: E-Comm Board of Directors Designate — 2019-2020 Term

The Annual General Meeting (the "Meeting") of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* ("E-Comm") will be held on Thursday, June 20, 2019 and, at that time, the Board of Directors will be appointed by the shareholders for the 2019-2020 term.

Further to correspondence from the District of North Vancouver, City of North Vancouver, District of West Vancouver and the Village of Lions Bay, we confirm that Richard Walton has been selected as the mutually-agreed upon individual to represent the aforementioned designated group for the 2019-2020 term. We will ensure Mr. Walton's name is included on the slate of director nominees for appointment by all E-Comm Shareholders.

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

Yours truly,



Jody Robertson
Corporate Secretary

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

cc Richard Walton

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

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

From: [Ron McLaughlin](#)
To: [REDACTED]
Cc: [Shawna Gilroy](#); [Municipal](#)
Subject: Re: Climate Change
Date: Monday, April 1, 2019 7:14:09 PM

Dear George: Thank you very much for your note. Westcoast Environmental had made the presentation you speak of below. The suggested choices were either to contact the oil companies directly or to ask the Province of BC to review the potential for legislation, reduced emissions, and recovery. At the meeting of March 12th Council did not proceed with either of the suggestions.

Regards,

Dear Shawna: Please show this response in next meetings' correspondence. Thank you.

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: George L [REDACTED]
Sent: Sunday, March 10, 2019 7:41 PM
To: Council @ Lions Bay; Municipal
Subject: Climate Change

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: [Neville Abbott](#)
To: [REDACTED]
Cc: [Council @ Lions Bay](#); [Peter DeJong](#); [Shawna Gilroy](#)
Subject: Re: Wood Fires
Date: Tuesday, April 2, 2019 4:14:53 PM

Hi Ian, apologies for the tardy response I needed another version of the electronic survey which included IP addresses in order to properly answer your query.

First I should point out this was not meant to be a scientific poll we were encouraging input in as many forms as possible.

In short Shawna did not consider whether a response was from a person or a household, she captured each hand written response and added to the electronic surveys. See the summary below;

Total Survey results both paper and electronic

- Total answering primary question 256
- Request a special exemption 227 or 89%
- Do nothing comply with bylaw 19 or 7%
- Other 10 or 4%

Likewise I my initial review over the weekend neither did I. I did try, as accurately as I could, add in email and feedback responses where I was reasonably confident they were not duplicated by a survey submission from the same person/household. See the summary below;

Including the responses that answered the survey via feedback or email, only those that are confirmed as unique were added.

- Total answering primary question 275
- Request a special exemption 238 or 86%
- Do nothing comply with bylaw 27 or 10%
- Other 10 or 4%

Yesterday I took the electronic surveys only and reviewed the IP addresses to look for duplications. There were numerous responses to the on line survey that came from the same IP address, the majority of these gave a unique name or street address, removal of the others on the assumption they could be duplications resulted in a 1% swing in the results. See table below;

Electronic Survey only results

- Total answering primary question 188
- Do nothing comply with bylaw 16 or 9%
- Request a special exemption 164 or 87%
- Other 8 or 4%

Question of double counting: remove all repeat IP addresses

- Total answering primary question 142
- Do nothing comply with bylaw 12 or 8%
- Request a special exemption 124 or 87%
- Other 6 or 4%

Question of double counting: remove repeat IP if anonymous

- Total answering primary question 161
- Do nothing comply with bylaw 12 or 7%
- Request a special exemption 142 or 88%
- Other 7 or 4%

Further it should be noted if I considered all responses but divided the pro exemption in half assuming they all represented two people and left the "Do nothings" & "others" in full assuming they were all one per household you would still have a 80% approval.

Question of double counting: halve the special exemption request
Do nothing comply with bylaw 19 or 13%
Request a special exemption 114 or 80%
Other 10 or 7%

Regards, Neville

From: Ian Mackie [REDACTED]
Sent: March 30, 2019 7:44 AM
To: Council @ Lions Bay
Subject: Wood Fires

Council

I have reviewed the results of the survey that was conducted. I am surprised by the apparent support for the continuation of unrestricted wood burning in the Village.

I would be interested in knowing how many of the surveys in support represent multiple responses from residents of a single address or multiple responses from one individual. Was this considered by Ms. Gilroy when she compiled her summary?

Regards

Ian D. Mackie
[REDACTED]

From: [The Village of Lions Bay](#)
To: [Shawna Gilroy](#)
Subject: Form submission from: Feedback Form
Date: Friday, April 5, 2019 9:32:50 PM

Submitted on Friday, April 5, 2019 - 21:32

Submitted by anonymous user: [50.92.25.168]

Submitted values are:

Full Name Alison Fischer

Email Address [REDACTED]

Your Feedback

Re: wood burning appliances

Dear Mayor and Councillors,

I'm now annoyed with myself that I missed submitting the wood burning appliance feedback form; I did actually fill it out, but between sick kid, traveling husband, and work, missed dropping it off.

I'm very disappointed with the results- we should definitely opt in- but am also a bit confused. The recent Village Update email stated that we are going to apply for an exemption, but that the future bylaw would be amended to ensure that new installations meet emissions standards. Why would you not decide for opting in now and require all residents to meet the same standards? I think it's shameful that we can't commit to keeping to the same air quality standards as the rest of Metro Van. I hope your decision was not based solely on the survey results. They were interesting but I don't think entirely representative.

It seems that the majority of people who wanted to opt out thought that this would mean a ban on their wood burning when that's not actually the case (reference to financial concerns about solely heating with Hydro).

We have two wood burning appliances that meet the Metro Van requirements, but even if ours did not we would still be willing to replace them with more efficient stoves if necessary.

Is this a case of people who feel entitled to a nice crackling fire because they've always had it and don't want to let it go? Are people truly not able to afford upgrading? Frankly, I find an answer of 'yes' to the latter a bit hard to believe.

It certainly is a nice luxury in the winter, but unless it's your sole source of heat, that's all it is: a luxury.

I think it's about time people started letting some of their luxuries go in the face of increasing air pollution, climate change, and any number of other apocalyptic-bent themes I could mention here.

Yes, I am irritated and tired as I'm writing this. Not spending much time editing- please keep that in mind as you read, but I feel strongly about this.

Sincerely wishing for more progressive decisions in the future,

Alison

The results of this submission may be viewed at:

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: Tree cutting or Deforestation on School District Property?
Date: Thursday, April 11, 2019 11:17:02 AM

From: Jennifer [REDACTED]
Subject: Tree cutting or Deforestation on School District Property?
Date: April 9, 2019 at 10:39:57 AM PDT
To: Lions Bay Reception <reception@lionsbay.ca>, council@lionsbay.ca

Hello,

The pictures below are taken of the forest area between Loggers' Lane trail below Stewart Rd, and creek to the side of Lions Bay School. I have been meaning to send these pictures but have had a delay, the work has happened in March, to the best of my recollection, but I had enquire at some of the initial cutting about a year ago. I was told permission had been given? By the School District?.

I am shocked at this continuing deforestation project going on what is School District property. It is a professional job, it seems, but I do not know who is doing it and question whether or not in fact it is authorized as seems obviously done to enhance the view for select homeowners of Stewart Rd at the expense of our lovely natural forest. Surely, the authority would not give permission to leave the forest this way. I doubt they know the destruction. The natural habitat of this area of forest is now permanently changed as the lighting in this otherwise dark forest will mean direct sunlight on all the mosses, ferns and other shade-loving vegetation.

It is ugly. Numerous trees have been topped and look more like a picture after some sort of disaster, like Stanley Park after the famous devastating windstorm. In addition exposure to direct sunlight, the debris from all the tops and branches cover the floor of the forest and small trail that used to lead up through this area.

I would like some answers as to how this happened and for who. Was there any authorization by the School District? Do they actually come out and see what is being done? I cannot see this project as being acceptable. If it acceptable and authorized, is there anything Lions Bay Village can do to save future potential areas from becoming devastated like this?

Really, this is better seen in person. I would be happy to assist who ever might show an interest in looking into this further

Thank you for your time,

Jennifer Monroe

































From: [REDACTED]
To: [Council @ Lions Bay; Municipal](#)
Cc: [REDACTED]
Subject: To Mayor McLaughlin and Council
Date: Wednesday, April 10, 2019 9:43:06 AM

Dear Mayor

Thank you for spending some of your Sunday to meet with me following our email communications. I appreciate hearing directly from you the issues we face and the options for our community. You said you get a lot out of meeting and talking with villagers so I hope I was able to explain my thoughts and opinions in a way that was useful.

I have spent some time reflecting on the information you shared and to be clear, I remain opposed to the big, double figure increases in property tax you are making. I want to make that point on record as I recall from the audio in the last council meeting that you said you had received 6 emails and they were all in support of the plan. That is a very small number of peoples input and I don't expect that council can make good representation of villagers opinions with such a limited amount of information from the community, which is why I also want to strongly encourage council to support councilor Abbott's propositions to garner far greater opinion. Public participation cannot be measured passively as to assume that lack of opposition means support from a silent majority. I could not disagree more with the council meeting participant who said that 'if the public want to decide then they should be on council'. I do expect council to make representative decisions based upon prospective assessment of public opinion. I do not suggest every decision is made by referendum, nothing would be done, just look at the Brexit mess, but please consider more proactive ways of seeking villager opinion for such significant changes in fiscal approach. In this way a successful council would have a mandate for actions.

The recent log burning fire survey was a great example of how when given enough information and some clear questions, a method that is easy such as online, what informative view council can obtain. In the large province wide organization in which I work we utilize [slido.com](#) regularly from small in meeting use to large authority wide polling & for questions to executive. it is a two way online communication tool. Questions posted can be voted on by others so that the the most burning questions rise to the top. I would be happy to discuss how this might work for our village if that is helpful.

I understand that for this year that is already a done deal. I hope that for the years ahead you are able to explore a wider array of options and solicit villager input before reaching final decisions on substantial shifts in policy and approach. I am concerned that you are considering similar tax increases year on year. I would like to pose a question to council for an answer; what do you predict the next 4 year tax increases to be?, and that this is clearly communicated to the community. As you recognised in your discussion the lengthy finance documents are hard to understand, simple clarity of percent increase year on year should be communicated. Numbers are confusing for many, consider graphical representations for the fiscal plan to aid understanding.

This is an addition to an increasing burden of the cost of living in metro Vancouver that I am very concerned about for our small community. I know you are exploring density & sale of land assets as other money makers when associated with grant contributions for the community which I will look forward to the opportunity to support.

The ever increasing cost of living are burdensome and not sustainable for those of us not at the other ends of the economic life cycle with no mortgage, retired or just plain very wealthy. With many other tax increases, consumer price increases, fuel cost increases, the cost of living may become prohibitive for us and likely for future community members.

I also understood from you that there are challenges to increasing density & selling land for new development, most notably that historically villagers have opposed this. My guess is that the more long term residents that have previously supported lower tax increases over previous decades and supported council policy that did not adequately provision for our infrastructure needs are the same residents that do not want an increase in building and density. That is akin to making people pay now for the golden years others have had advantage of. Just as a building strata that saved nothing for a new roof makes this the burden of new tenants which is unfair and leads to strata failure when no new people can or will buy into the building. Let me know how best to support you in making the decision to sell land assets, increase residents and so building more capital from property income and more tax payers in our community.

In appreciation of your consideration of this one residents opinion, I thank you for serving the community.

David Waller

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: Public consultation
Date: Thursday, April 11, 2019 11:18:49 AM

From: Penny Nelson <[REDACTED]>
Sent: Friday, April 5, 2019 10:20 AM
To: Jaime Cunliffe; Norman Barmeier; Neville Abbott
Subject: Public consultation

Dear Norm, Jaime and Neville,

To say that I am deeply disappointed and concerned at the lack of public consultation with regards the 10% infrastructure tax is an understatement. Especially in the light of the very positive engagement of so many of us with regards the Metro Vancouver wood burning appliance bylaw.

Public consultation is a fundamental principle of modern democracy: putting all the relevant info out there, and listening to what voters are saying... and by that I mean, not just the 20 or so that turn up at a town hall, or a handful of emails, but everyone, given the chance to respond in whatever way is most convenient to THEM. Ensuring residents know what's going on is part of being transparent. Listening to their responses with an open mind leads to good decisions based on the wishes of the majority of our community. This is the modern approach to good governance.

What further concerns me, I started listening to the audio of Tuesday's meeting, and by the time I stopped, shortly into the meeting, I'd heard a staff member tell council they don't need to go to the public THREE TIMES. Public consultation is legally required by legislation in certain instances. It's the law. But, whether you have to go to the public or not (depending on the specific circumstance), the determinant is also, what is the right thing to do? What kind of government do you want to be? What are your personal principles regarding being a representative of the Village, if you get my drift? You could take a look at how West Van is engaging their residents: <https://www.westvancouverite.ca/> or a smaller municipality like Sechelt (Coast FM is one of only a few radio stations I get at our house and they advertise these initiatives on air!): <http://www.sechelt.ca/Contact-Us/Have-Your-Say-Sechelt>. I understand we have fewer resources, but we can aspire to this level of communication, and I know there are residents who would volunteer to help.

The notion put forward in the Village Update by the mayor that "if I don't hear from you, I'm going to assume you agree" is not public consultation. And on such an important issue (dare I say, our finances are more important than the wood burning appliance issue, probably), there should be proper information sharing and consultation. I truly believe our three new council members are in a position to make a positive difference in how we make decisions in our little Village. The culture of "it was in the Village Update and you didn't respond" is really not who we are, and we can move past this outmoded notion with your support. The VU is not widely read, even by those who receive it. I've been involved for a long time, and you won't believe how often I hear "if you hadn't told me, I would never have known".

We don't have a local newspaper or radio station to highlight what council is discussing. In the total absence of all other sources of information, residents rely on council to be upfront about what's going on.

The recent "Have your say" outreach proves we can do public participation right. It's not too late: everything is in place to go out to residents in their mailboxes, and collect feedback via several channels.

Thanks for listening. I'd like to hear back from you on this one, please.

Penny



Virus-free. www.avast.com

From: [Ron McLaughlin](#)
To: [Shawna Gilroy](#); [REDACTED]
Cc: [Municipal](#)
Subject: Re: Letter in correspondence
Date: Tuesday, April 9, 2019 7:32:26 PM

Dear Shawna: attached is a response to public correspondence for our next meeting. Thank you.

Dear Kambiz: Thank you for your letter. Filming and parking will be discussed later in the year when staff provides reports. The opportunity to obtain additional part time policing for \$40,000 died in the budget discussion. Best regards,

Ron McLaughlin
Mayor

The Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Ron McLaughlin
Sent: Wednesday, March 27, 2019 7:36 PM
To: Shawna Gilroy; Azordegan Azordegan Family
Subject: Letter in correspondence

Thank you very much Shawna.

Ron McLaughlin
Mayor

The Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Shawna Gilroy
Sent: Wednesday, March 27, 2019 9:29 AM

To: Ron McLaughlin
Cc: Council @ Lions Bay; Peter DeJong
Subject: FW: Message from "RNP002673AABB59"

Hi Ron,

Attached is the scanned copy of the letter you received from Mr. Azordegan. He's addressed it to Mayor and Council so it will go to correspondence also.

Shawna Gilroy
Office Coordinator

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

From: Lions Bay Reception
Sent: Wednesday, March 27, 2019 9:29 AM
To: Shawna Gilroy <office@lionsbay.ca>
Subject: Message from "RNP002673AABB59"

This E-mail was sent from "RNP002673AABB59" (MP C5503).

Scan Date: 03.27.2019 09:28:55 (-0700)
Queries to: reception@lionsbay.ca

From: [Ron McLaughlin](#)
To: [REDACTED]
Cc: [Shawna Gilroy](#); [Municipal](#); [Peter DeJong](#)
Subject: Fw: Another program that could potentially help our Village
Date: Tuesday, April 9, 2019 7:59:06 PM
Attachments: [City of Port Moody Regular Council PACE Program Mar 12 19.pdf](#)

Dear Jon: This is a fascinating idea. However, pursuing this opportunity is not the best use of our time as we are so small. In Metro meetings I sit next to the Mayor of Port Moody. When I see him next I will ask about the program and the success they are encountering.

Regards and thank you for thinking of us,

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Ron McLaughlin
Sent: Monday, March 18, 2019 7:44 PM
To: [REDACTED]
Cc: Peter DeJong; Shawna Gilroy; Municipal
Subject: Fw: Another program that could potentially help our Village

Hi Jon. Thank you for thinking of us. Your item will be added into correspondence for our meeting the first Tuesday in April.

Warm regards,

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be

appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Jon Povill [REDACTED]
Sent: Monday, March 18, 2019 4:37 PM
To: Council @ Lions Bay; Ron McLaughlin; Peter DeJong
Subject: Another program that could potentially help our Village

Hi again,

I'm attaching a document from the City of Port Moody that explains the PACE program, which they've recently adopted. This quote from the Background section of the document explains the essence of the program:

Background

Property Assessed Clean Energy (PACE) is an innovative financing tool which building owners and developers can use to upgrade their building's energy performance, install renewable energy systems, and reduce resource consumption with no money down and with the financing repaid through their property tax bill. Simply put, a lien is put against municipal property taxes, but all financing and administration is done through a higher level of government and or a non-profit administrator. PACE programs have been implemented in the US since 2009, and have created hundreds of thousands of projects and hundreds of millions of dollars in return on investment from private investors (Attachment 1). Scientific American (2009) dubbed PACE as "one of the top 20 world-changing ideas".

The full document, which explains the program in much greater depth is 13 pages long, but I hope you will find the information well worth your time. I believe the program could be of significant benefit to the residents of Lions Bay and to the Village itself.

Many thanks for your attention.

All the best,
Jon

From: [REDACTED]
To: [Council @ Lions Bay; Municipal](#)
Subject: Thank you for the opportunity to provide our input and Follow up on increasing tax to cover infrastructure replacement
Date: Wednesday, April 10, 2019 7:57:17 PM

Hello Mayor and Council,

Firstly thank you for the opportunity to “have our say” and the outcome of the recent survey. Additionally I am very happy Councillor Abbott will be following up with hydro to explore possibilities of being excluded from 2nd tier rates and reviewing the pros and cons of being permanently outside the UCB, of being part of Metro.

Secondly, with regard to increasing taxes to cover infrastructure replacement, in principle I am in agreement with the clear understanding and commitment the increases will be spent on infrastructure replacement only. This is critical for the community. Expenditures need to go to critical items first and foremost such as water with the “nice to have” expenditures on less critical items put on hold until critical items have all been taken care of .

Thank you,

Vivienne O’ Keeffe

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Thank-you!

Anthony Tobin and Andrew Wilton,

April 5, 2019

Regarding your letter to Mayor and Council of Lions Bay about:

“The need to address Fire Prevention so that as far as possible it can be said that the Village exercised due diligence in doing all within its powers to minimize or prevent any loss or damage from fire to the Village.”

Thank you for your letter. It addresses a concern Council and Staff share with you.

We have taken steps in researching the risks, planning and preparing for incidents both large and small that could have a negative impact on the Village.

As you can see, this topic has been “on our radar” for a number of years. For example, the Village of Lions Bay was a participant in a GVRD (now Metro Vancouver) assessment of risks from Interface fires as we are a community bordering and in the forests. May I refer you to the report of Bruce Blackwell published in 2007 titled, “[Village of Lions Bay Wildfire Protection Plan](http://tinyurl.com/Wildfire-Protection-Plan)”. You may find it on our Emergency Information webpage here: <http://tinyurl.com/Wildfire-Protection-Plan>

The report is detailed and makes for a good educational piece. Blackwell addresses the fuel loading and its management among other things including “Recommendations for Action”. There is a lot there. Too much for a small Village with limited resources to do all that “could” be done.

What we are doing and have done is develop a well-equipped firefighting force that is well trained to the standards of the BC Coastal Fire Service (BCCFS) who are, in fact, the experts in the field in our area. We also have a good working relationship with them and they are the primary managers of forest fire fighting. Our fire department will call them in as soon as a threat is recognised and begin the suppression and/or containment until BCCFS arrives. Our fire department then assists them in Co-Incident Command and provides support services to them and our residents.

Lions Bay is also concerned about the debris around the Village as you mentioned. The Village encourages reporting of fuel load debris discovered as it does pose a serious threat to our community. If residents do not remove fire hazard wastes, our works department can and will if necessary, remove the threat with the costs going to the offending property owner.

We encourage education of residents to read and study the available FireSmart materials (see: <https://www.firesmartcanada.ca/>) and look for ways to make their homes “FireSmart”. Not all recommendations are doable in our densely populated forest community, but they are to be considered and applied as able.

Council appreciates your willingness to get involved but is cautious of setting up an “ad hoc” Fire Prevention Task Force”. We have professional advice, a well-trained fire department, excellent resources from BCCFS and staff, including our public works crews, which share your concerns and are poised and able to meet the anticipated challenges you have outlined if home owners refuse to do so.

Thank you for your input. It must be kept in mind in a Village such as ours.

Fred Bain, Councillor, Village of Lions Bay

Intentionally Blank

ON-TABLE ITEMS



ON TABLE

AGREEMENT FOR THE RENTAL, INSTALLATION, AND OPERATION
OF
THREE DG7 PAY BY PLATE PAY STATIONS

BETWEEN:

Precise ParkLink Inc.
6993 Antrim Avenue
Burnaby, BC
V5J 4M5

(hereinafter referred to as "PRECISE PARKLINK INC.")

&

The Village of Lions Bay
PO Box 400 Centre Street
Lions Bay, BC
V0N 2E0
Attn: Peter DeJong, CAO

(hereinafter referred to as "CLIENT")

WHEREAS:

Subject to the terms and conditions of this Agreement, PRECISE PARKLINK INC. has agreed to rent three DG7 Pay by Plate pay stations to the CLIENT and the CLIENT has agreed to rent three DG7 Pay by Plate pay stations from PRECISE PARKLINK INC.;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows;





1 BASIS OF AGREEMENT

- 1.1 This Agreement has at its foundation the following document which will provide clarity for any terms and conditions or other items not specifically addressed in this Agreement:
 - 1.1.1 All terms, conditions or items addressed in this Agreement will supercede any like terms, conditions or items addressed in the price quotation previously sent to the Client.

2 DEFINITIONS

- 2.1 **Initial Lease Term** - the term of this Agreement, excluding any option years, as set out in Section 3 of this Agreement.
- 2.2 **Option Years** - the years through which this Agreement may be extended, at the sole discretion of the CLIENT and PRECISE PARKLINK INC., under the same terms and conditions as those governing the initial term as set out in Section 3 of this Agreement.
- 2.3 **F.O.B. CLIENT** - indicates that the CLIENT will pay all shipping set up charges that may be incurred in the initial delivery and commissioning of the equipment and ongoing throughout the term of the rental agreement.

3 TERM

- 3.1 The initial term of this Agreement is based upon a month to month, commencing on May 15, 2019 to September 15, 2019.

4 CONFIDENTIALITY

- 4.1 Any and all information provided to or obtained by PRECISE PARKLINK INC., their employees or agents in relation to CLIENT, its employees, agents, clients and processes used at CLIENT shall be treated as confidential.

PRECISE PARKLINK INC. will take measures to protect all such acquired information with the same diligence and care as if it were confidential information of PRECISE PARKLINK INC.

5 EQUIPMENT AND RENTAL COSTS

- 5.1 Included in this agreement PRECISE PARKLINK INC. will provide the following for the duration of this Agreement:
 - 5.1.1 Three Solar Powered DG 7 Pay by Plate Pay Stations (Coin and Credit Card accessible)
 - 5.1.2 Payment of all wireless Host fees
 - 5.1.3 Payment of all connection fees
 - 5.1.4 Payment of all activation fees



- 5.1.5 Installation of all equipment to existing concrete pads
- 5.1.6 Processing of all credit card transactions
- 5.1.7 Provision of monthly utilization reports and audit trails (as available on the statistics Website) Custom reports or online support can be provided for an additional service fee of \$100.00 per report
- 5.2 All prices indicated within this Agreement are indicated in Canadian funds.
- 5.3 All prices indicated within this Agreement will be held firm for the duration of the Agreement.
- 5.4 GST & PST, where applicable, are extra to the prices indicated.
- 5.5 All prices indicated within this Agreement include any applicable insurance, excise taxes, custom duties, tariffs and other charges that may from time to time be incurred in the course of providing equipment and parts covered under this Agreement.
- 5.6 PRECISE PARKLINK INC. does not submit any taxes on behalf of the CLIENT (GST, Translink Tax)
- 5.7 Shipping and installation of the equipment is extra

6 FEES

- 6.1 PRECISE PARKLINK INC. will rent three DG 7 Pay by Plate Pay Stations for a monthly rental payment of \$300.00 per meter, plus applicable taxes.
- 6.2 PRECISE PARKLINK INC. will invoice the CLIENT on a monthly basis in the total amount of \$75.00 per pay station to cover all communication costs, real time online credit card processing, and web access fees for online statistical reports.
- 6.3 PRECISE PARKLINK INC. will provide the CLIENT with generic or custom two-part receipt paper at a guaranteed cost of \$86.00 per roll. Each roll consists of 2250 two-part tickets. Custom paper orders require a 100-roll minimum quantity purchase.
- 6.4 PRECISE PARKLINK INC. will provide rate changes at a cost of \$450.00 per eprom throughout the term of this rental agreement. Installation not included in cost of the rate changes.
- 6.5 PRECISE PARKLINK INC. will train the CLIENT'S staff on the day to day operations of the pay station including cash removal, paper changes, website alarm page, and statistical information. Troubleshooting will be provided onsite at the time of installation. Additional training or service can be provided onsite at an hourly rate of \$120.00 per hour plus travel expenses. Alternatively, the CLIENT may opt to send their staff to PRECISE PARKLINK INC.'S Western Regional Office located in Burnaby, at the CLIENT'S expense, and a four-hour training course will be provided free of charge.
- 6.6 PRECISE PARKLINK INC will invoice the CLIENT on a monthly basis \$46.35 per month per meter to cover our parts exchange warranty. (Shipping/Courier to and from Precise ParkLink parts depot not included and will be invoiced separately)



- 6.7 PRECISE PARKLINK INC. will provide onsite service at an hourly rate of \$120.00 per hour with a 2-hour minimum plus travel expenses of \$0.54 per KM.
- 6.8 PRECISE PARKLINK INC. will charge the CLIENT a \$50.00 per meter decommission fee plus, removal costs (regular onsite service rates apply) at the end of the rental period. The CLIENT will provide Precise with 30 days written notice in the event they wish to cancel the rental program.
- 6.9 PRECISE PARKLINK INC. will invoice the CLIENT a onetime set up fee of \$595.00 to cover the costs of the following: Delivery, Shipping, Software set up, Programming, and Testing of the pay stations, installation, and field testing.
- 6.10 Additional optional equipment and services will be quoted and invoiced separately as requested by the CLIENT. I.e. (Signs, Concrete pads, Coin Collections, Service Calls)

7 RETURN OF COLLECTED REVENUES

- 7.1 PRECISE PARKLINK INC. will return to CLIENT all credit card revenues collected from the Pay Stations covered under this Agreement.
 - 7.1.1 Such credit card revenues will be returned to CLIENT by the 20th calendar day of each month in the form of direct deposit in an amount exactly equivalent to the value of all credit card payments made during the previous month less merchant fees deducted by the credit card processor.

8 FORCE MAJEURE

- 8.1 Neither CLIENT nor PRECISE PARKLINK INC. will be liable for delays or failure to provide products or services in the event of strikes, lockouts, labour trouble, inability to secure labour, fires, riots, explosions, breakdown of machinery, common carrier delays, weather, war, terrorists acts, natural disasters, Acts of God, or other causes beyond its control, whether or not such causes are provided for specifically herein.

9 GOVERNING LAW

- 9.1 This Agreement shall be construed in accordance with the laws of British Columbia. Without limitation, PRECISE PARKLINK INC. acknowledges that this Agreement is subject to the Freedom of Information and Protection of Privacy Act.

10 ADHERENCE TO LEGISLATION

- 10.1 Any and all equipment and services provided by PRECISE PARKLINK INC. under this Agreement will be provided in accordance with any and all applicable Federal, Provincial, and Municipal legislation, regulatory processes, codes, and



accepted standards for the manufacturing and sale of said equipment and services.

- 10.2 PRECISE PARKLINK INC. warrants that, where applicable, any and all products covered under this Agreement have received approval from the Canadian Standards Association (CSA) or an equivalent, recognized standards association that is generally and widely accepted in British Columbia and Canada.

11 *EQUIPMENT WARRANTIES*

- 11.1 PRECISE PARKLINK INC. warrants that all equipment provided under this Agreement will:
- be free from defects in design, materials and workmanship.
 - perform in accordance with written specifications for the product and
 - be fit for the purpose for which they are intended
 - Meets all PCI compliant criteria to process and store credit card data. (All data is stored within Canada in a PCI approved environment) As specified in our certificates previously provided.

12 *INSURANCE*

- 12.1 For the initial term of this Agreement and any option years exercised, PRECISE PARKLINK INC. will maintain a Comprehensive General Liability Insurance policy with a minimum coverage of \$ 2,000,000 per occurrence for bodily injury, death and damage to property including loss of use.
- 12.2 For the initial term of this Agreement and any option years exercised CLIENT will maintain a Comprehensive General Liability Insurance policy. CLIENT will be responsible for all damages occurred due to vandalism or employee misuse.
- 12.3 PRECISE PARKLINK INC. will remain in good standing with the Workplace Safety and Insurance Board (WSIB) during the initial term of this Agreement and any option years exercised.

13 *INDEMNIFICATION*

- 13.1 PRECISE PARKLINK INC. will indemnify, defend, and hold harmless CLIENT, its Officers, employees and agents from any and all claims, demands, actions, losses and expenses (including, but not limited to interest, penalties and reasonable legal fees) arising out of bodily injury, property damage or any other damage caused by any equipment or service included in this Agreement unless such is caused by the willful negligence of CLIENT, its employees or agents.

14 *DISPUTE RESOLUTION*

- 14.1 Any dispute or claim arising from or related to this Agreement shall be resolved through the use of an independent arbitrator agreed upon to by both CLIENT and PRECISE PARKLINK INC. An arbitration hearing will occur within 30 days of the





appointment of an arbitrator and shall take place in Vancouver, British Columbia and shall be governed by the laws of British Columbia, Canada. Such arbitration shall be final and binding from which there will be no appeal. The CLIENT and PRECISE PARKLINK INC. shall provide the arbitrator with any and all information in their possession or under their control that is relevant to the matter under arbitration. The arbitrator shall make an award within ten days of hearing evidence on the matter.

15 EARLY TERMINATION

15.1 Both CLIENT and PRECISE PARKLINK INC. retain the right to terminate this Agreement for any material breach of the terms, conditions or obligations of this Agreement that remains unresolved within ten days of notification to the other party of said breach. Such termination will be effective immediately upon notice of termination and will be affected without penalty to CLIENT.

16 WAIVER

16.1 The failure on the part of either party to exercise or enforce any right conferred upon it under this Agreement shall not be deemed to be a waiver of any such right or operate to bar the exercise of enforcement thereof at any time or times thereafter.

17 SURVIVAL

17.1 All of the representations, warranties and indemnification made by PRECISE PARKLINK INC. and set out in this Agreement shall survive the expiration or termination of this Agreement as shall any other provision of the Agreement which, by the nature of the rights or obligations set out therein, might reasonably be expected to be intended to so survive.

18 AGREEMENT ADMINISTRATOR AND NOTICES

18.1 Any notice delivered personally shall be deemed to be given on the date it is so delivered, and any notice delivered by registered mail shall be deemed to have been given on the date it is received.

19 PURCHASE OPTION

19.1 At any time during the first year of the rental term, the CLIENT shall have the option to purchase all or any of the rented equipment and apply 50% of all rental payments on account thereof, to be credited towards the purchase price.

20 AMENDMENTS

20.1 This Agreement may be amended only with the consent of both parties and only then so if in writing and signed by the Agreement Administrators for both parties.



Any amendments or alterations to this Agreement shall not be binding upon or affect the rights of any party who has not given its consent in writing.

21 ENTIRE AGREEMENT

- 21.1 This Agreement constitutes the entire agreement between the parties with respect to all matters herein contained and its execution has not been induced by any representations whatsoever not incorporated herein and made a part hereof.
- 21.2 The schedules of this Agreement are an integral part of this Agreement as if set out at length in the body of this Agreement.

22 MISCELLANEOUS

- 22.1 The division of this Agreement into sections and the provision of headings to each section is for the convenience of reference only and shall not affect the interpretation or construction of this Agreement.
- 22.2 If any provision of this Agreement is found to be invalid, illegal or unenforceable, it will be severed from this Agreement and the remaining provisions will remain valid, legal and enforceable.
- 22.3 Time shall be of the essence of this Agreement and of every part thereof.
- 22.4 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 22.5 All consumables products such receipt paper and/or spare parts, rate changes must be purchased through PRECISE PARKLINK INC. or risk having the warranty be voided.

IN WITNESS WHEREOF the parties have caused their duly authorized representatives to execute this Agreement on the ____ day of _____, 2019

The Village of Lions Bay

Precise ParkLink Inc.

Per: _____
(Authorized Signatory)

Per: _____
(Authorized Signatory)

Name: _____

Name: _____

Title: _____

Title: _____

