



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MAY 10, 2016 at 2:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Minutes**
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. Reports**
 - A. Staff
 - B. Mayor
 - C. Council
 - D. Committees
 - E. Emergency Services
- 9. Resolutions**
- 10. Bylaws**
 - A. 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 – Adoption (Page 3)
RECOMMENDATION: THAT the 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 be adopted.
 - B. Sewer Parcel Tax Bylaw #108, 1982, Amendment Bylaw No. 504, 2016 – Adoption (Page 11)
RECOMMENDATION: THAT the Sewer Parcel Tax Bylaw #108, 1982, Amendment Bylaw No. 504, 2016 be adopted.
 - C. Tax Rates Bylaw No. 505, 2016 – Adoption (Page 13)
RECOMMENDATION: THAT the Tax Rates Bylaw No. 505, 2016 be adopted.
- 11. Correspondence**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

12. New Business

A. ICBC Information Handling and Privacy Policy (Page 17)

RECOMMENDATION: THAT Council approve the *ICBC Information Handling and Privacy Policy*.

13. Public Questions & Comments

14. Closed Council Meeting

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (a) and (c)

15. Reporting Out from Closed Portion of Meeting

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

**VILLAGE OF LIONS BAY 2016 – 2020 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 503, 2016**

A bylaw to approve the Five Year Financial Plan for the years 2016 – 2020 inclusive

Pursuant to the provisions of Section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2016 to 2020 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "**Village of Lions Bay 2016 – 2020 Five Year Financial Plan Bylaw No. 503, 2016**".
2. The 2015-2019 Five Year Financial Plan Bylaw No. 485, 2015 (adopted on May 12, 2015) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2016-2020 inclusive, for each year of the plan, as set out in Schedules A, B and C, attached to this Bylaw and forming a part thereof, as follows:

Schedule A: Consolidated Financial Plan
General Fund Financial Plan
Water Fund Financial Plan
Sewer Fund Financial Plan
Schedule B: Schedule of Debt Repayments
Schedule C: Revenue Disclosure Statement

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **May 3, 2016**

ADOPTED **xx**

Mayor

Corporate Officer

**Certified a true copy of
2016 – 2020 Five Year Financial Plan
Bylaw No. 503, 2016 as adopted.**

Corporate Officer

Schedule A**Consolidated Financial Plan 2016 - 2020**

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	422,613	57,950	57,950	57,950	57,950
Other	87,206	90,122	93,156	96,310	99,591
Taxation	1,410,612	1,516,594	1,632,938	1,758,551	1,894,173
Utility Fees and Rates	1,033,030	1,097,437	1,166,930	1,241,913	1,322,823
Grand Total	3,332,295	3,141,709	3,331,360	3,535,904	3,757,862
Expenditures					
Amortization	553,787	566,287	578,787	591,287	603,787
General Government	665,549	651,698	663,577	674,783	687,090
Protection Services	325,872	320,784	324,054	327,331	330,706
Public Works	408,818	369,920	376,026	382,108	388,516
Planning and Development	60,319	40,703	31,135	31,533	31,980
Parks, Recreation and Facilities	160,899	156,839	158,915	160,974	163,178
Solid Waste	200,125	200,125	200,125	200,125	200,125
Sewer Fund	71,534	70,446	71,532	72,623	73,759
Water Fund	744,856	584,910	594,735	604,541	615,028
Interest Payments	90,241	88,882	89,657	91,239	90,047
Grand Total	3,282,000	3,050,596	3,088,543	3,136,543	3,184,216
Surplus/(Deficit)	50,295	91,113	242,818	399,361	573,646
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	553,787	566,287	578,787	591,287	603,787
MFA Actuarial Gain on Debt	(17,506)	(20,422)	(23,456)	(26,610)	(29,891)
Cash Surplus	586,576	636,978	798,149	964,038	1,147,542
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(96,102)	(97,311)	(93,674)	(93,532)	(95,674)
Capital Expenditures	(569,313)	(70,000)	(70,000)	(70,000)	(70,000)
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

General Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	59,450	57,950	57,950	57,950	57,950
Other	71,152	71,594	72,054	72,532	73,029
Taxation	1,374,680	1,479,902	1,595,463	1,720,270	1,855,060
Utility Fees and Rates	199,925	199,925	199,925	199,925	199,925
Grand Total	2,084,043	2,188,976	2,305,779	2,431,856	2,569,289
Expenditures					
Amortization	354,561	362,061	369,561	377,061	384,561
Communications	123,401	118,252	120,026	121,826	123,654
Interest Payments	15,016	13,952	15,030	16,921	16,048
Fiscal Charges	3,950	3,950	3,950	3,950	3,950
Grants	29,879	29,469	29,469	29,469	29,469
Insurance	56,332	57,458	58,608	59,780	60,975
Internal Allocations	(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
Maintenance	207,916	201,078	204,037	207,040	210,088
Materials, supplies, and equipment	90,913	90,989	92,317	93,664	95,031
Professional Fees / Contract Services	370,686	304,085	295,569	297,075	298,604
Salaries and benefits	888,858	889,589	903,123	915,756	929,943
Sundry	19,214	19,352	19,492	19,635	19,779
Training / Professional Development	77,636	72,755	73,847	74,954	76,079
Utilities	11,797	12,092	12,394	12,704	13,022
Grand Total	2,191,158	2,116,083	2,138,422	2,170,836	2,202,204
Surplus/(Deficit)	(107,116)	72,894	167,356	261,020	367,086
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	354,561	362,061	369,561	377,061	384,561
MFA Actuarial Gain on Debt	(2,652)	(3,094)	(3,554)	(4,032)	(4,529)
Cash Surplus	244,793	431,860	533,364	634,049	747,118
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(43,375)	(44,439)	(40,653)	(40,357)	(42,342)
Capital expenditures	(158,550)	(45,000)	(45,000)	(45,000)	(45,000)
Transfer from (to) Water Fund	(85,340)	125,418	183,854	247,761	316,877
Transfer from (to) Sewer Fund	(36,366)	1,827	2,910	4,052	5,216
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

Water Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Parcel Tax	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	788,283	851,346	919,453	993,010	1,072,450
Grants	219,595	-	-	-	-
Disaster Financial Assistance (EMBC)	143,568	-	-	-	-
Other	16,053	18,528	21,102	23,778	26,562
Grand Total	1,178,084	880,459	951,140	1,027,373	1,109,597
Expenditures					
Amortization	161,167	166,167	171,167	176,167	181,167
Communications	2,538	2,576	2,614	2,653	2,693
Interest Payments	75,225	74,930	74,628	74,318	73,999
Emergency Repairs	143,568	-	-	-	-
Insurance	23,077	23,539	24,009	24,489	24,979
Internal Allocations	55,000	55,000	55,000	55,000	55,000
Maintenance	35,647	36,182	36,724	37,275	37,834
Materials, Supplies, and Equipment	14,921	15,144	15,371	15,602	15,836
Professional Fees / Contract Services	130,627	106,640	108,239	109,863	111,511
Salaries and Benefits	303,676	308,501	313,826	318,986	324,672
Sundry	16,891	17,995	19,184	20,463	21,842
Training / Professional Development	5,075	5,151	5,228	5,307	5,386
Utilities	13,838	14,183	14,538	14,901	15,274
Grand Total	981,249	826,008	840,530	855,026	870,194
Surplus/(Deficit)	196,836	54,451	110,610	172,347	239,403
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	161,167	166,167	171,167	176,167	181,167
MFA Actuarial Gain on Debt	(14,853)	(17,328)	(19,902)	(22,578)	(25,362)
Cash Surplus	343,149	203,290	261,875	325,936	395,208
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(52,726)	(52,872)	(53,021)	(53,174)	(53,332)
Capital Expenditures	(375,763)	(25,000)	(25,000)	(25,000)	(25,000)
Transfer from (to) general fund	85,340	(125,418)	(183,854)	(247,761)	(316,877)
Financial Plan Balance	-	-	-	-	-

Sewer Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Taxation	25,346	26,107	26,890	27,697	28,528
Utility Fees and Rates	44,822	46,167	47,552	48,978	50,448
Grand Total	70,168	72,274	74,442	76,675	78,975
Expenditures					
Amortization	38,059	38,059	38,059	38,059	38,059
Insurance	2,230	2,275	2,320	2,366	2,414
Internal Allocations	4,000	4,000	4,000	4,000	4,000
Maintenance	30,450	30,907	31,370	31,841	32,319
Materials, Supplies, and Equipment	1,015	1,030	1,046	1,061	1,077
Professional Fees / Contract Services	8,981	6,954	7,058	7,164	7,272
Salaries and Benefits	20,374	20,689	21,035	21,374	21,746
Sundry	1,622	1,666	1,711	1,757	1,805
Training / Professional Development	761	773	784	796	808
Utilities	2,101	2,154	2,208	2,263	2,319
Grand Total	109,593	108,505	109,591	110,682	111,818
Deficit	(39,425)	(36,232)	(35,149)	(34,007)	(32,843)
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization of tangible capital assets	38,059	38,059	38,059	38,059	38,059
Cash Surplus (Deficit)	(1,366)	1,827	2,910	4,052	5,216
Cash items NOT included in Annual Surplus (Deficit)					
Capital Expenditures	(35,000)	-	-	-	-
Transfer from (to) general fund	36,366	(1,827)	(2,910)	(4,052)	(5,216)
Financial Plan Balance	-	-	-	-	-

Schedule B

2016 - 2020 Schedule of Debt Repayments

	2016	2017	2018	2019	2020
Interest Payments	90,241	88,882	89,657	91,239	90,047
Principal Payments	96,102	97,311	93,674	93,532	95,674
Total Annual Repayments	186,343	186,193	183,332	184,771	185,721

SCHEDULE C

2016 REVENUE DISCLOSURE STATEMENT

Proportion of Revenue from Each Funding Source

REVENUE SOURCE	% TOTAL REVENUE
Property and Parcel Taxes	42.6%
Utility Fees and Rates	30.6%
Grants	17.0%
Fees, Licences, Permits and Fines	2.8%
Other Revenues	7.0%
TOTAL	100.0%

Property Tax Distribution

The distribution of property tax revenue among the property classes is shown in the table below.

The objective of Council is to set tax rates based on the principle of equity and responsiveness to economic goals.

PROPERTY CLASS	% PROPERTY VALUE TAX	
	2015	2016
Residential (1)	99.76%	99.78%
Utilities (2)	0.05%	0.05%
Business (6)	0.16%	0.14%
Recreation (8)	0.03%	0.03%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

**Village of Lions Bay Sewer Parcel Tax By-law #108, 1982,
Amendment Bylaw No. 504, 2016**

A bylaw to provide for the amendment of Village of Lions Bay Sewer Parcel Tax By-law #108, 1982.

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

Citation

1. This bylaw may be cited for all purposes as "Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016".

Amendments

2. Section 3 of Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, as amended, is hereby deleted and the following substituted therefore:

The annual tax shall be in the amount of \$266.80 per parcel.

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **May 3, 2016**

ADOPTED **xx**

Mayor

Corporate Officer

Certified a true copy of
Village of Lions Bay Sewer Parcel Tax By-law #108, 1982,
Amendment Bylaw No. 504, 2016 as adopted

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay Tax Rates Bylaw No. 505, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

VILLAGE OF LIONS BAY TAX RATES BYLAW NO. 505, 2016

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2016.

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2016 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For all lawful fire operational purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - c) For purposes of the Greater Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Village of Lions Bay Tax Rates Bylaw No. 505, 2016"

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **May 3, 2016**

ADOPTED **xx**

Mayor

Corporate Officer

**Certified a true copy of
Village of Lions Bay Tax Rates Bylaw No. 505, 2016 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Village of Lions Bay Tax Rates Bylaw No. 505, 2016****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Fire Protection	C Greater Vancouver Regional District
1. Residential	1.6114	0.3376	0.0617
2. Utilities	33.0704	6.9296	0.2160
3. Supportive Housing	1.6114	0.3376	0.0617
4. Major Industry	4.9548	1.0382	0.2098
5. Light Industry	4.9548	1.0382	0.2098
6. Business and Other	4.9548	1.0382	0.1512
7. Managed Forest Land	4.9548	1.0382	0.1851
8. Recreation Property / Non-Profit Organization	8.1257	1.7027	0.0617
9. Farm	1.6114	0.3376	0.0617

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	ICBC Information Handling and Privacy Policy		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	May 5, 2016	Version	
Issued for	May 10, 2016 Special Council Meeting		

RECOMMENDATION

THAT Council approve the *ICBC Information Handling and Privacy Policy*.

ATTACHMENTS

- POL – 1601: ICBC Information Handling and Privacy Policy

KEY INFORMATION

The Village of Lions Bay has an Information Sharing Agreement with ICBC. All parties who have this Agreement with ICBC are required to have an Information and Handling Privacy Policy in place. When the Village issues a traffic ticket, we record the driver's license plate number. The license plate numbers are submitted to ICBC and they provide the Village with a copy of the registered owner information to enable us to produce collection letters. The attached policy outlines the controls the Village has in place to protect the information received from ICBC.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY		Policy No	POL-1601
Title	ICBC Information Handling and Privacy Policy			
Author	P. Rooke	Reviewed By:		
Date	May 4, 2016		Version	1

PURPOSE AND INTENT

The intent of this policy is to ensure that personal information collected from the Insurance Corporation of British Columbia (ICBC) by the Village of Lions Bay (VOLB) staff is only obtained:

- in accordance with the Access to Information Agreement between VOLB and ICBC (the “Agreement”);
- as necessary for completing assigned tasks;
- is treated with appropriate care and discretion; and
- is destroyed in accordance with VOLB Retention and Destruction of Records Policy Bylaw No. 289.

This policy has been developed in accordance with British Columbia’s *Freedom of Information and Protection of Privacy Act* (“FOIPPA”), which sets out rules for how public bodies can collect, use and disclose personal information. Personal information is defined as recorded information about an identifiable individual other than business contact information. Personal information includes licensing information or registration numbers for vehicles.

TYPES OF PERSONAL INFORMATION COLLECTED

VOLB staff may collect the following information from ICBC using vehicle license plates:

- Licensing information (plate, registration number, relevant dates)
- Current vehicle description (VIN, year, make, model, colour, body style)
- Registered owner information (name and address)

The types of information listed above may only be collected from ICBC to allow the VOLB to collect a debt or fine owing to the VOLB, or to assist in VOLB bylaw enforcement proceedings.

USE OF PERSONAL INFORMATION

When a vehicle is found to be in contravention of a VOLB bylaw, plate information is used to obtain the vehicle owner’s contact information from ICBC in accordance with the Agreement so they may be contacted by the VOLB. This information will not be collected or used for any other reason unless consent has been obtained from the impacted individual in accordance with FOIPPA.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DISCLOSURE OF PERSONAL INFORMATION

Personal information collected pursuant to the Agreement will only be disclosed to VOLB staff on a “need to know” basis to staff whose duties require such access. Where personal information is disclosed to a third party, the third party will only be using the personal information for a purpose consistent with the same purpose for which it was collected by VOLB.

SECURITY OF PERSONAL INFORMATION

In accordance with FOIPPA, the VOLB will make reasonable security arrangements to protect personal information under its custody and control against risks such as unauthorized access, collection, use, disclosure or disposal.

Examples of current security arrangements employed by VOLB include:

- All physical documentation (including ICBC faxes) containing personal information is shredded after the data is input into VOLB’s secure server which only authorized VOLB employees can access.
- Personal information collected pursuant to the Agreement will not be stored, disclosed or accessible outside Canada.
- An employee or officer of the VOLB, who knows that there has been an unauthorized disclosure of personal information that is in the custody or under the control of VOLB must immediately notify the designated head of the VOLB.

RETENTION AND DISPOSAL

In accordance with VOLB Retention and Destruction of Records Policy Bylaw No. 289, receipts and related information are retained for eight years. Upon completion of the retention period, the documentation and information will be destroyed.

In accordance with FOIPPA, personal information collected pursuant to the Agreement will be retained for at least one year after being used so that the affected individual has a reasonable opportunity to obtain access to that personal information. Otherwise, personal information will not be retained longer than required to ensure compliance with VOLB bylaws and obtain payment on VOLB debts.

CORRECTION OF PERSONAL INFORMATION

Information collected by VOLB may be corrected either upon written request of the individual or through updated ICBC records.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PRIVACY COMPLAINTS

Should an individual lodge a complaint regarding a breach of their privacy with respect to VOLB's collection of personal information pursuant to the Agreement, VOLB staff will work with the complainant to try to resolve the issue. VOLB staff will respond to complaints in a timely fashion and if a complaint cannot be resolved, the VOLB will refer the complainant to ICBC or the Office of the Information and Privacy Commissioner of British Columbia (OIPC).

Corporate Officer

Mayor or Delegate

Adopted by Council:	
Updated:	