



**COMMITTEE OF THE WHOLE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JANUARY 9, 2024, AT 6:00PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC
AND VIA ZOOM VIDEO CONFERENCE**

Zoom Invite Link: <https://us02web.zoom.us/j/2780145720>
To join via phone, dial 778-907-2071 | Meeting ID: 278 014 5720

We are privileged to be meeting and doing work on behalf of the residents of Lions Bay on the traditional unceded territory of the Squamish and Musqueam Nations.

AGENDA

1. Call to Order

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

A. Legal

Recommendation:

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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:

(g) litigation or potential litigation affecting the municipality;

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

5. Delegations (10 minutes maximum)

6. Approval of Minutes of Prior Meetings

7. Business Arising from the Minutes

8. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

9. Reports

A. Staff

i. 2024 Preliminary Budget (*page 3*)

ii. AVICC Call for Resolution (*page 44*)

B. Committees

C. Mayor and Council

10. Correspondence

11. New Business

12. Public Questions and Comments (2 minutes per person totalling 10 minutes maximum)

13. Resumption of Closed CotW Meeting (if applicable)

14. Reporting Out from CotW Meeting (if applicable)

15. Adjournment

Schedule A

Consolidated Financial Plan 2024 - 2028

	2024	2025	2026	2027	2028
Revenues					
Taxation	1,945,796	2,059,295	2,179,603	2,307,130	2,442,309
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	189,165	200,514	212,545	225,298	238,816
Utility Fees and Rates	1,411,021	1,481,572	1,555,650	1,633,433	1,715,104
Fees, Licenses and Permits	440,296	441,221	443,234	446,132	447,202
Grants	1,734,983	351,082	351,082	351,082	351,082
Proceeds from Borrowing	-	-	-	-	-
Net Proceeds from Land Sales	-	-	-	-	-
Other	258,830	263,519	269,066	275,352	278,655
Grand Total	6,078,696	4,895,808	5,109,787	5,337,032	5,571,775
Expenditures					
Amortization	770,966	938,460	1,125,265	1,175,140	1,211,140
General Government	1,072,240	1,075,002	1,100,699	1,127,181	1,128,140
Fire Services	381,577	375,907	383,016	390,403	398,075
Bylaw Services	147,518	151,039	154,486	158,024	161,637
Public Works	1,163,196	540,101	552,701	566,984	581,704
Planning and Development	48,328	49,491	50,686	51,913	53,174
Parks, Recreation and Facilities	446,794	325,833	332,883	341,211	349,746
Solid Waste	227,301	233,356	240,137	247,173	254,428
Sewer Fund	69,162	69,515	71,223	73,090	75,012
Water Fund	815,009	811,846	841,712	854,016	877,012
Interest Payments	79,319	76,534	75,359	74,693	57,678
Grand Total	5,221,409	4,647,082	4,928,168	5,059,830	5,147,746
Surplus/(Deficit)	857,287	248,726	181,619	277,203	424,029
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	770,966	938,460	1,125,265	1,175,140	1,211,140
MFA Actuarial Gain on Debt	(43,083)	(47,772)	(53,319)	(59,605)	(8,729)
Cash Surplus	1,585,170	1,139,415	1,253,565	1,392,738	1,626,440
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(191,873)	(195,076)	(204,446)	(112,628)	-
Capital Expenditures	(6,351,652)	(7,755,000)	(1,675,000)	(2,245,000)	(125,000)
Transfer from Reserves	2,106	1,910	(287,143)	1,273,426	1,273,426
Transfer from (to) Reserves - Gas Tax Fund	-	650,000	-	-	-
Transfer to Reserves - Infrastructure Levy	(189,165)	(200,514)	(212,545)	(225,298)	(238,816)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,606)
Financial Plan Balance	(5,244,019)	(6,457,871)	(1,224,175)	(15,368)	2,437,444

Village of Lions Bay 2024 Draft Budget Revenue

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Taxation							
General Municipal Property Tax	1,580,768	1,683,675	1,985,757	1,784,571	1,891,646	107,074	6.0%
Infrastructure Levy	158,053	168,474	179,878	178,457	189,165	10,707	6.0%
Parcel Taxes	128,539	98,606	98,606	98,606	98,606	-	0.0%
Payments in lieu of taxes	46,200	47,466	55,826	47,466	54,150	6,684	14.1%
	1,913,560	1,998,221	2,320,067	2,109,101	2,233,566	124,466	5.9%
Utility Fees and Rates							
Water User Rates	952,878	1,000,524	1,050,548	1,050,548	1,103,076	52,527	5.0%
Sewer User Rates	74,444	78,166	82,123	82,075	86,178	4,104	5.0%
Solid Waste User Rates	200,997	201,149	211,576	211,206	221,767	10,560	5.0%
	1,228,319	1,279,840	1,344,247	1,343,829	1,411,021	67,191	5.0%
Fees, Licenses and Permits							
Building Permits	58,475	39,461	39,474	25,300	34,300	9,000	35.6%
Temporay Use Permits	-	2,250	(250)	2,500	1,500	(1,000)	-40.0%
Development Permits	1,000	250	-	500	-	(500)	-100.0%
Board Of Variance Application Fee	2,500	2,500	1,000	1,000	1,000	-	0.0%
Secondary Suite Surcharge Fees	26,952	22,551	17,178	26,388	18,498	(7,890)	-29.9%
Other Permits	7,050	2,945	2,975	1,750	1,500	(250)	-14.3%
Recreation Programs	565	168	80	-	-	-	n/a
Hall Rental	2,100	2,293	1,997	3,000	3,000	-	0.0%
Boat Space Rentals	7,363	7,825	7,315	8,200	7,400	(800)	-9.8%
Other Rentals	118	14,891	16,418	-	14,000	14,000	n/a
Rental Agree - BC Ambulance	28,333	28,333	19,597	28,333	28,333	-	0.0%
Parking Fines	122,427	93,589	144,506	125,000	125,000	-	0.0%
Parking Passes - Annual	2,720	6,880	4,879	5,600	5,100	(500)	-8.9%
Parking Meters	162,014	177,422	136,597	167,000	160,000	(7,000)	-4.2%
Dog Licences	3,130	3,535	2,940	3,500	3,500	-	0.0%
Filming Revenue	11,000	11,190	6,940	8,000	8,000	-	0.0%
Tree Cutting Applications	750	600	(200)	750	750	-	0.0%
Tax Information Charges	2,940	1,530	55	2,000	500	(1,500)	-75.0%
Miscellaneous (Recycle BC)	996	9,013	24,880	27,915	27,915	-	0.0%
	440,433	427,225	426,381	436,736	440,296	3,560	0.8%

**Village of Lions Bay
2024 Draft Budget
Revenue (Continued)**

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Grants

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Small Community Grant	300,000	381,000	298,000	295,000	295,000	-	0.0%
CWWF Grant	172,386	-	-	-	-	-	n/a
ICIP Grants	9,036	-	55,207	1,649,000	1,283,951	(365,049)	-22.1%
CN Railway Grant	51,912	-	28,199	-	-	-	n/a
Gas Tax Funding	121,170	62,053	32,615	62,053	-	(62,053)	-100.0%
Other Grants	77,947	77,702	1,051,709	109,100	156,032	46,932	43.0%
	732,450	520,755	1,465,730	2,115,153	1,734,983	(380,170)	-18.0%

Other Revenue

External Borrowing	-	-	-	-	-	-	n/a
Net Proceeds from Land Sales	430,186	-	-	-	-	-	0.0%
Insurance Proceeds	-	-	-	-	-	-	n/a
Fire Department Callouts Highway	11,353	12,490	13,455	11,000	13,000	2,000	18.2%
Donations to LB Fire Department	9,663	10,854	-	3,000	3,000	-	0.0%
Fire Fighter Day Revenue	4,646	12,376	-	18,000	18,000	-	0.0%
Tax Penalties and Interest	17,789	23,469	23,449	17,250	19,250	2,000	11.6%
MFA Actuarial Interest	34,201	38,561	-	42,524	43,083	559	1.3%
Bank Return on Investment	26,400	114,287	114,925	153,947	153,897	(50)	0.0%
Miscellaneous	11,117	60,102	6,125	18,000	8,000	(10,000)	-55.6%
Water/Sewer Connection Fees	7,894	1,800	-	600	600	-	0.0%
	553,249	273,938	157,954	264,321	258,830	(5,491)	-2.1%

Total Revenues

	4,868,011	4,499,979	5,714,379	6,269,139	6,078,696	(190,444)	-3.0%
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Notes

General Municipal Property tax. A sensitivity analysis of property tax rate increases (in total, and per home based on an estimate of 596 homes) is as follows:

Tax Rate	Property Tax	\$Increase	\$Per Home
0%	1,784,571	-	-
3%	1,838,109	53,537	90
6%	1,891,646	107,074	180
9%	1,945,183	160,611	269
12%	1,998,720	214,149	359
15%	2,052,257	267,686	449

2024 Proposed tax rate increases	
Vancouver	7.6%
Port Moody	8.1%
Coquitlam	8.9%
Squamish	8.9%
Whistler	8.2%
Sechelt	9.2%

Village of Lions Bay property tax increases

2020	2021	2022	2023
3.0%	3.0%	6.5%	6.0%

The infrastructure levy is calculated as 10% of General Municipal Property Tax

Parcel tax was approved by resolution of Council in prior years. This levy relates to amounts charged to 100 residents of Kelvin Grove that have access to Sewer. The Village paid for the construction of a waste water treatment plant (WWTP) and is recovering these costs from the residents that benefit from the WWTP as Parcel Tax

Payments in lieu of taxes relate to BC Hydro, Shaw and Telus that make an annual payment in lieu of general municipal, local improvement and regional district tax levies

Utility user rate increases

	2020	2021	2022	2023
Water	5.0%	3.0%	5.0%	5.0%
Sewer	0.0%	3.0%	5.0%	5.0%
Solid waste	4.0%	3.0%	0.0%	5.0%

Estimated with respect to trailing 3 year acutal average permits

Temporary Use Permits (TUP) relate to occupancies under 30 days. Issuance of TUP is sporadic and generally relates to such things as Air B&B

Secondary suite fees vary year to year based on usage in accordance with policy. Secondary suites utilized by a family member or fire-firefighter are not charged There were 59 secondary suites declared in 2023 (2022 - 51), of which 19 were not occupied by a firefighter or family member (2022 - 18). Fees are due December 31. 3 residents have not yet paid, resulting in the difference between 2022 and 2023 total fees.

Relates to dumpster, demolition, encroachment, driveway crossing fees

Relates to rental fees for Broughton Hall

Relates to rental of Klatt, Fire Pit, wildfire protection kit sales, wildfire protection service receipts

Rental payments from the Provincial Health Services Authority (PHSA). Lease terminates July 30, 2030.

Recycle BC and CARIP / LGCAP grants

Recycle BC revenues

CARIP grant

LGCAP grant

Actual				Budget
2020	2021	2022	2023	2024
-	-	7,083	23,823	26,400
1,125	1,736	-	-	-
-	-	51,082	51,082	51,082

CARIP grant ended in 2022, and was replaced with the LGCAP grant. The amounts received are as follows:

Grant	Cumulative
CARIP (2016 - 2022)	6,804
LGCAP (2022 - 2023)	102,164
	108,968

Relates to renovation of Klatt building, and the Lions Bay Beach Park project (approved funding)

Program funding terminates in 2024

2023 Relates to Climate Action Program grant and Growing Communities Grant. 2024 incorporates Climate Action Program grant, Canada Day grant, and FireSmart grant

Village of Lions Bay
2024 Draft Budget
General Fund - Administration

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Amortization	342,214	340,087	-	488,557	528,882	40,325	10.4%
Communications	63,346	55,300	62,210	68,000	70,040	2,040	3.0%
Fiscal Charges	21,324	27,751	13,547	19,150	19,328	178	0.8%
Insurance	42,188	48,119	42,194	56,133	57,206	1,073	2.2%
Internal Allocations	(53,500)	(53,500)	-	(65,216)	(67,825)	(2,609)	4.9%
Maintenance	9,218	18,601	4,043	13,485	9,890	(3,595)	-26.7%
Material, Supplies and Equipment	15,246	15,341	18,013	15,942	12,420	(3,522)	-17.7%
Professional Fees / Contract Services	85,381	182,878	191,968	192,067	135,199	(56,868)	-34.7%
Salaries and Benefits	624,895	869,817	470,615	606,823	676,385	69,562	11.3%
Sundry	2,743	3,162	905	3,850	3,918	68	1.8%
Training / Professional Development	8,901	10,883	8,112	11,750	18,103	6,353	54.1%
Utilities	1,936	1,818	1,352	2,000	2,060	60	3.0%
Total Expenditures	1,163,891	1,520,256	812,958	1,412,541	1,465,604	53,063	4.1%

Notes:

1

Budget estimated with respect to capital assets continuity schedule as of the current date

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2

Consists of:

Postage & Courier

Village Office Communications

Photocopy / Printing

Information Systems Ops & Mntc

Website Dev & Maintenance

Telephone

COMMUNICATIONS

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
4,218	3,795	4,329	4,500	4,635
2,388	665	732	2,500	2,575
6,030	818	3,012	5,000	5,150
39,996	41,769	38,898	47,000	48,410
3,391	3,284	4,275	3,500	3,605
7,324	4,970	10,965	5,500	5,665
63,346	55,300	62,210	68,000	70,040

*Sea to Sky Network Solutions

*Upandup Studios

*Telus, Ring Central, Sea to Sky

3

Consists of:

Bank Charges

Parking Meter Fees

Moneris Fees

Other

FISCAL CHARGES

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
5,620	5,759	2,919	2,750	2,833
9,085	11,027	3,181	9,500	9,500
6,429	10,338	7,447	6,500	6,695
190	626	-	400	300
21,324	27,751	13,547	19,150	19,328

4

Municipal Insurance Association

5

Budget estimated with respect to prior year plus inflation

6

Consists of:

Village Office Maintenance

Equipment Maintenance

MAINTENANCE

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
7,448	16,685	3,116	11,985	8,345
1,770	1,915	927	1,500	1,545
9,218	18,601	4,043	13,485	9,890

[a]

[a] Janitorial. 2022 was significantly higher due to the purchase of Inoization Kits and repairs to the furnace duct

7

Consists of:

Photocopier Lease Contract

Office Supplies

MATERIALS, SUPPLIES, EQUIPMENT

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
4,289	4,289	4,635	4,350	4,481
10,957	11,052	13,377	11,592	7,940
15,246	15,341	18,013	15,942	12,420

8

Consists of:

Legal Fees
Contract Services & Minute Taking
Auditing
Contract Services

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
29,119	81,136	95,300	80,000	80,000
2,898	4,817	16,756	-	-
41,154	48,150	64,081	41,000	42,000
12,209	48,775	15,831	71,067	13,199
85,381	182,878	191,968	192,067	135,199

[a]
*Raincoast
*BDO
[b]

[a]

Overholt Law LLP
Lidstone & Company
Young Anderson Barristers and Solilcitors
Roper Greyell

Legal Fees				
-	52,747	26,347	-	-
29,119	28,389	27,232	-	-
-	-	17,019	-	-
-	-	4,982	-	-
29,119	81,136	75,580	80,000	80,000

*Employment
*Planning, bylaw
*Employment, Permit, Litigation
*Employment

[b] 2022 related primarily to the Asset Management Program and property valuations. 2023 / 2024 costs expected to be the same except for the Asset Management Program costs

9

Consists of:

Administrative Salaries
Benefits & Payroll Costs - Administrative

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
520,360	761,447	401,399	496,580	563,998
104,535	108,369	69,217	110,243	112,387
624,895	869,817	470,615	606,823	676,385

[a]
[a]

[a]

CAO
CFO
Municipal Accountant
Municipal Coordinantor
Administrative assistant(s)
Miscellaneous

160,994	412,716	56,148	121,137	165,865
131,772	157,373	117,459	158,698	162,969
93,200	99,100	115,598	100,181	103,093
131,389	76,248	73,947	100,181	102,481
85,341	119,448	106,569	116,839	137,977
22,199	4,932	894	9,786	4,000
624,895	869,817	470,615	606,823	676,385

[i]
[ii]
[iii]

[i] 2023 includes vacation and sick payouts for previous municipal accountant
[ii] 2024 budgets for 1 full time administrative assistant, 1 part time
[iii] 2021 relates to vacation, sick time payouts

Consists of:

Miscellaneous
Miscellaneous
Miscellaneous
Govt updates - Publications

SUNDRY				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
839	1,122	905	1,000	1,030
58	-	-	750	773
1,560	1,755	-	1,600	1,600
285	285	-	500	515
2,743	3,162	905	3,850	3,918

*Coffee, milk ect...

*Christmas
*Municipal information Net.

Consists of:

Conventions
Travel
Courses
Association Dues
Association Dues
Association Dues
Staff Recruitment
Courses

TRAINING / PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	-	-	500	515
459	629	42	500	6,515
4,985	5,980	1,457	750	773
451	544	820	6,000	6,180
510	510	520	1,000	1,030
1,476	1,600	1,836	750	773
1,020	1,620	3,437	1,500	1,545
-	-	-	1,250	1,288
8,901	10,883	8,112	12,250	18,618

*UBCM
*PADM - Capilano Collage
*LGMA, GFOA, Dues
*LGMA, GFOA, Dues
*LGMA, GFOA, Dues
*Job postings

BC Hydro

Village of Lions Bay
2024 Draft Budget
General Fund - Bylaw

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Expenditures

Communications
Material, Supplies and Equipment
Professional Fees / Contract Services
Salaries and Benefits
Training / Professional Development

Total Expenditures

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
2,357	2,571	2,485	2,700	2,781	81	3.0%
14,619	16,731	11,322	19,050	19,099	49	0.3%
6,082	5,938	6,977	6,200	7,250	1,050	16.9%
96,411	103,801	97,308	114,119	118,388	4,269	3.7%
-	180	80	-	-	-	n/a
119,469	129,221	118,172	142,069	147,518	5,449	3.8%

Notes

1

Consists of:

Telephone & Communication

2024 budget reflects 2022 / 2023 actuals

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,357	2,571	2,485	2,700	2,781

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*Telus, Sea to Sky Network

2

Consists of:

Bylaw Uniforms

Vehicle Immobilizers

Bylaw - Supplies

Bylaw - Parking Supplies

2024 budget reflects 2022 / 2023 actuals

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	1,003	93	750	250
-	-	-	-	-
8,199	15,728	10,153	18,300	18,849
6,420	-	1,076	-	-
14,619	16,731	11,322	19,050	19,099

*Parking software costs

3

Consists of:

Bylaw Enforcement Contract

Bylaw Collection Agency Fees

2024 budget reflects 2022 / 2023 actuals.

Relates to costs incurred with the District of Vancouver (Adjudication), and collections costs for overdue parking tickets

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
412	2,107	752	500	750
5,670	3,832	6,225	5,700	6,500
6,082	5,938	6,977	6,200	7,250

4

Consists of:

Bylaw Salaries

Benefits & Payroll Charges

Currently budgeted based on 1 seasonal full time officer and 2 temporary seasonal officers

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
87,507	93,225	88,788	103,954	109,809
8,904	10,575	8,520	10,165	8,579
96,411	103,801	97,308	114,119	118,388

**Village of Lions Bay
2024 Draft Budget
General Fund - Council**

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Notes

Expenditures

Council Communication
Office Supplies
Professional Services
Salaries and Benefits
Council Funded Events
Election
Conferences & Conventions
Association Dues / Memberships
Travel

Total Expenditures

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
1,889	2,276	1,473	2,200	2,266	66	3.0%
201	155	320	200	200	-	0.0%
760	-	-	3,000	1,000	(2,000)	-66.7%
51,906	53,202	42,147	57,082	57,462	380	0.7%
10,259	7,118	883	5,000	5,000	-	0.0%
-	13,286	25,028	15,000	6,500	(8,500)	-56.7%
-	1,124	3,596	250	10,000	9,750	3900.0%
1,441	1,559	1,518	1,450	1,494	44	3.0%
10	-	78	250	500	250	100.0%
66,872	80,080	75,043	84,432	84,422	(10)	0.0%

Notes

1

Consists of:

Council Communication
Council Publications & Postage
Lions Bay.net Publications
Welcome Package

COUNCIL COMMUNICATION				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
1,042	1,761	405	1,700	1,751
847	515	1,068	500	515
-	-	-	-	-
-	-	-	-	-
1,889	2,276	1,473	2,200	2,266

General expenses include a slight increase each year to account for inflation

2

Consists of:

Contract Services

PROFESSIONAL SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
760	-	-	3,000	1,000

3

Consists of:

Council Remuneration
BC Employer Health Tax
Benefits & Payroll Costs - Council

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
49,897	50,576	39,891	54,366	55,726
982	978	-	1,063	-
1,027	1,648	2,256	1,653	1,737
51,906	53,202	42,147	57,082	57,462

Council remuneration reflects an increase based on the increase in CPI as per the Council Remuneration Bylaw

4

Consists of:

Council Funded Events
Council - Ceremonies/ Misc.
Volunteer Recognition

COUNCIL FUNDED EVENTS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
41	-	-	-	-
9,498	4,354	883	3,000	3,000
720	2,765	-	2,000	2,000
10,259	7,118	883	5,000	5,000

5

No amount budgeted for an election in 2024

6

Consists of:

Conferences & Conventions

CONFERENCES AND CONVENTIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	1,124	3,596	250	10,000

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2024 budget includes estimated cost of attendance to UBMC convention by Council

7

Consists of:

Association Dues / Memberships

ASSOCIATION DUES, MEMBERSHIPS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
1,441	1,559	1,518	1,450	1,494

8

Consists of:

Travel

TRAVEL				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
10	-	78	250	500

Village of Lions Bay

2024 Draft Budget

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General Fund - Emergency Services

Notes

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Expenditures

Communications

Search and Rescue

Emergency Support Services (ESS)

Maintenance

Material, Supplies and Equipment

Professional Fees / Contract Services

Salaries and Benefits

Training / Professional Development

Utilities

Total Expenditures

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
6,942	7,427	6,912	-	-	-	n/a
2,600	596	248	2,500	2,575	75	3.0%
4,093	13,569	7,874	15,000	2,000	(13,000)	-86.7%
5,537	18,617	11,841	7,495	6,225	(1,270)	-16.9%
18,868	4,788	5,464	6,000	3,060	(2,940)	-49.0%
-	25,900	27,690	40,000	35,000	(5,000)	-12.5%
36,702	-	-	-	-	-	0.0%
-	-	-	2,275	1,000	(1,275)	-56.0%
1,059	3,198	3,731	1,200	1,236	36	3.0%
75,800	74,095	63,761	74,470	51,096	(23,374)	-31.4%

Notes

Consists of:

Emergency Building - Telephones
EOC - IT Costs
ESS - IT Costs

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,915	2,522	740	-	-
4,027	3,622	1,029	-	-
-	1,283	5,143	-	-
6,942	7,427	6,912	-	-

2024 budget reflects 2022 / 2023 actuals

Consists of:

Search and Rescue

SEARCH AND RESCUE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,600	596	248	2,500	2,575

*Phones, cost sharing for Klatt Building

Consists of:

Lions Bay Emergency Program - ESS

EMERGENCY SUPPORT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
4,093	13,569	7,874	15,000	2,000

*Note - year end adjusting entry recorded to allocate costs between supplies and capital accounts. Currently have incurred \$7,874 in costs that will be allocated to 'Supplies'

Consists of:

Emergency Building Costs
Emergency Building - Ambulance Costs
Emergency Building EOC Costs

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
1,648	17,530	8,863	3,495	2,105
3,889	1,088	2,979	4,000	4,120
-	-	-	-	-
5,537	18,617	11,841	7,495	6,225

[a]

[a]

[a] Relates to janitorial, pest control. Year end entry recorded to allocate Klatt building expenses to other departments

Consists of:

Supplies
COVID-19 Supplies

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
5,439	228	-	2,000	2,060
13,429	4,560	5,464	4,000	1,000
18,868	4,788	5,464	6,000	3,060

*Printers, Radio Cases

*Cleaning, Hotpacks, Masks, Sanitizer

Relates to emergency program coordinator fees

BC Hydro. Year end entry recorded to allocate Klatt building expenses

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	39,347	48,382	45,042	51,253	53,491	2,238	5.0%
Fiscal Charges	229	169	-	250	250	-	n/a
Interest Payments	1,698	1,307	679	905	905	-	0.0%
Insurance	13,287	14,535	19,843	19,858	20,255	397	2.0%
Maintenance	63,348	49,406	31,715	57,000	44,960	(12,040)	-38.0%
Material, Supplies and Equipment	65,126	65,035	63,590	95,700	99,491	3,791	6.0%
Professional Fees / Contract Services	3,470	27,716	-	-	-	-	n/a
Salaries and Benefits	145,114	123,638	88,684	161,604	143,753	(17,851)	-20.1%
Training / Professional Development	1,552	15,420	9,103	15,750	15,773	23	0.2%
Utilities	2,688	1,659	816	3,500	3,605	105	12.9%
	335,859	347,267	259,473	405,820	382,482	(23,338)	-9.0%

Notes

1

Consists of:

Postage & Courier
Telephone & Other Communication
Dispatch Services
Advertising & Promotions
Fire Dept - Website & Internet
Information Systems Ops & Mntc
Firefighter Day Supplies
Training Pit - Satellite
Communications - Pit (new internet)
Fire Department Donations

COMMUNICATIONS					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
198	21	379	200	206	
3,166	3,084	1,495	3,000	3,090	*Telus
30,311	34,764	36,488	35,000	36,750	[a]
-	190	-	100	103	
103	-	2,224	103	106	*Sea to Sky Network Solutions
2,190	2,282	822	3,000	3,090	*Sea to Sky Network Solutions
836	6,758	2,806	8,500	8,755	
279	448	320	500	515	*Telus
765	835	607	850	876	*Telus
1,500	-	(100)	-	-	
39,347	48,382	45,042	51,253	53,491	

[a] E-Comm dispatch radio costs, annual dispatch operating charge (City of Surrey)

2

Consists of:

FD Bank Charges

FISCAL CHARGES					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
229	169	-	250	250	

3

Consists of:

Interest - E-Comm Radios

INTEREST PAYMENTS					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
1,698	1,307	679	905	905	

4

Consists of:

Insurance
Insurance & Licences

INSURANCE					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
10,202	10,766	14,084	14,380	14,668	*Municipal Insurance Association
3,085	3,769	5,759	5,478	5,588	*ICBC - fleet insurance
13,287	14,535	19,843	19,858	20,255	

5

Consists of:

Maintenance
Training pit maintenance
Rope Maintenance
SCBA maintenance
Holmatro maintenance
Interface Fire Equipment
Vehicle Servicing & Maintenance
Small Equipment Replacement/Repair
Emergency Building Fire Costs
Burn Building Maintenance

MAINTENANCE					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
1,917	261	259	2,000	1,000	
9,557	6,217	2,099	5,000	5,150	
1,892	2,118	1,258	3,500	2,000	
4,645	4,593	1,551	4,000	4,120	
-	606	-	3,000	1,000	
2,681	771	2,675	3,000	3,090	
24,850	23,507	23,806	20,000	20,600	
10,334	3,202	68	4,000	8,000	
7,471	8,132	-	7,500	-	
-	-	-	5,000	-	
63,348	49,406	31,715	57,000	44,960	

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*Supersave - containers

*Dynamic Rescue

*Irwin Air Ltd.

[a]

[b]

*2021 - gear, pump, generator

[a] Wasp kits cost \$2,675 and generated \$3,960 in revenue

[b] KJC contracting, North Yard Contracting - vehicle maintenance and inspections

6

Consists of:

Uniforms
Office Supplies
Misc - Scene Lights
Protective Clothing
SCBA
Safety Equipment - FD
Supplies & Materials
Supplies-Pit training area
Hoses and Fittings
Misc - Training Meals
Miscellaneous PEP Expenses
Scrap Cars for Fire Training
Auto-Extrication
Supplies - Medical
Vehicle Fuel & Oil

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
23,571	4,931	18,493	6,000	8,000	
331	946	1,648	1,500	1,545	
-	1,947	2,037	3,500	3,605	
8,070	9,501	5,182	7,000	7,210	
11,260	19,880	516	30,000	30,000	
1,000	91	326	1,500	1,545	
1,723	4,982	12,511	13,200	13,596	
355	813	-	1,500	1,545	
947	-	2,017	3,000	3,090	
8,566	7,622	10,692	14,000	14,420	
-	-	-	-	-	
923	2,317	5,583	4,000	4,120	
-	826	-	-	-	
4,976	11,067	1,585	7,000	7,210	
3,404	113	3,000	3,500	3,605	
65,126	65,035	63,590	95,700	99,491	

*2022 - 24 SCBA from Bunker Fire

[a]

*defibrillators, Citizens Services

*Diesel cost allocation

[a] Associated Fire Safety Equipment

Triton Automotive

Other

SUPPLIES & MATERIALS					
-	-	7,294	-	-	
-	-	1,085	-	-	
1,723	4,982	308	13,200	13,596	
1,723	4,982	8,687	13,200	13,596	

*SCBA flow test, shoulder flash

*Monthly Demurrage

*Rona, miscellaneous

Consists of:

Contract Services - Fire Study

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
3,470	27,716	-	-	-

*2022 - Silverback Treeworks

Consists of:

Fire Dept - Salaries
Benefits & Payroll Costs - Fire
BC Employer Health Tax
Fire Admin - WCB
Fire Admin - Honouraria
Fire Volunteer Call-Outs
Fire Volunteer - Shift Payments
Benefits - Volunteers
WCB Volunteers
Public Works Salaries - Fire
Benefits & Payroll Costs - PW Fire
Public Works - Fire - WCB
Fire Admin - Training Contract

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
5,000	5,000	5,350	5,000	5,000
8,892	8,219	7,732	9,588	10,034
2,752	2,566	-	2,735	-
1,861	1,715	1,503	1,700	1,749
31,887	26,488	32,592	37,100	37,100
20,845	17,957	13,116	22,000	22,000
50,623	38,952	13,129	60,000	45,000
89	-	-	-	-
2,308	1,861	805	2,681	2,070
-	162	-	-	-
-	27	-	-	-
-	5	-	-	-
20,857	20,686	14,457	20,800	20,800
145,114	123,638	88,684	161,604	143,753

*Fire chief

Consists of:

Travel
Courses & Seminars
Association Dues
Courses & Training

TRAINING AND PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
168	-	-	500	515
-	-	-	-	-
75	75	75	250	258
1,309	15,345	9,028	15,000	15,000
1,552	15,420	9,103	15,750	15,773

[a]

[a] Relates to Software training (MedTeq), Wildfire training (Fundamental Safety), EVO (Justice Institute of BC)

Consists of:

Utilities

UTILITIES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,688	1,659	816	3,500	3,605

Village of Lions Bay
2024 Draft Budget
General Fund - Parks

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Notes

Expenditures

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Communications	396	-	-	-	-	-	0.0%
Grants	1,750	4,176	9,600	2,450	8,400	5,950	242.9%
Maintenance	57,849	59,984	64,675	63,950	172,554	108,604	169.8%
Material, Supplies and Equipment	24,866	57,128	9,881	34,000	28,020	(5,980)	-17.6%
Professional Fees / Contract Services	8,415	11,070	12,000	18,000	12,000	(6,000)	-33.3%
Beach wall stabiliztion	-	-	-	20,000	-	(20,000)	100.0%
Salaries and Benefits	187,334	164,268	92,028	189,715	213,167	23,452	12.4%
Sundry	4,797	6,670	3,727	3,133	3,383	250	8.0%
Training / Professional Development	552	-	-	-	-	-	0.0%
Utilities	7,382	8,187	5,800	9,000	9,270	270	3.0%
Total Expenditures	293,341	311,483	197,711	340,248	446,794	106,546	31.3%

Notes

1

Consists of:

Grants (Events Committee)
Lions Bay Trailblazers
LB Native Plants Garden Expenditure
Senior Circle
Kelvin Grove Community Garden

GRANTS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
250	1,750	6,250	250	3,250
1,250	1,500	1,500	1,250	1,250
-	676	-	600	250
250	250	1,750	250	3,500
-	-	100	100	150
1,750	4,176	9,600	2,450	8,400

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[a] Events committee - 2022 related to Canada Day, 2023 relates to entire calendar of events (Canada Day, Halloween, Easter ect...)

[b] Senior Circle - prior years related to liability insurance. 2023 includes grant for Hall Rental

2

Consists of:

Beach Park Maintenance
Other Parks Maintenance
Community Complex - Maintenance
Facility Maintenance
Parks Equipment Maintenance
Other Parks Maintenance

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
10,920	10,500	11,743	10,000	25,300
16,037	8,323	11,072	9,000	109,270
-	1,547	8,672	1,500	1,545
7,269	12,113	9,509	12,000	12,360
2,616	2,849	2,808	5,000	2,150
21,006	24,652	20,871	26,450	21,929
57,849	59,984	64,675	63,950	172,554

[a] Relates primarily to log removal. Additional request for \$15,000 in 2024 for tree work

[b] 2023 relates primarily to portapotty rentals at Magnesia and the school. Additional request for \$100,000 in 2024 for repair of the Jetty

[c] 2023 includes emergency repairs at Broughton Hall; failed grinder pump and installation of new pump

[d] Relates to janitorial, air condition

3

Consists of:

Parks related materials/supplies/tools
Litter and Garbage Control
Parks - Supplies
Parks - Plants
Office Supplies

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	108	572	500	515
16,312	50,994	6,737	20,000	20,600
3,607	2,111	52	2,500	2,575
2,126	3,916	2,520	11,000	4,330
2,820	-	-	-	-
24,866	57,128	9,881	34,000	28,020

[a] 2022 included the purchase of Bearproof Garbage Bins

4

Relates to costs associated with Sea to Sky Invasive Species

5

Rebudget from 2013

6

Consists of:

Works Salaries - Parks

Benefits & Payroll Costs - Parks

Works Salaries - Facilities

SALARIES AND WAGES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
112,735	84,460	50,410	154,323	177,658
24,233	20,819	10,743	35,392	35,509
50,366	58,981	30,875	-	-
187,334	164,260	92,028	189,715	213,167

*Signage, hall setup ect..

7

Community Hall heating - BC Hydro

Village of Lions Bay
2024 Draft Budget
General Fund - Planning

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2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures						
Communications	2,272	4,559	759	4,250	4,378	128 3.0%
Professional Fees / Contract Services	20,205	11,868	6,588	10,423	10,736	313 3.0%
Salaries and Benefits	31,938	27,270	22,181	20,076	30,992	10,916 54.4%
Sundry	414	520	-	750	773	23 3.0%
Training / Professional Development	642	692	1,887	3,350	1,451	(1,900) -56.7%
55,469	44,908	31,415	38,849	48,328	9,479	24.4%

Notes

1

Consists of:

Building Inspector Communications
Advertising
Information Systems Ops & Mntc

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
1,121	1,302	548	1,250	1,288
180	2,252	-	1,800	1,854
970	1,005	211	1,200	1,236
2,272	4,559	759	4,250	4,378

*Cell phone, phone line
*Public notices (such as TUP)
*Network maintenance

2

Consists of:

Building Inspection Contract Services
Photocopies/Printing
Community Planning Contract Services

PROFESSIONAL FEES, CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	315	800	-	-
20	106	254	250	258
20,185	11,447	5,534	10,173	10,478
20,205	11,868	6,588	10,423	10,736

[a]

[a]

Relates to:

Slope assessments, Surveying, Greenhouse Gas assessments. 2021 was significantly higher due to a housing needs study

3

Building inspector salary

4

Relates to courses and association dues

Village of Lions Bay
2024 Draft Budget
General Fund - Public Works

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	14,782	14,980	10,102	15,250	15,708	458	3.0%
Interest Payments	9,923	10,743	14,461	12,514	10,460	(2,054)	-16.4%
Insurance	10,815	12,534	17,097	18,362	15,179	(3,183)	-17.3%
Internal Allocations	(15,000)	(15,000)	-	(15,000)	(15,000)	-	0.0%
Maintenance	247,624	372,974	698,288	367,889	586,657	218,768	59.5%
Material, Supplies and Equipment	47,359	49,591	35,148	46,750	49,153	2,403	5.1%
Professional Fees / Contract Services	-	52,984	6,162	30,500	219,500	189,000	619.7%
Salaries and Benefits	287,601	272,059	183,530	248,275	277,272	28,996	11.7%
Training / Professional Development	9,433	4,978	-	6,500	6,695	195	3.0%
Utilities	7,355	7,856	5,740	7,800	8,034	234	3.0%
Total Expenditures	619,892	783,700	970,528	738,841	1,173,657	434,816	58.9%

Notes

1

Consists of:

Telephone & Communications
Information Systems Operation & Mntc

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
10,491	8,879	8,785	9,100	9,373
4,291	6,102	1,317	6,150	6,335
14,782	14,980	10,102	15,250	15,708

[a] ECOMM radio costs, and cell phones

[b] Network support

2

Consists of:

Debenture Interest
Equipment financing

INTEREST PAYMENTS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
7,250	7,250	7,250	7,250	7,250
2,673	3,493	7,211	5,264	3,210
9,923	10,743	14,461	12,514	10,460

3

Consists of:

Insurance - Building
Insurance - Vehicles

INSURANCE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	-	3,481	3,481	-
10,815	12,534	13,616	14,881	15,179
10,815	12,534	17,097	18,362	15,179

ICBC fleet insurance and Municipal Insurance Association vehicle breakdown insurance

4

Consists of:

Internal recovery from Solid waste
Internal recovery (costs) from Water Fund

INTERNAL ALLOCATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
(5,000)	(5,000)	-	(5,000)	(5,000)
(10,000)	(10,000)	-	(10,000)	(10,000)
(15,000)	(15,000)	-	(15,000)	(15,000)

Adjusting entry recorded at year end for allocations

Consists of:

Works Yard Fuel Tank Maintenance
 Vehicle Operation & Maintenance
 Vehicle Maintenance
 Roads
 Street Lighting
 Street Signs
 Lane Marking
 CN Parking Lot Maintenance
 Parking Meter Costs
 Roads Winter Maintenance
 Railroad Crossings Maintenance
 Bridge Maintenance
 Drainage
 Works Building & Yard Maintenance
 Road Vegetation/Brush
 Dangerous and Municipal Trees

MAINTENANCE					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
627	627	-	1,500	1,545	
10,427	42,291	15,868	25,000	25,750	[a]
-	-	7,473	-	78,000	[a]
21,002	6,117	331,895	20,000	20,600	[b]
5,917	8,128	6,191	9,040	6,671	
18,182	6,020	7,003	11,000	6,330	[c]
-	593	-	15,000	15,450	
2,619	2,644	3,000	2,500	2,500	
12,748	18,442	21,309	25,000	25,750	[d]
17,156	20,692	8,946	20,500	20,500	
126,039	21,798	7,200	13,800	22,000	
-	229,151	273,388	195,849	332,000	[e]
9,810	2,651	204	5,000	5,150	
12,888	10,306	6,819	9,500	9,785	
3,188	1,716	-	4,200	4,326	
7,020	1,800	8,991	10,000	10,300	
247,624	372,974	698,288	367,889	586,657	

[a]

Outrigger services
 Chevy truck service
 MATEC - annual inspection
 Tires
 Small equipment
 Commercial Truck - LED Lights
 Gas
 Tire change over
 Vehicle inspection and repair
 Water shortage contingency
 Other

Vehicle Operations and Maintenance					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
-	-	10,813	-	-	
-	663	3,787	-	-	
832	993	1,000	-	-	
-	9,012	-	-	22,000	
-	2,185	-	-	20,000	
-	3,788	-	-	-	
-	1,897	-	-	-	
-	1,197	-	-	-	
2,087	5,140	5,130	-	-	
-	-	-	-	36,000	
7,508	17,416	2,158	25,000	25,750	
10,427	42,291	22,888	25,000	103,750	

[b] Relates to roadbase, sand, dirt. 2021 included additional costs related to paving on Mountain and Brunswick

[c] Relates to street signs, poles, bases

[d] Relates to parking meter costs for Kelvin Grove, LBBP, Sunset and Bayview

[e] Prior years relate to Bayview bridge rehabilitation. 2024 relates to bridge deck joints, replacement of timbers and railings installation

6

Consists of:

Works Vehicles Fuel & Oil
Small Tools & Equipment
Health & Safety Supplies
Shop

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
20,487	30,970	25,795	20,000	25,600	
7,971	5,207	2,691	8,250	8,498	
10,233	3,783	2,265	8,500	4,755	
8,669	9,632	4,397	10,000	10,300	
47,359	49,591	35,148	46,750	49,153	

7

Consists of:

Contract Services Engineering

PROFESSIONAL FEES, CONTRACT SERVICES					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
-	52,984	6,162	30,500	219,500	[a]
-	52,984	6,162	30,500	219,500	

[a] 2022 and 2023 related to CUBB and rail crossing work. 2024 budget for:

Hydrometric Analysis	15,000
Repainting fire hydrants	36,000
Alberta bridge timbers replacement	17,000
Lions Bay Beach Park tree work	15,000
Crystal falls road	50,000
Aluminum steps at municipal campus	24,000
Treatment plant flow meter recalibrations	10,000
Pull fibre cable to Harvey plant	6,000
Outside leak detection service	12,500
Phase IV/V access road ditch/plateau remediation	10,000
Hydrology data collection	12,000
Public WiFi for app-only pay parking zones	12,000
	219,500

8

Consists of:

Works Salaries - Office
Works Salaries - Shop
Works Salaries - Equipment Maintenance
Works Salaries - Roads
Works Salaries - Culverts
Works Salaries - Landscaping/Berms
Benefits

SALARIES AND BENEFITS					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
99,251	71,021	82,610	204,632	233,791	
12,023	19,861	5,471	-	-	
14,020	9,437	5,804	-	-	
74,907	77,274	38,148	-	-	
10,645	25,101	6,703	-	-	
37,123	25,712	13,922	-	-	
39,631	43,654	29,856	43,644	43,480	
287,601	272,059	182,514	248,275	277,272	

9

Consists of:

- Travel
- Association Dues
- Courses Seminars & Workshop

TRAINING, PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	-	-	500	515
596	351	-	1,000	1,030
8,837	4,627	-	5,000	5,150
9,433	4,978	-	6,500	6,695

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BC Hydro

Village of Lions Bay
2024 Draft Budget
General Fund - Sewer

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Amortization	36,200	36,200	-	36,200	36,200	-	0.0%
Communications	886	883	1,204	970	999	29	3.0%
Insurance	5,278	4,939	6,148	6,148	6,271	123	2.0%
Maintenance	27,732	31,119	22,556	43,500	29,355	(14,145)	-32.5%
Material, Supplies and Equipment	3,600	4,243	-	4,000	2,120	(1,880)	-47.0%
Professional Fees / Contract Services	-	-	-	-	-	-	n/a
Salaries and Benefits	21,108	18,059	10,317	19,359	21,752	2,393	12.4%
Sundry	696	1,008	463	500	515	15	3.0%
Training / Professional Development	-	2,329	-	2,000	1,060	(940)	-47.0%
Utilities	3,021	2,734	2,886	3,000	3,090	90	3.0%
Internal Allocations	4,000	4,000	-	4,000	4,000	-	0.0%
Total Expenditures	102,521	105,514	43,574	119,677	105,362	(14,315)	-12.0%

Notes

1 Adjusting entry recorded at year end

2

Consists of:

Pump Out - Plant

Sewer Line Inspections

Outfall Monitoring & Maintenance

Equipment Repair

SCADA Maintenance

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
23,755	22,755	22,435	25,000	25,750
-	4,281	-	15,000	-
1,153	208	121	500	515
2,824	3,876	-	2,500	2,575
-	-	-	500	515
27,732	31,119	22,556	43,500	29,355

*WWTP

*2022 - smoke testing

*WWTP parts, lubricants

3

Consists of:

Sewer General Operations - Supplies

MATERIALS, SUPPLIES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
3,600	4,243	-	4,000	2,120
3,600	4,243	-	4,000	2,120

*STP repair

4

Consists of:

Works Salaries - Sewer

Employees Benefits - Sewer

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
17,602	14,793	8,830	15,747	18,128
3,506	3,266	1,487	3,611	3,623
21,108	18,059	10,317	19,359	21,752

5

2022 - WWTP training

6

BC Hydro

Village of Lions Bay
2024 Draft Budget
General Fund - Solid Waste

Committee of the Whole Meeting - January 9, 2024 - Page 35 of 48

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Supplies and Education	947	1,500	228	6,500	6,825	325	5.0%
Collection Contract	55,845	57,868	52,293	59,372	61,153	1,781	3.0%
Recycle Removal Contract	55,580	53,866	40,054	60,292	62,101	1,809	3.0%
Green Waste Contract	70,879	73,203	61,230	76,719	79,021	2,302	3.0%
Salaries and Benefits	-	2,851	-	7,620	8,701	1,080	14.2%
Internal Allocations	9,500	9,500	-	9,500	9,500	-	0.0%
Total Expenditures	192,751	198,788	153,805	220,004	227,301	7,297	3.3%

Notes

1

Waste control services

2

Waste control services

3

Waste control services

4

Consists of:

Solid Waste Salaries

Solid Waste Benefits

Solid Waste WCB

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	2,475	-	6,299	7,251
-	301	-	1,103	1,071
-	75	-	219	379
-	2,851	-	7,620	8,701

5

Year end adjusting entry

Village of Lions Bay
2024 Draft Budget
General Fund - Water

Notes

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1

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Amortization	197,394	191,468	-	197,384	205,884	8,500	4.3%
Communications	3,941	11,085	11,163	11,075	11,407	332	3.0%
Interest Payments	68,076	67,555	67,954	67,954	67,954	-	0.0%
Insurance	42,287	39,769	49,218	49,218	50,202	984	2.0%
Maintenance	182,917	123,972	46,376	114,000	81,370	(32,630)	-28.6%
Material, Supplies and Equipment	47,929	50,970	13,475	56,250	57,938	1,688	3.0%
Professional Fees / Contract Services	16,252	79,048	15,091	82,000	72,300	(9,700)	-11.8%
Salaries and Benefits	331,500	347,128	244,496	389,111	430,431	41,320	10.6%
Sundry	2,482	2,457	2,144	2,500	2,575	75	3.0%
Training / Professional Development	3,332	5,956	1,042	5,750	5,923	173	3.0%
Utilities	12,109	12,205	14,621	16,250	16,738	488	3.0%
Internal Allocations	55,000	55,000	-	66,716	69,325	2,609	3.9%
Total Expenditures	963,219	986,612	465,580	1,058,208	1,072,046	13,839	1.3%

Notes

1 Adjusting entry posted at year end

2

Consists of:

Telephone & Communications
PRV Communications
Intake Communications

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
3,941	3,859	5,780	3,900	4,017
-	5,275	4,473	5,275	5,433
-	1,951	910	1,900	1,957
3,941	11,085	11,163	11,075	11,407

*Telus
*Shaw
*Shaw

3

Consists of:

Debt
Debenture Int-MFA
Debenture Int-MFA
Interest - Issue 150 Bylaw 508 - PRV's
DRF Financing Expenses

INTEREST PAYMENTS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
1,573	1,239	895	895	895
40,600	40,600	40,600	40,600	40,600
14,518	14,518	14,518	14,518	14,518
11,940	11,940	11,940	11,940	11,940
(556)	(742)	-	-	-
68,076	67,555	67,954	67,954	67,954

*Brunswick \$114k loan
*Infrastructure \$1.4m loans
*Infrastructure \$460k loan
*PRV \$600k loan

4

Municipal Insurance Association - property insurance

5

Consists of:

Equipment Repair
Routine Op & Mntc Contract
Routine Op & Mntc Contract
Emergency & Repair
Phase IV/V Water System
Routine Op & Mntc Contract
Equipment Repair
Routine Op & Mntc Contract
Emergency and Repair
Reservoir / Intake Cleaning
SCADA Maintenance
Intake Maintenance
Hydrant Maintenance

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
103	100	60	-	-
9,684	-	-	1,000	1,030
-	447	402	5,000	5,150
-	10,450	-	-	-
66,162	-	-	-	-
816	9,156	770	5,000	5,150
1,541	-	-	-	-
18,174	18,675	294	18,000	18,540
24,087	4,212	720	5,000	5,150
1,253	21,377	480	35,000	36,050
1,603	4,792	-	5,000	-
32,749	33,797	30,926	35,000	5,150
26,746	20,965	12,724	5,000	5,150
182,917	123,972	46,376	114,000	81,370

*PRV parts and maintenance
*PRV parts and maintenance
*Bayview watermain
*PRV parts and maintenance
*Bayview watermain
*Divers
*UV Reactor and maintenance
*Gate valve and parts

Consists of:

Office Supplies
Water Supplies and Materials - General
Materials & Supplies
Materials & Supplies
Chlorine Treatment
Materials & Supplies
Materials & Supplies
Water - Intakes - Supplies

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
182	205	-	-	-	
462	142	362	750	773	
5,611	6,580	951	5,000	5,150	
3,311	7,142	92	3,500	3,605	
12,177	20,798	11,190	15,000	15,450	
-	-	-	5,000	5,150	
25	5,345	169	2,000	2,060	
26,162	10,756	712	25,000	25,750	*UV Sensors
47,929	50,970	13,475	56,250	57,938	

Consists of:

Consultant Services
Contract Services - Engineering
Contract Services
Rock Slope Remediation
Water Testing

PROFESSIONAL FEES, CONTRACT SERVICES					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
2,000	-	-	2,000	2,000	*Hydrology
-	49,703	7,083	35,000	35,000	*CUBB
6,513	2,162	-	5,000	5,000	*Intakes, generators
-	21,150	-	30,000	20,000	*Rock scaling
7,739	6,033	8,008	10,000	10,300	*Metal content
16,252	79,048	15,091	82,000	72,300	

Consists of:

Works Salaries - Water
Works Salaries - Water Intakes
Works Salaries - STANDBY - ON CALL
Water Projects - Harvey Creek
Benefits & Payroll Costs - Water
BC Employer Health Tax
Benefits - WCB

SALARIES AND BENEFITS					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
161,997	158,976	98,159	264,553	304,557	
54,667	54,634	42,663	-	-	
58,981	73,264	65,097	62,660	65,002	
-	-	899	-	-	
40,543	44,313	30,809	46,309	44,963	
6,549	6,100	-	-	-	
8,763	9,840	6,869	9,191	15,910	
331,500	347,128	244,496	382,714	430,431	

Public Works Salaries Total by Department							
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Parks	165,673	164,268	170,288	86,525	189,715	92,028	213,167
Sewer	18,657	21,108	19,176	18,059	19,359	10,317	21,752
Solid Waste	-	2,851	-	-	7,620	-	8,701
Public Works	223,258	287,601	229,755	163,885	248,275	182,514	277,272
Water	363,521	331,500	374,761	347,128	382,714	244,496	430,431
	771,109	807,329	793,980	615,596	847,683	529,355	951,323

Budget vs Actual Variance			
	2021	2022	2023
Parks	1,405	83,763	97,687
Sewer	(2,452)	1,117	9,041
Solid Waste	(2,851)	-	7,620
Public Works	(64,343)	65,871	65,762
Water	32,021	27,633	138,218
	(34,199)	180,406	320,351

Ministry of Forests - Licenses, permitting

TRAINING, PROFESSIONAL DEVELOPMENT					
Consists of:	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Water Course Certification	2,097	4,615	824	4,000	4,120
Association Dues	1,236	1,341	218	1,750	1,803
	3,332	5,956	1,042	5,750	5,923

BC Hydro

Village of Lions Bay

2024 Budget

Proposed Capital Requests

Committee of the Whole Meeting - January 9, 2024 - Page 41 of 48

General Fund	2023	2024
FIRE - new fire truck		1,350,000
Rescue 63 (Small engine) roll out tray, doors and cover to protect equipment	10,000	10,000
Trailer	14,000	-
FIRE - SCBA new	-	32,000
FIRE -Forklift	-	40,000
FIRE - Electric Jaws of Life Cutters and Spreader	-	30,000
FIRE - Command Vehicle	-	50,000
FIRE - Furniture and Equipment after Klatt renovation	-	20,000
FIRE - Turnout Gear	-	10,000
Lions Bay Beach Park Revitalization Project	200,000	1,069,486
Klatt building renovation	499,000	499,000
Klatt building - Neidermayer system	80,000	80,000
Village Office Renovation	-	1,000
Village Office Furniture and Equipment	-	5,000
Village Hall Sound System Upgrade	-	7,500
Kuboda Side by Side ATV for intake access	-	25,000
Road surfacing and drainage improvements for 2023 plowing season	350,000	-
45, 46 End-Mountain drainage	-	285,000
47B End-Tidewater drainage	-	500,000
16 Survey, Design and Construction of Water Main Replacement on Creekview Pl (90m) [60/40 split Water/Roads]	90,000	-
21 Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview Place [50/50 split Roads & Water]	-	-
22 Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview Place [50/50 split Roads & Water]	50,000	-
01, 12, 57 Bayview Road Drainage & Water Improvement Project (DWIP) - Bayview Road between Stewart and Mountain Drive. (280m) [50/50 Split Roads/Water]	-	-
Bridge Deck Joints (Maintenance item, included in public works operational budget)	300,000	-
PW Small Equipment (Blower, P-Washer, Lawnmowers, etc.)	-	-
Equipment Trailer - double axle 21,000 GVW	-	-
Truck Tires (studded snow, summer, winter)	-	-
Computer Replacements (VOLB1765/VOLB3051)	-	-
Case Drain for Rock Hound Flail Mower	-	-
Paving - Minor Patch	-	-
Magnesia Creek Intake Access Road (1,100 m)	-	-
LBBP - floating dock and walkway. Existing log boom costs	-	50,000
Connector project including wayfinding signage	-	429,333
Pride Trail Rebuild	-	70,000
	1,593,000	4,563,319

Capital Requests - Continued

Water Fund

Committee of the Whole Meeting - January 9, 2024 - Page 42 of 48

2023

2024

01, 12, 57 Bayview Road Drainage & Water Improvement Project (DWIP) - Bayview Road between Stewart and Mountain Drive. (280m) [50/50 Split Roads/Water]	-	-
52A, 52B Highway Tank Replacement	-	900,000
Magnesia Intake	-	333,333
11, 14 Zone metering	-	-
8 Survey & Design of Stormwater, Road, Water Main work on Oceanview Rd (215m)	50,000	150,000
16 Survey, Design and Construction of Water Main Replacement on Creekview Pl (90m) [60/40 split Water/Roads]	135,000	-
Survey & Design of Highway Tank Replacement	100,000	100,000
SCADA (20% sewer / 80% water)	80,000	164,000
Upper Bayview ditch/plateau	10,000	-
pH adjustment to finished water	-	100,000
21 Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview Place [50/50 split Roads & Water]	-	-
22 Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview Place [50/50 split Roads & Water]	50,000	-
	425,000	1,747,333

Sewer Fund

SCADA (20% sewer / 80% water)	20,000	41,000
	20,000	41,000

Total Capital Expenditures

2,038,000 6,351,652

Village of Lions Bay

2024 Budget

Proposed Capital Requests - Priority Listing

Committee of the Whole Meeting - January 9, 2024 - Page 43 of 48

Requests have been assigned a priority rating based on recommendations from the Fire Department, Public Works Department, Administrative Department and Infrastructure Committee as follows:

High	
Medium	
Low	
	2024
FIRE - new fire truck	1,350,000
Lions Bay Beach Park Revitalization Project	1,069,486
52A, 52B Highway Tank Replacement	900,000
Survey & Design of Highway Tank Replacement	100,000
SCADA equipment updates (20% sewer / 80% water), plus 5 flow/leak zone meters & 3 inline chlorine monitoring stations, connectivity for all	164,000
SCADA equipment updates (20% sewer / 80% water), plus 5 flow/leak zone meters & 3 inline chlorine mc	41,000
Rescue 63 (Small engine) roll out tray, doors and cover to protect equipment	10,000
Klatt building - Neidermayer system	80,000
Kuboda Side by Side ATV for intake access	25,000
45, 46 End-Mountain drainage	285,000
LBBP - floating dock and walkway. Existing log boom costs	50,000
8 Survey & Design of Stormwater, Road, Water Main work on Oceanview Rd (215m)	150,000
pH adjustment to finished water	100,000
Trailer	-
FIRE - SCBA new	32,000
FIRE -Forklift	40,000
FIRE - Electric Jaws of Life Cutters and Spreader	30,000
FIRE - Command Vehicle	50,000
FIRE - Furniture and Equipment after Klatt renovation	20,000
FIRE - Turnout Gear	10,000
Klatt building renovation	499,000
Village Office Renovation	1,000
Village Office Furniture and Equipment	5,000
Village Hall Sound System Upgrade	7,500
47B End-Tidewater drainage	500,000
Connector project including wayfinding signage	429,333
Pride Trail Rebuild	70,000
Magnesia Intake	333,333
Total Capital Expenditures	6,351,652
High	3,624,486
Medium	700,000
Low	2,027,166
	6,351,652



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

2024 CONFERENCE & AGM

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2024 Conference & AGM. The conference will take place in person from May 1-3 in Whistler, BC.

DEADLINE FOR RESOLUTIONS

All resolutions must be received by the Lower Mainland LGA by **Wednesday, February 28, 2024.**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the Lower Mainland LGA for consideration please send:

1. A Word document by email to ssstory@lmlga.ca by the deadline. You will receive a confirmation email that your resolution was received. Lower Mainland LGA staff are happy to answer any questions in regard to the resolutions process. **It is not necessary to mail your resolution.**
2. Title the email "Resolution-Title of Resolution" or in the case of multiple resolutions subject header "Resolutions-X Number Enclosed".
3. Include a cover letter as an attachment outlining how many resolutions that have been sent and list the title of each resolution.

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Members are responsible for submitting accurate resolutions. Lower Mainland LGA recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from the Lower Mainland LGA and UBCM about each resolution.
- Each resolution **must include a separate background** that is a maximum of 2 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Resolutions must be regional in nature and relevant to other local governments within the Lower Mainland LGA rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – whereas clause(s) – and an enactment clause. The preamble describes ***the issue***, and the enactment clause outlines ***the action being requested*** of UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem.

The enactment should propose a specific action by UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the Lower Mainland LGA and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem, or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned or having to be submitted directly to UBCM.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through their website at www.ubcm.ca. Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the responses have been.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >>.

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?* >>:

Therefore be it resolved that UBCM << *specify here the action(s) that **UBCM** are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.