



**INFRASTRUCTURE COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON Thursday, October 19 2023 AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

TO JOIN THE MEETING, CLICK HERE: <https://us02web.zoom.us/j/2780145720>
TO JOIN VIA PHONE, DIAL 778-907-2071 AND ENTER MEETING ID: 278 014 5720

AGENDA

1. **Call to Order**
2. **Appointment of Recorder**
3. **Approval of the Agenda**
THAT the agenda be approved as submitted.
4. **Public Questions & Comments**
5. **Approval of Minutes**
 - A. Infrastructure Committee Meeting Minutes – August 21, 2023 (*page 3*)
THAT the Infrastructure Committee Meeting Minutes of August 21, 2023 be approved as circulated.
6. **Business Arising from the Minutes**
7. **Unfinished Business**

Identifier	Description	Responsible	Status
23081	Search Village records for any more recent I.C. meeting minutes.	NTA	
23082	Forward to BU the Word document template for minutes used by Council.	NTA	✓
23083	Edit the TOR and forward to committee members.	KB/NTA	✓
23084	Review David Lee's comments to confirm that they have been addressed in the revised TOR.	BU	✓
23085	Forward the Village NDA to resident committee members for review and signature.	KB	✓

Agenda – Infrastructure Committee – October 19, 2023

Village of Lions Bay

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23086	All members to review the Consolidated Project List and rank in terms of priority.	All	Partial
23087	Locate previous PWM's update report to the IMP indicating the projects that are completed.	NTA	X
23088	Distribute the Vancouver Coastal Health Drinking Water Inspection Report.	ASG	
23089	Distribute the Infrastructure Deficit List.	ASG	✓
23091	Present the revised Terms of Reference to Council for final approval.	NTA	
23092	Solicit Village resident technical expertise for each working sub group.	All	
23093	Determine when working sub groups' project lists are due for submission to I.C.	All	
23094	Prior to the I.C. working sub groups' first meetings, schedule a meeting between main I.C. and PWM.	NTA/KB	
23095	Prepare a resident volunteer recruitment piece for the 01 September Village Up-date.	NTA	

8. New Business

- A. Approved Terms of Reference attached for reference (*page 8*)
- B. Non Disclosure for non-council members to confirm acceptance send to Staff.
- C. Discussion on communication to residents regarding next steps
- D. Recap on Infrastructure Project Priority Ranking & confirm member responsibilities
- E. Communication with residents regarding next steps
- F. PWM reprioritise project list.

9. Public Questions & Comments**10. Adjournment****11. Next Meeting – TBD**



**INFRASTRUCTURE COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, AUGUST 21, 2023 AT 6:00PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

Present: Councillor Neville Abbott, Chair
Councillor Jaime Cunliffe (via conference)
Anthony Greville
Brian Ulrich

Absent with regrets: Mayor Ken Berry

Absent: Hilary Monfared

1. Call to Order

There being a bare quorum of 50% +1, and at least 2 residents present, the meeting was called to order at 18:07hrs.

2. Appointment of Recorder

ASG was appointed recorder for this meeting.

3. Public Questions & Comments

4. Approval of Agenda

Agenda Item added: Infrastructure Deficit discussion

5. Approval of the Minutes

The minutes of the 27 July Meeting were approved.

**It was requested a Table of Action Steps be added to the minutes as officially recorded.
[Please see section 7.](#)**

6. Business Arising from the Minutes

November 2020 to May 2021 Minutes still missing.

Terms of Reference.

To be reviewed.

BU satisfactorily addressed David Lee concerns

NDA.

To be reviewed

Project List.

NTA, KB, ASG, PWM submitted

BU on table

JC & HM, no response.

IMP Up-date. NA unable to find previous PWM’s notes re completed IMP tasks/projects.

Infrastructure Deficit Presentation Distributed, complete

VCH Water Inspection Report **Still to be distributed**

7. Unfinished Business

None/see below.

Identifier	Description	Responsible	Status
23081	Search Village records for any more recent I.C. meeting minutes.	NTA	
23082	Forward to BU the Word document template for minutes used by Council.	NTA	✓
23083	Edit the TOR and forward to committee members.	KB/NTA	✓
23084	Review David Lee’s comments to confirm that they have been addressed in the revised TOR.	BU	✓
23085	Forward the Village NDA to resident committee members for review and signature.	KB	✓
23086	All members to review the Consolidated Project List and rank in terms of priority.	All	Partial
23087	Locate previous PWM’s update report to the IMP indicating the projects that are completed.	NTA	✗
23088	Distribute the Vancouver Coastal Health Drinking Water Inspection Report.	ASG	
23089	Distribute the Infrastructure Deficit List.	ASG	✓
23091	Present the revised Terms of Reference to Council for final approval.	NTA	
23092	Solicit Village resident technical expertise for each working sub group.	All	
23093	Determine when working sub groups’ project lists are due for submission to I.C.	All	
23094	Prior to the I.C. working sub groups’ first meetings, schedule a meeting between main I.C. and PWM.	NTA/KB	
23095	Prepare a resident volunteer recruitment piece for the 01 September Village Up-date.	NTA	

8. New Business

A. Approval of Terms of Reference.

Some consensus met.

There remains confusion as to the relevance of the following passage to resolve disputes; this particular clause does not address disputes, only the structure of the committee. *Should there be any questions or disputes, the Community Charter, SBC 2003, C. 26, s116 (1)(e) and s.141 will prevail.*

1.3 Last sentence, change to ⇒ or.

2.1 Middle of paragraph, change authorizeds ⇒ authorized.

5.0 First sentence, change of ⇒ have

The consensus was that with these minor foot faults adjusted, the Chair can present the Terms of Reference to Council for final approval.

B. NDA for Resident Committee Members.

ASG and BU have signed.

Still awaiting signature from HM.

ASG to distribute VCH Report to NTA, KB, JC & BU.

Awaiting HM signature to the NDA prior to distribution.

C. Infrastructure Project Priority Ranking

Considerable discussion as how to proceed; factored in community safety, community health, infrastructure reliability, etc.

Settled on; 5 key broad infrastructure project categories.

Assigned an I.C. member to chair each category working group.

Action Step - Solicit Village residents with relevant technical expertise to populate each working sub group.

Each working sub group to prepare a prioritized project list to present to the main I.C. and then onto Council for ratification.

Consider projects under safety, health and reliability.

Rank Projects to be initiated and completed in 2024

Projects initiated in 2024 for completion in 2025/26

Projects initiated in 2024/26 for completion in 2027 and beyond (5 to 15 year horizon).

Action Step – Determine when prioritized project lists are due for submission to IC

NTA Fire flow deficiencies (school - DWIP, and below highway – Highway Tank Project), water mains (AC & CI line failure mitigation - CUBB) and PRV projects combined as one larger project bundle.

JC Future of filtration vs. pipeline and purchase from MV, as the primary sources of potable water. Assess the merits of wells vs. desalination as the secondary source of potable water for peak demand shaving purposes. Include UBC Project in this working sub group.

ASG Water quality, including VCH proposed in-take shut off, power to WTP and in-takes, long term filtration, and chemical stability - NTU, UVT, pH, corrosion and heavy metals in the distribution system, and Cl residual at the WTP and in the distribution system.

HM Bridges, Roads and Drainage; both significant long term high cost projects (Oceanview Road drainage project) and smaller more immediate and less expensive projects (drainage swales etc.) Include road cambering and reclaiming of ditches for storm water run-off. Ensure all bridges are safe and fit for purpose. Project management to ensure we do not dig up the same section of road every other year for different projects!

BU Village and general infrastructure communications and controls, electrical power requirements and other innovations. Valve replacement with remotely controlled actuated equipment. Work with NTA and PWM to quantify and mitigate I & I to wastewater treatment plant.

KB Political matters; primarily Watershed Management and project funding with higher levels of Government.

Infrastructure Deficit and Infrastructure Levy Fund.

The I.C. needs to meet with the PWM to review the Infrastructure Deficit concept, and to review the monies available from the loan provisions and the Infrastructure Levy fund. Further, there needs to be co-ordination of effort and energies between the I.C. and the PWM to ascertain which infrastructure projects are currently scheduled for 2024/26 and how the I.C. can assist. Also determine which infrastructure projects have been deemed unrealistic for the current Council term.

Action Step - Prior to the I.C. working sub groups' first meetings, schedule a meeting between main I.C. and PWM.

D. Communication with residents regarding next steps.

It was agreed a brief piece can/should be added to the 01 September Village Update indicating the I.C. has met 2 times and has determined the 5 key areas for infrastructure project work to be;

Fire flow deficiency and water main integrity,
Long term supply of sufficient raw water quantity,
Existing potable water quality and treatment,
Roads, bridges and drainage,
Electrical power, infrastructure communications and control.

Further, that each working sub group of the I.C. is looking for resident volunteers to provide technical expertise as required. It is to be stressed this volunteer call is not to join the I.C., but merely to provide technical expertise on an occasional project basis. We do not need to scare people off, but at the same time we need technically qualified individuals to apply who can contribute in a meaningful way!

Action Step - NTA to prepare a piece for the 01 September Village Up-date.

9. Public Questions & Comments

10. Adjournment

There being no other business, the meeting was adjourned at 20:38hrs.

11. Next Meeting.

Determined to be 18 September, subject to a quorum being available.

At least 2 resident members are required and ASG will be away from 06 Sept to 11 Oct and BU will be away from 24 August to “mid September”.

DRAFT



INFRASTRUCTURE STANDING COMMITTEE

TERMS OF REFERENCE

Establishment and Authority

The Infrastructure Standing Committee of Council is established and appointed by the Mayor. (*Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141. At least half of the members of the Standing Committee must be Council Members. The role of the Committee is advisory to Council. The Committee shall report to the Council through its Chair. Committee Members shall be appointed by the Mayor for an initial 12 month period; after the initial 12 month period and subject to Mayor approval, extended for the remainder of the Council term. Should there be any questions or disputes, the *Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141 will prevail.

Committee Procedures

1. The procedures of the Committee are governed by the Council Procedures Bylaw. Should there be any questions or disputes, the *Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141) will prevail.
 - 1.1. The Committee shall be comprised of an equal number of Council and an equal number of members of the public as appointed by the Mayor, for a fixed term after

which a new call for volunteer members of the public, including sitting members, shall be advertised in the Village Update. One of the Council members shall act as Chair of the Committee.

- 1.2. A quorum of the Committee shall be 50% plus 1 members and consist of at least one Council member and two non-Council members. The minutes of meetings of the Committee will be recorded and maintained either by a non-committee member from Staff, or by a member of the Committee appointed by the Chair. Each member shall have the opportunity to review and edit a draft of the minutes before they are approved by the Committee.
- 1.3. A sub-committee working group can be struck when specialized technical knowledge is required to address a specific issue. Such a sub working group will compromise of 1 or 2 main Committee members, only 1 of which should be a elected council member, with the balance being the subject matter experts drawn from a pool of qualified and interested residents. At the conclusion of their work, this sub-committee working group will report back to the main group and then can be either disbanded or else asked to address another issue.
- 1.4. The Committee will meet on the 3rd Monday of each month, subject to the Chair's ability to cancel meeting dates due to a lack of Agenda items to consider or to move meeting dates as necessary, in consultation with Committee members. Staff attendance at the request of the Chair is not mandatory and will be at their discretion.
- 1.5. The Committee Chair shall set the agenda items for each meeting and shall accept agenda item requests from members.

Purpose and Mandate

2. The overall purpose of the Committee is to provide timely advice and recommendations to Council on matters affecting the integrity, safety, or legal/regulatory compliance of the Village's infrastructure with an intermediate to long-term (strategic) focus. With this long-

term focus, the Committee shall be particularly interested and involved in infrastructure projects that span multiple council terms to ensure continuity of the project from one council to the next. Since it is a technical body, the Committee shall work within the limitations of the BC Professional Governance Act and the regulations of Engineers and Geoscientists of BC (EGBC) which define what constitutes the Practice of Engineering and who is qualified to do it. Such advice includes, but is not limited to the following:

- 2.1. Insofar as the Committee is not authorized to perform engineering activities upon which the council will make decisions, the Committee shall advise council on which activities the Council will need to retain the services of an authorized engineering organization possessing a Permit to Practice, and it shall provide cost saving and innovative inputs to, and monitoring/reviewing of any engineering activities as they progress.
- 2.2. The Committee shall provide timely updates to Council regarding the state, condition and ongoing status of the infrastructure owned and operated by the Village of Lions Bay, namely, its physical structures, buildings, roads, bridges, water and power and related facilities and other built infrastructure owned and operated by the Village designed to serve the needs of the residents of Lions Bay. Actual inspections to identify the status of said infrastructure shall be the responsibility of Public Works Staff, although the Committee may be involved in or perform their own inspections at their discretion.
- 2.3. At the request of Council, to research, inspect, review and assess infrastructure issues and prepare a report for submission to Council with findings, consensus opinions and / or recommendations regarding the infrastructure matter or issue referred to it. If such activities involve the practice of engineering the Committee shall recommend to Council to retain the services of an authorized professional engineering organization to perform the activities and prepare an authenticated report
- 2.4. The Committee shall identify and recommend infrastructure items which require the development of maintenance standards, inspection regimes, management and

maintenance protocols with a view to preservation of the infrastructure and the prevention of any unnecessary deterioration due to neglect or lack of proper or timely maintenance. The Committee shall recommend to Council to retain the services of an authorized professional engineering organization to perform these activities and prepare an authenticated report.

- 2.5. The Committee shall call upon the expertise of resident volunteers or groups of resident volunteers to provide technical input to specific projects as appropriate.
3. The Committee shall immediately bring to the attention of the Council any aspect of the Village infrastructure that in the opinion of the Committee appears unsafe, non-compliant, or that is in need of urgent repair.
4. The Committee shall review and update the Infrastructure Master Plan on a 2-year rotation basis to remove completed tasks and add new tasks as required and re-rank all tasks in terms of priority.
5. The Committee shall have the opportunity to review all bids, tenders, RFP's and RFQ's for purpose and technical correctness before being issued to the public and shall have the opportunity to review all responses to the same for technical compliance and innovation before financial considerations are applied in the political level.
6. The Committee shall select, on an annual basis, items from the IMP priority task list to recommend to Public Works and Council to be included in the annual financial budget.
7. To develop and prepare an annual infrastructure maintenance and development plan, in cooperation with an authorized engineering organization if required, for review and consideration by Council.
8. To monitor the implementation of any Council-approved infrastructure maintenance and development plan and report to Council accordingly as the Committee sees fit.
9. The Committee will report quarterly, or as deemed appropriate to Council.

Administrative support

10. The Committee will be provided with and have access to any municipal records that may assist it in the fulfilment of its purpose and mandate.

10.1. For the receipt and consideration of confidential municipal records the Committee must do so only in closed session and any related reports from the Committee to Council arising from its review of the confidential records must be received by Council in closed session only.

10.2. Non-elected members are required to sign a confidentiality agreement to reinforce the confidentiality requirement. Its non-disclosure provisions will continue after they no longer serve as members of the Committee. Non-elected members shall be allowed to review the confidentiality agreement prior to agreeing to serve on the committee.

11. Staff support will be provided by the Public Works Manager who will act as the liaison to the Committee to provide information and professional advice. The participation of the Public Works Manager at the Committee would be at his/her discretion or as required/invited by the Committee, subject to approval of such participation by the CAO.

12. Administrative support that is secretarial in nature will be provided to the Committee by the Village administration.

13. The Committee may also request of Council that another member of the administration provide information to the Committee to enable or assist it in fulfilling its purpose and mandate if the Committee provides specific reasons, related to its purpose and mandate, in support of such a request.

Adoption

Adopted by Resolution of Council this _____ day of January 2023

Signed: _____

Mayor of Lions Bay

On the ___ day of _____ 2023 the original signed copy of this document was stored in the permanent file of Municipal records in the Village Office and on the _____ day of _____ 2023 the digitized copy of this document was saved and stored in the Village digital database.

Certified correct by: _____

Municipal Coordinator