



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, NOVEMBER 1, 2016 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
 - A.
- 5. Minutes**
 - A. October 18, 2016 – Regular Council Meeting (Page 3)
RECOMMENDATION: THAT the October 18, 2016 Regular Council Meeting minutes be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Information and Resource Requests (IRRs) (Page 9)
- 8. Reports**
 - A. Staff
 - i. CAO - Municipal Grant Report from CFO (Page 21)
RECOMMENDATION: THAT the Information Report “2017 Municipal Grant Processes and Timelines” be received for information purposes.
 - ii. CAO – Communications – Website Verbal Update
 - B. Mayor
 - i. MOTI Hwy 99 Right of Way Wildfire Assessment
 - ii. Translink Developments
 - iii. Follow up with MLA re. UBCM Requests
 - iv. Tour of Lions Bay Infrastructure with MP
 - C. Council
 - D. Committees
 - E. Emergency Services

9. Resolutions

A. TransLink Alternate

RECOMMENDATION: THAT Council appoint Councillor _____ as the Village's alternate member of the TransLink Mayors' Council effective November 1, 2016.

B. Greater Vancouver Regional District Alternate

RECOMMENDATION: THAT Council appoint Councillor _____ as the Village's alternate director to the board of the Greater Vancouver Regional District (Metro) effective November 1, 2016.

10. Bylaws**11. Correspondence**

A. List of Correspondence to October 27, 2016 (Page 29)

12. New BusinessA. Council Strategy Committee Meeting November 15, 2016 at 3 pm
Progress Report from Planner, Steven Olmstead**13. Public Questions & Comments****14. Closed Council Meeting**

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

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

c) labour relations or other employee relations;

e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

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

15. Reporting Out From Closed Portion of Meeting**16. Adjournment**



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**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 18, 2016 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Karl Buhr
Councillor Fred Bain
Councillor Ron McLaughlin

Regrets: Councillor Jim Hughes

Staff: Acting Chief Administrative Officer Pamela Rooke
Public Works Manager Naizam Jaffer
Office Coordinator Shawna Gilroy (Recorder)

Public: 2

1. Call to Order
Mayor Buhr called the meeting to order at 7:04 p.m.

2. Approval of Agenda
Moved/Seconded

THAT item 12A: Remembrance Day be added; and

THAT item 12B: Broughton Hall be added; and

THAT the agenda be approved.

CARRIED

3. Public Participation

A. Lisa Turpin

Ms. Turpin made reference to the latest Village Update regarding the storms, noting that TELUS gave her a refund personally for her loss of usage. She suggested that the Block Watch Captains could have been informed of the outages so that they could have checked up on the elderly in their neighbourhood, that there should have been information on the sandwich board in front of the office, and at the post office. Ms. Turpin also noted that 911 is an essential service and that BC Hydro should have had permission from MOTI to close the highway even during peak

hours in order to repair the line, as opposed to waiting until the evening to ensure the Village had telephone access as quickly as possible.

4. Delegations

None

5. Minutes

A. Regular Council Meeting – October 4, 2016

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 4, 2016 be approved as circulated.

CARRIED

Audio: 00:09

6. Business Arising from the Minutes

A. Correspondence

Acting CAO Rooke updated Council on the response for G8: BC Hydro Community Relations Annual Report.

7. Unfinished Business

A. Information and Resource Requests (IRRs)

Council reviewed several items on the IRR list and tabled the receipt of the report for the next Council meeting.

Moved/Seconded

THAT the staff update on IRR Resolutions be received.

TABLED

Audio: 00:21

8. Reports

A. Staff

i. CFO – Council Remuneration

Acting CAO Rooke discussed the Council Remuneration report.

Moved/Seconded

THAT the Information Report “Council Remuneration” be received for information purposes.

CARRIED

B. Mayor

None

Audio: 00:25

C. Council

Council discussed the latest Town Hall Meeting and upcoming Referendum. Mayor Buhr spoke briefly about the Metro Vancouver meeting he attended earlier.

D. Committees

None

Audio: 00:38

E. Emergency Services

i. Lions Bay Fire Rescue Monthly Report

Council reviewed the Lions Bay Fire Rescue monthly report.

Moved/Seconded

THAT the Lions Bay Fire Rescue monthly report be received for information.

CARRIED

9. Resolutions

None

10. Bylaws

None

Audio: 00:42

11. Correspondence

Council reviewed the correspondence section. The following items were flagged for response:

R-3: CAO DeJong to respond to Helen Waterson (with input from CFO Rooke)

R-4: Mayor Buhr to respond to Myron Loutet

Audio: 00:48

12. New Business

A. Remembrance Day

Council discussed the budget amount for Remembrance Day.

Moved/Seconded

THAT a budget of \$300 be approved for the Remembrance Day ceremony.

CARRIED

B. Broughton Hall

Councillor McLaughlin discussed an upcoming event to be held in the Broughton Hall where the group had inquired whether the rental fees could be waived. Acting CAO Rooke noted that fees cannot be waived for private events, with the exception of some municipal grant funded events.

Audio: 00:51

13. Public Questions & Comments

Lisa Turpin

Ms. Turpin noted that during her term as a previous Councillor, there was an ingoing and outgoing correspondence binder available at the office for resident review, which she thought may help solve the issues of the correspondence that was discussed during the meeting.

Ms. Turpin also noted that staff used to send volunteers a thank you letter after retiring their services and that the office no longer does this, and that they should be recognizing those who put their time into volunteering with at least a thank you letter.

14. Closed Council Meeting

Council made a motion to amend item 2: Approval of the Agenda to add a section for the basis for closing.

Moved/Seconded

THAT section 90(1) (c) be added to item 2: Approval of the Agenda.

CARRIED

Moved/Seconded

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c) labour relations or other employee relations;

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CARRIED

The meeting was closed to the public at 7:58 p.m.

The meeting was re-opened to the public at 8:42 p.m.

15. Reporting Out From Closed Portion of Meeting

None

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:44 p.m.

Mayor

Corporate Officer

Date Adopted by Council:	
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DRAFT

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REQUESTS FOR COUNCIL

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requester's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
104	27/Oct/16	Buhr	Chambers Monitor & Whiteboard	60" TV or Monitor and 4'x4' Whiteboard for Chambers			This requires some further investigation, if necessary.	CAO and CFO	Logistics may not be feasible. What to do with flags? No wall space for whiteboard. When would a whiteboard even be used? Projector and screen work fine for anyone who wants/needs to use it.	
105	27/Oct/16	Buhr	Correspondence	Staff to bring draft Correspondence Policy to next meeting			Staff time to review current draft vs. other munis	CAO	I will try to elevate matter to get it done shortly.	
106	27/Oct/16	Buhr	Emergency Notification System	Need a system that residents can subscribe to that will enable us to send out emergency notifications when necessary - eg: Harvey Water Offline: Conserve Water; or Power Outage: Check on Neighbours in Need			Staff speaking with providers and testing products	CAO and PWM	Hope to have a recommended solution shortly with reasonable price point.	
107	27/Oct/16	Buhr	Canada Post Mailbox Area	Can staff take the lead with all stakeholders on getting it refurbished under a 2017 budget allowance or even with volunteer labour and materials?			Staff time to embark on matters not under our jurisdiction	CAO	Insufficient staff resources.	
108	27/Oct/16	Buhr	Property Tax	Please report on the Softtrak/ Smart Consulting Group Inc. tax bill preparation opportunity, which they are prepared to offer free.			Staff time	CFO	Awaiting staff preliminary response.	
109	27/Oct/16	Buhr	Hydrology Grants	Can we seek Metro funding for the Watershed Hydrology Study (WHYS?) under their Climate Change Impacts & Adaption Strategy work? Green Municipal Fund: can it be used for the WHYS			Staff time	PWM		

RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
1	1/Jan/15	Buhr	Oceanview creep	Can we install millimeter-accuracy survey markers on mid-Oceanview?	4	Infrastructure	Contractor, \$2000	PWM	PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April	THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget.
7	1/Aug/15	Buhr	Plaque screws	Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads?	1	Showing pride in our Village		CAO		THAT Mayor Buhr discuss with Tony Cox
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accomodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	THAT, if permitted, staff to add description of who are the payees on the list of contractors.
23	2/Jan/16	Buhr	Municipal land	Please report on Vestergaard land use application situation	2		Staff report	CAO	Investigating	THAT staff report back on the status of the Vestergaard Land Use Application by the April 19, 2016 Regular Council Meeting.
30	4/Jan/16	Buhr	Schedule of resolutions	I would like to see a a rolling schedule of Council resolutions and their disposition, from 2 Dec. 2014.	3	Council priority (communication)	Staff time	CAO	This will be created soon for January 1, 2016 going forward.	THAT staff create a resolutions index for all resolutions passed since December 2, 2014.
35	5/Jan/16	Buhr	Municipal land	Can we please get a report summarizing BCAA's 2016 assessments for Lions Bay (eg: medians, averages, Lions Bay v. Province, long term changes, etc.)	1	Council priority (communication)	Staff report	CFO	Staff can complete a report after final roll is received (and after completion of budget and yearend audit).	THAT staff produce a report summarizing BCAA's 2016 assessments for Lions Bay to be added to the Supplementals section of the Annual Report
44	25/Jan/16	Buhr	Highway Water Tank	Please develop a plan to run a "Decorate the Tank" competition thru the Arts Council mural?	2	Showing pride in our Village	Staff report	CAO	Staff can prepare a report with options for Council to consider.	THAT staff be directed to prepare report and liaise with Arts Council
60	15/Feb/16	Buhr	Anti-encroachment marketing	Can we undertake an Anti-Encroachment campaign?	2		Staff time	CAO	Let's discuss what this should look like, resources to be devoted to it, timing, communication plan, etc.	THAT "anti-encroachment marketing" be dealt with in the larger context of a comprehensive anti encroachment policy.
61	15/Feb/16	Buhr	Deadfall fire hazard	Can we get a tracked chipper or other means to deal with deadfall and trimmings building up between the highway and the Centennial Trail over years of volunteer trail maintenance, not only on municipally-owned land, but on the school parcel to the south, and the MOTI lands to the north, which pose an imminent threat in the summer months?	3	Safety	Staff time and there should be grant funding for interface wildfire risk mitigation.	PWM	Perhaps a Firesmart Community Cleanup Day would be a good start. And maybe Trail Blazers could organize cutting up larger things to be dragged to roadside for disposal. Staff can look into funding for Interface Wildfire Risk Mitigation. Current grant funding appears to be limited to helping to fund Community Wildfire Protection Plans.	THAT "Deadfall Fire Hazard" be dealt with through discussions with MOTI and SD45.
63	15/Feb/16	Buhr	2016 water shortage plan	Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan	4	Water supply	Staff time	PWM & CAO	Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans	THAT the "2016 Water Shortage Plan" be referred to the Emergency Plan Steering Committee.

RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
83	15/Feb/16	Buhr	Clean air 1	Learn to Burn campaign	2	Public health		CAO	Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.	THAT "Clean Air Learn to Burn Campaign" be kept on the IRR sheet but tabled until Fall.
87	16/Feb/16	Buhr	Move Bear Smart sign	Can we move the Bear Smart Community sign to a more highly visible location?	3	Council priority (communication)		CAO	Requires investigation and consultation.	THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.
94	17/Feb/16	Buhr	Searchable minutes	Please report on what's involved in making all Council proceedings (agendas and Minutes) searchable on the website.	2	Council priority (communication)		CAO	A new website would take into account the desirability of having searchable materials. This factor is included in discussions with web designers.	THAT staff look into the options for making all Council proceedings searchable on the new website.
96	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.		Governance	Staff time	CAO	Agreed. Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw.	THAT staff amend the Council Procedures Bylaw for delegations, as time permits.
97	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda; and remove 18(1)(d) so Mayor doesn't have to certify minutes.		Governance	Staff time	CAO	Mayor doesn't certify minutes - only CO does that. Mayor or Councillor presiding signs only after adoption of minutes by Council.	THAT staff amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda.
98	14/Apr/16	Waterson	Office Hours	I would like to request a review of the hours that the office is open to the residents.				CAO	Will review with staff for discussion with Council.	THAT staff to bring a report to Council by the first week of June regarding office hours of operation.
102	25/Apr/16	Waterson	Volunteer Recognition	Request that a policy be drafted regarding Volunteer recognition. Willing to do the initial research to see what other municipalities do and consult with Volunteer organizations. Will report back to Council with a first draft for discussion.	?	Council Priority (Volunteers)	Time to check research and tweak/format draft policy. Consider if there should be any budget allocation.	CAO	Normally, staff would take direction from Council and report back with a draft, but I agree that this is important and support Councillor Waterson's proposed methodology, given my workload. If Council approves, please provide her with input at the outset regarding your thoughts so she can incorporate them early in the process.	THAT Councillor Waterson research Volunteer Recognition policies, obtain Council input and create a first draft for discussion.
103	12/May/16	Waterson	Communications Policy/Plan	Request that a policy/plan be drafted regarding communications.		Communications	Staff time required to properly draft a Communications Policy and Plan	CAO	Agreed that one is required, but this will take some time to pull together amidst all the other matters requiring my attention.	THAT the CAO work on a Communication Policy framework as time permits.

COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
2	1/Jan/15	Buhr	Illuminate flagpoles	Can we spotlight the flags, utilising either one of the existing soffit light sockets for a spotlight fixture, or from the base of the poles?	2	Showing pride in our Village	Staff, \$250	PWM	PWM can obtain quotations from electrical companies for wiring and installation of spotlights.	THAT staff investigate the cost of spotlights for the flags outside Village Hall, and if the cost is \$500 or less, to proceed.	Cost prohibitive (\$1500)
4	31/Jul/15	Buhr	Web stats	Track (and disseminate) web traffic and weekly ePost stats to influence development of the new website	3	Council's top priority, communication	Staff report	CAO		Staff report	DUPLICATE
5	1/Aug/15	Buhr	KPIs	Please report disposition of Council's resolution to publish certain KPIs by the end of 2015	2	Council priority (communication)	Staff report	CFO	Done - additional report on further KPIs to come in Q2-3.	Passed resolution	
6	1/Aug/15	Buhr	Hi-user water metering	Can staff look into feasibility of installing water meters at school and Marina?	3	Water supply	Contractor, \$4000	CAO	IMP noted that <u>each</u> meter would likely cost \$3,500 plus labour; must be integrated with strategic planning prior to execution; would require amendments to Bylaw No. 2, 1971 - entire bylaw should be re-written by new Public Works Manager.	THAT staff proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.	PWM provided report to Council - cost prohibitive
12	18/Dec/15	Buhr	Outdoor Water Use Signs for 2016	Please arrange for 2 more Outdoor Water Use signs for Brunswick Beach and Kelvin Grove for installation by the end of April and take down end of September	4	Council priority (communication)	Staff time and cost of signs (\$800?)	PWM	PWM can seek quote for 2 more signs to be made and installed or rely on the fact that all residents need to go past the current sign to get mail at PO Box.	THAT staff provide Council with quotes, final design options, and location options for the Outdoor Water Use signs.	DONE
14	18/Dec/15	Buhr	Lions Bay Field	Aerate Lions Bay field twice per year. Current SL is apparently once a year (but we didn't do even that). A field maintained to League standards can be offered to WVSC and WVLL, both to share in costs, and to add to the completeness of the Village by having League games	2		Staff time	PWM	Joint Use Agreement with SD45 provides for aeration 1x per year. Cost is not shared with SD45		PART OF 2016 BUDGET DISCUSSION
16	18/Dec/15	Buhr	Street Sweeping Service Level	Can we vacuum up needles etc. rather than sweep the roads?	2	Showing pride in our Village		PWM	We already sweep the streets; PWM can solicit quotes from contractors to do the same work with a different machine.	THAT staff pursue a quote for vacuuming the debris off the side of the roads within the Village.	THAT staff continue to perform the street sweeping work in-house using Lions Bay equipment and crews by removing sweepings

COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
17	18/Dec/15	McLaughlin	Beach Trash and Washroom at Lions Bay Beach	Can we do twice daily trash pick-up at beaches in summer? Add: Regular, daily week end/holiday clean up and maintenance of the washroom is requested from May long weekend to the September Fireman's event.	4	Showing pride in our Village	Contractor	PWM	Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract. See also: Request ID #101. I think we also need to consider what trash and recycling facilities are available and whether they are adequate. Perhaps more facilities will result in manageable containment until Mondays.	THAT staff obtain quotes from Smithrite for additional garbage pick-up on the weekends at the Lions Bay Beach Park from June to August; and THAT staff deal with the ants at the LB Beach washroom; and THAT staff explore all options to deal with summer garbage issues, including additional garbage/recycling bins at the LB Beach Park, and bring a report with recommendations.	DONE
18	18/Dec/15	Buhr	Festive Lighting	Can we consider permanent festive lighting in one designated Village tree (similar to Whistler but smaller scale).	4	Showing pride in our Village	Contractor, \$1500	CAO	Would lights be on throughout the year? Options for power source? Solar? Elec. backup? A tree in mind? Neighbour impacts? Consultation?	THAT staff take no action.	DONE
19	31/Dec/15	Waterson	Village News	Can we re-rename Municipal Update back to Weekly Village News? Will supply further input when requested	3	Council priority (communication)	Staff	CAO	Council has my suggestion and rationale in my email of February 22, 2016, to rename it the Village Update. Please review and vote at next opportunity.	THAT the ePost be renamed the Village Update	DONE
20	1/Jan/16	Buhr	Temp. PRV	Please report on the LT plan for the temporary PRV near the school. Can it be vinyl wrapped with a woodland pattern?	2	Showing pride in our Village	Contractor, \$500	PWM	The long term plan is to insulate the kiosk and maintain this PRV full-time. The PWM can check to see if DWV sign shop or CNV sign shop can vinyl wrap the kiosk (most cost effective solution)	THAT staff explore the cost and available designs for the vinyl wrap on the PRV and barrier protection near the school, and report back to Council.	PWM briefed on the PRV which is to be installed into the ground via grant funding, rather than doing a vinyl wrap
25	4/Jan/16	Buhr	Secondary Suites bylaw	Please report on how many people have filed for inspection of their Secondary Suite and how many have been done?	3	Council priority (communication)	Staff time	CAO	Reviewing with BI.	THAT staff report on how many people have filed for inspection of their Secondary Suite and how many have been done.	DONE

COMPLETED RESOLUTIONS

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26	4/Jan/16	Buhr	Community Centre Renewal	Please advise if we have enough information to produce a final Community Centre Renewal project report?	2	Council priority (communication)	Staff report	CFO	We presented the final report last Fall with an estimate of the Fire Alarm costs which came in under budget. We have re-budgeted \$6k for light ballasts in the Village Hall.	THAT staff provide a final wrap up reporting on the Community Centre Renewal project for the 2015 Annual Report.	DONE
29	4/Jan/16	Buhr	Consent agendas	Can we change Council Procedures Bylaw to allow consent agendas?	2	Efficiency	Staff time	CAO	Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw	THAT no action be taken.	DONE
34	5/Jan/16	Buhr	Bylaws	Can we get a staff report and recommendations regarding regulation of marijuana facilities in Lions Bay?	3	Council priority (communication)	Staff report	CAO	This is a complicated issue requiring careful research and legal advice. I'll see what I can find out from colleagues at CAO Forum in Kelowna.	THAT staff report back to Council with recommendations for regulating marijuana facilities in Lions Bay.	Bylaw and Policy Ctte recommend' Council wait to see what the new federal laws will look like before attempting to regulate businesses operating in this field
38	8/Jan/16	Buhr	Tax bill	Can we effect any changes to the tax bill layout and wording?	2	Council priority (communication)	Staff time	CFO	Minimal changes only can be made in MAIS.	THAT "changes to tax bill" be removed from the IRR sheet.	
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Per Mar.1st meeting, CAO will review along with Consent Agendas and other potential changes to Procedure Bylaw.	That CAO review potential changes.	Descriptive Minutes are now being done
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO		Receive information	DONE
46	4/Feb/16	Buhr	Business licenses	Can staff look into feasibility of business licences for the Village of Lions Bay?	3		Staff report	CAO	Staff can bring a report in due course, depending upon Council's priority.	THAT staff look into the feasibility of implementing business licenses for the Village	DONE - Bylaw & Policy Ctte recommended no action at this time
47	10/Feb/16	Buhr	Leak Rate Test	Is a leak rate test (to IC spec) in the workplan and budget or does PW need a resolution for budget add?	4		Staff time			Council res.	DONE
48	11/Feb/16	Buhr*	Municipal land	Remove medium tree stump fallen in the last 24 hours onto Centennial Trail 150 m south of Harrison Steps	4	Safety	Contractor			Done already by unknown party	DONE
55	15/Feb/16	Buhr	Rainfall data	Can we make public the rainfall data PW gathers?	2	Council priority (communication)	Staff time	CAO	Reviewing how much time is involved with adding this to website and in what format.	THAT staff add the rainfall data to the weekly water graph notes	DONE

COMPLETED RESOLUTIONS

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58	15/Feb/16	Buhr	Communications	Refurbish notice boards at all Village gathering points	3	Council priority (communication)	Staff time	PWM	Clarification and resources required through budget process and/or review of Levels of Service report in Q2	THAT staff refurbish Village notice boards, as previously budgeted for	DONE
62	15/Feb/16	Buhr*	Temp. PRV	Report on the LT plan for the temporary PRV near the school.			Staff time				DUPLICATE
68	15/Feb/16	Buhr	Communications	1909 subdivision map for Chambers?	1	Taking pride in our Village			Size? Colour? Framed? Discussion?	Staff time, \$200	DON'T NEED MORE DECORATION
70	15/Feb/16	Buhr	Communications	Place large information signage at capital projects (to Communications Policy standard). For example, highway tank roof removal, Oceanview open culvert, mid-Bayview PRV installation	3	Council priority (communication)	Staff time, \$45 per project	CAO	We do not yet have a Communications Policy or standard for this, but can likely look to sign standards in other communities. Should be part of discussion around a larger Communications Strategy	THAT staff incorporate information signage at capital projects as standard operating procedure.	DONE
76	15/Feb/16	Buhr	Fire	Preliminary fire services Review, utilising in-house skills and existing reports	4	Fire	Staff report	CAO	Pending budget allocation	THAT "Fire Review" be removed from IRR sheet.	DONE
85	16/Feb/16	Buhr	Official noticeboard location change	Can we place the official noticeboard in the triangle formed by the ramp handrails, spotlight and rain sheltered	4	Council priority (communication)		CAO	I see some bulbs in the dirt there - would the gardeners be upset? Public consultation? Would have to assess electrical and possible interference with handrail	THAT staff examine the options for design, location, and lighting of the Village Office's official noticeboard	DONE
88	16/Feb/16	Buhr	AV suite	Do we want to televise Council meetings? If yes, can we work w. Telus, Shaw and/or Bell to sponsor an AV suite and provide a local cable channel to televise Council meetings.	3	Council priority (communication)		CAO	Need to consider desirability of televising meetings, logistics of filming in small space and personnel required to film and edit/upload to website. Would likely also require technical upgrade of website.	THAT staff forego further investigation of "AV Suite" item.	DONE
89	29/02/16	Buhr	Meeting Minute Enhancements	Can we please place approximate timestamps in the Minutes so that the pertinent section can be found on the audio?	4	Governance	Staff Time	CAO	Will review with staff for discussion with Council. See also ID 29		DONE
99	14/Apr/16	Waterson	Village Website	I would like a report regarding the status of the new website and amount budgeted/remaining.				CAO	Been trying to get to this. Will bring a report to next CSC.	THAT staff bring a report regarding the status of the new website to the May 17, 2016 Council Strategy Committee Meeting.	DONE

COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
101	14/Apr/16	McLaughlin	Lions Bay Beach	Request that painting the washroom be undertaken before the May long weekend and that insect eradication is undertaken monthly.				CAO	Checking PW schedule. See also: Request ID #17	THAT staff undertake having the Lions Bay Beach Park washrooms painted before the May long weekend and to notify Councillor McLaughlin beforehand for input regarding paint color and other details.	DONE

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
3	1/Jun/15	Buhr	Annual report	My goal for the Annual Report, which is Council's report to the community, is that it is the document of record of the the year. To be frameworked by Council (Mayor), with KPIs supplied by staff	2	Mandatory. Buhr will do most of the work.	Staff time to fill in stats	CAO		Not required.
8	1/Oct/15	Buhr	Speakerphone	Can we make the conference phone work?	1	Council priority (communication)		CAO	I believe we have a new, working speakerphone.	Not required.
9	15/Dec/15	Buhr	Zoning Bylaw quick fix?	Is there a decimal point error in the zoning bylaw and if so, is there a quick fix for that? (i.e. 2.0 acre min. lot size vs. 0.2 acres) Can staff review the zoning bylaw(s) and advise next steps?	3	Future development	Staff report	CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s). We'll want to bring Brunswick Beach Zoning under a single VoLB Zoning Bylaw. Secondary Suites are also covered under Zoning Bylaw so we'll want to consider if any changes required.	
10	15/Dec/15	Buhr	Encroachments	Request report on Council's denial of encroachments at 555 Upper Bayview. Have the encroachments been removed? Also, one on Lions Bay Ave?	3	Council resolution	Staff report	PWM	555 Bayview is no longer encroaching. Unsure of other reference re. Lions Bay Ave.	Not required.
11	15/Dec/15	Buhr	FD Fund	What is disposition of Council's passed resolution to handle FD accounting in a separate fund? Will supply further input when requested	4	Council resolution	Staff report	CFO	Need to clarify what is desired and how best to accomplish it. CFO will review with auditor and bring report.	Passed resolution - this may have come from a CLOSED meeting
13	18/Dec/15	Buhr	Air Quality	Can we clean Metro Visual camera lens monthly?	1	Having reliable VAQ images allows Lions Bay to address its OCP and RGS carbon targets, and improves quality of life in the Village and Howe Sound	Staff time	PWM	Metro should be responsible for upkeep of their own infrastructure	Not required.
15	18/Dec/15	Buhr	Park Irrigation	Please report why the grass at Main Beach died last year, even though OWU guidelines allow it to be irrigated as much as necessary?	5	Showing pride in our Village	Staff time	PWM	CAO will send PWM's answer to Mayor upon receipt.	Not required.
21	1/Jan/16	Buhr	PW service levels	Please report budget impact of changes to PW service levels per email to PW Manager	2		Staff report	PWM	No impact unless change in staffing levels. Otherwise, it's simply a question of priorities and having time to get done or not. Suggest bringin a report on Regulatory vs. Non-regulatory service levels in Q2.	Done - report brought to April 5, 2016 CSC meeting
24	4/Jan/16	Buhr	Development bylaws suite	Please review Building Bylaw, Development Charges Bylaw, Subdivision Bylaw, POL-0401, and more. See items 9 and Mayor's suggestions for Building Bylaw changes.	3	See item 9		CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s)	
28	4/Jan/16	Buhr	Intake access	Please report on appropriateness of safety protocols at the intakes	4	Water supply	Staff report	PWM	Operational matter which has been asked and answered.	Not required.
32	4/Jan/16	Buhr	Smell	From the front counter, the Village office always smells like stew. Can we consider an extraction fan?	2	Showing pride in our Village	Contractor	CAO	An extraction fan would be expensive and noisy and staff do not have issues with smells in office.	Not required.

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
33	4/Jan/16	Buhr	Staff only in office	Please review, and then publish, the policy that dictates members of Council may not enter the office, etc. Review of policy is what I'm looking for. Maybe when it goes away of its own accord will be the day that we have fixed our organisation	1	Council priority (communication)	Staff time	CAO	Mayor and Council are welcome to come through the front entry to meet with me in my office.	Not required.
36	8/Jan/16	Buhr	Budget presentation	Please report which, if any, of the requests in my "My further asks for 2016 budget presentation" email can be done in time. Not a multi-request. Just want to know which will happen and which won't	4	Council priority (communication)	Staff report		Pam will review email to see if anything still relevant - if so, will give them new, unique Request IDs.	Not required.
37	8/Jan/16	Buhr	Utility bill	Can we affect the changes to the utility bill layout and wording I have requested?	2	Council priority (communication)	Staff time	CFO	Moot	Not required.
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Needs review and consideration along with Consent Agendas and other potential changes to Procedure Bylaw. See also: #29 in Requests.	
40	11/Jan/16	Buhr	Building bylaw	As we commence work, please consider Incorporate the laundry list of items I provided, along with updates to accommodate the new Code and other legislation	3	Future of the Village	Staff time	CAO	We need to see how some of the other municipalities deal with the changes to the Building Code and the new Building Act. There are potential labour relations issues regarding "qualification" of Building Officials and the removal of our ability to rely upon a registered engineering professional (i.e. architect or structural engineer). This will have insurance implications which have not yet been worked out with MIA.	Not required.
41	11/Jan/16	Buhr	Tour	Let's have that backstage tour of the Village with all members of Staff, Council and ICYes, Council, IC AND inside staff. About 2 hours	4	Team building, awareness	Staff time	CAO	Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see.	Not required.
42	12/Jan/16	Buhr	Approve agendas	Please have Mayor as Chair approve meeting agendas	2	Efficiency	Staff time	CAO	Yes, admin procedure needs to be ironed out to ensure it happens in a timely way	Not required.
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO	Done	Receive information
45	1/Feb/16	Buhr	IMP	Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not adress our requirements?	5		Staff report	PWM	Discussed by CAO at Mar.2nd meeting	Not required.
49	11/Feb/16	Buhr	Municipal land	Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJJBBAiGCDXoSPdOoa?dl=0)	3	Safety	Contractor	CAO	Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.	Not required.

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
50	15/Feb/16	Buhr	Klatt Building National Flag	Can Klatt Building National Flag be fixed or removed?	3	Showing pride in our Village	Staff time	CAO	Will discuss with Fire Chief and others.	Not required.
51	15/Feb/16	Buhr	Remove RCMP sign from Klatt	<--Hasn't been an RCMP station for years	2	Showing pride in our Village	Staff time	CAO	Will discuss with FC	Not required.
52	15/Feb/16	Buhr	Sign removals	Can we implement my sign removal requests (email of Jan 18)	4	Council priority (communication)	Staff time	CAO	See Request ID 12	Not required.
53	15/Feb/16	Buhr	Municipal land	When does the Crystal Fall residents meeting happen?	3	Council's top priority, communication		CAO	Staff time	Not required.
56	15/Feb/16	Buhr	Communications	Community communication re. Lower-Oceanview. I'm talking about putting up a sign, and mailing all affected residents.	3	Council priority (communication)	Staff time	PWM	Communications is part of operational aspect of road work. Once actual work has been scheduled, appropriate signage and other communications will be implemented.	Temp paving project completed
57	15/Feb/16	Buhr	Communications	Plan location and training for wide-bed poster printer likely to come from 2016 budget; standard template for posters, and protocol for what information is posterised and where displayed.	3	Council priority (communication)	Staff time	CAO	Staff strongly recommend vs purchasing for a few reasons including lack of space and more suitable inexpensive alternatives	Superfluous to information in budget process
59	15/Feb/16	Buhr	Parking BB interchange	Data from Miller-Cap on cars towed at BB	2		Staff time	CAO	Not sure if they'll have this but we can inquire, although Mayor has just done so.	Not required.
65	15/Feb/16	Buhr	Bayview driveway bridge	Report on disposition of driveway bridge over Alberta. Salient issues: was it built to the design? If the design specified lumber bearing pads, that would be substandard. Whether MOTI ceded it de facto (it wasn't de jure) to us or the homeowner is irrelevant: we can't maintain a private bridge. They should have expropriated the property when they redesigned the channel.	2	infrastructure	Staff time	CAO	While the bridge may lead to private property, it leads from public property and for the most part spans public property. What the Province should have done doesn't help us much now, so we will need to look for options to deal with the issue. This will require staff time and ultimately, funding. In the interim, we need to consider the risks of doing nothing.	Already removed from 2016 budget process, other than minor risk mitigation
67	15/Feb/16	Buhr	Centennial users	Can Metro provide us some of the measuring units they use to measure traffic on hiking trails, for Centennial Trail? Staff time to make the ask, Metro for the units, volunteers to retrieve data	2	Community amenity (I saw 20 non-Lions Bay hiking parties on Family Day)		CAO	I'll send them an email to inquire.	Not required.
69	15/Feb/16	Buhr	Derelict cars	Can MOTI be asked to remove cars from their ROW at 10 Southview?	3	Showing pride in our Village	Staff time	CAO	Will review and send an email to MOTI - also will determine options for consideration.	Not required.
71	15/Feb/16	Buhr	Planning	Recommendation on securing a permanent, non-consultant planner. Staff? Shared with Anmore, Belcarra?	2		Staff time	CAO	Will review for potential discussion re. options, pros/cons, budget, etc.	Not required.
72	15/Feb/16	Buhr	NBCF funding impact	Please report on impact on NBCF funding, if any, of delay in start of project	4	Finance	Staff time	PWM	None	Not required.
73	15/Feb/16	Buhr	IPG/IMP	Please report why we did not apply for even the single IPG in the 2015 budget (the original plan for the IMP was to break it up into fundable projects)	4	Finance	Staff time	PWM	Not available at the time.	Not required.
74	15/Feb/16	Buhr	Revenue	Please report on Marina assessments per my email	2	Finance	Staff report	CFO	Email reply pending	Not required.
77	15/Feb/16	Buhr	Signage	Replace the handmade "Office" sign tacked to the outside wall and replace with fingerpost for Office/Hall/Chambers/Library	4	Showing pride in our Village	Staff time	CAO	What is a "fingerpost"? Details?	Not required.
78	15/Feb/16	Buhr	Signage	Replace the handmade office hours sign pinned to the door with something that looks a little more professional	3	Showing pride in our Village	Staff time	CAO	Replacement of front door signage already in progress	Not required.
79	15/Feb/16	Buhr	Generator location	Move the generator away from the front door: gives the wrong impression	2	Showing pride in our Village	Staff time	CAO	Where would we move it to? I think the idea is to have it close by in the event it's needed.	Not required.

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
80	15/Feb/16	Buhr	Leftover building material	Remove the pile of bricks outside Chambers: gives the wrong impression	1	Showing pride in our Village	Staff time	CAO	6-7 bricks being removed per CSR	Done - Not required.
81	15/Feb/16	Buhr	Mailroom	Work with strata to spruce up mailroom. May be, but neither is doing anything. Since it's a municipal amenity, and used by the municipality as an official notice area, can the municipality request it?	3	Showing pride in our Village	Volunteers	CAO	May be a matter between commercial landlord and Canada Post tenant, but I will ask. Concern they may start charging us for use if we are too demanding.	Not required.
84	16/Feb/16	Buhr	Harvey sign	Hang the mounted Harvey Creek sign in the office, Chambers or Hall	2	Council priority (communication)		CAO	??? Not sure what this sign is?	Not required.
86	16/Feb/16	Buhr	Move bus stop	Can we work with Translink to move the bus stop at the Hall 30 meters south in preparation for the Parking Plan recommendation, and to install a bus shelter	3	Parking plan		CAO	Too soon. We don't know what the PP recommendation will be or the logistics/rationale. Current location is close to stop sign. Suggested location may interfere with parking. Shelters cost about \$15,000.	No shelter in 2016 budget
92	17/Feb/16	Buhr	Parking plan	Please plan for implementation of initial phases of parking plan in time for summer	5	Council priority		CAO	Hard to plan for implementation without seeing a plan	Part of budget process
95	18/Feb/16	Buhr	ePost users	Please report how the 500+ ePost users reported in early 2015 has dropped to "300" reported today	4	Council priority (communication)		CAO	In January 2016, about 575 updates were sent each week but only about 375 opened each week	Not required.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2017 Municipal Grant Processes and Timelines		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	October 28, 2016	Version	-
Issued for	November 1, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “2017 Municipal Grant Processes and Timelines” be received for information purposes.

ATTACHMENTS

- 2017 Municipal Grant Application

KEY INFORMATION

The Village of Lions Bay (VOLB) provides municipal grants to non-profit community groups that demonstrate a need for funding to provide services or programs that benefit the VOLB community as a whole. The 2016 budget allocation for municipal grants was \$26,910 excluding in-kind services.

The processes and timelines outlined below will be followed in order to efficiently manage the process of providing these grants.

- The Finance department made an announcement in the Village Update and on the Village website regarding the availability of application forms at the Village Office and on the website on October 21, 2016.
- The deadline to submit fully completed applications with all the necessary documents is December 16, 2016.
- It is essential that all information requested in the application form be completed and all necessary documents included for an application to be considered for grant approval.
- All in-kind service requests such as public works time and waiving of rental fees must be itemized with estimated costs in the application form. Value of in-kind services will form part of the grant request.
- The Finance department will tabulate and summarize all completed applications and distribute them to Council.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- Groups requesting funding for \$1,000 or greater will be required to make a brief presentation to Council at a Council Strategy meeting in January 2017 to allow Council the opportunity to ask questions about their application. Council will review the applications and make their recommendations.
- The approved funds will be allocated in the 2017 budget.
- The community groups for whom grants are approved will be notified by the Finance department. Funds will be distributed after the adoption of the 2017-2021 Five Year Financial Plan Bylaw.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<h2 style="margin: 0;">MUNICIPAL GRANT APPLICATION</h2> <p style="margin: 0;">For Specific Projects/Services/Events/Programs</p>
<p>Only applications that are completed legibly and in full will be accepted.</p> <p>The deadline for submitting grant applications is December 16, 2016.</p> <p>Please provide a copy of your organization’s financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).</p>

A. APPLICANT INFORMATION	
Application Date	
Name of Organization/Group	
Contact Person	
Telephone	
Email	
BC Society Number	
Date of Registration	
Describe your organization’s objectives	
Number of members	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 462. as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Project title and Description	
Describe your target population (age, gender, disability etc.)	
Describe your goals and your success criteria	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
What community need or issue is your project/event responding to?
Describe any partners or sponsors involved in your project/event.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION
<input type="checkbox"/> Attach your most recent financial statement
<input type="checkbox"/> Provide current fiscal year project budget for your organization
<input type="checkbox"/> If your group received a municipal grant in 2016, provide a breakdown of how the money was spent
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of “in kind” contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed					
Name		Title		Date	
Signed					
Name		Title		Date	

Intentionally Blank

VILLAGE OF LIONS BAY

Incoming Correspondence - November 1, 2016

General Correspondence:

- G-1: Farm Property Tax Reform (Page 1)
- G-2: Mixed Income Transit-Oriented Rental Housing Study (Page 29)
- G-3: 2016 Chief Elected Officials Forum (Page 45)
- G-4: Review of Bear Smart Community Program (Page 47)
- G-5: Support for Biosphere Region Initiative (Page 48)

Resident Correspondence:

- R-1: Sheila Bromiley (Page 50)
- R-2: Phil Folkersen (Page 51)
- R-3: Lee Douglas (Page 52)
- R-4: Scott Ando (Page 54)



VILLAGE OF LIONS BAY
FILE TO I/C
FILE TO PROPERTY FILE
OTHER

RECEIVED
OCT 18 2016

Office of the Chair

Tel. 604 432-6215 Fax 604 451-6614

OCT 12 2016

File: CR-12-01

Ref: RD 2016 Sep 23

Mayor Karl Buhr and Council
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor Buhr and Council:

Re: Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver

At its September 23, 2016 regular meeting, the Board of Directors of the Greater Vancouver Regional District ('Metro Vancouver') adopted the following resolution:

That the GVRD Board:

- a) *Send a letter to the BC Minister of Community Sport and Cultural Development and the Minister of Agriculture requesting farm property tax reform for the Metro Vancouver region, as described in the White Paper titled, "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver", and that consideration be given to similar reform for the entire province of British Columbia; and*
- b) *Convey the report dated August 22, 2016, titled "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver", to member municipalities, the Fraser Valley Regional District, the Capital Regional District, the Okanagan-Similkameen Regional District, the Central Okanagan Regional District, and the Agricultural Land Commission.*

Metro Vancouver recently completed a three-year review of farm property tax policy assessing whether tax reform could assist in encouraging farming or discouraging non-farm use on lands in the Agricultural Land Reserve in the Metro Vancouver region. The review concluded that existing tax policies are, inadvertently, encouraging the non-farm use of agricultural land. In addition, the low farm income threshold for qualifying a property as farm for assessment purposes may be limiting investments in agricultural economic development at a time when the demand for local food is increasing.

The protection of agricultural land and the economic viability of farming are priorities for Metro Vancouver, and are integral to planning for future growth in accordance with *Metro Vancouver 2040: Shaping Our Future*, the regional growth strategy. While farm property tax policy is just one factor affecting agriculture land use, it is an important financial lever for instituting behavioural change.

The recommendations from the farm property tax review are found on page 15 of the White Paper; they are to:

- eliminate the 50% School Tax exemption for properties classed as residential (Class 1) in the ALR;
- change the income threshold to achieve farm classification to a minimum of \$3,500, regardless of farm size and develop a two-tier farm classification benefits system;
- adjust the method for valuing agricultural land not used for farming; and
- encourage local governments and the Agricultural Land Commission to develop new protocols to enable BC Assessment to obtain timely information on changes in land use and new commercial business activities in the Agricultural Land Reserve.

The results and recommendations identified in the White Paper are based on the conditions in the Metro Vancouver region, but could also apply to other areas of British Columbia working to protect agricultural land from conversion to non-farm uses.

If you and your staff are interested in continuing the discussion on farm property tax reform, please contact Heather McNell, Division Manager of Growth Management, at 604-436-6813 or heather.mcnell@metrovancover.org.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

CM/EC/hm

Encl:

1. GVRD Board report titled, "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver", dated September 9, 2016 (*Doc #19387264*)
2. White Paper titled "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver" (*Doc #18648365*)

To: GVRD Board of Directors

From: Regional Planning Committee

Date: September 9, 2016 Meeting Date: September 23, 2016

Subject: **Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver**

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the GVRD Board:

- a) Send a letter to the BC Minister of Community Sport and Cultural Development and the Minister of Agriculture requesting farm property tax reform for the Metro Vancouver region, as described in the White Paper titled, *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*, and consideration of similar reform for the entire province of British Columbia; and
- b) Convey the report dated August 22, 2016, titled *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*, to member municipalities, the Fraser Valley Regional District, the Capital Regional District, and the Okanagan-Similkameen Regional District.

At its September 9, 2016 meeting, the Regional Planning Committee considered the attached report titled "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver", dated August 22, 2016.

The Committee commented on the importance of farm property tax reform for all communities in British Columbia, while recognizing the different needs and interests among BC communities. The Committee subsequently passed the recommendation as presented above with additional context in part a) of the recommendation.

Attachment:

1. Report titled "Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver", dated, August 22, 2016

19387264 FINAL

**Attachment**

To: Regional Planning Committee

From: Theresa Duynstee, Regional Planner, Parks, Planning, and Environment Department

Date: August 22, 2016 Meeting Date: September 9, 2016

Subject: **Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver**

RECOMMENDATION

That the GVRD Board:

- a) Send a letter to the BC Minister of Community Sport and Cultural Development and the Minister of Agriculture requesting farm property tax reform for the Metro Vancouver region, as described in the White Paper titled, *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*; and
 - b) Convey the report dated August 22, 2016, titled *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*, to member municipalities, the Fraser Valley Regional District, the Capital Regional District, and the Okanagan-Similkameen Regional District.
-

PURPOSE

The purpose of this report is to provide the GVRD Board with the opportunity to consider recommendations stemming from a three-year review of farm property tax policy, as described in the White Paper titled, *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"* (Attachment).

BACKGROUND

Over the last three years, both the Regional Planning Committee and GVRD Board have received a series of consultant reports related to the Farm Property Tax Review project. On April 22, 2016, the Regional Planning Committee received the third report, "Farm Tax Class Income Threshold Investigation", which conveyed consultant work assessing whether farm income threshold requirements for the classification of land as farm for assessment purposes warrant adjustment.

A White Paper prepared by staff titled, *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*, presents the key results and recommendations from the Farm Property Tax Review. This report summarizes the tax policies affecting agriculture land use and provides the Regional Planning Committee and GVRD Board an opportunity to endorse the recommendations in the paper and to advocate to the Province for associated farm tax policy reform.

FARM PROPERTY TAX REVIEW PROJECT

The Farm Property Tax Review project was undertaken to identify tax policies that can be used as a lever to encourage farming and / or discourage non-farm uses within the Agricultural Land Reserve (ALR) in the Metro Vancouver region. A series of consultant reports and additional analysis were

completed to improve the understanding of the linkage between farm property tax policies and land use in the ALR.

The first report, "Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver Region", described the property tax benefits for landowners when their land is classified as farm by BC Assessment. This report revealed that the assessed value of agricultural land is the main reason for the lower taxes paid by landowners who are not farming in the ALR. The second report, "Farm Property Tax Investigation", evaluated seven farm property tax options to determine if they could be used to encourage farming or discourage non-farm uses within the ALR. Based on the work undertaken by these consultants, and input from municipalities, the following four farm property tax policies were examined in more detail.

1. School Tax Exemption
2. Classification of Land as Farm
3. The Assessed Value of Agricultural Land
4. Assessment of Farm Buildings

The amount of the school tax exemption was calculated for the different property classes in Metro Vancouver using data provided by BC Assessment. The "Farm Tax Class Income Threshold Investigation" report informed the discussion on classification of land as farm and whether an increase in farm income thresholds for farm class is warranted. Examples of the financial implications of how the assessed value of agricultural land affects property tax were drawn from the first two consultants' reports. The process and legislative context for the assessment of farm buildings was provided by BC Assessment.

ENCOURAGING AGRICULTURAL PRODUCTION THROUGH FARM PROPERTY TAX REFORM: WHITE PAPER

There are an increasing number of property owners in the ALR who are using agricultural land for purposes other than farming. Existing tax policy enables these property owners to receive a lower tax assessment than similar homes or businesses located within the region's Urban Containment Boundary. In addition, property owners that do not farm themselves, but rather lease their land to a farmer, receive benefits intended for farmers including significantly lower taxes, when their property is classified as farm for assessment purposes.

The repercussions of purchasing or utilizing agricultural land for purposes other than farming can affect the long term viability of food production in this region. Non-farm use of the ALR increases competition for agricultural land, resulting in higher land costs that erode the financial viability of farming while preventing new farmers from establishing a business. Leased agricultural land enables existing farms to expand their acreage at a low cost, but may limit infrastructure investments that are often necessary to improve the profitability of farming. Fewer capital investments in agriculture can result in lost economic development opportunities at a time when the demand for local food is growing. Non-farm residential housing located in the ALR, can also spur conflicts over farm management practices that produce noise, dust and odours. In addition, the proliferation of non-farm residential and commercial uses outside the Urban Containment Boundary can increase the demand for services such as utilities, transit, police, fire and emergency services, all of which are financed by local governments through property taxes.

The White Paper aims to inform decision makers about the implications of existing farm property

tax policy to agricultural land use and the necessity for tax reform to maintain the ALR for farming in the Metro Vancouver region. A draft version of the White Paper was circulated earlier this spring to Metro Vancouver's Regional Planning Advisory Committee, Agricultural Advisory Committee, an external reviewer, and a Task Group formed to provide advice on the overall Farm Property Tax Review project. Feedback received from these groups was considered and incorporated.

Results

The results presented in the White Paper are based on the consultants' reports, additional analysis completed by Metro Vancouver staff, as well as information and feedback provided by various stakeholders including provincial agencies. The Farm Property Tax Review project revealed that:

- 78% of the \$4 million school tax exemption in Metro Vancouver goes to residential properties in the ALR that are not farming. This tax benefit is also extended to other agency fees (i.e. regional district, hospitals, TransLink, and Municipal Finance Authority).
- The farm income threshold requirement for classification of land as farm for assessment purposes is outdated and warrants an adjustment, especially since the last increase to the current threshold of \$2,500 for farms greater than 2 hectares occurred in 1993.
- A new two-tier farm classification benefit system could encourage increased investments in agricultural production. The lower income tier would provide one set of benefits for smaller farms, while another higher income tier would provide a greater set of tax benefits, thereby encouraging more agricultural production on commercial farms.
- The method for assessing the value of agricultural land not used for farming creates a financial incentive for non-farm residential and commercial uses to locate in the ALR. This policy results in similar sized homes and comparable businesses in a municipality to have different property tax structures, depending on whether they are located in the ALR or not.
- Provincial assessment staff have adequate processes in place to assess buildings in the ALR but are challenged when new non-farm permitted uses are approved. The farm building assessment process would benefit from more proactive notification between the Agricultural Land Commission, municipalities and BC Assessment.

The Farm Property Tax Review revealed that tax policy is a relevant financial lever that can influence how agricultural land is used. The tax policies investigated should be reformed to create more effective financial incentives for expanding agriculture production and supporting new farms in the ALR, while preventing the displacement of farming activities. Tax reform is also necessary to remove the financial incentives for non-farm residential and commercial uses to locate in the ALR and address equity issues among municipal taxpayers. When non-farm property owners of agricultural land benefit from tax policy intended for active farms, taxpayers within the Urban Containment Boundary are unintentionally financing the non-farm uses of the ALR. The most effective way to address farm property tax reform is to take a multi-pronged approach that both encourages agriculture production while discouraging non-farm uses through more than one tax policy option.

Recommendations

While the authority to make legislative changes to farm property tax policy rests with the provincial government, local governments can advocate for tax reform to ensure an equitable balance of benefits among farmers, other landowners and the public interest. As conveyed through the White Paper, there are four recommendations proposed to encourage agricultural production while

removing the financial incentives for non-farm uses of agricultural land. The recommendations are for the Province of BC to:

1. Eliminate the 50% School Tax exemption for properties classed as residential (Class 1) in the ALR. This change would also apply to regional district, hospitals, Transit and other agency fees.
- 2a. Change the income threshold to achieve farm classification to a minimum of \$3,500, regardless of farm size for the Metro Vancouver region, and ensure that the threshold is reassessed every five years and adjusted according to the rate of inflation; and
- 2b. Develop a two-tier farm classification benefits system that allocates only some tax benefits to farms with an income threshold of \$3,500, while providing the full package of tax benefits to the more productive farms with an income threshold at \$10,000. This would create an incentive for farms to reach the higher income threshold. Determining the appropriate allocation of benefits for a two tier system requires consultation with the agricultural community and the agencies providing secondary benefits to properties with farm class.
3. Adjust the method for valuing agricultural land not used for farming to discourage further non-farm development in the ALR. The adjustment could consider valuing agricultural land not used for farming as if it was located in the applicable zone within the Urban Containment Boundary. Implementing this recommendation requires additional policy analysis and consultation with local governments and must ensure that any reform stipulates that tax policy is not justification for removing land from the ALR.
4. Encourage local governments and the Agricultural Land Commission to develop new protocols to enable BC Assessment to obtain timely information on changes in land use and new commercial business activities in the ALR to ensure an appropriate tax assessment of buildings and improvements.

While these recommendations to reform farm property tax policy are specifically for the Metro Vancouver region, they could be applied to other areas of British Columbia faced with non-farm residential and commercial encroachment in the ALR.

ALTERNATIVES

1. That the GVRD Board:
 - a) Send a letter to the BC Minister of Community Sport and Cultural Development and Minister of Agriculture requesting farm property tax reform for the Metro Vancouver region, as described in the White Paper titled, *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*; and
 - b) Convey the report dated August 22, 2016, titled *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*, to member municipalities, the Fraser Valley Regional District, the Capital Regional District, and the Okanagan-Similkameen Regional District.
2. That the GVRD Board receive for information the report dated August 22, 2016, 2016 titled *"Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver"*.

FINANCIAL IMPLICATIONS

There are no direct financial implications to advocating for farm property tax reform.

SUMMARY / CONCLUSION

The key results and recommendations from the Farm Property Tax Review are presented in a White Paper titled, "*Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver*". The results are based on a three year investigation that included three separate consultants' reports, staff analysis and stakeholder input. The White Paper informs decision makers about existing farm property tax policy and the necessity of tax reform to encourage farming on agricultural land in the Metro Vancouver region.

There are an increasing number of property owners in the ALR who are using agricultural land for purposes other than farming. Existing tax policy enables these property owners to receive a lower tax assessment than similar homes or businesses located within the region's Urban Containment Boundary. The repercussions of non-farm uses of agricultural land includes higher costs for land that erode the financial viability of farming and prevent new farmers from establishing a business. Non-farm residential housing located in the ALR can also spur conflicts over farm management practices. For local governments, proliferation of non-farm residential and commercial uses outside the Urban Containment Boundary can increase the demand for services such as utilities, transit, police, fire and emergency services, all of which are financed through municipal property taxes.

In addition, property owners that do not farm themselves, but rather lease their land to a farmer, receive benefits intended for farmers including significantly lower taxes, when their property is classified as farm for assessment purposes. Leased agricultural land enables existing farms to expand their acreage at a low cost, but will limit infrastructure investments that are often necessary to improve the profitability of farming. Fewer capital investments in agriculture can result in lost economic development opportunities at a time when the demand for local food is growing.

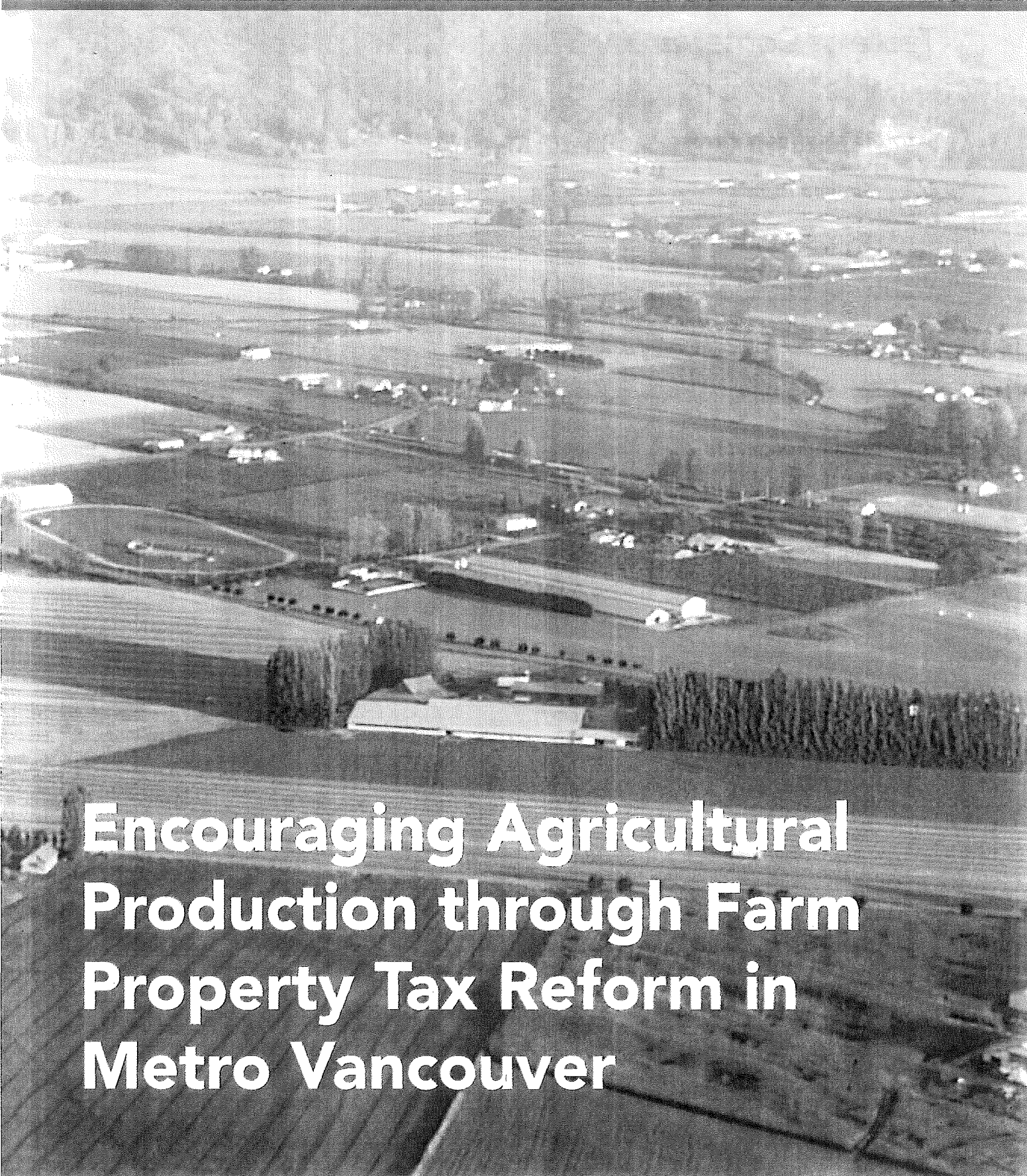
The investigation revealed that farm property tax policy is a relevant financial lever that can influence how agricultural land is used. Tax reform is necessary to create stronger incentives for expanding agriculture development while preventing the displacement of farming activities in the ALR. Four recommendations emerged from the Farm Property Tax Review: 1) eliminate the 50% School Tax exemption for properties classed as residential; 2) change the income threshold to achieve farm classification to a minimum of \$3,500 and develop a two-tier farm classification benefits system; 3) adjust the method for valuing agricultural land not used for farming; and 4) enable BC Assessment to obtain timely information on changes in land use and new commercial business activities in the ALR.

While the authority to make legislative changes to farm property tax policy rests with the provincial government, local governments can advocate for tax reform to ensure an equitable balance of benefits among farmers, other landowners and the public interest. Staff recommends Alternative 1.

Attachment: Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver (*Orbit Doc 18648365*)

References

1. Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver region, Colliers International, February 2014.
2. Farm Property Tax Investigation in the Metro Vancouver region, KM Consulting, January 2015.
3. Farm Tax Class Income Threshold Investigation, Upland Consulting, December 30, 2015



Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver

Table of Contents

4	Policies Under Review
5	Options To Reform Farm Property Tax
5	School Tax Exemption
7	Classification of Land as Farm
11	The Assessed Value of Agricultural Land
13	Assessment of Farm Buildings
15	Recommendations
16	Final Comments
17	End Notes

Encouraging Agricultural Production through Farm Property Tax Reform in Metro Vancouver

This White Paper presents the results and recommendations of Metro Vancouver's Farm Property Tax Review. The Review was undertaken to identify tax policies that can be used as a lever to encourage farming or discourage non-farm land uses within the Agricultural Land Reserve (ALR) in the Metro Vancouver region. The research and analysis conducted during this review considered whether existing farm property tax policies, enacted to serve the public interest, still provide the financial incentives to maintain the region's ALR for farming, and if not, what could be done about it.

Agricultural land¹ in Metro Vancouver is increasingly threatened from non-farm land uses, not just exclusions from the ALR². The first comprehensive agricultural land use inventory of Metro Vancouver, completed in 2011 by the BC Ministry of Agriculture, revealed that only half of the region's 60,893 hectares (ha) in the ALR is actively farmed³. Many of the landowners in the ALR are using agricultural land for purposes other than farming including residential, which occupies 48% of the ALR land that is not used for farming⁴. Today in Metro Vancouver, there are more non-farm property owners in the ALR, than there are farmers⁵.

In addition, almost a third of the total farmed area (9,799 ha) in the region is not farmed by the landowner, but rather is leased to farmers⁶. These leases agreements are registered with BC Assessment, thereby qualifying the property as a farm for assessment purposes, commonly referred to as "farm status". Farm status confers significant tax benefits to the property owner.

Existing tax policy enables property owners that are not farming in the ALR to receive a lower tax assessment than homes or businesses located within the region's Urban Containment Boundary⁷. When agricultural land is purchased and utilized for purposes other than farming, it can lead to:

- Higher prices for agricultural land that erode the financial viability of farming and can prevent new farmers from establishing a farm business;
- Lease agreements that enable existing farms to expand their acreage at a low cost. While leases keep agricultural land in production over the short term, without secure

land tenure, most farmers are hesitant to invest in equipment, buildings and other infrastructure that is often necessary to improve the profitability of farming;

- Limited investments in agricultural production that can result in lost economic development opportunities at a time when demand for local food is growing and concerns about food security over the long term are being raised;
- Increasing number of conflicts over farm management practices when non-farm residential housing is located on agricultural land; and
- The proliferation of non-farm residential and commercial uses outside the Urban Containment Boundary that will increase the demand for services such as utilities, transit, police, fire and emergency services, all of which are financed by local governments through property taxes.

When farm property tax policy inadvertently creates financial tax advantages for non-farm residential and commercial uses in the ALR, questions of equity among taxpayers emerge. Reforming farm property tax policies may or may not increase total taxes collected by municipal governments, however, it will redistribute the tax burden more equitably. Tax reform can help ensure that the lower tax assessment applied to properties in the ALR be attributed, as intended, to those investing in agriculture and managing farmland for food production over the long term. It can also better support provincial, regional and municipal objectives to protect agricultural land for farming, increase actively farmed land and improve the viability of agriculture.

Farm property tax reform requires changes to provincial legislation. Local governments can play a role by advocating for tax reform to ensure an equitable balance of benefits between farmers, other landowners and the public interest. The results and recommendations identified in this White Paper are based on conditions in the Metro Vancouver region, but could also apply to other areas of BC working to protect agricultural land from conversion to non-farm uses.

POLICIES UNDER REVIEW

The Farm Property Tax Review began in 2013 to improve the understanding of farm property tax policies related to land use in the ALR. The first report, completed by Colliers International, described the property tax benefits for landowners when their land is classified as a farm by BC Assessment⁸. The report revealed that the method for assessing the value of agricultural land that is not farmed often results in lower taxes for landowners.

Further investigation into farm property tax policy completed by KM Consulting, investigated areas of property tax policy that could be used to encourage farming or discourage non-farm land uses within the ALR⁹. The potential impacts of adjusting seven farm tax policies were evaluated and options requiring further consideration were identified. Based on the work undertaken by these consultants, and feedback from municipalities and others, the following four farm property tax policies were examined.

1. School Tax Exemption

The School Act allows all residential, farm and other properties in the ALR to receive a 50% school tax exemption, whether the land is farmed or not. Also, the 50% school tax exemption is extended to hospital, regional district, transit authority, BC Assessment and municipal financial authority fees. The amount of the school tax exemption was calculated for the different property classes in Metro Vancouver using data provided by BC Assessment.

2. Classification of Land as Farm

The Assessment Act designates nine property classes, one of which is farm (Class 9)¹⁰. To qualify as a farm for assessment purposes, a farmer must produce a prescribed amount of qualifying agricultural products for sale. All property owners must apply to have their land classified as farm. Landowners can also have a portion of their land classified as farm if it is leased to a farmer who meets the BC Assessment requirements. The Upland Consulting report informed the discussion on classification of land as farm and whether an increase in farm income thresholds for farm class is warranted¹¹.

3. The Assessed Value of Agricultural Land

The assessed value of land classified as farm for assessment purposes is based on the productive value of the land. In Metro Vancouver, this results in an assessed value that is much below the market value of the land. Other properties in the ALR not used for farming, are assessed based on the principle of 'highest and best use' using the market value and sales of comparable parcels in the ALR. These ALR properties often have a lower assessed land value and therefore pay lower property taxes than similar residential houses or businesses that are located within the Urban Containment Boundary. Examples of the financial implications of how the assessed value of agricultural land impacts property tax were drawn from the Colliers and KM Consulting reports.

4. Assessment of Farm Buildings

Buildings are improvements on the land, and therefore are considered separately in tax policy. Both residential and farm buildings are classified as residential (Class 1) and assessed at market value. If the building is located on land classified as farm, and used exclusively to operate a farm, at least 87.5% of the assessed value of the farm buildings is exempt from all property taxation. The process and legislative context for the assessment of farm buildings was provided by BC Assessment¹².



OPTIONS TO REFORM FARM PROPERTY TAX

The ability to encourage more farming within the ALR or to discourage landowners from using agricultural land for purposes other than farming was taken into account when defining appropriate farm property tax policy reform. Another important consideration was tax equity among residents and between businesses to ensure the public interest is best served by tax policies. The following four farm property tax policies were identified in the review as having the most potential to maintain agricultural land for farming in the Metro Vancouver region.

1. School Tax Exemption

The School Act provides a 50% exemption in provincial school taxes for all land in the ALR including those properties classified as residential, vacant, and other uses¹³. This 50% tax exemption also flows through to other taxes in Metro Vancouver, such as TransLink, the Greater Vancouver Regional District, Hospitals, BC Assessment and the Municipal Finance Authority.

Data analysis was conducted to determine the actual amount of the annual school tax exemption in Metro Vancouver. The results reveal that in the 2015 tax year, the exemption amounted to just over \$4 million. Residential land uses (Class 1) receive the majority (78%) of the financial benefits from the school tax exemption, calculated to be \$3,176,000. Properties assessed as farm (Class 9) receive 16% of the tax benefit at \$669,241 (Table 1). Some other business uses (Class 6) and recreational uses such as outdoor riding arenas (Class 8), also receive the school tax exemption¹⁴.

TABLE 1: 2015 SCHOOL TAX EXEMPTION AMOUNT BY PROPERTY CLASS AND MUNICIPALITY

SCHOOL TAX EXEMPTIONS IN THE ALR	PARCEL COUNT	CLASS 1 RESIDENTIAL	CLASS 2 UTILITIES	CLASS 5 LIGHT INDUSTRY	CLASS 6 BUSINESS	CLASS 8 RECREATION	CLASS 9 FARM	MUNICIPAL TOTAL	% TOTAL
City of Vancouver	140	\$ 146,088	\$ -		\$ 1,682	\$ 3,513	\$ 724	\$ 152,007	3.7%
City of Langley	2	\$-	\$ -		\$ -	\$ -	\$ 41	\$ 41	0.0%
City of Port Coquitlam	92	\$ 26,525	\$ -		\$ -	\$ -	\$ 2,654	\$ 29,179	0.7%
City of Burnaby	86	\$ 18,302	\$ -		\$ 6,417	\$ -	\$ 3,996	\$ 28,714	0.7%
City of Coquitlam	43	\$ 10,218	\$ -		\$ 35,078	\$ -	\$ 3,467	\$ 48,764	1.2%
Corporation of Delta	706	\$ 83,657	\$ 8,949		\$ 12,969	\$ 16,129	\$ 154,876	\$ 276,580	6.8%
Township of Langley	4,632	\$ 1,634,707			\$ 67,997	\$ 8,930	\$ 223,663	\$ 1,935,297	47.5%
City of Maple Ridge	1,440	\$ 472,120	\$ 1,578		\$ 2,946	\$ 1,051	\$ 14,440	\$ 492,135	12.1%
City of Pitt Meadows	686	\$ 86,611			\$ -	\$ -	\$ 56,521	\$ 143,131	3.5%
City of Richmond	1,755	\$ 332,653			\$ 12,759	\$ 41,060	\$ 90,683	\$ 477,156	11.7%
Bowen Island	29	\$ 4,503			\$ -	\$ -	\$ 342	\$ 4,845	0.1%
City of Surrey	1,205	\$ 355,226		\$ 36	\$ 979	\$ 3,702	\$ 110,940	\$ 470,882	11.6%
Lower Mainland Rural	53	\$ 5,452			\$ -	\$ -	\$ 6,894	\$ 12,347	0.3%
Metro Vancouver Total	10,869	\$ 3,176,063	\$ 10,526	\$ 36	\$ 140,828	\$ 74,384	\$ 669,241	\$ 4,071,079	100%
% Total		78%	0.3%	0.0%	3.5%	1.8%	16%	100%	

Overall, properties that are not used for farming purposes account for 84% of the total amount of the school tax exemption, even though they comprise of only 59% of the parcels¹⁵. Table 2 shows that the majority of the tax benefit, \$2.5 million (62%), is attributed to parcels 2-10 acres (0.8 ha to 4 ha) in size. Small lots, less than 2 acres (<0.8 ha), which may not be subject to restrictions on the use of ALR land¹⁶, receive \$155,017 in annual school tax exemptions.

As previously mentioned, the 50% school tax exemption is extended to other agency fees. The amount of the annual 50% school tax exemption that is applied to regional district fees was calculated using the 2015 BC Assessment data. Regional district tax rates are about 3% of the school tax rate¹⁷. In Metro Vancouver, the 50% regional district fee tax exemption amounted to \$109,289, where 91% is attributed to residential properties. Other agency fees will vary based on the tax rates that are determined by the municipalities¹⁸.

TABLE 2: 2015 SCHOOL TAX EXEMPTION IN METRO VANCOUVER BY PARCEL SIZE CATEGORY

SCHOOL TAX EXEMPTIONS IN THE ALR	< 2 ACRES	2-10 ACRES	>10 ACRES	TOTAL PROPERTY CLASS	% TOTAL
Class 1 RESIDENTIAL	\$ 139,725	\$ 2,373,078	\$ 663,259.93	\$ 3,176,063	78%
Class 2 UTILITIES		\$ 1,578	\$ 8,948.80	\$ 10,526	0.3%
Class 5 LIGHT INDUSTRY		\$ 36		\$ 36	0.0%
Class 6 BUSINESS OTHER		\$ 24,330	\$ 116,498.11	\$ 140,828	3.5%
Class 8 RECREATION	\$ 12,375	\$ 35,407	\$ 26,602.13	\$ 74,384	1.8%
Class 9 FARM	\$ 2,917	\$ 111,150	\$ 555,173.68	\$ 669,241	16%
Metro Vancouver Total	\$ 155,017	\$ 2,545,579	\$ 1,370,483	\$ 4,071,079	100%
% Total	3.8%	62.5%	33.7%	100%	

1.1 Option: Eliminate the School Tax Exemption for Residential Properties

The policy option under consideration is to eliminate the 50% school tax exemption for properties classed as "Residential" in the ALR. This change would ensure that residential uses of land are treated equitably throughout the region, whether in or outside the ALR. Removing the exemption is also justifiable because these residential properties are not farming or leasing their land and therefore are not providing the public benefits recognized for farms.

Concern was raised about eliminating the school tax exemption for property owners who purchased land prior to the establishment of the ALR¹⁹. Clearly they should continue to receive the school tax exemption, however, anyone who has purchased land after the ALR was

established, would likely have already been compensated for restrictions on use through the market price paid and lower annual property taxes.

The school tax exemption is an inequitable property tax policy as the main beneficiaries of the policy are residential landowners in the ALR who are not farming. Reforming this policy would provide a financial incentive to farm or lease agricultural land, as farm class would be required to receive the school tax exemption. Land classified as farm should retain the benefit because it supports active farming and the cost to society for providing this exemption to farmers is small. The elimination of residential classification from the School Act (Section 130) requires a change in provincial legislation, and would automatically apply to other agency fees defined under the Act.

2. Classification of Land as Farm

Classification of land as farm for assessment purposes, commonly referred to as "farm class", is based on the type of primary agriculture production and the required gross income from that production²⁰. Farm classification only refers to the land, not the buildings or improvements. The minimum amount of gross farm revenue, referred to as the income threshold, is based on the size of the farm operation and could include multiple parcels or leased land. The gross farm income must meet or exceed the value of production threshold for any given property. Based on three farm size categories, a farm must sell a minimum of:

- \$2,500 if the area of land is between 8,000m² (2 acres) and 4 ha (10 acres);
- \$2,500 plus 5% of the farmland value of the land farmed in excess of 4 ha (10 acres);
- \$10,000 if the total area of land is less than 8,000m² (2 acres).

Property owners who are not motivated to farm can lease their land to a qualifying farmer for a minimum of one year and receive farm class status. There are many benefits associated with farm class²¹, but the most obvious is the financial benefit. The reduced taxes that result from farm class are based on the relatively low, prescribed assessed value of the land and the tax rate applied. The difference between annual property taxes paid by a landowner with and without farm class varies by municipality, but overall is significant. For example, the average difference in the annual taxes paid on a 10 acre (4 ha) lot with \$150,000 in building improvements for properties with, and without farm class, using tax rates for seven municipalities was \$7,088 (Table 3).

TABLE 3. EXAMPLES OF ANNUAL PROPERTY TAXES WITH AND WITHOUT FARM CLASS²²

MUNICIPALITY	TAX WITH FARM CLASS	TAX WITHOUT FARM CLASS
Burnaby	\$ 973	\$ 17,566
Delta	\$ 1,369	\$ 8,500
Langley	\$ 1,199	\$ 5,072
Maple Ridge	\$ 1,801	\$ 6,035
Pitt Meadows	\$ 1,794	\$ 5,699
Richmond	\$ 1,025	\$ 10,511
Surrey	\$ 851	\$ 5,239
Metro Vancouver Average	\$ 1,287	\$ 8,375



The provincial legislation also enables landowners, both in and outside the ALR, to have a portion of their property classed as farm by leasing it to a farmer, who usually consolidates the land within a larger farm operation²³. If only part of the property qualifies for farm class, the remainder is classified according to its use and zoning. Residential, commercial or industrial zoned land outside the ALR can be classified as farm regardless of whether it is consistent with municipal zoning, as long as it meets the requirements for farm classification.

The number of farms that may be impacted by an adjustment of farm income thresholds was analyzed using income ratio data provided by the provincial government for the three farm size categories. Table 4 shows the percent of Metro Vancouver property owners that may be affected if the threshold was raised, which is considered

to be an income ratio of 0.00 - 1.249²⁴. An income ratio of 1.0 means the landowner is reporting a farm income that is equal to the minimum threshold (i.e. \$10,000 or \$2,500). The data reveals that 24% of farms overall may be potentially at-risk. It is notable that the requirements must be met in at least one of the two relevant reporting periods, while some sales of qualifying products must occur every year.

Equally important is to recognize the number of farms that earn far beyond the current income threshold levels for farm class. The data indicates that 56% of farms are making more than double the income threshold levels, as indicated by an income ratio of > 2.0²⁵. Also noteworthy is that 49% of small farms (less than 2 acres) have incomes that are more than double the \$10,000 threshold level.

TABLE 4: FARM INCOME RATIOS FOR FARMS IN METRO VANCOUVER²⁶

FARM SIZE CATEGORIES	< 2 ACRES (\$10,000)		2 TO 10 ACRES (\$2,500)		> 10 ACRES (\$2,500 + 5%)		TOTAL FARMS	
	NUMBER OF FARMS		NUMBER OF FARMS		NUMBER OF FARMS		NUMBER OF FARMS	
0.00 - 0.999	4	10%	38	3%	58	5%	100	4%
1.00 - 1.249	8	20%	397	30%	122	10%	527	20%
1.25 - 1.499	4	10%	146	11%	75	6%	225	8%
1.50 - 1.749	3	8%	135	10%	81	6%	219	8%
1.75 - 1.999	2	5%	79	6%	38	3%	119	4%
2.00 - 2.999	6	15%	153	11%	139	11%	298	11%
3.00 - 4.999	3	8%	120	9%	110	9%	233	9%
5.00 - 9.999	3	8%	78	6%	118	9%	199	8%
>10.00	7	18%	191	14%	535	42%	733	28%
TOTAL FARMS	40	100%	1,337	100%	1,276	100%	2,653	100%





The policy question to consider is whether the income thresholds for farm classification should be adjusted. The pros and cons of increasing farm income thresholds or maintaining the status quo for the Metro Vancouver region was investigated by Upland Consulting, and resulted in a recommendation to change the threshold to a minimum of \$3,500 for all property sizes²⁷. This would result in an increase from \$2,500 for most farms except for parcels less than 2 acres (.8 ha) that are currently required to meet a \$10,000 farm income threshold for farm class. A similar recommendation emerged from the Farm Assessment Review Panel in 2009, which advocated for establishing a single threshold at a minimum of \$3,500 annual gross income for all farm properties²⁸.

It is important to recognize the full spectrum of farm sizes and farm income levels that contribute to the region's food system. The small farms provide many societal benefits such as access to local, fresh food, agriculture education and tourism opportunities that enables the public to connect with the farming community. Also, small, new or developing farms are where the next generation of commercial farmers will emerge. As such, BC Assessment currently has provisions to accommodate new farms²⁹. The more economically successful farms make significant contributions to the regional economy, export markets and local food security. Both contribute to the non-monetary ecosystem services recognized by the public as an important societal benefit³⁰.

2.1 Option: Change the Income Thresholds Required to Achieve Farm Classification

The first option to consider is whether to change the income threshold for all farm operations to \$3,500 to qualify for farm classification, as recommended in previous studies. This change would include removing the \$10,000 threshold for farms <2 acres making the farm classification process more simple to understand and administer. The increase supports the concerns expressed by many that the current \$2,500 gross farm income threshold is easy to achieve and serves those who sell the minimum amount of agricultural products just to receive the tax benefits associated with farm class.

One of the main reasons for changing the threshold is to encourage more actively farmed land either through leasing agricultural land to farmers or by encouraging more investments in farming to increase income levels. In addition, removing the \$10,000 income threshold for properties less than 2 acres could encourage new farms on small lots near urban areas. The proposed \$3,500 threshold is based on inflation since the last increase in 1993 and is aligned with the 2009 Farm Assessment Review Panel's recommendation. If changed, the single income threshold should be assessed every five years and be adjusted based on rate of inflation.

A concern raised was that increasing farm income thresholds could make it more difficult for new, hobby, or part-time farmers to obtain farm class status, and therefore may dissuade them from continuing to farm. This would be an undesirable outcome and could be prevented by implementing a two tier farm classification benefits system as described under Option 2.2. Monitoring the impact of a change in the classification of farm policy over time is easily done using BC Assessment farm class data.

2.2 Option: Confer Different Benefits for Farm Classification based on a Two-Tier System

The second option to consider is a two-tier farm classification benefits system that confers two different levels of tax benefits dependent on farm income. Currently all land classified as farm receives the same tax benefits (i.e. a lower tax assessment on land and a tax exemption on farm buildings). A two-tier benefits system would differentiate between small, part-time or hobby farms and the more profitable commercial farm operations that run their farm business to make a living.

For example, if a farmer made \$3,500 a year, they would achieve a certain level of tax benefits, while a farmer who made \$10,000 a year would be eligible for a greater set of benefits, subject to more stringent requirements. Additional requirements could include proof of income from the Canada Revenue agency and an increase in the requirement for leases to at least three years. The determination of the appropriate income levels and benefits associated with a two-tier system requires more analysis and consultation.

A major challenge with creating a two-tier system is that the existing farm property tax system has already maximized benefits for active farms, therefore a two-tier system would likely reduce the tax benefits for the lower income threshold level. For example, the Quebec government has a rebate system where farms receive 77% reduction in their taxes if they make more than \$10,000 per year. Those who make less than \$10,000 receive a 50% rebate. Taking a new approach also creates an opportunity to recognize important societal benefits by adding new qualifying agricultural uses for assessment purposes such as payment for ecosystem services with the appropriate receipts, although this would require careful policy analysis. Implementing a two-tier system requires decisions on the level of farm income threshold for each tier and more importantly, how tax benefits should be allocated.

2.3 Option: Ensure Tax Incentives for Urban Agriculture

The third option to consider is how to encourage the emerging urban farm sector. These farm business enterprises within cities grow food for sale and provide some unique societal benefits that complement the existing regional farm network. Urban farms are most noteworthy as social enterprises to generate revenue and create jobs for low income communities, revitalize vacant spaces as well as support community education and development³¹. However, urban farms cannot easily use the tax incentive for farm class to encourage property owners to lease their land for farming. Not only does BC Assessment legislation make multiple leases on parcels less than 2 acres (0.8 ha) difficult to achieve³², but a recent amendment to a city zoning and development bylaw has limited the ability to use tax incentives to encourage property owners to lease their land to an urban farmer³³.

The challenge of encouraging urban farms is not unique, but there are solutions. Several cities in California have embraced the *Urban Agriculture Incentive Zone Act* enacted to encourage urban agriculture by providing a tax incentive for properties that are completely dedicated toward commercial and non-commercial agriculture use³⁴. Unless a category of farm class accommodates urban farms in Metro Vancouver, the future of these unique farm enterprises will be mostly limited to public land.



3. The Assessed Value of Agricultural Land

Tax policy that defines the method used in the assessment of agricultural land for tax purposes creates an opportunity to discourage non-farm uses within the ALR. It is well known that land classified as farm by BC Assessment has a low assessed value, which results in significantly lower property taxes. Less understood is the extent to which the assessed value of agricultural land impacts the amount of property taxes paid by landowners who do not farm and use ALR land for non-farm residential, business or other purposes.

Confusion arises because agricultural land is assessed in two different ways, depending on whether the land is farmed or not. Land classified as farm (Class 9) has a unique method of valuation defined by provincial legislation³⁵. Farmland valuation is based on soil capacity classes where land that is capable of producing a wide range of crops has a higher assessed value than land with limitations and suitable for only a few crops, although the tax differential is not significant³⁶.

All other property classes in the ALR are assessed based on the market value of the land taking into account its 'highest and best use'³⁷ and comparable rural property values. When not used for farming, properties are assessed at full market value as determined by buyers and sellers in the marketplace, which considers properties in a similar location and of comparable size, and typically result in lower values due to the land use and subdivision restrictions placed on ALR land.

This tax policy provides a financial incentive to locate a non-farm activity on agricultural land. Non-farm residential and commercial uses of agricultural land can displace farming activities, increase conflicts over farm management practices and prevent new farmers from starting a farm business when the cost to purchase agricultural land significantly exceeds the potential financial returns. For local governments, non-farm uses outside the Urban Containment Boundary increases the demand for municipal services that are financed through property taxes.

The financial advantage of owning a non-farm residential property in the ALR is the lower tax assessment that results in lower property taxes than a similar lot within the Urban Containment Boundary. Rural residential properties also have the ability to build a bigger house than what is permitted on most city lots. There is a similar financial advantage for non-farm commercial and industrial uses to locate their business on agricultural land, although less common. In both cases, the land under the buildings is valued based on the market value of agricultural land, not the more appropriate residential, commercial or industrial zoning.

Table 5 provides an example of property taxes on a residential 5 acre (2 ha) lot in Langley that does not have farm class both in and outside the ALR³⁸. When a home is located within a residentially zoned area outside the ALR, the property has significantly higher taxes because the assessment is based on the market value of residential land³⁹.

TABLE 5: EXAMPLE OF PROPERTY TAXES FOR A RESIDENTIAL 5 ACRE LOT IN AND OUTSIDE THE ALR (2014)

RESIDENTIAL LAND USE	LAND ASSESSED VALUE	BUILDING ASSESSED VALUE	TOTAL ASSESSED VALUE	PROPERTY TAX
Assessed as Residential in the ALR	\$ 750,000	\$ 451,000	\$ 1,201,000	\$ 3,880
Assessed as Residential outside the ALR	\$ 4,207,000	\$ 10,000	\$ 4,217,000	\$ 13,656

The next example further illustrates the difference in property taxes for an industrial building located on a 3 acre (1.2 ha) lot in Richmond (Table 6). Despite being assessed as industrial, when located on agricultural land,

the amount of property taxes is \$58,967 lower than if the land was assessed in an industrial zone⁴⁰. Note that building assessed value does not change.

TABLE 6: EXAMPLE OF PROPERTY TAXES FOR AN INDUSTRIAL BUILDING IN AN AGRICULTURAL AND INDUSTRIAL ZONE (2014)

INDUSTRIAL LAND USE	LAND ASSESSED VALUE	BUILDING SIZE (SQUARE FEET)	BUILDING ASSESSED VALUE	MILL RATE (CLASS 5)	PROPERTY TAX
Assessed for an Agricultural Zone	\$ 775,000	50,000	\$ 5.25M	14.65	\$ 88,266
Assessed for an Industrial Zone	\$ 4,800,000	50,000	\$ 5.25M	14.65	\$ 147,233

The method of assessing the value of ALR land for property classes other than farm means that ALR land assessed as residential, business or industrial are valued lower than properties of similar size and use in urban areas. The result is that similar non-farm businesses in a municipality are operating under different property tax structures, depending on whether they are located in the ALR or not. Ultimately the properties in the ALR receive a lower tax assessment and therefore pay lower taxes, even if there is no farming activity on the parcel, although the range of difference in the assessed value may vary depending on the location.

3.1 Option: Change the Method of Assessment for ALR Land

The option to consider with this farm property tax policy is whether to change the method for valuing ALR land when a property is not farmed. Currently there is a tax incentive to locate a residential home or non-farm business on agricultural land because the market value for the land, and the resulting taxes, are significantly lower. This situation creates inequity between comparable residential homes and similar businesses that pay different property taxes because one is located in the appropriately zoned area and the other is in the ALR.

One approach is to value all land in the ALR not classed farm as if it were located in the applicable zone within the Urban Containment Boundary. Therefore, agricultural land used strictly for residential purposes would have an assessed residential value similar to an area zoned for residential use. The same approach could apply to businesses that are not part of a farm operation, yet are located in the ALR. A slightly different approach is to value all agricultural land as residential, then let municipalities apply the appropriate tax rates for parcels that are farmed, or used for residential or commercial purposes.

The concern about changing this tax policy is that if agricultural land is valued for a use other than farming, it could be interpreted as no longer essential to the ALR. This could lead to potential requests to exclude non-farm parcels from the ALR. One option for addressing this risk could be to stipulate in legislation that tax policy is not justification for removing land from the ALR, but instead intended as an incentive to farm agricultural land or lease ALR land to a farmer.

When there is an economic advantage to locate non-farm uses in the ALR, the pressure to do so will continue. A new approach is to reform how ALR land is valued when not used for farming to discourage a proliferation of residential and other businesses locating on agricultural land in the Metro Vancouver region. Whether this policy requires a change in legislation or just a change in the way BC Assessment interprets the principle of highest and best use is not clear, but in either case, provincial support is required.

4. Assessment of Farm Buildings

How farm buildings are assessed is another important aspect of farm property tax. Buildings are improvements on the land and therefore are considered separately from land in tax policy⁴¹. A building is considered a farm building if the structure is located on land classified as a farm and used exclusively in the operation of a farm. All farm buildings are assessed at actual value and classified residential (Class 1)⁴².

The main tax incentive for having a building assessed as a farm building is the tax exemption available for improvements on land classified as a farm (including the farm residence and outbuildings⁴³). Farm buildings receive a tax exemption that is the greater of \$50,000 or 87.5% of the aggregated assessed value⁴⁴. This tax exemption on building improvements is provided to encourage capital investment in farm businesses.

It is important to note that some commercial buildings are an essential component of an economically viable farm business and therefore are appropriately assessed as farm buildings. Sometimes the use of a building is difficult to discern and therefore requires a definition in legislation. For example:

- Packing houses are a facility used for the cleaning, sorting, grading, packing or storage of qualifying agricultural products and can be assessed as a farm building under specific requirements⁴⁵. More than 50% of the qualifying agricultural products cleaned, sorted, graded, packed or stored must be grown or raised on the farm. The major challenge in defining a packing house is that the amount of product is self-reported with no formalized accounting process.
- Processing facilities are defined as land and buildings used for processes other than "cleaning, sorting, grading, packing or storage". The assessed class will depend on what is being processed⁴⁶.
- Farm market buildings are assessed as a farm building when it is located on land that otherwise qualifies for farm classification and meets other criteria relating to the sources of qualifying agricultural products as well as manufactured derivatives of the farm's products⁴⁷.



- New regulations for Agri-tourism now permit a range of activities as long as the activity is carried out on land that is classified as farm under the Assessment Act including farm tours, festivals and other non-agriculture events such as weddings or concerts⁴⁸.

Commercial activity on agricultural land, not classified as farm, is mostly deemed 'Business, Other' (Class 6), including uses that don't qualify as a farm building such as:

- Bed and Breakfast (B&B) on farms are permitted uses and defined for assessment purposes as either residential (Class 1) or business (Class 6), depending on the number of units.
- Packing houses that do not meet the 50% qualifying products grown or raised on the farm;
- Processing facilities that are used for extracting, processing, manufacturing or storage of products other than food, non-alcoholic beverages or water; or
- Farm market buildings are assessed as commercial if used to sell alcoholic beverages, or if they sell a significant amount of non-farm merchandise.

BC Assessment staff determines when a building on agricultural land is used for farming purposes using the definitions outlined in the legislation. A change in property ownership creates conditions when a building on agricultural land is most susceptible to being assessed improperly. The ability of BC Assessment staff to identify any misalignment between the assessment of buildings and actual use can be challenging if they are not aware of changes in land use or new commercial business activities that are occurring on agricultural land.

4.1 Option: Notify BC Assessment of changes in the ALR

The option to consider with this policy is how to improve the assessment of buildings on agricultural land when changes in land use occur. BC Assessment staff conduct adequate scrutiny of buildings for assessment purposes but the administration can be more efficient if a more formalized notification process is developed with other agencies. The most important way to assist BC Assessment in determining when a building is no longer a farm building and becomes a non-farm use is to alert staff about changes in ownership or land use in the ALR.

The notification process could be improved in a number of ways, such as:

- The Agricultural Land Commission develops a formal process to notify BC Assessment when non-farm land use applications are approved⁴⁹.
- Municipal governments track non-farm business licenses in the ALR and either notify or respond to BC Assessment inquires in a timely way when new licenses are approved. Since most municipalities do not require farms to have business licenses, the volume of permits to monitor should be minimal.

- The Canadian Revenue Agency data is used to confirm the gross revenue levels of packing and processing facilities that are assessed as a farm.
- The public makes confidential inquiries about the assessment of buildings on agricultural land. These inquiries are often an important trigger for alerting BC Assessment staff about a change of farm activities.

Sharing information about what constitutes a farm building is important to ensure that improvements on agricultural land are properly assessed for tax purposes. The misappropriation of taxes based on inaccurate assessment can be substantial for municipalities because residential, industrial and business use and improvements generate more taxes than land classified as farm.

BC Assessment has adequate administrative processes in place and the capacity to monitor the use of buildings and improvements on land classified as a farm. However, improved communication and coordination among agencies can greatly increase the effectiveness of the assessment process and efficiencies in enforcing provincial legislation. The key is to ensure that buildings on agricultural land are appropriately assessed when changes in ownership or land use occur.



RECOMMENDATIONS

Local governments in the Metro Vancouver region and throughout BC are tasked with protecting agricultural land for the purpose of farming today and into the future. Farm property tax policy is an important financial lever to encourage farming activities that benefit society or discourage non-farm uses in the ALR. If adjusted, farm property tax policy can help secure land for agriculture that will in turn foster expanded farm business development and enable new farmers to access land through leasing agreements with other landowners.

Since the ALR was established in 1973, more tax benefits are being shifted to landowners using ALR land for purposes other than farming in Metro Vancouver. Farm property tax reform is necessary to maintain active farming on agricultural land and remove tax incentives that no longer support the public interest when financial benefits are attributed to private landowners who are not farming or are speculating on agricultural land.

There are also taxpayer equity issues to consider in ensuring that comparable residential and commercial businesses in a municipality are paying similar property taxes. Removing farm property tax benefits that are no longer used as intended is a valuable benefit to local governments because it helps expand agricultural businesses while discouraging inappropriate development in the ALR that adds costs to provide utility and other local government services beyond the region's Urban Containment Boundary.

There are four recommendations stemming from this review to encourage agricultural production while removing the financial incentive for non-farm uses of agricultural land. The recommendations are for the Province of BC to:

1. Eliminate the 50% School Tax exemption for properties classed as residential (Class 1) in the ALR. This change would also apply to regional district, transit and other agency fees.
2. a) Change the income threshold to achieve farm classification to a minimum of \$3,500, regardless of farm size for the Metro Vancouver region, and ensure that the threshold is reassessed every five years and adjusted according to the rate of inflation and;
 - b) Develop a two-tier farm classification benefits system that allocates only some tax benefits to farms with an income threshold of \$3,500, while providing the full package of tax benefits to the more productive farms with an income threshold at \$10,000. This would create an incentive for farms to reach the higher income threshold. Determining the appropriate allocation of benefits for a two tier system requires consultation with the agricultural community and agencies providing secondary benefits to properties with farm class.
3. Adjust the method for valuing agricultural land not used for farming to discourage further non-farm development in the ALR. The adjustment could consider valuing agricultural land not used for farming as if it was located in the applicable zone within the Urban Containment Boundary. Implementing this recommendation requires additional policy analysis and consultation with local governments and must ensure that any reform stipulates that tax policy is not justification for removing land from the ALR.
4. Encourage local governments and the Agricultural Land Commission to develop new protocols to enable BC Assessment to obtain timely information on changes in land use and new commercial business activities in the ALR to ensure an appropriate tax assessment of buildings and improvements.



FINAL COMMENTS

One reason farm property tax reform is difficult is because provincial legislation does not account for the unique situation of Metro Vancouver. The challenge is to ensure that BC's largest metropolitan region, with over half of the provincial population, can continue to protect Canada's most productive agricultural lands⁵⁰. The implications of farm property tax policy in this metropolitan region are more intense than in rural areas of BC because of population growth, development pressure, and competition for land. It may be appropriate to only change legislation for the Metro Vancouver region.

It should also be noted that removing property tax benefits is challenging and may result in complaints by landowners affected by the changes. However, the decision not to reform farm property tax policy impacts residents within the Urban Containment Boundary, who are in effect subsidizing non-farm residential uses

and commercial businesses in the ALR. The proposed changes are primarily about a tax shift that strives to rebalance private interests and public benefits.

Reforming farm property tax policy to encourage farming or leasing land to farmers is recommended to secure agricultural land for farming and encourage agriculture economic development in Metro Vancouver. The key objectives are to ensure that the societal benefits of tax exemptions, lower property assessments and farm class are attributed to farmers in this growing metropolitan region where there is significant competition for land. A multi-pronged approach to farm property tax reform will be most effective at both encouraging agricultural production and discouraging non-farm uses. Tax reform will send a clear signal that the tax benefits afforded to landowners in the ALR are intended only for actively farmed land.

END NOTES

1. The term agricultural land refers to land designated for farming such as the Agricultural Land Reserve (ALR). Most agricultural land in Metro Vancouver is in the ALR. Land that is farmed refers to properties that are classified as farm for assessment purposes, which does not always occur on agricultural land.
2. "Farming in Metro Vancouver Facts in Focus Policy Background", Metro Vancouver, page 7. A review of the applications submitted to the Agricultural Land Commission (ALC) in Metro Vancouver from 2006-2013 revealed that exclusions were only 9% of the ALC applications, in comparison to subdivisions at 29% of ALC applications.
3. "Metro Vancouver Regional Report (Agricultural Land Use Inventory Summer 2010-2011)", page 14.
4. Ibid, page 19, reveals that of the total 23,231 ha not used for farming, 11,123 ha is residential.
5. Ibid, page 19 shows that 67% of the total parcels surveyed in Metro Vancouver were not used for farming. In addition, there were 1,384 parcels leased to farmers to qualify as a farm for assessment purposes in 2012 (see endnote #6).
6. Farm Lease Agreements in Metro Vancouver. Regional Planning Information Bulletin, Metro Vancouver, February 2015.
7. The Urban Containment Boundary (UCB) is a land use designation in "Metro Vancouver 2040: Shaping our Future", the regional growth strategy. The UCB establishes a long-term area for urban development, reinforces the protection of agricultural, conservation and rural areas and provides predictability for locating urban uses, major regional transportation, utility and other infrastructure investments.
8. "Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver region", Colliers International, February 2013, documented how agricultural property taxes are calculated and applied under different scenarios and suggested some areas for further investigation.
9. "Farm Property Tax Investigation in the Metro Vancouver Region", KM Consulting, December 2014, analyzed the feasibility of selected policy options to increase the financial incentive to farm land designated for farming or decrease the financial incentives for non-farm uses on agricultural land.
10. Understanding Property Classes and Exemption BC Assessment.
11. "The Farm Tax Class Income Threshold Investigation", Upland Consulting, December 2015, provided a comprehensive analysis of the benefits and risks of increasing the farm class income thresholds in Metro Vancouver.
12. BC Assessment develops and maintains real property assessments throughout British Columbia in addition to providing real property information. The provincial government, through the Ministry of Community, Sport and Cultural Development, defines policy and creates legislation, while the role of BC Assessment is to implement the legislation.
13. The School Act Section 130 (2)(c). In 2011, another change was made to the School Act (Section 131.3) to allow properties with Farm class to get an additional 50% exemption through the Provincial Farm Land Tax Credit.
14. School Act, Section 131.
15. The term parcel is used in this paper, however, the technical term used by BC Assessment is actually 'folio', which is defined as "a collection of data, identified by a roll number that consists of ownership, actual value and other information required for assessment purposes. The data in a folio usually describes one parcel and any improvements on it. However, a folio may describe multiple parcels and their improvements, or a portion of a parcel and/or the improvements on such a parcel. Folio is synonymous with (Assessment) Roll Number".
16. As per the Agricultural Land Commission Act [SBC 2002] CHAPTER 36 Exceptions 23 (1), restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was by separate certificate of title issued under the Land Registry Act, R.S.B.C. 1960, c. 208, less than 2 acres in area.
17. Municipalities set the tax rate. In Metro Vancouver the 2015 school tax rate for residential properties ranged from 1.5474 to 2.0032 and the regional district tax rate ranged from .0539 to .0606.
18. In Metro Vancouver, regional district tax rates ranged from .0539-.0606; TransLink tax rates were consistent at .3173; and municipal finance authority tax rates ranged from 2.1872- 4.4713.
19. The number of properties held by the same owners when the School Act was passed in 1980 is unknown.

20. The Classification of Land as a Farm Regulation B.C. Reg. 411/95, made under the Assessment Act, enables land, upon application, to qualify for farm class for properties both within and outside the Agricultural Land Reserve.
21. Farm Tax Class Income Threshold, page 9. Also the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), enables additional residences and agri-tourism activities for properties that are all, or part of a parcel, classified as farm under the Assessment Act.
22. "Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver Region", Colliers International, February 2013, pages 44 and 49.
23. Landowners can achieve farm classification by leasing their land to farmers that can meet the BC Assessment income threshold requirements. This policy benefits agriculture because it can increase the supply of available farmland, however, there is no requirement in the legislation for landowners to offer a lease greater than one year, thereby reducing incentives for farmers to invest in building, irrigation or drainage infrastructure that is often necessary to improve land productivity or the economic viability of the farm business.
24. The ratio of 0.00 to 1.249 means that farms were reporting 0% to 124.9% of the required threshold. For example, an income ratio of 1.0 means the farm is reporting a gross income of \$2,500, while an income ratio of 124.9% means the gross farm income is \$3,122. These numbers may be an under-estimation of income levels because established farms that consistently surpass the income threshold levels are monitored much less frequently than farms near the threshold level, which are required to submit annual documentation of their income.
25. Farms with an income ratio of >2 are usually required to confirm income on a 5-8 year basis, as it is assumed that income levels are consistent from year to year.
26. "The Farm Tax Class Income Threshold Investigation", Upland Consulting, December 2015, page 20. The data is from most recent reporting year, which varies due to the explanation provided in endnote #22.
27. Ibid, page 24-25.
28. Farm Assessment Review Panel 2009 Report, Ministry of Community and Rural Development (July 31, 2009) was the first public consultation on farm property tax assessment since The Classification of Land as a Farm Regulation came into effect in 1995. Many of the final recommendations were implemented except for:
 29. establishing a single threshold at a minimum of \$3,500 annual gross income for all farm properties; analyze the impact and review every five years; and reporting of gross farm income as reported to the Canadian Revenue Agency.
 29. BC Assessment requires a business plan and will allow up to six years for new farms to reach the appropriate farm income threshold level. The number of years depends on the crop type.
 30. An Estimate of the Public Amenity Benefits and Ecological Goods Provided by Farms in Metro Vancouver, BC Ministry of Agriculture and Lands, Public Policy Program at Simon Fraser University and the Fraser Basin Council (2009).
 31. Urban Farming Guidebook: Planning for the Business of Growing Food in BC's Towns and Cities, EcoDesign Resource Society (2014).
 32. Outside the ALR, to be classified as a farm the leased land must: (a) make a reasonable contribution to the farm operation, and (b) be 0.8 ha or greater except if the land is in an agricultural land reserve, and the land is used for a qualifying agricultural use as per The Classification of Land as a Farm Regulation, section 7(3). BC Assessment's approach to section 7(3) is to interpret "the leased land" as referring to all the land covered under a single lease agreement (same landowner), even if it's made up of multiple parcels.
 33. The City of Vancouver staff report on "Amendments to Zoning and Development By-law and Business License By-law Regarding Urban Farms" was presented to Vancouver City Council on February 23, 2016.
 34. "Guide to Implementing the Urban Agriculture Incentive Zone Act" produced by the University of California, Agriculture and Natural Resources Cooperative Extension.
 35. Assessment Act section 2.2 explains how agricultural land is assessed and valued.
 36. BC Regulation 276/84 dictates land values for the farm land regulation. Land is rated based on soil capability classes 1 to 7 of the "Soil Capability Classification for Agriculture" as per The Land Inventory Report No. 2-1965 published by the Department of Forestry, Canada. "Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver region", page 21, provides an example of the taxes for a 20 acre farm with class 1 soils and class 4 soils, at \$6,850 vs. \$5,000 respectively.

37. Highest and best use is defined as 'reasonably probable and legal use of vacant land or improved property that is physically possible, legally permissible, appropriately supported, financially feasible, and that results in the highest and best use'. Appraisal of Real Estate, 2nd Canadian Edition, 2002. A property's highest and best use is constrained by use restrictions and local bylaws.
38. "Farm Property Tax Investigation in the Metro Vancouver Region", page 20.
39. Property inquiry available on the BC Assessment website for 22136 61 Ave and 20319 82 Ave in Langley at a 2014 residential tax rate of 3.23070.
40. "Property Tax Scenario Analysis for Agricultural and Industrial Lands in the Metro Vancouver region", page 84.
41. Buildings and other structures on agricultural land are referred to as "improvements" by BC Assessment and these improvements are classified separately from the land and assessed at market value according to their use.
42. Within the ALR, all residential buildings, including farmers' homes, are designated residential Class 1, while outbuildings are classified as either residential, industrial or commercial, depending on how they are used.
43. The only exemption on farm dwellings is under the Taxation (Rural Area) Act. Within municipalities they are fully taxable.
44. The farm buildings are eligible for property tax exemptions under the following legislation: the School Act, section 131(4)(b); Community Charter, section 220(1)(n); Vancouver Charter, section 396(1)(h); and the Taxation (Rural Area) Act, section 15(1)(f). If aggregate value is under \$50,000 then the whole value is exempt.
45. A "packing house" means a facility used for the cleaning, sorting, grading, packing or storage of qualifying agricultural products [Classification of Land as a Farm Regulation, sections 1 and 9]. Land, but not improvements, used for a packing house as part of a farm operation will be classified as a farm if: (a) any authority having jurisdiction over the use of that land has regulated the use of that land to permit the growing and raising of crops, and (b) more than 50% of the qualifying agricultural products that are cleaned, sorted, graded, packed or stored in the packing house are grown or raised on that farm operation. If the land meets this definition, the packing house itself is assessed as a farm building.
46. Processing facilities will either be assessed as Light Industry (Class 5) or else default to Business and Other (Class 6), depending on what is being processed. [Prescribed Classes of Property Regulation, sections 5 and 6]. The exact nature of each processing operation determines the classification. Class 6 property shall include all land and improvements not included in Classes 1 to 5 and 7 to 9. Class 5 includes extracting, processing, manufacturing, transportation or storage of products, except the extracting, processing, manufacturing or storage of food, non-alcoholic beverages or water, which is then defaulted to Class 6.
47. Marketing is not explicitly included in the definition of "qualifying agricultural use" in The Classification of Land as a Farm Regulation, B.C. Reg. 411/95. However, in addition to being located on land classified as a farm, the improvements should be assessed as a farm building, and only if more than 90% of gross sales are farm products and more than 50% percent of the farm products are products of the subject farm. If non-farm merchandise makes up more than 10% of gross sales, the market is classed as business and other (Class 6).
48. Order in Council No 602 approved on July 29, 2016 amends the definition of Agri-tourism in the Agricultural Land Reserve Use, Subdivision and Procedure Regulation. B.C. Reg. 171/2002.
49. Currently BC Assessment has to review each application to determine if it is relevant to the building assessment. A similar process could involve sharing parcel identifier numbers that are undergoing building or land use changes.
50. Metro Vancouver farms have the highest farm cash receipts per hectare on agricultural land (\$17,961) in Canada (Statistics Canada, Census of Agriculture 2011).



OCT 18 2016

VILLAGE OF LIONS BAY
FILE TO I/C
FILE TO PROPERTY FILE Tel. 604 432-6215 Fax 604 451-6614
OTHER

File: CR-12-01

Ref: RD 2016 Sep 23

OCT 12 2016

Mayor Karl Buhr and Council
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor Buhr and Council:

Re: Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects

At its September 23, 2016 regular meeting, the Board of Directors of the Greater Vancouver Regional District ('Metro Vancouver') adopted the following resolution:

That the GVRD Board communicate the transit ridership findings from the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study to the following parties emphasizing the findings' relevance and timeliness to current and upcoming regional, provincial and federal housing and transportation decisions:

- *the Federal Minister of Infrastructure and Communities and Minister of Families, Children and Social Development;*
- *the Provincial Minister of Finance, Minister of Transportation and Infrastructure, Minister of Community, Sport and Cultural Development and Responsible for TransLink, and Minister of Natural Gas Development and Responsible for Housing;*
- *Mayors' Council on Regional Transportation and TransLink Board of Directors,*
- *Member local governments, and*
- *Other housing and transportation stakeholders in the Metro Vancouver region.*

Encouraging mixed-income communities that are supported by a sustainable transportation system is a key focus of *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy for the Metro Vancouver region. Metro Vancouver, in partnership with BC Housing, the BC Non-Profit Housing Association, TransLink, and Vancity, is undertaking the *Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study* to advance knowledge about tools that may assist in making affordable rental housing (affordable to renter households making less than \$50,000 annually) financially viable in transit-oriented locations.

Emerging results from the *Mixed Income Transit-Oriented Rental Housing* study reveal a compelling business case for accommodating affordable rental housing in transit-oriented locations:

1. **Compact areas with higher population near the Frequent Transit Network support higher transit ridership.** Transit use in higher density areas is up to three times higher than in lower density areas. These higher density areas are also well-served by the Frequent Transit Network – a network of frequent bus and rapid transit corridors.
2. **Accommodating renter households, in particular those making less than \$50,000 per year, in transit-oriented locations is not only key to developing diverse, vibrant, and complete communities, but it is also to key to maximizing transit ridership and the value for money of transit and housing affordability investments.** Transit usage rates for renters consistently exceed that for owners, even after controlling for density, household income, and location. Transit usage rates are highest for renter households making less than \$50,000.

Metro Vancouver believes these findings may provide a substantive contribution in support of connecting affordable rental housing and transit. We encourage all participants in the important conversations currently underway to take these emerging findings into consideration in your community and transportation planning discussions.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

CM/EC/hm

Encl: GVRD Board report titled, "Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects", dated September 15, 2016
(Doc #19381705)

Section E 2.3



To: GVRD Board of Directors

From: Regional Planning Committee

Date: September 15, 2016 Meeting Date: September 23, 2016

Subject: **Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects**

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the GVRD Board communicate the transit ridership findings from the *Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study* to the following parties emphasizing the findings' relevance and timeliness to current and upcoming regional, provincial and federal housing and transportation decisions:

- the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;
- the Provincial Minister of Finance, Minister of Transportation and Infrastructure, Minister of Community, Sport and Cultural Development and Responsible for TransLink, and Minister of Natural Gas Development and Responsible for Housing;
- Mayors' Council on Regional Transportation and TransLink Board of Directors,
- Member local governments, and
- Other housing and transportation stakeholders in the Metro Vancouver region.

At its September 9, 2016 meeting, the Regional Planning Committee considered the attached report titled "Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects" dated August 22, 2016.

The Committee commented on the importance of an integrated approach to housing and transportation decisions in the region, on transit funding sources identified in the staff report, and about challenges facing local governments in addressing issues of housing and affordability in their respective communities. The Committee passed the motion as presented above, and subsequently passed the following resolution directing staff to prepare additional information for the Board:

That the Regional Planning Committee direct staff to prepare additional information for the September 23, 2016 Board meeting on funding sources related to transit in Metro Vancouver, as it relates to the August 22, 2016 report titled "Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study."

Members requested more information about the source of information regarding the bullet point on page 4 of the staff report that reads "TransLink is matching the current round of federal and provincial contributions with a \$125 million regional transit capital investment".

The source of this statement is a media release, dated June 16, 2016, issued by the Mayors' Council on Regional Transportation (see reference below), as well as discussion between Metro Vancouver staff and Mayors' Council staff. The media release, titled "TransLink Mayors' Council Welcomes \$616 Million in Federal and Provincial Transit Funding", states:

TransLink will match federal and provincial contributions with a \$125 million regional capital investment, towards the total \$740 million of projects submitted to the federal government's 'Phase 1' Public Transit Infrastructure Fund program that will allow TransLink to begin work on a sub-set of the priorities outlined in the first 2-3 years of the capital projects in the 10-Year Vision...

Mayors' Council staff have confirmed that the source of the \$125 million through which TransLink will match federal and provincial contributions is from the sale of surplus TransLink property.

Attachment:

1. Report titled "Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects", dated, August 22, 2016.

Reference:

1. Media release titled "TransLink Mayors' Council Welcomes \$616 Million in Federal and Provincial Transit Funding":
http://www.translink.ca/-/media/Documents/about_translink/governance_and_board/council_minutes_and_reports/2016/june/2016_06_16_news_release_mayors_council_phase_1_funding%20june_2016.pdf

19381705

ATTACHMENT



To: Regional Planning Committee

From: Raymond Kan, Senior Regional Planner, Parks, Planning and Environment
Margaret Eberle, Senior Housing Planner, Parks, Planning and Environment

Date: August 22, 2016 Meeting Date: September 9, 2016

Subject: **Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects**

RECOMMENDATION

That the GVRD Board communicate the transit ridership findings from the *Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study* to the following parties emphasizing the findings' relevance and timeliness to current and upcoming regional, provincial and federal housing and transportation decisions:

- *the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;*
 - *the Provincial Minister of Finance, Minister of Transportation and Infrastructure, Minister of Community, Sport and Cultural Development and Responsible for TransLink, and Minister of Natural Gas Development and Responsible for Housing;*
 - *Mayors' Council on Regional Transportation and TransLink Board of Directors,*
 - *Member local governments, and*
 - *Other housing and transportation stakeholders in the Metro Vancouver region.*
-

PURPOSE

This report presents the transit ridership findings from Metro Vancouver's *Mixed Income Transit-Oriented Rental Housing* study (MITORH).

BACKGROUND

At its meeting on July 15, 2016, the Regional Planning Committee received an information report on the purpose and scope of the work for the MITORH study (Reference 1). Staff committed to providing regular updates on the MITORH study to both the Regional Planning Committee and the Housing Committee.

MITORH STUDY

The purpose of the MITORH study is to advance knowledge about the context and tools that could assist in making **affordable rental housing projects** (affordable to renter households making less than \$50,000 annually) financially viable in transit-oriented locations.

The MITORH Study is part of a larger Regional Planning work program that emphasizes the integration of affordable housing with transit, resulting in studies such as the 2015 *Metro Vancouver Housing and Transportation Cost Burden Study*. The new *Regional Affordable Housing Strategy* adopted by the GVRD Board in May 2016 continues this emphasis with Goal 4 being to "Increase the Rental Housing Supply Along the Frequent Transit Network". The Goal 4 actions

include advancing research with housing and transportation partners on ways to encourage affordable rental housing in transit-oriented locations.

Encouraging mixed-income communities is an important aspect of creating complete and vibrant communities – one of the goals in *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy. One important way to achieve mixed-income communities is to create new affordable rental housing. In today's market conditions, however, multi-unit condominium housing projects make up the vast majority of new housing supply in transit-oriented locations. Looking ahead over the next 10 years, the annual housing demand in the region will be approximately 18,000 new units per year. Of this total, rental housing demand is estimated at 5,500 new units, of which about 3,500 new units will be needed for households making less than \$50,000 annually. The *Regional Affordable Housing Strategy* demonstrates that it has not been possible to achieve this level of new affordable rental supply in recent years due to lack of senior government funding. According to the 2011 National Household Survey, nearly 1 in 2 working renter households in the region – about 106,000 households – made less than \$50,000.¹

The Metro Vancouver Housing and Transportation Cost Burden Study (Reference 1) showed that tackling housing and transportation costs concurrently is a strategic approach for addressing the region's affordability challenges. A stable workforce that can afford to live and travel regionally is critical to the economic prosperity of the region, the province, and the country.

Metro Vancouver has established a strategic partnership for the MITORH study. BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity have joined the study as partners by providing in-kind and financial contributions. Staff has also been consulting with municipal staff through the Regional Planning Advisory Committee (RPAC), RPAC Housing Subcommittee, RPAC Social Issues Subcommittee, and the Regional Transportation Advisory Committee.

The major activities for MITORH are described below; all are underway. It is anticipated that the study will be completed in early 2017.

Activity	Scope/Research Questions
Activity 1: Review of Current and Innovative Practices in Canada, United States, and Europe	How are other metropolitan areas connecting affordable rental housing in transit-oriented locations? What are the opportunities and challenges for bringing some of these tools and ideas to the region?
Activity 2: Understanding Transit Ridership Effects	Can a transit ridership value proposition be established for affordable rental housing in transit-oriented locations?
Activity 3: Mapping Inventory of Public and Non-Profit Sites in Transit-Oriented Locations	What lands in transit-oriented locations are in public and non-profit ownership? What is the scope of these lands?
Activity 4: Evaluation of Tools to Deliver More Affordable Rental Housing Units in Transit-Oriented Locations	What is the financial viability gap for a prototypical affordable rental housing project? Can the financial gap be narrowed with existing and new tools?
Activity 5: Communication of Study Findings	How can the MITORH study findings be communicated to decision makers in a meaningful way?

¹ When non-working renter households are included, about 3 in 5 renter households (178,000 households) made less than \$50,000 (source: 2011 National Household Survey).

MITORH ACTIVITY 2: TRANSIT RIDERSHIP EFFECTS

The primary motivation for undertaking Activity 2 is to explore whether there is a quantifiable relationship between household income, housing tenure, and transit usage. As noted earlier, one enduring value of regional growth management is that a greater diversity of income is a desirable attribute of complete and vibrant communities. Should there exist evidence that mixed-income communities in transit-oriented locations can also lead to improved transit ridership, then affordable housing would no longer be just a housing issue, and transit would no longer be just a transportation issue. There would be an economic as well as social rationale for considering housing and transit concurrently and in an integrated manner.

Staff has made substantive progress on Activity 2. This work relies on data from the 2011 National Household Survey, which collected information on the journey to work trip for 1 out of 3 households in the region on a voluntary basis. Staff was able to corroborate the data patterns with those drawn from the mandatory 2006 Census long form survey. Workers are a major source of transit ridership.²

The key findings and implications are:

1. Compact areas with higher population near the Frequent Transit Network support higher transit ridership.

The data indicates that transit use in higher density areas is up to three times higher than in lower density areas. These higher density areas are also well-served by the Frequent Transit Network – a network of rapid transit and frequent bus corridors (see Attachment 1).

Implications: This finding should assure senior and local governments alike that providing new housing supply in compact areas near the Frequent Transit Network is beneficial for generating and sustaining higher levels of transit ridership. In turn, local governments can enhance the conversation with TransLink and senior governments about the opportunities for improving or expanding transit services to areas anticipated to accommodate higher amounts of population growth.

2. Accommodating renter households, in particular those making less than \$50,000 per year, in transit-oriented locations is not only key to developing diverse, vibrant, and complete communities, but it is also key to maximizing transit ridership and the value for money of transit and housing affordability investments.

The data indicates that transit usage rates for renters consistently exceed that for owners, even after controlling for density, household income, and location. As shown in Attachment 1, the variance between renters and owners, depending on density, ranges from 39 percent to 71 percent. In Attachment 2, the variance between renters and owners after controlling for household income is even more pronounced, ranging from 64 percent to 100 percent.

For renters specifically, transit usage rates generally rise as income declines, but transit usage rates remain generally flat for owners. Low (\$30,000-\$50,000) and very low (less than \$30,000) income renters have the highest transit usage rates. The big regions in Canada all exhibit similar

² According to TransLink's 2011 Regional Trip Diary Survey, 44 percent of transit trips made by Metro Vancouver residents were for work purposes (to work, from work, and during work). In comparison, 34 percent of auto driver and passenger trips were for work purposes. The 2011 Regional Trip Diary Survey did not ask for household tenure information, and therefore the trip diary was not used in Activity 2.

patterns. In Metro Vancouver, select rapid transit, B-Line, and frequent bus corridors exhibit patterns consistent with the regional pattern (Attachment 3).

The variance in transit usage between renters and owners can be attributed in part to renter households being relatively younger, and the fact that younger working adults under 35 years of age generally have higher rates of transit use for the journey to work (Attachment 4).³

Staff also undertook a conceptual analysis of growth and transit ridership at a corridor level using the transit trip rates for owners and renters. In a hypothetical transit corridor that is projected to accommodate 10,000 new households, a shift from a scenario with 100 percent owner households to a scenario where 60 percent of households are owners and 40 percent are renter households⁴ translates to an increase in annual transit commute trips in the corridor by 10-12 percent (amongst the scenarios tested). Further, if all the renter households were making under \$50,000, then annual transit commute trips could increase by an additional 11-14 percentage points (i.e., a 24 percent increase relative to the first scenario) (see Attachment 5). The scenario testing, while conceptual, points to a positive effect on transit ridership as tenure and income are diversified.

Implications: The findings make evident that the creation of affordable rental housing in transit-oriented locations will create a reliable base of transit customers for the regional transit system. Secondly, these transit customers will likely benefit from improved access to jobs, schools, and other destinations. Finally, these transit customers may benefit from a resultant reduced overall housing and transportation cost burden relative to their income levels.

Achieving these benefits relies on coordination between housing and transportation decisions. With new senior government funding commitments for both affordable housing and transit on the table, there are opportunities to advance housing and transit integration. It is essential that housing and transportation decisions are integrated in the course of implementing these funding commitments to maximize the value for money:

- The provincial government has committed \$355 million over five years for affordable housing projects through the Provincial Investment in Affordable Housing.
- The provincial government will present in September 2016 details of the new Housing Priority Initiatives Fund, which is seeded in part by provincial property transfer tax revenues.
- The provincial government has committed \$246 million for transit capital in the region.
- The federal government has committed \$2.3 billion nationally over two years for affordable housing initiatives across the country.
- The federal government is consulting on the preparation of a National Housing Strategy.
- The federal government has committed \$370 million for transit capital in the region as a first phase. Details on a second phase of federal infrastructure funding are expected to be announced in 2017.
- TransLink is matching the current round of federal and provincial contributions with a \$125 million regional transit capital investment.

³ Current relationships between age and mode choice could change over time (i.e., the rate of transit use by future older adults could increase). Future census and travel surveys can track the movement of these relationships.

⁴ For new apartment units constructed in the 2006-2011 period, 57 percent were occupied by owners and 43 percent by renters as of 2011. The owner/renter split is completely reversed when the entire apartment housing stock is considered – 44 percent of all apartment units were occupied by owners and 56% by renters in 2011.

ALTERNATIVES

1. That the GVRD Board communicate the transit ridership findings from the *Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study* to the following parties emphasizing the findings' relevance and timeliness to current and upcoming regional, provincial and federal housing and transportation decisions:
 - *the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;*
 - *the Provincial Minister of Finance, Minister of Transportation and Infrastructure, Minister of Community, Sport and Cultural Development and Responsible for TransLink, and Minister of Natural Gas Development and Responsible for Housing;*
 - *Mayors' Council on Regional Transportation and TransLink Board of Directors,*
 - *Member local governments, and*
 - *Other housing and transportation stakeholders in the Metro Vancouver region.*
2. That the Regional Planning Committee receive for information the report titled "Progress Update on the Metro Vancouver Mixed Income Transit-Oriented Rental Housing Study – Transit Ridership Effects" dated August 22, 2016.

FINANCIAL IMPLICATIONS

The 2016 GVRD Board approved Regional Planning budget identifies \$35,000 for the MITORH study. BC Housing has committed \$20,000. Vancity has committed \$15,000. The BC Non-Profit Housing Association was awarded a \$15,000 grant from the Real Estate Foundation of BC to undertake Activity 1. TransLink has committed up to \$10,000. No additional financial support is anticipated to be required to complete the study.

SUMMARY / CONCLUSION

This report presents the transit ridership findings from Metro Vancouver's *Mixed Income Transit-Oriented Rental Housing* study (MITORH). The transit ridership findings from the MITORH study indicate that focusing population growth in compact areas near the Frequent Transit Network will sustain higher rates of transit usage, and that increasing the diversity of income and tenure in transit-oriented locations will also translate to higher transit ridership and value for money of transit and housing affordability investments. For the latter, expanding the affordable rental housing supply will be one way to achieve a greater diversity of income and tenure.

The identification of the transit ridership value proposition is timely. The federal and provincial governments have committed hundreds of millions of dollars for public transit in the region. The region is also making its fair share contribution to public transit. The federal government has committed \$2.3 billion nationally over two years to affordable housing, and is consulting on the preparation of a National Housing Strategy. The provincial government has committed \$355 million over five years for affordable housing projects through the Provincial Investment in Affordable Housing program. The provincial government will also present a plan in September 2016 on how it intends to use provincial property transfer tax revenues to support housing affordability initiatives across the province.

By communicating the transit ridership findings from the MITORH study at this time, the affected parties and regional stakeholders will have access to new evidence to inform their dialogues and decisions about integrating affordable rental housing and transit, and maximizing transit ridership and the value for money of public investments. Staff recommends Alternative 1.

Attachments:

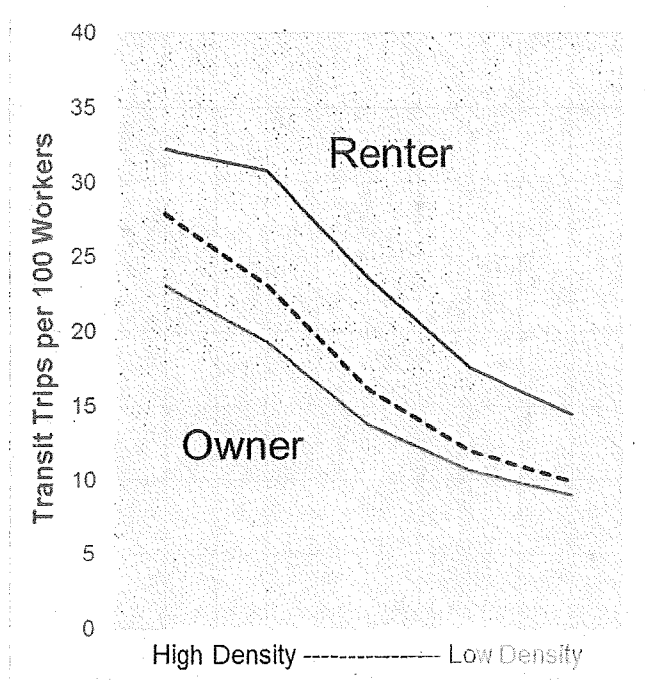
1. Transit Use for the Journey to Work by Population Density (2011)
2. Transit Use for the Journey to Work by Income in Canada's Big Metro Areas (2011, 2006)
3. Transit Use for the Journey to Work by Income in Select Transit Corridors (2011)
4. Key Differentiating Attributes Between Renters and Owners (2011)
5. Hypothetical Transit Corridor Growth and Transit Use Scenarios

References:

1. The Metro Vancouver Housing and Transportation Cost Burden Study
Available at: <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/HousingAndTransportCostBurdenReport2015.pdf>
2. What Works: Municipal Measures for Sustaining and Expanding the Supply of Purpose-Built Rental Housing
Available at: <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/RAHS-WhatWorksReport.PDF>

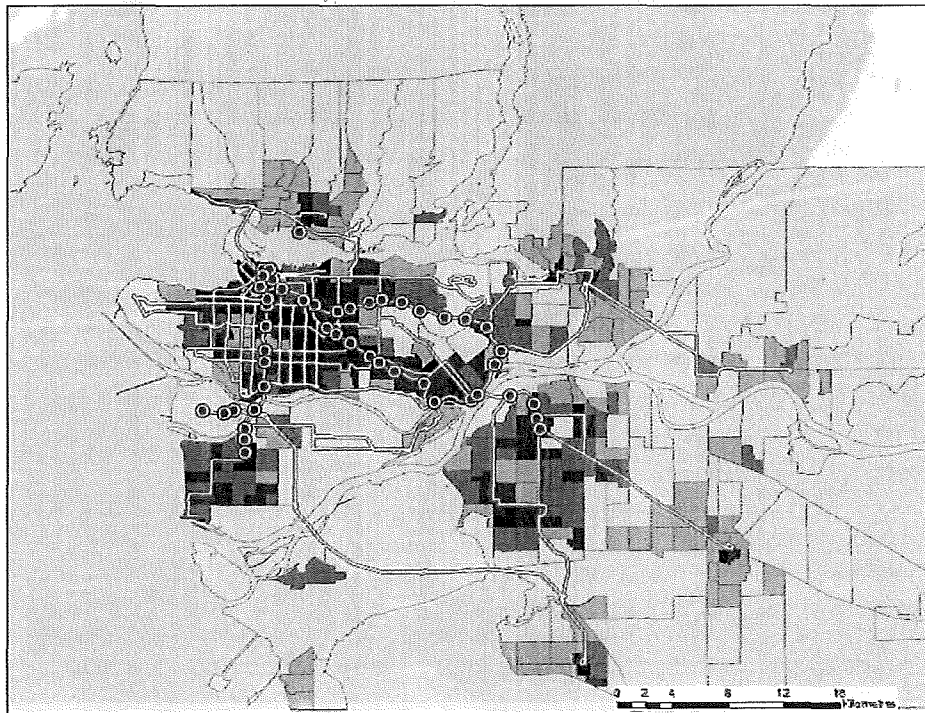
Attachment 1

Transit Usage for the Journey to Work by Population Density (2011)



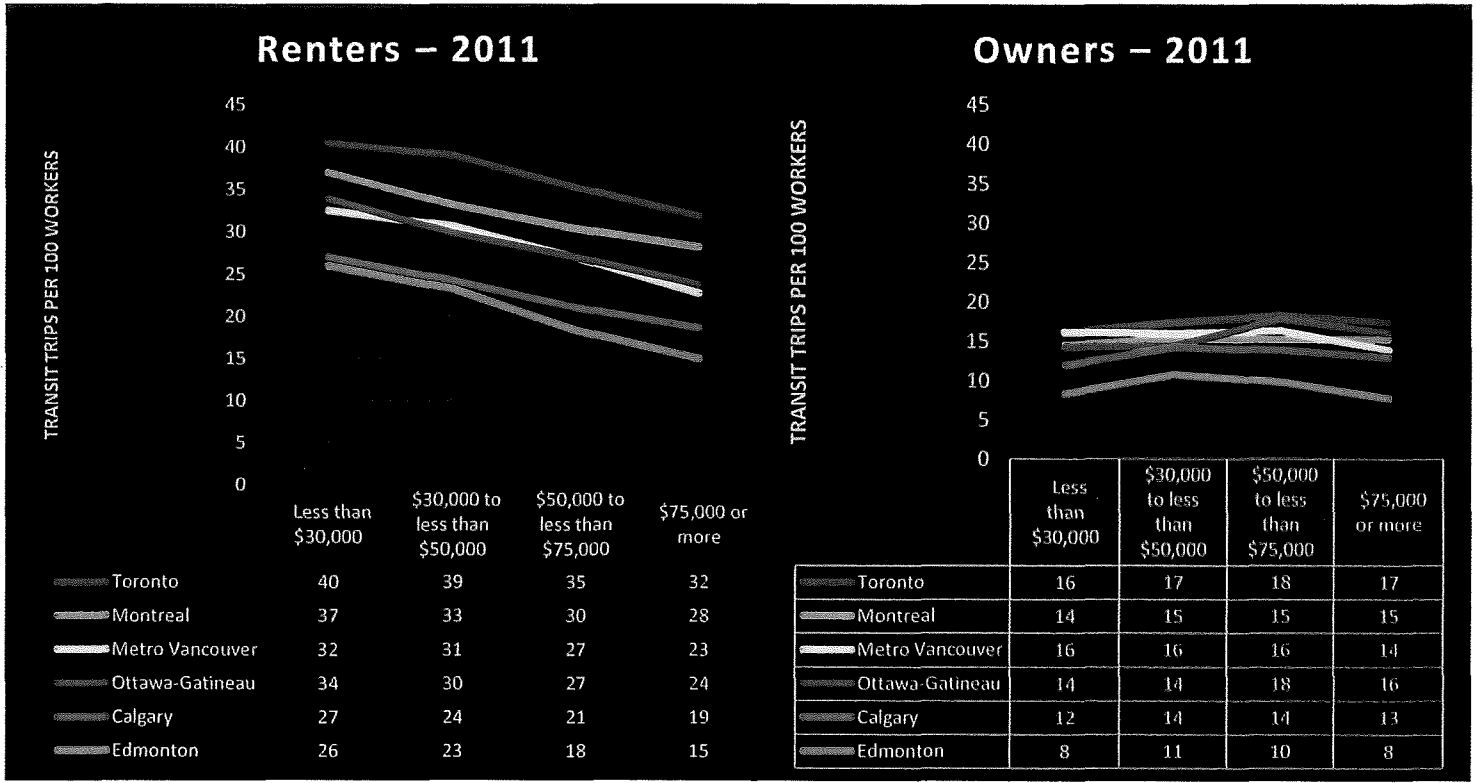
2011 NHS

**Population Density Map with Current Frequent Transit Network
(darker census tracts indicate higher population densities)**



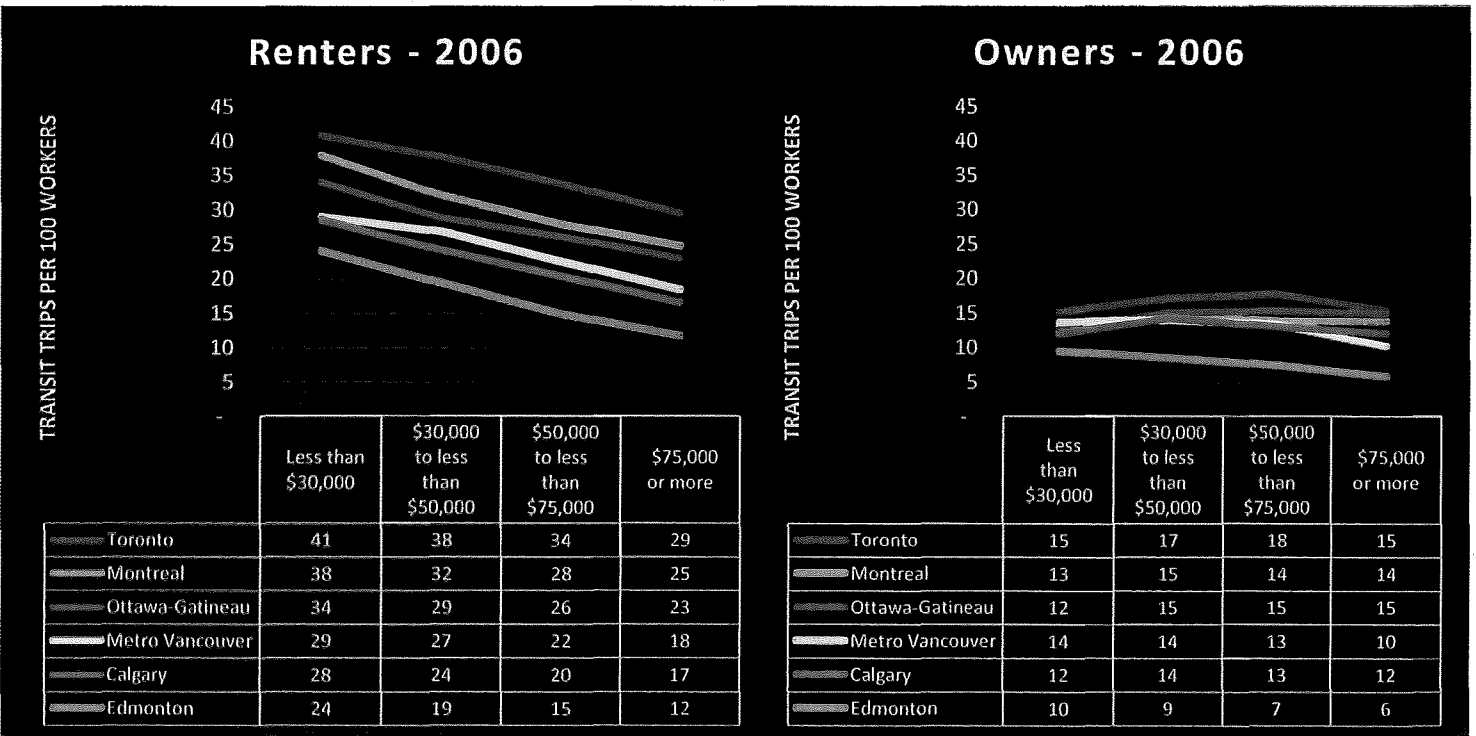
Attachment 2

Transit Use for the Journey to Work by Income in Canada's Big Metro Areas (2011, 2006)



2011 NHS

2011 NHS

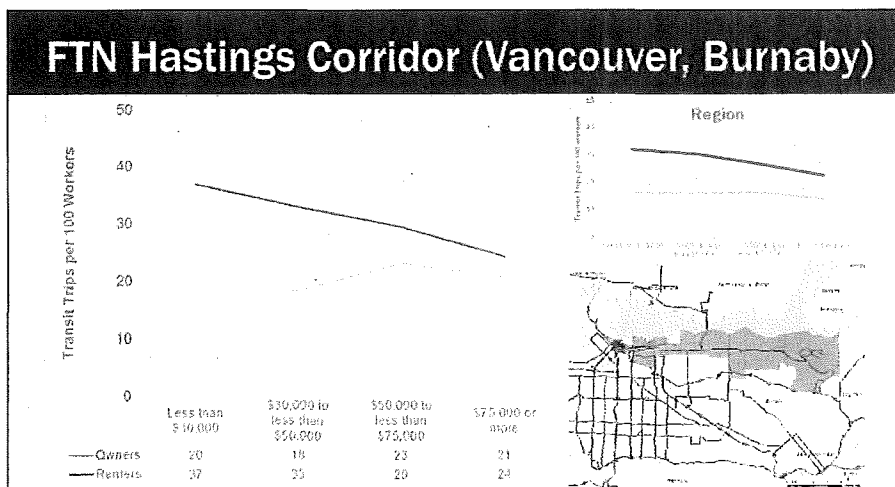
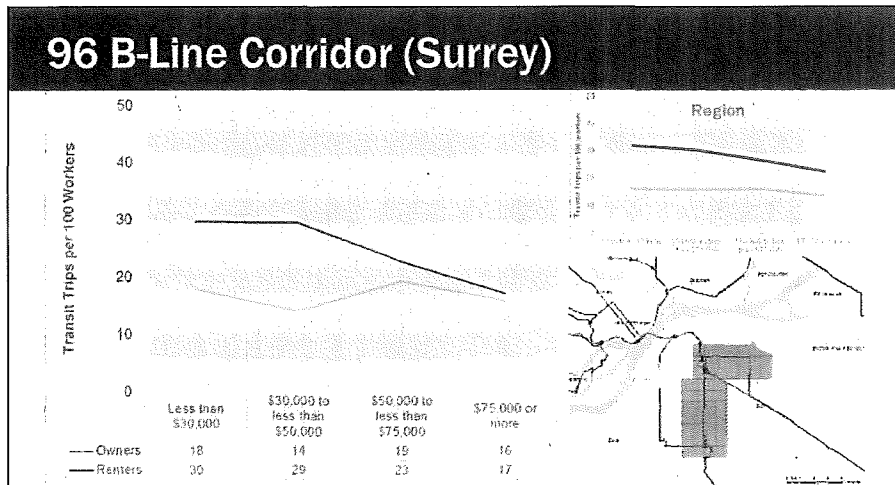
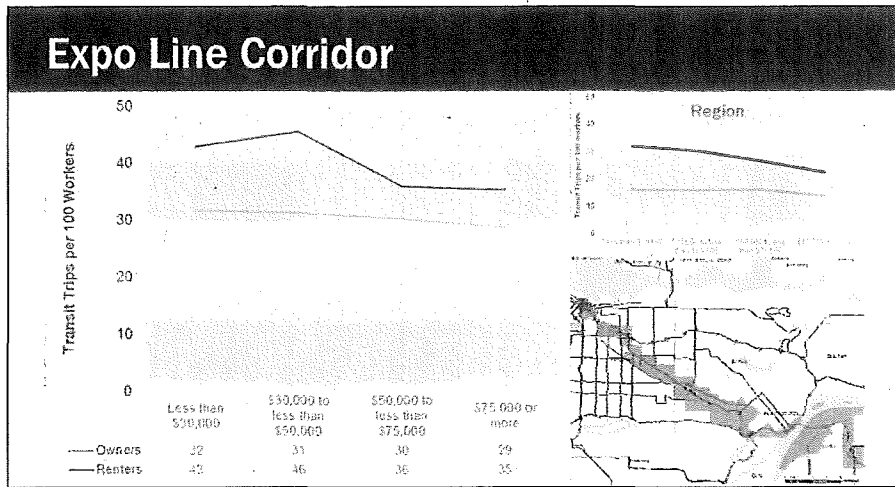


2006 Census

2006 Census

Attachment 3

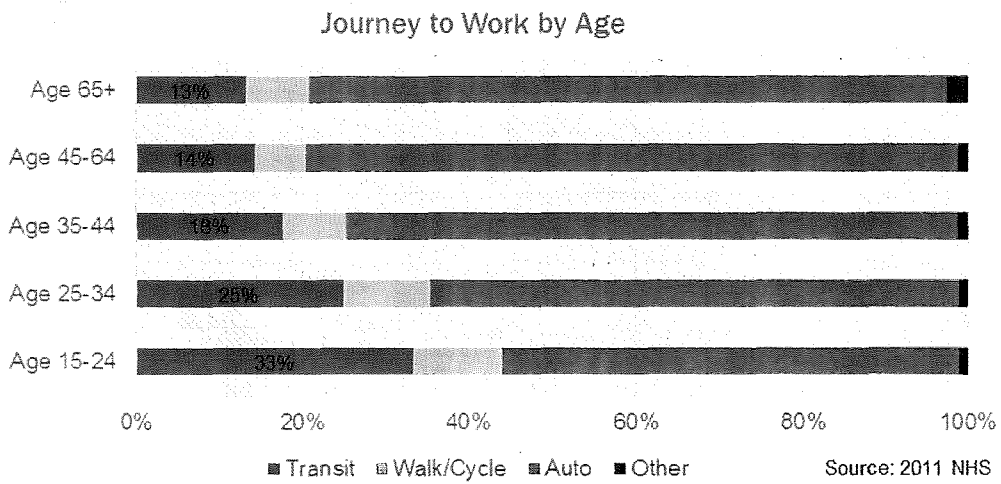
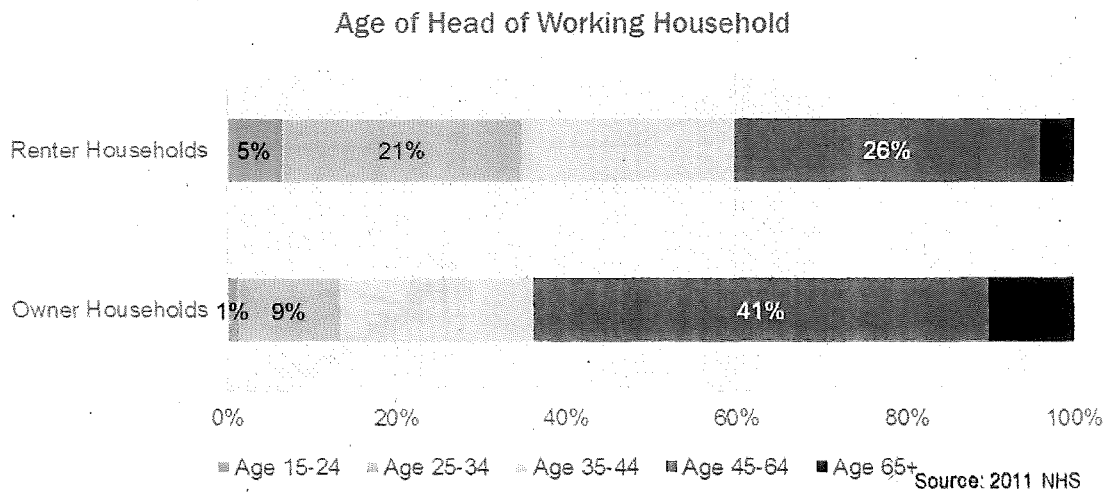
Transit Use for the Journey to Work by Income in Select Transit Corridors (2011)



2011 NHS

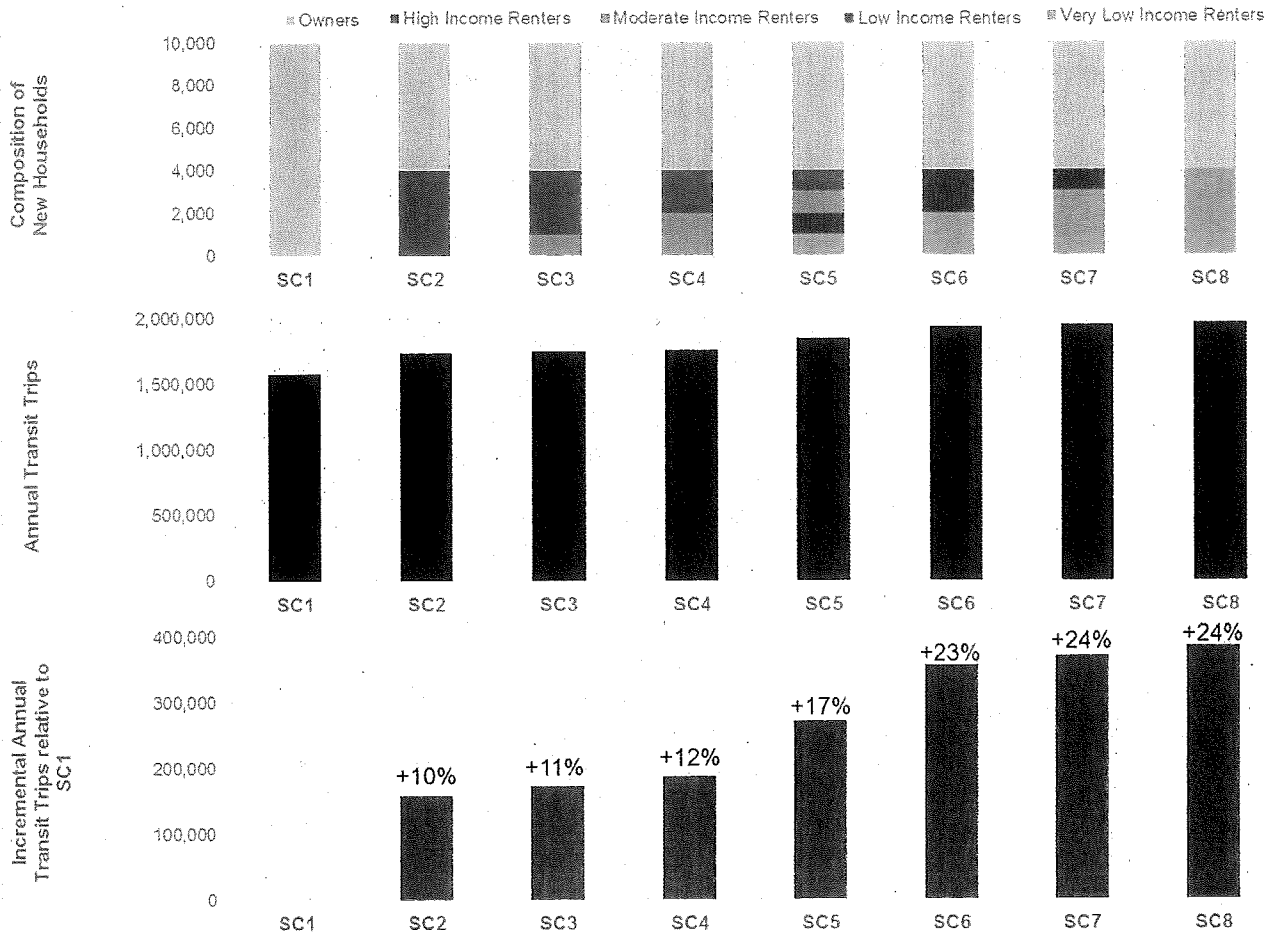
Attachment 4

Key Differentiating Attributes Between Renters and Owners (2011)



Attachment 5

Hypothetical Transit Corridor Growth and Transit Use Scenarios



Household Incomes

High Income: \$75,000 or more per year
 Moderate Income: \$50,000 to less than \$75,000
 Low Income: \$30,000 to less than \$50,000
 Very Low Income: Less than \$30,000



LOCAL GOVERNMENT LEADERSHIP ACADEMY

2016 Chief Elected Officials Forum

Registration now open! Join your colleagues **December 6-7, 2016** at the LGLA's 7th Chief Elected Officials Forum — **Seeking Alignment: Mid-term Check-in** — to be held in Metro Vancouver.

A recent CEO survey indicated the following topics would be timely:

Facilitating CAO Performance Feedback – appraisal tools & techniques

As well as

Aligning the Political/Administrative Interface – role clarity & shared expectations

Conducting Council Check-ins – enhanced governance and political leadership

Engaging the Public – effective messaging and consultation

This unique dialogue is for Mayors, Chiefs and Chairpersons only. The most valuable resource in the room is your peers as we explore models, tools and strategies to deal with 'real life' leadership challenges you are facing.

Of particular interest at previous CEO Forums has been the CEO's role to facilitate an effective appraisal process. We will develop criteria and guidelines to share with Councils and Boards throughout BC – incorporating CAO input.

The session will be guided by Gordon McIntosh, who has 36 years of executive, consultant and educator experience and has conducted 1,200 sessions involving 130,000 elected and appointed civic leaders throughout Canada and overseas.

Event Timing

- December 6: 1:00-5:00 pm (*dinner included*)
- December 7: 8:30 am-2:30 pm (*lunch included*)

Contact Eydie Fraser at efraser@lgla.ca or phone 778.800.9952 (ext. 102) for more information.

Registration is now open: www.civicinfo.bc.ca/event/2016/LGLA-CEOForum

Accommodation can be booked at the [Radisson Hotel Vancouver Airport](#) in Richmond, BC. Please call 1-800-333-3333 or 604-276-8181 and be sure to state that you are attending the **2016 LGLA CEO Forum** to take advantage of the special \$125/night rate.



LETTER OF INVITATION – PHONE INTERVIEWS

Date: September 27, 2016

Mayor Karl Buhr
Village of Lions Bay
PO Box 141
Lions Bay, B.C. V0N 2E0

Dear Mayor Karl Buhr,

Your community is actively engaged in reducing human-bear conflict through the BC Bear Smart Community Program. This letter is to invite you to participate in a review of how the Bear Smart Community Program can be further improved.

The review is designed and delivered by the British Columbia Bear Working Group (BCBWG). The members of this BCBWG are experts in bear management and conflict reduction, and come from government and non-government organizations.

Mike Badry, Provincial Wildlife Conflict Manager and Chair of the BCBWG will contact you to see if a phone interview with your community can be arranged, preferably on a Thursday or Friday in October, November or December, 2016. An interview will take approximately 60 to 90 minutes, and provides an opportunity to engage the BCBWG experts on matters that are important to your community. If there is a more suitable representative in your community to address our request please forward this as you see fit.

The interviews will be conducted by phone. Feedback will be collected in anonymous format and kept confidential. No personal information will be collected or made available to any third party. Feedback will be recorded in hand-written notes and, with your approval, audio-recorded. Audio records will be destroyed upon completion of the transcript. If you would like to verify your contributions the transcript will be shared and your approval sought before proceeding. The summarized insights of all interviews will be compiled in a final report and made available to participating communities.

Communities and the Province have a shared interest in the Bear Smart Community Program. This is a unique opportunity for your community to share your experience and influence the future development of this program. Please feel free to contact Mike Badry by phone (250) 356-9134 or email mike.badry@gov.bc.ca if you have any questions or want to arrange an interview.

Your participation is much appreciated!

Mike Badry,
Wildlife Conflict Manager
Conservation Officer Service

BC Bear Working Group
Province of BC

From: Ruth Simons
Sent: Thursday, October 27, 2016 4:54 PM
To: Council @ Lions Bay <council@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>
Subject: For Nov. 1 Council meeting

Dear Council,

On Friday October 14th, Councillors McLaughlin, Bain, Mayor Buhr and CAO DeJong attended the Howe Sound Community Forum. At the Forum our team introduced the Howe Sound UNESCO Biosphere Region initiative. Stan Boychuk, Chair of the Canadian Council of Man and the Biosphere presented and together with the exploratory team we answered a number of questions posed by the members present. The summary of this presentation was provided in the follow up email.

MP Goldsmith-Jones invited me to put forward an "ask" of the community representatives at the end of the Forum. The attached draft resolution asks for support to continue pursuing the initiative for Howe Sound to be nominated by the United Nations Educational, Scientific and Cultural Organization as a Biosphere Region.

There are no strings attached to this request but does provide evidence for our Member of Parliament, MAB, our MLAs and Squamish Nation Council of the Howe Sound community's interest in this initiative that furthers the common vision and shared values as described in the Principles for Cooperation.

We have received very positive feedback from community members around Howe Sound and attendees of the Forum and I hope the Village of Lions Bay Council will join others in support of this initiative through this resolution by Council. The nomination process is long and requires a substantial amount of work, the Village's indication of support at this time would be most helpful.

Thank you,

Ruth Simons,
Executive Director,
Future of Howe Sound Society
604 921-6564

www.futureofhowesound.org

www.facebook.com/futureofhowesound

Committed to the stewardship and conservation of Howe Sound for current and future generations.



Request for Support Howe Sound UNESCO Biosphere Region Initiative

Whereas the Village of Lions Bay is a signatory to the Howe Sound Community Forum Principles for Cooperation, and

Whereas the following values stated in the Principles for Cooperation align with the objectives of a United Nations Educational Scientific Cultural Organization Biosphere Region:

- “Value...Efforts towards Sustainability Objective - The Howe Sound Community Forum members recognize the need to effectively manage and maintain a balanced relationship between community development and the protection of unique biophysical and cultural qualities of the region.”
- Value... The need for Cooperation Objective –Governments, First Nations and organizations will be encouraged to work together.
- Value...Stewardship Objective – Voluntary action of individuals and organizations as a powerful and effective tool for achieving positive results is an objective of the Forum.
- Value... Transcending Jurisdictions Objective – The Forum will encourage communities to work together for the greater good because territorial lines on a map mean nothing in terms of sustainability.
- Value... Respect for Diversity Objective – It is recognized that while every member of the Howe Sound Community Forum may have a different focus or interest, they are encouraged to acknowledge a shared interest in the sustainability of Howe Sound.”

Whereas, UNESCO Biosphere Regions are effective tools for implementing United Nations Conventions including the United Nations Declaration on the Rights of Indigenous Peoples, contribute to the conservation of landscapes, ecosystems, species and genetic variation, provide a development function - to foster economic and human development which is sociologically, culturally and ecologically sustainable; and a logistic function - to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development.

We support the ongoing initiative to nominate Howe Sound as a UNESCO Biosphere Region.

Resolved by the Council of the Village of Lions Bay this 1st day of November, 2016.

Karl Buhr, Mayor

Peter DeJong, Corporate Officer

From: [REDACTED]
To: [Shawna Gilroy](#); [Pam Rooke](#)
Subject: Services.
Date: Friday, October 14, 2016 7:40:22 AM

Council and staff

When the power went out last Thursday we also lost Telus and Shaw.

After talking to their support personnel it seems that the situation might have been resolved earlier if Lions Bay had notified highways and the powers that be in government that we had a crisis in Lions Bay.

Had they been notified Telus and Shaw might have been allowed to close the highway earlier. As it was no one realized (or cared) that Lions Bay was without communication.

We have many people who don't have cell phones.....maybe we can get a register of those people so they can be contacted in future. There was no way for them to contact 911.

There were no notices anywhere in the Village advising when service may resume.

There was no monitoring of security systems.....did the Village ask for extra police protection until service restored?

We keep being told the 'big one is coming', God help us! If a 'breeze' can do this to us, we are woefully unprepared.

Hopefully we can all learn from this and be better prepared next time!

Just a suggestion!

Thanks

Sheila Bromiley

Sent from my iPhone!

From: [REDACTED]
To: [Council @ Lions Bay; Shawna Gilroy](mailto:Council@LionsBay.com)
Cc: [REDACTED]
Subject: Communication System
Date: Saturday, October 15, 2016 5:32:13 PM

Council,

I experienced first hand as a resident of Lions Bay the recent 3 day lapse of our internet and telecommunications. I've read that you are seeking solutions to either replace or supplement the email communications system.

I am a volunteer member of the Royal Canadian Marine Search and Rescue (RCMSAR) Station 1 in Horseshoe Bay. Our emergency call out system that we use is Connect Rocket. This system will work for regular and emergency communications and I am told they have solutions for small communities.

I am not an employee of this company nor do I stand to gain anything from the sale of this service, except hopefully a beer or two.

I have copied Hugh Kelsey on this email. He is an owner of this business and also a member of RCMSAR and can help you with any questions you may have of this system.

<http://www.connectrocket.com/community/>

I can provide information on how it is used for RCMSAR if you are interested.

Phil Folkersen

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Lee Douglas
Sent: Sunday, October 16, 2016 9:00 AM
To: Village of Lions Bay <epost@lionsbay.ca>
Subject: RE: Village Update, Lost Communications, Buff and Ellen Oldridge

Hi there,

My name is Roger (Lee) Douglas. I am the grandson of Buff and Ellen Oldridge, and co-owner of the property located at [REDACTED] with Buff and Ellen.

I grew up in Lions Bay, graduated from West Vancouver Secondary School, and our house was one of the first lots/homes purchased and developed in the Lions Bay subdivision.

I am now a criminal defence attorney. I practice/reside in Saskatchewan, and travel out to Lions Bay every few months to visit my folks, in addition to calling every morning at 8:00 a.m. to see how things are going. Buff and Ellen are 92 and 91 years of age, respectively. Their intention is to reside at [REDACTED] until they draw their last breath..... I don't blame them. It's a beautiful place to live, and clearly we love it, having called it "home" for almost 50 years. I support their intentions, but I'm realistic regarding the likelihood that we'll be able to maintain their lifestyle in the Village.

This recent telephone outage, on Thanksgiving weekend of all times, was extremely stressful, and highlighted an issue that needs to be addressed in the Lions Bay Emergency Response Plan. I leafed through the 109 page document (which I found online) desperately looking for individuals I could contact, via cell phone, to go and check on my parents, to no avail. I might have missed this information, and if I did, I apologize, but I have to say, it certainly wasn't readily apparent, and it should be. I would argue those contact names and numbers should be in large font and located at the very front of the document. I'm sure I'm not alone in having elderly parents living in the Village of Lions Bay. As our population gets older, this will be a more common living situation. My parents aren't tech savvy, and we rely almost entirely on the land line telephone for communication. It would have been nice if I had the telephone numbers of designated individuals within the Village that I could have called to check in on them. Fortunately, my wife and I have maintained strong ties to the community, and have several friends including Ken Wolder, the Marina owner/manager, who has been a friend of mine since I was 13 years of age, and Laura and Eric Fleury. Eric is one of the mechanics at Howe Sound Marine, and worked on our boat when we moored it at the Marina. We have maintained these and other friendships through the years, so we were able to call on Laura and Eric to go down and check on my parents. When they arrived on Saturday, October 8th, 2016, Buff and Ellen were sitting in the kitchen with the oven door open for heat, as their furnace was not working. It turned out that the fuel oil delivery had not been made, which of course was completely unrelated to the storm, but highlights the fact that multiple factors can come together to make what would otherwise be an inconvenient situation into one that has serious safety implications. They ended up having a repair man come out at 2 a.m. on Sunday, October 9th, 2016, to repair the furnace, only to find the tank empty.

In conclusion, I would like to be added to the e-mailing list for the Village so I can be kept up to date on the current events, such as the Infrastructure Master Plan. I received the informational

brochure here in Saskatchewan on October 14th, 2016, via Canada Post. One day after the town hall meeting had occurred. I wouldn't have been able to attend, but I could provide my view of the matter moving forward via email. I also would appreciate it if the Village addressed the need for at least three individuals that can be reached by cell phone/email etc. 24/7 and particularly during times of crisis, so we can ensure the elderly in the Village are properly cared for in times of crisis. It is increasingly more likely that their loved ones don't reside in the Village anymore for support. The RCMP is an option, but it's one that I would like to avoid if possible, particularly if we're not certain an emergency exists, so those resources can be focused on situations where a known emergency does exist. Thank-you.

R. Lee Douglas (BA, LL.B.)
Barrister & Solicitor



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Response to Scott Ando Correspondence of October 27, 2016		
Author	Nai Jaffer	Reviewed By:	Peter DeJong
Date	October 30, 2016	Version	-
Issued for	November 1, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report "Response to Scott Ando Correspondence of October 27, 2016" be received for information purposes.

ATTACHMENTS

None

KEY INFORMATION

In correspondence dated October 27, 2016, resident Scott Ando made the following statement of opinion and asked the following questions:

One of the main objectives of the Infrastructure Master Plan was to address the Village of Lions Bay water problems. In my opinion, the IMP falls short of resolving the problems of providing a cost-effective, sustainable solution to our water supply. Project No. 50, Scheduled for 2020, with 04 - High Priority for the Replacement of Harvey Creek raw water intake structure.

Please confirm that Project No. 50 will be included in the the Village's 2017 Five Year Plan. Please advise how the Council plans to pay for this project?

If we have two or more events where the turbidity of the raw water exceeds 5 NTUs and the Village doesn't meet Coastal Health's "filtration avoidance", what is Council's plan to add filtration to our water treatment plants?



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

See Agenda Correspondence Item 11A, beginning on page 29 of the Agenda, [p.52](#) of the Correspondence. The following is staff's reply for Council's consideration.

A. Intake replacement at Harvey Creek

AECOM estimates the replacement of the Harvey Creek raw water intake structure at \$1.2 million. This project is not within our short term (5 year) infrastructure plan for several key reasons:

1. The AECOM figure is for the replacement of a structure of the same ilk as is there now. We know that such a structure will likely take the same beating as the current structure and replacement with alternate structures will require research and designs to be drawn up prior to our seeking grant funding. Design costs are not eligible for grant funding and will have to be funded through regular capital or reserves.
2. Creus Engineering has designed an infiltration gallery structure for the Magnesia Creek weir and intake. This structure doubles as a protective measure against debris torrents that frequent the intakes. Dependent upon the functionality of this feature and the maintenance requirements, it may be a suitable for installation at the Harvey Creek intake as well – only time will tell. If suitable, the Harvey Creek weir and intake can be easily modified using this design.
3. Based upon recent slides in the creek channel and along the access road, Creus Engineering recommends repurposing the 2015 Build Canada Grant funding to shore up and stabilize the Harvey Creek intake. This concept has been endorsed by the IC and staff will be working with Creus to request a change of scope from the Federal and Provincial Governments to this end.
4. Both Magnesia and Harvey Creeks are surface water supplies that are vulnerable to climate change influences. Additionally, both creeks are contained within extremely steep slopes that are prone to slides and debris torrents. The impacts associated with these factors include damage and blocking of intake structures and access roads, inability to perform maintenance due to inclement weather and the risk of slides or debris torrents, and water shortages/outages due to reduced snow pack. To this end, the IC is in the process of negotiating with the Civil Engineering Department at UBC to undertake a short and long-term study of the sustainability of the existing creek supply and its long term viability as a water source for the Village. The



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

implications of this study will guide the Village in determining if funding should be allocated to furthering our dependence upon these surface water supplies or if we should be looking to alternative water sources (i.e. desalination or groundwater or a combination of sources).

B. Filtration Avoidance

Filtration avoidance is the purview of Vancouver Coastal Health and staff is in constant contact with them during any anomalous water quality event including high turbidity events and VCH's Environmental Health Officer is aware of our ability to shut down the system during high turbidity events and still provide water through our storage tanks

Exemption from filtration through VCH is based upon site-specific considerations including historical and ongoing monitoring data and is not strictly tied to turbidity. Two key considerations to exemption from filtration include assessing vulnerabilities inherent in the water source from microbial or chemical a multi-barrier approach to treat source water for protozoa, viruses, and bacteria. Our current strategy of UV disinfection to inactivate cysts/oocysts, chlorine to inactivate viruses, and maintaining chlorine residual in the distribution system meets these requirements. Moreover, high turbidity events are currently controlled via two measures:

1. Turbidity meters prior to the UV reactors measure and record turbidity and, under elevated turbidity conditions, increase the ultraviolet irradiation lamps output to compensate and achieve the required 3-log reduction of cysts and oocysts and the 4-log reduction of viruses.
2. During high turbidity events staff will throttle the intake valves to slow the water and allow suspended solids time to settle prior to entering the UV reactors. Extreme turbidity events will trigger a shutdown of the water system and during these circumstances; the Village relies upon the storage capacities contained within our various water tanks.

Based upon our positive and collaborative relationship with VCH, we believe that VCH will work with us towards a mutually agreeable solution should turbidity become a significant concern for them.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

In July, 2016, Mr. Ando had also submitted correspondence regarding the Infrastructure Master Plan, which Council directed staff to respond to at their Council Strategy Committee meeting of August 2, 2016. At Mr. Ando's request, that response is reproduced here for the record.

Dear Scott,

At the August 2, 2016 Council Strategy Committee Meeting I was directed by the Committee to respond to your report to Council Dated July 17, 2016.

I want to sincerely thank you for providing your comments and the detailed review of this most important document. Herein I will endeavor to answer the questions and provide feedback to your comments as provided within your report. I have added item numbers (red numbered circles) to your report (attached). These item numbers parallel the responses listed here:

At the last IC meeting, I was assured that the Infrastructure Master Plan (IMP) would be available well before the meeting, so the IC members and the public could review the report. I am disappointed again that the Infrastructure Committee (IC) members and the public were given 3 days to review the latest version of the IMP.

PW Mgr: 1. *Your point is acknowledged and as such, staff will be bringing forward the final version of the IMP to Council at the first meeting of September.*

I continue to contend that IMP does not meet the VoLB's Request For Proposal (FRP), AECOM's proposal and the contract. The report provides five options for the water system with capital cost estimates, but fails to address their sustainability due to the instability of and risk associated with, its supply.

PW Mgr: 2. *Section 2.5 under the water section of the IMP speaks to the challenges to our water supply and recommends that a strategic water supply study be commissioned to determine the sustainability of the existing creek supply.*

From the RFP, the report does not address "The Village is particularly interested in creative and sustainable strategic options for the water system due to the instability of, and risks associated with, its supply."

PW Mgr: 3. *There is no silver bullet for the Village's water problems. The report does speak to several filtration options as well as an option for desalination, and as mentioned above, does speak to the challenges faced by the Village with respect to its water supply. There are a plethora variations that available, not all of which are feasible nor cost effective and inclusion within the report would be superfluous. The IMP contains the most pragmatic options available.*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Again, I think that the Report is missing the critical senior management oversight and review. At the March 14th, 2016 IC meeting, “Michal Broughton offered that AECOM is an expensive firm and that there was a lack of senior engineering work or supervision on this project. We had a junior guy working on it, and “it’s missing the wisdom of a senior person who has the experience from working with other municipalities on these types of projects”, for example.” **Did the report receive senior management (David Main) review?**

PW Mgr: 4. Your point is acknowledged in that the initial project was handled by James Brotherson, a junior engineer with AECOM. Upon his departure in early 2016, the project was transferred to Nancy Hill, a senior infrastructure engineer with AECOM, who was very responsive to Village staff and worked closely with use to improve the report. More recently, the project was assigned to Graham Walker, also a senior infrastructure engineer with AECOM. Graham has been very responsive and together, I believe we have developed a document that will greatly benefit the Village and one that we can use as a springboard to obtaining grant funding for infrastructure projects. Finally, it is neither practical nor possible for David Main to review each of the reports generated by the many project AECOM is working upon. The lead engineers within their organizational structure are responsible for signing off on reports.

On Friday January 22nd, 2016, former PW Mgr Hoglund’s corresponded twice with AECOM. In the letter to AECOM titled “Default in Performance Requiring Correction” it advised AECOM

“Per Section 20.1 of our Agreement, AECOM is in default of performance, which must be remediated to the Village’s satisfaction. This satisfaction hinges upon the prompt replacement of the report provided with an Infrastructure Master Plan that is accurate, reflects the standard of quality control reasonably expected of an Engineering firm that Introduced itself as offering ‘an unparalleled level of technical expertise’, and will not require an inordinate amount of Village Staff’s time to act as an internal reviewer to AECOM. In an e-mail to James Brotherson she wrote: “Due to the extent of the aforementioned items, significant Village internal costs will be incurred to go through the report and note all the inaccuracies. Per Section 20.1.3, those costs will have to be reimbursed by AECOM.

At a minimum, the VoLB should charge back the time former PW Mgr Hoglund spent to provide a marked-up copy of Ver. D, the 3 days that PW Mgr Jaffer spent with AECOM’s Graham Walker, P. Eng and all other time spent to review and correspond with AECOM after January 22nd, 2016.

PW Mgr: 5. We are aware of this fact and are still in discussion with AECOM in this regard.

I have focused my review of the Infrastructure Master Plan to Water,

P. i *The IMP was developed in line with the following process:*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- *Compile asset inventory;*
- *Assess condition, capacity and regulatory compliance of assets through various investigations;*
- *Identify capital projects or policy changes to resolve issues; and*
- *Prioritize and schedule capital projects.*

The process does document historical information. It should record accurate historical data, including the year of the project, it's scope of work, the final costs and parties who completed the project. For example, all the repairs done to the Harvey Creek weir, repairs to it's access road and all the rock scaling over the years.

PW Mgr: *6. Your opinion is noted. That said, I don't believe it's practical to include the Village's historical information for two key two key reasons:*

- i. It would make for a very unwieldy document considerably larger than the existing 107 pages (not including the appendices at 93 pages)*
- ii. I don't believe it to be cost efficient for the Village to pay AECOM to compile and précis our reports.*

Most of the information was provided by Staff. **Was the information verified by Consultant? Specifically, did the Consultant visit some the infrastructure, like the Harvey Intake, to confirm that they are in poor condition? Do staff have the qualifications to provide the assessment?**

PW Mgr: *7. I sincerely believe staff are the most qualified to comment on the condition of the Village's infrastructure as they are charged with its operation and maintenance. While each of the AECOM project managers may not have visited each and every asset, they did discuss with staff and review photographic records of the infrastructure.*

In summary, the main types of projects that the Village needs to consider in the short term (i.e. next 5 years) include:

- ...
- *Increasing the capacity of the water system to obtain sufficient fireflow protection;*
- ...
- *Rehabilitating the water reservoirs (high priority repairs) and determining their seismic vulnerability;*
- ...
- *Renewing the water intake at Harvey Creek which is in poor condition.*

1) **How does VOLB increase capacity of the water system?** 2) A seismic assessment was completed on our water reservoirs in March 2006. Preliminary engineering design drawings were prepared for the seismic upgrades. The 2006 cost estimate for detailed design and



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

construction of strengthening and seismic upgrades for the reservoir was \$234,000. Why do we need additional seismic assessment? 3) **If VOLB is replacing water intake at Harvey Creek, can we move the intake to a safer, more accessible and economical, location?**

PW Mgr: 8. Increasing capacity within the water system is accomplished by carrying capacity of piping network by upsizing the pipe networks based upon data obtained through the modelling process. The reservoir condition assessment and seismic review were concluded more than 10 years ago and are now dated. Moreover, the recommended rehabilitative works were not performed and it is assumed that the tanks have further deteriorated. A revised condition/seismic assessment will address any changes in seismic engineering regulations, deterioration of existing condition and resultant changes to the recommendations from the previous report. Relocation options were looked at and due to the terrain and steep slopes, a safer, more accessible location does not exist – accessibility and exposure to debris torrents will not change. Moreover, there would be additional complications with locating the intakes lower down the slopes including having to pump raw water to the treatment plants.

- P. ii *The main types of projects that the Village will likely need to consider in the medium term (5-15 years) include:*
- *Replacement of the original 1960's reservoirs;*
 - *...*

Can the VoLB replace 4 of the 1960's reservoirs with one large tank equalling the same capacity or must we replace 4 tanks with tanks of similar size and at the same location?

PW Mgr: 9. Tanks are primarily sized based upon demand. Though larger tank sizes may seem attractive, they introduce a host of problems such as water quality deterioration due to stagnation, loss of free chlorine residual and a pathway for pathogenic contamination.

Minimising infrastructure lifecycle costs and achieving desired levels of service is dependent on a good operating and preventative maintenance program. The Village's infrastructure operation and maintenance (O&M) costs need to be considered in addition to the capital costs highlighted above. Capital and O&M are intricately related as a good O&M program will typically extend the service life of a given asset and reduce overall capital costs.

The report does not provide any O&M costs. An example from the LB Reservoir Assessment <http://files.lionsbay.ca/2014%20Content/Infrastructure/2005%20Reservoir%20Assessment%20Final%20Report%20Earth%20Tech.pdf>



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PW Mgr: 10. Operations and maintenance (O&M) strategies are best left to operations staff to develop. I don't believe it's necessary or prudent to have non vested engineering firms dictate our levels of service and maintenance costs. For example, the maintenance and monitoring cited in the 2005 Reservoir Assessment Report by EartTech does not indicate the number of staff required or the cost of equipment and materials? Is the maintenance prescribed optimal? Can it be delayed? Can some of it be ignored?

P. 1.1 *AECOM was engaged by the Village in late 2015 to develop an Infrastructure Master Plan (IMP) for the Village. This plan builds upon the previous work completed by the Village. The following studies were reviewed and used in the preparation of this IMP:*

- 2014 Village of Lions Bay Land Use Master Plan;

Inaccurate information. The date of the Agreement is July 16th, 2016. The IMP report was due on November 6th, 2016. In addition, the 2014 VolB Land Use Master Plan is a DRAFT. It has only be received by Council and not accepted.

PW Mgr: 11. Acknowledged, edits will be made in the final version of the IMP to reflect the correct date of engagement for AECOM.

The goals of the report are identified in

P. 1.1 *1.2 Goal*

The broad goal of the IMP is to identify existing and future risks to the condition, capacity and regulatory compliance of the Village's infrastructure, and guide infrastructure investment to manage those risks. This goal includes:

- *Continuous provision of a safe, effective, and efficient water supply that can be easily and cost-effectively maintained.*
- ...

The report does not provide a "Continuous provision of a safe, effective, and efficient water supply that can be easily and cost-effectively maintained." The report does not comment on or provide options for an easy and cost-effectively maintained water supply.

PW Mgr: 12. As previously mentioned, there is no silver bullet for our water system.

P. 2.1 *The Village water treatment and distribution system services all properties in the Village and comprises of the assets listed below.*

- *17km of watermain (various sizes and materials)*
- *2 water treatment plants (Harvey Creek WTP, Magnesia Creek WTP)*
- *8 water tanks (5 of which contain potable water and 3 of which contain non-potable water)*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Inaccurate information. 8 water tanks. 5 contain potable water, 2 contain non-potable water and 1 water tank (Phase VI) not in service.

PW Mgr: 13. Acknowledged, edits will be made in the final version of the IMP.

Average annual water consumption at the Village has varied significantly over the previous several years; however it has generally trended downwards. The variations in consumption are likely due to a number of factors, including:

- Significant leakage reduction improvements;
- Village-wide water restrictions implemented as a response to reduced flows in supply sources and/or treatment plant issues; and

Reports should specify average annual water consumption for past 3 – 5 years. It should identify and document the significant leakage reduction improvements. All the information should be included, to inform readers that don't have to have prior knowledge of data. Peak demand should be specified. Rather than words like "significant leakage reduction improvements", In 2013, leakage was estimated at ____ m3 per day, repairs in 2014 and 2015 have reduced leakage to ____ m3 per day or to 20%(?) of average daily demand, well within acceptable municipal standards.

PW Mgr: 14. Your opinion is noted, that said, the report cannot be all things to all people. There are likely to be detractors and proponents for any report such as this, as well as many opinions of what should and should not be included in the report.

P. 2.1 "If the NTU limits are exceeded then Vancouver Coastal Health may put the Village of Lions Bay on a water quality advisory. "

I disagree with this statement. In my opinion, Coastal Health would rescind its relaxation of the regulations with filtration avoidance. **Does shutting down the plants when turbidity increases before 5 NTU's meet the "filtration avoidance"?** I believe that NTU limits are measured in days, not occurrences regardless of if the plants are running or shut down. I think it is disingenuous to say that we are still meeting "filtration avoidance". **If the Village fails to meet "filtration avoidance", how much time does the Village have to meet the regulations?**

PW Mgr: 15. The statement made within the report represents AECOM's belief of what is most likely to occur based upon their experience and understanding of municipal water systems and Vancouver Coastal Health practices (VCH). In any event, Village staff would work closely with VCH towards a mutually agreeable solution.

P. 2.1 2.1.2. Challenges



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

The report does not document with figures. For example, “Water consumption in the Village is significantly higher than the Metro Vancouver average.” The report should specify VoLB current water consumption and Metro Vancouver current average.

PW Mgr: 16. Your opinion is noted, that said, the report cannot be all things to all people. There are likely to be detractors and proponents for any report such as this, as well as many opinions of what should and should not be included in the report.

The report should document the safety risk at the intakes, specifying that 3 PW employees are required to inspect and/or service the intake. It should have consider improved rock handling (settling race, rotating grizzly bars, hoist, scoops, self-dumping or automated screens, wash water, heat), multiple options for network communications upgrades and enhanced controls, with a goal of making standard operations remote. The average annual cost for PW to operate and maintain the intakes, including vacuuming the rock chambers.

PW Mgr: 17. Your opinion is noted, that said, the report cannot be all things to all people. There are likely to be detractors and proponents for any report such as this, as well as many opinions of what should and should not be included in the report.

- P. 2.15 “Harvey Creek was identified as the preferred single source from a hydrological modeling perspective. It should be noted that there are challenges associated with Harvey Creek as a possible single source, such as: difficult and often unsafe access, the potential for and frequency of debris slides, and low summer flow.” **What is meant by hydrological modeling perspective?** To most residents, it would not be clear why Harvey Creek was chosen. **Doesn't Magnesia Creek have easier, safer access and higher summer flow?**

PW Mgr: 18. The Harvey Creek watershed has a much larger catchment area than Magnesia or Alberta Creeks and therefore a greater hydrological recharge potential. Without accurate stream flow measurements we cannot accurately say that Magnesia Creek has higher summer flows. It's important to note that the IMP is a document / tool for staff to use and is written with that audience in mind. It is not targeted to the understanding level of the layperson.

- As I advised prior to the IC meeting on July 11th, I briefly looked at Roads & Bridges,
- P. 5.1 There are effectively three sub-networks, with the Kelvin Grove, Lions Bay village and Brunswick Beach networks separated and connected by the Sea-to-Sky Highway, which is owned by BC Ministry of Transport and Infrastructure (MOTI). The Kelvin Grove Networks, Lions Bay village and Brunswick Beach networks are separated by **Rundle Creek** and connected by the Sea-to-Sky Highway,...



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PW Mgr: 19. Acknowledged, edits will be made in the final version of the IMP.

P. 5.5 “In summary, the majority of roads were found to be in good or very good condition, a small proportion of the roads were found to be in a moderate condition, but a significant portion of the roads were found to be in poor or very poor condition. The areas of pavement in the worst condition were found on:

- Bayview Road;
- Upper Bayview Road;
- Oceanview Road; and
- Kelvin Grove Way.”

PW Mgr: 20. Acknowledged, edits will be made in the final version of the IMP.

The conditions of the roads in the various conditions should be put in percentage of the approximate total 11km of asphalt paved roads. For example,

- 50% in good or very good condition
- 15% in moderate condition
- 35% in poor or very poor condition

PW Mgr: 21. Your opinion is noted, that said, the report cannot be all things to all people. There are likely to be detractors and proponents for any report such as this, as well as many opinions of what should and should not be included in the report.

In my opinion, there is a disconnect between Figure 5-3 Pavement Condition Assessment – Rider Comfort and Figure 5-4 Tetra Tech Pavement Condition Assessment.

PW Mgr: 22. Ride comfort takes into account many factors including tightness or corners and steepness of roads, narrowness of roads, etc. and is disconnected from pavement condition.

P. 4.8 4.5 New Infrastructure

The Village has identified areas for possible expansion, which are shown in the 2014 draft of the Land Use Master Plan.

The 2014 Draft Land Use Master Plan (Draft LUMP) has only been received by Council. It has not been discussed or accepted by Council. Referencing the Draft LUMP is concerning because it validates it.

PW Mgr: 23. Acknowledged, the Land Use Master Plan (LUMP) has not been adopted by Council, only received. That said, it does correctly identify areas for potential development. The inclusion of the LUMP in the IMP does not validate the LUMP.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

In addition, Figure 4-6 identifies Potential New Development Location which were part of the Draft LUMP and should not be included.

PW Mgr: 24. Acknowledged, the Land Use Master Plan (LUMP) has not been adopted by Council, only received. That said, it does correctly identify areas for potential development. The inclusion of the LUMP in the IMP does not validate the LUMP.

Lesson Learned

Towards the end of IC meeting on July 11th, PW Mgr Jaffer said that “it is a very very valuable lesson for us to learn from and move forward from” not to extend deadlines. In my opinion, the lesson is that staff need to ensure that contractors fulfill their contractual obligations and that contractors and staff are accountable. In this contract, AECOM was to provide weekly updates by e-mail, provide draft sections upon their completion and provide the draft report on October 8th, 2015. Even the submission of the final draft, AECOM was not held accountable. If AECOM committed to providing the IMP on June 29th, 2016, the VoLB should NOT have accepted it on July 8th.

PW Mgr: 25. To clarify, revision "f" was to be delivered to staff on June 29th for their review after which it was to be provided to the infrastructure committee. Staff were delayed in their review and that led to the IMP being 'on table' for the July 11th IC meeting. With respect to the contractual obligations of AECOM, we have not lost sight of this fact and are still in discussion with AECOM in this regard.

I hope to have answered your questions to your satisfaction. Please feel free to contact me should you wish to further discuss the IMP.

The foregoing is provided for Council’s consideration.