



**REGULAR COUNCIL MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 3, 2023, AT 6:00 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. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Labour
- B. Legal

Recommendation:

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

Council will reconvene the open meeting at 7 pm to consider the balance of the Agenda

- 3. Reporting out from Closed portion of Meeting**
- 4. Adoption of Agenda**
- 5. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 6. Delegations (10 minutes maximum)**
 - A. Farrah Azordegan – Lower Kelvin Grove (*page 5*)
- 7. Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – September 19, 2023 (*page 7*)
- 8. Business Arising from the Minutes**
- 9. Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
265	Feb 21, 2023	Follow up with Ministry regarding Vacancy Tax and Report back to Council	Councillor Reuter	On-Going
284	June 20, 2023	Contact the local Member of Parliament and Member of the Legislative Assembly to inform of CN Rail's request and seek required support	Councillor Broughton	On-Going
287	June 20, 2023	Update diesel reports with recent information and report back to Council	PWM, Karl Buhr	On-Going
293	July 18, 2023	Bayview Bridge	PWM, Karl Buhr	On-Going
294	July 18, 2023	Research best practices for Correspondence and Communication Policies, 1401 and 1405, for Council's consideration.	CAO, Ross Blackwell	On-Going
295	September 19, 2023	Review Procurement Policy	CAO, Ross Blackwell	On-Going
296	September 19, 2023	Audit and Annual Report	CAO, Ross Blackwell and Controller, Joe Chirkoff	On-Going

297	September 19, 2023	Cost-benefit analysis on document storage options	CAO, Ross Blackwell	On-Going
298	September 19, 2023	Review Evacuation Plan	Council	On-Going
299	September 19, 2023	Staff time on climate action initiative	CAO, Ross Blackwell	On-Going

10. Reports

A. Staff

- i. Financial Officer appointment discussion – verbal report – CAO
- ii. Finance, Budget vs Actual Tracking – Controller (*page 17*)
- iii. Klatt Building update – verbal report – Public Works Manager

B. Mayor

- i. Kelvin Grove/Lions Bay Connector Project – verbal report
Recommendation:
THAT Council direct staff to bring the Kelvin Grove/Lions Bay Connector Project back to Council and Public for review and implementation.
- ii. Fire Smart Initiatives – verbal report
Recommendation:
THAT Council direct the Lions Bay Fire Chief to identify a Fire Smart Coordinator, and work together with Staff on the implementation of Fire Smart Initiatives; And, if required, make recommendations for consideration in the 2024 Budgeting process.

C. Council

- i. Councillor’s Cunliffe and Broughton - Lions Bay Beach Park update – verbal report
- ii. Councillor Broughton: UBCM – verbal report
- iii. Councillor Abbott: Code of Conduct – verbal report
- iv. Councillor Broughton: Parking Committee – verbal report
Recommendation:
THAT Council move forward with a Parking Committee to address parking concerns in various parts of Lions Bay, with TOR as required.
THAT Council request the EPC pursue updating the Village Evacuation Plan on a priority basis.
THAT Council support the Fire Chief and staff in implementing Firesafe recommendations on a priority basis.
- v. Councillor Broughton: Village Update

D. Committees

- i. Mayor Berry: Grants and Fund-Raising Standing Committee (*page 33*)
Recommendation:
THAT Council approve the Terms of Reference of the Grants and Fund-Raising Standing Committee.
- ii. Councillors Abbott and Reuter: Climate Action Committee (*page 37*)
 - R100 Diesel for Hall

- Approve TOR

Recommendation:

THAT Council approve the updated Terms of Reference of the Climate Action Committee.

E. Emergency Services

- i. RCMP Report (*page 44*)

11. Resolutions

12. Bylaws

13. Correspondence

- A. List of Correspondence to September 28, 2023 (*page 46*)

14. New Business

15. Public Questions and Comments (2 minutes on any topic discussed in this meeting)

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

***Please forward the Delegation Request Form to the Village Office by 12:00PM, the Thursday prior to the regular Council meeting.**

Delegations may speak for a maximum of 10 minutes total*

PREFERRED COUNCIL MEETING DATE (Click Here for Calendar)	DATE RECEIVED BY OFFICE (Office Use)
October 3, 2023	

APPLICANT NAME & CONTACT INFORMATION

Last Name Azordegan	First Name Farrah	
Street Address [REDACTED]	Apartment/Unit	
City Lions Bay	Province BC	Postal Code V0N2E0
Primary Contact No. [REDACTED]	FAX:	
Email Address [REDACTED]		

NAME OF PRESENTER(S)/ORGANIZATION

1. Farrah Azordegan
2.

Supporting Documentation (optional): Any visual presentation or supporting material (handouts, notes, etc.) must be submitted by 12pm on the Thursday prior to your requested meeting date.

SUBJECT OF PRESENTATION and REQUESTED ACTION:

To discuss Issues at Lower Kelvin Grove



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL DELEGATION INFORMATION

COUNCIL PROCEDURES BYLAW No. 476, 2015, as amended

- Council meeting dates can be found by visiting our website ([click here](#))
- Subject to Council dispensation, speakers will be limited to the subject matter and to a total of 10 minutes, regardless of the number of speakers
- Delegations concerning a bylaw where a public hearing has been held will not be permitted
- Subject to Council dispensation, the maximum number of delegations per meeting is three (3)
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council

OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet
- Please provide the Municipal Coordinator with any relevant notes, if not handed out or published in the agenda
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

HELPFUL APPLICATION AND PRESENTATION SUGGESTIONS

- Notify the Municipal Coordinator in writing seven days prior to the requested meeting date: office@lionsbay.ca
- Please arrive early. Delegations are scheduled at the start of the meeting
- Presentations are directed to Council and communication is made through the Chair (Mayor)
- Be concise. It is highly recommended to leave room for questions within the 10 minutes
- Support your position with facts and be prepared to answer questions from Council
- A respectful approach is appreciated, and debates are generally not permitted during the presentation

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

MAIL: Village of Lions Bay, PO BOX 141, 400 Centre Road, Lions Bay, BC V0N 2E0
IN PERSON: Village of Lions Bay, 400 Centre Road, Lions Bay, BC V0N 2E0
FAX: 604.921.6643
EMAIL: office@lionsbay.ca

Village Office hours are Monday to Friday, 9 a.m. to 4 p.m.
General inquiries: 604.921.9333

For more information, contact Linda Brick, Municipal Coordinator at 604.921.9333 or office@lionsbay.ca

APPLICANT'S DECLARATION

I understand and agree to these procedures for delegations

SIGNATURE	DATE
	SEP 27, 2023

Office Use Only:

<input type="checkbox"/> APPROVED for Council meeting on:	<input type="checkbox"/> DECLINED
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**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, SEPTEMBER 19, 2023 at 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe
Councillor Marcus Reuter

Staff: Ross Blackwell, Chief Administrative Officer
Marina Blagodarov, Acting Municipal Coordinator
Karl Buhr, Public Works Manager
Justine Wiklo, Raincoast Ventures Ltd. (via videoconference) (Recorder)

Public: 3 in person; 27 via videoconference

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. Closure of the Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Labour
- B. Legal

Moved/Seconded

BE IT RESOLVED THAT all motions, initiatives, or actions to limit or restrict the authority or actions of the Mayor take place in the Open Session.

DEFEATED

(Councillors Abbott, Cunliffe, and Reuter Opposed)

Moved/Seconded

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

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- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

CARRIED

Meeting returned to open session at 7:00 p.m.

- 3. Reporting out from Closed portion of Meeting**
None.

4. Adoption of Agenda

Moved/Seconded

THAT the agenda for the September 19, 2023, Regular Council Meeting be adopted with the following amendments:

- Removal of Item 10.B.ii
- Addition of Item 10.C.ii Update on the North Shore Standing Committee on Substance Abuse
- Addition Item 8.B Bear Smart Update.

CARRIED

5. Public Participation

A. Marek Sredski

Marek Sredski expressed concerns regarding the behaviour of Council in meetings, noting the need to be respectful towards one another and the community.

The meeting recessed at 7:19 p.m., and resumed at 7:23 p.m.

B. Kambiz Azordegan

Kambiz Azordegan thanked Council for keeping the parking lots closed and noted concern that the formation of a Parking Committee was not on the agenda.

Mayor Berry responded, noting that comments could be submitted in writing regarding the parking signage to the Public Works Manager, and that staff would respond in writing.

6. Delegations

None.

7. Review and Approval of Minutes of Prior Meetings

A. Special Council Meeting – August 31, 2023

Moved/Seconded

THAT the Special Council Meeting Minutes of August 31, 2023 be approved with the following addition on Page 7: “The Village of Lions Bay does not meet the critical threshold to close access to the trails.”

DEFEATED

(Councillors Abbott, Cunliffe and Reuter Opposed)

Moved/Seconded

THAT the Special Council Meeting Minutes of August 31, 2023, be approved as presented.

CARRIED

B. Regular Council Meeting – September 5, 2023

Moved/Seconded

THAT the Regular Council Meeting Minutes of September 5, 2023, be approved with the following amendments:

- Page 14, Item 10.D.i, correct September 18 to September 19
- Page 14, Item 10.D.i, strike “as of today”.

CARRIED

8. Business Arising from the Minutes

A. Procurement Policy

Council discussed additional suggestions for amendments to the Procurement Policy.

ACTION: It was requested that Ross Blackwell, Chief Administrative Officer, review the Procurement Policy.

B. Bear Smart Update

Councillor Abbott advised that Chris Forward would be the Bear Smart Liaison, and that a Bear Smart meeting had taken place.

9. Unfinished Business

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
265	Feb 21, 2023	Follow up with Ministry regarding Vacancy Tax and Report back to Council	Councillor Reuter	On-Going
284	June 20, 2023	Contact the local Member of Parliament and Member of the Legislative Assembly to inform of CN Rail’s request and seek required support	Councillor Broughton	On-Going
285	June 20, 2023	Apply for the Disaster Mitigation and Adaptation Fund or otherwise report back to Council	Staff	
287	June 20, 2023	Update diesel reports with recent information and report back to Council	PWM, Karl Buhr	On-Going
289	July 4, 2023	First draft of the Local Government Climate Action Program Report for the Climate Action Committee’s review	Controller, Joe Chirkoff	On-Going
290	July 18, 2023	Identify information sources in the Local Government Climate Action Program Report for review at an	Controller, Joe Chirkoff	On-Going

		upcoming Climate Action Committee meeting.		
291	July 18, 2023	Procurement Policy	CAO	On-Going
292	July 18, 2023	Renewable Diesel Discussion	PWM, Karl Buhr	On-Going
293	July 18, 2023	Bayview Bridge	PWM, Karl Buhr	On-Going
294	July 18, 2023	Research best practices for Correspondence and Communication Policies, 1401 and 1405, for Council's consideration.	CAO	Deferred
295	September 5, 2023	Council meet with stakeholders regarding the Klatt Building, and work with Dave Butler to have a permit re-issued	Council	On-Going

Councillor Broughton provided an update on Action Item 284, noting that a meeting with Tyler Vanic, CN representative, would occur at the upcoming Union of BC Municipalities Convention.

It was noted that Action Items 285, 289, 290 and 292 could be removed from the list.

Public Works Manager Karl Buhr provided an update on Action Item 293, advising that the bridge was near completion.

Action Item 294 was re-assigned to the CAO, with the addition of Correspondence and Communication Policy 1401 and 1405.

An update was provided regarding Action Item 295, noting that a meeting had taken place, a construction manager had been appointed, and the requirements of the grant would be met.

10. Reports:

A. Staff

i. Update of Audit and Annual Report Status

The CAO advised that the Annual Report was not typically amended by Council.

ACTION: It was requested that Chief Administrative Officer Ross Blackwell meet with Financial Controller Joe Chirkoff regarding the Audit and Annual Report.

ii. Storage Container

The CAO advised that both physical and digital records were required to be retained as per statutory obligations, and that many communities use central document storage facilities that meet requirements for storage.

ACTION: It was requested that the Chief Administrative Officer complete a cost-benefit analysis on document storage options, and report to Council.

B. Mayor

i. Distribute the Village Evacuation Plan and the Community Emergency Plan
 Moved/Seconded

BE IT RESOLVED THAT for the safety of the Village, Council instruct staff to release the previously published 2022 Emergency Plan and the July 2022 Community Emergency Plan in a special edition of the Village Update on September 20th, 2023.

CARRIED

(Councillors Abbott and Reuter opposed)

ACTION: It was requested that Council review the Evacuation Plan.

iii. Access to Private Property
 Moved/Seconded

BE IT RESOLVED THAT a Bear Smart representative must obtain written approval to enter private resident property.

DEFEATED

(Councillors Abbott, Cunliffe, and Reuter opposed, Mayor Berry abstained)

iv. Klatt Building Update

This item was considered under Item 9 Unfinished Business.

C. Council

i. Butterfly Way Project Update

Councillor Abbott offered congratulations to Val Morton and team on achieving the David Suzuki Foundation Butterfly Way status by having 12 recognized gardens in Lions Bay.

ii. Update on the North Shore Standing Committee on Substance Abuse

Councillor Cunliffe advised that Metro Vancouver would be promoting a substance abuse campaign and the Village was requested to provide support.

Moved/Seconded

THAT in principle, the Village of Lions Bay supports the forthcoming campaign by the North Shore Standing Committee to raise awareness on the overdose crisis that is taking place, and has been taking place for years, in Metro Vancouver.

CARRIED

D. Committees

i. Climate Action Committee – RFD & Resident Survey

Councillor Abbott provided an update on the Climate Action Committee, noting that two actions had been brought forward: a communications campaign through the Village Update and a climate action survey.

ACTION: It was requested that the resolution regarding staff time on the climate action initiative be brought to the Chief Administrative Officer for consideration.

ii. Lions Bay Beach Park Advisory Committee Update

Councillor Broughton provided an update on the Lions Bay Beach Park Advisory Committee, noting that three requests for proposal had been awarded for architecture of the washroom and structures, construction management, and the playgrounds. A report would be given at the Council Meeting on October 3, 2023.

E. Emergency Services

None.

11. Resolutions

A. Appointments

Moved/Seconded

THAT Ross Blackwell be appointed as Chief Administrative Officer;

THAT Ross Blackwell be appointed as Corporate Officer;

THAT Ross Blackwell be appointed as Approving Officer;

THAT Ross Blackwell be appointed as a Bylaw Enforcement Officer;

THAT Ross Blackwell be appointed as a Bylaw Enforcement Screening Officer;

THAT Ross Blackwell be appointed as the Head for the purposes of the Freedom of Information and Protection of Privacy Act; and

THAT Ross Blackwell be added as a banking signatory in accordance with the requirements of the Bank of Nova Scotia;

WITH ALL appointments effective immediately.

CARRIED

B. Reconsider Closure of Parking Used to Access Trails

The CAO requested that this item be considered as part of a Special Council meeting.

Moved/Seconded

THAT Mayor Berry call a Special Meeting of the Council on September 21, 2023, at 5:00 p.m.

CARRIED

Moved/Seconded

THAT the previous motion be rescinded.

CARRIED

Moved/Seconded

THAT Mayor Berry call a Special Meeting of the Council on September 21, 2023, at 4:00 p.m.

CARRIED

C. Rail Safety Week

Moved/Seconded

WHEREAS Rail Safety Week is to be held across Canada from September 18-24, 2023; WHEREAS 232 railway crossing and trespassing incidents occurred in Canada in 2022, resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media, and others to raise rail safety awareness;

WHEREAS CN Rail has requested the Village of Lions Bay Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives, and prevent injuries in communities, including our municipality;

IT IS HEREBY RESOLVED to support national Rail Safety Week to be held from September 18-24, 2023.

CARRIED

12. Bylaws

None.

13. Correspondence

A. List of Correspondence to September 14, 2023

The list of correspondence was included with the meeting materials for information.

Moved/Seconded

THAT general and resident correspondence be received for information; and
 THAT the following actions be taken with respect to the correspondence:

- Actions to re-instate BlockWatch
- The Chief Administrative Officer to read the communication policies.

CARRIED

14. New Business

None.

15. Public Questions and Comments

None.

16. Resumption of Closed Council Meeting

Moved/Seconded

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

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- (d) the security of the property of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

CARRIED

The open meeting adjourned at 9:07 p.m. and resumed at 9:43 p.m.

17. Reporting out from Closed Council Meeting

None.

18. Adjournment

Moved/Seconded

THAT the September 19, 2023, Open Session of the Regular Council Meeting for the Village of Lions Bay be adjourned.

CARRIED

The open meeting adjourned at 9:43 p.m.

Mayor

CAO

Date Adopted by Council:	
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**Village of Lions Bay
 Statement of Financial Position
 June 30, 2023**

	<u>June 2023</u>	<u>December 31 2022</u>
Financial Assets		
Cash and cash equivalents	6,456,097	5,663,477
Accounts receivable	3,987,398	187,703
Grant receivable	3,644	7,739
Other assets	0	0
Debt reserve fund	<u>37,633</u>	<u>37,633</u>
	<u>10,484,772</u>	<u>5,896,552</u>
 Liabilities		
Accounts payable	222,040	788,056
Sick, overtime, wellness and vacation payable	39,656	55,982
Deferred revenue	108,343	78,896
Developer deposits	152,100	168,500
Capital lease obligation	28,958	41,752
Long term debt	<u>1,803,909</u>	<u>1,890,237</u>
	2,355,006	3,023,424
 Net Financial Assets (Debt)	<u>8,129,766</u>	<u>2,873,128</u>
 Non-Financial Assets		
Tangible capital assets	23,934,683	23,871,310
Prepaid expenses	<u>24,754</u>	<u>38,410</u>
	23,959,437	23,909,720
 Accumulated Surplus	<u>32,089,203</u>	<u>26,782,848</u>

Village of Lions Bay
 Statement of Operations
 June 30, 2023

	Financial Plan 2023	June 2023	% of Financial Plan	Over (Under) Budget	December 31 2022
Revenue					
Taxation	2,109,101	3,923,740	86%	1,814,639	1,998,221
Utility user rates	1,343,829	1,324,434	-1%	(19,395)	1,257,157
Government transfers	2,036,053	1,354,926	-33%	(681,127)	520,755
Sale of services	436,736	187,066	-57%	(249,670)	427,471
Other revenues	264,321	94,651	-64%	(169,670)	233,438
Gain on sale of asset held for sale	0	0	0%	0	0
Gain (loss) on disposal of tangible capital assets	0	0	0	0	40,500
	<u>6,190,040</u>	<u>6,884,817</u>	<u>11%</u>	<u>694,777</u>	<u>4,477,542</u>
Expenses					
General departmental expenses	3,477,282	1,345,767	-61%	(2,131,515)	3,472,127
Water system operations	1,077,868	311,571	-71%	(766,297)	986,612
Sewer system operations	121,037	26,212	-78%	(94,825)	105,514
	<u>4,676,187</u>	<u>1,683,550</u>	<u>-64%</u>	<u>(2,992,637)</u>	<u>4,564,253</u>
Annual Surplus	1,513,853	5,201,267			(86,711)
Accumulated Surplus, beginning of year	26,782,849	26,782,849			26,869,560
Accumulated Surplus, end of year	<u>28,296,702</u>	<u>31,984,116</u>			<u>26,782,849</u>

**Village of Lions Bay
Segment Data
June 30, 2023**

Department	Fiscal Year Ended 2022			Fiscal Year to Date 2023				
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	2023 Budget	Variance to Budget
Admin	2,646,692	1,520,256	1,126,436	5,281,301	392,756	4,888,545	2,877,350	2,011,195
Council	0	80,080	(80,080)	0	30,876	(30,876)	(84,429)	53,553
EOC	28,333	74,095	(45,762)	17,236	33,746	(16,510)	(46,137)	29,627
Bylaw	281,822	129,221	152,601	109,786	53,322	56,464	121,537	(65,073)
Fire	36,949	347,267	(310,318)	1,092	139,999	(138,907)	(373,212)	234,305
Parks	15,586	311,701	(296,115)	7,608	124,904	(117,296)	(278,947)	161,651
Planning	47,406	44,908	2,498	15,125	15,787	(662)	(5,798)	5,136
Public Works	0	757,989	(757,989)	0	395,917	(395,917)	(809,463)	413,546
Water	1,036,020	986,612	49,408	1,043,374	311,571	731,803	30,230	701,572
Solid Waste	206,745	198,788	7,957	222,375	90,354	132,021	20,787	111,233
Sewer	177,989	105,514	72,476	186,921	26,212	160,709	61,934	98,775
Capital	0	7,823	(7,823)	0	68,107	(68,107)	0	(68,107)
Total	4,477,542	4,564,254	(86,711)	6,884,817	1,683,550	5,201,267	1,513,853	3,687,414

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Administration

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees, licenses, permits, fines	28,211	7,682	10,750	3,068	28.5%	
Other	198,111	93,559	194,781	101,222	52.0%	1
Grants	520,755	1,354,926	2,036,053	681,127	33.5%	2
Taxation	1,899,615	3,825,134	2,010,495	(1,814,640)	-90.3%	3
Total Revenues	2,646,692	5,281,301	4,252,078	(1,029,223)		
Expenditures						
Amortization	340,087	-	441,650	441,650	100.0%	4
Communications	55,300	35,158	68,000	32,842	48.3%	
Fiscal Charges	27,751	2,044	19,150	17,106	89.3%	
Insurance	48,119	41,814	56,133	14,319	25.5%	
Internal Allocations	(53,500)	-	(65,216)	(65,216)	100.0%	4
Maintenance	18,601	2,932	13,485	10,553	78.3%	
Material, Supplies and Equipment	15,341	9,040	15,942	6,902	43.3%	
Professional Fees / Contract Services	182,878	36,547	192,067	155,520	81.0%	5
Salaries and Benefits	869,817	260,750	606,793	346,042	57.0%	6
Sundry	3,162	327	3,850	3,523	91.5%	
Training / Professional Development	10,883	3,425	11,750	8,325	70.9%	
Utilities	1,818	718	2,000	1,282	64.1%	
Total Expenditures	1,520,256	392,756	1,365,603	972,847	71.2%	
Surplus / (Deficit)	1,126,436	4,888,545	2,886,475	(2,002,070)		

Notes

1 Other

Consists of:	2022 Actual	2023 YTD	2023 Budget
Tax penalties	23,469	868	17,250
Bank interest	113,647	93,076	153,647
Fees	9,800	(1,604)	4,500
Gain on sale of asset	40,500	0	10,000
MFA actuarial interest	5,584	0	5,584
Miscellaneous	5,112	1,219	3,800
	198,112	93,559	194,781

Variance to date relates primarily to another half year of interest revenue to be earned

2 Grants

Consists of:	2022 Actual	2023 YTD	2023 Budget
CARIP - BC Carbon Tax	51,082	0	0
Small Communities Equalization Grant	381,000	298,000	295,000
Gas Tax Funding	62,053	0	62,053 [a]
General Government	26,620	0	30,000
Federal Government	0	990,628	1,649,000 [b]
Provincial Government	0	66,298	0 [c]
	<u>520,755</u>	<u>1,354,926</u>	<u>2,036,053</u>

[a] Receiveable in two payments, August and December

[b] Relates to:

998,000	Growing communities grant (received)
499,000	Klatt renovation grant (not yet received)
152,000	Lions Bay Beach Park grant (not yet received)
<u>1,649,000</u>	

[c] 10,000 CUBB - Upper Bayview Corridor Plan
 29,740 PEP receipts
26,558 Lions Bay Connector
 66,298

3 Taxation

June total includes \$1.76 million in payments collected on behalf of other bodies. Paid in July 2023.

4 Amortization and internal allocations booked as a standard year end entry

5 Budget is comprised of:	2022 Actual	2023 YTD	2023 Budget
Legal Fees	76,212	22,224	80,000
Audit Fees	48,150	-	41,000
Grant Writing Services	-	-	5,000
General Contract Services (incl. Actuari:	2,100	2,160	5,000
Corporate Officer, Finance Consultants	-	1,425	30,000
Asset Management - Phase 3	33,245	5,555	15,800
Records Management	4,816	8,768	10,000
Building / Equipment Appraisals	13,430	-	5,267
	<u>177,953</u>	<u>40,132</u>	<u>192,067</u>

Legal fees amounted to \$73,000 to September 19, 2023.

Audit fees amounted to \$40,285 to September 19, 2023.

Records management (minute taking) amounted to \$16,000 to September 19, 2023

6 2022 salaries included severance payments amounting to \$180,000, which were not expected to be incurred again in 2023, resulting in the decrease in budget vs. prior year. Current administrative salaries are inline with budget.

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Council

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Expenditures						
Council Communication	2,276	312	2,200	1,888	85.8%	1
Office Supplies	155	320	200	(120)	-60.2%	
Council Chambers	1,360	-	-	-	0.0%	
Professional Services	-	-	3,000	3,000	100.0%	2
Salaries and Benefits	53,202	24,444	57,079	32,635	57.2%	5
Council Funded Events	7,118	535	5,000	4,465	89.3%	3
Election	13,286	2,697	15,000	12,303	82.0%	4
Conferences & Conventions	1,124	-	250	250	100.0%	
Association Dues / Memberships	1,559	2,568	1,450	(1,118)	-77.1%	
Travel	-	-	250	250	100.0%	
Total Expenditures	80,080	30,876	84,429	53,553	63.4%	
Surplus / (Deficit)	(80,080)	(30,876)	(84,429)			

Notes:

- 1 Budget includes costs for software license fees, Zoom, AV equipment in Council Chambers and Council publications and postage.
- 2 Budget includes funds for election training and council orientation.
- 3 2022 budget included Memorial Cairn plaques/upgrades. 2023 budget includes an amount for a to be determined council funded event / volunteer recognition
- 4 2023 includes labour / other costs of the By Election
- 5 Budgeted increase is based on CPI adjustment; 6% projected. 5.9% January 2023
<https://www150.statcan.gc.ca/n1/daily-quotidien/230221/dq230221a-eng.htm>

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Emergency Management

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees, licenses, permits, fines	28,333	17,236	28,333	11,097	39.2%	1
Grants	-	-	-	-		
Total Revenues	28,333	17,236	28,333	11,097	39.2%	
Expenditures						
Communications	7,427	6,741	-	(6,741)	0.0%	2
Search and Rescue	596	248	2,500	2,252	90.1%	
Emergency Support Services (ESS)	13,569	-	15,000	15,000	100.0%	3
Maintenance	18,617	8,075	7,495	(580)	-7.7%	
Material, Supplies and Equipment	4,788	402	6,000	5,598	93.3%	4
Professional Fees / Contract Services	25,900	15,200	40,000	24,800	62.0%	4
Salaries and Benefits	-	-	-	-	0.0%	4
Training / Professional Development	-	-	2,275	2,275	100.0%	5
Utilities	3,198	3,079	1,200	(1,879)	-156.6%	
Total Expenditures	74,095	33,746	74,470	40,724	54.7%	
Surplus / (Deficit)	(45,762)	(16,510)	(46,137)	(29,627)		

Notes:

- 1 Relates to rental agreement with BC Ambulance. Approximately \$2,500 per month.
- 2 2022 Relates to the increased IT support for the four new laptops purchased for the EOC and the two laptops and two lpads purchased for the ESS (all grant funded). 2023 budget had no expectation to purchase further laptops. 2023 YTD relates to Alertable software subscription
- 3 Prior year increase related to \$21,600 budgeted for supplies and equipment. Only half spent; current years budget is based on PY actual
- 4 Budget includes \$4k for park washroom cleaning based on last year billings, and \$2K for EOC supplies.
- 4 The Village has entered into a contract with Red Cape Solutions Inc. for the provision of emergency management services, in place of the previous part-time Emergency Planning Coordinator position, reducing salary cost to \$Nil. 2022 contract for provision of services amounts to \$35k.
- 5 2023 budget Includes a re-budget for JIBC Training for staff and volunteers.

**Village of Lions Bay
 Budget vs Actual
 June 30, 2023**

General Fund - Bylaw Services

	2022 Actual	2023 Actual	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees, licenses, permits, fines	281,822	109,786	263,600	153,814	58.4%	1
Expenditures						
Communications	2,571	1,564	2,700	1,136	42.1%	2
Material, Supplies and Equipment	16,731	2,206	19,050	16,844	88.4%	3
Professional Fees / Contract Services	5,938	6,135	6,200	65	1.0%	4
Salaries and Benefits	103,801	43,335	114,113	70,778	62.0%	5
Training / Professional Development	180	80	-	(80)	0.0%	
Total Expenditures	129,221	53,322	142,063	88,741	62.5%	
Surplus / (Deficit)	152,601	56,464	121,537	65,073		

Notes:

- 1 The majority of activity by Bylaw occurs during the summer months June to August. As of September 19, \$214,000 in revenue was recorded
- 2 Telus (cellular) and Sea to Sky (IT support) fees
- 3 Budget includes the purchase of new uniform shirts for the BEO's, the monthly cost of the automated ticket software and new violation management software to reduce admin time managing parking tickets. YTD costs primarily relates to \$2,100 paid to Roker Inc. for bylaw software
- 4 Fees for the collection agency increased due to increase in tickets sent to, and collected by, collections.

	2020	2022	2023
Collection fees	1,718	5,938	6,135

Wiggins Adjustments Ltd. is the vendor for collections. They remit 33% of collections to the municipality. The costs also include adjudication fees with the district of North Van and \$60 per month to Protelec Security and Safety.

- 5 Budgeted the same hours as 2022 - one BEO Monday to Thursday, 2 BEO's Friday to Sunday plus stats, third BEO covering some weekends from April to October and a part-time BEO (18 hours per week) to cover the remainder of the year. As of September 19, salary costs totalled \$82,000.

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Fire Department

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees, licenses, permits, fines	900	-	600	600	100.0%	
Grants	-	-	32,000	32,000	0.0%	
Other	36,049	1,092	-			
Total Revenues	36,949	1,092	32,600	32,600	100.0%	
Expenditures						
Communications	48,382	25,990	51,253	25,263	49.3%	1
Fiscal Charges	169	-	250	250	100.0%	
Interest Payments	1,307	679	905	226	25.0%	
Insurance	14,535	11,377	19,858	8,481	42.7%	2
Maintenance	49,406	8,330	57,000	48,670	85.4%	3
Material, Supplies and Equipment	65,035	20,833	95,700	74,867	78.2%	4
Professional Fees / Contract Services	27,716	-	-	-	0.0%	
Salaries and Benefits	123,638	65,144	161,596	96,451	59.7%	
Training / Professional Development	15,420	7,123	15,750	8,627	54.8%	
Utilities	1,659	523	3,500	2,977	85.1%	
Total Expenditures	347,267	139,999	405,812	265,813	66%	
Surplus / (Deficit)	(310,318)	(138,907)	(373,212)	(233,213)		

Notes:

	2022	2023 YTD	
1 E-Comm dispatch radio costs	34,764	20,866	
Other	13,617	2,914	
	<u>48,382</u>	<u>23,781</u>	
2 Property insurance, Municipal Insurance Ass	10,766	11,377	
Other	3,769	-	
	<u>14,535</u>	<u>11,377</u>	
3 Vehicle maintenance	23,506	4,210	KJC / Northyards Contracting. PY - Engine 62
SCBA	4,593	1,551	Irwin Air Ltd.
Rope	2,117	1,127	Dynamic Rescue - Harnesses
Interface	770	1,338	WASP Full Kits (2023)
Emergency Building FD Cost	8,132	0	Val Mart Fire Door Repair (2022)
Other	7,789	105	
	<u>46,907</u>	<u>8,330</u>	
4 Supplies	4,982	7,232	Associated Fire Safety Equipment, Turn out gear
Training meals	7,622	6,365	Boathouse Christmas Party, training meals
SCBA	19,880	516	
Medical supplies	11,067	308	
Other	21,485	4,784	
	<u>65,035</u>	<u>19,206</u>	

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Planning and Development

	2022 Actual	2023 Actual	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees, licenses, permits, fines	47,406	15,125	33,050	17,925	54.2%	
Expenditures						
Communications	4,559	673	4,250	3,577	84.2%	
Professional Fees / Contract Services	11,868	5,459	10,423	4,964	47.6%	1
Salaries and Benefits	27,270	9,051	20,075	11,024	54.9%	2
Sundry	520	-	750	750	100.0%	
Training / Professional Development	692	604	3,350	2,746	82.0%	3
Total Expenditures	44,908	15,787	38,848	23,061	59.4%	
Surplus / (Deficit)	2,498	(662)	(5,798)	(5,136)		

Notes:

1 Budget is comprised of:	2022 Actual	2023 Actual	2023 Budget
Building Inspection Services (vacation coverage)	315	0	-
Communication Consultant (initiatives per stra	-	-	-
Slope assessment	-	1,409	-
Housing Needs Assessment	-	-	676
EV Charging Station Design	-	-	1,247
GHG Assessments (for CleanBC Grant)	3,519	-	-
Land Surveys	5,250	3,250	5,000
Land Appraisals	2,138	-	3,000
Miscellaneous	646	800	500
	11,868	5,459	10,423

2 Relates to building inspector at hourly rates. 2023 Budget was decreased due to absence of a building inspector after February 2023. Building inspector was hired in June 2023, with a replacement in September 2023. Salary costs incurred to September 19, 2023 amounted to \$18,600.

3 Training and professional development costs were not incurred in 2022, budgeted training for 2023.

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Parks and Recreation

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Fees and Rentals	10,586	7,608	11,525	3,918	34.0%	1
Grants	-	-	-	-	0.0%	
Donations	5,000	-	50,000	50,000	0.0%	
Total Revenues	15,586	7,608	61,525	53,918	87.6%	
Expenditures						
Communications	-	-	-	-	0.0%	
Grants	10,854	10,900	5,583	(5,317)	-95.2%	2
Maintenance	59,984	33,364	63,950	30,586	47.8%	3
Material, Supplies and Equipment	57,346	5,710	34,000	28,290	83.2%	4
Professional Fees / Contract Services	11,070	3,585	18,000	14,415	80.1%	5
Beach wall stabilization	-	-	20,000	20,000	100.0%	
Salaries and Benefits	164,260	66,055	189,939	123,884	65.2%	
Sundry	-	-	-	-	0.0%	
Training / Professional Development	-	-	-	-	0.0%	
Utilities	8,187	5,290	9,000	3,710	41.2%	
Total Expenditures	311,701	124,904	340,472	215,569	63.3%	
Surplus / (Deficit)	(296,115)	(117,296)	(278,947)	(161,651)		

Notes:

- 1 Relates primarily to boat space rentals of \$6,450
- 2 Events Committee grant was not included in budget. \$6,000 approved by council March 21 for yearly events, reimbursing hall rental, chairs, table rentals
- 3 2022 Budget included additional amounts for Loggers Lane Culvert Repair, irrigation for Kelvin Grove Berm, and Electric Lawn Mower which were all completed, and Includes \$15K for Pride Trail bridge replacement

Budget is 2022 actual plus inflation, 63k - discussed with public works manager
- 4 Decrease from 2022 due to bear proof garbage cans purchased in 2022
- 5 Budget includes costs for invasive species eradication (per Sea to Sky Invasive Species 2023 Workplan - \$15,500). The request for 2023 workplan is to monitor and treat known infestations of hogweed, knotweed, yellow flag iris ect.. Treatment is a combination of chemical and mechanical methods

**Village of Lions Bay
 Budget vs Actual
 June 30, 2023**

General Fund - Public Works

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Expenditures						
Communications	14,980	7,350	15,250	7,900	51.8%	
Interest Payments	10,743	11,916	12,514	599	4.8%	
Insurance	12,534	3,981	18,362	14,381	78.3%	
Internal Allocations	(15,000)	-	(15,000)	(15,000)	100.0%	
Maintenance	372,974	244,079	442,889	198,810	44.9%	1
Material, Supplies and Equipment	49,591	24,574	46,750	22,176	47.4%	
Professional Fees / Contract Services	52,984	6,162	30,500	24,338	79.8%	2
Salaries and Benefits	246,348	92,909	243,897	150,989	61.9%	
Training / Professional Development	4,978	-	6,500	6,500	100.0%	
Utilities	7,856	4,947	7,800	2,853	36.6%	
Total Expenditures	757,989	395,917	809,463	413,546	51.1%	
Surplus / (Deficit)	(757,989)	(395,917)	(809,463)	(413,546)		

Notes:

1 Primarily relates to Bayview Bridge rehabilitation. This is a maintenance cost, not a capital expenditure that is capitalized. The prior year budget included \$149k for work in the year. The actual cost last year was \$229k. The contractor went bankrupt and the Village has taken over the contract, dealing directly with the sub-contractors. The original budget for this project was \$425k. The current year budget is \$198k which, combined with last year actual, equals \$425k. Nai, PW manager, believes this project will be over budget

Budget is comprised of:	2022 Actual	2023 Budget
Contract Services - Engineering	-	5,000
Upper Bayview Watermain - Survey/Design	28,490	10,000
Engineering Traffic Review of CN Crossings	16,992	13,000
325 Driveway Bridge Rehabilitation	7,502	2,500
	<u>52,984</u>	<u>30,500</u>

**Village of Lions Bay
 Budget vs Actual
 June 30, 2023**

General Fund - Water

	2022 Actual	2023 YTD	2023 Budget	Budget Remaining	%	Notes
Revenues						
Parcel Tax Brunswick Beach	-	-	-	-	0.0%	
Water User Rates	1,000,524	1,050,548	1,050,548	0	0.0%	1
Secondary Suite Fees	16,871	6,285	20,010	13,725	68.6%	
Connection Fees	1,200	-	600	600	100.0%	
Build Canada Grant	-	-	-	-	0.0%	
CWWF Grant	-	-	-	-	0.0%	
ICIP Grants	-	-	-	-	0.0%	
Other Grants	-	-	-	-	0.0%	
Loan Proceeds	-	-	-	-	0.0%	
Prompt Payment Discount	(15,553)	(13,459)	(16,000)	(2,541)	0.0%	
Other - MFA Actuarial Gain	32,978	-	36,940	36,940	100.0%	
Total Revenues	1,036,020	1,043,374	1,092,098	48,724	4.5%	
Expenditures						
Amortization	191,468	-	207,926	207,926	100.0%	
Communications	11,085	5,480	11,075	5,595	50.5%	5
Interest Payments	67,555	54,364	67,204	12,840	19.1%	
Insurance	39,769	49,218	49,218	-	0.0%	
Maintenance	123,972	18,199	114,000	95,801	84.0%	2
Material, Supplies and Equipment	50,970	7,939	56,250	48,311	85.9%	
Professional Fees / Contract Services	79,048	11,333	82,000	70,667	86.2%	3
Salaries and Benefits	347,128	153,699	382,979	229,281	59.9%	4
Sundry	2,457	1,484	2,500	1,016	40.6%	
Training / Professional Development	5,956	218	5,750	5,532	96.2%	
Utilities	12,205	9,638	16,250	6,612	40.7%	
Internal Allocations	55,000	-	66,716	66,716	100.0%	6
Total Expenditures	986,612	311,571	1,061,868	750,297	70.7%	
Surplus / (Deficit)	49,408	731,803	30,230	701,572		

Notes:

- Revenue includes a 5.0% increase in user rates - a 5% increase would add an additional \$50,000 to reserves. West Vancouver proposed an increase of 5% in rates in 2023 and North Vancouver proposed an increase of 7%
- PY budget included \$25k for condition assessments and \$30k for cleaning of three water tanks Harvey, Magnesia and Highway). These projects were completed at a significant discount as it was performed in conjunction with the districts of Squamish and Whistler. The 25k for condition assessment was not completed and has been re-budgetted - to do an inspection and testing on the Highway Tank

3 Budget is comprised of:

	2022 Actual	2023 Budget	
Rock Slope Remediation	21,150	30,000	
UBC Hydrology Study Contribution	-	2,000	(2K is yearly increase)
Upper Bayview Watermain - Survey/Design (60%)	-	10,000	
Engineering assessment- filtration avoidance	-	20,000	
General Contract Services	51,865	10,000	
Water Testing	6,033	10,000	
	<u>79,048</u>	<u>82,000</u>	

4 PY Actual was less than budget as 2 PW employees resigned. Budget cost is PY actual plus 3% as per anticipated collective agreement negotiations. Generally there is some variation from budget across departments depending on where public works staff charge their hours. Refer to note 9 below; total Public Works salaries are generally within budget by 1%

5 Communications - PY budget included costs for connection (Shaw Internet) to the Magnesia Plant via the underground conduit and interent for the PRV SCADA.

CY budget is the same as PY actual, discussed with PW manager, this is an ongoing cost

6 Internal allocation is a transfer of labour cost from ADMIN and PW operating budget to other departments to reflect the overhead cost incurred on behalf of these departments. Water overhead is increased for re-costing of admin labour; the allocation has been the same since 2014 and gives no reflection to COLA. 2023 budget includes inflationary adjustment

	Internal Allocations		
	2021	2022	2023
Administration	(53,500)	(53,500)	(65,216)
Public Works	(15,000)	(15,000)	(15,000)
Water	55,000	55,000	66,716
Solid Waste	9,500	9,500	9,500
Sewer	4,000	4,000	4,000
	<u>-</u>	<u>-</u>	<u>-</u>

**Village of Lions Bay
Budget vs Actual
June 30, 2023**

General Fund - Sewer

	2022 Actual	2023 Actual	2023 Budget	Budget Remaining	%	Notes
Revenues						
Utility Fees and Rates	78,166	82,123	82,075	(48)	-0.1%	1
Parcel Taxes	98,606	98,606	98,606	-	0.0%	1
Secondary Suite Fees	2,298	7,742	2,290	(5,452)	-238.1%	
Connection Fees	600	-	-	-	0.0%	
Prompt Payment Discount	(1,681)	(1,550)	(1,725)	(175)	10.2%	
Total Revenues	177,989	186,921	181,246	(5,675)	-3.1%	
Expenditures						
Amortization	36,200	-	36,200	36,200	100.0%	
Communications	883	321	970	649	66.9%	
Insurance	4,939	6,148	6,148	-	0.0%	
Maintenance	31,119	11,211	43,500	32,289	74.2%	2
Material, Supplies and Equipment	4,243	-	4,000	4,000	100.0%	
Professional Fees / Contract Services	-	-	-	-	0.0%	
Salaries and Benefits	18,059	6,720	18,994	12,274	64.6%	
Sundry	1,008	-	500	500	100.0%	
Training / Professional Development	2,329	-	2,000	2,000	100.0%	
Utilities	2,734	1,812	3,000	1,188	39.6%	
Internal Allocations	4,000	-	4,000	4,000	100.0%	
Total Expenditures	105,514	26,212	119,312	93,100	3.7%	
Surplus / (Deficit)	72,476	160,709	61,934	98,775		

Notes:

- The revenue reflects a 5.0% increase in user rates approved by council. Parcel tax relates to amounts charged for 100 residents that have access to Sewer. The Village paid for the WWTP and is recovering these fees from the residents that use the Sewer system as Parcel Taxes. A resolution to levy parcel taxes was approved in prior years
- Budget includes \$15k for CCTV of lines and \$25k for pump outs of the treatment plant. Last year smoke testing (\$10k) came in half the price than we expected, so the Actual was less than Budget. Some reallocation of staff as well, loggers lane repair moved 2 ops staff from Sewer to PW for a month so that contributed to decrease in actual from budget in 2022. The \$25k is a year to year amount payable for pump outs at treatment plant. So net increase is approx. \$4,500, which is the difference between last year of 10k for smoke and \$15k this year for CCTV

The \$25k budget for pump out is a yearly recurring cost. It was not incurred in 2020 as that was the year the WWTP broke down

**Village of Lions Bay
 2023 Budget
 Proposed Capital Requests**

	Budget	30-Jun-23 YTD	Notes
General Fund			
Lions Bay Beach Park Revitalization Project	200,000	-	1
Road surfacing and drainage improvements for 2023 plowing season	350,000	-	2
Survey, Design and Construction of Water Main Replacement on Creekview PI (90m) [60/40 split Water/Road	90,000	-	
Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview PI	50,000	-	
Klatt building renovation	499,000	-	3
Klatt building - Neidermayer system	80,000	-	
Rescue 63 (Small engine) roll out tray, doors and cover to protect equipment	10,000	1,407	4
Trailer	14,000	-	5
Bridge Deck Joints	300,000	\$25,082	6
	1,593,000		
Water Fund			
Survey & Design of Stormwater, Road, Water Main work on Oceanview Rd (215m)	50,000	-	
Survey, Design and Construction of Water Main Replacement on Creekview PI (90m) [60/40 split Water/Road	135,000	-	
Survey & Design of Highway Tank Replacement	100,000	-	
SCADA (20% sewer / 80% water)	80,000	-	
Upper Bayview ditch/plateau	10,000	-	
Survey & Design of Water Main Replacement (includes modelling), Road Repairs, Stormwater on Highview PI	50,000	-	
	425,000		
Sewer Fund			
SCADA (20% sewer / 80% water)	20,000	-	
	20,000		
	2,038,000		

Notes

1 \$12,363 spent on cleaning and maintenance to September 19, 2023

2 \$325,439 spent in August 2023

3 Klatt building construction started September 27, 2023

4 Fire Equipment - To September 19, 2023

Fire Capital - Equipment	April to May	\$1,407	(upgrades to fire engine)
Fire Capital - Rope Rescue Equipment	20/06/23	\$131	
Fire Capital - First Aid Equipment	April to August	\$397	
Fire Capital - Turn-Out Gear	April to July	\$2,899	(turn out gear)
Fire Capital - Vehicle Upgrade	20/09/23	\$12,494	(repairs, seat belt, tires)
Fire Capital - Computer Equipment for Trucks	21/07/23	\$236	(screen repair)
Fire Hall - Cleaning & Maintenance	31/01/23	\$15,175	Budgeted for last year - washer and dryer
		\$32,739	

5 Trailer - To September 19, 2023

Equipment Furnishings & Fixtures Vehicles	31/08/23	\$1,122	
Equipment Furnishings & Fixtures Vehicles	31/08/23	\$16,035	
		\$17,157	

6 Bridge Repairs to September 19, 2023

Angle Brackets Bearings and Steels	13/04/23	\$21,735	
325 Bayview Bridge #220139	24/04/23	\$1,550	
Bridge Invoice	24/04/23	\$107	
Design Bayview Road	15/05/23	\$1,150	
015	12/6/2023	\$540	
Inspection of Bridge Timber Treatment	20/07/23	\$1,045	
Bayview Bridge Lead Assessment	20/07/23	\$1,210	
Design Field Review BB Bridge	20/08/23	\$2,642	
325 Bayview Bridge	20/08/23	\$7,660	
325 Bayview Road	30/08/23	\$2,462	
		\$40,102	



GRANTS AND FUND-RAISING STANDING COMMITTEE

Establishment and Authority

1. The Grants and Fund-Raising Standing Committee of Council is established and appointed by the Mayor. (*Community Charter, SBC 2003, C. 26, s116 (1)(e) and s.141.* At least half of the members of the Standing Committee must be Council Members. The role of the Committee is advisory to Council. Committee Members serve at the pleasure of the Mayor.

Committee Procedures

2. The procedures of the Committee are governed by the Council Procedures Bylaw.

2.1 A quorum of the Committee consists of two Council members and two non-Council members. The minutes of meetings of the Committee will be recorded and maintained by the Village Clerk or by a member of the Committee appointed by the Chair;

2.2 The Committee will meet at the call of the Chair as and when necessary, in the opinion of the Chair, and at least once every six weeks.

2.3 The Committee shall consist of the Mayor and two Council members and two non-Council members.

Purpose and Mandate

3. The overall purpose and mandate of the Committee is to research and monitor grants available to the municipality; to research, promote and foster fund-raising activities with a view to enhancing the Village of Lions Bay infrastructure, environment, cultural and recreational opportunities and

VILLAGE OF LIONS BAY, GRANTS AND FUND-RAISING STANDING COMMITTEE

TERMS OF REFERENCE, PAGE 2

community programmes and services that support and enhance the lives of its citizens; and to make recommendations to Council regarding any aspect of the Committee's purpose and mandate.

The roles and tasks of the Committee include, but are not limited to the following:

3.1 Research and catalogue all grants available from senior levels of government and review and analyse all funding criteria, including the timing and deadlines for all grant applications, and to identify the potential eligibility of the Village of Lions Bay for such grants and funding.

3.2 Research, identify and monitor the availability of grants and potential grants from public and private sectors that may aid and enhance the operations and liveability of the municipality and to create a database of the same;

3.3 Research, source, and foster potential fund-raising opportunities including accessing foundation grants, bequests, and similar potential sources of funds to be applied for the benefit of the citizens of the Village of Lions Bay.

3.4 Research and create grant and fund-raising proposals and activities for recommendation to Council and for submission to grant and funding sources;

3.5 Encourage the involvement of the citizens of Lions Bay in specific funding raising activities designed to enhance the Village and create new or improved opportunities for citizen participation in all aspects of the community.

3.6 Provide fund-raising and grant application advice and assistance to organizations and organized groups in the Village that are seeking funding for their various programmes and community endeavours.

3.7 Every six months, provide a summary written report of its activities for the information of the Mayor and Council and villagers.

3.8 Create an annual record of all grants received by the municipality and any terms and conditions relating to those grants and to monitor the application of those grants.

3.9 Create an annual record of all grant submissions and applications and create an inventory of all grant applications and submissions for use as precedents for future grant applications.

**VILLAGE OF LIONS BAY, GRANTS AND FUND-RAISING STANDING COMMITTEE
TERMS OF REFERENCE, PAGE 3**

3.10 Create an annual record of fund-raising activities in the community and the results of such activities and any recommendations regarding the same.

3.11 To be alert for and bring immediately to the attention of Council any new or potential grants that appear relevant to the needs of the municipality and for which the application periods are time limited.

Administrative support

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

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

4.2 The Chief Financial Officer or Financial Officer, subject to the authority of the Chief Administrative Officer, provides information to the Committee at its request to enable or assist it in fulfilling its purpose and mandate.

Confidential Records

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

5.2 No member of the Committee may remove or copy any confidential record from the meeting room in which it was presented and discussed. At the end of a closed meeting the Clerk will gather all copies of confidential records and return them to the Village office for safekeeping.

5.3 Non-elected members are required to sign a confidentiality agreement to reinforce the confidentiality requirement. Its non-disclosure provisions will continue after they no longer serve as members of the Committee.

**VILLAGE OF LIONS BAY, GRANTS AND FUND-RAISING STANDING COMMITTEE
TERMS OF REFERENCE, PAGE 4**

Approved the _____ day of April 2023

Signed: _____

Ken Berry

Mayor of Lions Bay



Type	Request for Decision		
Title	Climate Action Committee (CAC)		
Author	Neville Abbott	Reviewed By:	John Rob & Norm Barmeier
Date	27 September, 2023	Version	
Issued for	RCM 03 October, 2023		

Resolution

Resolution – *That Council approve the updated Terms of Reference of the Climate Action Committee.*

Other Actions

- I. That Council direct Staff to consider the use of R100 diesel in the oil furnace for heating of village hall.
- II. That Council direct Staff support for the CAC Survey as requested in previous Council meetings.

Background

In the Climate Action Committee (CAC) of 25 September the committee agreed to an update of the Terms of Reference (ToR) as attached to reflect;

- A. Committee Schedule
The meeting schedule was revised to meet once per month on the 4th Monday of each month.
- B. Approval of Terms of Reference (TOR) for the CAC.
Draft TOR was reviewed and agreed included changes to include language addressing climate resilience.

The committee requested; the Chair present the revised Terms of Reference to Council for approval.

Commitment Required from the Village

Council Support

That Council support the revised CAC mandate as described in ToR.

Access to the VU and Staff time required.

Publication and distribution of the CAC Survey as requested in last RCM.

Resolution

As per above.

FOLLOW UP ACTION AND COMMUNICATION

Per Council direction.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

CLIMATE ACTION COMMITTEE

TERMS OF REFERENCE

Purpose

The Village of Lions Bay Climate Action Advisory Committee's mandate is to provide a technical and local perspective and advice to Council to aid in the advancement of targets, policies and actions for reducing Greenhouse Gas Emissions, and adapting to climate change, as noted in the Official Community Plan (OCP).

Establishment and Authority

Section 142 of the *Community Charter* provides the Council with the authority to establish Select Committees.

The Village of Lions Bay Climate Action Advisory Committee (the "Committee") was appointed as a Select Committee by a resolution of Council on January 19, 2021.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council.

Composition

The Committee shall be comprised of two (2) members of Council and up to 7 members-at-large being residents or property owners of the Village of Lions Bay, as appointed by the Council.

Committee members will have demonstrated outstanding leadership and/or commitment within the environmental community and be committed to working in a collaborative manner for the betterment of the environment of the Village. Council will appoint members such that the Committee is balanced with individuals:

- Who have technical and non-technical qualifications of experience related to all manner of sustainability such as: local food security; greenhouse gas emission reduction; climate change mitigation and adaptation; solid waste management 'zero waste' interests; understanding biodiversity and eco-systems; forestry; protection of water; shoreline protection; sea level rise; green building strategies; alternative energy; and active

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transportation;

- Who have demonstrated interested and previous involvement in matters related to the mandate;
- From all parts of the community and made up of a diversity of ages, neighbourhood representation, and perspectives on social, economic, health and environmental issues; and
- Who work respectfully toward consensus with people expressing different views.

All Committee members shall serve with no remuneration.

•

Term

Members shall be appointed by Council resolution to a term expiring October 15, 20226.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member’s appointment will be deemed vacant and a new volunteer will be appointed.

Committee Role and Responsibility

Within the scope of the Official Community Plan and Council’s Strategic Plan, the Committee will consider innovative approaches that would offer local options for meeting the targets, policies and actions noted in the OCP’s Greenhouse Gas Emission Reduction Strategy and to provide advice to Council on these matters. In addition, it will act as a forum for information, ideas, and advice pursuant to climate change mitigation and resilience associated with expectation of impacts yet to be experienced due to climate change debt already incurred.

Specific responsibilities of the Committee include, but are not limited to, the following:

- Provide recommendations on the implementation of the community-wide GHG Emissions Reduction Strategy, outlined in the OCP and, keeping within Council’s strategic principles;
- Inspire and sustain community commitment to establishing and achieving the Village’s community-wide GHG emissions reduction targets and climate action objectives;
- Identify and advise on ways to build local climate action awareness, including water security and infrastructure needs arising from anticipate numbers of extreme weather events, and promote environmental and promote environmental stewardship from within the community;
- Provide forums for dialogue and information-sharing related to climate action;
- Provide a local perspective on climate action while giving due consideration to the balance between social, environmental and economic aspects;
- Review, research, analyze and provide feedback on any other community-related

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climate action items as directed by Council, including strategic planning, bylaws and policy development and commitments under the BC Climate Action Charter.

- Assist in Climate Action Revenue Incentive Program (CARIP) Reporting
- Research, recommend and engage with Sustainability partners outside our community

Additional 'resource persons' (Village staff, representatives of key agencies, or subject experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving their objectives.

Governance:

The Committee is a Select Committee of Council and shall comply with rules and provisions contained in these Terms of Reference, Council Procedure Bylaw, Provincial Legislation and Roberts Rules of Order. Council may provide supplemental direction from time to time.

All meetings shall be open to the public. Only in limited circumstances may a portion of a Committee meeting be closed to the public, as per the *Community Charter*.

A quorum will consist of 50% plus 1, rounded down.

The Committee will appoint a Chair and Vice Chair from amongst its members.

In the absence or unavailability of the Chair, the Vice Chair will take on the Chair's duties and responsibilities. In the absence of both, the Committee shall appoint a temporary Vice Chair from its members-at-large.

The Committee will set an annual regular meeting schedule.

Special meetings may be held outside the regular meeting schedule, at the Call of the Chair or upon the request of three Committee members through the City's Municipal Coordinator.

Committee decisions require a majority vote by the members present and can only be made within a meeting. A tie vote is not a majority. If a tie vote occurs, the motion fails.

Each member present at the time a vote is taken must vote, and if the member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.

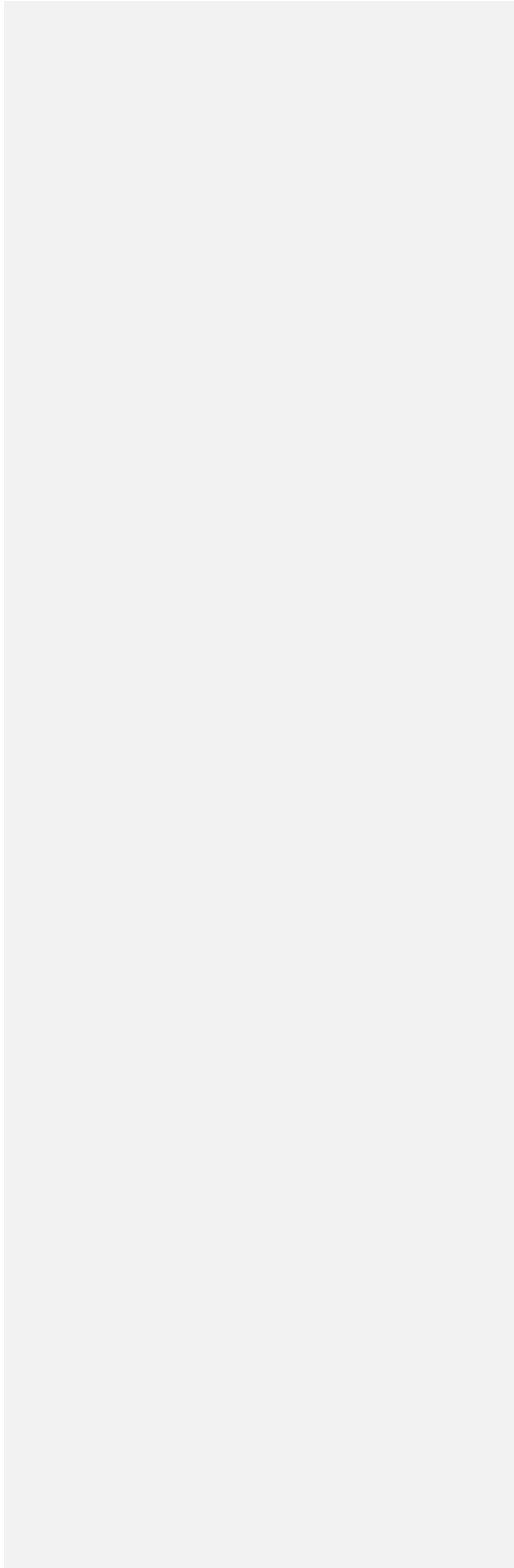
Minutes of the meeting must be recorded, and available for adoption by the Committee as soon as practical. Draft minutes may be circulated to Council members for information.

After adoption, minutes must be forwarded to the Municipal Coordinator who will include the adopted minutes on the Municipal website.

Committee recommendations should be accompanied by a report submitted to the Corporate Officer. The Corporate Officer shall determine if the report should be included on either a Council or Committee of the Whole meeting agenda. For matters considered urgent or of a

minor nature, a staff report may not be required, at the discretion of the Corporate Officer.

Resources and Staff Support:



The Committee will be assigned administrative support including booking meetings, developing and distributing agendas and materials, preparing minutes and ensuring documents and materials are posted to the Village website.

At the discretion of the Chief Administrative Officer or at the direction of Council, the Committee will be provided with professional staff, communication and technical expertise support.

The Committee is not responsible for the implementation or management of any municipal functions or services.

Adopted	February 9, 2021
Amended	April 13, 2021
Amended	December 14, 2021
Amended	September 25, 2023



Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire
Unclassified

S/Sgt Gareth BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

Village of Lions Bay
400 Centre Road
Lions Bay, BC
V0N 2E0

Our File Notre référence

2023-09-11

To Whom it May Concern,

Lions Bay Activity Report
Report period: July and August 2023

The following is a list describing Calls for Service to the RCMP from in and around the area of Lions Bay.

HWY 99 (within boundaries of Lions Bay):

Traffic - Moving x 36 / Non-Moving x 0
Impaired Driving Investigations x 1
Collision - Damage Over \$10000 x 1 / Under \$10000 x 2 / Non-fatal x 1 / Fatal x 0
Suspicious pers/veh/occurrence x 1 / Unspecified Assist x 2 / Abandoned Veh x 1
Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 3
Assault x 1 / Check well-being x 1
Theft from veh x 1

51 Calls for Service

Lions Bay Village:

Theft from mail x 1
Cause of Disturbance x 1 / Mental Health Act x 1
Mischief under \$5000 x 2
Stranded Person location known x 10
False Alarms x 2 / 911 - False/Abandoned x 0 / Property Lost / Found x 2
Check well-being x 4 / Unspecified Assist x 4 / Suspicious Pers/Veh/Occurrence x 1
Utter threats x 1 / Wildfire Act / Regulations x 1
Nuisance - Endanger life / Injury x 2
Animal call x 6

38 Calls for Service

Total = 89

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

Kind regards,



S/Sgt. G. (Gareth) BRADLEY,
Operations Commander Sea to Sky RCMP

/hm



Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire
Protected A

S/Sgt Gareth BRADLEY
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V0N 2E0

Our File Notre référence

2023-09-11

To Whom It May Concern,

Village of Lions Bay False Alarm Report: July and August 2023

To assist the Village of Lions Bay the following is a list of False Alarms that were attended by the RCMP and confirmed to be false:

DATE	FILE #	ADDRESS
2023-08-05	23-4820	[REDACTED]

Should you have any questions, please do not hesitate to contact the RCMP Sea to Sky Detachment - Squamish at 604-892-6100.

Kind regards,

S/Sgt. G. (Gareth) BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, B.C.

/hm



General Correspondence:			
Date Rec'd	FROM	TOPIC	Page No.
22-Sep-23	G1 Beth Rochester, Daily Hive	Decision on the reopening of trailheads	1
15-Sep-23	G2 Representative advocates for legalizing Aquamation in BC	Cemetery, Interment and Funeral Services Act of British Columbia	2
26-Sep-23	G3 Mitzi Dean, Minister of Children and Family Development	October - Foster Family Month	4
27-Sep-23	G4 Cathy Peters, BC anti human trafficking educator, speaker, advocate	UBCM Tradeshow follow-up	6
Resident Correspondence:			
Date Rec'd	FROM	TOPIC	Page No.
17-Sep-23	R1 Penny Nelson	Agenda package inaccuracies regarding the Evacuation Brochure	7
20-Sep-23	R2 Byron Montgomery	Bylaw enforcement and Wildlife Consultant	9
22-Sep-23	R3 Ekkehard Goetting	Highway safety	10
25-Sep-23	R4 Ian Mackie	Comments of the Fire Chief and North Shore Rescue on the Village Parking Closure	11
28-Sep-23	R5 Gail Craig	Media	12
28-Sep-23	R6 Norma Rodgers	Watershed	13
Response to Resident's Correspondence:			
Date Sent	Response To	TOPIC	Page No.
21-Sep-23	Kambiz Azordegan	Parking Committee suggestion	14
22-Sep-23	Kambiz Azordegan	Questions to Council: staff response	15

From: [Beth Rochester](#)
To: [Council](#); [Agenda](#)
Subject: Decision on the reopening of trailheads in Lions Bay
Date: Friday, September 22, 2023 10:45:32 AM

Hello Council,

I hope this email finds you well.

I am emailing regarding the special council meeting that took place on September 21 regarding the reopening of the trails at Lions Bay. Daily Hive has seen conversations online detailing the decision that the trails will be re-opened. Please can you provide confirmation on the outcome of the meeting.

With thanks,

Beth Rochester

Daily Hive

Freelance Reporter

September 15, 2023

To all municipal governments of British Columbia,

We are writing to seek your help in getting an important piece of provincial legislation amended.

The Cemetery, Interment and Funeral Services Act of British Columbia needs to be amended because it only allows for burial or fire-based cremation. Using large tracts of land for cemeteries is no longer a viable option and cremation has become the most widely chosen form of human disposition, by up to 90% of BC residents. Crematoria are huge emitters of carbon. The smoke from these facilities makes them unpopular in any neighbourhood. Thus, bodies are being brought to Vancouver Island from Vancouver for the process with the ashes returned to the city.

There is a better option. Aquamation or Alkaline Hydrolysis is gaining recognition in Canada, the US and around the world as being an environmentally friendly and economically viable alternative. To gain information on this process, please see the list of references. There is also an attachment showing where AH is legal in North America.

Established goals of carbon reduction require our provincial government to broaden the definition of “cremation” to include flameless or water cremation (alkaline hydrolysis or aquamation).

We are asking you to consider the attached template, formulated by the District of Esquimalt, and use it to help us lobby the provincial government to make the necessary change to this piece of legislation, sooner rather than later. Your letters, with the resolution, to the Union of BC Municipalities and your MLA would be powerful.

Thank you for your attention to this important matter.

References:

1. www.aquamationbc.ca
2. www.cremationassociation.org/page/alkalinehydrolysis
3. <https://agoodgoodbye.com/tools-of-the-trade/the-latest-on-alkaline-hydrolysis-for-people-and-pets/>
4. <https://www.kamloopsthisweek.com/local-news/aquamation-instead-of-cremation-5402741>

5. <https://www.thedailybeast.com/aquamation-and-human-composting-are-opening-up-eco-friendly-burial-options-for-funerals?ref=author>

6. <https://www.youtube.com/watch?v=7Le7rLbkFe4>

7. <https://biosafeeng.com/divisions/life-science/resources/alkaline-hydrolysis/>

Sincerely,

Representative advocates for legalizing Aquamation in BC:

Ruth Davis, North Cowichan,

Ellie Hallman, Cowichan Bay,

Gail Mitchell, North Cowichan,

Stuart Westie, Williams Lake

From: [Lions Bay Reception](#)
To: [Council](#); [Ken Berry](#)
Cc: [Agenda](#)
Subject: FW: E-mail from the Honourable Mitzi Dean, Minister of Children and Family Development
Date: Tuesday, September 26, 2023 3:10:03 PM
Attachments: [image001.png](#)

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Tuesday, September 26, 2023 3:02 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: E-mail from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 281051

Your Worship Mayor Ken Berry
Village of Lions Bay
E-mail: reception@lionsbay.ca

Dear Mayor and Council:

Since 1990, October has been declared a time to celebrate and honour the caregivers in our communities across British Columbia who make the unconditional commitment to protect and care for some of our most vulnerable children and youth. I am pleased to announce that this October will mark the 33rd Foster Family Month in British Columbia.

As Minister of Children and Family Development, I would like to offer my sincere gratitude to caregivers who have stepped up when they are needed most. By embracing the challenges and rewards of caring for these children, they have made a huge difference in their lives, as well as the communities in which they reside. I have the deepest respect for the hard work that they have done and continue to do as caregivers. In being part of the lives of these young people, they fulfill many roles, including parent, mentor, teacher, friend, and cheerleader. Their efforts and compassion create a safe haven and a home while responding to each unique family situation. I wish to express my sincere gratitude for the warmth and dedication these caregivers and foster families have shown to the children and youth in their care. The support, guidance, and love they have shown will last a lifetime.

To help these children and youth, as part of *Budget 2023*, the Ministry of Children and Family Development increased monthly payments for foster caregivers by as much as 47 percent to ensure that these young people and those who care for them will have the support they need to build safe, stable and happy futures.

Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

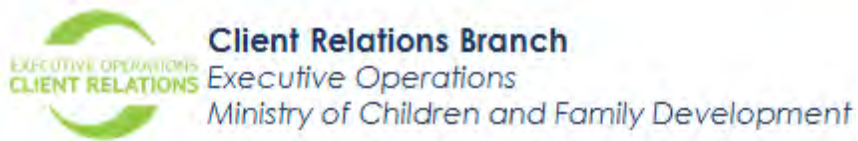
On behalf of the Government of British Columbia and its citizens, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean

Minister

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

From: [Lions Bay Reception](#)
To: [Council; Ken Berry](#)
Cc: [Agenda](#)
Subject: FW: UBCM Tradeshow follow-up- from Cathy Peters and the Anti Human Trafficking Initiative booth
Date: Wednesday, September 27, 2023 11:22:17 AM
Attachments: [8 Strategies for City and Municipalities.pdf](#)
[Overview of Human Sex Trafficking.pdf](#)

Mickey Yaskow

Administrative Assistant

From: ca.peters@telus.net <cathy@telus.net>
Sent: Wednesday, September 27, 2023 10:41 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: UBCM Tradeshow follow-up- from Cathy Peters and the Anti Human Trafficking Initiative booth

Dear Mayor Ken Berry and Lions Bay Village Council,
Thank you to the BC Mayors, Councillors and Directors who visited the Anti Human Trafficking Initiative booth 623 at UBCM.

Child Sex Trafficking is the fastest growing crime in the world and it is here in BC. Attached is the "**Overview of the Problem in Canada**" and "**8 Strategies for Cities and Municipalities**".

Below is a **2004 UBCM Resolution on Child Sex Trafficking** that went to FCM. This Resolution needs to be re-instated with action outcomes identified.
<https://www.ubcm.ca/convention-resolutions/resolutions/resolutions-database/approach-end-trafficking-children>

What you can do:

1. I am available for presentations to groups in your communities in January 2024.
2. Please purchase my book and place it in your schools, libraries, churches and medical facilities.
It is a textbook on the issue for Canada; it is readable and relatable with resources.
3. Redraft a Resolution on Child Sex Trafficking for next year's UBCM.

I look forward to hear back from you,

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

beamazingcampaign.org

1101-2785 Library Lane, North Vancouver, BC V7J 0C3

604-828-2689

Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work

Author: "**Child Sex Trafficking in Canada and How to Stop It**".

From: [REDACTED]
To: [Council](#)
Cc: [Emergency Program Coordinator](#); [ESS Director](#); [Fire Chief](#); [Agenda](#); [REDACTED]
Subject: Agenda package inaccuracies re the Evacuation Brochure
Date: Sunday, September 17, 2023 12:26:37 PM

Hello Council,

I am pleased to see attention being paid to an Evacuation Plan for the Village. I have been pushing for one since 2009 which is why, when asked to help out in 2021, I of course agreed.

However, I would like to correct some of the inaccuracies in the agenda package with reference to **what is in fact called the Evacuation Brochure. This is because this document is not a complete Evacuation Plan as the bullet points in Red Cape's email point out. It was intended as the first step towards a complete evacuation plan:** its primary goal was to start educating residents as to what to expect/do in the event of an evacuation and the steps they should take to prepare their households for an emergency (whether to shelter in place or evacuate).

A complete evacuation plan was to be developed by the then DEPC, but this has not yet happened. Therefore, the statement made to the CBC is correct: we do not have an evacuation plan.

I know this, because I wrote the brochure content in 2021 (**not 2022**) using information provided in meetings with Councillors Abbott and Bain (as members of the EPC), the then Fire Chief and the SAR Manager as well as the Province's emergency management material. John Dudley, as head of the Trailblazers, also provided input. Although the then DEPC's name appears on the brochure, he was not involved.

All the information written and compiled was vetted and approved by this group of experts. Then PWM Nai Jaffer did the layout.

The Evacuation Brochure was provided to all residents via their mailboxes in May 2021 (**not 2022**) as part of a wider communication campaign during Emergency Preparedness month which I created based on input from the group and approved by the group. The various elements were designed to provide information over and above what is in the brochure, in other words, the document was issued within a specific context. The campaign included:

- 4 articles in successive VUs backed by Facebook posts from April 30th – May 21st plus a follow up in July which was extremely hot (the heat dome occurred)
- The brochure maildrop in all PO Boxes at the end of May
- A call for EOC and ESS volunteers using Facebook, a mailroom poster, the VU (16 volunteers responded including Phil Folkerson, the current EPC, and Mary Brown, the current ESS Director)
- A process to register those who would need assistance in the event of an evacuation (a form and spreadsheet to store information were created for use by the office as a quick interim solution)

After a kick-off meeting with volunteers hosted via Zoom by members of the EP committee, the initiative, including volunteer names and details, was handed over to the then DEPC in 2021.

I'm pleased that the brochure remains a valid document although it needs updating. At the time it was intended to be stored by residents with their grab-and-go bags to remind them of zones, trails, mustering stations and such, but a complete plan still needs to be developed and communicated to residents. Drills may be in order. I am not an expert but as a resident living in Upper Lions Bay I can think of many important pieces of info I would need before/as I leave the Village.

As a former long-time block captain including during the storm in late 2006, it's important to note the Block Watch Coordinator and Block Captains are an integral part of emergency communications (as per our OCP bylaw and as demonstrated during that 2006 storm in which the village was without

nd

power for 5 days/6 days in Brunswick; the 12 – 18 hour outage on January 2 , 2022 in frigid weather also comes to mind).

In 2021 Lions Bay became a member of Blockwatch BC in its own right. Before then our participation was via the Squamish RCMP who suspended their involvement a few years ago (I am not sure of the exact details). I hope the fees for 2022 and 2023 have been paid to retain membership. Blockwatch has lapsed since 2021 but it's imperative that it be revived, not just for emergency communication purposes but also as a tool to combat crime in our neighbourhoods and ensure residents continue to get the price benefit on their insurance premiums.

I hope this clarifies things.

Penny

From: [REDACTED]
To: [Agenda; Council](#)
Subject: Bylaw enforcement and Wildlife Consultant
Date: Wednesday, September 20, 2023 2:50:26 PM

Lions Bay Council;

I'm expressing my concern on private property inspections conducted by a bylaw enforcement officer with an accompanied "wildlife consultant". Any private property entrance has to be communicated beforehand by a certified bylaw officer according to provincial guidelines and standards. I strongly disagree with the direction of council on the matter of allowing a "wildlife consultant" and bylaw officer to enter and inspect private properties without proper notice.

I agree that written approval of the property owner is a minimum threshold for inspecting private property.

The "Jury incident" was heavy handed and many villagers were uncomfortable about what transpired on private property.

My agenda question is if the "wildlife expert" was remunerated for her time and if so what was she paid for joining the bylaw enforcement officer? Also, what has been budgeted for the bylaw enforcement officers to wildlife incidents or to inspect private residences?

Villagers are watching closely how council is handling this private property matter.

Sincerely;
Byron Montgomery

[REDACTED]

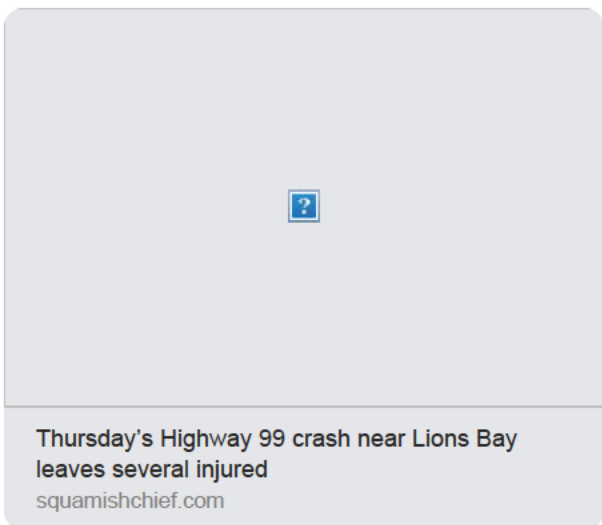
From: [REDACTED]
To: [Council; Agenda](#)
Date: Friday, September 22, 2023 9:36:59 PM

Dear Mr. Mayor, dear Council,

how many more of these injuries, more fatalities, highway closures do we need, until finally someone responsible for our well being and safety, protection from hundreds of daily law breakers racing on the Sea to Sky is going to take action \, as promised when you were canvassing votes for election ?

It is unfathomable, how we are exposed to this insane and ongoing madness on the highway through our village and beyond !

Best



Ekkehard C Goetting

[REDACTED]

[REDACTED]

From: [Agenda](#)
To: [Agenda](#)
Subject: FW: Comments of the Fire Chief and North Shore Rescue on the Village Parking Closure.
Date: Friday, September 29, 2023 2:10:02 PM

Begin forwarded message:

From: Ian Mackie [REDACTED]
Date: September 25, 2023 at 15:09:06 PDT
To: Council <council@lionsbay.ca>
Subject: Comments of the Fire Chief and North Shore Rescue on the Village Parking Closure.

Council

I recently became aware of comments attributed to the Village Fire Chief and the spokesperson for North Shore Rescue advocating against the Village closing parking access to the trails above the Village based on their opinion that it is a benefit to have thousands of hikers trekking through the tinder dry forest because these hikers will notice and report a fire before others do. I wonder about the expertise of these individuals to advocate for such a position.

If the Fire Chief and the North Shore Rescue spokesperson are correct then Council should contact the appropriate individual at Metro to warn them of the dangerous practice of forbidding all access to the Capilano Watershed irrespective of the season. West Vancouver should also be contacted to warn of the dangers of closing Lighthouse Park when the fire risk is thought to be high.

I suspect that the Capilano watershed is closed to all at all times due to the risk of people contaminating the water source for tens of thousands of people.

The risk of a fire in the watershed above Lions Bay is not only the risk of the destruction of homes and infrastructure in the Village but also the contamination of the Village water source for years to come.

This is the same risk that Metro is trying to avoid by prohibiting public access to the Capilano Watershed on a year round basis.

Regards

Ian D. Mackie
[REDACTED]

Sent from my iPad

Reception, Mayor and Council, CAO:

Current speeches and grandstanding in the various media by the mayor are not appropriate. It is appreciated that the mayor owned up about not being consulted on the initial trail parking closure, when he did in fact chair the August 22nd meeting via teleconference/zoom from Croatia, but who reads back issues of media stories that have since had a correction. The damage was done initially by the spread of inaccurate information. This needs to stop.

Regarding the Village Update that the “mayor’s message” is no long included in: some of the mayor’s previous Village Update statements referenced “decisions made by Council”, but the Village Update stories were the mayor’s opinions. They were not approved statements from all of Council.

Those Mayor’s messages told residents to “seek information which Council will provide when available”. It is not all of Council who provided the information to be received by residents via the Village Updates. Some might say, re the difference between mayor’s messages and statements of Council, “oh they are the same thing”. They really are not the same thing.

*The Policy for Village Update information. (Website and Village Update Content Policy POL-1704)
Item 5. Mayor and Council articles in the Village Update are intended to serve the purpose of informing and educating readers about a variety of topics of interest to residents and to invite feedback to Council and/or staff. While it is recognized that each elected official will have their own style of communication, information should be presented in a fair and factual manner within the limitations of the platform provided. The opportunity afforded to each member of Council in relation to topics of interest to residents is to advance communication of such topics in a positive and constructive manner. The space is not intended to be a forum for debate of Council policies or decisions that have been made, or issues of substance or process, which are best suited to discussion in an open Council meeting. Ultimately, the CAO as editor of the Village Update is entrusted with the responsibility to work with the author to refine the content in the best interest of the Municipality, but may choose to publish or not publish the article in the event of an impasse.*

Please provide everyone with a response from all the councillors as to what their comments are regarding this grandstanding in the media by the mayor.

Gail

From: [REDACTED]
To: [Council: Agenda](#)
Subject: our watershed
Date: Thursday, September 28, 2023 2:10:36 PM

Dear Mayor and Council,

From the Metro Vancouver website,
“All Metro Vancouver watersheds are closed to the public. Public access to all watersheds is restricted in order to mitigate risks of water supply contamination from human disturbances, such as pollution and erosion.”

Lions Bay’s watershed is open to the public. Our water source area is accessible to hikers, peaking at 10,000 people per month in the summer.

During the April 25 Council Meeting infrastructure committee member Tony Greville stated his concern that the huge increase in public use of our watershed jeopardizes the water system. He said that in order to meet water quality standards we must minimize fecal contaminants in source water or install costly filtrations systems. In an effort to reduce contaminants the village has installed multiple ‘porta potties’ but some hikers continue to bypass facilities and leave human waste in the watershed. Several dog owners witness frequent discoveries of human waste near the trails. There is also the garbage and erosion issue with so many boots on the ground.

Parking restrictions and bylaw enforcement has limited the number of visitors to an extent, but the watershed is saturated with hikers and pollution in the summer. How many years of increased population in our watershed before government standards require us to install advanced water filtration? Apparently an improved program of water filtration would cost in the range of 10 million. I expect residents would have to contribute to that cost. I hope that Council continues to limit parking and public access to protect our water source.

This summer drought and BC wildfires heightened residents’ concerns about fire in our watershed. As a cautionary measure Council temporarily closed the visitor parking to reduce the potential for a human caused fire. During the debate to reopen, it was stated that hikers are beneficial to the watershed since they spot wildfires. I believe just a few hundred hikers could spot any fires versus the hordes we experience. The 2007 Community Wildfire Protection Plan recommended Lions Bay use drone surveillance to spot fires.

I hope Council and Administration will continue to prioritize the health of our watershed over cost concerns or outside opinions about our village.

regards,
Norma Rodgers

From: [Councillor Michael Broughton](#)
To: [REDACTED]; [Council](#); [Agenda](#)
Subject: Re: Parking committee suggestion
Date: Thursday, September 21, 2023 2:07:31 PM

Council

Mr Azordegan has asked i forward the request to form a parking committee to be on the agenda of the next meeting. I encouraged him to provide a simple letter to Council.

Michael Broughton EdD
Councillor
Village of Lions Bay

From: Azordegan Azordegan Family [REDACTED]
Sent: Thursday, September 21, 2023 9:54:55 AM
To: Councillor Michael Broughton <councillor.broughton@lionsbay.ca>
Subject: Parking committee suggestion

Dear Councillor Broughton,

I am requesting to form a parking committee to appear on the next agenda which will be on October 3rd, 2023.

Appreciate your consideration and all other councils.

Regards,
Kambiz Azordegan

[REDACTED]
Please confirm that you received this email.

----- Forwarded Message -----

From: Councillor Michael Broughton <councillor.broughton@lionsbay.ca>
To: [REDACTED]
Sent: Wednesday, September 20, 2023 at 05:11:40 p.m. PDT
Subject: Parking committee suggestion

Please send along your request to form a committee as discussed right now, and I will forward it to Council to appear on the next agenda which will be October 3rd, 2023.

Michael Broughton EdD
Councillor
Village of Lions Bay

From: [Karl Buhr, Public Works Manager](#)
To: [REDACTED]
Cc: [Council](#); [Ron Miller -Departed](#); [Agenda](#)
Subject: Questions to Council: staff response
Date: Friday, September 22, 2023 8:11:39 AM

Dear Mr. Azordegan,

As directed at this week's Council meeting, I write to provide a staff response to your questions about public parking near your property.

As you may know, municipal staff are executing on the 2017 Parking Committee's plan updated by staff in 2018, 2019 and 2021. As to forming a new Parking Committee, that is Council's prerogative, but as Public Works Manager I have no need for a new parking plan at this stage—the existing one is fine.

As to the issues you bring to Council regularly, I can advise that the municipality's position is:

1. Resident Parking Permit decal holders can already park anywhere in the Kelvin Grove Beach and Marine Park parking lot. We have therefore removed Resident Permit signage arbitrarily installed in two spots at your request, which I understand was to hopefully reduce the number of parkers visible from your property. Instead, we are signing these spots for disabled parking, which is in short supply in Lions Bay. You may be pleased to learn that on select days Lions Bay Bylaw Enforcement Officers are patrolling the lot after its 10:00 pm pay-permit expiry.
2. As you yourself have reported, results are not always achieved by simply "putting up a sign." Some past signage attempts at the lot in response to your demands may even have been counterproductive: the people who are going to change into wetsuits, or walk dogs, or play music, or party, are clearly not being deterred by signs, but they certainly annoy them, judging by the vandalism. Public Works is moving toward removing signage Village-wide that doesn't do anything, and instead installing informational signage that might engender goodwill and resulting desired behaviour from the public. I'm afraid that previous admonitory and prohibitory signage will not be reinstalled at the Kelvin Grove lot, nor will we close or reduce the size of the lot other than for emergent municipal needs.
3. Your oft-stated position that Lions Bay is "for the taxpayers" requires examination. If you have reviewed Lions Bay's annual operating budget, you will know that about half of it is funded by provincial and federal grants paid for by taxpayers who do not live in Lions Bay. Provincial and federal taxpayers also fund programs that indirectly benefit Lions Bay, including Highway 99, forests and backcountry including wildfire protection, Lions Bay Search and Rescue, oceans including sponge reefs and RCAs, hospitals (Metro municipalities pay TransLink tax instead), and much more. The taxpayers of West Vancouver cover 91.8% of the school tax for our district (Bowen pays 6.1% and Lions Bay 2.1%). Capital investment in Lions Bay has been supported by federal and provincial grants ranging from 50 to 87%. In short, Lions Bay would not survive without outside funding: it is correct that Lions Bay is for the

taxpayers, but all of them.

4. Regarding your similar position that Lions Bay is “for the residents,” we have no means or right to discriminate between members of the public based on where they live. Consequently, the roads and parks of Lions Bay are public for all. You may be surprised to hear that many Lions Bay residents, including in other visitor hotspots, would be horrified at the thought of excluding anyone from Lions Bay.

I would ask you to consider whether your particular objections to public behaviour reflect Lions Bayers’ expectations as a whole. I suggest that most of behaviour I observe is normal and acceptable for a beach parking lot in BC. Our bylaw officers already patrol the lot for bylaw transgressions and don’t need to be called several times a day, but if you observe illegal behaviour, please call the police--they may not come depending on the complaint, but over time, complaints do affect where they allocate resources. Please do not confront members of the public—not only might you be in the wrong, you might be putting yourself and your property at risk. And, as you know, you may not change signage yourself.

I hope this response clearly states what the municipality is and isn’t able and willing to do going forward.

Yours sincerely,
Karl Buhr

Karl Buhr BSEng
Operations & Public Works Manager

www.lionsbay.ca

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

Desk: +1(604) 921-9333 X 1008

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