



**FINANCE AND AUDIT COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, JANUARY 29, 2024 AT 4:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
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. Adoption of Agenda**
- 3. Public Questions & Comments**
- 4. Review & Approval of Minutes of Prior Meetings**
 - A. Finance and Audit Committee Meeting Minutes – November 20, 2023 (*page 3*)
- 5. Reports**
 - A. 2022 Audit Verbal Report
 - B. 2024 Preliminary Budget (*page 5*)
- 6. Closed Portion of Meeting**

Proposed topics for discussion in the absence of the public:

 - A. Legal
 - B. Labour

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:

(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;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

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

(a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

7. Report out of Closed

8. Recommendations to Council

9. Adjournment



**FINANCE AND AUDIT COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, NOVEMBER 20, 2023 AT 4:30 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC**

MINUTES

In Attendance: Mayor Berry (Chair)
Councillor Broughton (Recorder)
Committee Member David Shore
Committee Member Bruce McLachan

Councillor Neville Abbott
2 residents joined online

Staff: Controller/FO Joe Chirkoff

1. Call to Order

The closed meeting was called to order at 4:40 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT the agenda as discussed be approved.

Carried

- 3. Adding Expert** - Moved that resident Jeff Sparling join us as an expert, Jeff signed an NDA and is a Professional Accountant with four decades of diverse professional experience.

Carried

4. Discussion Agenda

Introduction and review of an early draft 2024 Budget and 2024-2027 Consolidated Plan provided by FO Joe Chirkoff.

Councillor Abbott left the meeting at 6 pm

- 5. Moved to return to Open meeting 6:45 pm**

Carried

- 6. Review & Approval of Minutes of Prior Meetings**



- A. Finance and Audit Committee Meeting Minutes – January 10, 2023
- B. Finance and Audit Committee Meeting Minutes – January 16, 2023
- C. Finance and Audit Committee Meeting Minutes – January 31, 2023
- D. Finance and Audit Committee Meeting Minutes – February 21, 2023
- E. Finance and Audit Committee Meeting Minutes – March 14, 2023
This meeting was Postponed. No minutes.
- F. Finance and Audit Committee Meeting Minutes – March 16, 2023
- G. Finance and Audit Committee Meeting Minutes – April 17, 2023
- H. Finance and Audit Committee Meeting Minutes – April 27, 2023

Moved that the above listed minutes be confirmed and approved, noting that March 14th, 2023 had been postponed to March 16th, 2023.

Carried

7. Recommendations to Council

Draft 2024 Budget and 2024 – 2027 Consolidated Plan be provided to Council for their early consideration.

Carried

8. Adjournment

Moved/Seconded
THAT the meeting be adjourned.

Carried

The meeting was adjourned at 6:59 p.m.

Chair

Corporate Officer

Date Approved:	
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Type	Report to Council		
Title	2024 Preliminary Budget		
Author	Joseph Chirkoff, FO	Reviewed By:	
Date	January 19, 2024	Version	V1
Issued for	January 23, 2024 Committee of the Whole Meeting		

RECOMMENDATION

THAT the report “2024 Preliminary Budget” be received for information purposes.

ATTACHMENTS

1. 2024 Preliminary Operating Budget
2. 2024 Supplemental and Capital Requests

KEY INFORMATION

At the January 9, 2024 Committee of the Whole meeting, staff presented the 2024 preliminary operating budget along with a detailed list of the proposed capital and supplementary operational requests. These reports are being presented again to provide Council an opportunity to further review the budget and discuss the requests with staff during the meeting. Staff will be looking for direction from Council with regard to the 2024 tax rate and which requests to include in the 2024 budget.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the February 6, 2024 committee of the whole meeting; Staff will also provide committee members with times for in person discussion at the Village of Lions Bay office prior to the February 6, 2024 committee of the whole meeting.

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	1,804,983	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	6,148,696	4,895,808	5,109,787	5,337,032	5,571,775
Expenditures					
Amortization	770,966	1,029,370	1,216,175	1,266,050	1,302,050
General Government	1,120,541	1,100,859	1,127,129	1,154,201	1,155,201
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	1,136,196	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	232,945	239,282	246,359	253,706	261,288
Sewer Fund	70,973	71,416	73,220	75,221	77,214
Water Fund	840,009	811,846	841,712	854,016	877,012
Interest Payments	79,319	76,534	75,359	74,693	57,678
Grand Total	5,275,165	4,771,677	5,053,727	5,186,425	5,274,778
Surplus/(Deficit)	873,531	124,131	56,060	150,608	296,997
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	1,029,370	1,216,175	1,266,050	1,302,050
MFA Actuarial Gain on Debt	(43,083)	(47,772)	(53,319)	(59,605)	(8,729)
Cash Surplus	1,601,414	1,105,730	1,218,916	1,357,053	1,590,318
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	(5,227,775)	(6,491,556)	(1,258,824)	(51,053)	2,401,322

Village of Lions Bay 2024 Draft Budget Revenue

Notes

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Taxation							
1 General Municipal Property Tax	1,580,768	1,683,675	1,784,814	1,784,571	1,891,646	107,074	6.0%
2 Infrastructure Levy	158,053	168,474	179,878	178,457	189,165	10,707	6.0%
3 Parcel Taxes	128,539	98,606	98,606	98,606	98,606	-	0.0%
4 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	2,119,124	2,109,101	2,233,566	124,466	5.9%
Utility Fees and Rates							
5 Water User Rates	952,878	1,000,524	1,048,665	1,050,548	1,103,076	52,527	5.0%
5 Sewer User Rates	74,444	78,166	82,123	82,075	86,178	4,104	5.0%
5 Solid Waste User Rates	200,997	201,149	211,576	211,206	221,767	10,560	5.0%
	1,228,319	1,279,840	1,342,364	1,343,829	1,411,021	67,191	5.0%
Fees, Licenses and Permits							
6 Building Permits	58,475	39,461	42,816	25,300	34,300	9,000	35.6%
7 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%
8 Secondary Suite Surcharge Fees	26,952	22,551	17,178	26,388	18,498	(7,890)	-29.9%
9 Other Permits	7,050	2,945	2,975	1,750	1,500	(250)	-14.3%
Recreation Programs	565	168	160	-	-	-	n/a
10 Hall Rental	2,100	2,293	2,501	3,000	3,000	-	0.0%
Boat Space Rentals	7,363	7,825	7,440	8,200	7,400	(800)	-9.8%
11 Other Rentals	118	14,891	21,376	-	14,000	14,000	n/a
12 Rental Agree - BC Ambulance	28,333	28,333	19,597	28,333	28,333	-	0.0%
Parking Fines	122,427	93,589	102,473	125,000	125,000	-	0.0%
Parking Passes - Annual	2,720	6,880	4,948	5,600	5,100	(500)	-8.9%
Parking Meters	162,014	177,422	153,451	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	8,240	8,000	8,000	-	0.0%
Tree Cutting Applications	750	600	(125)	750	750	-	0.0%
Tax Information Charges	2,940	1,530	55	2,000	500	(1,500)	-75.0%
13 Miscellaneous (Recycle BC)	996	9,013	29,684	27,915	27,915	-	0.0%
	440,433	427,225	416,460	436,736	440,296	3,560	0.8%

Village of Lions Bay
2024 Draft Budget
Revenue (Continued)

Notes

14

15

16

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Grants							
Small Community Grant	300,000	381,000	298,000	295,000	295,000	-	0.0%
CWWF Grant	172,386	-	-	-	-	-	n/a
Investing in Canada Infrastructure Program	9,036	-	59,783	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	1,089,069	30,000	226,032	196,032	653.4%
	732,450	520,755	1,507,666	2,036,053	1,804,983	(231,070)	-11.3%
Other Revenue							
External Borrowing	-	-	-	-	-	-	n/a
Net Proceeds from Land Sales	430,186	-	-	-	-	-	0.0%
Prompt payment discounts	-	-	-	-	-	-	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	25,409	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	195,141	153,947	153,897	(50)	0.0%
Miscellaneous	11,117	60,102	6,976	18,000	8,000	(10,000)	-55.6%
Water/Sewer Connection Fees	7,894	1,800	-	600	600	-	0.0%
	553,249	273,938	240,981	264,321	258,830	(5,491)	-2.1%
Total Revenues	4,868,011	4,499,979	5,626,595	6,190,039	6,148,696	(41,344)	-0.7%

Notes

1

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	
Belcarra	8.0%
Bowen Island	9.5%
Vancouver	7.6%
Port Moody	8.4%
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%

2

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

3

Parcel tax was approved by resolution of Council in prior yeares. 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

4

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

5

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%

6 Estimated with respect to trailing 3 year acutal average permits

7 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

8 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 20 were 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.

9 Relates to dumpster, demolition, encroachment, driveway crossing fees

10 Relates to rental fees for Broughton Hall

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

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

13 Recycle BC

	Actual				Budget
	2020	2021	2022	2023	2024
Recycle BC revenues	-	-	7,083	28,510	26,400
Other	-	996	1,930	1,175	1,515
	-	996	9,013	29,685	27,915

*Decals, Community Garden...

14 Investing in Canada Infrastructure Program

Lions Bay Beach Park	784,951	(total cost \$1.7 million - 73% grant funded)
Klatt - Emergency Building and Retrofit	499,000	(100% grant funded)
	<u>1,283,951</u>	

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

15 Program funding terminates March 2024

2023 Relates to Climate Action Program grant and Growing Communities Grant. 2024 incorporates Climate Action Program grant (\$51,082), Canada Day grant (\$4,950), and FireSmart grant (\$100,000)
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	Actual				Budget	
	2020	2021	2022	2023	2024	
FireSmart	-	-	-	38,200	100,000	
Canada Day	-	-	-	-	4,950	
MOTI	-	-	-	-	70,000	*Pride Trail
Provincial grants	76,822	76,211	26,620	999,787	-	*Growing communities
CARIP	1,125	1,736	-	-	-	
Climate Action	-	-	51,082	51,082	51,082	
	77,947	77,947	77,702	1,089,069	226,032	

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

Village of Lions Bay
2024 Draft Budget
General Fund - Administration

Notes

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Amortization	342,214	340,087	-	441,650	528,882	87,232	22.6%
2 Communications	63,346	55,300	93,814	68,000	70,040	2,040	3.0%
3 Fiscal Charges	21,324	27,751	14,911	19,150	19,328	178	0.8%
4 Insurance	42,188	48,119	43,649	56,133	57,206	1,073	2.2%
5 Internal Allocations	(53,500)	(53,500)	(65,216)	(65,216)	(67,825)	(2,609)	4.9%
6 Maintenance	9,218	18,601	4,504	13,485	9,890	(3,595)	-26.7%
7 Material, Supplies and Equipment	15,246	15,341	20,136	15,942	12,420	(3,522)	-17.7%
8 Professional Fees / Contract Services	85,381	182,878	207,150	192,067	165,500	(26,567)	-16.2%
9 Salaries and Benefits	624,895	869,817	581,101	606,792	676,385	69,593	11.3%
10 Sundry	2,743	3,162	1,127	3,850	3,918	68	1.8%
11 Training / Professional Development	8,901	10,883	9,215	11,750	18,103	6,353	54.1%
12 Utilities	1,936	1,818	1,352	2,000	2,060	60	3.0%
Total Expenditures	1,163,891	1,520,256	911,743	1,365,603	1,495,905	130,302	10.0%

Notes:

2

Consists of:

COMMUNICATIONS					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Postage & Courier	4,218	3,795	4,997	4,500	4,635
Village Office Communications	2,388	665	732	2,500	2,575
Photocopy / Printing	6,030	818	3,502	5,000	5,150
Information Systems Ops & Mntc	39,996	41,769	64,990	47,000	48,410
Website Dev & Maintenance	3,391	3,284	4,525	3,500	3,605
Telephone	7,324	4,970	15,069	5,500	5,665
	63,346	55,300	93,814	68,000	70,040

*Sea to Sky Network Solutions
 *Upandup Studios
 *Telus, Ring Central, Sea to Sky

3

Consists of:

FISCAL CHARGES					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Bank Charges	5,620	5,759	3,247	2,750	2,833
Parking Meter Fees	9,085	11,027	3,181	9,500	9,500
Moneris Fees	6,429	10,338	8,483	6,500	6,695
Other	190	626	-	400	300
	21,324	27,751	14,911	19,150	19,328

4

Municipal Insurance Association

5

Budget estimated with respect to prior year plus inflation

6

Consists of:

MAINTENANCE					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Village Office Maintenance	7,448	16,685	3,578	11,985	8,345
Equipment Maintenance	1,770	1,915	927	1,500	1,545
	9,218	18,601	4,504	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:

MATERIALS, SUPPLIES, EQUIPMENT					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Photocopier Lease Contract	4,289	4,289	5,125	4,350	4,481
Office Supplies	10,957	11,052	15,010	11,592	7,940
	15,246	15,341	20,136	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	107,482	80,000	80,000
10,124	4,817	16,756	10,000	-
41,154	48,150	64,081	41,000	55,000
4,983	48,775	18,831	61,067	30,500
85,381	182,878	207,150	192,067	165,500

[a]
 *Raincoast
 *BDO
 [b]

[a]

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

Legal Fees				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	52,747	46,248	-	-
29,119	28,389	39,233	-	-
-	-	17,019	-	-
-	-	4,982	-	-
29,119	81,136	107,482	80,000	80,000

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

[b]

Grant writing services
 Actuarial consulting
 Provincial advisors
 Building / equipment appraisals
 Asset management

Contract Services				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	2,100	-	5,000	3,000
4,983	-	-	5,000	5,000
-	-	-	30,000	-
-	13,430	-	5,267	22,500
-	33,245	-	15,800	-
4,983	48,775	-	61,067	30,500

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	497,012	496,580	563,998
104,535	108,369	84,089	110,212	112,387
624,895	869,817	581,101	606,792	676,385

[a]
 [a]

[a]

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

146,469	313,530	71,359	121,137	165,865
120,050	145,815	121,046	158,698	162,969
84,166	89,905	116,952	100,181	103,093
116,789	69,341	87,228	100,181	102,481
76,076	107,734	116,659	116,808	137,977
81,345	4,932	5,856	9,786	4,000
624,895	731,257	519,100	606,792	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

SUNDRY

Consists of:

Miscellaneous
 Miscellaneous
 Miscellaneous
 Govt updates - Publications

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
839	1,122	1,127	1,000	1,030
58	-	-	750	773
1,560	1,755	-	1,600	1,600
285	285	-	500	515
2,743	3,162	1,127	3,850	3,918

*Coffee, milk ect...
 *Christmas
 *Municipal information Net.

TRAINING / PROFESSIONAL DEVELOPMENT

Consists of:

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

2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	-	-	500	6,515
459	629	215	750	773
4,985	5,980	1,457	6,000	6,180
451	544	820	1,000	1,030
510	510	520	750	773
1,476	1,600	1,836	1,500	1,545
1,020	1,620	4,367	1,250	1,288
-	-	-	-	-
8,901	10,883	9,215	11,750	18,103

*UBCM, GFOA
 *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 - Public Works**

Notes
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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	14,782	14,980	11,197	15,250	15,708	458	3.0%
Interest Payments	9,923	10,743	16,158	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)	(15,000)	-	0.0%
Maintenance	247,624	372,974	729,497	367,889	586,657	218,768	59.5%
Material, Supplies and Equipment	47,359	49,591	40,653	46,750	49,153	2,403	5.1%
Professional Fees / Contract Services	-	52,984	6,162	30,500	192,500	162,000	531.1%
Salaries and Benefits	287,601	272,059	224,368	318,897	277,272	(41,626)	-13.1%
Training / Professional Development	9,433	4,978	-	6,500	6,695	195	3.0%
Utilities	7,355	7,856	7,163	7,800	8,034	234	3.0%
Total Expenditures	619,892	783,700	1,037,296	809,463	1,146,657	337,194	41.7%

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	9,880	9,100	9,373
4,291	6,102	1,317	6,150	6,335
14,782	14,980	11,197	15,250	15,708

[a]
[b]

[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	8,908	5,264	3,210
9,923	10,743	16,158	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 transfer (solid waste)
Internal transfer (water)

INTERNAL ALLOCATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
(15,000)	(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
- 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	29,620	25,000	103,750	[a]
21,002	6,117	331,895	20,000	20,600	[b]
5,917	8,128	7,084	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	26,352	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	289,388	195,849	332,000	[e]
9,810	2,651	204	5,000	5,150	
12,888	10,306	7,364	9,500	9,785	
3,188	1,716	-	4,200	4,326	
7,020	1,800	11,441	10,000	10,300	
247,624	372,974	729,497	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	8,890	25,000	25,750	
10,427	42,291	29,620	25,000	103,750	

[b] Relates to roadbase, sand, dirt. 2021 included additional costs related to paving on Mountain and Brunswick. 2023 related to road paving on Oceanview

[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	29,688	20,000	25,600
7,971	5,207	3,783	8,250	8,498
10,233	3,783	2,568	8,500	4,755
8,669	9,632	4,615	10,000	10,300
47,359	49,591	40,653	46,750	49,153

7

Consists of:

- Contract Services Engineering
- *Contractors

PROFESSIONAL FEES, CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	52,984	6,162	30,500	192,500
-	52,984	6,162	30,500	192,500

[a]

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

Repainting fire hydrants	36,000
Lions Bay Ave on Alberta bridge timbers replacement	17,000
Lions Bay Beach Park tree work	15,000
Crystal Falls Road resurfacing	50,000
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
Public WiFi for app-only pay parking zones	12,000
	192,500

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	105,898	200,254	233,791
12,023	19,861	7,308	-	-
14,020	9,437	8,711	-	-
74,907	77,274	42,471	-	-
10,645	25,101	6,737	-	-
37,123	25,712	17,273	75,000	-
39,631	43,654	35,971	43,644	43,480
287,601	272,059	224,368	318,897	277,272

*30% allocation of works salary

9

Consists of:

Travel
 Association Dues
 Courses Seminars & Workshop

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

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BC Hydro

General Fund - Water

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Amortization	197,394	191,468	-	207,926	205,884	(2,042)	-1.0%
Data Connectivity	3,941	11,085	12,866	11,075	21,407	10,332	93.3%
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	67,110	114,000	81,370	(32,630)	-28.6%
Materials, Supplies and Equipment	47,929	50,970	20,539	56,250	57,938	1,688	3.0%
Professional Fees / Contract Services	16,252	79,048	17,138	82,000	97,300	15,300	18.7%
Salaries and Benefits	331,500	347,128	292,870	382,980	430,431	47,451	12.4%
Sundry	17,128	18,010	16,103	18,500	19,375	875	4.7%
Training / Professional Development	3,332	5,956	2,256	5,750	5,923	173	3.0%
Utilities	12,109	12,205	17,009	16,250	16,738	488	3.0%
Internal Allocations	55,000	55,000	-	66,716	69,325	2,609	3.9%
Total Expenditures	977,866	1,002,165	563,063	1,078,619	1,123,846	45,227	4.2%

Notes

1 Adjusting entry posted at year end

2 Consists of:

Telephone & Communications
PRV Communications
Intake Communications

DATA CONNECTIVITY				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
3,941	3,859	6,978	3,900	4,017
-	5,275	4,797	5,275	15,433
-	1,951	1,091	1,900	1,957
3,941	11,085	12,866	11,075	21,407

*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	234	-	-
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	15,939	18,000	18,540
24,087	4,212	3,491	5,000	5,150
1,253	21,377	540	35,000	-
1,603	4,792	-	5,000	5,150
32,749	33,797	33,010	35,000	36,050
26,746	20,965	12,724	5,000	5,150
182,917	123,972	67,110	114,000	81,370

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

6

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	1,160	5,000	5,150	
3,311	7,142	92	3,500	3,605	
12,177	20,798	16,144	15,000	15,450	
-	-	-	5,000	5,150	
25	5,345	2,069	2,000	2,060	
26,162	10,756	712	25,000	25,750	*UV Sensors
47,929	50,970	20,539	56,250	57,938	

7

Consists of:

Consultants
 Engineering
 Contractors
 Rock Slope Remediation
 Water Testing

PROFESSIONAL FEES, CONTRACT SERVICES					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
2,000	-	-	2,000	27,000	*Hydrology only the 27k from PW c
-	49,703	9,130	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	17,138	82,000	97,300	

8

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	122,836	259,209	304,557	
54,667	54,634	51,747	-	-	
58,981	73,264	74,630	62,660	65,002	
-	-	899	-	-	
40,543	44,313	34,826	45,812	44,963	
6,549	6,100	-	-	-	
8,763	9,840	7,933	9,026	15,910	
331,500	347,128	292,870	376,707	430,431	

	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	107,102	213,167
Sewer	18,657	21,108	19,176	18,059	18,992	13,100	21,752
Solid Waste	-	2,851	-	-	3,738	-	8,701
Public Works	223,258	287,601	229,755	163,885	318,897	224,368	277,272
Water	363,521	331,500	374,761	347,128	376,707	292,870	430,431
	771,109	807,329	793,980	615,596	908,049	637,440	951,323

	Budget vs Actual Variance		
	2021	2022	2023
Parks	1,405	83,763	82,613
Sewer	(2,452)	1,117	5,892
Solid Waste	(2,851)	-	3,738
Public Works	(64,343)	65,871	94,530
Water	32,021	27,633	83,837
	(34,199)	180,406	272,632

9 Ministry of Forests - Licenses, permitting; Prompt payment discount

	TRAINING, PROFESSIONAL DEVELOPMENT				
Consists of:	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Water Course Certification	2,097	4,615	2,038	4,000	4,120
Association Dues	1,236	1,341	218	1,750	1,803
	3,332	5,956	2,256	5,750	5,923

11 BC Hydro

Village of Lions Bay
2024 Draft Budget
General Fund - Parks

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Grants	1,354	4,176	9,600	2,450	8,400	5,950	242.9%
Maintenance	57,849	59,984	81,281	63,950	172,554	108,604	169.8%
Material, Supplies and Equipment	24,866	57,128	12,700	34,000	28,020	(5,980)	-17.6%
Professional Fees / Contract Services	8,415	11,070	23,950	18,000	12,000	(6,000)	-33.3%
Beach wall stabilization	-	-	-	20,000	-	(20,000)	100.0%
Salaries and Benefits	187,334	164,268	107,102	189,715	213,167	23,452	12.4%
Sundry	5,193	6,670	3,727	3,133	3,383	250	8.0%
Training / Professional Development	552	-	-	-	-	-	0.0%
Utilities	7,382	8,187	7,529	9,000	9,270	270	3.0%
Total Expenditures	292,945	311,483	245,889	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	

[a]

[b]

[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	24,604	10,000	25,300	
16,037	8,323	11,247	9,000	109,270	
-	1,547	8,672	1,500	1,545	
7,269	12,113	11,055	12,000	12,360	
2,616	2,849	2,808	5,000	2,150	
21,006	24,652	22,896	26,450	21,929	
57,849	59,984	81,281	63,950	172,554	

[a]

[b]

[c]

[d]

[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	9,556	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	12,700	34,000	28,020	

[a]

[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	58,661	154,323	177,658
24,233	20,819	11,917	35,392	35,509
50,366	58,981	36,524	-	-
187,334	164,260	107,102	189,715	213,167

*Signage, hall setup ect..

7

Community Hall heating - BC Hydro

Village of Lions Bay
 2024 Draft Budget
 General Fund - Fire

Notes

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Communications	39,347	48,382	45,403	51,253	53,491	2,238	4.9%
2 Fiscal Charges	229	169	-	250	250	-	n/a
3 Interest Payments	1,698	1,307	679	905	905	-	0.0%
4 Insurance	13,287	14,535	19,843	19,858	20,255	397	2.0%
5 Maintenance	63,348	49,406	39,175	57,000	44,960	(12,040)	-30.7%
6 Material, Supplies and Equipment	65,126	65,035	108,383	95,700	99,491	3,791	3.5%
7 Professional Fees / Contract Services	3,470	27,716	-	-	-	-	n/a
8 Salaries and Benefits	145,114	123,638	145,653	161,604	143,753	(17,851)	-12.3%
9 Training / Professional Development	1,552	15,420	9,103	15,750	15,773	23	0.2%
10 Utilities	2,688	1,659	1,100	3,500	3,605	105	9.5%
	335,859	347,267	369,339	405,820	382,482	(23,338)	-6.3%

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	36,628	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	541	500	515	*Telus
765	835	607	850	876	*Telus
1,500	-	(100)	-	-	
39,347	48,382	45,403	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					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
Maintenance	1,917	261	259	2,000	1,000
Training pit maintenance	9,557	6,217	2,099	5,000	5,150
Rope Maintenance	1,892	2,118	1,258	3,500	2,000
SCBA maintenance	4,645	4,593	2,124	4,000	4,120
Holmatro maintenance	-	606	-	3,000	1,000
Interface Fire Equipment	2,681	771	2,675	3,000	3,090
Vehicle Servicing & Maintenance	24,850	23,507	23,806	20,000	20,600
Small Equipment Replacement/Repair	10,334	3,202	68	4,000	8,000
Emergency Building Fire Costs	7,471	8,132	6,887	7,500	-
Burn Building Maintenance	-	-	-	5,000	-
	63,348	49,406	39,175	57,000	44,960

*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:

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	
Uniforms	23,571	4,931	19,444	6,000	8,000
Office Supplies	331	946	1,648	1,500	1,545
Misc - Scene Lights	-	1,947	2,037	3,500	3,605
Protective Clothing	8,070	9,501	6,875	7,000	7,210
SCBA	11,260	19,880	24,845	30,000	30,000
Safety Equipment - FD	1,000	91	326	1,500	1,545
Supplies & Materials	1,723	4,982	21,160	13,200	13,596
Supplies-Pit training area	355	813	-	1,500	1,545
Hoses and Fittings	947	-	2,017	3,000	3,090
Misc - Training Meals	8,566	7,622	13,655	14,000	14,420
Miscellaneous PEP Expenses	-	-	-	-	-
Scrap Cars for Fire Training	923	2,317	5,583	4,000	4,120
Auto-Extrication	-	826	-	-	-
Supplies - Medical	4,976	11,067	7,562	7,000	7,210
Vehicle Fuel & Oil	3,404	113	3,230	3,500	3,605
	65,126	65,035	108,383	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

7

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

8

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	9,530	5,000	5,000
8,892	8,219	10,891	9,588	10,034
2,752	2,566	-	2,735	-
1,861	1,715	2,166	1,700	1,749
31,887	26,488	33,294	37,100	37,100
20,845	17,957	28,530	22,000	22,000
50,623	38,952	28,453	60,000	45,000
89	-	-	-	-
2,308	1,861	1,755	2,681	2,070
-	162	-	-	-
-	27	-	-	-
-	5	-	-	-
20,857	20,686	31,034	20,800	20,800
145,114	123,638	145,653	161,604	143,753

*Fire chief

9

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)

10

Consists of:

Utilities

UTILITIES				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,688	1,659	1,100	3,500	3,605

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

Notes

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5

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Supplies and Education	947	1,500	1,508	6,500	6,825	325	5.0%
Collection Contract	55,845	57,868	62,104	59,372	61,153	1,781	3.0%
Recycle Removal Contract	55,580	53,866	47,846	60,292	62,101	1,809	3.0%
Green Waste Contract	70,879	73,203	73,073	76,719	79,021	2,302	3.0%
Salaries and Benefits	-	2,851	-	3,738	8,701	4,963	132.8%
Prompt payment discount	5,376	5,449	4,804	5,375	5,644	269	5.0%
Internal Allocations	9,500	9,500	9,500	9,500	9,500	-	0.0%
Total Expenditures	198,127	204,236	198,835	221,497	232,945	11,448	5.2%

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	-	3,086	7,251
-	301	-	545	1,071
-	75	-	107	379
-	2,851	-	3,738	8,701

5 Year end adjusting entry

General Fund - Bylaw

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	2,357	2,571	3,153	2,700	2,781	81	3.0%
Material, Supplies and Equipment	14,619	16,731	11,333	19,050	19,099	49	0.3%
Professional Fees / Contract Services	6,082	5,938	6,977	6,200	7,250	1,050	16.9%
Salaries and Benefits	96,411	103,801	98,153	114,119	118,388	4,269	3.7%
Training / Professional Development	-	180	80	-	-	-	n/a
Total Expenditures	119,469	129,221	119,696	142,069	147,518	5,449	3.8%

Notes

1

Consists of:

Telephone & Communication

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,357	2,571	3,153	2,700	2,781

*Telus, Sea to Sky Network

2024 budget reflects 2022 / 2023 actuals

2

Consists of:

Bylaw Uniforms

Vehicle Immobilizers

Bylaw - Supplies

Bylaw - Parking Supplies

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	1,003	93	750	250
-	-	-	-	-
8,199	15,728	10,164	18,300	18,849
6,420	-	1,076	-	-
14,619	16,731	11,333	19,050	19,099

*Parking software costs

2024 budget reflects 2022 / 2023 actuals

3

Consists of:

Bylaw Enforcement Contract

Bylaw Collection Agency Fees

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

2024 budget reflects 2022 / 2023 actuals.

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

4

Consists of:

Bylaw Salaries

Benefits & Payroll Charges

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
87,507	93,225	89,311	103,954	109,809
8,904	10,575	8,842	10,165	8,579
96,411	103,801	98,153	114,119	118,388

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

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	2,106	970	999	29	3.0%
Insurance	5,278	4,939	6,148	6,148	6,271	123	2.0%
Maintenance	27,732	31,119	23,736	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	13,100	18,992	21,752	2,760	14.5%
Sundry	2,340	2,689	2,012	2,225	2,326	101	4.6%
Training / Professional Development	-	2,329	900	2,000	1,060	(940)	-47.0%
Utilities	3,021	2,734	3,468	3,000	3,090	90	3.0%
Internal Allocations	4,000	4,000	4,000	4,000	4,000	-	0.0%
Total Expenditures	104,165	107,195	55,470	121,035	107,173	(13,862)	-11.5%

Notes

1 Adjusting entry recorded at year end

2

Consists of:

MAINTENANCE					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Pump Out - Plant	23,755	22,755	23,615	25,000	25,750
Sewer Line Inspections	-	4,281	-	15,000	-
Outfall Monitoring & Maintenance	1,153	208	121	500	515
Equipment Repair	2,824	3,876	-	2,500	2,575
SCADA Maintenance	-	-	-	500	515
	27,732	31,119	23,736	43,500	29,355

*WWTP

*2022 - smoke testing

*WWTP parts, lubricants

3

Consists of:

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

*STP repair

4

Consists of:

SALARIES AND BENEFITS					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Works Salaries - Sewer	17,602	14,793	11,300	15,429	18,128
Employees Benefits - Sewer	3,506	3,266	1,800	3,562	3,623
	21,108	18,059	13,100	18,992	21,752

5

2022 - WWTP training

6

BC Hydro

Village of Lions Bay
 2024 Draft Budget
 General Fund - Council

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Council Communication	1,889	2,276	3,741	2,200	2,266	66	3.0%
Office Supplies	201	155	420	200	200	-	0.0%
Professional Services	760	-	-	3,000	1,000	(2,000)	-66.7%
Salaries and Benefits	51,906	53,202	54,454	57,082	57,462	380	0.7%
Council Funded Events	10,259	7,118	1,032	5,000	5,000	-	0.0%
Election	-	13,286	13,528	15,000	6,500	(8,500)	-56.7%
Conferences & Conventions	-	1,124	4,612	250	10,000	9,750	3900.0%
Association Dues / Memberships	1,441	1,559	2,068	1,450	1,494	44	3.0%
Travel	10	-	1,266	250	500	250	100.0%
Total Expenditures	66,872	80,080	81,121	84,432	84,422	(10)	0.0%

Notes

1

Consists of:

- Council Communication
- Council Publications & Postage

COUNCIL COMMUNICATION					
	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
Council Communication	1,042	1,761	2,673	1,700	1,751
Council Publications & Postage	847	515	1,068	500	515
	1,889	2,276	3,741	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
Contract Services	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
Council Remuneration	49,897	50,576	51,733	54,366	55,726
BC Employer Health Tax	982	978	-	1,063	-
Benefits & Payroll Costs - Council	1,027	1,648	2,721	1,653	1,737
	51,906	53,202	54,454	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
Council Funded Events	41	-	-	-	-
Council - Ceremonies/ Misc.	9,498	4,354	1,032	3,000	3,000
Volunteer Recognition	720	2,765	-	2,000	2,000
	10,259	7,118	1,032	5,000	5,000

5

Budgeted amount in 2024 is to replenish election reserve which was drawn upon in 2023 to offset by-election costs

6

Consists of:

Conferences & Conventions

CONFERENCE AND CONVENTIONS				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
-	1,124	4,612	250	10,000

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	2,068	1,450	1,494

8

Consists of:

Travel

TRAVEL				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
10	-	1,266	250	500

Village of Lions Bay
2024 Draft Budget
General Fund - Emergency Services

Notes

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	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	6,942	7,427	6,912	-	-	-	n/a
Search and Rescue	2,600	596	2,110	2,500	2,575	75	3.0%
Emergency Support Services (ESS)	4,093	13,569	7,874	15,000	10,000	(5,000)	-33.3%
Maintenance	5,537	18,617	7,235	7,495	6,225	(1,270)	-16.9%
Material, Supplies and Equipment	18,868	4,788	5,464	6,000	3,060	(2,940)	-49.0%
Professional Fees / Contract Services	-	25,900	41,903	40,000	45,000	5,000	12.5%
Salaries and Benefits	36,702	-	-	-	-	-	0.0%
Training / Professional Development	-	-	-	2,275	1,000	(1,275)	-56.0%
Utilities	1,059	3,198	998	1,200	1,236	36	3.0%
Total Expenditures	75,800	74,095	72,495	74,470	69,096	(5,374)	-7.2%

Notes

1

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

2

Consists of:

Search and Rescue

SEARCH AND RESCUE				
2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
2,600	596	2,110	2,500	2,575

*Phones, cost sharing for Klatt Building

3

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	10,000

4

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	1,515	3,495	2,105
3,889	1,088	5,720	4,000	4,120
-	-	-	-	-
5,537	18,617	7,235	7,495	6,225

[a]

[a]

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

5

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

6

Relates to emergency program coordinator fees

7

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

General Fund - Planning

Notes

1
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4

	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	25,896	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	35,130	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

Proposed Capital Requests

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

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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
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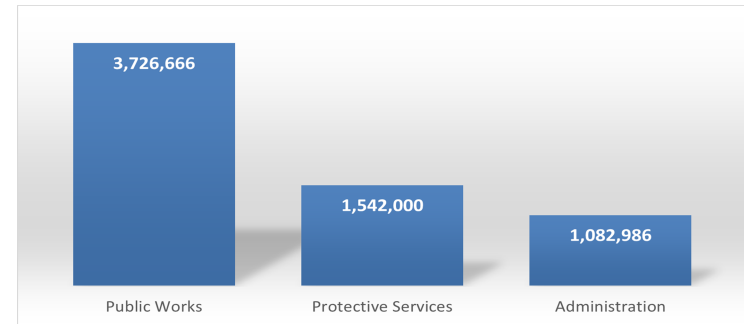
**Village of Lions Bay
2024 Budget
Proposed Capital Requests - Priority Listing**

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

Total Capital Expenditures	6,351,652
High	3,624,486
Medium	700,000
Low	2,027,166
	6,351,652





BUDGET SUPPLEMENTAL FORM

Date: Dec. 13 2023		Department: LBFR	
From: Fire Chief Germscheid		Item name: Fire Engine	
Amount: \$1,350,000.00 + tax	One time: <input type="checkbox"/>	Ongoing: * <input type="checkbox"/>	Rank: High

DESCRIPTION

Spartan S-180 Pumper with 1500GPM pump.

[Spartan S-180](#)

RATIONALE

Safety and Service.

A reliable and safe engine is a necessity to provide our communities expected emergency service and keep our employees as safe as possible and NFPA compliant.

Insurance Implications.

Fire Underwriters Survey (FUS) implications. Engines under 15yrs old receive 100% FUS rating, engines between 16-20yrs receive 50% rating (to be used as spare's or in support ONLY) and 20yr + receive 0% rating.

Current Fleet.

The Village of Lions Bay has two fire engines, Engine 61, and Engine 62.

- Engine 61 was manufactured in 2010, 14yrs old this budget year, (1yr remaining in full service)
- Engine 62 was manufactured in 2000, 24yrs old this budget year. (4yrs PAST maximum age)

In addition to the loss of FUS rating, as our current fleet ages the cost of maintenance increases as well.



Manufacture Timeline.

LBFR has sourced the above Spartan S-180 Pumper (Fire Engine) through canoeprocurement.ca and production time for the above Stock configuration Engine is 12-14months, Custom configuration is estimated at 38+months. Ordering the Stock format Pumper/Engine ASAP will give the Village of Lions Bay one 15yr+ Engine, and one New Engine.

FINANCIAL IMPLICATIONS

Fleet Renew Strategy.

I propose a 15yr renewal strategy with monthly lease payments as laid out in accompanying documents. This will maintain our fleet with an Engine that is always under 15yrs old and our 100% FUS credit while avoiding a large onetime expenditure in exchange for a monthly budget line item of approximately \$10,705.05 per month.

Loan Summary ▼	
Loan Details	
Principal Value	\$1,300,000.00
Current Interest Rate	5.62000%
Amortization Period	180
Payments in Term	60
Fixed Monthly Payment	\$10,705.05
Total Principal	\$318,581.42
Total Estimated Interest	\$323,921.74
Total Estimated Cost	\$642,503.16
Final Payment*	
Estimated Final Payment	\$10,705.05
Estimated Residual Value	\$981,418.58

* Final payment will change based on interest rate fluctuations over the term of the loan.

Additional \$50,000.00 request is to account for unforeseen costs such as Delivery, Duty, transferring and installation of our mobile CAD computers, bracketry for our tools and equipment such as Radio chargers, Thermal Imaging Camera charger, Scene light chargers etc.

Loan Summary ▼	
Loan Details	
Principal Value	\$1,300,000.00
Current Interest Rate	5.62000%
Amortization Period	180
Payments in Term	60
Fixed Monthly Payment	\$10,705.05
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Total Estimated Cost	\$642,503.16
Final Payment*	
Estimated Final Payment	\$10,705.05
Estimated Residual Value	\$981,418.58

* Final payment will change based on interest rate fluctuations over the term of the loan.

Loan Summary ▼	
Loan Details	
Principal Value	\$1,300,000.00
Current Interest Rate	5.62000%
Amortization Period	240
Payments in Term	60
Fixed Monthly Payment	\$9,030.87
Total Principal	\$202,885.35
Total Estimated Interest	\$339,167.01
Total Estimated Cost	\$542,052.36
Final Payment*	
Estimated Final Payment	\$9,030.87
Estimated Residual Value	\$1,097,114.65

* Final payment will change based on interest rate fluctuations over the term of the loan.

Long-Term Debt Amortization Schedule and 2 Equipment Financing estimates (15 and 20 years).



BUDGET SUPPLEMENTAL FORM

Date: Dec. 13 2023		Department: WVFR	
From: Fire Chief Germscheid		Item name: Backhoe/Forklift	
Amount: \$40,000.00	One time: <input type="checkbox"/> * Ongoing: <input type="checkbox"/>		Rank: Med/High

DESCRIPTION

LBFR is in need of either a used backhoe or used off road capable forklift.

RATIONALE

LBFR attracts the majority of its members due to its high level of training, specifically in auto extrication, this piece of equipment would be used to set up training scenarios placing vehicles in MVI crash positions, additionally the preferred option of a backhoe would be used to maintain the training facility grounds.

LBFR currently is using a forklift from 1946 that can no longer be repaired as parts are not available, it is a danger to use as it is in need of a new steering pump and brakes, we currently have to run it into auto-x vehicles or pull the emergency brake lever to stop it.

FINANCIAL IMPLICATIONS

Request for \$40,000.00 is based on auction results seen for applicable equipment (Ritchie Bros. Auctions) and the actual amount spent would be "up to" this amount. I expect this purchase to last for +/-15yrs.



BUDGET SUPPLEMENTAL FORM

Date: Dec. 13 2023		Department: LBFR	
From: Fire Chief B. Germscheid		Item name: Holmatro Penthelon Cutters (Jaws of Life)	
Amount: \$30,000.00	One time: <input type="checkbox"/>	Ongoing: * <input type="checkbox"/>	Rank: Med

DESCRIPTION

Battery operated cutters for use in auto extrication (auto-x). [Holmatro Penthelon Cutters](#)

RATIONALE

As vehicles become safer and more advanced the strength and capabilities of our tools need to increase as well. Modern vehicles are being made with stronger metals and designs that our current cutters struggle to cut through in order to extricate patients who are entrapped.

Cutters & Spreaders comprise the two components of what's commonly known as the "Jaws of Life" and are the basics of tools needed for all auto-x and various other extrication tool requirements. Due to the cost of these tools, I am requesting funding for the "cutters" in the 2024 budget and will be requesting funding for the "spreaders" in the 2025 budget year.

LBFR is currently using Holmatro "Core" technology cutters and spreaders, they consist of a gas engine driving a hydraulic pump flowing fluid through hoses to the hydraulic tools. This set-up is functional but does not create the cutting/spreading forces needed in some instances and also requires more maintenance than the Penthelon electric tools.

FINANCIAL IMPLICATIONS

This request is for \$30,000.00 to replace/upgrade our auto-x "Cutter" capability, this request will be repeated in the following year to replace/upgrade our auto-x "Spreader" capability.

The service life for these tools are expected to be +/- 10yrs.

BUDGET SUPPLEMENTAL FORM

Date: December 13, 2023		Department: Lions Bay Fire Rescue	
From: Cpt. Mattie Gildenhuys		Item name: Member Housing Funding	
Amount: 50,000\$	Ongoing: <input checked="" type="checkbox"/>		Rank: Medium

DESCRIPTION

In an effort to attract new members and overcome the burden of high rents LBFR would like to supplement new members rental costs by \$300.00 - \$500.00 per month for the first 6 months of their joining LBFR.

RATIONALE

Our fire department plays a vital role in ensuring the safety and security of our community. It is comprised of men and women who put their time on the line every day to protect us from the devastating effects of fires, accidents, and other emergencies. However, the limited availability and exorbitant prices of housing in our area have created significant challenges for our firefighters and therefore our department.

80% of our department consists of young men and women who are aspiring firefighters. These individuals are highly educated and motivated and seeking valuable experience in their field. Their presence in our department greatly contributes to the excellent service we provide.

One unique aspect of our department is that these young firefighters must relocate to our community to be part of our department. This demonstrates their commitment and willingness to go the extra mile to achieve their goals, and in turn help our community.

The current housing situation has reached a point where it is becoming increasingly difficult for our firefighters to find affordable and suitable accommodation within a reasonable distance from our firehall. It is making it difficult for us to recruit new members, and retain the ones we have, as the cost of living here eventually proves to be too high.

By providing funding for housing, we can address this pressing issue and ensure that our firefighters have access to safe, affordable, and convenient housing options. This investment will not only benefit our firefighters but also enhance the overall efficiency and effectiveness of our fire department.

FINANCIAL IMPLICATIONS

Currently, we are requesting 50,000\$ budget per year. This funding could be utilized to establish affordable housing projects, and/or offer housing subsidies.



BUDGET SUPPLEMENTAL FORM

Date: Dec. 13 2023		Department: LBFR	
From: Fire Chief Germscheid		Item name: IC/Support Vehicle	
Amount: upto \$50,000.00	One time: * <input type="checkbox"/>	Ongoing: <input type="checkbox"/>	Rank: Med/High

DESCRIPTION

Used 2012 or newer 4wd Crew Cab P/U Truck (preferred), 4wd SUV, or 4wd Van with all emergency traffic warning devices, lights and siren.

RATIONALE

This vehicle will have multiple uses, it will primarily be used by the Fire Chief or Senior Officer in Charge to enable them to respond directly to incidents, establish Incident Command and Incident Action Plans ahead of incoming apparatus facilitating safer and faster outcomes to emergency incidents.

Mutual Aid Agreements. LBFR is currently in discussions with both Britannia Fire Department and West Vancouver Fire Rescue with regards to Mutual Aid Agreements and in both cases a Chief Officer or Officer in Charge is to accompany crews when responding outside of their jurisdiction in response to a mutual aid request, having this vehicle will make this possible.

New Fire Engine/Pumper. New engine/pumper do not come with the seating capacity to hold the needed number of firefighters at some emergency incidents, LBFR Eng 62 seats 10 people and is to be replaced with a new Engine that only seats 6 people. This IC/Support vehicle will also be used to transport firefighters.

A Crew Cab 4wd P/U Truck is the preferred option because it gives the benefit of a separate cargo area for dirty/contaminated tools and equipment. When fighting fires of all kinds personal protective equipment (PPE) and equipment become contaminated with various contaminants and carcinogens, LBFR currently has to throw dirty gear into cabinets thus contaminating all the gear or it is placed into the passenger compartment of the apparatus further exposing firefighters to the carcinogens.



FINANCIAL IMPLICATIONS

This budget request is for up to \$50,000.00 for the purchase of a used 4wd Crew Cab P/U Truck and the installation of applicable radio and mobile CAD terminal. Insurance, fuel and maintenance would be additional financial costs needed to be carried year to year. I expect this vehicle to have a +/-10year service life from date of purchase.



BUDGET SUPPLEMENTAL FORM

Date: Jan 5, 2024		Department: Emergency Program	
From: EPC Phil Folkersen		Item name: Emergency Program Coordinator (EPC)	
Amount: \$10,000.00	One time: <input type="checkbox"/>	Ongoing: <input checked="" type="checkbox"/>	Rank: Med

DESCRIPTION

Funding to increase the available time for the EPC to complete duties. This will increase the annual budget to \$50,000 from its current \$40,000.

RATIONALE

Additional tasks that are required of the EPC:

- Responding to provincial requests for involvement in legislative changes.
- Co-chairing the Regional Emergency Planning Committee (Lower Mainland)
- Participating in regional emergency exercises
- Attendance at regional emergency meetings hosted by IPREM or EMCR.
- Preparation of UBCM grants for emergency program.

FINANCIAL IMPLICATIONS

This request is for an additional \$10,000 annually to complete EPC duties as per enhanced legislative requirements.



BUDGET SUPPLEMENTAL FORM

Date: Jan 5, 2024		Department: Emergency Program	
From: EPC Phil Folkersen		Item name: Hazard & Risk Assessment	
Amount: \$30,000.00	One time: <input type="checkbox"/>	Ongoing: <input checked="" type="checkbox"/>	Rank: Med

DESCRIPTION

Funding for a new emergency hazard and risk assessment.

RATIONALE

The 2023 provincial Emergency and Disaster Management Act requires a comprehensive emergency hazard identification and risk assessment completed for all municipalities. The village has never undergone an official provincially required risk assessment. This assessment is required to update the village emergency response plan and ensure that the plan meets regulatory requirements.

FINANCIAL IMPLICATIONS

This request is for \$30,000 to secure a consultant to conduct the hazard and risk analysis.



BUDGET SUPPLEMENTAL FORM

Date: Jan 5, 2024		Department: Emergency Program	
From: EPC Phil Folkersen		Item name: ESS Director Honourarium	
Amount: \$20,000.00	One time: <input type="checkbox"/>	Ongoing: <input checked="" type="checkbox"/>	Rank: Med

DESCRIPTION

An annual honourarium for the position of Director of Emergency Support Services (ESS)

RATIONALE

The current Director of ESS spends the equivalent of 8 hours per week on duties related to community ESS. The duties and responsibilities of this position have grown in recent years and are now beyond those of an unpaid volunteer.

The key ESS Director responsibilities include:

- Acts in a leadership role to oversee the Emergency Support Services Program and to ensure that all associated emergency plans are maintained and updated as appropriate.
- Supports, provides leadership, liaises, and collaborates with ESS volunteers, overseeing the selection, performance, recruitment, corrective measures, retention, and recognition of ESS volunteers in accordance with statutory requirements.
- Develops, facilitates, and evaluates the effectiveness of ESS educational material and presentations regarding various topics that include preparedness, response, and recovery planning for the community.
- Promotes public awareness of the ESS program and emergency preparedness and response planning through displays, presentations, and public meetings.
- Plans for, facilitates delivery of, and adjusts ESS training programs as required to meet all applicable regulations.
- Collaborates and communicates regularly with the Lions Bay Emergency Program Coordinator, Emergency Management and Climate Readiness (EMCR), and various organizations such as the Canadian Red Cross, Salvation Army, St. John Ambulance, and other NGO’s to facilitate an effective and efficient ESS program.
- Supports the sourcing of ESS resources, such as lodging and materials with local suppliers, service providers, and other agencies.



Other duties include:

- Plans, develops, implements and evaluates programs and operations to improve emergency support services program delivery.
- Provides business and technical guidance to the Emergency Program Coordinator, relative to ESS and operational readiness and ensures appropriate communication with key stakeholders and community associations.
- Ensures ongoing leadership in the delivery of Emergency Support Services, acts as the primary point of contact for ESS with other emergency management agencies, service providers, volunteers, and volunteer organizations.
- Develops educational and resource materials for distribution/presentation to a variety of audiences, participates in, and facilitates, public presentations and leads staff/volunteer training and development.
- Supports the sourcing of ESS resources, such as lodging and materials with local suppliers, service providers, and other agencies.

The current ESS Director has also:

- Received critical Emergency Operations Center (EOC) training and can be used as a resource if required.
- Visited neighbouring municipalities to facilitate mutual aid agreements.

FINANCIAL IMPLICATIONS

This request is for \$20,000.00 to recognize the importance of this position and the person providing this integral service to the community.

**BUDGET SUPPLEMENTAL DETAIL**

Date: 5 January 2024	Item: PW2024.1		
From: KB	Project: Highway Tank replacement		
Amount: 1,000,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 3

DESCRIPTION

1960-era Highway Tank known from recent diver inspection to be failing from the inside, and floor is suspected to have significant leaks. Drain valve rusted shut. With advent of upsized Harvey Tank, 21,000 iG capacity is no longer required: today only serves as a break-head (pressure reduction) vessel.

AECOM 2016 preliminary design would see tank replaced with a PRV, housed in a kiosk alongside a replacement of the adjacent PRV 3.

Quotes for the necessary design work have been requested from ISL, AECOM and Corollo.

IMP recommendations 21, 52.

RATIONALE

- Delivery by mid-July will reduce leakage to help anticipated 2024 supply constraints
- Replacement with a PRV will provide better pressures, to address fireflow deficiencies on Lions Bay Ave (subject to redo on hydraulic model)
- Offers zone flow/leak metering for 2 major branches of the mains network
- Addresses compromised water quality and Coastal Health involvement from failing tank materials
- Removes an eyesore and offers future use of area as a dog park.

FINANCIAL IMPLICATIONS

\$25,000 budgeted in 2023 for design. \$1,000,000 estimate is educated guess for temporary units, demo of current tank, drop-in dual-PRV kiosk, instrumentation, reinstallation of screen.

Candidate for \$998,000 BC Growing Communities Fund grant to address “community’s unique infrastructure and amenity demands?”



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.2		
From: KB	Project: End-Tidewater drainage		
Amount: 500,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 2	Risk 1

DESCRIPTION

Design and construction of 150 meters of pipe, including railway crossing (extent of required replacement to be confirmed by crawling and with CCTV). Repave full width of poor-moderate roadway. Crack seal and patch poor sections of roadway uphill of the culvert replacement.

IMP recommendation 47B

RATIONALE

Culvert is likely undermining along route and compromising sewer and watermain in area.

FINANCIAL IMPLICATIONS

Will get worse every year



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.3			
From: KB	Project: Klatt Public Safety building renovation			
Amount: 499,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 1	Risk 2	Rank 3

DESCRIPTION

Reduced-scope for renovation of Klatt Public Safety building, previously approved, to be delivered by 31 Dec., project managed by PW.

Architect: Millenia, Russ Meiklejohn

M&E: Integral Group, Stuart Hood

CM: Harrier Construction, Andrew Oliver

RATIONALE

Previously rationised.

FINANCIAL IMPLICATIONS

100% grant funded.

**BUDGET SUPPLEMENTAL DETAIL**

Date: 5 January 2024	Item: PW2024.4				
From: KB	Project: Connector Project including Wayfinding Signage				
Amount: 429,333	One time: <input type="checkbox"/>	Ongoing: <input type="checkbox"/>	Impact 2	Risk 1	Rank 3

DESCRIPTION

A la carte options for Translink's 75% grant-funded Walking Infrastructure to Transit (WITT) and Bicycle Infrastructure Capital Cost Sharing (BICCS) projects.

Existing design pulled by Council in late 2022, now being rescoped by citizen taskforce. Translink has assigned ISL Group, their captive engineering project group, as turnkey project managers (partially funded within grant).

RATIONALE

- Better public bus shelter
- Pedestrian access to LBBP

FINANCIAL IMPLICATIONS

Amount quoted represents full use of allocated funds at 75% grant funding, implying \$100,000 in taxpayer funding required. Given other demands this year, Municipality involvement here is necessarily minimal.

**BUDGET SUPPLEMENTAL DETAIL**

Date: 5 January 2024	Item: PW2024.5		
From: KB	Project: Magnesia intake reconstruction		
Amount: 333,333	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 1

DESCRIPTION

Reconstruct Magnesia Intake weir as a replica of successful Harvey weir to reducing clogging, improve organics separation, reduce servicing. Add adjacent settler/laundry/raceway to drop out gravel and sand to allow poorly performing and difficult to service settling building to be abandoned. Carollo Engineers producing quote for design and construction management.

RATIONALE

Improve reliability of intake, which blocks frequently (sometimes twice a day in leaf season, at onset of heavy rains, and during freshette), or for weeks at a time if it occurs when PW is constrained by access safety weather windows.

Nature of pool hydraulics currently means that it freezes at quite high temperatures.

FINANCIAL IMPLICATIONS

Savings of PW hours ranging from 2 to 28 hours a week, often OT or double-OT.

Date: 5 January 2024	Item: PW2024.6						
From: KB	Project: Bridge deck joints						
Amount: 320,000	One time: <input checked="" type="checkbox"/>	Ongoing: <input type="checkbox"/>	<table border="1"> <tr> <td>Impact</td> <td>Risk</td> </tr> <tr> <td>2</td> <td>3</td> </tr> </table>	Impact	Risk	2	3
Impact	Risk						
2	3						

DESCRIPTION

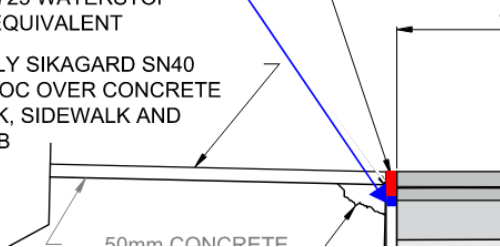
Bridge-deck joints connect the bridge to the road, allow tires to transition from one to the other, and provide for thermal expansion and contraction. Properly maintained bridge deck joints prevent premature deterioration and failure of the bridge. Visual and acoustic inspection of the joints of Lions Bay's seven public road bridges indicate remediation is urgently required to:

25mm wide x 75mm deep

HOT-POURED RUBBERIZED SEALANT (OR SIKAFLEX JOINT SEALER)

SIKADUR HYDROTITE CJ-0725 WATERSTOP OR EQUIVALENT

APPLY SIKAGARD SN40 LO VOC OVER CONCRETE DECK, SIDEWALK AND CURB



Expose and reseal joints

- Repair concrete spalling and cracking on abutments, soffits and footings as needed
- Mill and fill asphalt on approaches
-

RATIONALE

Needed to extend the service life of Lions Bay's seven public road bridges, and before rebar rots back so far that deck integrity is compromised. Neglect will lead to far more significant repair costs, while compromising safety.

FINANCIAL IMPLICATIONS

\$150,000 was approved for this project in 2022, but rescinded when the 325 Bayview bridge project expanded. Unit costs have increased significantly since then. Depending on extent of repair needed, this budget may not cover all bridges, but it will give an indication of how much more is required. Note that slumping SW approach of B01 (Lions Bay Ave. over Harvey Ck.) will be addressed in-house first, as soon as the lock-block retention structure design is produced by the assigned engineers (or others, if they don't get a move on).



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.7		
From: KB	Project: Design and construction of end-Mountain drainage culvert		
Amount: 200,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 2	Risk 2

DESCRIPTION

Existing underground concrete drainage pipe has deteriorated to the point that there is no bottom and a large sinkhole has formed in the Mountain cul-de-sac. Assume will require replacement of 40 meters of pipe, extent of required replacement to be confirmed with CCTV.

RATIONALE

Project approved for 2023. Repairs will only get more difficult as time goes on.

FINANCIAL IMPLICATIONS

\$150,000 approved in 2023 budget.



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.8		
From: KB	Project: SCADA equipment updates, zone flow metering		
Amount: 205,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 3

DESCRIPTION

- New SCADA programmable logic controllers (PLCs) at Yard, Mag Plant, Harvey Plant, KG STP, spare (current PLCs run under Windows NT virtual machines)
- 5 clamp-on flow/leak zone meters (in addition to flowmeters now on Upper Bayview PRV, Mountain PRV, and on LBA/Southview and Islevue pressure zones for PW2024.1); connectivity by cellular modem if signal exists, or hardwire)
- Trial three inline chlorine monitoring stations in parallel with current hand sampling approach (connectivity by cellular modem if signal exists, or hardwire)
- Trial two models of premise meters (driveby reading) at Marina and School.

IMP recommendations 11, 4, 7, 57, 58

RATIONALE

- We must find 350,000 GPD in leakage before August 2024 and zone metering allows us to narrow down problem areas and track repairs. Premise metering will unequivocally quantify usage at presumed large consumers, and demonstrate commitment vital for upcoming grant opportunities.
- Spares are not available for PLCs (lightning strike of Summer 2023 almost did us in)
- Chlorine monitoring provides live warning of decreasing residuals at the ends of the network and allow us to confidently reduce complaints of excessive chlorine.

FINANCIAL IMPLICATIONS

20% sewer / 80% water.

\$100,000 already funded in 2023 budget



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.9		
From: KB	Project: Design of watermain and drainage Oceanview Rd (215m)		
Amount: 150,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 2

DESCRIPTION

Design 215 m of watermain and drainage from 270 Oceanview to Highview, plus tie-ins to

- Main/drain on 415 m of Highview (design at \$80,000 and construction at \$100,000, which sounds low, approved in 2023)
- Main/drain of 90 m of Creekview (design and construction at \$225,000 approved in 2023)

IMP recommendation 8

RATIONALE

- The 1960s-era Oceanview cast iron main is beyond the end of its expected lifespan: rust nodules are likely the cause of fire flow deficiencies on Highview Place
- Given the drainage issues and visible slumping of Oceanview, it is believed mains joints themselves, as opposed to service lines, are a significant cause of leakage. This main needs to be replaced ASAP to ensure the safety and reliability of the water supply system; to get there we need a shovel-ready design.

FINANCIAL IMPLICATIONS

\$50,000 funded in 2023 budget



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.10		
From: KB	Project: Pride Trail rebuild		
Amount: 70,000	One time: <input type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 2

DESCRIPTION

Extension of existing no-post retaining wall 15 m and placement of 1 m boulders along Pride Trail, per MOTI specification.

Council approval of waiver of Purchasing Policy provided by resolution in 2023, and contractor appointed.

RATIONALE

MOTI requirement for Trail-user safety

Formalise use of OLOG property

Trail will be widened to allow maintenance by PW skid-steer.

FINANCIAL IMPLICATIONS

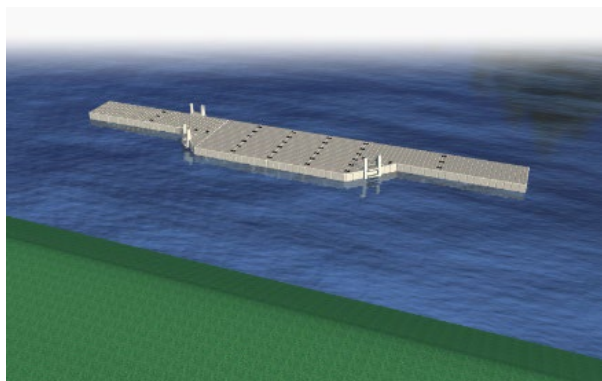
100% funded by MOTI



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.11		
From: KB	Project: LBBP - floating dock		
Amount: 50,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 3	Risk 2

DESCRIPTION



\$34,000: 65-foot long EZ-Dock product, with 3 ladders, grounding blocks and anchor attachments

\$16,000: 6 anchor blocks, shock line, mid-cable deadweights to manage 20' tidal range.

Expansion possible if proves successful

RATIONALE

- With recent unavailability of Marina to do the work at \$5000/cycle, logs and dock will cost \$16,000-20,000/year to put in and take out by barge. This product can be installed and removed by PW alone, even without a vehicle gate to the parking lot.
- Current barely floating slippery log boom near end of service
- Crush risk between heavy logs and dock

FINANCIAL IMPLICATIONS

Expected to last 20 years, with a 3 year ROI



BUDGET SUPPLEMENTAL DETAIL

Date: 5 January 2024	Item: PW2024.12		
From: KB	Project: Kuboda side-by-side utility vehicle		
Amount: 25,000	One time: <input checked="" type="checkbox"/> Ongoing: <input type="checkbox"/>	Impact 2	Risk 3

DESCRIPTION

Pending potential funding by HLOG of regrading, ditching and culverting of the Mag Intake access road as part of a Tunnel Bluffs Y toilets scheme, in lieu of utilising \$335,000 budgeted in 2023 to remediate the access road, purchase new Kuboda RTV-X diesel side-by-side utility vehicle to access Mag Intake. Unit would be stored inside Mag Plant fence.



RATIONALE

- Save wear and tear on trucks
- More likely to get through in heavy snow (as opposed to snowshoeing in)
- Trailer to LBBP service if Marina gate remains closed to us.

FINANCIAL IMPLICATIONS

Return \$315,000 to reserves, at least for now



Type	Committee Recommendation		
Title	Infrastructure Projects Recommendation to Council for 2024 Budget Year.		
Author	Neville Abbott	Reviewed By:	Anthony Greville
Date	December 27, 2023	Version	V2
Issued for	CotW Mtg January 09 and RCM January 23, 2024		

Recommendation:

THAT Council provide direction to staff with respect to the Infrastructure Committee Projects Recommendation to Council for 2024 Budget Year as follows:

1. The I.C. recommends, as the top priority, Council approve budget on bridge end repairs.
2. The major unfunded project within the Village is the replacement of the Highway Water Storage Tank at the entrance to the Village below Cross Creek bridge.
3. The reconstruction of the Magnesia Creek Intake (or full rebuild) is the third priority the I.C. feels must be addressed in 2024.
4. The fourth priority for 2024 is the need to significantly up-date, if not replace, the aging SCADA hardware and software.
5. The fifth project the I.C. feels should proceed in 2024 can be split into two separate sub projects; namely the replacement of the 90 m of water main on Creekview Place and the design for the replacement of the water main along Highview Place.
6. The final recommended project for 2024 is the requirement to provide pH adjustment to the finished water.

Attachments:

- (1) Draft minutes from Infrastructure Committee meeting of December 14, 2023

Key Information:

The Infrastructure Committee has been working with the Public Works Manager to review the extensive list of required infrastructure projects while attempting to determine the top priorities for 2024. We have based our priority weightings on safety, infrastructure life expectancy, need and budget criteria.



As a committee, we wish to submit the following six (6) recommendations to Council as it prepares the public works budgets for 2024. After a full and lengthy discussion during our 14 December meeting, the I.C. settled on the following projects as those it feels the Village should budget for and complete in 2024.

i. The I.C. recommends, as the top priority, Council approves a budget for bridge repairs. Bridge deck joints are critical components of a bridge structure as they provide essential functions such as accommodating thermal movements, allowing for vehicular traffic, and ensuring the safety and durability of the bridge. Properly designed and maintained bridge deck joints can help prevent premature deterioration and failure of the bridge, ensuring its long-term performance and safety.

The cost of these repairs increases each year with further deterioration and escalation. The recommendation is that the Cross Creek Bridge be the first bridge deck joints to be repaired and the real cost of these repairs be confirmed.

A previous budget request in 2022 of \$150k proved to be insufficient and a subsequent \$320K budget for 2023 was proposed. It has been suggested some, or all, of these funds have been reallocated to other bridge repairs and the amount of funding available from previous budgets needs to be confirmed.

Once the Cross Creek Bridge has been repaired, with the knowledge obtained, the PWM will be able to assess how many of the 8 bridges can be repaired within the available budget. The IC could weigh in with a further recommendation if necessary.

ii. The major unfunded project within the Village is the replacement of the Highway Water Storage Tank at the entrance to the Village below Cross Creek bridge. The current plan is to replace the tank with 2 PRV stations to supply the lower Village. It is believed the Highway Tank is the source of much of the water losses currently experienced, and its replacement was originally scheduled as a part of the project to replace the Harvey WTP reservoir. This is an immediate need and a “must do” for 2024. This project is expected to cost approximately \$1 mm, with only \$100,000 currently allocated and unspent.

iii. The reconstruction of the Magnesia Creek Intake (or full rebuild) is the third priority the I.C. feels must be addressed in 2024. This project is also currently unfunded. A budget figure of \$100,000 has been suggested, but an allotment of \$250,000 should be made.

The current proposal is to emulate/improve on Harvey Intake design and, as far as possible, replicate the same at Magnesia Creek. There is proof of concept with a full-scale application in place on Harvey Creek. The basic design work has been completed; however, it will need



to be modified for Magnesia Creek. This is essentially a “reinforced concrete and steel plate” project, but the expense will be due to the difficult access getting materials to site etc.

iv. The fourth priority for 2024 is the need to significantly up-date, if not replace, the aging SCADA hardware and software. The PWM reports he cannot find spare parts for the hardware when it fails. An initial review by the I.C. has shown much of the hardware is now over 35 years old, and no longer serviceable. The SCADA system needs to be rebuilt from the ground up to be far more robust and meet current Village needs and industry specifications. Currently, the I.C. is in the process of defining and clarifying the real concerns and therefore the real requirements. It is expected a “Requirements Document” report will be available at mid year that will outline exactly what needs to be done with some attached costing. Currently there is \$100,000 of allocated money not yet spent on this project.

v. The fifth project the I.C. feels should proceed in 2024 can be split into two separate previously funded sub projects; namely the replacement of the 90 m of water main on Creekview Place and the replacement of the water main along Highview Place. The previously requested budget is \$225,000 for the design & installation of the Creekview Place project and \$100,000 for the design only for Highview Place.

It is the opinion of the I.C. that the work on Creekview should proceed in 2024, after a responsible estimate has been secured, and that a responsible estimate for the Highview Place project be obtained in 2024, with a view to completing this work in 2025.

vi. The final recommended project for 2024 is the requirement to provide pH adjustment (elevation in pH and alkalinity concentration) to the finished water to bring our potable water quality into compliance with the GCDWQ and to alleviate any corrosion potential in the distribution system and in private households.

As a consequence of the Flint, Mi scandal, in 2015 Health Canada revised the guidelines for pH in potable water, classifying the Lions Bay water as corrosive and requiring chemical adjustment. This work needs to be completed as soon as possible.

A previous estimate, in 2021, indicated the costing for 2 dry soda ash feeders (one for each WTP) would total \$100,000. The best option is to pursue the dry soda ash (sodium carbonate) as carbonate alkalinity is critical for corrosion mitigation, however, a less expensive option is to provide hydroxide alkalinity using a small positive displacement pump to inject liquid sodium hydroxide (caustic soda).



We trust that Council will review these Committee recommendations in a positive light as all are necessary and are but a very small number drawn from the project list on hand. Should Council members require any technical background, please do not hesitate to contact us and the respective expert will be happy to answer any questions.

Options to Pursue Desired Result:

- (1) Finance Staff to confirm unspent budget available from previous budgeting cycles for these items.
- (2) WYM to incorporate these recommendations into his Supplemental Budget Requests for 2024.
- (3) Council to consider these requests during the CotW (budget session) on 09 January.
- (4) CotW recommendations to be presented to RCM on 23 January for approval on a case-by-case basis or in entirety.

Communication Plan: residents have statutory prescribed access to budgetary deliberations which will be complied with, no additional requirements are necessary as long as these are observed in best practice.



Type	Committee Recommendation		
Title	Infrastructure Projects Recommendation to Council for 2024 Budget Year.		
Author	Norm Barmeier	Reviewed By:	Neville Abbott
Date	Jan 08, 2023	Version	V1
Issued for	CotW Mtg January 09 and RCM January 23, 2024		

Recommendation:

THAT Council provide direction to staff with respect to the Climate Action Committee Projects Recommendation to Council for 2024 Budget Year as follows:

1. The CAC recommends Council approve budget on the hall heating upgrades using funds from the LGCAP program
2. The CAC recommends Council approve budget to spend the BC Recycling funding on the establishment of a mini-recycling depot at the Lions Bay works yard.

Attachments:

Brightspot energy audit reflecting the carbon emission benefits

Key Information:

The LGCAP funds - \$51k per year starting in 2023 (Staff to confirm)
 Estimate: \$150,000 over 3 years.

The CAC priority is getting the municipal hall heating system converted from heating oil to an electric air to air heat pump. The CAC is proposed a phase approach.

The first phase is replacing traditional heating oil with R100 Renewable Diesel Winter Blend which is expected to increase the total annual heating oil costs by roughly \$2,000-3,000 per year due to premium price of the R100 fuel.

While the furnace is running on R100 diesel for a season the CAC will work with staff can towards a detailed scope of work and tender package for the heating system replacement.

The second phase would be to replace the existing open wood burning fireplace with a certified and compliant wood burning fireplace to use as back-up heat in case of emergency, this is estimated to cost roughly \$10,000. This would allow for heating during a power outage and negate the need for an



upgrade to the back-up generator. The existing back-up generator is sufficient to power the existing load but would not be able to power the supplemental electric heaters used in the heat new heat pump. The cost of a replacement diesel generator to support the existing load plus the new heat pumps is estimated to be \$150,000 and deemed to be unnecessary because an alternative heating approach is available in the event of a power outage.

Replace the furnace with heat pumps for regular use which would require a power upgrade including new panels and a new or upsized service to the hall.

The budget for the heat pump retro fit is based on quotes for the heat pump replacement work and an estimate for the power upgrade:

Scope	Cost	Cost basis
200 Amp additional power	\$25,000 – 30,000	Estimate based on sit visit by electrical contractor.
Install 2 new heat pumps and remove 2 existing oil furnaces	\$44,518	Fixed quote based on site visit by vendor (2021 figures)
Optional: Window replacement in gym	\$30,620	Fixed quotes based on site visit by vendor (2021 figures)
Contingency	\$20,000	Uncertainty around power upgrade
TOTAL	\$125,138	Sum total including contingency
TOTAL with no window replacement	\$94,518	Sum total including contingency but excluding window replacement

BC Recycle program - \$25k per year, starting in 2022

Under the program we are obligated to spend \$5k on education, the balance on other program aligned initiatives.

The CAC feels a priority project would be a mini recycling depot at the works yard.

Scope	Cost	Cost basis
Education	\$5,000	estimate
Staff time to attend to mini depot at works yard	\$7,500/year	Work Yard staff x 4 hours, \$300 for 4 hours on Saturday. 6 months/year. = \$7,500 (6 months covered by Bear Smart)
Recycle pick up from work yard	\$3,600/year	Recyclable pickup by third party - \$300 / month= \$3,600
2 additional recycling bins at trail heads	\$5,000 each	Cost estimate from previous staff.
Total annual costs	\$11,000/year	Manage mini recycling depot
Total one time capital cost	\$15,000	Education and 2 additional recycling bins.



Options to Pursue Desired Result:

(1) Approve budgets to allow staff to plan for detailed execution, detailed budget development, and project plan for final approval by council.

Communication Plan: residents have statutory prescribed access to budgetary deliberations which will be complied with, no additional requirements are necessary as long as these are observed in best practice.