



## 2019 Annual Report

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Village of Lions Bay  
For the Year Ended December 31, 2019



# Mayor's Message

## *On behalf of Council*

The 2019 Annual Report for the Village of Lions Bay is an important tool to monitor and evaluate the evolution of our community. It provides an overview of our financial performance for the fiscal year ending December 31, 2019, operational achievements by department, as well as an overview of progress made on our Corporate Strategic Plan.

2019 was the first year the sitting Council charted their own direction. Council could not do the work that it does without help from the amazing and involved citizens of Lions Bay, and our hard-working Village staff. On behalf of Councillors Neville Abbott, Fred Bain, Norm Barmeier, and Jaime Cunliffe, and myself, thank you for your outstanding commitment to our Village.

### *Here are a few of 2019's significant events and accomplishments:*

- ✓ In February a mechanical failure at the Kelvin Grove sewer treatment plant, which services 20% of the Village, was discovered and the plant was forced to be turned off. A temporary solution was put in place but by July Council had approved an engineering services contract to pursue replacement of the plant within the confines of the original concrete structure. It took the rest of the year to obtain the Ministry of the Environment's approval to rebuild the plant using the same treatment method, and put the construction out to tender. The plant will be completed before the end of Summer 2020.
- ✓ In 2018 our waterfront lot at 52 Brunswick sold for \$1.925k. Funds were used to repay an internal loan of \$757.6k which funded our acquisition of 63 Brunswick the year before. The balance we will internally borrow against for future infrastructure upgrades.
- ✓ Our lot in Upper Kelvin Grove, listed at \$789k, did not sell during the year.
- ✓ For Lions Bay the elephant in the room is our Infrastructure Gap. That is the estimated financial difference between where our infrastructure is now, and the cost to replace it at the end of its lifetime. There is an estimated \$24.8 million of replacement infrastructure work needing to be done over the next 30 years or so to keep us at our current state of repair. In addition to asset sales, in April Council took steps to address our infrastructure needs by increasing property taxes by 13%. 3% if this was for operational needs and 10% was segregated to a dedicated infrastructure fund.
- ✓ In the Spring our amazing Events Committee hosted the Seaside Soiree. This gala evening attracted many Villagers who opened their hearts and wallets. The result was \$21.6k of proceeds being put toward a new playscape which will be located at our central beach in late 2020, and will be dedicated to Erin Moore,

- ✓ Two years in the planning, over the summer the Harvey Water Tank, our primary water supply, was decommissioned. From a water supply standpoint the many rainy days in the summer worked in our favor and, as a bonus, reduced wild fire risk. Our new \$2.3M Harvey Water Tank came back online in late September with 25% more capacity and a 50 year life span.
- ✓ Remembrance Day is special to our Village. It was made more so this year with the unveiling of the Memorial Cairn located at the entrance to our municipal complex. This was a volunteer led initiative that is now a beacon in our Community

Lions Bay moved forward with purpose and our community spirit always shone through. At the end of the year we did not know the problems that 2020 would bring. It is too early to predict the outcome, but I am confident we will persevere and be the stronger for the experience.

Regards,



Ron McLaughlin  
Mayor of Lions Bay



# Governance

## *2018-2022 Council*



**Mayor Ron McLaughlin**



**Councillor Neville Abbott**



**Councillor Fred Bain**



**Councillor Norm Barmeier**



**Councillor Jaime Cunliffe**



# Portfolios, Committees and External Bodies

## ***Mayor Ron McLaughlin***

**Portfolio:** Strategic Planning; Financial Sustainability; Municipal & Regional District Partnerships

**| Committees:** The Mayor is a member of all Committees of Council

**| External Bodies:** Appointed by Council as Member, TransLink Mayors' Council and as Director (all Metro Board functions except Sewer & Drainage District and Water District); Appointed by Metro Chair as member of Climate Action Committee, Pacific Parkland Foundation (Metro Parks), Electoral Area A Sub-Committee; and Aboriginal Relations Committee. Appointed by TransLink Mayors' Council Chair to the Finance and Government Committee

## ***Councillor Neville Abbott***

**Portfolio:** Strategic Planning | **Committees:** Curly Stewart Memorial Award (Chair); Infrastructure; Emergency Planning

## ***Councillor Fred Bain***

**Portfolio:** Infrastructure; Emergency Services; Strategic Planning | **Committees:** Infrastructure (Chair); Memorial (Chair); Emergency Planning (Chair)

## ***Councillor Norm Barmeier***

**Portfolio:** Strategic Planning | **Committees:** Infrastructure

## ***Councillor Jaime Cunliffe***

**Portfolio:** Strategic Planning; Volunteer Liaison | **Committees:** Memorial



# Council Committees

<b><i>Curly Stewart Memorial Trust Fund Award</i></b>	<b><i>Emergency Program Committee</i></b>
<ul style="list-style-type: none"> <li>• Neville Abbott (Chair)</li> <li>• Rob Baker</li> <li>• Joan Coert</li> <li>• Carole Conlin</li> <li>• Kit McLean</li> <li>• Hugo Van Hoogstraten</li> </ul>	<ul style="list-style-type: none"> <li>• Neville Abbott</li> <li>• Fred Bain</li> <li>• Ron McLaughlin</li> <li>• Andrew Oliver</li> <li>• Tina Schneider</li> <li>• Robert Whitney (Chair)</li> </ul>
<b><i>Infrastructure</i></b>	<b><i>Lions Bay Beach Park Advisory</i></b>
<ul style="list-style-type: none"> <li>• Neville Abbott</li> <li>• Fred Bain (Chair)</li> <li>• Karl Buhr</li> <li>• Norm Barmeier</li> <li>• Tony Greville</li> <li>• Ron McLaughlin</li> <li>• Brian Ulrich</li> <li>• Jim Mutrie (deceased Dec. 23, 2019)</li> </ul>	<ul style="list-style-type: none"> <li>• Norm Barmeier</li> <li>• Oliver Brunke</li> <li>• Mattie Gildenhuys</li> <li>• Heather Hood</li> <li>• Ron McLaughlin</li> <li>• Russ Meiklejohn</li> <li>• Robin Spano</li> </ul>
<b><i>Memorial</i></b>	<b><i>Trees, Views and Landscapes</i></b>
<ul style="list-style-type: none"> <li>• Fred Bain (Chair)</li> <li>• Tony Cox</li> <li>• Jaime Cunliffe</li> <li>• Tony Greville</li> <li>• Arlene Halstrom</li> <li>• Trudi Leuthy</li> <li>• Philip Marsh</li> <li>• Ron McLaughlin</li> <li>• Ute Philips</li> </ul>	<ul style="list-style-type: none"> <li>• Jay Barber</li> <li>• Jim Cannell</li> <li>• Mike Jury</li> <li>• Ron McLaughlin</li> <li>• Simon Waterson (Chair)</li> </ul>

## Other Statutory Boards

### ***Board of Variance***

- Morgan Gatto
- Ian Mackie (Chair)
- Peter Wreglesworth



# Lions Bay Fast Facts



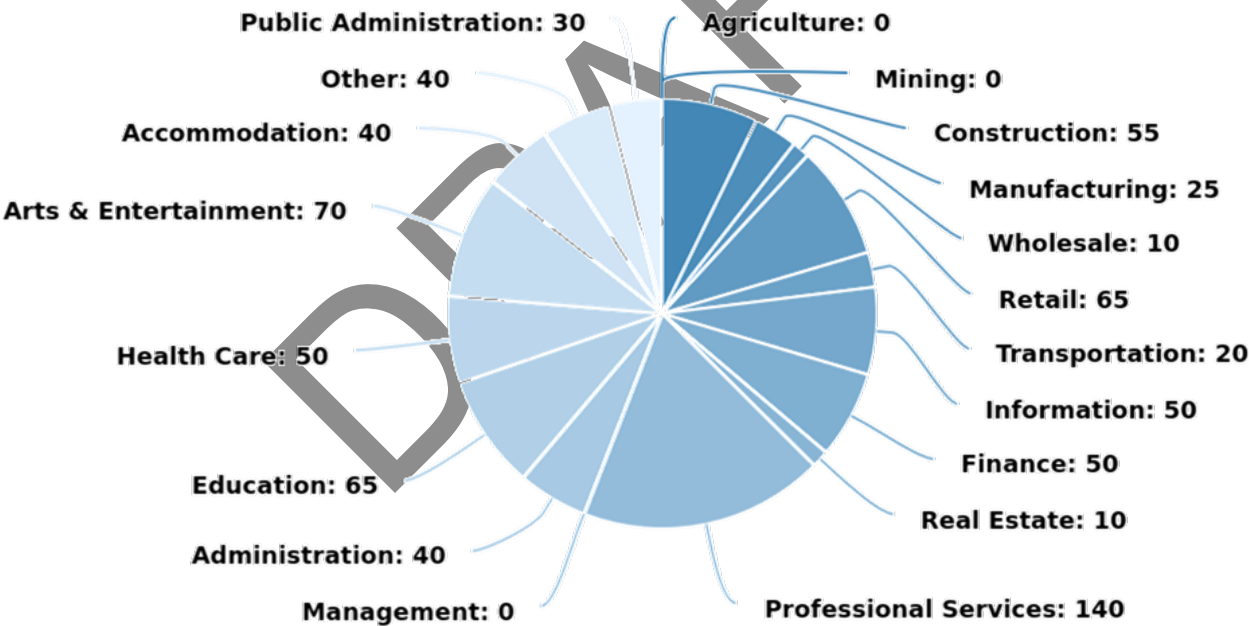
Source: 2016 Statistic Canada



Source: 2016 Statistic Canada



## Labour Force by Industry





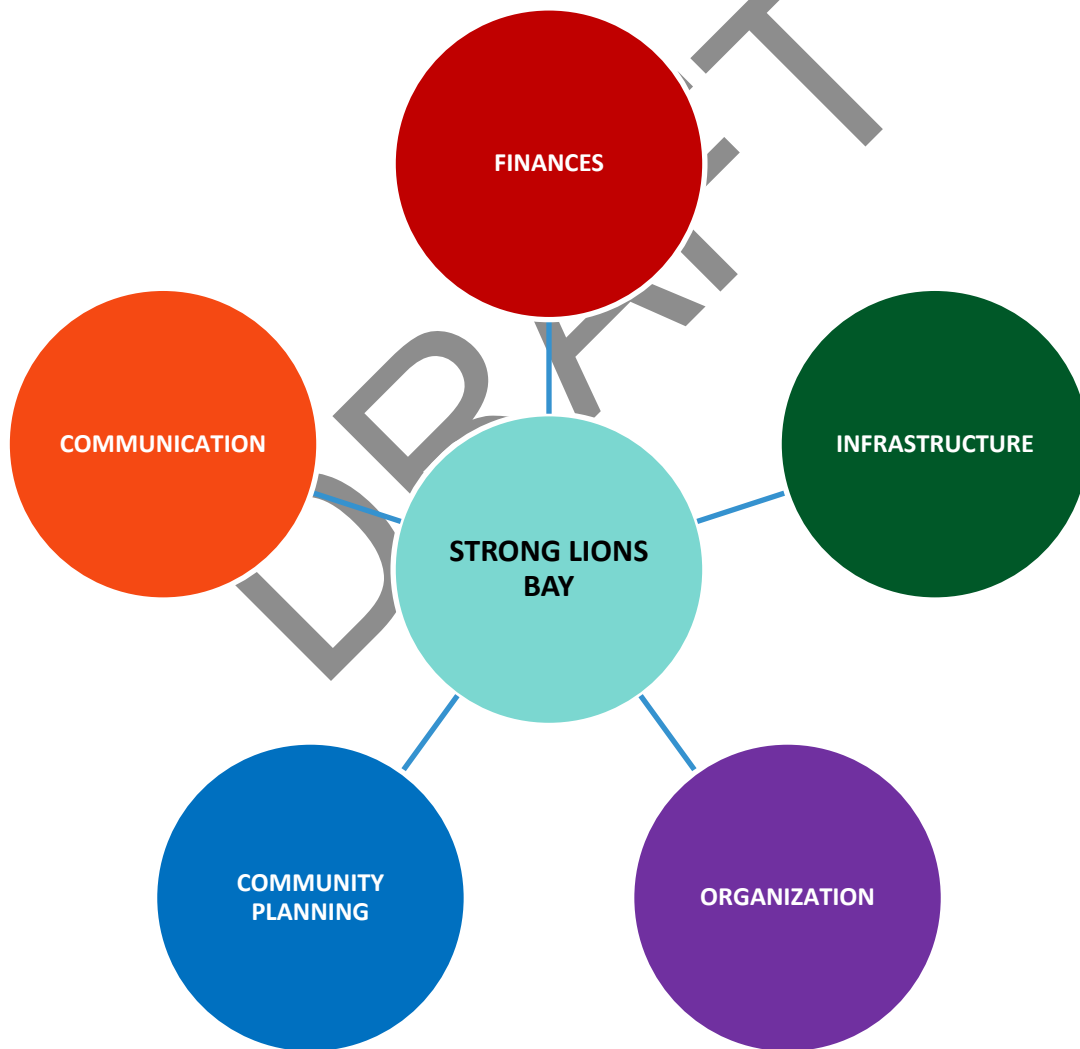
# Council Priorities

In 2018, Council began with a proposed set of goals and priorities for 2019 which build on and provide further detail of the goals and priorities of the previous strategic planning work.

Each of the strategic focus areas with goals and priority actions is outlined below with target timelines set out as:

- Short Term – 1-2 years
- Medium Term – 2-4 years
- Long Term – over 4 years (next Council)

The following tables in each section outline the results of each focus area in 2019.



## Infrastructure Objectives

GOALS	PRIORITY ACTIONS	TARGET TIMELINE	Where we are at
<p><b>Adequately resource maintenance of existing Lions Bay infrastructure and infrastructure spending based on the long-range priorities of the Infrastructure Master Plan.</b></p> <p><b>Identify and meet service standards and best practices appropriate to the needs of Lions Bay.</b></p> <p><b>Meet critical standards and industry best practices as they continue to evolve.</b></p>	a. Manage CWWF1-funded Water Network Project to completion.	Short Term	Completed.
	b. Apply for ICIP grant for a portion of the remainder of the CWWF1 project	Short Term	Completed.
	c. Apply for next round of infrastructure grant funding (expected Spring 2019)	Short Term	No new grants
	d. Progress cell tower project	Short Term	Completed. Application rejected.
	e. Implement Phase 1 of Lions Bay Beach Park improvement project, using Water-Access Capital Reserve funds where possible.	Phase 1 - Complete Phase 2 – Short to Medium Term	Phase 1 – Complete Phase 2 – 1 <sup>st</sup> Grant intake unsuccessful; 2 <sup>nd</sup> intake fall 2020.
	f. Support the UBC long-range watershed hydrology study	Ongoing	Ongoing
	g. Kelvin Grove WWTP replacement study	Short Term	Completed.
	h. Develop Stormwater Management Plan	Short to Medium Term	Ongoing

## Financial Objectives

GOALS	PRIORITY ACTIONS	TARGET TIMELINE	Where we are at
<p><b>Ensure the municipality has adequate long-term financial resources to sustain core work and strategic priorities.</b></p> <p><b>Pursue a capital reserve policy to meet the requirements of a comprehensive Asset Management Plan.</b></p> <p><b>Utilize grant and debt funding for spending on new and replacement assets for future generations, and eligible funding for operating costs and addressing the infrastructure gap.</b></p>	a. Apply for all suitable Infrastructure Grants	Ongoing	Ongoing
	b. Advocate for small community concessions on gas tax and rural allowances.	Short Term	Ongoing
	c. Complete work on a comprehensive Asset Management Plan.	Short Term	Ongoing
	d. Complete sale of municipally-owned lot at 52 Brunswick.	Short Term	Complete
	e. Proceed with sale of municipally-owned lot in Upper Kelvin Grove.	Short Term	Ongoing



## Planning Objectives

GOALS	PRIORITY ACTIONS	TARGET TIMELINE	Where we are at
Continue to enhance and implement the Official Community Plan (OCP) in order to produce a prosperous, diverse and vibrant complete community, accessible to residents and welcoming to visitors.	a. Adopt a new local Building Bylaw complying with new provincial Building Act.	Short Term Staff to review and bring recommendations for new Building Bylaw suitable for Lions Bay.	Ongoing review prior to draft bylaw
	b. Apply for provincial License of Occupation for W2 Water Zones.	Long Term	Future work
	c. Consider natural hazards Development Permits and associated OCP amendment;	Short Term	Ongoing review prior to bringing forward
	d. Complete Community Amenity Contribution (CAC) policy.	Short Term	Ongoing review prior to bringing forward
	e. Develop and implement initiatives with SD45 to keep Lions Bay School open.	Short Term re. next steps	Continuing to promote school enrollment
	f. Scope the effort to inventory, assess condition and manage trails in Lions Bay	Short Term	Ongoing
	g. Develop a Boulevard Encroachment Bylaw to address encroachment and vegetation.	Short Term	Ongoing review prior to draft bylaw
	h. Further develop the Emergency Management Plan.	Short Term	Completed – Additional Annexes ongoing
	i. Negotiate long-term provincial lease at Upper Brunswick, plan move of Public Works Yard there, complete community consultation for redevelopment of the existing site.	Short Term	Ongoing
	j. Support initiatives protecting glass sponge reefs in Howe Sound, establishing Howe Sound as a UNESCO Biosphere Region, promoting a Howe Sound National Park.	Ongoing	local resident expert's work (Marline Life Sanctuaries Society) resulted in a March 6, 2019 that the glass sponge reefs in Howe Sound are now protected under marine refuge status
	k. Work with Sea-to-Sky communities towards intra-region transit.	Ongoing	Initiative on hold pending Provincial government support
	l. Work with TransLink on the Lions Bay micro-shuttle pilot project.	Short Term (Advocacy)	Translink reviewing Ph.1 (Bowen) – Obtained service hours expansion

	m. Through advocacy & representation, address high noise and excessive accident risk on the Sea-to-Sky Hwy.	Short Term (Advocacy)	Ongoing
	n. Work with developers regarding potentially developable properties	Short Term Medium Term	Ongoing
	o. Council Consideration of options for future of Oceanview Road ROW	Short Term	Ongoing review
	p. Boundary Discussions with: <ul style="list-style-type: none"> <li>West Van re. amalgamation</li> <li>SLRD re. support for VoLB expansion</li> </ul>	Long Term	Future work

### Communications Objectives

GOALS	PRIORITY ACTIONS	TARGET TIMELINE	Where we are at
Facilitate an informed and engaged public by proactive and transparent communication.	a. Utilise outside consultants for select community consultations.	Ongoing	Ongoing
	b. Promote Village Update and Lions Bay Alert	Ongoing	Ongoing

### Organizational Objectives

GOALS	PRIORITY ACTIONS	TARGET TIMELINE	Where we are at
Support a motivated, fulfilled, high-functioning and stable staff organization capable of innovatively meeting the core work and statutory requirements of the organization and Council's strategic priorities.	a. Build staff skills in customer service, communication, administration, planning, finance, IT, records management & emergency management.	Ongoing	Updated Emergency Plans and succeeded on grants to assist increase emergency response capacity
	b. Hire a part-time emergency planning coordinator. [Review staffing levels]	Short Term	Hired a part-time Deputy Emergency Program Coordinator
	c. Commence strategic planning for LBFR service levels.	Short Term for Fire Practice Facility  Medium Term for LBFR Strategic Planning	Fire Practice Facility nearing completion and Classroom Trailers complete.  Ongoing
	d. Build relationships with local First Nations	Ongoing	Ongoing

# Message from the CAO

I am pleased to bring you the 2019 Village of Lions Bay Annual Report. As the Chief Administrative Officer, I am responsible for leading the administration, ensuring accomplishment of legislative requirements, Council priorities and strategic planning goals.

Since 2016, we have been working hard to ensure that the goals and objectives of Council's Strategic Plan have been met. We are seeing a lot of progress with many significant accomplishments in 2019 as detailed throughout this report.

Lions Bay is situated on a unique land base with a lot of challenges. Village staff work hard to ensure the safety and enjoyment of all residents and visitors. The many accomplishments by each department highlighted in this report reflect their work and I would like to thank staff for their ongoing commitment. The Village also relies on a wealth of volunteers, many of whom have lived in the Village for decades, to serve on Council committees and the many not-for-profit organizations that make Lions Bay a wonderful place to live.

The many challenges facing us in 2020 will prove to be a test on Village resources. However, with that comes opportunity as we move forward in meeting our goals and objectives.



Peter DeJong

Chief Administrative Officer

**DRAFT**



# Department Overview



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



**Chief Administrative Officer**  
Peter DeJong



**Public Works Manager**  
Naizam Jaffer



**Chief Financial Officer**  
Pamela Rooke



**Fire Chief**  
Andrew Oliver

# Department Overview

## Administration

The administrative department provides service to the residents of Lions Bay, legislative and administrative support to Council and its Committees; communications; planning and building services; and permits and licensing services.

## 2019 Highlights

- Undertook a comprehensive Film Policy review resulting in Council adoption of a new Film Policy
- Obtained approval from Translink for 20% increase in service hours slated for summer 2020
- Provided administrative support for Harvey Water Tank Replacement Project
- Negotiated agreement for cell tower proposal and commenced community consultation process
- Hired a part-time Deputy Emergency Program Coordinator to begin updating Emergency Plans
- Undertook public consultation processes for improved transit services, PRV loan financing, Waste Water Treatment Plant replacement, filming policy and cell tower proposal.

2019 Statistics and Key Performance Indicators				
	2019	2018	2017	2016
Bylaws Adopted	13	17	24	15
Policies Adopted	4	3	4	6
Freedom of Information Requests Completed	8	3	2	10
Freedom of Information Request Hours Utilized	10	3.5	7	22.5
Freedom of Information Billable Hours	2.5	0	0	7.5
Website – Average Views/Month	6,458	6,489	6,585	4,625
Village Update – Current Number of Subscribers	806	676	633	616
Village Update – Average Open Rate	70%	69%	67%	63%

2019 Building Statistics				
Year	# Permits Issued	# New Builds	# Renovations	Construction Value (\$)
2015	17	0	17	1,016,014
2016	16	0	16	1,294,999
2017	33	5	28	8,369,174
2018	18	0	18	3,939,850
2019*	28	4	24	8,877,805
*2019 includes \$2,711,000 for a Municipal Project				

## ***Finance***

The Finance Department provides financial services to the municipality and maintains and communicates financial information to the public, Council and staff.

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Key responsibilities include:

- Accounting Services – accounts payable and receivable, banking, cash management
- Payroll Services – bi-weekly processing, benefits administration, year-end reporting
- Revenue and Collections – utility and property tax billing and collection, rate setting
- Purchasing - procurement and risk management
- Financial Reporting – preparation of annual financial statements, quarterly financial reports, monthly grant reporting
- Financial Planning – Five Year Financial Plan preparation and monitoring

The department is comprised of two staff (1.90 FTE's): the Chief Financial Officer and the Municipal Accountant, with assistance provided by administration staff.

## ***2019 Highlights***

- Adopted the Five-Year Financial Plan Bylaw, Fees Bylaw, Tax Rates Bylaw and Water, Sewer and Solid Waste Bylaws
- Produced annual utility and property tax notices including an infrastructure levy to help reduce the asset funding gap
- Remitted taxes collected on behalf of other tax authorities, including school tax
- Implemented a service portal on the Village website to enable customers to view their property taxes and utility bills and pay online by credit card
- Commenced the records management project, digitizing archived records and improving the internal e-filing system
- Completed year-end audited financial statements and submitted annual financial reports to the province
- Prepared bi-weekly payroll and remittances
- Issued an RFP and purchased five new trucks for Public works
- Submitted a successful Whistler Blackcomb Foundation grant application for radio headsets for the fire department
- Obtained a UBCM grant, issued an RFP and engaged a consultant to complete the second phase of the asset management investment plan for the Village; project to be completed in 2020

## ***2020 Objectives***

- Continue to pursue grant opportunities to help fund infrastructure projects including:
  - an FCM grant application for the third phase of the asset management investment plan



- an application under the Investing in Canada Infrastructure Program for the Bayview Road Drainage & Water Improvement Project
- a Natural Resources Canada application for a Fast EV Charger
- Obtain MFA long-term financing for the fabrication and installation of 3 pressure reducing valve stations
- Implement additional online payment options through the Village website service portal
- Continue the records management project
- Update the purchasing policy
- Continue to work with the Fire Chief to enhance the administrative capacity and efficiency of LBFR







### ***Public Works***

The Public Works Department is responsible for the operations and maintenance of the Village of Lions Bay's assets including parks, open and public spaces, foreshore and beaches, roads, bridges, drainage, water, and sewer networks. Public Works is staffed by a complement of 6 full time employees and their manager. The Department is predominantly known for the provision of safe, high quality drinking water. This group of well-trained and competent employees provides a broad spectrum of services that contributes to making the Village a safe, well-functioning, and beautiful place to live.



## **2019 Highlights**

In 2019, Public Works managed the construction of the single largest project ever undertaken by the Village of Lions Bay – a new 520,000 imperial gallon glass-fused steel-bolted tank constructed at the Harvey Creek Water Treatment Plant. This new tank increased the residential fire fighting water reserves by 25% and will also improve the quality of water residents receive. Management of this project by Public Works employees constituted 5% of the overall work hours allocated to Public Works activities. In addition to this, Public Works completed a variety of projects outside of our core services, some of which included:

- Construction and paving of the Lions Bay Beach Park parking lot and Sunset Trailhead Parking Lot;
- Construction and paving of a new wheelchair accessible ramp leading to the new upper Council Chambers;
- Procurement and installation of a memorial cairn at the Village Office Complex;
- Preparation of 35 Kelvin Grove road end including tree work and civil utilities;
- Replacement of a deteriorated corrugated metal culvert on the Harvey Creek intake access road; and
- Preparation of a road shoulder parking area on Timbertop Road

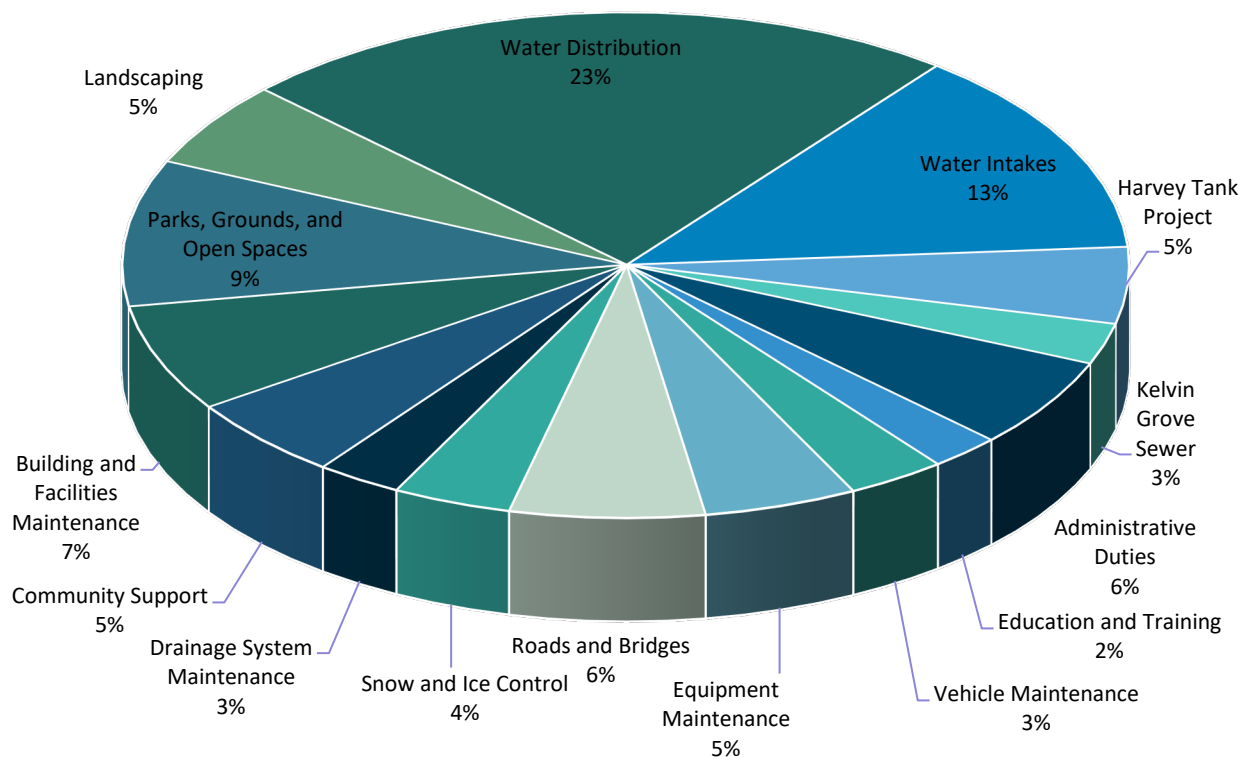
There were two notable unfavourable developments in 2019 that diverted staff time and resources. The most prominent of these was the February 2019 failure of the Kelvin Grove wastewater treatment plant. Throughout the course of the year, Public Works staff had to nurse the plant along whilst preparations were made to engage engineers and contractors for the eventual replacement of the plant which is to occur in 2020. The second issue was the retirement of long-time horticulture employee, Donna Newsom. Public Works attempted to backfill this vacancy by posting the position twice over the course of the year with little luck finding a suitable, knowledgeable candidate. On the third round of posting, a highly qualified horticulturalist recently graduated from Kwantlen Polytechnic University accepted the position with a start date in the spring of 2020.

2020 is shaping up to be a unique year with many non-core projects on the capital program. The primary projects include the construction of a new Kelvin Grove wastewater treatment plant and the installation of 3 above ground water pressure reducing valve stations. Other capital works will include significant road repairs and bridge maintenance works. On the operations and maintenance front, Public Works staff continued with their prescribed annual work program focusing on the key areas of Water, Wastewater, and Parks and Grounds.



The hourly distribution of staff labour is represented in the following pie-chart:

## 2019 Public Works Service Level Distribution



*Percentages represent the portion of total working hours spent at each given activity*

<b>Statistics &amp; Key Performance Indicators</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Service requests (CSRs) addressed:	460	375	206	185
Leaks addressed (municipal side):	2	1	4	1
Leaks found (private side):	9	9	6	12
BC One-Call Locates:	27	25	30	26
Boil Water Advisories:	0	0	0	0



*Left to Right: Donna Newsom, Garth Begley, Alberto Urrutia, Neale Mullen, Kyle McCallum, and Aidan Young*



## ***Lions Bay Fire Rescue***

Lions Bay Fire Rescue (LBFR) is responsible for fire protection, rescue services, first responder medical aid and fire prevention in the Village and on Highway 99. LBFR are the first responders to a variety of emergency and non-emergency incidents. They respond not only to fires but also medical emergencies, motor vehicle accidents, technical rescues, forest interface, and much more. They are highly trained and cumulatively volunteer over 2050 hours each month in training, shift weekends, and emergency response. The volunteers train every Wednesday night and one full weekend every month demonstrating a high level of dedication.





## 2019 Highlights

- Organized another successful Firefighters Day, the main annual fundraiser for LBFR, which generates essential additional revenue for the department
- Captain Barret Gernscheid put together an in-depth plan for efficient and thorough training. Two homeowner members are almost finished JIBC Firefighter and officers training. Recruited 4 new resident members and two members were lost to full-time employment with other municipal fire departments.
- Effectively planned for anticipated summer water supply requirements for interface firefighting; precautionary measures were put into place for duration of Harvey Water Tank Replacement Project.
- Successfully received a grant for multiple firefighting equipment and interface.
- Sent 4 members and captain to live fire course held in Squamish, which will enable captain Gernscheid to hold this type of training at our facilities from now on
- Finished setting up new training classroom at Brunswick Pit, and did a deep clean of the outside area
- Still in discussions with SLRD re. Mutual Aid Agreement with Britannia Beach VFD and with Electoral Area A re: an Automatic Aid Agreement.
- Burn Building Training Facility are almost completed, just waiting on finishing touches and minor services.
- Created the ability for fire department members to access all necessary documents remotely, thereby enhancing education and training opportunities.
- Revamped all medical gear equipment and supply cabinet, as well as all checklists.

## 2020 Objectives

- Continue working on a 5-year strategy for the department, including recruiting residents and adjustments to budget
- Put together a COVID-19 Strategy to ensure the safety of LBFR members and residents.
- Welcome new fire board members and set up quarterly meetings.
- Review amendments to Standard Operating Guidelines that govern the LBFR department
- Developing a plan for replacing both Fire engines as they are over 20 years old.
- Enhance Auto ex with the addition of a large bus to enhance skills with bigger vehicles with larger passenger capacity
- As the burn building nears completion, we will commence fire ground operations
- Plan for annual Vancouver FD pre-recruit visit.
- Monitor provincial guidelines to figure out in what capacity we can hold our annual Firefighter Day fundraiser. Hold a “Virtual Boot” fundraiser to replace the auction table to solicit funds.

<b>Statistics &amp; Key Performance Indicators</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Calls for Service:	110	111	117	160
Motor Vehicle Accidents:	30	32	46	82
Medical Responses:	33	29	38	46
Structure Fires:	4	0	2	4
Miscellaneous Events:	43	50	31	28
PEP Reimbursements	\$11,045	\$10,110	\$16,085	\$35,711

## Police

Policing services are provided to the Village by the Sea to Sky RCMP Detachment, located in Squamish. The Village sees an extremely low crime rate, with the highest number of calls for service related to traffic incidents and abandoned 9-1-1 calls.

<b>Statistics &amp; Key Performance Indicators</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Calls for Service	416	473	465	581
Violent Crime	4	4	1	6
Robbery	0	0	0	0
Domestic Violence	3	11	1	7
Assault	2	2	4	3
Property Crime	39	50	24	41
Other Criminal Code*	8	13	7	10
Total Collisions	25	33	36	79
Collisions (Hwy. 99 only)	19	29	35	77
Impaired Drug/Alcohol Infractions	11	6	21	17

\*Includes other Criminal Code offences such as Bail Violations, Weapon Charges, and Obstruction etc.

## Bylaw Enforcement

The municipality's primary goal is to achieve bylaw compliance through dialogue and education. The Village employs two Bylaw Enforcement officers on a part time, seasonal basis between May and September to address key issues where escalation to enforcement measures is warranted, mostly related to parking, animal control, and noise.

<b>Type</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Warning Tickets Issued	8	43	46	77
Bylaw Notices Issued	655	398	377	277
Bylaw Notices Disputed	53	81	31	28
Payment Demand Letters Sent	238	158	137	95
Referred to Collections Agency	222	134	117	23
Parking Fine Revenue	\$22,356	\$10,238	\$9,667	\$8,098
Parking Meter (Net) Revenue	\$35,887.85	\$14,241	\$16,319	N/A





# Community Involvement

Thank you to our Volunteers and Council Committees!

## ***Volunteer Groups***

- Lions Bay Community Scholarship Foundation
- Lions Bay Bear Smart Program
- Lions Bay Fire Rescue
- Lions Bay Emergency Social Services
- Lions Bay Arts Council
- Lions Bay Trailblazers
- Lions Bay Native Plant Garden Association
- Lions Bay Seniors Social Circle
- Lions Bay Block Watch
- Lions Bay Historical Society
- Lions Bay PAC
- Lions Bay Playgroup
- Lions Bay Events Committee
- Lions Bay Community Garden
- Lions Bay Caroling Team
- Lions Bay Search and Rescue

## ***Council Committees***

- Board of Variance (Independent Statutory Board appointed by Council)
- Curly Stewart Memorial Trust Fund Award Committee
- Infrastructure Committee
- Lions Bay Beach Park Advisory Committee
- Memorial Committee
- Trees, Views and Landscapes Committee





Village of Lions Bay Community Gardens



**Village of Lions Bay  
Financial Statements  
For the year ended December 31, 2019**

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**Village of Lions Bay  
Financial Statements  
For the year ended December 31, 2019**

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## Management's Responsibility for the Financial Statements

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The accompanying financial statements of the Village of Lions Bay (the "Village") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant accounting policies which proceed the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

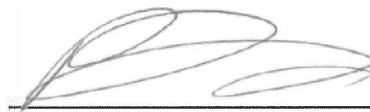
Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.



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Pamela Rooke, CPA, CMA  
Chief Financial Officer



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Peter DeJong  
Chief Administrative Officer

May 5, 2020



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## Independent Auditor's Report

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### To the Mayor and Council of the Village of Lions Bay Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village") which comprise the Statement of Financial Position as at December 31, 2019 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of this report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Vancouver, British Columbia  
May 5, 2020

**Village of Lions Bay**  
**Statement of Financial Position**

**December 31** **2019** **2018**

**Financial Assets**

Cash and cash equivalents	3,780,886	2,900,857
Accounts receivable	254,141	221,571
Grants receivable	970,555	161,593
Assets held for sale (Note 1)	273,518	359,384
	5,279,100	3,643,405

**Liabilities**

Accounts payable	415,456	211,262
Sick, overtime, wellness and vacation payable	81,391	158,451
Deferred revenue (Note 2)	46,911	637,327
Developer deposits (Note 3)	180,500	144,000
Equipment financing (Note 4)	89,986	115,084
Long term debt (Note 5)	1,782,678	1,595,415
	2,596,922	2,861,539

**Net Financial Assets**

2,682,178 781,866

**Non-Financial Assets**

Tangible capital assets (Schedule 3)	22,292,774	20,381,200
Prepaid expenses	19,008	14,542
	22,311,782	20,395,742

**Accumulated Surplus (Note 11)** **24,993,960** **21,177,608**

Contingent liabilities and contractual obligations (Note 7)  
Contractual Rights (Note 8)  
Subsequent Events (Note 14)

*Pamela Rooke*

Pamela Rooke CPA, CMA  
Chief Financial Officer



Ron McLaughlin  
Mayor



**Village of Lions Bay  
Statement of Operations**

<b>For the year ended December 31</b>	Financial Plan 2019	<b>2019</b>	2018
	(Note 9)		
<b>Revenue</b> (Schedules 1 & 2)			
Taxation (Note 6)	1,695,433	<b>1,695,399</b>	1,505,049
Utility user rate	1,138,127	<b>1,138,467</b>	1,089,217
Government transfers	2,413,179	<b>2,025,628</b>	573,393
Sale of services	177,723	<b>259,359</b>	186,465
Other revenues	118,751	<b>214,912</b>	177,240
Gain of sale of asset held for sale (Note 1)	2,353,539	<b>1,810,716</b>	-
Loss on disposal of tangible capital assets	-	<b>(63,713)</b>	-
	<u>7,896,752</u>	<u><b>7,080,768</b></u>	<u>3,531,364</u>
<b>Expenses</b> (Schedules 1&2)			
General departmental expenses	2,761,163	<b>2,329,765</b>	2,446,788
Water system operations	957,180	<b>794,763</b>	902,843
Sewer system operations	176,063	<b>139,888</b>	73,689
	<u>3,894,406</u>	<u><b>3,264,416</b></u>	<u>3,423,320</u>
<b>Annual Surplus</b>	4,002,346	<b>3,816,352</b>	108,044
<b>Accumulated Surplus</b> , beginning of year	<u>21,177,608</u>	<u><b>21,177,608</b></u>	<u>21,069,564</u>
<b>Accumulated Surplus</b> , end of year	<u>25,179,954</u>	<u><b>24,993,960</b></u>	<u>21,177,608</u>

**Village of Lions Bay**  
**Statement of Change in Net Financial Assets**

<b>For the year ended December 31</b>	<b>Financial Plan 2019</b>	<b>2019</b>	<b>2018</b>
	(Note 9)		
<b>Annual Surplus</b>	<b>4,002,346</b>	<b>3,816,352</b>	<b>108,044</b>
<b>Change in Tangible Capital Assets</b>			
Acquisition of tangible capital assets	(3,170,594)	(2,532,333)	(312,093)
Amortization of tangible capital assets	736,619	557,046	497,670
Loss on disposal of tangible capital assets	-	63,713	-
Tangible capital assets transferred to assets held for sale (Note 1)	-	-	273,518
	(2,433,975)	(1,911,574)	459,095
<b>Change in Other Non-Financial Assets</b>			
Net acquisition of prepaid expenses	-	(4,466)	(13,525)
<b>Change in net financial assets for the year</b>	<b>1,568,371</b>	<b>1,900,312</b>	<b>553,614</b>
<b>Net financial assets, beginning of year</b>	<b>781,866</b>	<b>781,866</b>	<b>228,252</b>
<b>Net financial assets, end of year</b>	<b>2,350,237</b>	<b>2,682,178</b>	<b>781,866</b>

<b>Village of Lions Bay</b>		
<b>Statement of Cash Flows</b>		
<b>For the year ended December 31</b>	<b>2019</b>	<b>2018</b>
<b>Cash provided by (used in)</b>		
<b>Operating transactions</b>		
Annual surplus	3,816,352	108,044
Items not involving cash		
Amortization expense	557,046	497,670
Loss on disposal of tangible capital assets	63,713	-
Changes in non-cash operating balances		
Accounts receivable	(32,570)	151,190
Grants receivable	(808,962)	127,315
Assets held for sale	85,866	-
Developer deposits	36,500	6,000
Deferred revenue	(590,416)	(49,887)
Accounts payable	204,194	(333,398)
Sick, overtime, wellness and vacation payable	(77,060)	41,235
Prepaid expenses	(4,466)	(13,525)
	<b>3,250,197</b>	<b>534,644</b>
<b>Capital transactions</b>		
Cash used to acquire tangible capital assets	(2,532,333)	(312,093)
<b>Financing transactions</b>		
Repayment of equipment financing	(25,098)	(32,089)
Repayment of long-term debt principal	(192,737)	(122,041)
Issue of long-term debt	380,000	-
	<b>162,165</b>	<b>(154,130)</b>
<b>Increase in cash and equivalents during the year</b>	<b>880,029</b>	<b>68,432</b>
<b>Cash and equivalents, beginning of year</b>	<b>2,900,857</b>	<b>2,832,436</b>
<b>Cash and equivalents, end of year</b>	<b>3,780,886</b>	<b>2,900,857</b>
<b>Supplemental information:</b>		
Interest paid on long-term debt	78,343	108,858



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## Village of Lions Bay

### Summary of Significant Accounting Policies

December 31, 2019

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The Village of Lions Bay ("the Village") is a municipality in the province of British Columbia operating under the provisions of the Community Charter. The Village provides a wide range of services to the residents such as parks and recreation, fire and rescue, general government services, solid waste collection, and maintenance of roads, storm drainage, water and sewer infrastructure and facilities. The Village prepares its financial statements in accordance with Canadian public sector accounting standards ("PSAS") using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

#### **Basis of Accounting**

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include bank balances and bank term deposits or guaranteed income certificates with duration of less than three months at the time of purchase. All amounts are held at Canadian chartered banks and are denominated in Canadian dollars.

#### **Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Land improvements	7 to 40 years
Buildings	20 to 50 years
Storm sewer	25 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Roads	10 to 60 years
Other	5 to 60 years

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**Village of Lions Bay**  
**Summary of Significant Accounting Policies**

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**December 31, 2019**

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**Revenue Recognition**

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities, including the Greater Vancouver Regional District, are not included as taxes for municipal purposes.

Charges for sewer, water usage and solid waste collection are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Government transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sales of service and other revenue is recognized on an accrual basis.

**Use of Estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. A significant area requiring management estimates relates to the useful life of tangible assets for amortization calculations.

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**Village of Lions Bay**  
**Summary of Significant Accounting Policies**

**December 31, 2019**

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**Financial Instruments**      The Village's financial instruments consist of cash and cash equivalents, accounts receivable, grants receivable, accounts payable, sick, overtime, wellness and vacation payable, developer deposits, equipment financing and long-term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

**Deferred Revenue**      Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

**Contaminated Sites**      Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

1. an environmental standard exists;
2. contamination exceeds the environmental standard;
3. the Authority is directly responsible or accepts responsibility;
4. it is expected that future economic benefits will be given up; and
5. a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. There is no liability for contaminated sites recorded as at December 31, 2019 or 2018.



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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**1. Assets Held for Sale**

During 2017, the Village listed a parcel of land as available for sale. The net book value of the land previously classified in tangible capital assets was \$85,866. The land sold in April 2019 with a gain on sale of \$1.81 million.

In 2018, the Village listed another parcel of land as available for sale. The net book value of the land previously classified in tangible capital assets is \$273,518 and remains unsold at December 31, 2019.

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**2. Deferred Revenue**

	2019	2018
Contributions for future use	14,209	-
Government transfers	-	600,839
Prepaid taxes	32,702	36,488
	<u>46,911</u>	<u>637,327</u>

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**3. Developer Deposits**

Bylaw 497 requires an applicant for certain building permits to pay a damage deposit of \$1,500 when the work is under \$50,000 and \$3,000 when the work is over \$50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of \$180,500 (2018 - \$144,000) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

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**4. Equipment Financing**

The Village has entered into obligations for emergency radios with future payment requirements as follows:

2020	17,874
2021	17,874
2022	17,874
2023	17,874
2024	17,874
Thereafter	8,937
	<hr/>
Total future minimum lease payments	98,307
Less: Imputed interest (at 3%)	(8,321)
	<hr/>
Present value of minimum lease payments	89,986
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**5. Long-term Debt**

Loan Authorization Bylaw No. 353 was adopted on January 20th, 2005 and gave approval for the Village to borrow up to \$250,000 to assist in providing water services to the specified area of Brunswick Beach whose owners had opted to finance their share of costs over twenty years through a local parcel tax. The actual amount of the loan honoured was \$114,000. The interest rate is 5.1% and the debt matures in 2025. The balance outstanding under this bylaw at year-end was \$40,403 (2018 - \$46,563).

Loan Authorization Bylaw No. 401 and 374 were respectively adopted on June 2, 2008 and September 19, 2006 and gave approval for the Village to borrow up to \$800,000 and \$600,000 to assist in providing construction improvements to the water system servicing the Village of Lions Bay. The interest rate was reduced to 2.90% effective November 20, 2018 (previously 5.15%) and the debt matures in 2028. The balance outstanding under the bylaws at year-end was \$765,947 (2018 - \$835,539).

Loan Authorization Bylaw No. 380 was adopted on September 19, 2006 and gave approval for the Village to borrow up to \$1,300,000 to assist in providing construction improvements to the Village of Lions Bay road system. In 2008, Council reduced the approved borrowing for the bylaw to \$500,000 and \$250,000 was borrowed. The interest rate was reduced to 2.90% effective November 20, 2018 (previously 5.15%) and the debt matures in 2028. The balance outstanding under this bylaw at year-end was \$136,776 (2018 - \$149,203).

**December 31, 2019**

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**5. Long-term Debt (con't)**

Loan Authorization Bylaw No. 508 was adopted on December 6, 2016 and gave approval for the Village to borrow up to \$3,000,000 to assist in providing construction improvements to the Village's water and stormwater distribution network, the water storage system and bridges. In 2017, the Village borrowed \$460,900 for the replacement of the Village's water storage facilities. The interest rate is 3.15% and the debt matures in 2047. The balance outstanding under this bylaw at year-end was \$441,234 (2018 - \$451,212). The authorized but unissued balance at year-end was \$2,539,100. Subsequent to December 31, 2019, the Village borrowed \$600,000 for the purpose of funding a water capital project. The interest rate is 1.99% and the debt matures in 2040.

During 2017, the Village borrowed \$145,000 through the MFA Equipment Financing program to purchase a backhoe. The interest rate is variable based on the Canadian Dollar Offered Rate (CDOR) and was 2.54% at December 31, 2019 (2.80% at December 31, 2018). The debt matures in 2022 and the balance outstanding at year-end was \$85,028 (2018 - \$112,898).

During 2019, the Village borrowed \$380,000 through the MFA Equipment Financing program to purchase five trucks for Public Works. The interest rate is variable based on the Canadian Dollar Offered Rate (CDOR) and was 2.54% at December 31, 2019. The debt matures in 2024 and the balance outstanding at year-end was \$313,290.

Repayments of debt to the Municipal Finance Authority of BC (MFABC) required in the next five years and thereafter are as follows:

2020	205,181
2021	211,681
2022	215,266
2023	194,303
2024	121,710
Thereafter	834,537
	<hr/>
	1,782,678
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**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

**6. Taxation**

	Financial Plan 2019	2019	2018
	(Note 9)		
General purposes	1,684,848	<b>1,684,814</b>	1,494,464
Collections for other tax authorities			
School Taxes – Province	-	<b>892,062</b>	811,852
RCMP	-	<b>145,088</b>	154,253
Regional District	-	<b>48,463</b>	50,222
Greater Vancouver Transportation Authority	-	<b>212,167</b>	211,168
Municipal Finance Authority	-	<b>190</b>	198
British Columbia Assessment Authority	-	<b>37,283</b>	40,219
	<u>1,684,848</u>	<u><b>3,020,067</b></u>	<u>2,762,376</u>
Transfers to other tax authorities			
School Taxes – Province	-	<b>892,062</b>	811,852
RCMP	-	<b>145,088</b>	154,253
Regional District	-	<b>48,463</b>	50,222
Greater Vancouver Transportation Authority	-	<b>212,167</b>	211,168
Municipal Finance Authority	-	<b>190</b>	198
British Columbia Assessment Authority	-	<b>37,283</b>	40,219
	-	<u><b>1,335,253</b></u>	<u>1,267,912</u>
Available for general purposes	1,684,818	<b>1,684,814</b>	1,494,464
Water utility parcel taxes	10,585	<b>10,585</b>	10,585
	<u>1,695,433</u>	<u><b>1,695,399</b></u>	<u>1,505,049</u>

**December 31, 2019**

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**7. Contingent Liabilities and Contractual Obligations**

- (i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.
- (ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.
- (iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2019) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.
- (iv) Under borrowing arrangements with MFA, the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the deposits and contingent demand notes are not included in the financial statements of the Village.
- (v) The Village is the subject to litigation in regard to employment matters. In addition, the Village is from time to time involved in other lawsuits. The Village vigorously defends any such claims. At December 31, 2019 there is not sufficient information available to allow the Village to make a reasonable estimate of the potential for loss, if any, resulting from outstanding matters. Accordingly, these financial statements contain no provision for such amounts. Amounts will be recorded in the financial statements in the period in which additional information becomes available that allows a reasonable estimate to be made.

**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

**8. Contractual Rights**

The Village entered into a lease contract for space in a building located at 410 Centre Road which expires in July 2030. In return, the Village receives the following revenues:

2020	23,882
2021	25,760
2022	25,760
2023	25,760
2024	25,760
Thereafter	159,927

**9. Financial Plan**

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2019 with adjustments for items accounted for differently under PSAS.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan Bylaw anticipated capital expenditures rather than amortization expense and repayment of debt during the year.

The following shows how these amounts were combined:

	<b>2019</b>
Financial Plan Bylaw surplus for the year	-
Add back:	
Capital expenditures	<b>3,170,594</b>
Repayment of Debt	<b>178,273</b>
MFA Actuarial Gain on Debt	<b>26,901</b>
Budgeted transfers to accumulated surplus	<b>1,743,197</b>
Less:	
Proceeds from Borrowing	<b>(380,000)</b>
Amortization	<b>(736,619)</b>
	<b>4,002,346</b>



**December 31, 2019**

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**10. Pension Plan**

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Village paid \$87,399 (2018 - \$82,837) for employer contributions while employees contributed \$77,802 (2018 - \$72,828) to the plan in fiscal 2019.

**Village of Lions Bay**  
**Notes to Financial Statements**

**December 31, 2019**

**11. Accumulated Surplus**

The components of accumulated surplus are as follows:

	2019	2018
Invested in tangible capital assets	<b>20,420,110</b>	18,670,701
Reserve funds (Note 12)	<b>2,264,396</b>	918,804
Unrestricted amounts	<b>2,309,454</b>	1,588,103
	<b>24,993,960</b>	21,177,608

**12. Reserve Funds**

	Opening Balance	Revenues & Transfers	Interest Earned	Expenditures & Transfers	Closing Balance
Capital reserves	621,876	-	9,950	-	631,826
Land reserve fund	-	1,810,716	12,637	(757,605)	1,065,748
Infrastructure fund	-	144,658	1,157	-	145,815
Curly Stewart fund	8,315	-	133	-	8,448
Gas tax reserve	288,613	118,381	5,565	-	412,559
	<b>918,804</b>	<b>2,073,755</b>	<b>29,442</b>	<b>(757,605)</b>	<b>2,264,396</b>

**December 31, 2019**

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### **13. Segmented Information**

The Village is a diversified municipal government institution that provides a wide range of services to its residents such as parks and recreation, maintenance of roads, fire and rescue, sewer and water utilities and solid waste collection. Key functional segments have been separately disclosed in Schedule 1. Following is a brief description of these segments and the activities they provide:

#### **General Government**

This segment relates to the general administration of the Village. It also includes revenues and expenses such as property tax revenues, legal costs, etc. that cannot be directly attributed to a specific segment.

#### **Protective Services**

Protective Services is comprised of fire and rescue services, bylaw enforcement and emergency services. The fire and rescue department is responsible for providing fire suppression service, fire prevention programs, training and education and highway call-out services. The members of the fire department are volunteer fire fighters.

#### **Public Works Operation**

Public works is responsible for the maintenance of roads, bridges, storm drainage, street lighting, creeks and drainage, fleet, equipment and snow removal.

#### **Solid Waste Collection**

Solid waste collection consists of recycling services and organics and waste collection.

#### **Planning and Development**

This segment includes building inspection, zoning and community planning such as land use master plan.

#### **Parks and Recreation**

This segment provides services meant to improve the health and development of the residents. They include recreation programs in the community centre, maintenance of trails, parks and beaches and facilities maintenance and management.

#### **Water Utility**

This segment is comprised of water treatment, water quality, water storage and water distribution to residents.



**December 31, 2019**

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**13. Segmented Information (con't)**

**Sewer Utility**

The sewer utility provides for the operation, maintenance and repair of the sanitary sewer collection and waste water treatment plant.

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**14. Subsequent Events**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Village, its residents, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Village will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves to ensure it is able to continue providing essential services to its citizens.

# Village of Lions Bay

## Schedule 1 - Combined Statement of Operations by Segment

For the year ended December 31, 2019

	General Fund						Water Utility	Sewer Utility	2019 Actual	2019 Financial Plan
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation				
						Total General Fund				(Note 9)
<b>Revenues</b>										
Taxation	1,684,814	-	-	-	-	-	10,585	-	1,695,399	1,695,433
Utility user rates	-	-	-	186,697	-	-	879,494	72,276	1,138,467	1,138,127
Government transfers	418,603	8,674	-	-	-	650	1,597,701	-	2,025,628	2,413,179
Sales of services	22,920	98,884	325	4,366	98,048	14,510	18,289	2,017	259,359	177,723
Other revenues	135,607	42,545	-	-	-	-	36,760	-	214,912	118,751
Gain on sale of asset held for sale	1,810,716	-	-	-	-	-	-	-	1,810,716	2,353,539
Loss on disposal of tangible capital assets	-	-	(5,327)	-	-	-	(58,386)	-	(63,713)	-
	4,072,660	150,103	(5002)	191,063	98,048	15,160	2,484,443	74,293	7,080,768	7,896,752
<b>Expenses</b>										
Operating										
Goods and Services	161,097	217,062	255,430	187,969	7,864	91,908	278,025	64,585	1,263,940	1,534,222
Labour	521,476	177,760	185,248	-	31,099	129,106	302,510	17,888	1,365,087	1,541,653
Amortization	342,739	-	-	-	-	-	156,892	57,415	557,046	736,619
	1,025,312	394,822	440,678	187,969	38,963	221,014	737,427	139,888	3,186,073	3,812,494
Interest	-	2,445	18,562	-	-	-	57,336	-	78,343	81,912
	1,025,312	397,267	459,240	187,969	38,963	221,014	794,763	139,888	3,264,416	3,894,406
<b>Annual surplus (deficiency)</b>	3,047,348	(247,164)	(464,242)	3,094	59,085	(205,854)	1,689,680	(65,595)	3,816,352	4,002,346

Village of Lions Bay

Schedule 2 - Combined Statement of Operations by Segment

For the year ended December 31, 2018

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2018 Actual	2018 Financial Plan
<b>Revenues</b>											
Taxation	1,494,464	-	-	-	-	-	1,494,464	10,585	-	1,505,049	1,505,015
Utility user rates	-	-	-	183,570	-	-	183,570	837,613	68,034	1,089,217	1,089,217
Government transfers	369,358	-	-	-	-	10,500	379,858	193,535	-	573,393	2,612,116
Sales of services	14,670	63,961	-	4,986	58,857	20,374	162,848	21,056	2,561	186,465	203,556
Other revenues	78,967	77,171	-	-	-	-	156,138	21,102	-	177,240	148,524
Gain on sale of asset held for sale	-	-	-	-	-	-	-	-	-	-	3,124,994
	1,957,459	141,132	-	188,556	58,857	30,874	2,376,878	1,083,891	70,595	3,531,364	8,683,422
<b>Expenses</b>											
Operating											
Goods and Services	198,306	261,721	247,411	189,389	21,916	108,116	1,026,859	369,418	46,387	1,442,664	1,702,003
Labour	568,538	134,989	190,536	-	28,366	156,311	1,078,740	282,493	12,895	1,374,128	1,397,711
Amortization	321,477	-	-	-	-	-	321,477	161,786	14,407	497,670	588,976
	1,088,321	396,710	437,947	189,389	50,282	264,427	2,427,076	813,697	73,689	3,314,462	3,688,690
Interest	-	3,063	16,649	-	-	-	19,712	89,146	-	108,858	111,956
	1,088,321	399,773	454,596	189,389	50,282	264,427	2,446,788	902,843	73,689	3,423,320	3,800,646
<b>Annual surplus (deficiency)</b>	869,138	(258,641)	(454,596)	(833)	8,575	(233,553)	(69,910)	181,048	(3,094)	108,044	4,882,776

**Village of Lions Bay**  
**Schedule 3 - Tangible Capital Assets**

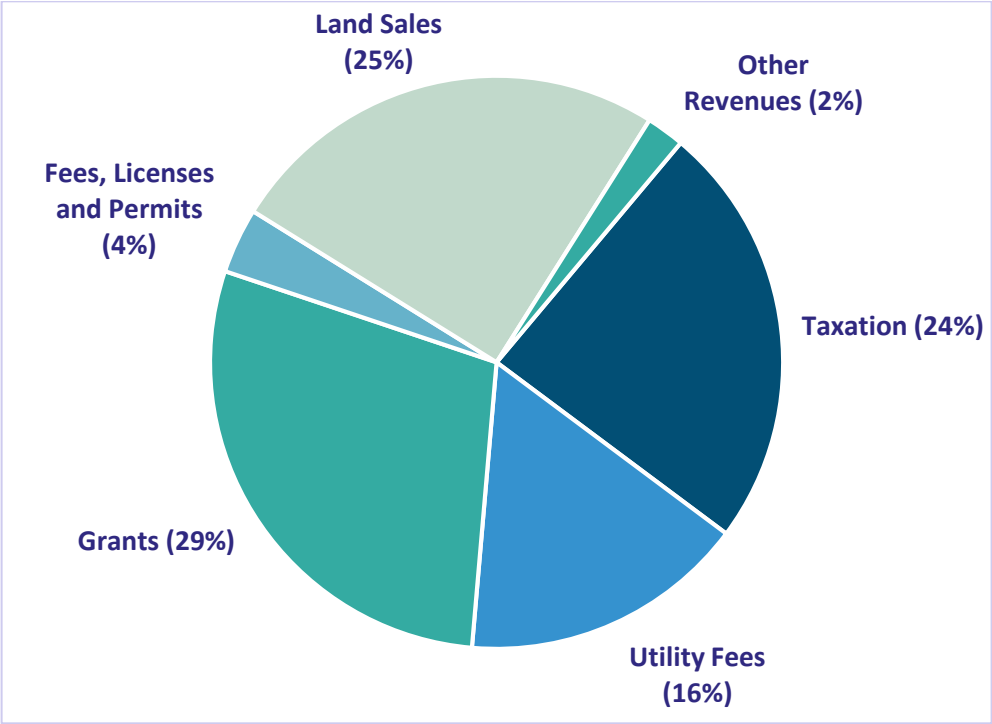
For the year ended December 31, 2019

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Roads	Storm Sewer	Other	WIP – General	2019 Total	2018 Total
<b>Cost, beginning of year</b>	11,695,765	2,250,854	2,147,053	201,125	7,190,170	795,715	4,357,566	101,450	81,801	418,188	<b>29,239,687</b>	29,201,112
<b>Additions</b>	-	26,985	451,352	58,228	19,991	-	-	-	-	1,975,777	<b>2,532,333</b>	398,555
<b>Disposals</b>	-	-	(174,731)	-	(69,331)	-	-	-	-	-	<b>(244,062)</b>	(359,980)
<b>Cost, end of year</b>	11,695,765	2,277,839	2,423,674	259,353	7,140,830	795,715	4,357,566	101,450	81,801	2,393,965	<b>31,527,958</b>	29,239,687
<b>Accumulated amortization, beginning of year</b>	-	837,207	1,445,017	93,568	2,909,230	600,923	2,876,407	79,774	16,361	-	<b>8,858,487</b>	8,360,817
<b>Amortization</b>	-	57,503	166,847	12,301	156,892	57,415	103,210	1,242	1,636	-	<b>557,046</b>	497,670
<b>Disposals</b>	-	-	(169,404)	-	(10,945)	-	-	-	-	-	<b>(180,349)</b>	-
<b>Accumulated amortization, end of year</b>	-	894,710	1,442,460	105,869	3,055,177	658,338	2,979,617	81,016	17,997	-	<b>9,235,184</b>	8,858,487
<b>Net carrying amount, end of year</b>	11,695,765	1,383,129	981,214	153,484	4,085,653	137,377	1,377,949	20,434	63,804	2,393,965	<b>22,292,774</b>	20,381,200

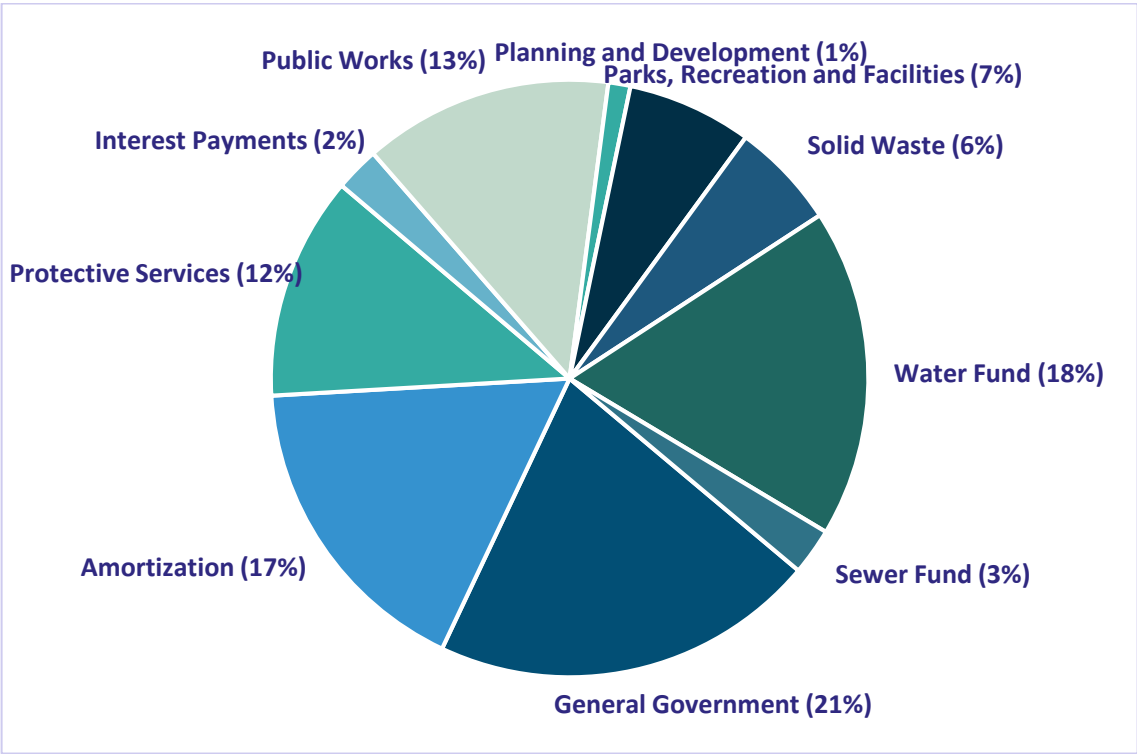


# Supplemental Information

*Breakdown of 2019 Revenues*



*Breakdown of 2019 Expenses*



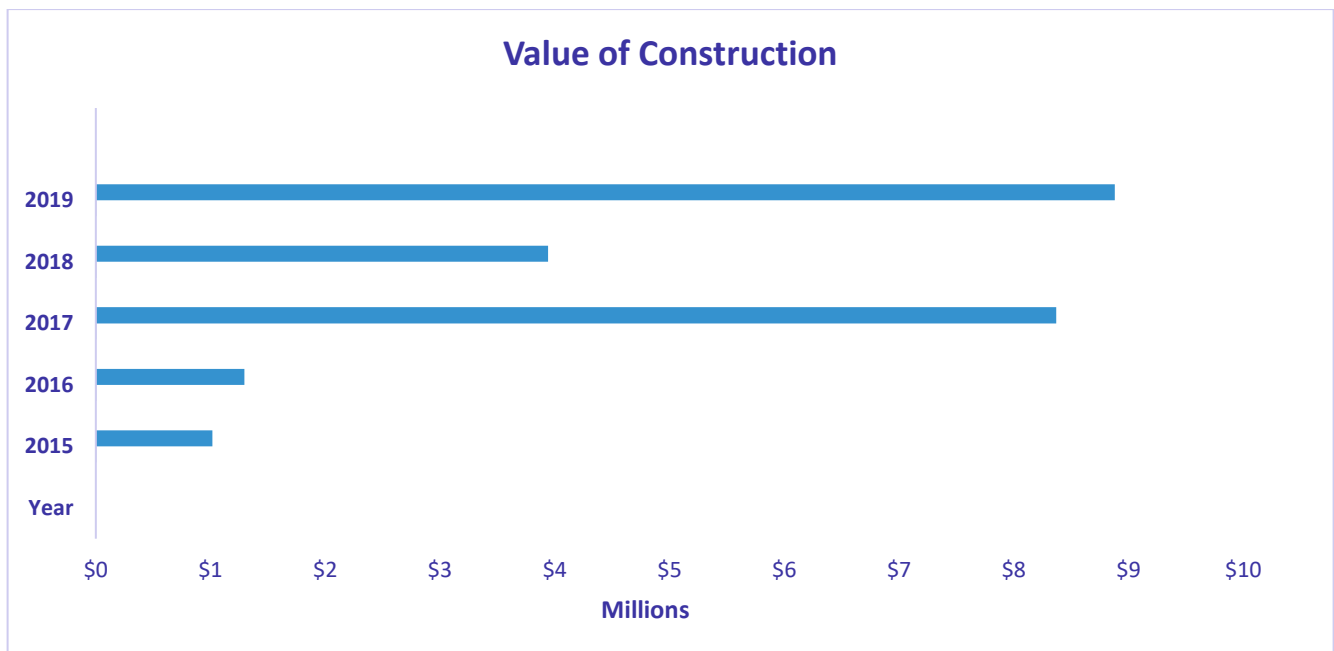
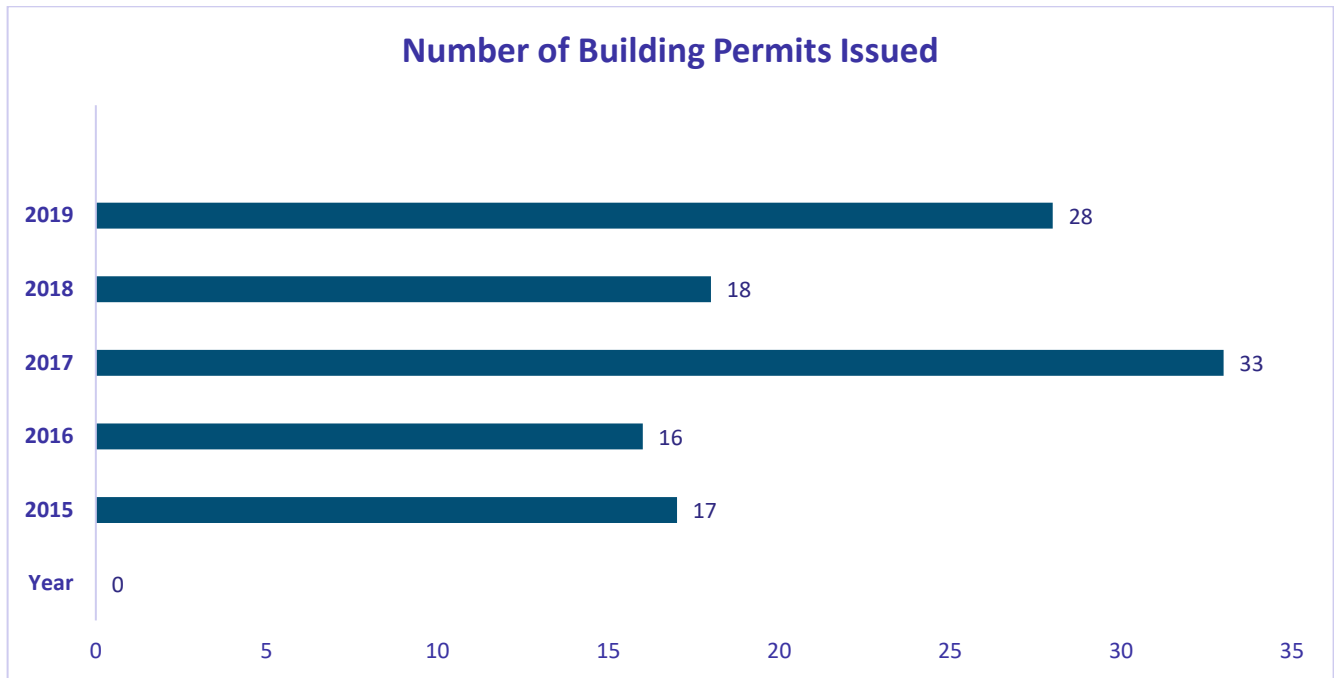
**2019 RESIDENTIAL TAX RATES  
METRO VANCOUVER MUNICIPALITIES  
(TAX RATE PER \$1,000 ASSESSED VALUE)**

2.8326	MAPLE RIDGE
2.6307	PITT MEADOWS
2.4499	NEW WESTMINSTER
2.3986	PORT MOODY
2.3611	PORT COQUITLAM
2.3429	DELTA
2.3236	LANGLEY
2.3005	WHITE ROCK
2.1066	BOWEN ISLAND
2.0941	LANGLEY
1.9838	COQUITLAM
1.7568	SURREY
1.7028	LIONS BAY
1.6928	NORTH VANCOUVER
1.6614	NORTH VANCOUVER
1.5493	RICHMOND
1.5119	BURNABY
1.4342	WEST VANCOUVER
1.3644	ANMORE
1.3357	VANCOUVER
1.1219	BELCARRA

**Building Permit Statistics**

Year	# of permits issued	Value of construction	# of new builds	# of renovations
2015	17	1,016,014	0	17
2016	16	1,294,999	0	16
2017	33	8,369,174	5	28
2018	18	3,939,850	0	18
2019	28	8,877,805	4	24

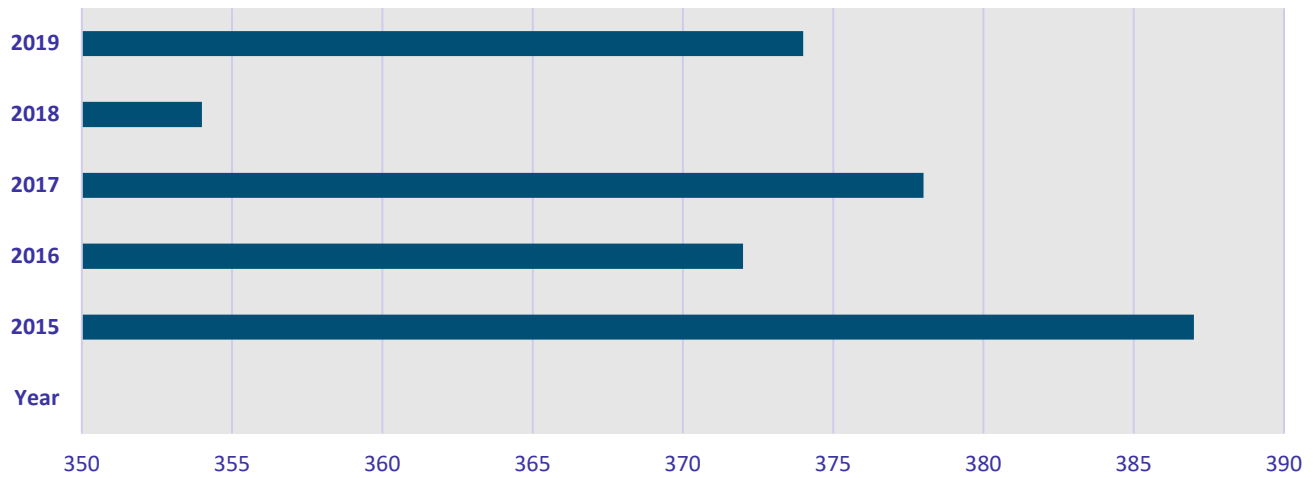
*\*2019 includes \$2,711,000 for a Municipal Project*



### ***Property Tax Statistics – Home Owner Grants***

Year	HOGs Claimed	Online Applications	Value	Additional	Regular
2015	387	35	\$256,776	148	239
2016	372	42	\$244,215	143	229
2017	378	67	\$247,150	141	237
2018	354	61	\$228,400	155	199
2019	374	77	\$249,845	164	210

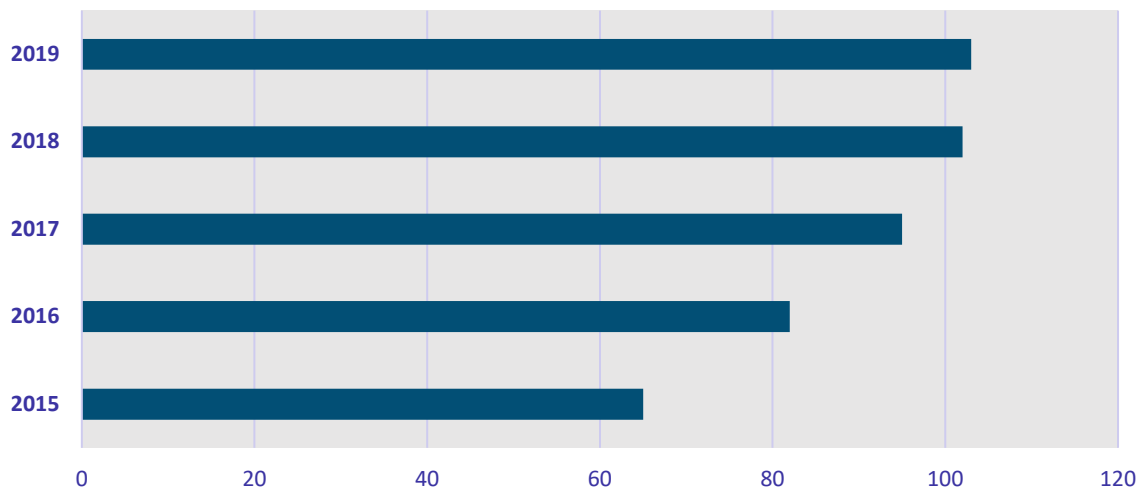
### Number of Home Owner Grants Received



### Property Tax Deferrals

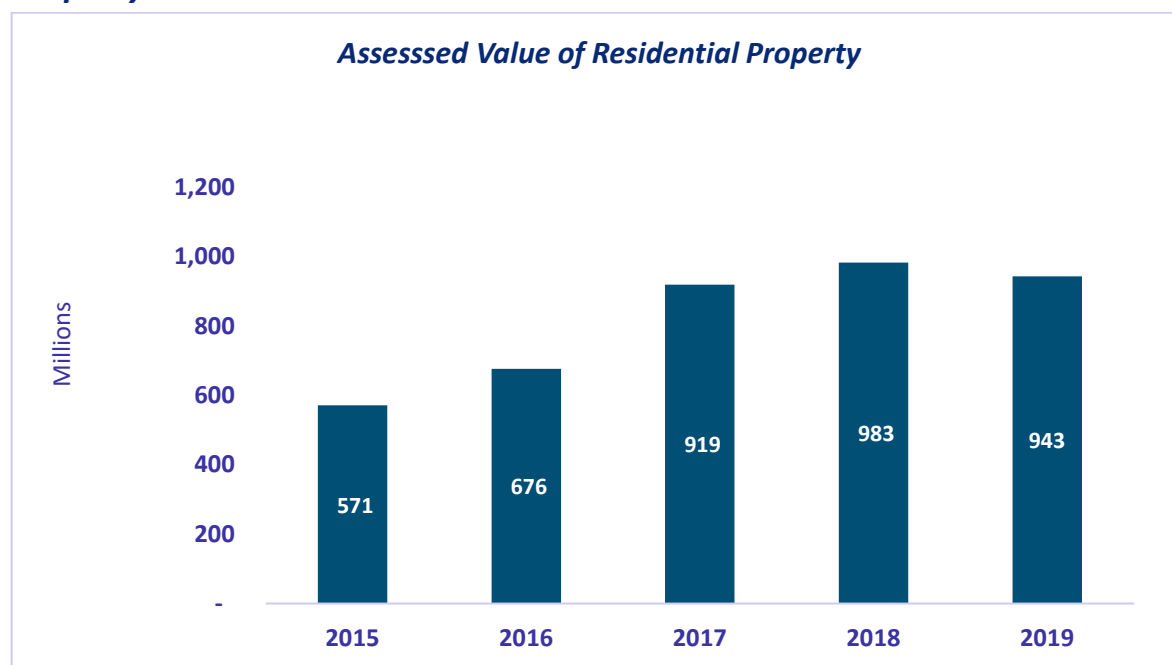
Year	Applications	Value of Property Taxes
2015	65	\$241,623
2016	82	\$294,336
2017	95	\$382,394
2018	102	\$456,522
2019	103	\$554,948

### Property Tax Deferrals Received

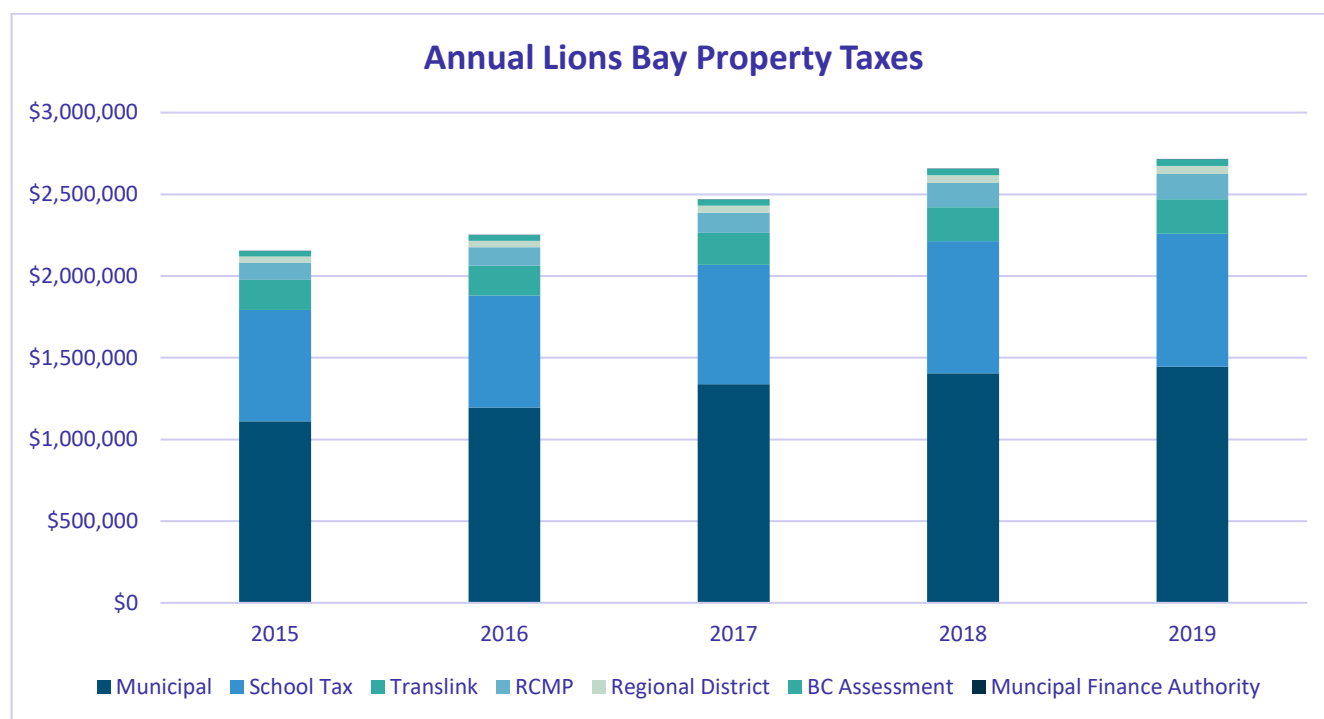




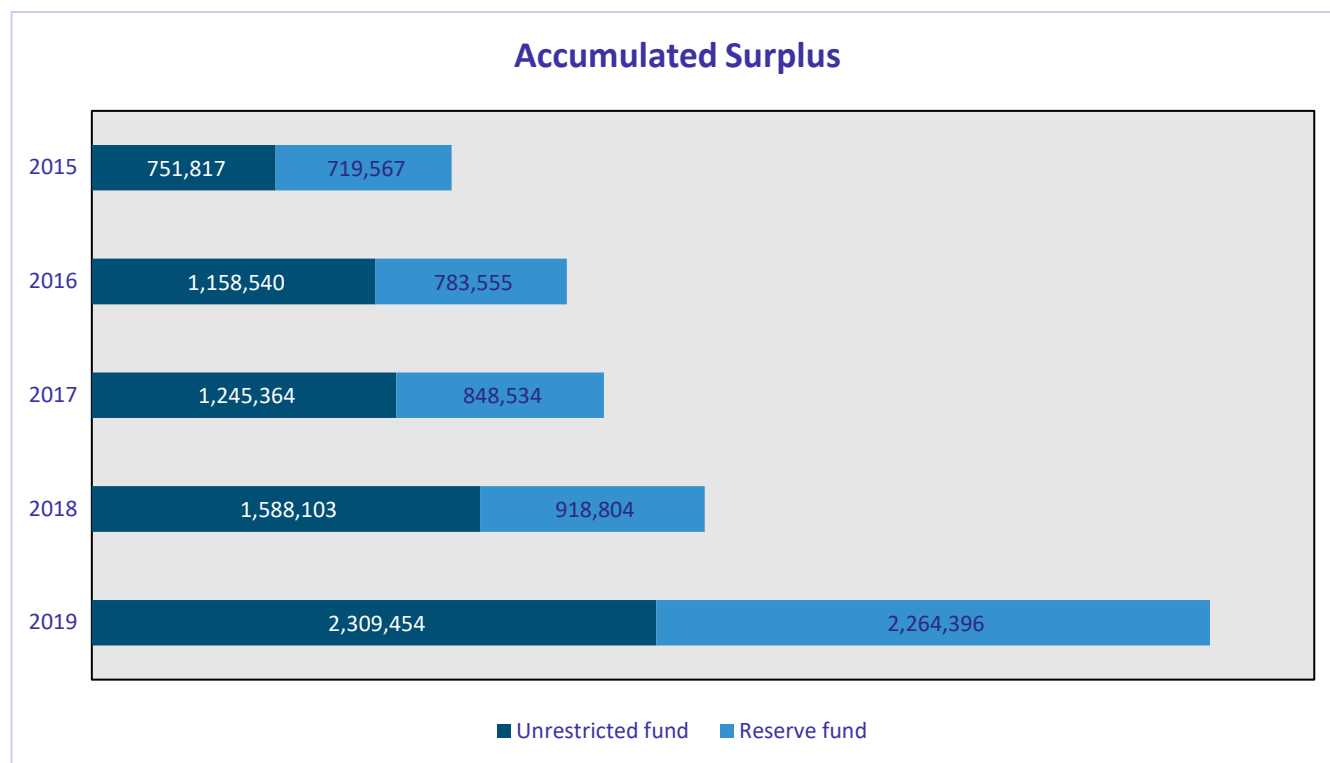
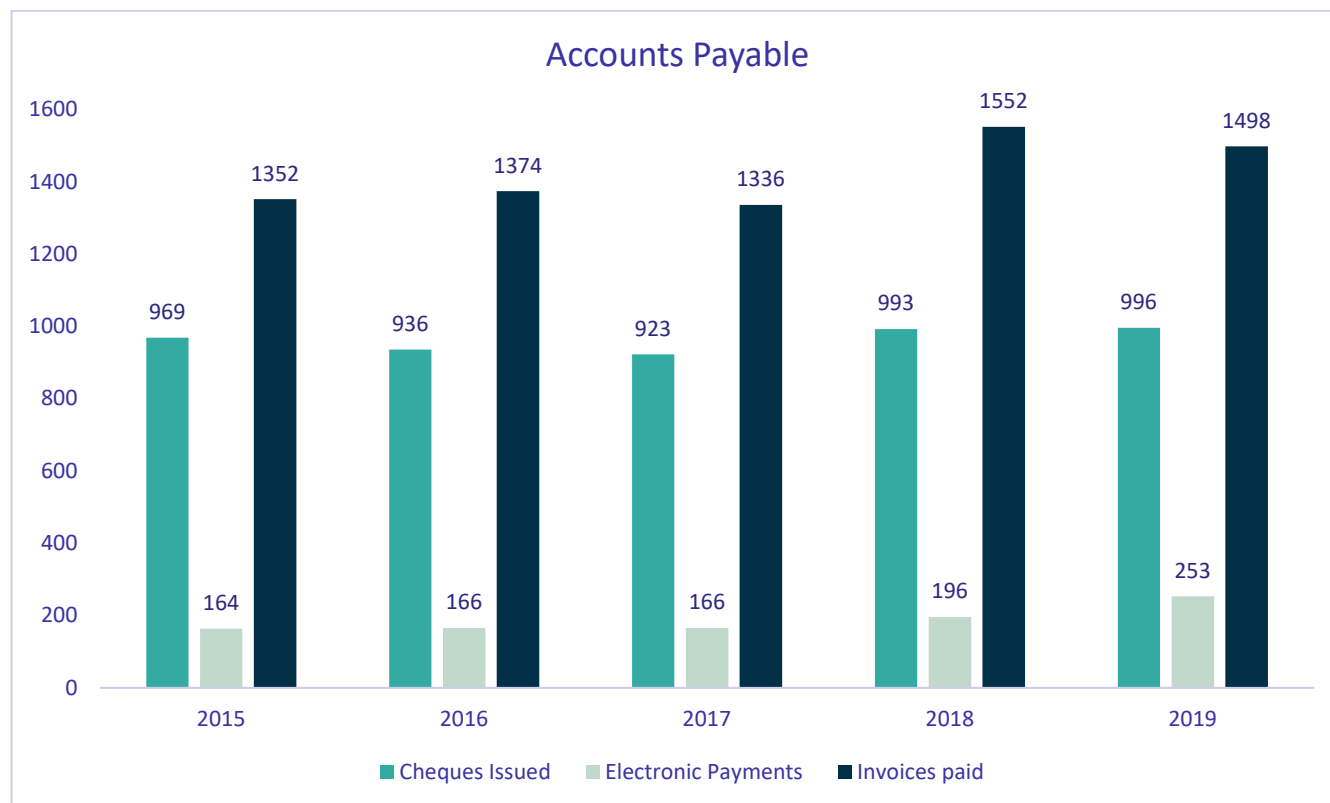
## Property Assessments



	2015	2016	2017	2018	2019
<b>Residential Value (millions)</b>	571,139	676,122	919,325	982,961	943,344
<b>Change over previous year:</b>	6.0%	18.4%	36.0%	6.9%	-4.0%



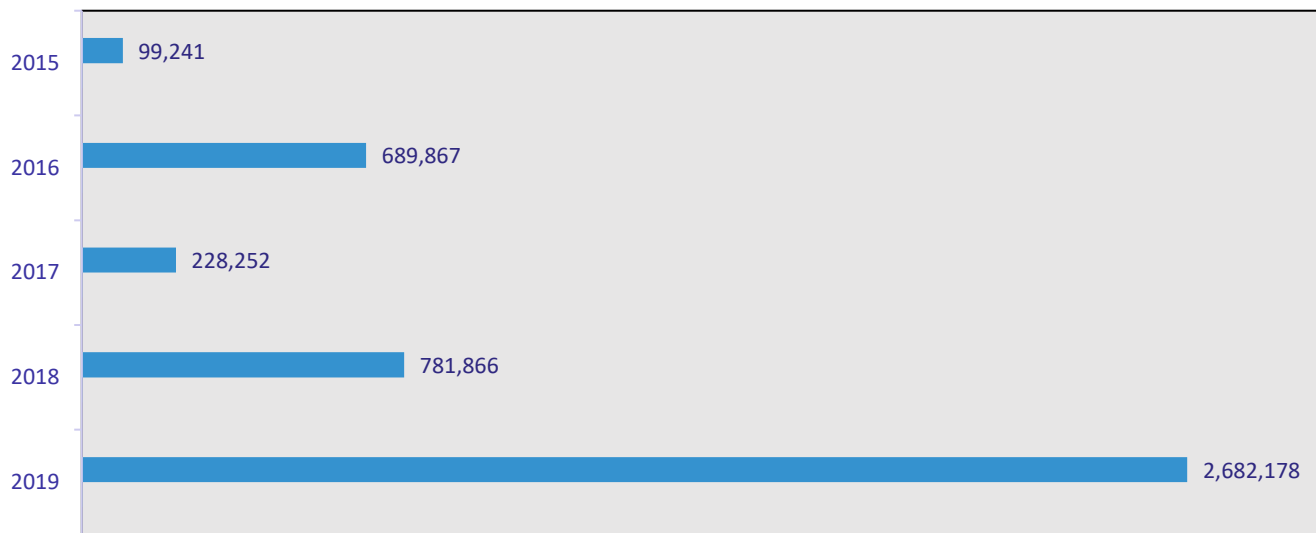
## Financial Indicators



### ***Accumulated Surplus:***

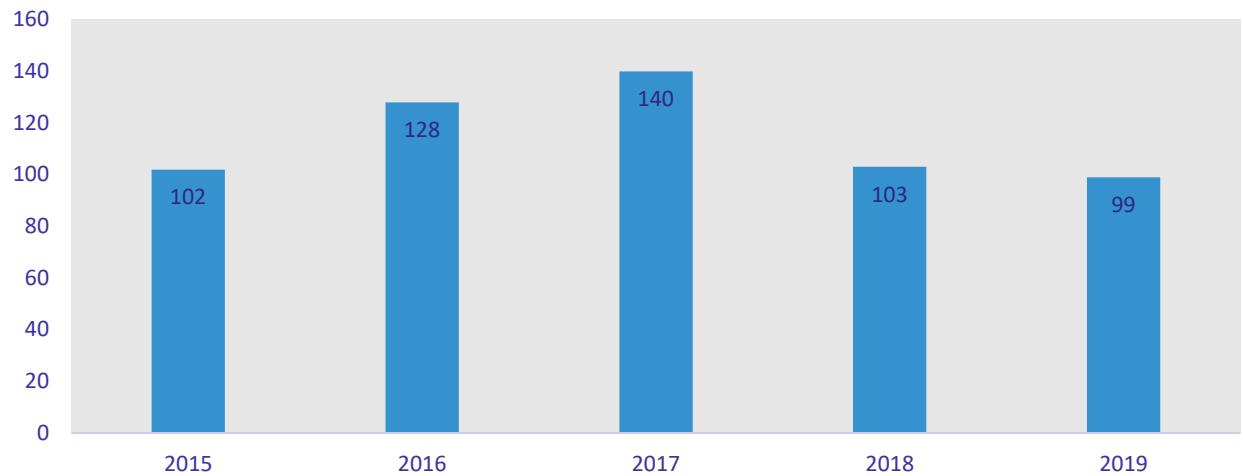
	2019	2018	2017	2016	2015
Unrestricted fund	2,309,454	1,588,103	1,245,364	1,158,540	751,817
Reserve fund	2,264,396	918,804	848,534	783,555	719,567
Capital fund	20,420,110	18,670,701	18,975,666	18,415,256	18,633,965
	24,993,960	21,177,608	21,069,564	20,357,351	20,105,349

### **Net Financial Assets**

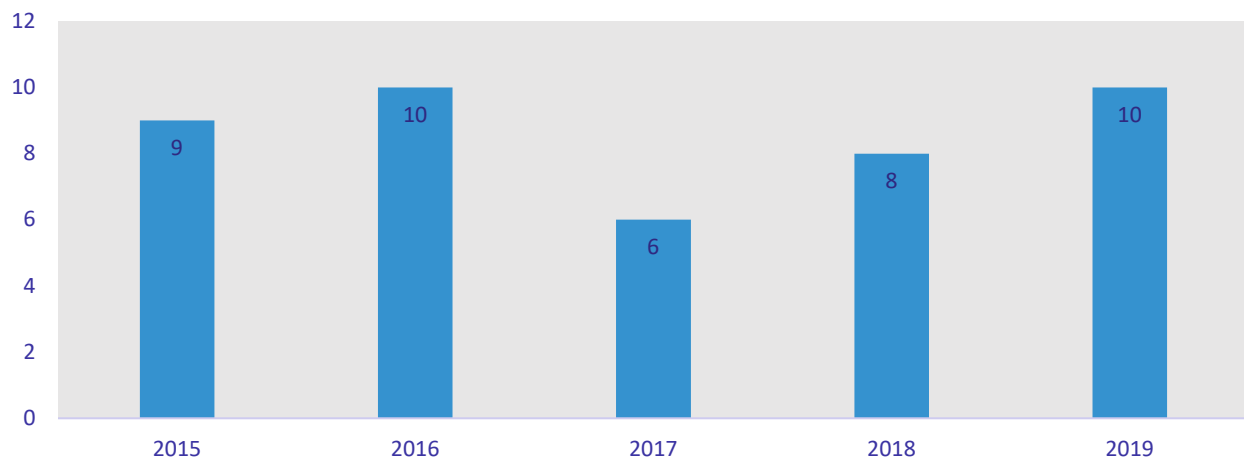


## Dog Licenses, Tree Permits, Recreation

**Dog Licences Issued by the Village**



**Tree Permit Applications Received**

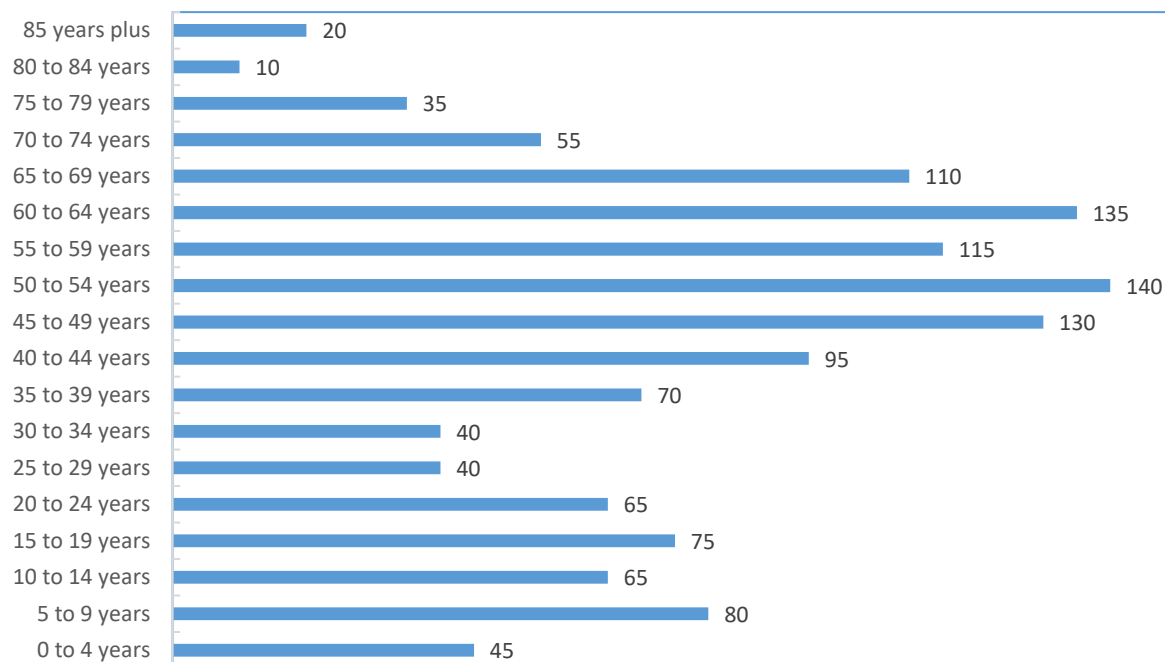


## Film Permit Statistics

	2019	2018	2017	2016	2015
Permits issued	7	5	5	4	6
Revenue Received	\$20,535	\$12,150	\$3,100	\$2,200	\$5,280
# of Days filming	14	9	5	4	10

## Census Statistics

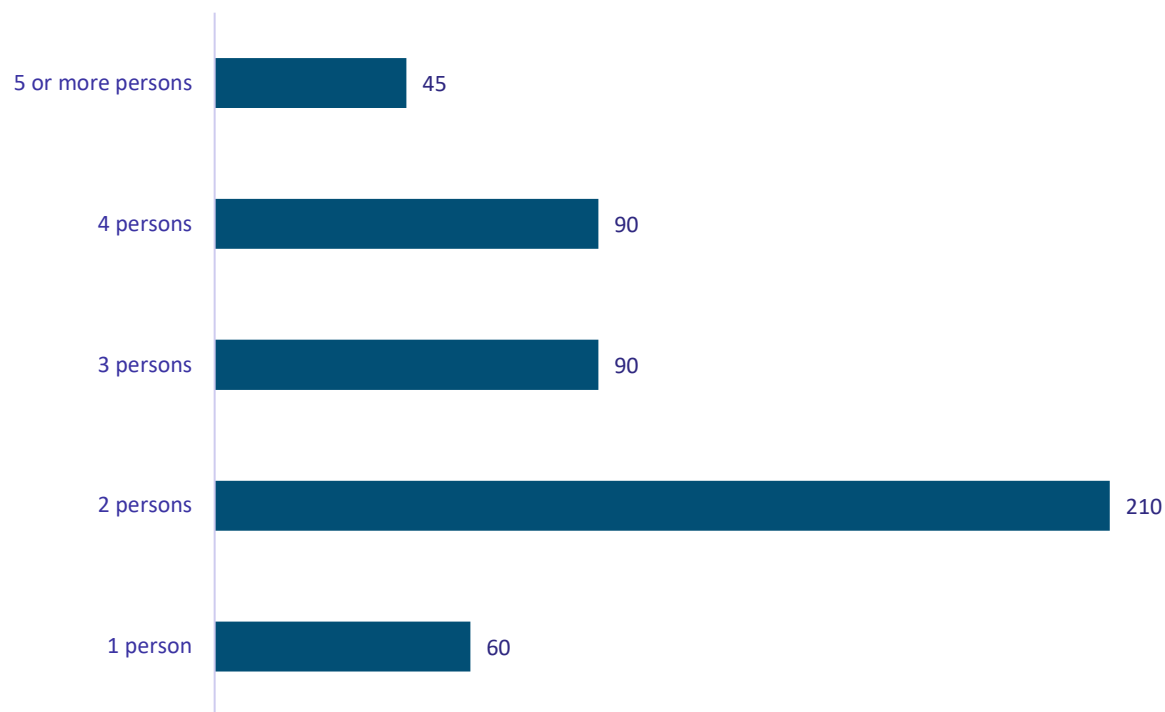
### Age Distribution by Population



Source: Statistics Canada, 2016 Census of Population

\*Population increase from 2011 census - 1.2%. Provincial increase was 5.6%

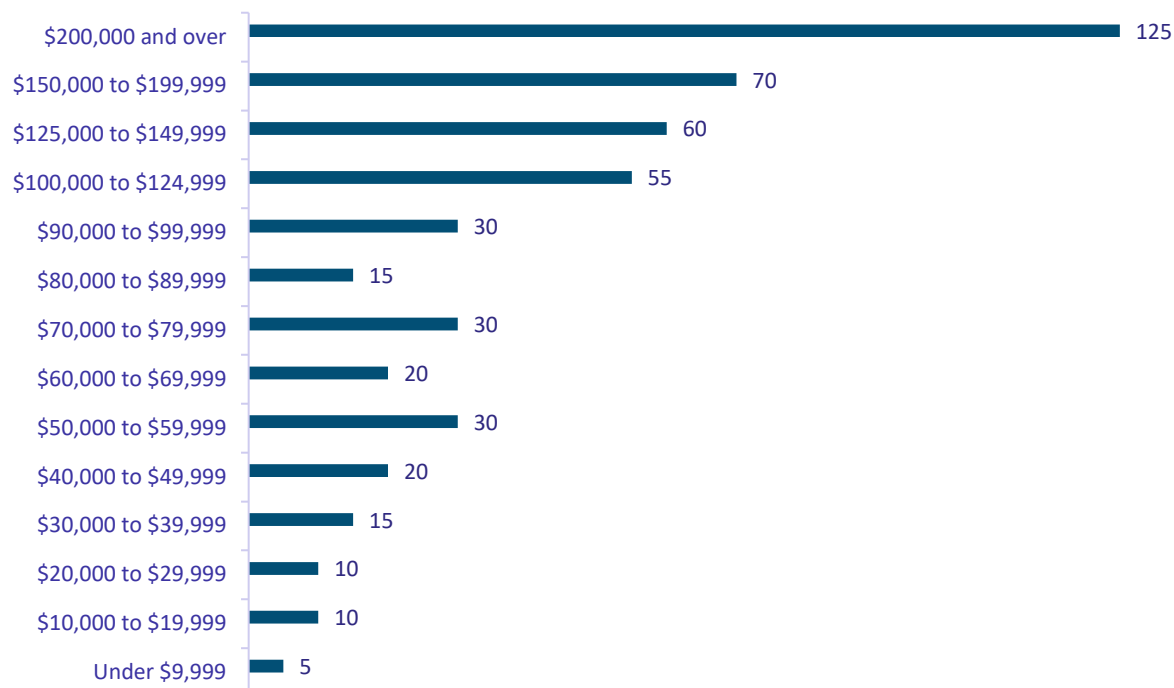
### # of Persons per Household



Source: Statistics Canada, 2016 Census of Population

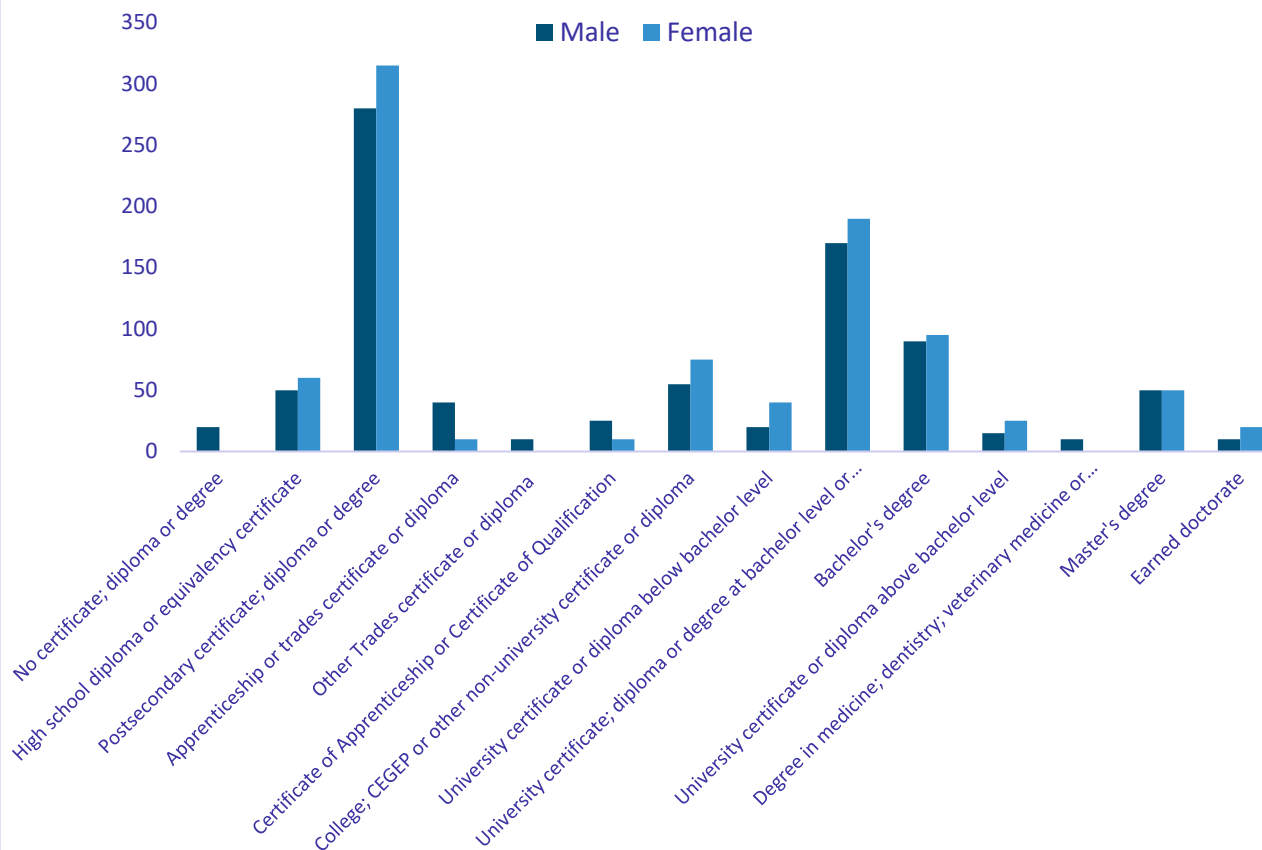


### Income



Source: Statistics Canada, 2016 Census of Population

### Education



Source: Statistics Canada, 2016 Census of Population

## Looking Forward

### Consolidated Financial Plan 2020 – 2024

	2020	2021	2022	2023	2024
<b>Revenues</b>					
Taxation	1,582,956	1,628,005	1,675,425	1,724,268	1,774,576
Parcel Taxes	10,585	200,585	200,585	200,585	200,585
Infrastructure Levy	153,464	158,068	162,810	167,694	172,725
Utility Fees and Rates	1,191,782	1,227,535	1,258,355	1,290,099	1,328,802
Fees, Licenses and Permits	163,629	174,630	175,320	176,031	176,894
Grants	859,809	2,074,993	1,208,048	1,678,643	361,879
Proceeds from Borrowing	600,000	603,458	840,030	480,060	-
Net Proceeds from Land Sales	500,000	1,400,000	4,700,000	-	-
Other	114,531	118,251	118,295	119,342	126,067
<b>Grand Total</b>	<b>5,176,756</b>	<b>7,585,525</b>	<b>10,338,868</b>	<b>5,836,723</b>	<b>4,141,528</b>
<b>Expenditures</b>					
Amortization	639,183	674,564	782,754	843,705	859,773
General Government	1,047,220	937,531	941,623	964,217	975,817
Fire Services	340,932	339,640	344,911	350,284	355,485
Bylaw Services	44,865	39,227	40,171	41,138	42,114
Public Works	529,397	446,259	456,121	465,946	475,618
Planning and Development	109,462	86,437	81,941	83,044	84,154
Parks, Recreation and Facilities	243,890	249,976	255,540	261,029	266,539
Solid Waste	195,594	201,177	201,177	201,177	205,018
Sewer Fund	81,517	71,168	72,689	74,220	79,961
Water Fund	712,755	725,420	740,960	756,440	771,717
Interest Payments	85,525	98,285	115,754	131,748	136,398
<b>Grand Total</b>	<b>4,030,340</b>	<b>3,869,684</b>	<b>4,033,642</b>	<b>4,172,948</b>	<b>4,252,595</b>
<b>Surplus</b>	<b>1,146,416</b>	<b>3,715,841</b>	<b>6,305,226</b>	<b>1,663,775</b>	<b>(111,066)</b>
<b>Adjustments Required to Balance Financial Plan to Conform with Legislative Requirements</b>					
<b>Non-cash items included in Annual Surplus (Deficit)</b>					
Amortization on TCA's	639,183	674,564	782,754	843,705	859,773
MFA Actuarial Gain on Debt	(30,481)	(34,201)	(39,245)	(45,292)	(52,017)
<b>Cash Surplus</b>	<b>1,755,118</b>	<b>4,356,203</b>	<b>7,048,735</b>	<b>2,462,187</b>	<b>696,690</b>
<b>Cash items NOT included in Annual Surplus</b>					
Repayment of Debt Principal	(189,295)	(240,183)	(275,704)	(268,854)	(200,714)
Capital Expenditures	(3,015,524)	(3,071,184)	(4,299,600)	(2,612,700)	(417,400)
Transfers from Surplus	1,212,282	762,348	2,641,431	839,113	349,377
Transfers to Reserves:					
Gas Tax Fund	(59,117)	(59,117)	(62,053)	(62,053)	(65,229)
Infrastructure Levy	(153,464)	(158,068)	(162,810)	(167,694)	(172,725)
Wastewater Treatment Plant	950,000	(190,000)	(190,000)	(190,000)	(190,000)
Land Sales	(500,000)	(1,400,000)	(4,700,000)	-	-
<b>Financial Plan Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Village of Lions Bay  
P.O. Box 141 – 400  
Centre Road  
Lions Bay, B.C. V0N 2E0  
Tel: (604) 921-9333  
Fax: (604) 921-6643  
[www.lionsbay.ca](http://www.lionsbay.ca)**