AGENDA
Committee of the Whole

Thursday, October 16, 2025, 6:00 p.m.
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.

- none

12. New Business

- none

13. Public Questions and Comments

14. Adjournment

Recommendation:
THAT the meeting be adjourned.

COMMITTEE OF THE WHOLE MEETING

OF THE VILLAGE OF LIONS BAY

MINUTES

October 9, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

In Attendance:	Mayor Ken Berry Councillor Neville Abbott Councillor Michael Broughton Councillor Ron McLaughlin
Staff In Attendance:	Chief Administrative Officer, Ross Blackwell Deputy Corporate Officer, Kristal Kenna Financial Officer, Joe Chirkoff Karl Buhr, Director of Operations

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1. Call to Order

Mayor Berry called the meeting to order at 6:00 PM

2. Closure of Council Meeting

No Closure of the meeting.

3. Reporting out from Closed portion of Meeting

No Closure of the meeting.

4. Adoption of Agenda

Moved by: Councillor Broughton
Seconded by: Mayor Berry

THAT the Agenda of October 9, 2025, Committee of the Whole be adopted as presented.

CARRIED

5. Public Participation

- none

6. Delegations

- none

7. Approval of Minutes of Prior Meetings

7.1 Committee of the Whole Meeting - October 2, 2025

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT the Committee of the Whole Meeting Minutes of October 2, 2025, be approved.

CARRIED

8. Business arising from the Minutes

- none

9. Unfinished Business

9.1 Budget 2026 Discussion

Staff outlined the budget process. Items will be discussed and then approved at the following meeting. The goal is to pass the budget before the end of December 2025. Supplementals will be reviewed in detail for capital projects. Financial Officer Joe Chirkoff will be available during office hours for more granular questions from Council.

A request from Council to receive a summary /worksheet of granular questions to avoid redundancy in information. Request that the budget as a whole be presented in tandem with line items.

Chief Administrative Officer suggested Council consider a Reserve Policy, to reserve a set amount of funds each year towards specific items, which helps create a standard baseline for saving regardless of council tenure.

In the event that significant budgetary requirements come out of the Core Fire Services Review, there will still be opportunity for budget amendments into 2026.

Councillor McLaughlin would like to see a budget reduction of $200k.

Staff requested that Council make the decisions on cuts as diminishing service levels are political.

10. Reports

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

- none

14. New Business

- none

15. Public Questions and Comments

- none

16. Adjournment

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT the Committee of the Whole Meeting be adjourned.

The meeting concluded at 7:53 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:

A. **VILLAGE OF LIONS BAY BUDGET FOLLOW-UP ACTION ITEM LIST**				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	AGREE OR MODIFY	STATUS
1	October___, 2025	Property tax increase – 3%		Ongoing
2	October___, 2025	Water fee increase – 5%		Ongoing
3	October___, 2025	Wastewater fee increase – 5%		Ongoing
5	October___, 2025	Solid Waste fee increase – 5%		Ongoing
6	October___, 2025	Administrative budget – approval		Ongoing
7	October___, 2025	Public works budget – approval		Ongoing
8	October___, 2025	Water budget – approval		Ongoing
9	October___, 2025	Fire budget – approval		Ongoing
10	October___, 2025	Parks budget – approval		Ongoing
11	October___, 2025	Solid Waste budget – approval		Ongoing
12	October___, 2025	Bylaw budget – approval		Ongoing
13	October___, 2025	EOC budget – approval		Ongoing
14	October___, 2025	Wastewater budget – approval		Ongoing
15	October___, 2025	Council budget – approval		Ongoing
16	October___, 2025	Planning budget – approval		Ongoing
17	October___, 2025	Capital requests – approval		Ongoing
18	October___, 2025	Operating supplementals – approval		Ongoing

5 Year Financial Plan 2026 - 2030

	2026	2027	2028	2029	2030
Revenues					
Taxation	2,103,715	2,166,827	2,231,832	2,298,787	2,367,750
Payments in Lieu of taxes	54,150	54,150	54,150	54,150	54,150
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	210,372	216,683	223,183	229,879	236,775
Utility Fees and Rates	1,555,650	1,633,433	1,715,104	1,800,860	1,890,903
Fees, Licenses and Permits	451,844	454,742	455,812	456,937	458,117
Grants	330,000	381,082	381,082	381,082	381,082
Other	261,836	231,370	236,769	186,369	178,058
Grand Total	**5,066,173**	**5,236,892**	**5,396,538**	**5,506,669**	**5,665,441**
Expenditures					
Amortization	720,603	684,573	650,344	617,827	586,936
General Government	1,201,564	1,231,112	1,260,081	1,289,969	1,320,813
Fire Services	500,454	510,867	521,655	532,835	544,424
Bylaw Services	193,364	198,307	203,402	208,656	214,075
Public Works	803,366	803,366	669,593	686,743	705,002
Planning and Development	52,555	53,729	54,935	56,174	57,445
Parks, Recreation and Facilities	250,983	256,905	262,732	268,956	275,366
Solid Waste	234,394	250,779	258,019	265,526	273,215
Wastewater	73,288	75,257	77,249	79,338	
Water Fund	716,970	755,789	776,089	880,838	904,629
Interest Payments	139,963	116,049	115,383	115,706	67,148
Grand Total	**4,887,503**	**4,936,732**	**4,849,483**	**5,002,568**	**4,949,054**
Surplus/(Deficit)	**178,670**	**300,160**	**547,055**	**504,100**	**716,387**
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	720,603	684,573	650,344	617,827	586,936
MFA Actuarial Gain on Debt	(52,634)	(49,646)	(79,238)	(43,433)	(41,015)
Cash Surplus	**846,639**	**935,087**	**1,118,162**	**1,078,494**	**1,262,307**
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(383,957)	(370,004)	(356,025)	(333,189)	(277,779)
Capital Expenditures	(6,498,439)	-	-	-	-
Transfer from (to) Reserves	6,344,735	(249,795)	(440,347)	(416,820)	(649,147)
Transfer to Reserves - Infrastructure Levy	(210,372)	(216,683)	(223,183)	(229,879)	(236,775)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,607)
Financial Plan Balance	**0**	**(0)**	**0**	**0**	**(0)**

Village of Lions Bay
2026 Draft Budget
General Fund - Water

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Water User Rates	1,048,665	1,103,076		1,158,229	1,216,141	57,911	5.0%
	Secondary Suite Fees	7,071	10,127		8,475	8,898	424	5.0%
	Connection Fees	600	600		600	600	-	0.0%
	Other - MFA Actuarial Gain	36,940	41,047		45,305	49,720	4,415	9.7%
	Prompt Payment Discounts	(13,459)	(14,710)		(17,640)	(18,522)	(882)	5.0%
	Total Revenues	**1,079,817**	**1,140,140**	-	**1,194,969**	**1,256,837**	61,868	5.2%
	Expenditures							
1	Amortization	207,223	219,226		233,164	335,662	102,498	44.0%
2	Data Connectivity	12,755	11,651		10,922	11,250	328	3.0%
3	Interest Payments	66,898	85,962		127,892	127,531	(361)	-0.3%
4	Insurance	49,218	53,908		51,206	52,743	1,536	3.0%
5	Maintenance	74,033	175,795		114,627	87,250	(27,377)	-23.9%
6	Materials, Supplies and Equipment	18,785	22,100		32,849	33,684	835	2.5%
7	Professional Fees / Contract Services	17,138	24,923		94,609	17,927	(76,682)	-81.1%
8	Salaries and Benefits	307,906	535,143		427,347	413,798	(13,549)	-3.2%
9	Sundry	2,644	921		2,652	2,732	80	3.0%
10	Training / Professional Development	2,256	2,896		6,100	6,283	183	3.0%
11	Utilities	15,973	15,939		17,240	17,757	517	3.0%
1	Internal Allocations	66,716	69,325		71,405	73,547	2,142	3.0%
	Total Expenditures	**841,545**	**1,217,789**	-	**1,190,013**	**1,180,163**	**(9,850)**	-0.8%
	Surplus / (Deficit)	**238,272**	**(77,649)**	-	**4,956**	**76,673**		

Notes

Water - Revenue (excluding MFA gain)	1,207,117
Water - Expenditures	1,180,163
Water - Surplus	26,954

Increase in Water Rate	Revenue	$ Increase
5%	1,216,141	
6%	1,227,723	11,582
7%	1,239,305	11,582
8%	1,250,888	11,582
9%	1,262,470	11,582
10%	1,274,052	11,582

*A 1% increase in user rate equals $11,505, or $18.51 per home

Accompanying Notes

1 Adjusting entry posted at year end

2

Consists of:	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
	DATA CONNECTIVITY					
Telephone & Communications	6,978	3,687	-	3,310	3,409	*Telus
PRV Communications	4,877	4,508	-	5,596	5,764	*Shaw
Intake Communications	901	3,456	-	2,016	2,076	*Shaw
	12,755	11,651	-	10,922	11,250	

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Consists of:	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
	INTEREST PAYMENTS					
Debt	895	544	-	544	183	*Brunswick $114k loan
Debenture Int-MFA	40,600	60,200	-	100,890	100,890	*Infrastructure $1.4m loans
Debenture Int-MFA	14,518	14,518	-	14,518	14,518	*Infrastructure $460k loan
Interest - Issue 150 Bylaw 508 - PRV's	11,940	11,940	-	11,940	11,940	*PRV $600k loan
DRF Financing Expenses	(1,055)	(1,220)	-	-	-	
	66,898	85,982	-	127,892	127,531	

4 Municipal Insurance Association - property insurance

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Consists of:	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
	MAINTENANCE					
Equipment Repair	234	87	-	-	-	
Routine Op & Mntc Contract	-	-	-	1,061	1,093	*PRV parts and maintenance
Routine Op & Mntc Contract	402	129	-	5,305	5,464	*PRV parts and maintenance
Emergency & Repair	-	4,380	-	-	-	*Misc
Routine Op & Mntc Contract	770	6,795	-	5,305	5,464	*PRV parts and maintenance
Routine Op & Mntc Contract	15,939	33,850	-	41,912	20,354	*PRV parts and maintenance
Emergency and Repair	3,491	1,364	-	5,305	5,464	*Bayview watermain
Reservoir / Intake Cleaning	540	2,212	-	-	-	*Divers
SCADA Maintenance	-	17,123	-	5,305	5,464	*Flow estimates, hydrometric data
Intake Maintenance	39,933	78,842	-	45,132	38,485	*Trojan parts
Hydrant Maintenance	12,724	31,013	-	5,305	5,464	*Hydrant major service/inspect
	74,033	175,795	-	114,627	87,250	

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Consists of:

MATERIALS, SUPPLIES, EQUIPMENT	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Office Supplies	205	-	-	-	-	
Water Supplies and Materials - General	142	310	-	796	820	
Materials & Supplies	6,580	1,228	-	5,305	5,464	
Materials & Supplies	7,142	92	-	3,713	3,825	
Chlorine Treatment	20,798	16,708	-	15,914	16,391	
Materials & Supplies	5,345	2,069	-	2,122	2,185	
Water - Intakes - Supplies	10,756	712	-	5,000	5,000	*UV Sensors
	50,970	21,120	-	32,849	33,684	

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Consists of:

PROFESSIONAL FEES, CONTRACT SERVICES	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Consultants	-	-	-	27,000	2,000	
Engineering	49,703	9,130	-	48,000	-	*Hydrovac
Contractors	2,162	-	2,801	9,000	5,000	*Intakes, generators
Rock Slope Remediation	21,150	-	-	-	-	*Rock scaling
Water Testing	6,033	8,008	22,308	10,609	10,927	*Metal content
	79,048	17,138	25,109	94,609	17,927	

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Consists of:

SALARIES AND BENEFITS	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Works Salaries - Water	134,630	242,032	-	292,384	275,606
Works Salaries - Water Intakes	52,516	101,343	-	-	-
Works Salaries - STANDBY - ON CALL	77,101	109,863	-	72,629	73,187
Water Projects - Harvey Creek	899	3,327	-	-	-
Benefits & Payroll Costs - Water	34,826	67,317	-	52,036	52,431
Benefits - WCB	7,933	11,261	-	10,297	10,239
	307,906	535,143	-	427,347	411,462

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

10 **Consists of:**

TRAINING, PROFESSIONAL DEVELOPMENT					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Water Course Certification	2,038	2,747	-	4,244	4,371
Association Dues	218	149	-	1,857	1,912
	2,256	2,896	-	6,100	6,283

11 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Solid Waste

Notes

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Garbage User Fees	211,576	221,608		232,855	244,498	11,643	5.0%
	Secondary Suite Fees	1,398	4,917		1,683	1,767	84	5.0%
	Miscellaneous Revenue (Recycle BC revenue)	28,939	29,186		26,990	45,590	18,600	68.9%
	Prompt Payment Discounts	(4,804)	(5,175)		(5,926)	(6,222)	(296)	5.0%
	Total Revenues	**237,109**	**245,774**	**-**	**255,602**	**285,633**	**30,031**	11.7%
	Expenditures							
	Mini-recycling depot	1,508	-	-	11,000	10,300	(700)	-6.4%
1	Collection Contract	62,104	56,997		62,988	64,878	1,890	3.0%
2	Recycle Removal Contract	47,846	62,306		63,964	65,883	1,919	3.0%
3	Green Waste Contract	73,073	72,096		81,392	83,833	2,442	3.0%
4	Salaries and Benefits	-	-		8,446	-	(8,446)	-100.0%
5	Internal Allocations	9,500	9,500		9,500	9,500	-	0.0%
	Total Expenditures	**194,031**	**200,899**	**-**	**237,289**	**234,394**	**(2,895)**	-1.2%
	Surplus / (Deficit)	**43,079**	**44,875**	**-**	**18,313**	**51,239**		

Notes

Solid Waste - Revenue	285,633
Solid Waste - Expenditures	234,394
Solid Waste - Surplus	51,239

Increase in Solid Waste Rate	Revenue	$ Increase
5%	244,498	
6%	246,826	2,329
7%	249,155	2,329
8%	251,484	2,329
9%	253,812	2,329
10%	256,141	2,329

*A 1% increase in user rate equals $2,218, or $3.72 per home

Accompanying Notes

1 Waste control services

2 Waste control services

3 Waste control services

4

	SALARIES AND BENEFITS				
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Solid Waste Salaries	-	-	-	6,962	-
Solid Waste Benefits	-	-	-	1,239	-
Solid Waste WCB	-	-	-	245	-
	-	-	-	8,446	-

*Actual hours are based on timesheets recorded by public works staff

5 Year end adjusting entry

Village of Lions Bay
2026 Draft Budget
General Fund - Wastewater

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Utility Fees and Rates	82,123	86,099		90,487	95,012	4,524	5.0%
	Parcel Taxes	98,606	98,606		98,606	98,606	-	0.0%
	Secondary Suite Fees	8,709	9,683		9,265	9,728	463	5.0%
	Connection Fees	(600)	-		-	-	-	n/a
	Prompt payment discount	(1,550)	(1,652)		(1,902)	(1,997)	(95)	5.0%
	Total Revenues	**187,289**	**184,021**	**-**	**196,457**	**201,349**	4,893	2.5%
	Expenditures							
1	Amortization	36,200	36,200		36,200	36,200	-	0.0%
	Communications	2,186	1,981		1,029	1,060	31	3.0%
	Insurance	6,148	6,734		6,396	6,524	128	2.0%
2	Maintenance	23,736	32,258		81,620	32,324	(49,295)	-60.4%
3	Material, Supplies and Equipment	-	-		2,184	2,249	66	3.0%
4	Salaries and Benefits	13,958	31,783		21,114	20,184	(930)	-4.4%
	Sundry	463	463		2,432	2,543	111	4.6%
	Training / Professional Development	900	-		1,092	1,125	33	3.0%
5	Utilities	3,468	8,528		3,183	3,278	95	3.0%
1	Internal Allocations	4,000	4,000		4,000	4,000	-	0.0%
	Total Expenditures	**92,608**	**115,279**	**-**	**159,250**	**109,488**	**(49,762)**	-31.2%

Notes

Wastewater - Revenue	201,349
Wastewater - Expenditures	109,488
Sewer - Surplus	91,861

Increase in Sewer Rate	Revenue	$ Increase
5%	95,012	
6%	95,916	905
7%	96,821	905
8%	97,726	905
9%	98,631	905
10%	99,536	905

*A 1% increase in user rate equals $905, or $10 per home

Accompanying Notes

1 Adjusting entry recorded at year end

2

MAINTENANCE						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**	
Pump Out - Plant	23,615	28,788	-	26,523	27,318	*WWTP
Sewer Line Inspections	-	-	-	12,000	-	
Outfall Monitoring & Maintenance	121	-	-	530	546	
Equipment Repair	-	3,470	-	42,036	3,913	*Spare gearbox for RBC
SCADA Maintenance	-	-	-	530	546	
	23,736	32,258	-	81,620	32,324	

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MATERIALS, SUPPLIES						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**	
Sewer General Operations - Supplies	-	-	-	2,184	2,249	*STP repair
	-	-	-	2,184	2,249	

4

SALARIES AND BENEFITS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Works Salaries - Sewer	12,159	28,483	-	17,547	16,405
Employees Benefits - Sewer	1,800	3,300	-	3,567	3,779
	13,958	31,783	-	21,114	20,184

5 BC Hydro

Village of Lions Bay
2026 Budget
2026 Budget Capital Requests - Funding

ID	LIKELI - HOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	$/RISK	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant/Loan funding remaining	Deferred to future years	2026 municipal funding required
PW	8	6	82,083	Universal water metering (Grant Funded)	3,940,000	-	3,940,000	-	3,940,000	-	-
PW	8	8	20,313	CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000	-	1,300,000	-	1,300,000	-	-
PW	5	7	35,000	HiTAP and successor projects	1,225,000	621,561	603,439	378,439	-	225,000	-
PW	7	8	6,071	Project SCORE (SCada Operations Rework - MAGIIC and HAWAII)	340,000	50,000	290,000	155,000	-	-	135,000
PW	5	5	8,000	pH water adjustment	200,000	-	200,000	-	-	-	200,000
PW	6	3	6,944	Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000	-	125,000	125,000	-	-	-
PW	6	3	5,556	Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000	-	100,000	-	-	100,000	-
PW	8	1	11,250	Creekview.1:Design to Replace 90m 8"CI	90,000	-	90,000	-	-	90,000	-
PW	7	3	2,381	Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000	-	50,000	50,000	-	-	-
FIRE2025-1	1	2	22,500	FIRE -Forklift/backhoe	45,000	-	45,000	45,000	-	-	-
PW	8	5	1,038	Oceanview from PRVs 2/3 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500	-	41,500	-	-	41,500	-
PW	5	5	2,000	Replace stairs at back of Municipal Hall	50,000	-	50,000	-	-	-	50,000
PW	5	5	800	Repair stairs front of Municipal Hall	20,000	-	20,000	-	-	-	20,000
PW	10	10	50	Kitchenette for Klatt Building	5,000	-	5,000	-	-	-	5,000
PW	5	5	400	Smartlocks for all Municipal facilities	10,000	-	10,000	-	-	-	10,000
PW	5	8	1,250	All Hazard Risk Assessment (Phase I)	50,000	-	50,000	-	-	-	50,000
PW	5	5	1,400	New Ford F150 to replace rusted out one in the yard	35,000	-	35,000	-	-	-	35,000
					7,626,500	**671,561**	**6,954,939**	**753,439**	**5,240,000**	**456,500**	**505,000**

Capital Cost Remaining	(6,954,939)
Grant funding remaining	5,240,000
Draw from reserves (previously taxed)	753,439
Draw from reserves (current)	505,000
Deferred	456,500
	-

Village of Lions Bay
2026 Draft Budget
Supplementals - Operating Costs

Department	Description	Estimated cost	Budgeted previously and unspent	Grant funding	2026 municipal funding required	Ongoing /One Time
PW	Vegitation Management	50,000	-	-	50,000	Ongoing
PW	Mag Intake access road, roadbase pending $1 mil. + diching-culverting-grading	40,000	40,000	-	-	One time
PW	3 sets summer tires	18,000	18,000	-	-	One time
PW	B service on 72 hydrants (A/B completed in 2024)	36,000	36,000	-	-	One time
PW	Vehicle maintenance budget: repair of aging vehicles	24,000	-	-	24,000	One time
PW	12 Hydrovac service calls for service line daylighting	48,000	48,000	-	-	One time
PW	New technician (1 FTE)	-	-	-	-	DEFERRED
Admin	Planning work	300,000	-	-	300,000	One time
Admin	OCP update	70,000	-	-	70,000	One time
Admin	Bylaw updates (5 x $35,000)	175,000	-	-	175,000	One time
Fire	*Fire Chief Full time; Current budget is $50,000 for part time	120,000	50,000	-	70,000	Ongoing
		881,000	192,000	-	689,000	