



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MAY 2, 2017 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
- 5. Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – April 18, 2017 (Page 5)

THAT the Regular Council Meeting minutes of April 18, 2017 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
2	January 10, 2017	2017 Parking Plan Initiatives	Karl & Staff
3	February 7, 2017	Councillor McLaughlin to be kept up to date as the organizing contact person for the Pulling Together Canoe Journey	Ron
5	February 21, 2017	Canada Day Celebration – begin organization	Ron
6	February 21, 2017	Volunteer Week (April 23-29) – begin organization (April 26th 4:30-6:30 in the Hall)	Staff
10	March 21, 2017	Correspondence G4: MLA Pimm's First Nations Stakeholder Advisory Committee Report – staff to identify the Notice of Interest's (NOI) in Lions Bay, if any, and report to Council in due course	Peter
14	April 4, 2017	Correspondence R1: Leslie Nolin –	Karl

Agenda – Regular Meeting of Council – May 2, 2017

Village of Lions Bay

Page 2 of 3

		Secondary Suite Fees – Mayor Buhr to respond	
16	April 18, 2017	G6: Request to Support the Salish Sea UNESCO World Heritage Site Application – Mayor Buhr to contact Salish Sea Trust for a stock letter to sign and support the initiative.	Karl
17	April 18, 2017	R3: Louis Peterson – Request for Use of Old Library Space – staff respond to Mr. Peterson advising of process	Peter

8. Reports

A. Staff

i. CFO: 2016 Audited Financial Statements (Page 17)

THAT the Village of Lions Bay's 2016 Audited Financial Statements, as presented to Council on May 2, 2017, be approved pursuant to the *Community Charter* section 167; and

THAT the 2016 Audited Financial Statements be included in the 2016 Annual Report pursuant to the *Community Charter* section 98.

ii. CFO: Accounts Payable Cheque Listing (Page 39)

THAT the Information Report "Accounts Payable Cheque Listing" be received.

B. Mayor

C. Council

D. Committees

E. Emergency Services

9. Resolutions**10. Bylaws**

A. 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 – Third Reading (Page 49)

THAT the 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 be read a third time.

B. Tax Rates Bylaw No. 523, 2017 – Third Reading (Page 55)

THAT Tax Rate Bylaw No. 523, 2017 be read a third time.

- C. Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 – Third Reading (Page 59)

THAT Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 be read a third time.

- D. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 – First, Second, Third Reading (Page 87)

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 be introduced and given first, second and third reading.

11. Correspondence

- A. List of Correspondence to April 27, 2017 (Page 111)

THAT the following actions be taken with respect to the correspondence:

12. New Business

- A. Lions Bay Search and Rescue – Waive Broughton Hall Fee Request (Verbal)

THAT the Broughton Hall rental fees be waived for the Lions Bay Search and Rescue debrief gathering on May 13, 2017.

- B. Events Committee/School PAC – Waive Broughton Hall Fee Request (Page 197)

THAT the Broughton Hall rental fees be waived for the Lions Bay Community School PAC for a fundraising event on May 27, 2017.

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

14. Adjournment

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 18, 2017 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer
Office Coordinator Shawna Gilroy (Recorder)

Guests: Planning Consultant, Steven Olmstead

Delegations: 0

Public: 4

1. Call to Order

Mayor Buhr called the meeting to order at 7:00 p.m.

2. Approval of Agenda

Moved/Seconded

THAT item 11B – Late Correspondence re. Zoning Bylaw be added; and

THAT the agenda be approved as amended.

CARRIED

3. Public Participation (2 minutes per person totalling 10 minutes maximum)

A. Lisa Turpin

A few concerns with Zoning Bylaw – houseboat definition as presented, not sure what Council is getting at as most boats harboured out there have sleeping quarters.

Takes issue with how correspondence is received, as sometimes its part of the Agenda and sometimes it isn't. It should all be part of the public record, regardless of how it comes in to the Village.

Concerned that many residents spoke to multiple issues at the Public Information Meeting (eg: houseboat), but those views don't seem to be reflected in recommendations from the Administration as to what other courses of action could be obtained by Council. Not healthy for debate and consideration to be waived regarding those ideas presented by multiple people. More conscious effort needed to respect the residents when they bring information to Council.

CAO DeJong replied, thanking Mrs. Turpin for her point regarding the apparent confusion around correspondence for the Agenda. He referred to the Correspondence policy on the website (which requires correspondence received by a majority of Council to be included on the Agenda) but that it does not account for information received through the feedback@lionsbay.ca address, which is used for a variety of less formal poll taking and input requests. He pointed out that all correspondence received through the feedback address regarding the zoning bylaw will be included in the public record for the Public Hearing. He recommended that the correspondence policy be further reviewed by staff and Council.

4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)
 None

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – April 4, 2017

The following was added:

- Item 15: Reporting Out from Closed Portion of the Meeting: "Matters were discussed pertaining to the reasons for closing the meeting".

Moved/Seconded

THAT the Regular Council Meeting Minutes of April 4, 2017 be approved as amended.

CARRIED

6. Business Arising from the Minutes

None

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

The following items were amended or removed from the Follow-Up Action List:

- 1: Howe Sound Community Forum Agenda – strike

- 3: Pulling Together Canoe Journey – Councillor McLaughlin to seek clarity as to what Safeway is prepared to offer. Staff to review options.
- 4: Fire Report – strike
- 5: Canada Day Celebration – Councillor McLaughlin to liaise with Events Committee and staff to invite dignitaries
- 6: Volunteer Week – RSVPs coming in, catering arranged, appreciation banner going up on Monday next week, note to be included in Mayor’s Message
- 7: Metro Feasibility Study added to IRR list – strike
- 8: Public Information Meeting re: Zoning Bylaw – strike
- 9: Correspondence G1: Invasive Species – strike
- 11: Correspondence R1: Filming on the North Shore – strike
- 12: Correspondence G3: VEX IQ Challenge – strike
- 13: Correspondence G5: E-Comm 911 Board of Directors Designate – strike
- 15: Event Parking Relief – strike

8. Reports

A. Staff

i. CFO: Public Presentation of Budget – On Table

Council reviewed the Power Point budget presentation, presented by CFO Rooke.

Moved/Seconded

THAT the Power Point presentation of the budget be received for information.

CARRIED

Audio: 00:43

ii. PWM: 2016 Annual Drinking Water Quality Report

Council reviewed the 2016 Annual Drinking Water Quality report.

Moved/Seconded

THAT the information report “2016 Drinking Water Quality Report” be received.

CARRIED

B. Mayor

None

C. Council

i. Councillor McLaughlin: Thank You to ESS Volunteers – Verbal

The catastrophe last weekend was discussed and ESS was commended for their efforts and dedication. Councillor Bain will report back to Council after the next ESS meeting debrief.

D. Committees

None

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.

CARRIED

9. Resolutions

None

Audio: 00:53

10. Bylaws

A. 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 – First and Second Reading

CFO Rooke passed around an on-table report amending the highlighted portions re: taxation, other grants, other, and capital expenditures. A Special Meeting date will be proposed at the next meeting in order for adoption.

Moved/Seconded

THAT the 2017-2021 Five Year Financial Plan Bylaw No. 502, 2017 be read a first and second time, as amended.

CARRIED

B. Tax Rate Bylaw No. 523, 2017 – First and Second Reading

Moved/Seconded

THAT the Tax Rates Bylaw No. 523, 2017 be read a first and second time.

CARRIED

Audio: 01:01

C. Driveway Crossings Bylaw No. 521, 2017 – Adoption

Moved/Seconded

THAT Driveway Crossings Bylaw No. 521, 2017 be adopted.

CARRIED

Audio: 01:06

D. Road Closure Bylaw No. 517, 2017 – Adoption

Moved/Seconded

(1) THAT Road Closure Bylaw No. 517, 2017, be adopted.

CARRIED

Moved/Seconded

(2) THAT staff proceed with obtaining a survey for an easement on the south side of the lot to be created by the closure of the applicable portion of road (the “Lands”), in order to accommodate the stairs on the north side of 51 Brunswick Beach Road providing access to the resident around her house and providing access to both lots down to the Esplanade.

CARRIED

Moved/Seconded

(3) THAT staff proceed with the legal steps necessary to provide for the easement and for the registration of the Lands in the Land Title Office, in the name of the Municipality.

CARRIED

Moved/Seconded

(4) THAT staff continue to work with the resident of 51 Brunswick Beach Road regarding the clearing of the existing encroachments from the Lands and the provision of alternate arrangements for the structures and any new encroachment agreement required as a result thereof.

CARRIED

Moved/Seconded

(5) THAT Council direct staff to report back to Council on options for the intended process by which the Lands may be acquired.

CARRIED

Audio: 01:18

E. Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 – First and Second Reading

Minimum requirements for the Zoning Bylaw have been amended in the current Building Bylaw until a new bylaw is presented in order to fill the gaps in the meantime.

Moved/Seconded

THAT Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 be introduced and read a first and second time.

CARRIED

Audio: 01:24

F. Zoning and Development Bylaw No. 520, 2017 – Second Reading

The agenda was amended to consider item 11B ahead of item 10F.

Moved/Seconded

THAT the late correspondence regarding the Zoning Bylaw be received.

CARRIED

Discussion was held regarding the need to further redact contact information in the second petition with the handwritten names and addresses. It was noted that some of the signatories were minors. Corporate Officer DeJong to check on need to further redact due to document to be published on municipal website.

Note: audio recording device ceased functioning at this point and was not noticed until the meeting was recessed at 9:37 p.m.

Moved/Seconded

THAT receipt of the late correspondence be rescinded;

AND THAT the late correspondence be received subject to the Corporate Officer further redacting the documents, as needed, prior to publishing on the municipal website.

CARRIED

The Planning Consultant's report was then discussed at length, including point by point discussion of each of the recommended amendments to the Zoning Bylaw. Additional questions, comments and amendments were then discussed.

The meeting was recessed at 9:37 p.m.

The meeting was resumed at 9:49 p.m.

Moved/Seconded

THAT the meeting time be extended to 11:00 p.m.

CARRIED

Moved/Seconded

THAT the Request for Decision report titled "Zoning and Development Bylaw No. 520, 2017 - Consideration of Second Reading (as amended) and Scheduling of the Public Hearing", dated April 12, 2017 be received.

CARRIED

Moved/Seconded

THAT the recommended amendments in the April 12, 2017 report be endorsed, as amended and as follows:

1. Section 1.2.1 be amended by adding the words "as amended";
2. The definition of *emergency mooring* be amended by adding subsections (d) and (e) as follows:
(d) overnight purposes; or
(e) provisioning of supplies.

3. The definition of *houseboat* be deleted from the definitions section.
4. The following definition be added:

natural areas means land that is retained in its natural state for the purpose of protecting and preserving natural ecosystems, biological diversity, and steeply sloped lands.

5. The definition of *parking space* be amended to read as follows:

parking space, off street means an area on a *parcel* indicated for the parking of one motor vehicle and does not include *aisle space*.

6. The definition of *resource use* be amended to read as follows:

resource use means a *use* providing for the extraction or stockpiling of mineral and other resource materials, and in addition includes only the primary grading, cutting, crushing, pumping and filtering of such materials for shipment or distribution, and excludes all manufacturing of products, and any processing not specifically included in this definition.

7. Section 4.6 be amended to read as follows:

- 4.6 (a) Pursuant to the *Local Government Act*, all lands within the *Municipality* are designated as areas where temporary *uses* may be allowed under a temporary *use* permit;
- (b) Council delegates to the CAO the authority to grant temporary *use* permits in accordance with the Short Term Rental Policy No. 1702.

8. Section 4.12.5, which prohibits outdoor storage in conjunction with home occupations, be amended to read:

outdoor storage of materials or equipment is prohibited, except as provided for in section 4.15;

9. The heading of Column II of Table 1 be amended to read: “Required Number of *Off-Street Parking Spaces*” and Table 1 be moved up, between section 4.13 and 4.14.

10. Section 6.1 naming all the zones, be amended by adding “OS-1 (Open Space Areas)”.

11. Section 7.3.1 regarding density benefits for amenities to read as follows:

Despite section 7.2, the maximum *density* may be increased to an average of one *parcel* per 800 m², with a 700 m² minimum *parcel* area, where amenities identified in the Community Amenity Contribution Policy No. 1703 are provided.

12. Section 12.1.1(a) be amended to delete the words “for vessels 12 metres or less in length”; and the definition of *mooring system* to be amended to state it has the same meaning as in the *Navigable Waters Protection Act*, as amended.

13. Section 12.2.1(a) which reads as follows:

subject to a need for *emergency mooring*, no person shall anchor, moor, or permit the mooring of a vessel that is more than 12 metres in length, or a *houseboat*, for periods greater than 72 hours every 30 days;

be deleted and replaced with the following:

subject to a need for *emergency mooring*, no person shall anchor, moor, or permit the mooring of a floating residential vessel or structure, including but not limited to, a houseboat, for periods greater than 72 hours every 30 days.

14. Section 13.2.1, which relates to moorage in the W-2 zone and which reads as follows:

No person shall anchor, moor, or permit the mooring of a vessel for periods greater than 72 hours every 30 days;

be deleted and replaced with the following:

No person shall operate a motorized vessel;

15. Amend section 15 regarding Resource Use to read as follows:

RU-1 (Resource Use)

Permitted Uses

15.1 In a RU-1 zone the following *uses* and no others shall be permitted:

- .1 *Principal Uses, Buildings and Structures*
 - (a) *resource use;*
- .2 *Secondary Uses, Buildings and Structures*
 - (a) *accessory buildings and structures.*

Siting of Buildings, Structures and Uses

15.2 The minimum *setback* for a *principal building* shall be 7.5 metres from a *parcel* line.

16. Add permitted uses and area of parcels for OS-1 (Open Space Areas) as follows:

OS-1 (Open Space Areas)

Permitted Uses

16.1 In an OS-1 zone the following uses and no others shall be permitted:

- .1 Principal Uses, Buildings and Structures
 - (a) community watershed management for protection of domestic water supplies;
 - (b) *natural areas*;
 - (c) recreation trails, including signage;
 - (d) fire department training facility.
- .2 Secondary Uses, Buildings and Structures
 - (a) parking areas.

Area of Parcels

16.2 .1 The minimum parcel area shall be 16 hectares.

17. Schedule A to Zoning Bylaw No. 520, 2017 be amended by redefining the boundaries of the W-2 (Water - Marine Community Recreation) zone in accordance with the GPS coordinates, to 5 or more decimal points, as set out on Schedule A.
18. Amend section 4.12.7 by striking the words “for commercial purposes”
19. Amend section 4.13.5 by replacing the word “square” with the word “linear”.
20. Amend section 4.15 by striking the word “Heavy” from the heading.
21. Amend section 11.1.1(d) by deleting “buoy for the mooring of vessels” and replacing it with “mooring buoy”.
22. Amend section 12.2.1 (g) by striking “, shed”.

CARRIED

Moved/Seconded

THAT Zoning and Development Bylaw No. 520, 2017 be read a second time as amended.

CARRIED

Moved/Seconded

THAT a public hearing regarding Zoning and Development Bylaw No. 520, 2017 be held at 7:00 p.m. on Thursday, May 4, 2017 at Broughton Hall, 400 Centre Road, Lions Bay.

CARRIED

11. Correspondence

A. List of Correspondence to Thursday, April 13, 2017

Moved/Seconded

THAT the following actions be taken with respect to the correspondence:

- G1: E-Comm Board of Directors Designate 2017-2018 – no response
- G2: Metro Vancouver – Council of Councils – no response
- G3: Meatless Monday Proclamation – no response
- G4: Update from MLA Jordan Sturdy – no response
- G5: Flag Shop Paraphernalia for Canada 150 Day – no response
- G6: Request to Support the Salish Sea UNESCO World Heritage Site Application – Mayor Buhr to contact Salish Sea Trust for a stock letter to sign and support the initiative.
- R1: Mark Ignas – Tree Permit #75 – no response
- R2: Annmarie Gates – Letter to Council – previously responded to

- R3: Louis Peterson – Request for Use of Old Library Space – staff respond to Mr. Peterson advising of process
- R4: Lisa Turpin – Road Issue – previously responded to
- R5: Lisa Turpin – Zoning Bylaws – previously responded to
- R6: Lisa Turpin – Day Care Zoning and OCP – previously responded to

CARRIED

B. Late Correspondence re. Zoning Bylaw (On Table)

This Item was considered prior to Item 10F

12. New Business

None

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

Lisa Turpin

Oceanview Road – wanting to know when the drainage issues at the bottom of Oceanview and Panorama will be fixed.

Zoning Bylaw – uses are expressly prohibited if they aren't permitted so regardless of what Planning Consultant says you can't have a daycare unless you have zoning for it.

- Never answered question about poultry or storage of scaffolding
- How are you going to enforce in the W2 zone, buying a boat?
- Feel that houseboat provisions are discriminatory and will invite a lawsuit.

14. Closed Council Meeting

Moved/Seconded

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

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

CARRIED

The meeting was closed to the public at 10:25 p.m.

The meeting was re-opened to the public at 10:53 p.m.

15. Reporting Out From Closed Portion of Meeting

Council reports that it approved a new employment contract for the Chief Financial Officer.

16. Adjournment
Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:53 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
---------------------------	--



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	2016 Audited Financial Statements			
Author	Pamela Rooke	Reviewed By:		
Date	April 28, 2017		Version	
Issued for	May 2, 2017 Regular Council Meeting			

RECOMMENDATION

THAT the Village of Lions Bay's 2016 Audited Financial Statements as presented to Council on May 2, 2017 be approved pursuant to the *Community Charter* section 167;
AND THAT the 2016 Audited Financial Statements be included in the 2016 Annual Report pursuant to the *Community Charter* section 98.

ATTACHMENTS

- Draft 2016 Audited Financial Statements

KEY INFORMATION

At the May 2, 2017 Council Strategy Committee Meeting, Council received and reviewed a formal report on the Village's December 31, 2016 Audited Financial Statements. The report was presented by Bill Cox, BDO Canada LLP, the Village's external auditor.

**Village of Lions Bay
Financial Statements
For the year ended December 31, 2016**

**Village of Lions Bay
Financial Statements
For the year ended December 31, 2016**

	Contents
Management's Responsibility for the Financial Statements	2
Independent Auditor's Report	3
Financial Statements	
Statement of Financial Position	4
Statement of Operations	5
Statement of Change in Net Financial Assets	6
Statement of Cash Flows	7
Summary of Significant Accounting Policies	8 - 10
Notes to Financial Statements	11 - 17
Schedule 1 - Combined Statement of Operations by Segment - 2016	18
Schedule 2 - Combined Statement of Operations by Segment - 2015	19
Schedule 3 - Tangible Capital Assets	20

Management's Responsibility for the Financial Statements

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

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

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

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

Pamela Rooke, CPA, CMA
Chief Financial Officer

Peter DeJong
Chief Administrative Officer

May x, 2017

**To the Mayor and Councilors of the
Village of Lions Bay**

We have audited the accompanying financial statements of the Village of Lions Bay, which comprise the Statement of Financial Position as at December 31, 2016, the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies, and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Lions Bay as at December 31, 2016 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Vancouver, British Columbia

May x, 2017

Village of Lions Bay
Statement of Financial Position

December 31	2016	2015
Financial Assets		
Cash and cash equivalents	\$ 2,185,685	\$ 1,544,870
Accounts receivable	244,295	232,271
Grants receivable	33,588	208,158
	<u>2,463,568</u>	<u>1,985,299</u>
Liabilities		
Accounts payable	285,778	326,514
Sick, overtime, wellness and vacation payable	86,518	52,334
Deferred revenue (Note 1)	25,217	26,415
Developer deposits (Note 2)	126,000	117,000
Capital lease obligation (Note 3)	52,320	87,300
Long- term debt (Note 4)	1,197,868	1,276,495
	<u>1,773,701</u>	<u>1,886,058</u>
Net Financial Assets	<u>689,867</u>	<u>99,241</u>
Non-Financial Assets		
Tangible capital assets (Schedule 3)	19,665,444	19,997,760
Prepaid expenses	2,039	8,348
	<u>19,667,483</u>	<u>20,006,108</u>
Accumulated Surplus (Note 9)	<u>\$ 20,357,350</u>	<u>\$ 20,105,349</u>

Contingent liabilities and commitments (Note 6)

Pamela Rooke CPA, CMA
Chief Financial Officer

Karl Buhr
Mayor

Village of Lions Bay
Statement of Operations

For the year ended December 31	Financial Plan 2016	2016	2015
	(Note 7)		
Revenue (Schedule 1 & 2)			
Taxation (Note 5)	\$ 1,410,612	\$ 1,407,804	\$ 1,518,730
Utility user rates	1,033,030	1,031,686	676,322
Government transfers	707,613	530,322	707,698
Sale of services	93,835	110,746	108,657
Other revenues	87,205	132,654	132,784
Loss on disposal of tangible capital assets	-	(15,285)	-
	<u>3,332,295</u>	<u>3,197,927</u>	<u>3,144,191</u>
Expenses (Schedules 1 & 2)			
General departmental expenses	2,191,158	2,044,564	1,975,037
Water system operations	981,249	816,450	1,072,012
Sewer system operations	109,593	84,912	79,883
	<u>3,282,000</u>	<u>2,945,926</u>	<u>3,126,932</u>
Annual Surplus	50,295	252,001	17,259
Accumulated Surplus , beginning of year	<u>20,105,349</u>	<u>20,105,349</u>	<u>20,088,090</u>
Accumulated Surplus , end of year	<u>\$ 20,155,644</u>	<u>\$ 20,357,350</u>	<u>\$ 20,105,349</u>

Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2016	2016	2015
	(Note 7)		
Annual surplus	\$ 50,295	\$ 252,001	\$ 17,259
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(569,312)	(173,191)	(266,230)
Amortization of tangible capital assets	553,787	490,222	513,892
Loss on disposals of tangible capital assets	-	15,285	-
	(15,525)	332,316	247,662
Change in Other Non-Financial Assets			
Net use of prepaid expenses	-	6,309	5,728
Change in net financial assets for the year	34,770	590,626	270,649
Net financial assets (debt), beginning of year	99,241	99,241	(171,408)
Net financial assets, end of year	\$ 134,011	\$ 689,867	\$ 99,241

Village of Lions Bay
Statement of Cash Flows

For the year ended December 31**2016****2015****Cash provided by (used in)****Operating transactions**

Annual surplus	\$ 252,001	\$ 17,259
Items not involving cash		
Amortization expense	490,222	513,892
Loss on disposal of tangible capital assets	15,285	-
Changes in non-cash operating balances		
Accounts receivable	(12,024)	41,204
Grants receivable	174,570	(200,241)
Developer deposits	9,000	9,500
Deferred revenue	(1,198)	11,415
Accounts payable	(40,736)	(19,619)
Sick, overtime, wellness and vacation payable	34,184	9,393
Prepaid expenses	6,309	5,728
	<u>927,613</u>	<u>388,531</u>

Capital transactions

Cash used to acquire tangible capital assets	(173,191)	(266,230)
--	-----------	-----------

Financing transactions

Repayment of capital lease obligation	(34,980)	(33,947)
Repayment of long-term debt principal	(78,627)	(75,681)
	<u>(113,607)</u>	<u>(109,628)</u>

Increase (decrease) in cash and equivalents during the year **640,815** **12,673**

Cash and equivalents, beginning of year **1,544,870** **1,532,197**

Cash and equivalents, end of year **\$ 2,185,685** **\$ 1,544,870**

Supplemental information:

Interest paid on long-term debt	\$ 90,241	\$ 91,561
---------------------------------	-----------	-----------

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2016

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

Basis of Accounting

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

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

Cash and Cash Equivalents

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

Tangible Capital Assets

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

Estimated useful lives of tangible capital assets are as follows:

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

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2016

Revenue Recognition

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

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

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

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

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

Leased Assets

Leases entered into that transfer substantially all the benefits and risks associated with ownership are recorded as the acquisition of a tangible capital asset and the incurrence of an obligation. The asset is amortized in a manner consistent with tangible capital assets owned by the Village and the obligation, including interest thereon, is repaid over the term of the lease. All other leases are accounted for as operating leases and the rental costs are expensed as incurred.

Use of Estimates

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

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2016

Financial Instruments The Village's financial instruments consist of cash and equivalents, accounts receivable, grant receivable, accounts payable and long-term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

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

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

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

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

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. There is no liability for contaminated sites recorded as at December 31, 2016 or 2015.

Village of Lions Bay
Notes to Financial Statements

December 31, 2016

1. Deferred Revenue

	<u>2016</u>	<u>2015</u>
Restricted cash donation	\$ 1,000	\$ 1,000
Prepaid taxes	<u>24,217</u>	<u>25,415</u>
	<u>\$ 25,217</u>	<u>\$ 26,415</u>

2. Developer Deposits

Bylaw 330 requires an applicant for certain building permits to pay a damage deposit of \$1,500 when the work is under \$50,000 and \$3,000 when the work is over \$50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of \$126,000 (2015 - \$117,000) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

3. Capital Lease Obligation

During 2013, the Village entered into three vehicle lease obligations with future payments requirements as follows:

2017	\$ 37,120
2018	<u>16,408</u>
Total future minimum lease payments	53,528
Less: Imputed interest at 5.38%	<u>(1,208)</u>
Present value of minimum lease payments	<u>\$ 52,320</u>

Village of Lions Bay Notes to Financial Statements

December 31, 2016

4. Long-term Debt

Loan Authorization Bylaw No. 353 was adopted on January 20th, 2005 and gave approval for the Village to borrow up to \$250,000 to assist in providing water services to the specified area of Brunswick Beach whose owners had opted to finance their share of costs over twenty years through a local parcel tax. The actual amount of the loan honoured was \$114,000. The interest rate is 5.1% and the debt matures in 2025. The balance outstanding under this bylaw at year-end was \$58,427 (2015 - \$64,139).

Loan Authorization Bylaw No. 401 and 374 were respectively adopted on June 2, 2008 and September 19, 2006 and gave approval for the Village to borrow up to \$800,000 and \$600,000 to assist in providing construction improvements to the water system servicing the Village of Lions Bay. The interest rate is 5.15% and the debt matures in 2028. The balance outstanding under the bylaws at year-end was \$966,798 (2015 - \$1,028,666).

Loan Authorization Bylaw No. 380 was adopted on September 19, 2006 and gave approval for the Village to borrow up to \$1,300,000 to assist in providing construction improvements to the Village of Lions Bay road system. In 2008, Council reduced the approved borrowing for the bylaw to \$500,000 and \$250,000 was borrowed. The interest rate is 5.15% and the debt matures in 2028. The balance outstanding under this bylaw at year-end was \$172,643 (2015 - \$183,690).

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

2017	\$	81,690
2018		84,872
2019		88,180
2020		91,618
2021		95,191
Thereafter		756,317
	\$	1,197,868

Village of Lions Bay
Notes to Financial Statements

December 31, 2016

5. Taxation

	Financial Plan		
	2016	2016	2015
	(Note 7)		
General purposes	\$ 1,374,680	\$ 1,371,873	\$ 1,227,484
Collections for other tax authorities			
School Taxes - Province	-	731,816	685,988
RCMP	-	124,250	112,386
Regional District	-	41,983	38,155
Greater Vancouver Transportation Authority	-	194,440	184,570
Municipal Finance Authority	-	136	115
British Columbia Assessment Authority	-	37,184	34,598
	1,374,680	2,501,682	2,283,296
Transfers to other tax authorities			
School Taxes - Province	-	731,816	685,988
RCMP	-	124,250	112,386
Regional District	-	41,983	38,136
Greater Vancouver Transportation Authority	-	194,440	184,570
Municipal Finance Authority	-	136	115
British Columbia Assessment Authority	-	37,184	34,598
	-	1,129,809	1,055,793
Available for general purposes	1,374,680	1,371,873	1,227,503
Water utility parcel taxes	10,585	10,585	267,087
Sewer utility parcel taxes	25,347	25,346	24,140
	\$ 1,410,612	\$ 1,407,804	\$ 1,518,730

Village of Lions Bay
Notes to Financial Statements

December 31, 2016

6. Contingent Liabilities and Commitments

- (i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.
- (ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.
- (iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2016) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.
- (iv) Under borrowing arrangements with MFA, the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the City. The balance of the deposits and contingent demand notes are not included in the financial statements of the Village.
- (v) The Village is the subject to litigation in regard to employment matters. In addition, the Village is from time to time involved in other lawsuits. The Village vigorously defends any such claims. At December 31, 2016 there is not sufficient information available to allow the Village to make a reasonable estimate of the potential for loss, if any, resulting from outstanding matters. Accordingly, these financial statements contain no provision for such amounts. Amounts will be recorded in the financial statements in the period in which additional information becomes available that allows a reasonable estimate to be made.

Village of Lions Bay

Notes to Financial Statements

December 31, 2016

7. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 10, 2016 with adjustments for items accounted for differently under PSAB accounting standards.

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

The following shows how these amounts were combined:

	2016
Financial Plan Bylaw surplus for the year	\$ -
Add back:	
Capital expenditures	569,312
Repayment of Debt	96,102
MFA Actuarial Gain on Debt	17,506
Less:	
Budgeted transfers from accumulated surplus	(78,838)
Amortization	(553,787)
	\$ 50,295

8. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

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

Village of Lions Bay
Notes to Financial Statements

December 31, 2016

8. Pension Plan (con't)

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2018, with results available in 2019.

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

The Village paid \$52,723 (2015 - \$48,052) for employer contributions while employees contributed \$52,918 (2015 - \$49,250) to the plan in fiscal 2016.

9. Accumulated Surplus

The components of accumulated surplus are as follows:

	<u>2016</u>	<u>2015</u>
Invested in tangible capital assets	\$ 18,415,256	\$ 18,633,965
Reserve funds	783,555	719,567
Unrestricted amounts	<u>1,158,539</u>	<u>751,817</u>
	<u>\$ 20,357,350</u>	<u>\$ 20,105,349</u>

The increase in reserve funds in the current year of \$63,988 represents the receipt of \$56,451 of unrestricted funds for Gas Tax Funding with the balance of \$7,537 representing interest credited to reserve funds for the year.

10. Segmented Information

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

Village of Lions Bay
Notes to Financial Statements**December 31, 2016**

10. Segmented Information (con't)**General Government**

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

Protective Services

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

Public Works Operation

Public works and transportation is responsible for the maintenance of roads, storm drainage, water and sewer infrastructure and building facilities.

Solid Waste Collection

Solid waste collection consists of recycling services and waste collection.

Planning and Development

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

Recreational and Cultural Services

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

11. Comparative Figures

Certain comparative amounts have been reclassified to conform with the current year's presentation.

Village of Lions Bay
Schedule 1 - Combined Statement of Operations by Segment

For the year ended December 31, 2016

	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Park Recreation and Culture	Water Utility	Sewer Utility	2016 Actual	2016 Financial Plan
									(Note 7)	
Revenues										
Taxation	\$ 1,371,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,585	\$ 25,346	\$ 1,407,804	\$ 1,410,612
Utility user rates and connection fees	-	-	-	199,999	-	-	786,865	44,822	1,031,686	1,033,030
Government transfers	352,823	-	-	-	-	4,527	172,972	-	530,322	707,613
Sales of services	5,167	45,779	1,975	112	32,955	24,758	-	-	110,746	93,835
Other revenues	47,717	69,990	-	-	-	-	14,347	600	132,654	87,205
Loss on disposal of tangible capital assets	(15,285)	-	-	-	-	-	-	-	(15,285)	-
	1,762,295	115,769	1,975	200,111	32,955	29,285	984,769	70,768	3,197,927	3,332,295
Expenses										
Operating										
Goods and services	160,968	176,532	149,704	198,645	21,082	70,024	326,564	40,226	1,143,745	1,425,064
Labour	502,789	117,875	171,882	-	45,171	105,318	263,722	14,961	1,221,718	1,212,908
Amortization	309,558	-	-	-	-	-	150,939	29,725	490,222	553,787
	973,315	294,407	321,586	198,645	66,253	175,342	741,225	84,912	2,855,685	3,191,759
Interest	-	-	15,016	-	-	-	75,225	-	90,241	90,241
	973,315	294,407	336,602	198,645	66,253	175,342	816,450	84,912	2,945,926	3,282,000
Excess (deficiency) in revenues over expenses	\$ 788,980	\$ (178,638)	\$ (334,627)	\$ 1,466	\$ (33,298)	\$ (146,057)	\$ 168,319	\$ (14,144)	\$ 252,001	\$ 50,295

Village of Lions Bay
Schedule 2 - Combined Statement of Operations by Segment

For the year ended December 31, 2015

	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Park Recreation and Culture	Water Utility	Sewer Utility	2015 Actual	2015 Financial Plan
	(Note 7)									
Revenues										
Taxation	\$ 1,227,503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,087	\$ 24,140	\$ 1,518,730	\$ 1,521,604
Utility user rates and connection fees	-	-	-	196,802	-	-	438,356	41,164	676,322	673,545
Government transfers	370,145	14,298	-	-	-	18,500	304,755	-	707,698	1,054,104
Sales of services	7,577	53,049	750	278	24,734	22,269	-	-	108,657	102,350
Other revenues	40,879	73,081	-	-	-	4,445	14,379	-	132,784	81,301
	1,646,104	140,428	750	197,080	24,734	45,214	1,024,577	65,304	3,144,191	3,432,904
Expenses										
Operating										
Goods and services	117,250	192,790	171,053	200,539	5,224	80,764	568,718	36,247	1,372,585	1,685,522
Labour	449,679	117,312	154,438	-	18,780	115,377	278,071	15,237	1,148,894	1,100,184
Amortization	335,783	-	-	-	-	-	149,710	28,399	513,892	504,202
	902,712	310,102	325,491	200,539	24,004	196,141	996,499	79,883	3,035,371	3,289,908
Interest	-	-	16,048	-	-	-	75,513	-	91,561	91,561
	902,712	310,102	341,539	200,539	24,004	196,141	1,072,012	79,883	3,126,932	3,381,469
Excess (deficiency) in revenues over expenses	\$ 743,392	\$ (169,674)	\$ (340,789)	\$ (3,459)	\$ 730	\$ (150,927)	\$ (47,435)	\$ (14,579)	\$ 17,259	\$ 51,435

Village of Lions Bay
Schedule 3 - Tangible Capital Assets

For the year ended December 31, 2016

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Roads	Storm Sewer	Other	WIP - General	2016 Total	2015 Total
Cost, beginning of year	\$ 11,115,625	\$ 2,112,010	\$ 1,704,265	\$ 195,678	\$ 6,861,987	\$ 761,302	\$ 4,357,566	\$ 101,450	\$ 81,801	\$ 64,130	\$ 27,355,814	\$ 27,089,584
Additions	-	-	27,051	-	111,727	34,413	-	-	-	-	173,191	266,230
Disposals	-	-	(7,520)	-	(13,413)	-	-	-	-	-	(20,933)	-
Cost, end of year	11,115,625	2,112,010	1,723,796	195,678	6,960,301	795,715	4,357,566	101,450	81,801	64,130	27,508,072	27,355,814
Accumulated amortization, beginning of year	-	681,319	989,668	65,619	2,434,019	542,163	2,557,765	76,048	11,453	-	7,358,054	6,844,162
Amortization	-	48,818	140,970	9,171	150,939	29,725	107,721	1,242	1,636	-	490,222	513,892
Disposals	-	-	(5,170)	-	(478)	-	-	-	-	-	(5,648)	-
Accumulated amortization, end of year	-	730,137	1,125,468	74,790	2,584,480	571,888	2,665,486	77,290	13,089	-	7,842,628	7,358,054
Net carrying amount, end of year	\$ 11,115,625	\$ 1,381,873	\$ 598,328	\$ 120,888	\$ 4,375,821	\$ 223,827	\$ 1,692,080	\$ 24,160	\$ 68,712	\$ 64,130	\$ 19,665,444	\$ 19,997,760



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Accounts Payable Cheque Listing		
Author	Hayley Cook	Reviewed By:	Pamela Rooke
Date	April 27, 2017	Version	-
Issued for	May 2, 2017 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “Accounts Payable Cheque Listing” be received.

ATTACHMENTS

1. AP Cheque Listing January 1 to March 31, 2017

KEY INFORMATION

The attached Accounts Payable Cheque Listing summarizes all cheque and electronic payments for the period January 1 to March 31, 2017. The listing does not include payments made through payroll.

FOLLOW UP ACTION

Staff will prepare the AP Listing for Council’s review every quarter.

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
2017Janpbc	01/01/2017	Pacific Blue Cross	2017Jan	Benefits - Jan	2,449.14	2,449.14	
2017Janrfs	01/01/2017	RFS Canada/ GE	2017Jan	Copier leases	428.96	428.96	
2016DecVISA	05/01/2017	Visa ScotiaBank	161215	Fire truck battery, training, software	3,372.55	3,372.55	
2016PP25	06/01/2017	Municipal Pension Plan	2016PP25	Pension PP25	4,716.28	4,716.28	
2016FinalST	09/01/2017	School Tax	2016Final	School Tax Final payment	94,910.26	94,910.26	
024270	11/01/2017	CivicInfo BC Society	2017023	Membership dues	136.50	136.50	
024271	11/01/2017	CN Railway Properties	9500167667	Water line under tracks	525.00	525.00	
024272	11/01/2017	Federation of Canadian Municipalities	44576	Membership dues	377.69	377.69	
024273	11/01/2017	ICompass Technologies Inc	17126	Legislation manuals	252.00	252.00	
024274	11/01/2017	Medical Services Plan	2017Jan	MSP - Jan	1,125.00	1,125.00	
024275	11/01/2017	Mriso, Filip	170104	Reimburse - meals	69.78	69.78	
024276	11/01/2017	Paramount Digital Security Inc	1381	Office phones, fax	338.24	338.24	
024277	11/01/2017	Supersave Fuels	78251	Gas	1,764.21	1,764.21	
024278	11/01/2017	Sea to Sky Network Solutions	10904	IT Support/ maint	1,204.00	1,204.00	
024279	11/01/2017	Sea to Sky Clean Air Society	2017dues	Membership dues	300.00	300.00	
024280	11/01/2017	Telus Services Inc	1662707	Dispatch internet	308.00	308.00	
024281	11/01/2017	Temple Consulting Group Ltd	16611 16650	MAIS software services Payroll software services	8,527.68 1,008.00	9,535.68	
024282	11/01/2017	The Municipal Information Network	MS16-41311	Annual subscription	288.75	288.75	
024283	11/01/2017	Zeemac Vehicle Lease Ltd	339409 339408 339407	Vehicle lease Vehicle lease Vehicle lease	910.56 1,136.80 1,492.96	3,540.32	
024284	12/01/2017	BC Communications	IN112627	Antenna - radio	222.27	222.27	
024285	12/01/2017	BDO Canada LLP	88743525	Interim audit	6,795.50	6,795.50	
024286	12/01/2017	BC Hydro	117009195031	Street lights	367.37	367.37	
024287	12/01/2017	Baguio, Jon	161129	Reimburse - meals	38.81	38.81	
024288	12/01/2017	CUPE - Local 389	2016PP25-26	Union Dues	763.21	763.21	
024289	12/01/2017	Carlson, Kirby	161130	Reimburse - meals	79.90	79.90	
024290	12/01/2017	Del Equipment Ltd	V0514522	Salter parts	766.26	766.26	
024291	12/01/2017	Dominion Blue Digital Reprographics	1888044	House plan copies	20.73	20.73	
024292	12/01/2017	Ebco Petroleum Inc	211985	Fuel - furnace	645.44	645.44	
024293	12/01/2017	Frontier Power Products Ltd.	299581 299582	Generator service - Yard Generator service - Klatt	743.06 730.87	1,473.93	
024294	12/01/2017	Kerr Wood Leidal	69631 69632	SCADA support Heated rain gauges	52.50 3,382.40	3,434.90	
024295	12/01/2017	Lidstone & Company	14720 14719 14721	Legal fees Legal fees Legal fees - SROW	591.36 76.16 912.06	1,579.58	
024296	12/01/2017	LAT DIV of Lafarge Canada Inc.	37868609 37868610 37874586	Salt Salt Salt	1,799.99 1,743.30 1,975.07	5,518.36	
024297	12/01/2017	Municipal Insurance Association	28553	Insurance Deductable payment	2,500.00	2,500.00	

VOLB Regular Council Meeting - May 2, 2017 - Page 41 of 198

Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024298	12/01/2017	Oxley Electric Ltd	1870	Emergency Lights - yard	357.00	357.00	
024299	12/01/2017	Rescue Associates	2016-12	Fire training	1,740.00	1,740.00	
024300	12/01/2017	Sea to Sky Courier & Freight	109533	Courier	14.23	14.23	
024301	12/01/2017	Smithrite Disposal Ltd	19681-871798	Waste contract	15,993.87	15,993.87	
024302	12/01/2017	Sea to Sky Network Solutions	10960	IT services, domain	694.96	694.96	
024303	12/01/2017	Shred-it International ULC	8100069322	shredding	89.65	89.65	
024304	12/01/2017	Steven Olmstead	LB-3	Planning consultant - zoning	7,230.38	7,230.38	
024305	12/01/2017	Telus Communications	161228	Phones, internet, faxes	808.19	808.19	
024306	12/01/2017	Telus Mobility	161221	cell phones	471.96	471.96	
024307	12/01/2017	Triton Automotive	801-332793 801-335148	Vehicle lights demurrage	87.53 60.50	148.03	
024308	12/01/2017	Thurber Engineering Ltd.	117131	Harvey Creek Rd design	2,937.22	2,937.22	
024309	12/01/2017	Waterson, Simon	161231	Fire Admin	1,249.98	1,249.98	
024310	12/01/2017	Xpert Valve Service & Maintenance	161221 161221-2 161221-3 161221-4 161227	PRV Maint PRV Maint. PRV 2 maint. PRV maint. PRV Maint 8,9,10,11	1,323.00 1,060.50 4,326.00 7,476.50 819.00	15,005.00	
2016PP25rev	13/01/2017	Revenue Canada	2016PP25	Payroll deductions PP25	7,257.44	7,257.44	
2016PP26rev	13/01/2017	Revenue Canada	2016PP26	Payroll deductions	13,979.26	13,979.26	
107009411704	17/01/2017	BC Hydro	107009411704	Mag Intake hydro	860.62	860.62	
118009185396	17/01/2017	BC Hydro	118009185396	Timbertop pump hydro	131.19	131.19	
118009185397	17/01/2017	BC Hydro	118009185397	Klatt hydro	1,019.03	1,019.03	
118009185398	17/01/2017	BC Hydro	118009185398	LBBP - Hydro	176.71	176.71	
118009185399	17/01/2017	BC Hydro	118009185399	Hall hydro	873.09	873.09	
118009185400	17/01/2017	BC Hydro	118009185400	Office hydro	314.92	314.92	
2016wcb4	19/01/2017	Workers Compensation Board	20164thqtr	WCB 4th qtr payment	5,256.26	5,256.26	
2016PP26mpp	20/01/2017	Municipal Pension Plan	2016PP26	Pension PP26	4,897.10	4,897.10	
024311	23/01/2017	DeJong, Peter	170118	Reimburse - CAO forum	897.75	897.75	
024312	23/01/2017	Dale, Jennifer	170123	Reimburse - Supplies	75.41	75.41	
024313	23/01/2017	Oliver, Andrew	170123	Reimburse - Meals	12.39	12.39	
024314	23/01/2017	Urrutia, Alberto	170112	Reimburse - office supplies	130.96	130.96	
024315	23/01/2017	Waterson, Simon	170123	Reimburse - Training meals	121.83	121.83	
024316	24/01/2017	BC Plant Health Care Inc.	39321 39322	Tree Assessment Tree removal - LBBP	1,147.13 5,565.00	6,712.13	
024317	24/01/2017	Executive Building Maintenance	46436	Janitorial service	567.41	567.41	
024318	24/01/2017	ISL Engineering and Land Services Ltd.	8004860	Bayview Road Design	10,762.58	10,762.58	
024319	24/01/2017	KGC Fire Rescue	234571	FD - Hoses	4,025.01	4,025.01	
024320	24/01/2017	Kerr Wood Leidal	69873	SCADA support	52.50	52.50	
024321	24/01/2017	Murdy & McAllister	22904	Legal Fees	111.23	111.23	
024322	24/01/2017	Mainroad Maintenance Products	AR11805	Salt	3,980.19	3,980.19	

VOLB Regular Council Meeting - May 2, 2017 - Page 42 of 198
Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024323	24/01/2017	Staples - Desjardins Credit Card	5500993074-0-1	Paper, files, clips	153.48	153.48	
024324	24/01/2017	Upanup Studios	1411	New website design	2,380.00	4,585.00	
			1448	Website hosting	262.50		
			1478	Website - water graph	1,680.00		
			1486	Website hosting - Dec	262.50		
024325	26/01/2017	Bell	170101	Satellite at Pit	110.68	110.68	
024326	26/01/2017	BC Municipal Safety Association	3484	Fall protection training	315.00	315.00	
024327	26/01/2017	Bell Mobility Inc.	170113	Data for Fire trucks	44.82	44.82	
024328	26/01/2017	Emo, William	170124	Reimburse - Focsam Camera	143.99	143.99	
024329	26/01/2017	E-COMM	17-0044	ECOMM radios	5,660.00	5,660.00	
024330	26/01/2017	Executive Building Maintenance	46437	Janitorial service	819.00	819.00	
024331	26/01/2017	Guillevin International Company	0406-555655	SCBA Maintenance	270.80	270.80	
024332	26/01/2017	Local Government Management Association	2017	LMLGMA Dues	120.00	120.00	
024333	26/01/2017	Loutet, Susan	170123	Reimburse - zoning meeting expenses	159.00	159.00	
024334	26/01/2017	Minister of Finance - BC Mail Plus	93799279	By Election result posting	63.83	63.83	
024335	26/01/2017	North Shore Pest Detective Ltd	79057	Pest control - Klatt	84.00	168.00	
			79055	Pest control - Office	84.00		
024336	26/01/2017	North Shore Parts	1-61436568	Oil - vehicles	100.75	100.75	
024337	26/01/2017	Ray Contracting Ltd	151251	Roadbase - Bayview sinkhole	597.91	597.91	
024338	26/01/2017	Ray Hydrovac Ltd.	211	Bayview sinkhole work	1,743.00	1,743.00	
024339	26/01/2017	Sea to Sky Courier & Freight	109970	Courier - Salter parts	107.99	107.99	
024340	26/01/2017	Shaw Business	170109	Office internet	141.01	141.01	
024341	26/01/2017	Steven Olmstead	LB-4	Planning consultant	2,660.76	2,660.76	
024342	26/01/2017	Saari, Reid & Carolyn	170113	DD Return BP#16-06	1,500.00	1,500.00	
024343	26/01/2017	Telus Communications	170101	Chlorinator Alarm	78.40	78.40	
024344	26/01/2017	Triton Automotive	801-335324	Vehicle maint	40.63	1,609.91	
			801-335325	Salter Parts	43.23		
			801-337647	Cutting edge - snow removal	1,360.93		
			801-337728	Snow plow parts	13.91		
			801-338635	Wire - equipment maint.	20.03		
			801-338606	Wire - Equipment maint.	131.18		
024345	26/01/2017	The Corp of the District of West Van	22594	SCBA cylinders and masks (20)	4,144.00	4,144.00	
024346	26/01/2017	Tomko Sports Systems	13939	Tennis net cable	54.34	54.34	
024347	26/01/2017	Upanup Studios	1539	Website hosting	262.50	262.50	
024348	26/01/2017	Wesclean	6415076	Doggie bags	976.89	976.89	
024349	26/01/2017	Westerra Equipment	134011767	Excavator Repairs	1,618.66	1,618.66	
170201rfs	01/02/2017	RFS Canada/ GE	170201	Copier leases	428.96	428.96	
2017febpbpc	01/02/2017	Pacific Blue Cross	2017Feb	Benefits - Feb	2,449.14	2,449.14	
024350	02/02/2017	Irwin Air Ltd	33958	SCBA maintenance	1,000.82	1,000.82	
2017PP1mpp	03/02/2017	Municipal Pension Plan	2017PP1	Pension PP1	4,707.92	4,707.92	
2017Jan VISA	05/02/2017	Visa ScotiaBank	170115	Annual fee, plow repair	125.00	125.00	
024351	08/02/2017	BC One Call	201608366	Tickets - for digging	56.70	56.70	
024352	08/02/2017	Buhr, Karl	161231	Reimburse - mileage	345.63	345.63	

VOLB Regular Council Meeting - May 2, 2017 - Page 43 of 198
Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024353	08/02/2017	Burnaby Hitch & Linex	10000071899 10000071878	Salter parts Salter Parts	331.21 2,416.68	2,747.89	
024354	08/02/2017	Custom Air Conditioning Ltd.	244482	Heat pump Maintenance - Klatt	1,522.37	1,522.37	
024355	08/02/2017	Minister of Finance - BC Mail Plus	938169459	Courier	14.98	14.98	
024356	10/02/2017	ALS Canada Ltd	E1481928	Sewer Testing	78.75	78.75	
024357	10/02/2017	Associated Fire Safety Equipment	16173 16191 16208 16246	Hammers, Gloves Extrication gloves Fire clothing repair Extrication gloves	712.71 98.45 994.98 49.23	1,855.37	
024358	10/02/2017	BC Communications	IN113326 IN113325	Works radio Works Radios	44.80 392.00	436.80	
024359	10/02/2017	BC Hydro	109009431016 102008404486	Street Lights Street Lights	367.45 155.31	522.76	
024360	10/02/2017	BC Plant Health Care Inc.	39578	Tree removal - Klatt	2,604.00	2,604.00	
024361	10/02/2017	Bunbury & Associates	7663	Land Survey	2,835.00	2,835.00	
024362	10/02/2017	Bradshaw, A & Wuetherick M	170207	DD REturn BP#16-02	3,000.00	3,000.00	
024363	10/02/2017	CUPE - Local 389	2017Jan	Union Dues	736.09	736.09	
024364	10/02/2017	ClearTech Industries Ltd	157139 692317	Carboy return Chlorine	- 420.00 1,506.62	1,086.62	
024365	10/02/2017	Custom Air Conditioning Ltd.	245256 244988	Furnace repair - library Heat Pump - Klatt	1,140.83 5,528.25	6,669.08	
024366	10/02/2017	Del Equipment Ltd	V0514722	Salter Parts	1,059.53	1,059.53	
024367	10/02/2017	Ebco Petroleum Inc	212094	Oil - furnace	617.46	617.46	
024368	10/02/2017	Frontier Power Products Ltd.	300460 300459	Generator service - Harvey Generator service - Magnesia	951.07 951.07	1,902.14	
024369	10/02/2017	Gibson Waterworks Supply	140935	PVC Fittings - water	484.73	484.73	
024370	10/02/2017	ISL Engineering and Land Services Ltd.	8004915	Bayview Rd Design	6,175.89	6,175.89	
024371	10/02/2017	Lordco Parts Ltd	233532 72514 8434	Brake pad Brake pad return Chains	50.39 50.39 1,415.64	1,415.64	
024372	10/02/2017	Municipal Insurance Association	L2017-175	Insurance	11,916.00	11,916.00	
024373	10/02/2017	Medical Services Plan	2017Feb	MSP	1,125.00	1,125.00	
024374	10/02/2017	Mainroad Maintenance Products	AR11991	Salt	6,027.95	6,027.95	
024375	10/02/2017	North Shore Pest Detective Ltd	79122	Pest control - yard	94.50	94.50	
024376	10/02/2017	New-Line Hose & Fittings	OR1040372	Water parts - plants	97.95	97.95	
024377	10/02/2017	Payless Auto Towing Ltd	450061	Scrap car - fire training	147.00	147.00	
024378	10/02/2017	Rescue Associates	2017-01	Fire training	1,660.00	1,660.00	
024379	10/02/2017	Rollins Machinery Limited	MS10830	Hid a Bin	1,437.39	1,437.39	
024380	10/02/2017	Rona	61740-10219801	Thermometer - yard	8.76	8.76	
024381	10/02/2017	Rivett, Lee	170207	DD Return BP#16-10	3,000.00	3,000.00	
024382	10/02/2017	Sea to Sky Courier & Freight	110473	Courier shipments	84.99	84.99	
024383	10/02/2017	Smithrite Disposal Ltd	19681-875471	Solid waste contract	15,993.87	15,993.87	
024384	10/02/2017	Sea to Sky Network Solutions	11085	IT Support	1,204.00	1,204.00	

VOLB Regular Council Meeting - May 2, 2017 - Page 44 of 198
Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024385	10/02/2017	Shred-it International ULC	8100089191	Shredding	90.45	90.45	
024386	10/02/2017	Septic Expert	1009	Septic System Service	525.00	525.00	
024387	10/02/2017	Telus Services Inc	1672217	Dispatch Internet	308.00	308.00	
024388	10/02/2017	Telus Communications	170128	Phones, internet	809.76	809.76	
024389	10/02/2017	Telus Mobility	170121	Cell phones	462.74	462.74	
024390	10/02/2017	Triton Automotive	801-340710 801-342839	Wire - equipment Demurrage	18.69 60.50	79.19	
024391	10/02/2017	Treasures Insurance & Risk Management	0111379	Fire volunteer insurance	306.00	306.00	
024392	10/02/2017	Zeemac Vehicle Lease Ltd	340128 340127 340126	Vehicle lease Vehicle lease Vehicle lease	910.56 1,136.80 1,492.96	3,540.32	
2017PP1rev	15/02/2017	Revenue Canada	2017PP1	Payroll deductions PP1	11,522.50	11,522.50	
2017PP2rev	15/02/2017	Revenue Canada	2017PP2	Payroll deductions PP2	11,867.80	11,867.80	
024393	17/02/2017	Baguio, Jon	170212	Reimburse - Training Meals	104.96	104.96	
024394	17/02/2017	BCT Fencing Ltd.	380677 380678	Fence Repair - yard Works Yard Fence repair	1,990.72 4,721.25	6,711.97	
024395	17/02/2017	Jury, Mike	170214	Radio Battery	2,109.69	2,109.69	
024396	17/02/2017	Pantages, Tucker	170212	Reimburse - Training Meals	105.13	105.13	
2017PP5mpp	17/02/2017	Municipal Pension Plan	2017PP2	Pension PP2	4,727.50	4,727.50	
109009471047	20/02/2017	BC Hydro	109009471047	Harvey WTP hydro	1,662.75	1,662.75	
113009390221	20/02/2017	BC Hydro	113009390221	Yard Hydro	2,844.19	2,844.19	
113009390222	20/02/2017	BC Hydro	113009390222	STP hydro	525.80	525.80	
113009390223	20/02/2017	BC Hydro	113009390223	Pit Hydro	1,210.50	1,210.50	
024397	21/02/2017	AON Reed Stenhouse	3260000172891-4 3260000173029	Property Insurance ADD Insurance - Council	41,647.00 220.00	41,867.00	
024398	21/02/2017	Associated Fire Safety Equipment	16307 16277 16317	Gloves - Fire Reflective lettering Name Tags	188.90 112.04 23.25	324.19	
024399	21/02/2017	Bell	170201	Satellite - Pit	110.79	110.79	
024400	21/02/2017	Bell Mobility Inc.	170213	Data - Fire trucks	28.67	28.67	
024401	21/02/2017	Cook, Hayley	170220	Reimburse - Mileage	153.27	153.27	
024402	21/02/2017	Guillevin International Company	0406-555953 0406-555954	SCBA Maintenance SCBA service	157.82 95.72	253.54	
024403	21/02/2017	Hub Fire Engines & Equipment Ltd	IN00032548	Tarp hooks	17.10	17.10	
024404	21/02/2017	Kerr Wood Leidal	70168	SCADA server	52.50	52.50	
024405	21/02/2017	Lidstone & Company	14944 14945	Legal Fees Legal Fees	927.71 157.10	1,084.81	
024406	21/02/2017	LAT DIV of Lafarge Canada Inc.	706787883	Salt	1,863.60	1,863.60	
024407	21/02/2017	North Shore Pest Detective Ltd	79636	Pest control - Klatt	84.00	84.00	
024408	21/02/2017	Ray Contracting Ltd	151280	Salt	399.00	399.00	
024409	21/02/2017	Rollins Machinery Limited	IN88187	Keys for Garbage cans	160.14	160.14	
024410	21/02/2017	Sea to Sky Courier & Freight	110934	Courier - salter parts	20.35	20.35	
024411	21/02/2017	Staples - Desjardins Credit Card	5501064870-0-1	Folders, pens, cleaning supplies	54.17	215.31	

VOLB Regular Council Meeting - May 2, 2017 - Page 45 of 198
Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
			5501091206-0-1	Folders, paper, pouches	161.14		
024412	21/02/2017	Septic Expert	1019	Septic field maint.	1,198.34	1,198.34	
024413	21/02/2017	Telus Communications	170201	Chlorinator alarm	79.97	79.97	
024414	21/02/2017	Textile Image Inc.	83334	Flags	246.30	246.30	
024415	21/02/2017	Union of BC Municipalities	D-4422	UBCM Dues	958.02	958.02	
024416	21/02/2017	Uline Canada Corporation	3143053	Cleaning, facilities supplies	767.98	767.98	
024417	21/02/2017	Upnup Studios	1570	Website hosting	262.50	262.50	
024418	21/02/2017	WFR Wholesale Fire & Rescue Ltd.	103326	Fire Hoses	5,132.82	5,132.82	
2017Marpb	01/03/2017	Pacific Blue Cross	2017Mar	Benefits - March	2,449.14	2,449.14	
2017Marrrfs	01/03/2017	RFS Canada/ GE	2017March	Copier leases	428.96	428.96	
024419	02/03/2017	Lidstone & Company, In Trust	170302	Land purchase deposit	25,000.00	25,000.00	
2017PP3	03/03/2017	Municipal Pension Plan	2017PP3	Pension PP3	4,716.40	4,716.40	
2017Febvisa	05/03/2017	Visa ScotiaBank	170215	Course, Dues, Chlorine, supplies	3,894.20	3,894.20	
170313PW	07/03/2017	PitneyWorks	170313	Postage	210.00	210.00	
024420	10/03/2017	DeJong, Peter	170302	Reimburse - conference expenses	559.86	559.86	
024421	10/03/2017	Dale, Jennifer	170309	Reimburse - Meals	105.42	105.42	
024422	10/03/2017	Film Group TV	17-10	DD Return less fees - Filming	4,450.00	4,450.00	
024423	10/03/2017	John James	170309	Reimburse - Batteries, supplies	52.27	52.27	
024424	10/03/2017	Meiklejohn, Dorothy	170306	DD Return BP#15-01	1,500.00	1,500.00	
024425	10/03/2017	Pantages, Tucker	170309	Reimburse - Absorbol	35.82	35.82	
024426	10/03/2017	Spano, Robin	170308	Reimburse - hall rental	10.00	10.00	
024427	10/03/2017	Urrutia, Alberto	170301	Reimburse - course fees & dues	282.75	282.75	
024428	10/03/2017	Ultra Productions Inc.	17-06	Reimburse - Damage deposit less fees	4,700.00	4,700.00	
024429	10/03/2017	Wreglesworth, Jonathan	170309	Reimburse - Meals	158.48	158.48	
024430	10/03/2017	North Shore Pest Detective Ltd	78129 78131	Pest control - Klatt Pest control - Office	84.00 84.00	168.00	
024431	13/03/2017	Revenue Canada				288.40	yes
024432	13/03/2017	Acklands - Grainger Inc	9372019738	Flares	503.58	503.58	
024433	13/03/2017	ALS Canada Ltd	E1492706	Water testing	212.89	212.89	
024434	13/03/2017	AON Reed Stenhouse	3260000173618	Pollution insurance	5,289.00	5,289.00	
024435	13/03/2017	BC Communications	IN113835 IN113836	Radios Radio	392.00 44.80	436.80	
024436	13/03/2017	BC Hydro	103009537976 103009537977	Street Lights Street Lights	367.45 155.31	522.76	
024437	13/03/2017	Burnaby Hitch & Linex	1000072473	Salter parts	186.38	186.38	
024438	13/03/2017	CUPE - Local 389	2017Feb	Union Dues	752.90	752.90	
024439	13/03/2017	Creus Engineering Ltd	13217-18	Mag Creek Engineering - NBCF	236.25	236.25	
024440	13/03/2017	Ebco Petroleum Inc	212177	Oil - Hall	1,143.53	1,143.53	
024441	13/03/2017	Executive Building Maintenance	46803	Janitorial service	819.00	819.00	
024442	13/03/2017	GeoAdvice Engineering Inc.	1593	Water System Modelling	6,123.60	6,123.60	

VOLB Regular Council Meeting - May 2, 2017 - Page 46 of 198

Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024443	13/03/2017	ISL Engineering and Land Services Ltd.	8004969	Bayview Rd Design	4,099.31	4,099.31	
024444	13/03/2017	LAT DIV of Lafarge Canada Inc.	706810638 706818238	Salt Salt	3,584.97 1,422.34	5,007.31	
024445	13/03/2017	Medical Services Plan	2017March	MSP - March	1,125.00	1,125.00	
024446	13/03/2017	North Shore Pest Detective Ltd	79805 80251 80252	Pest control - yard Pest control - Klatt Pest control - office	94.50 89.25 89.25	273.00	
024447	13/03/2017	Northyards Contracting	0511	Spartan Service call	388.07	388.07	
024448	13/03/2017	Payless Auto Towing Ltd	450839 450838 450837 450846 450844 450845	Scrap Car - fire training Scrap Car - fire training Scrap Car - fire training Scrap Car - fire training Scrap Car - fire training Scrap Car - fire training	147.00 147.00 147.00 147.00 147.00 147.00	882.00	
024449	13/03/2017	Paul Davis Greater Vancouver	5104	Moisture inspection - Klatt	194.25	194.25	
024450	13/03/2017	Smithrite Disposal Ltd	19681-879263	Waste contract	15,993.87	15,993.87	
024451	13/03/2017	Sea to Sky Network Solutions	11156 11214	Domain renewal IT Support	67.17 1,204.00	1,271.17	
024452	13/03/2017	Shred-it International ULC	8100111954	Shredding	91.23	91.23	
024453	13/03/2017	Shaw Business	170209	Internet	141.01	141.01	
024454	13/03/2017	Telus Services Inc	1694353	Dispatch Internet	308.00	308.00	
024455	13/03/2017	Telus Mobility	170221	Cell phones - various	456.18	456.18	
024456	13/03/2017	Triton Automotive	801-343472 801-346540 801-347894 801-349576 801-349788 801-350318	Salter Parts Oil, filter Snow plow parts Gas - salter Lights, tarp Demurrage	121.72 81.51 562.86 61.19 90.55 69.00	986.83	
024457	13/03/2017	Zeemac Vehicle Lease Ltd	340845 340844 340843	vehicle lease vehicle lease vehicle lease	910.56 1,136.80 1,492.96	3,540.32	
024458	14/03/2017	Dubrelle, Phil	160803	reimburse - Uniform alteration	35.00	35.00	
2016CPPAO	15/03/2017	Revenue Canada	520039020_EFT	CPP Payment	288.40	288.40	
2017PP3rev	15/03/2017	Revenue Canada	2017PP3	Payroll deductions PP3	10,507.42	10,507.42	
2017PP4rev	15/03/2017	Revenue Canada	2017PP4	Payroll deductions PP4	11,876.79	11,876.79	
2017PP4mpp	17/03/2017	Municipal Pension Plan	2017PP4	Pension PP4	4,724.30	4,724.30	
114009425371	20/03/2017	BC Hydro	114009425371	Timbertop pump hydro	60.82	60.82	
114009425372	20/03/2017	BC Hydro	114009425372	Klatt Hydro	1,509.72	1,509.72	
114009425373	20/03/2017	BC Hydro	114009425373	LBBP hydro	86.92	86.92	
114009425374	20/03/2017	BC Hydro	114009425374	Community Hall hydro	539.32	539.32	
114009425375	20/03/2017	BC Hydro	114009425375	Office hydro	323.02	323.02	
119009235766	20/03/2017	BC Hydro	119009235766	WTP - Mag hydro	961.65	961.65	
024459	23/03/2017	ALS Canada Ltd	E1498219	Water testing	3,608.85	3,608.85	
024460	23/03/2017	Associated Fire Safety Equipment	16453 16476	Gloves - FD Name Tags FD	398.79 31.93	430.72	
024461	23/03/2017	Bell	170301	Satellite - Pit	110.79	110.79	

VOLB Regular Council Meeting - May 2, 2017 - Page 47 of 198
Village of Lions Bay
AP Cheque Listing
2017 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
024462	23/03/2017	Bell Mobility Inc.	170313	Fire truck Data	44.82	44.82	
024463	23/03/2017	Broughton and Broughton Inc.	170304	Meals - FD, milk, postage	633.60	633.60	
024464	23/03/2017	Corix Water Products				125.94	yes
024465	23/03/2017	Creus Engineering Ltd	13160-12	Harvey Creek Engineering - NBCF	1,769.25	1,769.25	
024466	23/03/2017	Evergreen Wood Chip Disposal	3074	Green waste disposal	472.50	472.50	
024467	23/03/2017	ePACT Network Ltd.	0325	ePACT set up and fee	1,545.60	1,545.60	
024468	23/03/2017	First WV Scout Club Group	170321	Refund - hall rental	10.00	10.00	
024469	23/03/2017	Gibson Waterworks Supply	141398	Hydrant, service connections	2,637.34	2,637.34	
024470	23/03/2017	Good Impressions Printing Limited	15366	Envelopes	235.48	235.48	
024471	23/03/2017	Grover, Elliot & Co. Ltd.	2017-0250-O	Land Appraisal	1,312.50	1,312.50	
024472	23/03/2017	Justice Institute of BC	01A-38792	Fire Fundamental training books	1,181.07	1,181.07	
024473	23/03/2017	KGC Fire Rescue	234626	Tool repairs	115.50	115.50	
024474	23/03/2017	Kerr Wood Leidal	70570	SCADA data	63.00	63.00	
024475	23/03/2017	Lidstone & Company	14961	Legal Fees	1,577.23	1,577.23	
024476	23/03/2017	McRae's Environmental Services Ltd	363202 363201	Hydrant install Harvey rock chamber drain	1,496.25 598.50	2,094.75	
024477	23/03/2017	Metro Vancouver (GVRD)	170310	BB Loan Payments	7,347.36	7,347.36	
024478	23/03/2017	North Shore Parts	2-62538216	Seal - vehicle parts	109.56	109.56	
024479	23/03/2017	Pitney Bowes	170303	Postage meter lease	115.81	115.81	
024480	23/03/2017	RICOH Canada Inc.	SCO91471985	Copying	902.22	902.22	
024481	23/03/2017	Rona	61740-10236021 61740-10236011 61740-10237941	Toilet - Klatt Electrical parts, shop/ Klatt Facility supplies	301.40 237.25 228.12	766.77	
024482	23/03/2017	Rooke, Pamela	170323	Reimburse - expenses	47.65	47.65	
024483	23/03/2017	Sea to Sky Courier & Freight	111882	Courier	32.55	32.55	
024484	23/03/2017	Smithrite Disposal Ltd	19681-882336	Dump & Return	199.50	199.50	
024485	23/03/2017	Staples - Desjardins Credit Card	5501154138 5501170642	Folders, coffee, paper Paper	69.32 142.49	211.81	
024486	23/03/2017	Telus Communications	170228 170301	Phones, internet, fax chlorinator alarm	808.19 80.00	888.19	
024487	23/03/2017	Triton Automotive	801-351067	Generator parts	18.41	18.41	
024488	23/03/2017	Upanup Studios	1606	Website hosting	262.50	262.50	
024489	23/03/2017	Vancouver Coastal Health Authority	CG201800121	Water operating permits	400.00	400.00	
024490	23/03/2017	Western Safety Products	IN-268977	Safety Supplies	448.57	448.57	
024491	23/03/2017	Westerra Equipment	135042251	Excavator Parts	2,214.50	2,214.50	
024492	23/03/2017	Weber, David	170314	DD Return Permit#78	500.00	500.00	
024493	23/03/2017	Corix Water Products	10716017551	Service connection parts	125.94	125.94	
024494	23/03/2017	Merz, Matt	170323	Reimburse - Security Lights at Pit	1,175.35	1,175.35	
2017PP5Pen	31/03/2017	Municipal Pension Plan	2017PP05	Pension Remittance PP5	4,748.22	4,748.22	
				TOTAL (Less Void) <i>Does not include Payroll</i>	648,461.76	648,876.10	

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2017-2021 Five Year Financial Plan Bylaw No. 522, 2017		
Author	Pamela Rooke	Reviewed By:	
Date	April 27, 2017	Version	
Issued for	May 2, 2017 Regular Council Meeting		

RECOMMENDATION

THAT the 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 be read a third time.

ATTACHMENTS

2017-2021 Five Year Financial Plan Bylaw No. 522, 2017

KEY INFORMATION

Staff presented the draft 2017-2021 Five Year Financial Plan Bylaw to Council at the April 4, 2017 Council Strategy Committee meeting for review and discussion. At the April 18, 2017 regular Council meeting, the 2017-2021 Five Year Financial Plan Bylaw No. 522, 2017 was given first and second reading.

OPTIONS

1. Approve the recommendation above and give the bylaw third reading;
2. Amend the bylaw and then give it third reading;
3. Refer the bylaw back to staff for revisions.

FOLLOW UP ACTION

Assuming third reading is given, a special Council meeting will be scheduled for adoption of the bylaw before May 15th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2017-2021 Five Year Financial Plan Bylaw No. 522, 2017

Adopted:

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

**2017 – 2021 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 522, 2017**

A bylaw to approve the Five Year Financial Plan for the years 2017 – 2021 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2017 to 2021 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2017 – 2021 Five Year Financial Plan Bylaw No. 522, 2017**".
2. The 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 (adopted on May 10, 2016) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2017-2021 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

Schedule A: Consolidated Financial Plan
Schedule B: Statement of Objectives and Policies

READ A FIRST TIME **April 18, 2017**

READ A SECOND TIME **April 18, 2017**

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2017 – 2021 Five Year Financial Plan
Bylaw No. 522, 2017 as adopted.**

Corporate Officer

Schedule A**Consolidated Financial Plan 2017 - 2021**

	2017	2018	2019	2020	2021
Revenues					
Taxation	1,443,043	1,512,277	1,586,010	1,663,430	1,744,721
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	1,087,239	1,130,314	1,175,502	1,226,617	1,276,352
Fees, Licenses and Permits	152,253	112,444	112,819	114,599	116,864
Small Community Grant	295,000	295,000	295,000	295,000	295,000
Other Grants	2,602,116	896,682	1,090,952	1,582,048	660,306
Proceeds from Borrowing	460,870	600,361	713,992	808,252	416,525
Net Proceeds from Land Sales	3,219,250	6,000,000	-	-	-
Other	110,832	112,856	116,679	121,100	126,195
Grand Total	9,381,188	10,670,519	5,101,539	5,821,631	4,646,548
Expenditures					
Amortization	507,494	620,227	778,896	1,006,253	1,275,090
General Government	771,179	753,394	756,455	770,389	781,918
Fire Services	310,016	306,961	309,900	312,885	315,917
Bylaw Services	34,233	34,843	35,406	36,038	36,560
Public Works	458,561	431,448	437,983	445,128	451,302
Planning and Development	120,925	61,156	57,703	53,323	53,826
Parks, Recreation and Facilities	207,307	184,071	186,567	189,305	191,625
Solid Waste	184,784	184,784	184,784	188,478	188,478
Sewer Fund	57,049	57,758	58,619	59,524	60,376
Water Fund	583,093	586,378	594,572	603,496	611,355
Interest Payments	91,456	123,389	146,453	170,568	189,229
Grand Total	3,326,097	3,344,410	3,547,339	3,835,387	4,155,676
Surplus/(Deficit)	6,055,091	7,326,109	1,554,200	1,986,245	490,872
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on tangible capital assets	507,494	620,227	778,896	1,006,253	1,275,090
MFA Actuarial Gain on Debt	(20,422)	(23,456)	(27,017)	(30,983)	(35,467)
Cash surplus	6,542,163	7,922,881	2,306,079	2,961,514	1,730,495
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(109,521)	(155,482)	(168,374)	(188,571)	(199,631)
Capital Expenditures	(4,041,280)	(2,864,743)	(1,937,644)	(2,523,000)	(1,209,531)
Transfer from (to) Surplus	134,338	53,795	-	-	-
Transfer to Gas Tax Fund	(56,450)	(56,450)	(56,450)	(56,450)	(56,450)
Transfer from (to) Reserves	(2,469,250)	(4,900,000)	(143,611)	(193,493)	(264,883)
Financial Plan Balance	(0)	0	0	0	(0)

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In prior years, property taxation has been the Village's largest portion of revenues. In 2017, the Village has been awarded a Clean Water Waste Water Fund grant of \$2,250,130. A Loan Authorization Bylaw was adopted in December 2016 authorizing the Village to borrow up to \$3,000,000 over the next five years to help fund capital projects. The 2017 revenue includes \$460,870 of proceeds from loans as well as revenue from the sale of Village owned property.

Objective

- The Village will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources such as grants.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility.
- Where feasible, the Village charges user fees for services and reviews these fees annually.
- The Village will continue to look for opportunities for grants to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue		
Revenue Source	% of Total Revenue	Dollar Value
Other Revenue	35.5%	3,330,082
Grants	30.9%	2,897,116
Property Taxes	15.4%	1,443,043
Utility Fees and Rates	11.6%	1,087,239
Proceeds from Borrowing	4.9%	460,870
Fees, Licenses and Permits	1.6%	152,253
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 9,381,188

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The Village will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The Village sets the class multiple for recreation/non-profit equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Table 2: Distribution of Property Tax Rates		
Property Class	% of Total Property Taxation	
	2016	2017
Residential (1)	99.78%	99.59%
Utilities (2)	0.05%	0.09%
Business (6)	0.14%	0.11%
Recreation (8)	0.03%	0.21%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Tax Rates Bylaw No. 523, 2017		
Author	Pamela Rooke	Reviewed By:	
Date	April 27, 2017	Version	
Issued for	May 2, 2017 Regular Council Meeting		

RECOMMENDATION

THAT the Tax Rates Bylaw No. 523, 2017 be read a third time.

ATTACHMENTS

Tax Rates Bylaw No. 523, 2017.

KEY INFORMATION

Per the Community Charter section 197(1), each year Council must adopt a tax rate bylaw after adoption of the financial plan but before May 15. At the April 18, 2017 regular Council meeting, the Tax Rates Bylaw No. 523, 2017 was given first and second reading.

OPTIONS

1. Approve the recommendation above and give the bylaw third reading;
2. Amend the bylaw and then give it third reading;
3. Refer the bylaw back to staff for revisions.

FOLLOW UP ACTION

Assuming third reading is given, a special Council meeting will be scheduled for adoption of the bylaw before May 15th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Tax Rates Bylaw No. 523, 2017

Adopted:

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

TAX RATES BYLAW NO. 523, 2017

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2017.

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

1. The following rates are hereby imposed and levied for the year 2017 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Tax Rates Bylaw No. 523, 2017"

READ A FIRST TIME

April 18, 2017

READ A SECOND TIME

April 18, 2017

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Tax Rates Bylaw No. 523, 2017 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Tax Rates Bylaw No. 523, 2017****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Greater Vancouver Regional District
1. Residential	1.4842	0.0505
2. Utilities	40.0000	0.1767
3. Business and Other	4.5638	0.1237
4. Recreation / Non-Profit	1.4842	0.0505



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017		
Author	Peter DeJong	Reviewed By:	
Date	April 27, 2017	Version	1
Issued for	May 2, 2017 Council Meeting		

Recommendation:

THAT Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 be read a third time.

Attachments:

- (1) Draft Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017;
- (2) Draft Consolidation of Building Bylaw No. 234, 1994.

Key Information:

This bylaw is designed to incorporate into the Building Bylaw No. 234, 1994, the minimum safety requirements for secondary suites that previously were embedded in Zoning Bylaw No. 362, 2004. These provisions properly belong in the building bylaw and have therefore not been incorporated into the new Zoning Bylaw No. 520, 2017. The other thing this amending bylaw does is explicitly reference Demolition Permits with respect to Damage Deposits in section 14 of the original Building Bylaw, along with the correct Fee Bylaw reference.

Options:

- (1) Give this bylaw third reading;
- (2) Amend the bylaw and then give it third reading;
- (3) Send the bylaw back to staff with other instructions.

Preferred Option: Give the bylaw third reading. These provisions are the ones that we have previously had in place in the old zoning bylaw, along with adding some amended wording regarding demolition permits to the provision for damage deposits.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Legal Considerations: It would be advisable to ensure this bylaw is adopted before the new zoning bylaw, which will repeal the old zoning bylaw and these provisions under that bylaw.

Follow Up Action: If the bylaw is given 3rd reading, will come back for consideration of adoption on May 16th. Staff's workplan includes the drafting of a brand new Building Bylaw to incorporate many other changes and bring our Building Bylaw up to date in time for the changes which will be implemented under the new *Building Act* later this year.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017

Adopted: _____, 2017

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

Phone: 604-921-9333 Fax: 604-921-6643

Email: office@lionsbay.ca Web: www.lionsbay.ca

Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017

A bylaw to amend the Building Bylaw

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

1. This bylaw may be cited for all purposes as “Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017”.
2. Building Bylaw No. 234, 1994 is hereby amended by adding after section 10, a section heading entitled “SECONDARY SUITES” and section 10.1 as follows:

“SECONDARY SUITES

10.1 A secondary suite must meet the following requirements:

- (a) All secondary suites must be recorded in a registry maintained by the Village;
- (b) Newly constructed secondary suites must comply fully with the requirements of the BC Building Code and adhere fully to Village bylaws and policies;
- (c) A new secondary suite must be inspected and approved for compliance with all Code requirements by way of a building permit application;
- (d) Existing secondary suites must be brought into compliance with the following minimum safety requirements:
 - (i) Installation of interconnected smoke alarms with CO2 detectors;
 - (ii) Fire-rated doors separating the secondary suite from the principal building;
 - (iii) Minimum rating requirements for ceilings as approved by the authority having jurisdiction;
 - (iv) Mandatory bedroom exit route(s) to meet the BC Building Code or its regulations.
- (e) Where a dwelling has a septic system or field, extra demand on that system or field from the secondary suite must not cause its capacity to be exceeded;
- (f) The principal entrance to a secondary suite must be a separate exterior entrance from that of the principal dwelling unit;
- (g) The secondary suite and the principal dwelling unit shall not be served by separate water service lines;

3. Section 14 of Building Bylaw No. 234, 1994 is hereby deleted and replaced with the following:

“14. An applicant for a Building Permit or a Demolition Permit for other than an accessory building or structure as defined herein, but including a swimming pool, shall, at the time of the application, pay to the Village a damage deposit in accordance with Schedule 2 of Fees Bylaw No. 497, 2016, as amended, which sum may be used to cover the cost to the Village of maintaining, restoring or replacing any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of work on the lot referred to in any Building Permit or Demolition Permit held by the applicant, and when the Village is satisfied that no further damage to public works or public lands will occur, any credit greater than the foregoing shall be returned to the applicant in respect of any Demolition Permit or any Building Permit authorizing works that have been completed, after the issuance of an Occupancy Permit, subject to inspection by the Public Works Manager.”

READ A FIRST TIME

April 18, 2017

READ A SECOND TIME

April 18, 2017

READ A THIRD TIME

_____, 2017

ADOPTED

_____, 2017

Mayor

Corporate Officer

**Certified a true copy of Building
Bylaw No. 234, 1994, Amendment
Bylaw No. 524, 2017 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



BUILDING REGULATIONS BYLAW NO. 234, 1994

Adopted: December 5, 1994

Office Consolidation: January 9, 2017

This document is an office consolidation of Building Regulations Bylaw No. 234, 1994 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Building Regulations Bylaw No. 234, 1994, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted or In Force
330	2	Replaces Schedule D	March 4, 2002
465	3.1(6)	Amends section 21 and deletes Schedule D	September 2, 2014
497	5.1.6	Amends section 21	December 20, 2016 / January 1, 2017

VILLAGE OF LIONS BAY
BUILDING REGULATION BYLAW NO. 234, 1994

A Bylaw for the Administration of the Building Code

WHEREAS the Municipal Act provides that Council may, for the health, safety and protection of persons and property, by bylaw regulate the construction of buildings and structures, prescribe conditions generally governing the issuance and validity of permits, inspection of works, buildings and structures and provide for the levying and collecting of permit fees and inspection charges;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited for all purposes as “Building Bylaw No. 234, 1994”.

DEFINITIONS

2. In this Bylaw:

“agent” means a person authorized in writing to represent the owner of property for any purpose related to this Bylaw;

“builder” means any person, whether an owner, agent, contractor or otherwise who carries out any construction, alteration, repair or demolition of a building or other structure;

“building” means any structure used or intended for supporting or sheltering any use or occupancy;

“building code” means the regulations made by the Minister of Municipal Affairs under Section 740 of the Act;

“building inspector” means a person appointed by Council as building inspector for the Village and includes his lawful deputy;

“building permit” means that certain document authorizing construction, the form of which is set out in Schedule “A” to this Bylaw;

“building permit fee” means the fee payable to the Village for a building permit as set out in Schedule “D” hereto;

“contractor” means a person who contracts with an owner or the owner's agent to undertake work on a structure, and includes a subcontractor;

“field review” means those reviews of the work,

- (a) at a project site of a development to which a building permit relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site,

that a registered professional in his professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the registered professional for which the building permit is issued.

“medical health officer” means the person appointed to that position from time to time under the Health Act;

“registered professional” means

- (a) a person who is registered or licensed to practice as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act;

“site plan” means a survey plan of the parcel on which a building or foundation is or will be located prepared by a British Columbia Land Surveyor showing the location of the foundation in respect to:

- (a) the parcel boundary including lot line, bearings, distances and total area;
- (b) the lowest floor elevation of the proposed or existing structure in relation to the bench mark;
- (c) the elevation of natural grade at all exterior corners of the proposed structure and any existing structures on the parcel with a contour survey of lot area; and
- (d) the location and description of the bench mark used to obtain indicated elevations;

“stop work notice” means a notice in writing, the form of which is set out in Schedule “B” to this Bylaw, requiring the immediate suspension of all construction, alteration, repair or demolition of all or part of the structure to which the notice is attached;

“structure” means any construction fixed to, supported by or sunk into land or water but excludes a fence, and includes a building;

“value” means the fair market value including materials and labour as estimated by the Village from the submitted and accepted plans and specifications pertaining to the application for a building permit and verified by Schedule “C” of this Bylaw;

“Village” means the Village of Lions Bay as incorporated under the Municipal Act or the geographical area within its boundaries, as the context requires.

APPLICATION OF BYLAW

3. This Bylaw applies to the design and construction of new structures and the alteration, reconstruction and demolition of existing structures within the boundaries of the Village.

REFERENCED DOCUMENTS

4. In the case of conflict between the provisions of this Bylaw and those of documents incorporated by reference or referred to in this Bylaw, other than the building code, the provisions of this Bylaw govern.

PROHIBITION

5. Every person commits an offence contrary to the provisions of this Bylaw who:
- (a) starts or authorizes any construction, alteration, repair or demolition on or related to a structure unless:
 - (i) the building inspector has issued to the owner or his agent a valid building permit; and
 - (ii) Section 6 of this Bylaw has been complied with;
 - (b) occupies, uses or permits to be occupied or used any structure or part thereof contrary to the terms of any permit, notice or certificate issued by the building inspector;
 - (c) unless authorized by the building inspector in writing, reverses, alters, defaces, covers, removes or in any way tampers with any notice or certificate affixed to any structure pursuant to any provision of this Bylaw;
 - (d) does any work that is at variance with the description, plans and specifications for the structure, work or thing for which a permit has been issued, unless such change has been approved in writing by the building inspector;
 - (e) obstructs entry on private property in compliance with this Bylaw by a Village officer or employee;
 - (f) continues work on any construction, alteration, repair or demolition following the posting of a stop work notice;
 - (g) contravenes any provision of this Bylaw; or
 - (h) in relation to an application for any permit under this Bylaw, submits false or misleading information.

DUTIES AND RESPONSIBILITIES OF THE OWNER

6. Every owner or his agent shall:
- (a) obtain a permit before commencing any clearing or excavation;
 - (b) obtain permission for use of Village property during construction used for dumping, storage or parking of construction equipment;
 - (c) obtain a building permit before commencing any construction, repair, alteration or demolition to a structure including, without limiting the generality of the foregoing:
 - (i) an addition to floor area or height;
 - (ii) removal of all or a portion of a structure;
 - (iii) construction of, cutting into, or removal of any wall, partition, column, beam, joist or floor;
 - (iv) any change to or closing of any required means of access;
 - (v) any change to the fixtures, equipment, cladding or trim;
 - (vi) the placing, repair or alteration of any structure designed, constructed or manufactured to be moved from one place to another to provide accommodation for any purpose;
 - (vii) the installation of a permanent swimming pool under Section 13; and
 - (viii) installation of or repairs to chimneys or fireplaces;
 - (d) before conducting the waste from plumbing fixtures or trade waste to a public sewerage:
 - (i) determine that the waste will be discharged into a sewage disposal system approved by the medical health officer and that the sewage disposal system approved by the medical health officer is at a sufficient depth and of a capacity to receive the discharge; and
 - (ii) arrange the plumbing and drainage to suit the location of the connection provided by the Village or other authority;
 - (e) deliver to the building inspector records of the results of any test of material, if the tests are made to ensure conformity with the requirements of the building code or of this Bylaw;
 - (f) when required in writing by the building inspector, uncover and replace at his own expense any work that has been covered contrary to the provisions of this Bylaw;

- (g) deliver to the building inspector a certificate from an independent testing agency or manufacturer as to the safety of a solid fuel burning appliance after installation in accordance with this Bylaw;
- (h) install and maintain a sound barrier for any case where heat pumps are used; and
- (i) notwithstanding any other provision of this Bylaw, whenever any work to be done which requires a building permit under this Bylaw is of a specialized or technical nature, the building inspector may require as a condition of issuance of a building permit that:
 - (i) all drawings, specifications and plans, or any part thereof, be prepared and signed by and the construction carried out under the direct supervision of a registered professional; and
 - (ii) such further tests be conducted or information provided as the building inspector may require for the safety of persons.

DUTIES AND RESPONSIBILITIES OF THE BUILDER

7. Every builder shall:
- (a) during any construction, alteration, repair and demolition ensure that all construction and safety requirements of this Bylaw and the building code are complied with;
 - (b) before starting or authorizing any construction or storage of material on Village property or on a highway located within the boundaries of the Village obtain a written licence to encroach from the Village Council;
 - (c) submit an up-to-date plan of survey prepared by a registered land surveyor and a site plan clearly showing the property lines, location of building, foundations before concrete is poured and the elevation of the lowest habitable floor area; and
 - (d) be responsible jointly and severally with the owner of the real property on which the work has proceeded for work undertaken and acknowledges that the Village assumes no responsibility for the design or construction of work undertaken.

DUTIES OF THE BUILDING INSPECTOR

8. The building inspector shall:
- (a) administer this Bylaw;
 - (b) keep records of any application received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of this Bylaw, all for at least seven years; and

- (c) not act in the capacity of an engineering or architectural consultant.

POWERS OF THE BUILDING INSPECTOR

9. (a) The Building Inspector may enter on any real property between 9:00 a.m. and 5:00 p.m. on Monday to Friday of any week for the purpose of administering or enforcing this Bylaw and determining if this Bylaw is being complied with.

Refusal of a Building Permit

- (b) The building inspector may refuse to issue a permit if:
- (i) the information submitted is inadequate to determine compliance with, or is contrary to the provisions of, this Bylaw;
 - (ii) the information submitted is incorrect;
 - (iii) the issuance is prohibited by or contrary to a provision of another Bylaw, Act or regulation; or
 - (iv) the results of tests authorized or required under the building code or by a regulation of the Village proves that materials, devices, construction methods, structural assemblies or foundation conditions do not provide the level of performance required by the building code.

Revoking a Building Permit

- (c) The building inspector may by delivery of a written notice of revocation in the form of Schedule "F" attached to this Bylaw to a permit holder revoke a permit where:
- (i) there is a contravention of any term or condition under which the permit was issued;
 - (ii) there is a contravention of any provision of the building code;
 - (iii) the permit was issued on the basis of incorrect information supplied by the owner or agent; or
 - (iv) the results of tests authorized or required under the building code or by a regulation of the Village proves that materials, devices, construction methods, structural assemblies or foundation conditions do not provide the level or performance required by the building code.

BUILDING PERMITS

Application for a Permit

10. (a) Application for a building permit shall:
- (i) be made in the form of a Schedule “C” attached to this Bylaw;
 - (ii) be signed by the owner or his agent;
 - (iii) state the intended use of the proposed structure;
 - (iv) include two copies of specifications and scale drawings of the structure with respect to the work that is to be carried out, showing it in respect to the parcel on which the structure is or will be situated and including:
 - (a) the dimensions of the structure;
 - (b) the proposed use of each room or floor area;
 - (c) the dimensions of and the area of the parcel on which the structure is or will be situated, including its location in respect of the parcel boundaries;
 - (d) where a structure exists on the parcel at the time of application, a site plan showing the existing location and the proposed new building location of the structure;
 - (e) the height, horizontal dimensions and use of all existing structures on the parcel;
 - (f) the technical information specified in the building code and other parts of this Bylaw required to be included on the drawings relating to those parts;
 - (g) if required by the Building/Plumbing Inspector, the location and size of every drain and of every trap or inspection piece that is on a drain;
 - (h) if required by the Building/Plumbing Inspector, the size and location of every soil or waste pipe, trap and vent pipe and the plans and specifications shall contain complete design and calculation criteria and shall contain the name and address of the designer;
 - (i) a drawing showing the location and size of the septic tank and field;
 - (j) information illustrating all features of the design of the structure; and

- (k) certified drawings by a registered professional if required;
- (v) be accompanied by 50% of the estimated permit fee set out in Schedule “D” to this Bylaw;
- (vi) contain all other information necessary to establish compliance with the building code and with this Bylaw;

and where dimensions, specifications and scale drawings are required to be stated they shall be stated in metric measurement or imperial or both.

Application for Buildings Requiring Specialized Technical Knowledge and Assembly or Public Use Buildings and Requirement for Registered Professional

- (b) (1) The Building Inspector may require professional design and field review in respect of a building permit for
 - (i) a building that falls within the scope of Part 3 of the Building Code;
 - (ii) structural components of a building that falls within the scope of Part 4 of the Building Code (as amplified in Appendix A of the Building Code); and
 - (iii) a building or structure in respect of which the Building Inspector determines that site conditions, size or complexity so warrant.
- (2) Prior to the issuance of a building permit, where the Building Inspector requires professional design and field review, the Owner shall submit Letters of Assurance as set out in the current edition of the B.C. Building Code
 - (i) confirming that he has retained the necessary coordinating Registered Professional; and
 - (ii) incorporating the assurances of the Registered Professional that the plans and supporting documents submitted with the application for a building permit substantially comply with the building code and other applicable enactments respecting safety and their commitment for field review.
- (3) Prior to occupancy of a building in respect of which a Building inspector has required professional design and field review, the Owner shall submit Letters of Assurance as prescribed in the current edition on the B.C. Building Code incorporating the assurances of the Registered Professional that
 - (i) the professional field review has been completed for every applicable discipline;
 - (ii) the construction substantially conforms with the plans and supporting documents with which the building permit was issued.

Issuance of a Permit

- (c) Where;
 - (i) a completed application has been made for a permit;
 - (ii) the proposed work set out in the application conforms with this and all other bylaws of the Village and the building code;
 - (iii) the applicant for a permit has paid the balance of the fee prescribed and as set out in Schedule "D" attached hereto; and
 - (iv) letters of assurance if required from the Owner have been provided;

the building inspector shall then issue a building permit for which the application is made.

Lapsing of a Building Permit

- (d) Every building permit is issued on the conditions that:
 - (i) the permitted construction is commenced within six months from the date of issuance of the permit;
 - (ii) the work, once commenced, is not discontinued for a period of more than 3 months; and
 - (iii) the permit shall lapse in the event and at the time that either condition above is not met or in any event 24 months from the date of issuing the permit.
- (e) If, in the opinion of the Building Inspector, the character of the work is sufficiently described to Building code standards in the application, he may waive the filing of plans required pursuant to Section 10 (a) (iv) provided the value of such work does not exceed one thousand dollars (\$1,000.00).

Accessory Buildings Less Than Ten (10) Square Metres (107 Square Feet)

- (f) Accessory buildings not greater than 10 square metres in building area used for storage purposes only may be placed or constructed to Building Code standards without a building permit provided they do not create a hazard and further provided that such building complies with the siting for accessory buildings and site coverage requirements as set out in the Zoning Bylaw and any other applicable provisions, including those of a development permit.

SECONDARY SUITES

10.1 A secondary suite must meet the following requirements:

- (a) All secondary suites must be recorded in a registry maintained by the Village;**
- (b) Newly constructed secondary suites must comply fully with the requirements of the BC Building Code and adhere fully to Village bylaws and policies;**
- (c) A new secondary suite must be inspected and approved for compliance with all Code requirements by way of a building permit application;**
- (d) Existing secondary suites must be brought into compliance with the following minimum safety requirements:**
 - (i) Installation of interconnected smoke alarms with CO2 detectors;**
 - (ii) Fire-rated doors separating the secondary suite from the principal building;**
 - (iii) Minimum rating requirements for ceilings as approved by the authority having jurisdiction;**
 - (iv) Mandatory bedroom exit route(s) to meet the BC Building Code or its regulations.**
- (e) Where a dwelling has a septic system or field, extra demand on that system or field from the secondary suite must not cause its capacity to be exceeded;**
- (f) The principal entrance to a secondary suite must be a separate exterior entrance from that of the principal dwelling unit;**
- (g) The secondary suite and the principal dwelling unit shall not be served by separate water service lines;**
- (h) A secondary suite must have one dedicated off street parking space such that no vehicle must be moved to permit any other vehicle ingress to or egress from the parcel.**

INSPECTION

- 11. (a) Every holder of a building permit authorizing construction on real property shall give at least two days' notice ("day" being a day on which the offices of the village are open) , to the building inspector to obtain an inspection and written approval of the following work:**
 - (i) after foundations are complete, subject to paragraphs 11(a) (ii) and (iii) herein;**
 - (ii) after forms for footings and foundations are completed, but prior to the placing of any concrete therein where concrete foundations are being used;**
 - (iii) after removal of form work from the concrete foundation where concrete foundations are being used;**

- (iv) after installation of perimeter drains (P.V.C. or equal) and dampproofing but prior to back filling against the building;
 - (v) after framing and sheeting of the building are complete, including firestopping, bracing, construction or installation of fireplace, chimney, solid fuel-burning appliance, ductwork, electrical wiring or gas venting, but before any insulation, lath or other interior or exterior finishes are applied which would conceal such work;
 - (vi) plumbing - rough-in;
 - (a) water/sewer from property line to building; and
 - (b) rough in of sewer/water in building;
 - (vii) finished plumbing;
 - (viii) after insulation and vapour barrier have been installed, but prior to covering with drywall or other finish material;
 - (ix) after the building portion thereof complies for the purposes of provisional occupancy in accordance with Section 16(b), but before occupancy takes place; and,
 - (x) after all work is complete.
- (b) The building inspector may require an owner or builder to uncover any part of a construction which was covered before it was inspected and approved by the building inspector.

DOCUMENTS ON SITE

12. Every person to whom a building permit is issued shall, during construction, keep:
- (a) posted the building permit or a copy of it in a conspicuous place; and
 - (b) a copy of the approved drawings and specifications on the parcel in respect of which the permit is issued.

OUTDOOR POOLS

13. (a) For the purposes of this section, a pool is a structure located wholly or principally in the ground and capable of containing water to a depth at any point of 610 mm or more, and with a surface area of 14 square meters. or more.

- (b) An outdoor pool shall be located in conformity with the siting regulations contained in the Village of Lions Bay Zoning Bylaw then in force.
- (c) An outdoor pool shall be surrounded by a level apron at least 1200 mm wide, wherever the water depth at the perimeter of the pool is greater than 500 mm and a distance of 900 mm from the pool wall where the depth is less than 500 mm.
- (d) Any area containing an outdoor pool shall be enclosed by a fence:
 - (i) not less than 1200 mm high,
 - (ii) constructed without footholds or grips on the outside that children may use to climb into the enclosed area; and
 - (iii) any gate in which shall have a properly maintained self-latching device on the pool side of the enclosed area.
- (e) Swimming pool drawings submitted for permit approval must be sealed and signed by a professional engineer and a letter of design and supervision must be provided.

DAMAGE DEPOSITS

14. An applicant for a Building Permit or a Demolition Permit for other than an accessory building or structure as defined herein, but including a swimming pool, shall, at the time of the application, pay to the Village a damage deposit of \$1,500 where the value of the work is equal to or less than \$50,000 and a damage deposit of \$3,000 where the value exceeds \$50,000 in accordance with Schedule 2 of Fees Bylaw No. 497, 2016, as amended, which sum may be used to cover the cost to the Village of maintaining, restoring or replacing any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of work on the lot referred to in any Building Permit or Demolition Permit held by the applicant, and when the Village is satisfied that no further damage to public works or public lands will occur, any credit greater than the foregoing shall be returned to the applicant in respect of any Demolition Permit or any Building Permit authorizing works that have been completed, after the issuance of an Occupancy Permit, subject to inspection by the Public Works Manager.

STOP WORK NOTICES

15. (a) Where any structure, in whole or in part:
- (i) contravenes the building code or this or any other bylaw of the Village;
 - (ii) contravenes the specifications of the plans submitted with the application for a building permit; or
 - (iii) is being constructed without a permit having been issued by the building inspector

the Clerk-Treasurer or building inspector may issue a stop work notice generally in the form attached as Schedule "B" forming part of this Bylaw requiring suspension of any construction, alteration, repair or demolition by causing it to be attached to the structure or delivering a copy of the notice to the owner and, for so long as a stop work notice is in effect, no person shall work on that structure in contravention of the terms of the stop work notice;

- (b) The Building Inspector may direct the immediate suspension or correction of all or any portion of the work on any building, by attaching a notice to that effect on such premises, whenever it is found by him that such work is not being performed in accordance with the provision of the Building Code or any relevant Bylaws of the Village. Such notice shall remain posted on the premises until all work that is not being performed in accordance with the Building Code or this or any other Bylaw has been remedied to the satisfaction of the Building Inspector. No work, other than the required remedial measures, shall be carried out on the portion of the work affected by the stop work notice until such notice has been removed, and such notice shall only be removed by the Building Inspector; and
- (c) A stop work notice:
 - (i) shall not be rescinded until all violations have been corrected; and
 - (ii) may only be rescinded by the building inspector.

OCCUPANCY CERTIFICATE

- 16. (a) No person shall occupy or permit the occupancy of a building before the building inspector has issued an occupancy permit in the form of Schedule "E" for the building after the construction authorized by the building permit is complete.
- (b) The holder of the building permit or the owner may request that a provisional approval be issued for a building, or part of a building, prior to the development being completed and being in full compliance with the Building Code and all relevant Bylaws, provided that:
 - (i) the use of the building would not jeopardize life, property or the health of the inhabitants;
 - (ii) the applicant deposits a cash security equivalent to the cost of the unfinished work with the Village and guarantees the said work will be completed within the time specified in the agreement covering the provisional approval; and
 - (iii) no occupancy permit will be issued until all work has been completed according to the plans submitted for a building permit.
- (c) The building inspector may refuse to issue the occupancy permit if the building or part thereof does not comply with the health and safety requirements of the building code or of this or any other bylaw of the Village.

CORRECTION OF VIOLATION

17. (a) Where:
- (i) a written notification of any violation of the provisions of this Bylaw relating to a structure has been given; or
 - (ii) any order directing the cessation of any work upon the structure has been issued,
- the building inspector shall not grant any permit for the construction, alteration or repair of the structure until;
- (a) the violations under this Bylaw have corrected; and
 - (b) all works in connection with the structure comply with the requirements of this Bylaw.
- (b) In the circumstances described in this Section, the building inspector may issue a permit in respect of the work necessary to bring the structure into compliance with this Bylaw or the Building Code.

CLIMATIC DATA

18. Data for the design of a structure in the Village shall be as established by Chapter 1 of the Supplement to the National Building Code of Canada, 1992 entitled "Climatic Information for Building Design in Canada".

PENALTIES

19. (a) Every person who does or permits anything to be done that is not permitted under this Bylaw or who neglects to do something required to be done under this Bylaw commits an offence contrary to the provisions of this Bylaw and is liable on summary conviction to a penalty of not more than \$2,000.00, in addition to the costs of prosecution.
- (b) Each day a violation is caused or allowed to continue constitutes a separate offence.

SEVERABILITY

20. If any section, subsection, sentence, clause or phrase in this Bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, the invalid portion shall be severed and such a decision shall not affect the validity of the remaining portions of the Bylaw.

SCHEDULES AND FEES

21. (a) Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended.

(b) Schedules “A” through “F” inclusive are attached to and form part of this Bylaw.
[Amended by Bylaw No. 465 – Deletes Schedule D]
[Amended by Fees Bylaw No. 497, 2016]

REPEAL

22. Village of Lions Bay Building Regulation Bylaw No. 49, 1976 as amended is hereby repealed.

READ A FIRST TIME this 3rd day of October, 1994.

READ A SECOND TIME this 7th day of November, 1994.

READ A THIRD TIME this 7th day of November, 1994.

RECONSIDERED AND FINALLY ADOPTED this 5th day of December, 1994.

REGISTERED by the INSPECTOR OF MUNICIPALITIES this
13th day of January, 1995.

SCHEDULE "A"

VILLAGE OF LIONS BAY

BUILDING PERMIT

Lot _____ Block _____ District Lot _____

Street Address _____

Date Issued _____ Inspector _____

This card must be posted in a conspicuous place during Construction.

NOTE: The following inspections are required:

- (1) Form Inspection;
- (2) After Removal of Forms;
- (3) After Dampproofing of Concrete;
- (4) After Installation of Perimeter & Rainwater Drains;
- (5) Framing;
- (6) Plumbing - Rough-In;
 - (a) Water/Sewer from Property Line to Building; and
 - (b) Rough in of Sewer/Water in Building;
- (7) Roofing;
- (8) Insulation/Vapour Barrier;
- (9) Exterior Finishes (including siding);
- (10) Finished Plumbing;
- (11) Provisional Occupancy; and
- (12) Final Occupancy.

SCHEDULE "B"

VILLAGE OF LIONS BAY

STOP WORK NOTICE

Regarding building, or buildings situated at:

Notice is hereby given that this building contravenes Village of Lions Bay Bylaws in respect of the following:

Further work is prohibited until such infractions are corrected.

It is unlawful for any person to continue or recommence work on this building, or to remove this notice, without written authority of the Building Inspector.

DATED _____

BUILDING INSPECTOR
Village of Lions Bay

SCHEDULE "C"**BUILDING PERMIT APPLICATION****THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY, Lions Bay, B.C.****BUILDING PERMIT APPLICATION**

DATE: _____

VILLAGE OFFICE
400 CENTRE ROAD
P.O. BOX 141
LIONS BAY, B.C.

BUILDING PERMIT #: _____

DATE OF ISSUE: _____

LOT: _____ BLOCK: _____ DISTRICT LOT: _____

STREET AND HOUSE NUMBER: _____

OWNER: _____ ADDRESS: _____

TELEPHONE NO. BUS.: _____ HOME: _____

CONTRACTOR: _____ ADDRESS: _____

TELEPHONE NO.: _____

I/WE HEREBY MAKE APPLICATION IN ACCORDANCE WITH THE BUILDING BYLAW OF THE VILLAGE OF LIONS BAY TO CARRY OUT THE WORK AS SHOWN BELOW. I/WE HEREBY AGREE THAT ALL SUCH WORK SHALL BE DONE IN ACCORDANCE WITH THE BUILDING BYLAWS.

TYPE OF WORK - STATE WHETHER NEW CONSTRUCTION, RENOVATION, ADDITION, REPAIR, ETC.

1. TYPE & INTENDED USE OF BUILDING OR STRUCTURE: _____

BASEMENT: _____ CRAWL SPACE: _____

SLAB ABOVE GRADE: _____ OTHER: _____

2. DETAILS OF ALL EASEMENTS, RIGHT OF WAYS, or RESTRICTIVE COVENANTS are

Attached: _____ Marked on Site Plan: _____ Not Applicable: _____

3. DESIGNER NAME: _____

ADDRESS: _____

PHONE: _____

4. CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

5. ENGINEER NAME: _____

ADDRESS: _____

PHONE: _____

6. HEATING: (CIRCLE)

(A) FUEL: GAS ELECTRIC OIL PROPANE WOOD OTHER

(B) TYPE: WARM AIR HOT WATER IN OR UNDER SLAB OTHER

(C) VENTILATION

SIGNATURE OF OWNER OR AGENT: _____

CHECKLIST:

- a) Residential Buildings - 2 sets of plans _____
(Site, Floor plans, Foundation plans, Cross sections, Elevations,
Details and Specifications as required.)
- b) Engineered Buildings - Certified Letter of Supervision _____
- c) Septic Approval (Where applicable) _____
- d) Municipal Services:
- Water _____
- Sanitary _____
- Storm Sewer _____ or Open Ditch _____
D/W Culvert _____
- e) Flood Plain Elevation _____
- f) Other _____

VALUE OF WORK: _____

SIGNED: _____

ADDRESS: _____

PERMIT FEE: _____

BUILDING INSPECTOR: _____

NOT VALID UNLESS SIGNED
ISSUED IN ACCORDANCE WITH BUILDING REGULATION BYLAW.

SCHEDULE "E"**THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY, Lions Bay, B.C.****OCCUPANCY CERTIFICATE**

Certificate of Occupancy of a Building

Issued pursuant to Bylaw No.: _____

Address of Building: _____

Legal Description: _____

Approved Occupancy: _____

The building constructed under authority of Building Permit No. _____ may now be occupied.

It is unlawful to change the class of occupancy of any building or part thereof without first obtaining an occupancy permit from the Building Inspector.

This certificate must be affixed to a conspicuous and permanent place in the said building and shall not be removed.

INSPECTOR: _____

PER: _____

DATE: _____

NOTE: The issuance of this Occupancy Certificate is not a representation or warranty as to the fitness for habitation or safeness of the building in question.

SCHEDULE "F"

VILLAGE OF LIONS BAY

NOTICE OF REVOCATION OF BUILDING PERMIT



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017		
Author	Shawna Gilroy	Reviewed By:	Pamela Rooke
Date	April 27, 2017	Version	1
Issued for	May 2, 2017 Regular Council Meeting		

Recommendation:

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017 be introduced and given first, second and third reading.

Attachments:

- (1) Draft Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017
- (2) Draft Consolidation of Fees Bylaw No. 497, 2016

Key Information:

The Village Office has purchased biodegradable organics bags from Waste Control Services to sell to residents for their organics bins. In order to sell the bags to residents, the fee must be included in the Fees Bylaw.

Options:

- (1) Give this bylaw first, second and third reading;
- (2) Amend the bylaw and then give it first, second and third reading;
- (3) Send the bylaw back to staff with other instructions.

Preferred Option:

Give the bylaw first, second and third reading to allow the office to sell biodegradable organics bags as soon as possible.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Legal Considerations:

None

Follow Up Action:

If the bylaw is given three readings, it will come back to the May 16, 2017 Council Meeting for adoption.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017

Adopted:

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

Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017

A bylaw to amend Fees Bylaw No. 497, 2016

WHEREAS, pursuant to the provision of the *Community Charter and the Local Government Act*, the Village of Lions Bay may impose municipal fees in respect of all or part of a service of the municipality, the use of municipal property, the exercise of authority to regulate, prohibit or impose requirements, or in respect of such other matters permitted by an enactment;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

Part 1 – CITATION:

- 1.1 This Bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016, Amendment Bylaw No. 526, 2017".

Part 2 – AMENDMENTS

- 2.1 Schedule 1 – General Administration is hereby amended by adding the following line:

Biodegradable Organics Bags	\$4 plus GST
-----------------------------	--------------

READ A FIRST TIME

May xx, 2017

READ A SECOND TIME

May xx, 2017

READ A THIRD TIME

May xx, 2017

ADOPTED

May xx, 2017

Mayor

Corporate Officer

**Certified a true copy of Fees
Bylaw No. 497, 2016, Amendment
Bylaw No. 526, 2017, as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Adopted: December 20, 2016

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

Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

WHEREAS, pursuant to the provision of the *Community Charter and the Local Government Act*, the Village of Lions Bay may impose municipal fees in respect of all or part of a service of the municipality, the use of municipal property, the exercise of authority to regulate, prohibit or impose requirements, or in respect of such other matters permitted by an enactment;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

Part 1 – CITATION:

1.1 This Bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016".

Part 2 – SEVERABILITY:

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 – FEES AND CHARGES

3.1 The municipality hereby imposes the fees for the provision of services and information as specified in Schedules 1 to 10 inclusive, which are attached hereto and form part of this bylaw.

Schedules

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

- 3.2 Fees imposed under this bylaw for the provision of services or information apply instead of any fees imposed under other bylaws for the same services or information, in the event of any conflict between this bylaw and any other bylaw.

Part 4 – REPEAL

- 4.1 The following bylaws are hereby repealed:

1. Security Alarm System Regulation Bylaw No. 272, 1997;
2. Fees and Charges Bylaw No. 462, 2014;
3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
4. Fees and Charges Amendment Bylaw No. 480, 2014; and
5. Fees and Charges Amendment Bylaw No. 490, 2015.

Part 5 – CONSEQUENTIAL AMENDMENTS

- 5.1 The following bylaws are hereby amended as follows:

1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
 - (a) Section 4 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
 - (b) Schedule A is amended by deleting section 2, Connection Charges.
2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
 - (a) Section 3 is amended by striking the heading and substituting therefore the heading "Fees";
 - (b) Section 3 is further amended by deleting the existing wording and substituting therefore: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended";
 - (c) Section 17 is hereby renumbered as Section 18; and
 - (d) The following is hereby inserted as Section 17:

"17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building sewer from the wye to the house has been tested successfully, the plug shall be removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no

- circumstances shall the building sewer be used for drainage purposes during construction.
- (e) Schedule A is hereby deleted.
3. Subdivision Bylaw No. 141, 1985, as amended:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".
4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987:
- (a) Section 6 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
6. Building Regulation Bylaw 234, 1994:
- (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
- (b) The existing Section 21 is hereby renumbered as Section 21(b);
- (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
- (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
7. Animal Control and Licencing Bylaw No. 461, 2014:
- (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
- (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
9. Traffic and Parking Bylaw No. 413, 2009, as amended:

- (a) The following is inserted as Section 35: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".

10. Fire Bylaw No. 428, 2011, as amended:

- (a) Section 53 is hereby renumbered as Section 54;
(b) The following is hereby inserted as Section 53: "Additional fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
(c) Appendix B is hereby deleted.

11. Development Application Procedures and Fees Bylaw No. 431, 2011, as amended:

- (a) All references in Sections 3 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.

12. Village of Lions Bay Outdoor Water Use Bylaw No. 484, 2015:

- (a) The reference in Section 4 of Schedule B to the Village of Lions Bay Fees and Charges Bylaw is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

13. Board of Variance Bylaw No. 502, 2016:

- (a) The reference in Section 8.4 to Fees and Charges Bylaw No. 462, 2014 is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

Part 6 – EFFECTIVE DATE

6.1 This bylaw shall come into force and take effect on January 1, 2017.

READ A FIRST TIME

December 15, 2015

READ A SECOND TIME

December 15, 2015

READ A THIRD TIME

December 6, 2016

ADOPTED

December 20, 2016

Mayor

Corporate Officer

**Certified a true copy of Fees
Bylaw No. 497, 2016 as adopted.**

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.* *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	\$0.25 per page (black & white) \$1.65 per page (colour)
Copy of house plans	\$75 plus actual costs
NSF cheque fee (returned cheques)	\$30 per cheque
Tax certificates	\$30 each
Property title search from Land Title Office	\$25
Reprinted tax / utility documents	\$20 per document (no charge for property owner)
Lions Bay Flag	\$100
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Permit under Outdoor Water Use Bylaw No. 484	\$40
Biodegradable Organics Bags	\$4 plus GST

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan Amendment (Residential)	\$2500 or \$3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	\$2000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	\$1000 plus \$200 for each additional lot after first lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance	\$500
Building Permit Application Fee (non-refundable)	\$100
Pre-Building Permit Application Consultation Fee	\$75 per hour
Building Permits (based on value of construction):	
Minimum fee (<\$1,000)	\$150
• \$1,000-\$9,999	\$150 plus \$12 per \$1,000
• \$10,000-\$49,999	\$250 plus \$11 per \$1,000
• \$50,000-\$99,999	\$300 plus \$10 per \$1,000
• \$100,000 and greater	\$400 plus \$9 per \$1,000
<i>The minimum fee for a building permit for a <u>new dwelling</u> shall be not less than the fee for a building having a value of \$300,000 (\$3,100.00).</i>	<i>Building permits are valid for two years at which time a renewal permit is required.</i>
Permit renewals <i>A building permit is valid for two years at which time a renewal permit is required.</i>	75% of Building Permit Fee

Damage Deposit (based on value of construction): • Up to \$10,000 • Up to \$50,000 • Up to \$250,000 • Greater than \$250,000	\$500 \$1,500 \$3,000 \$5,000
<i>A Damage Deposit is required when taking out a Building Permit or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways. An occupancy certificate is needed with respect to a Building Permit and an inspection by the Public Works Manager is required prior to a Damage Deposit being returned.</i>	
Demolition fees: Accessory building or structure All other buildings	\$100 per building \$1000 per building
Site Alteration Permit (includes soil and other material deposit or removal and land clearing) Reconsideration by Council	\$250 \$750
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Oil Tank Inspection Fee	\$250
Plumbing Fee	\$100 plus \$25 for each fixture
Sprinkler Permit Fee: New construction Renovations requiring sprinkling	\$125 plus \$2.50 per sprinkler head \$250 plus \$2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw) Code Professional (additional charge if required on more involved issues per Building Bylaw)	\$75 per hour (\$225 minimum) Actual cost plus 10%
Extra Inspections (after second inspection)	\$100 per inspection
Lot grading (trucking receipt required)	\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)
Pre-inspection of a building being moved within the Village	\$500 per structure

When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee and 100% of the deposit shall be refunded to the property owner.
Plan review for building design modifications	\$75 per hour
Transfer of building permit	\$125
Unregistered Encroachment Agreement	\$400
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400
For discharge of Section 219 covenant placed according to the Land Title Act	\$100

**NOTE: All permits include one inspection. All security deposits are refunded, less costs incurred, after Final Inspection*

SCHEDULE 3 – ENGINEERING & PUBLIC WORKS

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Composter Earth Machine	\$73.50
Composter turner	\$16.30
Carry box	\$6.50

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 31 st or within 30 days of becoming a new resident or obtaining a new dog \$60 for all others
Annual licence for unaltered dog	\$60 if paid before March 31 st or within 30 days of becoming a new resident or obtaining a new dog \$90 for all others
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

SCHEDULE 5 – TRAFFIC & PARKING FEES**FEES FOR PERMITS**

Description	Fee
Extra annual resident parking permit – obtainable by a resident, allows parking in “resident parking” zones	\$40 per year (1 free permit for each volunteer firefighter not otherwise receiving a free permit with a property tax notice)
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “resident parking” or “construction parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Visitor parking day pass – obtainable for visitors, allows parking for one day in “resident only” zones	\$15 per vehicle
Special occasion parking for visitors – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council	
Extraordinary vehicle or trailer under 6.1 metres in length	\$80 per month
Extraordinary Vehicle or trailer 6.1- 6.5 metres in length	\$80 per month
Extraordinary Vehicle or trailer 6.5-7.7 metres in length	\$110 per month
Extraordinary Vehicle or trailer over 7.7 metres in length	\$135 per month
Daily fee for placing dumpster on highway	\$35

Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time.

Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
---	--

Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Administration fee for commercial contract	\$150

FEEs FOR REMOVALS FROM HIGHWAY

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things seized from highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum) plus \$50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)\$100 per
Sale of chattels, obstructions and things seized from highway	\$1000 flat fee

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

Rental fee includes use of kitchen, tables, chairs and music player.

Description	Fee*
Hall Rental for private events: Examples of use: dances, weddings, ceremonies, etc.	\$220 if liquor being served \$110 if no liquor being served <i>If event occurs over multiple days, the rate above applies per day</i>
Hall Rental for children's Birthday parties	\$60 per event (maximum 4 hours)
Hall Rental for program use: Examples of use: programs contracted through the Village.	20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.
Hall Rental for non-profit groups: Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. Additional fee for events exceeding the maximum Non-profit community groups (single event)	\$40 per month \$25 per event \$25 per event <i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program.</i>
Hall Drop-In Rate: Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).	Youth: \$5 per person per hour Adult (18+): \$10 per person per hour <i>Youth must be supervised by an adult while using Village facilities.</i>
Meeting Room Rental (accommodates up to 10 persons): Meeting Room A (includes washroom) Meeting Room A and B	\$10 per hour (2 hour minimum) per room
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.
Insurance costs (if required)	Actual cost as determined by Village's insurer
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations

Staff Assistance (assemble/disassemble equipment on-site – excluding stage): Stage (assemble/disassemble): Sound System: <i>No offsite rental for stage and sound equipment.</i>	\$50 set up \$50 take down \$100 \$50
Equipment Rental Rates (for off-site use): Table rental Chair rental <i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i>	\$10 each \$1 each (\$10 minimum)
Projector and Laptop Rental: <i>No offsite rental for projector and laptop.</i>	\$25 per use
Deposit for facility / equipment rental:	Equal to rental fee or minimum of \$50, whichever is greater. Refundable in accordance with policy POL- 1407 Community Facility Rentals. Note: Liability for damage or loss is not limited to the deposit amount.

**plus deposit*

SCHEDULE 7 – FILMING

Description	Fee
Filming application fee	\$250
Filming fee (per day)	\$300
Damage deposit	\$5000 (refundable)
Filming in VOLB parks	\$500
Parking fees:	
Car	\$25/day
Truck	\$100/day
Filming Liaison	\$40/hour
Municipal Services	\$80/hour
Fire Rescue Services	\$100/hour
Fireworks (pyrotechnics) permit	\$100

SCHEDULE 8 – FIRE RESCUE / EMERGENCY PERMITS & FEES

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 nd inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 rd and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	\$100 per person per hour or portion thereof to cover time plus use of municipal equipment. Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged, based on invoices or receipts for materials or equipment. Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.

**Note: all permits include one inspection*

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	Fee
Bench Dedication	\$1,200 - \$1,500 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

SCHEDULE 10 – GENERAL

Description	Fee
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 st \$150 if paid after March 31 st , but before May 31 st (after May 31 st , boat will be seized and removed) <i>*If a boat space is obtained after March 31st, the lesser permit fee shall apply if payment received within 30 days; the greater permit fee shall apply if payment received after 30 days.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 st .	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee

VILLAGE OF LIONS BAY

Incoming Correspondence - May 2, 2017

General Correspondence:

G-1: LMLGA 2017 Annual Report ([Page 1](#))

Resident Correspondence:

R-1: Lisa Turpin - Correspondence Question ([Page 80](#))

R-2: Dave Smithers - Forest Fires ([Page 83](#))

From: [Lions Bay Reception](#)
To: [Council @ Lions Bay](#)
Cc: [Agenda](#)
Subject: FW: LMLGA 2017 Annual Report
Date: Tuesday, April 25, 2017 1:04:00 PM
Attachments: [2017 LMLGA Annual Report.pdf](#)

FYI

Susan Loutet

Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: Jamee Justason [mailto:jjustason@ubcm.ca]
Sent: Tuesday, April 25, 2017 11:57 AM
Subject: LMLGA 2017 Annual Report

Attn:
Mayor/Chair
Council/Board
Senior Staff

Dear LMLGA member local governments:

Please find the attached the 2017 LMLGA Annual Report.

The Annual Report contains important information for the upcoming AGM and Convention. Information including: a President's Report, draft 2017 Budget, Executive Nominations and Resolutions.

Hard copies of the Annual Report will be available at the AGM and Convention.

For more information about the 2017 LMLGA AGM and Convention, please visit our web site: <http://www.lmlga.ca/pages/events.php>

Join us May 10-12 at Harrison Hot Springs Resort and Spa. Register today: <http://www.civicinfo.bc.ca/event/2017/lmlga.php>

Thank you,

Jamee

Jamee Justason

Executive Coordinator LMLGA

Union of BC Municipalities

60 - 10551 Shellbridge Way

Richmond, BC V6X 2W9

Phone: 604-270-8226 ext.100

Email: jjustason@ubcm.ca

Websites: www.ubcm.ca and www.lmlga.ca



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

ANNUAL REPORT AND RESOLUTIONS

**TO BE CONSIDERED AT THE 2017
ANNUAL MEETING**

**HARRISON HOT SPRINGS RESORT & SPA
HARRISON HOT SPRINGS, BC**

MAY 10, 11 & 12, 2017

2017 LMLGA ANNUAL REPORT & RESOLUTIONS BOOK

TABLE OF CONTENTS

1.	Letter of Transmittal to LMLGA Members	1
2.	PART 1 - ANNUAL REPORT	
1.	President's Report	3
2.	Accomplishments in Brief	4
2.	2016 AGM Minutes	5
3.	2017 Draft Budget	8
4.	Financial Statements for the year ending December 31, 2016	10
3.	PART 2 – NOMINATIONS & RESOLUTIONS	
1.	Nominations and Elections	
a.	Call for Nominations/Procedures	14
b.	Nominating Committee Report	17
c.	Candidate Photos & Biographies	18
2.	Conference Rules and Procedures For Handling Resolutions	23
3.	2017 Resolutions Package	29
4.	APPENDICES	
1.	Constitution and Bylaws (<i>Society Act</i>)	51
2.	Executive Policies	63
3.	LMLGA Members	72
4.	LMLGA Executive	73

ANNUAL REPORT

LETTER OF TRANSMITTAL TO LMLGA MEMBERS

We are pleased to convey the eleventh Annual Report and Resolutions Book of the LMLGA. Included in this report is a record of the year's activities and items for consideration at the Annual Meeting on May 10, 11 & 12, 2017.

This publication has been divided into two parts:

- 1. Annual Report**
- 2. Nominations and Resolutions**

1. ANNUAL REPORT

In the first part of this publication you will find the:

- President's Report
- 2017 Budget
- 2016 Financial Statements

2. NOMINATIONS AND RESOLUTIONS

The second part of this publication contains materials to be considered at the 2017 Annual Meeting.

Nominations:

Under this process, the Nominating Committee issues a Call for Nominations and manages that process, but does not make recommendations. Information on those nominated for the 2017/2018 LMLGA Executive is included in this report and can be found in brief in the conference newsletter.

Resolutions:

This section contains resolutions to be considered at the 2017 AGM. Included in the package are: two Executive Resolutions and 24 Member-Sponsored Resolutions received before the deadline.

Part 1

Annual Report

PRESIDENT'S REPORT

Welcome to the 2017 LMLGA Annual Meeting and Conference in beautiful Harrison Hot Springs. This is a great opportunity for members from Metro Vancouver, Squamish-Lillooet Regional District and the Fraser Valley Regional District to come together.

The Executive and Convention Sub-Committee have been busy working to ensure this year's program continues on the success of the 2016 Convention, with our *Big Conversations Continued*. You can expect more interactive conversations between speakers and the audience including an exciting opening session to discuss the BC Provincial election results.

As your Interim Area Association President, I have had the privilege to serve your interests as a representative on the UBCM Executive Board. In addition to services on the Executive, I serve as Chair of the Flood Control and River Management Committee of the Fraser Basin Council.

To conclude, I would like to thank the LMLGA membership for the privilege of serving our region as your Interim President. I would also like to extend my sincere appreciation to the LMLGA Executive and staff for their support and participation over the past year.



Councillor Jason Lum

Interim President

2016-2017 ACCOMPLISHMENTS IN BRIEF

EXECUTIVE/COMMITTEES

- Seven meetings of the Executive were held.
- President Corisa Bell temporarily stepped down at the start of 2017 and First Vice-President Jason Lum became the Interim President of LMLGA.
- The Convention Sub-committee met multiple times in person and via conference calls.
- The Flood Control and River Management Committee of the Fraser Basin Council continues to open its meetings to all LMLGA members in collaboration with various partners. Interim President Jason Lum is the Chair of the Flood Control and River Management Committee.

MEMBERSHIP/FINANCIAL

- The Association continues to retain a stable financial position, while working toward building capacity to further enhance its services to members.
- A successful Area Association Luncheon was held at the 2016 UBCM Convention.
- Membership remains strong with 100% supporting the combined voice of lower mainland local governments.

CONVENTION & EVENTS

- The 2016 Convention in Whistler focused on Big Conversations, where conversations – a true dialogue between presenter and the audience – was the focus.
- The 2017 program, developed and planned by Executive members, is an extension of the 2016 theme of Big Conversations. This year's theme is *Big Conversations Continued*.
- The Navigator App will once again be available for use by conference attendees.
- The Executive hosted another successful CivX on April 12, 2017, in conjunction with CivicInfo BC at the Wosk Centre for Dialogue. The theme was *Local Government and Collaborative Consumption*, with a focus on the sharing economy. CivX 2017 achieved our highest attendance numbers yet.

COMMUNICATIONS

- Half a dozen email communications went out to the membership, providing informational notices about resolutions, nominations, information about the upcoming Convention and CivX as well as seeking members' input in a poll on a proposed location for the 2018 Convention.
- The annual newsletter was emailed to members and is being distributed at the Convention, including the President's Message, speaker highlights and nominations information.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

2016 ANNUAL GENERAL MEETING

Fairmont Chateau Whistler Resort & Spa
Whistler, BC
May 12, 2016

MINUTES OF BUSINESS MEETING

The Business Meeting was called to order 2:00 pm on May 12, 2016.

1. ADOPTION OF AGENDA

It was MOVED and SECONDED;

THAT the Agenda be adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1 2015 Annual General Meeting Minutes dated May 7, 2015

It was MOVED and SECONDED;

THAT the Minutes of the May 7, 2015 AGM be adopted as circulated.

CARRIED

3. PRESIDENT'S REPORT

It was MOVED and SECONDED;

THAT the President's report be received.

CARRIED

4.2 Flood Control and River Management Committee Update

The Flood Control and River Management Update was presented by Councillor Jason Lum. The report was provided for information.

4.3 Nominating Committee Report

It was MOVED and SECONDED;

THAT the Nominating Report as presented by Councillor Chuck Puchmayr be received.

CARRIED

5. ELECTION

The following positions were elected by acclamation:

President	Councillor Corisa Bell, City of Maple Ridge
First Vice President	Councillor Rick Glumac, City of Port Moody
Second Vice President	Councillor Jason Lum, City of Chilliwack
Third Vice President	Mayor Wilfried Vicktor, District of Hope

In 2015, the membership endorsed a resolution calling for the addition of a Third Vice-President and eliminating one Director at Large position for a total of three Directors at Large. The number of Executive members in total does not change.

Councillor Puchmayr called for nominations from the floor. He announced the following candidates were nominated for Directors at Large:

Dennis Adamson	Director	Fraser Valley Regional District
Sue Attrill	Councillor	City of Chilliwack
Tom Gill	Councillor	City of Surrey
Andree Janyk	Councillor	Resort Municipality of Whistler
Angie Quaale	Councillor	Township of Langley
Rob Vagramov	Councillor	City of Port Moody

Councillor Puchmayr declared the following three Directors at Large elected, as voted by the membership:

- Councillor Sue Attrill, City of Chilliwack
- Councillor Tom Gill, City of Surrey
- Councillor Angie Quaale, Township of Langley

6. 2015 FINANCIAL STATEMENTS

It was MOVED and SECONDED;

THAT the 2015 financial statements be received as circulated.

CARRIED

7. LMLGA BUDGET, JANUARY 1, 2016 TO DECEMBER 31, 2016

It was MOVED and SECONDED;

THAT 2016 Budget and report be received.

CARRIED

8. ADJOURNMENT

It was MOVED and SECONDED;

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 2:40 p.m.

Certified Correct

Joslyn Young
Executive Coordinator

2017 DRAFT BUDGET

REVENUE	Actuals 2015	Actuals 2016	Budget 2017 ¹
Operating Fund Revenue			
Annual Dues	\$39,860	\$44,026	\$46,227
Investment Income	1,007	1,037	1,000
Other Recoveries	<u>845</u>	<u>3,115</u>	<u>0</u>
Total Operating Revenue	41,712	48,178	47,227
AGM Fund Revenue			
Registration Fees	47,740	54,530	52,000
Sponsorship	46,150	49,450	48,000
Exhibitors	6,600	4,400	5,000
Total AGM Revenue	<u>100,490</u>	<u>108,380</u>	<u>105,000</u>
TOTAL REVENUE	\$142,202	\$156,558	\$152,227

EXPENSES

Operating Fund Expenses			
Meeting Expenses	5,238	4,006	6,000
Office Expenses & Misc.	50	765	950
Other Events/Workshops	2,367	608	1,000
UBCM Contract	27,750	44,348	44,348
Staff Travel & Expenses	10	242	300
Communications	125	179	200
Bank Charges	17	0	0
Website Development	59	0	2,800
Contingency	<u>27,373</u>	<u>917</u>	<u>329</u>
Total Operating Expenses	62,989	51,065	55,927
AGM Fund Expenses			
Annual General Meeting	76,320	102,613	96,300
Online Registration	2,893	2,880	0
Total AGM Expenses	<u>79,213</u>	<u>105,493</u>	<u>96,300</u>
TOTAL EXPENSES	\$142,202	\$156,558	\$152,227
Net Profit/Loss	\$0	\$0	\$0

¹ 2017 Budget is calculated with a proposed 5% increase to member dues.

IMPACT OF PROPOSED 5% DUES INCREASE

Fee Category	Population Range		2016 Dues (base)	2017 Dues Increase at 5%	2017 Proposed Dues
	From	To			
A	1	5,000	\$407	\$20	\$427
B	5,001	20,000	\$815	\$41	\$856
C	20,001	50,000	\$896	\$45	\$941
D	50,001	75,000	\$978	\$49	\$1,027
E	75,001	100,000	\$1,222	\$61	\$1,283
F	100,001	120,000	\$1,630	\$82	\$1,712
G	120,001	150,000	\$2,119	\$106	\$2,225
H	150,001	175,000			
I	175,001	200,000			
J	200,001	750,000	\$3,260	\$163	\$3,423
K	750,001	999,999			

No members in the H, I or K fee categories.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statements of Financial Position

December 31, 2016 and December 31, 2015

	2016	2015
Assets		
Current Assets:		
Cash	\$ 30,320	\$ 100,129
Accounts Receivable	2,500	1,690
GST Receivable	2,148	749
Investments	114,471	29,141
Prepaid Expenses	8,800	13,900
	158,239	145,609
Liabilities and Net Assets		
Current liabilities:		
Accounts Payable	11,641	2,428
Deferred Revenue	2,500	0
Net Assets		
Unrestricted	144,098	143,181
	\$ 158,239	\$ 145,609

 Director

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statements of Operations

Years ended December 31, 2016 and December 31, 2015

	2016 Budget	2016 Actual	2015 Actual
Revenue:			
Registrations	\$ 50,000	\$ 54,530	\$ 47,740
Sponsorship	52,000	53,850	46,150
Memberships	44,026	44,026	39,860
Interest Income	1,000	1,037	1,007
Other Recoveries	850	3,115	7,445
	147,876	156,558	142,202
Expenses:			
Annual General Meeting	91,450	105,492	79,214
Administrative Expenses	48,098	45,292	28,011
Executive/UBCM Meetings	6,500	4,249	5,238
Other Events/Workshops	1,000	608	2,367
Special Projects			
Contingency	828		
	147,876	155,641	114,830
Excess of revenue over expenses	\$ 0	\$ 917	\$ 27,372

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statements of Cash Flows

Years ended December 31, 2016 and December 31, 2015

	2016	2015
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 917	\$ 27,373
Changes in non-cash operating working capital:		
Accounts Receivable	(810)	13,234
GST Receivable	(1,398)	474
Prepaid Expenses	5,100	(5,100)
Accounts Payable	9,213	967
Deferred revenue	2,500	(17,600)
	15,522	19,348
Investing activities:		
Investments	(85,330)	39,589
Increase in Cash	(69,809)	58,937
Cash, beginning of year	100,130	41,193
Cash, end of year	\$ 30,320	\$ 100,130

Part 2

Nominations & Resolutions



TO: Mayor/Chair; Council/Board

FROM: Councillor Chuck Puchmayr, LMLGA Past President

DATE: January 27, 2017

RE: 2017 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

This circular is notice of the LMLGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 31**. The LMLGA Conference and AGM will be held on May 10-12, 2017 in Harrison Hot Springs.

LMLGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the LMLGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President*
- Directors at Large (3 positions)*

**At the May 2015 conference, Resolution SR1 "Resolution to Amend the LMLGA Bylaws to Change the Executive Structure" was endorsed by the membership. SR1 changed the Executive structure to include a Third VP and eliminated one Director at Large position.*

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

A candidate must be nominated by two elected officials of an LMLGA local government member. The candidate must be an elected official of an LMLGA member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2017 Nominating Committee is Councillor Chuck Puchmayr, Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the LMLGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of LMLGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, LMLGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:

jjustason@ubcm.ca AND cpuchmayr@newwestcity.ca

With subject line: LMLGA Nomination Package – “applicant name”

Deadline: March 31, 2017

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca. All other inquiries should be directed to:

Councillor Chuck Puchmayr, Past President
Chair, 2017 Nominating Committee
c/o LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9
Email: cpuchmayr@newwestcity.ca

NOMINATIONS FOR THE 2017 LMLGA EXECUTIVE

We are qualified under the LMLGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

LMLGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the LMLGA Constitution². I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 31, 2017.

- 2"x3" Photo (high resolution)
- Biographical information. The maximum length of such information shall be 200 words.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: Chair, 2017 Nominating Committee
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**

2017 EXECUTIVE NOMINATIONS

As a result of the Call for Nominations, the Committee has received and will be placing the following names forward for consideration at the 2017 Convention:

PRESIDENT:

- Councillor Jason Lum, City of Chilliwack

FIRST VICE PRESIDENT:

- Chair Jack Crompton, Squamish-Lillooet Regional District
- Mayor Wilfried Vicktor, District of Hope

SECOND VICE PRESIDENT:

- Councillor Rick Glumac, City of Port Moody

THIRD VICE PRESIDENT:

- No nominations received

DIRECTOR AT LARGE (*three to be elected*):

- Councillor Sue Attrill, City of Chilliwack
- Councillor Sandy Blue, City of Abbotsford
- Councillor Laura DuPont, City of Port Coquitlam
- Councillor Karen Elliott, City of Squamish
- Councillor Patrick Johnstone, City of New Westminster

For further information on the nomination and election process contact:

Councillor Chuck Puchmayr, Past President
c/o LMLGA
Suite 60 – 10551 Shellbridge Way
Richmond, B.C. V6X 2W9
Phone: (604) 270-8226 Ext. 100 Fax: (604) 270-9116

2017 EXECUTIVE NOMINATIONS

RUNNING FOR PRESIDENT:

Councillor Jason Lum, City of Chilliwack



Jason Lum is a two-term Councillor from the City of Chilliwack and the recently elected Chair of the Fraser Valley Regional District. Jason was first appointed to the Lower Mainland LGA board in December of 2011. On City Council Jason actively serves on a number of committees including the Public Safety Advisory Committee, the Transportation Advisory Committee, and has served as Chair of the LMLGA Flood Control and River Management Committee.

Jason is a member of the Mount Cheam Rotary Club, a past President of the Chilliwack Chamber of Commerce, and a founding partner of the Myriad Group of Companies.

Jason was recently honoured as one of the University of the Fraser Valley's Top 40 Alumni. Jason is a passionate advocate for the Lower Mainland LGA, and believes in building relationships that will ensure the social, environmental, and economic prosperity for the region.

RUNNING FOR FIRST VICE PRESIDENT:

Chair Jack Crompton, Squamish-Lillooet Regional District



Jack Crompton has served on the Lower Mainland LGA board for the last 3 years. He is passionate about the direction of our communities and the region as a whole. Jack is the Chair of the Squamish Lillooet Regional District and a councillor in Whistler.

Jack's professional life has focused mainly on transportation and software. He founded Whistler Resort Cabs and operated the company until 2008. He is now President of RideBooker, a company that offers ground transportation (taxi, bus, and limousine) across Canada and the United States. His company operates the Whistler Shuttle, a shuttle service that links Vancouver to Whistler. Jack also works with Empowered Startups — a Whistler-based technology company incubator.

Jack likes to talk politics of any description. He is fascinated by political history, local government and international affairs.

Jack and his wife Carolyn have four children; Georgia, Margaret, Van and Harriet. They enjoy "the beautiful game", mountain biking, skiing and being in the mountains. Lower Mainland LGA, and believes in building relationships that will ensure the social, environmental, and economic prosperity for the region.

RUNNING FOR FIRST VICE PRESIDENT:

Mayor Wilfried Vicktor, District of Hope



Over the past 25 years, I have had the pleasure of serving my community of the District of Hope. I have served as a two-term school trustee, a council member and three term mayor. For the last two years, I have served on the LMLGA Board of Directors and enjoyed the experience. I have been impressed with the calibre of people I have worked with and would like to continue to serve you.

I believe in the cliché of strength in numbers and feel that by us working officially together we can get a lot more done. One of the most important rules of the board is to work in an advocacy role on behalf of its members.

The majority of the issues that we face as individual municipalities and regional governments, we also face as a region as well. A vocal but respectful voice of the Metro Vancouver and Fraser Valley Regional District is very helpful to move us forward.

Issues such as homelessness, infrastructure deficits and provincial and federal government downloading are subjects I am very passionate about.

During the conference I ask for your continued support. Thank you very much for your time and attention.

RUNNING FOR SECOND VICE PRESIDENT:

Councillor Rick Glumac, City of Port Moody



Rick Glumac is a 2nd term city councillor for the city of Port Moody. He has served on the Lower Mainland LGA executive for 4 years and was conference chair for the 2016 conference. He has served as Vancouver Metro Area representative at UBCM and as a member of the Metro Vancouver Zero Waste Committee as on the Fraser Health Municipal Government Advisory Council.

Rick takes an active role in municipal politics, championing issues from environmental protection to park expansion to preschool expansion expanding employment in hi tech and innovation industries.

RUNNING FOR THIRD VICE PRESIDENT:

No nominations recieved.

RUNNING FOR DIRECTOR AT LARGE:

Councillor Sue Attrill, City of Chilliwack



Sue has over 35 years of solid business experience. She started her career with BC Telephone Company and retired as a Senior Manager in 2004. She went on to run the Chilliwack Chamber of Commerce as CEO for several years. Sue is currently the Executive Director for Chilliwack Hospice Society.

In 2008 Sue was elected to Chilliwack City Council and continues in that position currently. In 2016 Sue joined the Board of the Lower Mainland LGA and has been very active in that role.

Sue has been extremely involved in her community and has volunteered on dozens of Boards including Fraser Valley Health Care Foundation, Chilliwack Cultural Centre Society, and The Chilliwack Agricultural Commission. She is a Past President of the Chilliwack Mt Cheam Rotary Club.

Sue has two beautiful grown daughters Melody and Haley Attrill. In her spare time Sue enjoys watercolor painting and cooking for friends.

Councillor Sandy Blue, City of Abbotsford



Sandy is a Councillor with the City of Abbotsford and has a proven record helping communities flourish. In addition to winning numerous awards for her leadership in economic development, her track record makes her a sought after speaker on topics of economic development, community revitalization, and on strategies to help agriculture and tourism sectors thrive.

Her 25 year career with BC TEL / TELUS began as an on-call operator before moving to senior roles in Customer Service, Marketing, Advertising and Sales.

In 2000 Sandy moved to HSBC Bank Canada where she managed their Advertising, Marketing, Sponsorship and Brand for six years.

In 2008 she joined the City of Maple Ridge - the '2010 – 2015 #5 Top Canadian Investment City' - as Manager Strategic Economic Initiatives.

Sandy holds a Diploma in Economic Development from the University of Waterloo; and an IEDC International Economic Development Council accreditation.

Sandy's long history of community involvement across the Fraser Valley includes six years as Police Commissioner for the Abbotsford Police Department and Vice-President Abbotsford Police Foundation. Sandy has served on the Envision Financial Regional Council as Director and was a founding member of the BC Chapter of Canadian Women in Communication and enjoys leadership and mentoring roles with the Minerva Foundation for BC Women.

RUNNING FOR DIRECTOR AT LARGE:

Councillor Laura DuPont, City of Port Coquitlam



First elected to Port Coquitlam Council in 2014 Laura is currently Chair of the Healthy Community Committee and Member of the Finance and Intergovernmental, Budget Infrastructure and Smart Growth Committees. She also represents the City on the Fraser Valley Regional Library Board, Arts Connect, Metro Climate Action and Coquitlam River Watershed Roundtable Core Committees.

Laura's work with SHARE Family and Community Services helps her understand growing inequality within our communities. She has over ten years of volunteering for local stream keeper groups, the Burke Mountain Naturalists, and Riverview Horticultural Centre Society. In recent years Laura joined the Safe Energy Leadership Alliance, Heritage Tree Committee, and Tri-City Food Policy Group that is working to increase local food production and protect pollinator species. Always concerned for a healthy environment she puts a high priority on clean water, air, good agricultural land and First Nations Reconciliation work.

With two active sons in Port Coquitlam Minor Baseball and Hockey she regularly volunteers for local sports groups. Laura fights to protect public parks and can be seen biking on the numerous trails in and around the beautiful City of Port Coquitlam.

Councillor Karen Elliott, District of Squamish



Karen has been a resident of Squamish since 2012 and is serving in her first term on council. Karen is a past-chair of the Community Development Standing Committee and is now chair of the Finance and Audit Committee, as well as the council representative on the Official Community Plan Community Advisory Committee and the local Food Policy Council. Karen is proud of Squamish's progress on active transportation, the oceanfront development, implementation of a zero waste strategy, establishing a local carbon offset market, and taking important steps to improve housing affordability.

In addition to her role on council, Karen runs her own consulting practice with a focus on strategy development and implementation, leadership development and meeting facilitation. Since August 2016, she has also served as the Ombudsperson at Quest University, where she supports students, faculty and staff as the advocate for fairness and due process on campus.

Fortunate to have the sea to sky corridor as her backyard, Karen spends her free time with her partner and two daughters exploring the great outdoors, trying to develop a green thumb in a garden patch with great potential, and volunteering as a literacy tutor for new Canadians.

RUNNING FOR DIRECTOR AT LARGE:

Councillor Patrick Johnstone, City of New Westminster



Patrick Johnstone is a long-time New Westminster resident and is serving his first term on Council.

Patrick is the Chair of the ACTBiPed, Access Ability Advisory Committee, and Seniors Advisory Committee. He also serves as Council Liaison to the Youth Advisory Committee, and as a member of the Mayor's Task force on Transportation and the Canada Games Pool Task Force. He serves on the Metro Vancouver Utilities Board, is a member of the Board of the Community Energy Association, and is currently the UBCM representative on the Board of the Society of Contaminated Sites Approved Professionals of BC.

Patrick is a Professional Geoscientist who works as a consultant helping local governments manage their liability around contaminated sites and environmental assessments. Prior to joining Council, he has been a volunteer, a community builder, a blogger, and a leader of conversations in New Westminster. He has volunteered in various roles at in support of community events from Jane's Walks to PechaKucha nights, New West Pride, and the Royal City Farmer's Market. He has given talks on sustainability and community engagement for diverse audiences, such as the City of New Westminster's EnVision2032 Sustainability Fair and the 2014 Sustainable Spaces Forum presented by the Rivershead Society of BC. He has also worked towards increasing civic engagement in New West through social media and his personal blog, where he tries to make local government more understandable to the general community.

Patrick has been recognized for his community-building efforts, both as a volunteer and as a communicator. He was amongst the local business and community leaders recognized in the 2012 NextUP awards, and in 2013, he was honoured to be awarded Citizen of the Year at the New Westminster Chamber of Commerce Platinum Awards.

LMLGA CONFERENCE RULES AND PROCEDURES FOR HANDLING RESOLUTIONS

GENERAL RULES

1. Sessions will begin and end promptly at the scheduled hours.
 2. Delegates will use the floor microphones when speaking.
 3. All elected officials of members attending the Annual Meeting of the Association shall be delegates entitled to participate in debates and to vote on any matter before the Meeting. Other delegates shall not be entitled to the privilege of the floor unless authorized by the Meeting. Guest speakers may be permitted at the direction of the Executive.
 4. At all business sessions of the Meeting, fifteen delegates shall constitute a quorum.
-

VOTING RULES

5. Only elected officials of members are entitled to vote.
6. Voting on ordinary resolutions normally shall be by a show of hands (holding the voting card) and the Chair's decision as to whether a motion is won or lost is final unless, immediately upon the decision of the Chair being declared, ten or more voting delegates then present, by standing, demand a standing vote, whereupon the Chair shall again put the same question to the Meeting to be decided by a count of those standing in favour of and against the motion. In the event that the result of the standing vote is questioned by twenty-five or more voting delegates then present, or at any time in the discretion of the Chair, the Chair shall order that the matter before the Meeting be determined by ballot, and the result of such ballot shall be final.
7. Where voting is by ballot, scrutineers shall be appointed by the Chair to distribute the ballot, collect the same, and to count and report the vote.
8. In all cases, where the votes of delegates then present, including the vote of the Chair, are equal for and against a question, the question shall be negatived, and it shall be the duty of the Chair to so declare.
9. No vote by proxy shall be recognized or allowed.

10. When voting by show of hands all delegates shall hold their voting card. In the case of a ballot, the voting card must be presented and initialed by the scrutineers before a ballot is issued.

RULES OF PROCEDURE

11. Robert's Rules of Order shall govern the proceedings of the Association, its Executive and Committees, so far as they may be applicable without coming into conflict with the Constitution or rules adopted by the Association.
12. The Presiding Officer shall enforce order and strict observance of the Constitution and Rules and Procedures. Subject to an appeal to the meeting sustained by a majority vote of delegates present, the Presiding Officer shall have the right to decide all questions of order and the Officer's rulings in this regard shall be final.
13. A delegate wishing to move, second or speak to a motion shall arise and address the Chair and shall wait until he or she is recognized before speaking. Delegates must announce their name, local government office and membership or other qualifications each time they rise to speak.
14. Delegates must confine their remarks to a maximum speaking period of three minutes; including the introducer of a motion.
15. No delegate may speak more than once on any one question unless and until all other delegates desiring to speak have been heard.
16. Any amendment and any motion to withdraw any resolution from consideration of the meeting or to refer the same to the Resolutions Committee, or to any other committee, and any motion affecting the resolution must be moved and seconded from the Meeting Floor.
17. Should discussion continue on any resolution for an undue length of time without reasonable agreement being reached, the resolution may be cleared from the floor by a favourable vote to refer the resolution to the Resolutions Committee for further consideration and report.

(Note: Because the time factor does not allow the Resolutions Committee to properly reconsider resolutions, a motion to refer to the Committee will only be accepted in the event adjournment is imminent and there are regular resolutions which have not been dealt with.)

HANDLING OF RESOLUTIONS STEP-BY-STEP RULES

PRECEDENCE OF RESOLUTIONS

18. Resolutions shall be dealt with in numerical order. However, two or more similar resolutions, addressing the same subject matter may be dealt with by a single resolution. [e.g. Resolution #14 covers resolution #15 and #16 then only resolution #14 will be considered by the Meeting.]
-

PROCEDURES FOR CONSENSUS PACKAGE

19. At the beginning of the Resolutions Session, a spokesperson from the Resolutions Committee will introduce a motion to endorse the Consensus Package:

“As listed in the supplementary material distributed to all delegates, shall the recommendations of the Executive to endorse selected resolutions as a Consensus Package be adopted?”

If the motion is carried, then all resolutions listed as part of the Consensus Package will be endorsed as a block – these resolutions will not be debated or discussed individually.

However, a voting delegate may put forward a motion to remove a resolution from the Consensus Package for individual consideration:

“I move that Resolution R(x) be removed from the Consensus Package and be considered separately for debate.”

Such a motion must be put forward before the Consensus Package has been endorsed. After the motion to remove has been duly seconded, the Chair shall put the question:

“Shall the resolution be removed from the Consensus Package and admitted for discussion?”

If the motion passes by a fifty percent plus one majority, then the Chair will remove the resolution from the Consensus Package and it will be considered individually, immediately following the Consensus Package.

The Chair will then ask for the endorsement of the Consensus Package as amended:

“Shall the recommendations of the Executive to endorse selected resolutions as a Consensus Package, as amended, be adopted?”

PROCEDURES FOR RESOLUTIONS PRINTED IN THE RESOLUTIONS BOOK

20. The Chair will cause the title and the "enactment" clause of the resolution to be read.
21. The resolution will after reading be properly before the Meeting and will not require a mover or a seconder.
22. A spokesperson for the Resolutions Committee will then give the views of the Resolutions Committee together with any suggestions and reasons therefore.
23. The Chair shall then call on a delegate from the sponsoring member to introduce the resolution.
24. The sponsor is permitted three minutes to introduce the resolution.
25. The Chair will then call for discussion from the floor.
26. If there are not speakers opposed to the motion the Chair may call the question.

Discussion shall proceed in accordance with the "Rules of Procedure" (steps 11 to 17)

Delegates must confine their remarks to a maximum speaking period of three minutes.

Voting on the resolution shall proceed in accordance with the "Voting Rules" (steps 5 to 10).

Voting is on the resolution, **NOT** on the recommendation of the Resolutions Committee.

PROCEDURES FOR LATE RESOLUTIONS

27. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to the LMLGA by the Monday noon preceding the date of the Annual Meeting.
28. Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered but not before the time printed in the Meeting Program for consideration of Late Resolutions. Late Resolutions shall be dealt with only if the Meeting so decides.

29. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
 30. Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
 31. In the event that a late resolution is recommended to be admitted for discussion the sponsor shall produce sufficient copies for distribution to the Convention.
 32. The Chair will cause the title and "enactment" clause of the Late Resolution to be read by a spokesperson for the Resolutions Committee.
 33. The Late Resolution will after reading be properly before the Meeting and the procedures for handling resolutions will apply (Steps 20 to 26).
-

FOR RESOLUTIONS NOT PRINTED IN THE RESOLUTIONS BOOK

34. Any delegate may, during a Meeting, put forward any motion which, if duly seconded, shall be dealt with as follows: The Chair shall put the question - "Shall the motion before the meeting be admitted for discussion?" - and such question shall require a three-fifths majority vote before the motion can be put forward for discussion by the Meeting.

At the discretion of the Chair any such motion shall be submitted in writing and copies may be required to be provided to all delegates present before consideration thereof.

35. Notwithstanding the foregoing the Executive may submit any matters not requiring Extraordinary Resolution to any Meeting for consideration or action at any time.
-

FOR EXTRAORDINARY RESOLUTIONS

36. All resolutions originating at a Meeting workshop or seminar that is not held as a regular plenary session shall be referred to the Executive unless handled pursuant to Steps 34 or 35.
37. **AMENDMENTS TO CONSTITUTION:** Any amendments to the Constitution may only be made pursuant to Extraordinary Resolution duly adopted by the Association, unless otherwise stated within the Constitution and Bylaws.
38. **EXTRAORDINARY RESOLUTIONS:** Notice of Extraordinary Resolutions intended to be submitted for consideration shall be given in writing to the Secretary not later than thirty (30) days prior to the date fixed for the Annual meeting, and shall be included in the printed material sent to members by the

Secretary at least thirty (30) days prior to the Meeting. A favourable two thirds majority vote at an Annual Meeting of the delegates then present shall be necessary to adopt an Extraordinary Resolution.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

2017 RESOLUTIONS

Table of Contents

LMLGA EXECUTIVE RESOLUTIONS

SR1	LMLGA Member Dues	LMLGA Executive
SR2	UBCM to Call For a Zero Provincial Waste Strategy	LMLGA Executive

PART 1 – REFERRED RESOLUTIONS

UBCM referred no late resolutions from 2016 to the 2017 resolutions cycle for consideration by LMLGA members.

PART 2 – RESOLUTIONS RECEIVED BY THE DEADLINE

The following resolutions were received by the March 24th, 2017 deadline.

CONSENT AGENDA

COMMUNITY SAFETY

R1	Sprinklers for 4-Storey Balconies	City of Langley
R2	Sexual Assault Evidence Collection Kits Funding	District of Squamish

ENVIRONMENT

R3	Environmental Assessment Cumulative Analysis	District of Squamish
R4	Disposal of Drywall/Gypsum Board	Squamish-Lillooet RD

HEALTH

R5	Funding for Child and Youth Mental Health Substance Use Collaborative	Squamish-Lillooet RD
-----------	--	-----------------------------

SELECTED ISSUES

R6	Regulation and Licensing of Supportive Recovery Homes	City of Chilliwack
R7	Social Support Services for Seniors	Corporation of Delta
R8	Bus Passes for Persons with Disabilities	City of Port Moody

RESOLUTIONS FOR DEBATE**COMMUNITY SAFETY**

R9	Funding for Drug Recognition Training Experts	Corporation of Delta
R10	Modification of Seismic Design Guidelines for Dikes	Corporation of Delta

ELECTIONS

R11	Criminal Record Checks for Local Government Elected Officials	District of Maple Ridge
------------	--	--------------------------------

FINANCE

R12	Emergency Recovery Costs	Squamish-Lillooet RD
------------	---------------------------------	-----------------------------

ASSESSMENT

R13	Varied Taxation Rate for the Residential Class	City of Langley
------------	---	------------------------

ENVIRONMENT

R14	Non-Compostable Produce Sticker Labels	District of Maple Ridge
R15	Environmental Assessment Funding System	District of Squamish

R16	Ban on the Sale of Invasive Species	Squamish-Lillooet RD
------------	--	-----------------------------

HEALTH

R17	Protocols to Respond to Student Drug Overdose on Secondary School Grounds	District of Maple Ridge
------------	--	--------------------------------

SELECTED ISSUES

R18	Affordable Child Care	Corporation of Delta
R19	Municipal Lobbyist Registry	City of Vancouver
R20	Right to Dry	City of Port Moody
R21	The Rights of Service Dog Teams	District of Maple Ridge
R22	Ending Discriminatory Insurance Coverage	District of Maple Ridge

RESOLUTIONS NOT FOR DEBATE

These resolutions refer to other resolutions found in the resolutions package.

R23	Supporting Funding to the Child and Youth Mental Health and Substance Use Collaborative Local Action Teams	District of Pemberton
R24	Child and Youth Mental Health and Substance Use Collaborative – Continued Funding for Local Action Teams	Corporation of Delta

PART 3 – LATE RESOLUTIONS

No late resolutions have been received as of April 25, 2017 Annual Report distribution date.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

2017 RESOLUTIONS

As of March 27, 2017

RESOLUTIONS RECEIVED BY THE DEADLINE

LMLGA EXECUTIVE RESOLUTIONS

SR1 LMLGA Member Dues

LMLGA Executive

THEREFORE BE IT RESOLVED that LMLGA membership dues be increased by five (5) per cent in order to cover increasing administrative costs.

Comments:

An increase of 5% to member dues will result in enough income to cover increasing operating expenses. See proposed 2017 Budget in LMLGA Annual Report.

Recommendation: Endorse

Conference Decision: _____

SR2 UBCM to Call For a Provincial Zero Waste Strategy

LMLGA Executive

WHEREAS the Provincial Government has delegated solid waste management planning to regional districts (many of whom are pursuing zero waste) and set a target of municipal solid waste disposal of 350 kg per capita by 2020/21;

AND WHEREAS local governments can work on diversion and management of materials but the provincial government has more powers to influence what kinds of materials come in, the volume of those materials and reductions of those volumes as well as the power to regulate Extended Producer Responsibility programs;

THEREFORE BE IT RESOLVED that the Province of BC develop a provincial Zero Waste Strategy.

Comments:

The membership has not previously considered a resolution asking UBCM to write a policy paper in order to ask the provincial government to develop a provincial zero waste strategy.

UBCM acknowledges that members have long supported resolutions calling on the provincial government to expand and better coordinate extended producer responsibility programs (most recently 2015-B62, 2014-A6, 2014-B97, 2013-SR1, 2013-B77, 2012-B27, 2012-B28, 2012-B30, 2012-B81, 2012-B125, 2011-B39, 2010-B33, 2009-B36, 2009-B37, 2009-B114, 2009-B115, 2009-B116, 2008-B29, 2008-B84, 2007-B25, 2006-B29, 2006-B30, 2006-B106).

However, UBCM would foreground the leadership of the National Zero Waste Council, co-founded by Metro Vancouver, which brings together stakeholders across sectors including multiple orders of government, businesses,

and non-government organizations to focus on waste prevention; environmental sustainability; consumption of fewer resources and less energy; and the design, production and use of goods in support of a circular economy. The National Zero Waste Council is actively engaged in research and development of zero waste strategies and has already established strong lines of communication with the provincial government on this issue.

In resolution SR2, the LMLGA Executive proposes that UBCM should produce a policy paper as a way of asking the provincial government to develop a provincial zero waste strategy. Since action by the Province is the ultimate aim of the resolution, UBCM would suggest that phrasing the resolution to call directly on the provincial government would be a more effective way to communicate the request.

Recommendation: **Endorse**

Conference Decision: _____

PART 1 – REFERRED RESOLUTIONS

UBCM referred no late resolutions from 2016 to the 2017 resolutions cycle for consideration by LMLGA members.

PART 2 – RESOLUTIONS RECEIVED BY THE DEADLINE

The following resolutions were received by the March 24th, 2017 deadline. Comments and recommendations are also included below.

Consent Agenda

COMMUNITY SAFETY

R1 Sprinklers for 4-Storey Balconies

City of Langley

WHEREAS in 2016 the Province of British Columbia has suffered numerous large loss fires in 4- storey wood frame multi-residential buildings that could have been mitigated by the installation of sprinklers on balconies;

AND WHEREAS the British Columbia Building Code is based on the National Building Code with modifications specific to BC and that the National Building Code (2015) requires the installation of sprinklers on balconies of 4-storey buildings;

THEREFORE BE IT RESOLVED that the Minister Responsible for Housing immediately issue a Ministerial Order requiring the installation of sprinklers on the balconies of all new wood frame 4-storey multi-residential buildings.

Comments:

The membership has not previously considered a resolution calling on the provincial government to institute a requirement for sprinklers on the balconies of new wood frame four-storey multi-residential buildings.

However, UBCM members have consistently endorsed resolutions supporting the provision of sprinklers as fire protection in residential buildings (2014-B79, 2006-B1, 1998-B31, 1987-B11).

The BC Government recently announced a change to the BC Building Code that will now require all newly constructed 4-storey buildings to include sprinklers on balconies. This change will take effect on July 20, 2017.

Recommendation: Endorse

Conference Decision: _____

R2 Sexual Assault Evidence Collection Kits Funding

Squamish

WHEREAS sexual assault evidence collection (SAEC) kits are currently funded through the Ministry of Health, with SAEC kits considered evidence that is from a committed crime;

AND WHEREAS survivors of sexual assault need medical forensic examinations readily available on demand and should not be expected to travel further than 50km to facilitate equitable access to justice and associated resources:

THEREFORE BE IT RESOLVED that the Provincial Government move funding from the Ministry of Health to the Ministry of Justice and fund comprehensive, 24/7 access to services and staffing needed (sexual assault nurse examiners) and to provide SAEC kits in communities lacking in forensic services.

Comments:

The membership has not previously considered a resolution requesting that the provincial government fund comprehensive, 24/7 access to services and staffing for medical forensic examinations, and provide sexual assault evidence collection kits in communities where forensic services are not available.

However, members endorsed resolution 2015-B80, which called for a national intergovernmental task force to determine the steps needed to “erase the “rape culture” that is pervasive in schools, universities, workplaces and

elsewhere across Canada;" as well as "improve the reporting, arrest and conviction rates across Canada."

Recommendation: **Endorse**

Conference Decision: _____

ENVIRONMENT

R3 Environmental Assessment Cumulative Analysis

Squamish

WHEREAS a project subject to provincial environmental assessment (EA) process can be separated into different EA processes or excluded from the process altogether such as hydro, gas supply, navigation, etc.;

AND WHEREAS, because of this, there is no cumulative analysis that creates a clear picture of the entire impact of a proposal, including the five pillars of environmental assessment; Economic, Social, Environmental, Health and Heritage, thereby distorting and potentially minimizes the magnitude of the impact or understanding by the community and local government:

THEREFORE BE IT RESOLVED that the Province consider projects in their entirety when evaluating them through the environmental assessment office.

Comments:

The membership has not previously considered a resolution requesting that the provincial government ensure that the environmental assessment process takes into account the entire and cumulative impact of a project proposal, including the "five pillars" of environmental assessment: economic, social, environmental, health, and heritage impacts.

However, members endorsed resolution 2015-B61, which asked the Province to conduct a complete health impact assessment as part of the environmental assessment for all projects; and work with the Health Officers Council to develop guidance documents to support such health impact assessments.

In response to resolution 2015-B61, the provincial government stated that the Environmental Assessment Office (EAO) determines the requirements for environmental assessments on a project-by-project basis, but pointed out that the EAO frequently requires human health risk assessments as part of environmental assessments. The Province also expressed willingness to work with other parties "to support a consistent approach to health impact assessment across the province."

Recommendation: **Endorse**

Conference Decision: _____

R4 Disposal of Drywall/Gypsum Board

Squamish-Lillooet RD

WHEREAS illegal dumping is a significant issue affecting all areas of British Columbia;

AND WHEREAS the illegal dumping of construction/demolition waste in forested/wilderness areas warrants a more effective and comprehensive approach by the Province than what currently exists;

THEREFORE BE IT RESOLVED that the Province develop/implement an Extended Producer Responsibility program regarding the disposal of drywall/gypsum board and given the impacts of illegal dumping on the environment as well as on human health of pre-1990 drywall/gypsum board, do so on a fast-tracking basis; and

AND BE IT FURTHER RESOLVED that the Province provide assistance to local governments with respect to the disposal of pre-1990 drywall/gypsum board (and other building materials which contain asbestos) through measures such as:

- Providing subsidies towards the costs of transporting hazardous waste to authorized landfills, resulting in lower tipping fees and possibly removing, or reducing, what some residents may perceive as an incentive to engage in illegal dumping activities; and
- Increased enforcement activity by ministries and agencies having jurisdiction over illegal dumping;
- Implementing legal surveillance techniques; and
- Education and public awareness campaigns.

Comments:

The membership endorsed resolution 2012-B81, which called on the provincial government to “establish options to assist local governments to dispose of asbestos contaminated gypsum,” or include gypsum as a product category in the Recycling Regulation, thereby triggering the process to develop a stewardship plan for this material.

In response to the resolution, the provincial government cited its commitment to the 2009 Canada-wide Action Plan for Extended Producer Responsibility, and stated that the BC Ministry of Environment Service Plan would include extended producer responsibility for “construction and demolition materials, as well as furniture, textiles and carpet, and appliances (including ozone-depleting substances)” by 2017/18. The Province projected that this would include construction and demolition waste such as gypsum wallboard.

Recommendation: **Endorse**

Conference Decision: _____

HEALTH

R5 Funding for Child and Youth Mental Health and Substance Use Collaborative

Squamish-Lillooet RD

WHEREAS the Child and Youth Mental Health and Substance Use Collaborative (CYMHSUC), funded and supported by Doctors of BC and the Government of British Columbia, has been working to increase timely access to integrated support and services for children, youth and families, which work contributes to improving and potentially saving the lives of children and youth struggling with mental health and substance abuse issues in British Columbia;

AND WHEREAS the CYMHSUC has grown, since 2013, to 11 provincial working groups, comprising the 64 CYMHSUC local action teams, addressing complex issues such as emergency room protocols, rural telehealth, information sharing guidelines and increased literacy for mental health and substance use in schools through training teachers and counsellors on mental health curriculum and mental health first aid;

AND WHEREAS the Government of British Columbia has not committed funding for the CYMHSUC beyond 2017;

THEREFORE BE IT RESOLVED that the Government of British Columbia continue funding and support for the Child and Youth Mental Health and Substance Use Collaborative beyond 2017.

Comments:

The membership has not previously considered a resolution asking the provincial government to provide continued funding for the Child and Youth Mental Health and Substance Use Collaborative.

However, members have consistently endorsed resolutions requesting that the provincial government expand and continue funding programs to support child and youth mental health (2012-B37, 2008-B51, 2006-B51, 2006-B153).

Resolution 2012-B37 specifically called on the provincial government to “support integrated services and work with school districts and local governments to provide and evaluate youth mental health services in a school setting.” In response to the resolution, the Province referenced “Healthy Minds, Healthy People: A Ten-Year Plan to Address Mental Health and Substance Use in British Columbia,” with the Ministry of Children and Family Development acting as the lead agency for the child and youth portion of the plan.

See also resolutions R23 and R24.

Recommendation: Endorse

Conference Decision: _____

SELECTED ISSUES

R6 Regulation and Licensing of Supportive Recovery Homes

Chilliwack

WHEREAS addictions are a health care issue and the operation of supportive recovery homes can play an important role in supporting improvements to individual and community health outcomes through recovery from drug and alcohol addictions;

AND WHEREAS under the Community Care and Assisted Living Act, many of the operating standards required of licensed treatment facilities—such as screening, programming, nutrition, staff competencies, and staff-to-client ratios—do not apply to supportive recovery homes, thereby reducing their effectiveness and putting at risk the safety of the vulnerable individuals they serve; facility staff; and the local community:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the provincial government to undertake licensing and more stringent regulation of supportive recovery homes to ensure effective care, support, and safety for persons seeking assistance with recovery from drug and alcohol addictions; and to provide improved oversight and accountability to the communities in which they are situated.

Comments:

The membership endorsed resolutions 2006-B7 and 1995-A12, both of which called on the provincial government to improve regulation of supportive recovery homes.

In response to resolution 2006-B7, the provincial government indicated that it was developing a registration process for recovery houses and other mental health and addictions residences that provide lower levels of support.

UBCM would also note that members have consistently endorsed resolutions seeking provincial funding for mental health and addiction services; expansion of existing facilities and establishment of new facilities; and funding for related social service and housing programs (2015-A2, 2014-B34, 2014-B60, 2013-B36, 2013-B52, 2010-B44, 2010-B143, 2010-B145, 2008-A1, 2007-B51, 2007-B153, 2006-B8, 2006-B50, 2006-B51, 2005-A1, 2005-B43, 2000-B61).

Recommendation: Endorse

Conference Decision: _____

R7 Social Support Services for Seniors

Delta

WHEREAS the demographic of those over 65 continues to increase across British Columbia;

AND WHEREAS increasing numbers of seniors experience financial, social, health and housing vulnerabilities;

AND WHEREAS services for seniors are provided by a variety of local ministries, agencies and governments:

THEREFORE BE IT RESOLVED that the provincial government be requested to plan system-wide initiatives to support seniors' healthy, stable and successful aging to limit social isolation, varieties of abuse and limited access to needed housing.

Comments:

The membership has consistently endorsed resolutions calling on the provincial government to provide coordinated health and social support programs for seniors across BC (2012-B41, 2011-A4, 2007-B152, 2006-B162). The most recent resolution, 2012-B41, requested that the provincial government provide funding for enhanced seniors' outreach and health prevention programs, and better coordination among existing services.

In response to resolution 2012-B41, the Province referenced its action plan "Improving Care for BC Seniors," released earlier that year. The provincial government suggested that it had followed through on a number of items in the plan, including improvements to information resources about health care and other government programs for seniors; public consultation regarding establishment of a Seniors' Advocate; development of a provincial strategy to prevent, identify and respond to elder abuse; the Better at Home program for non-medical support services; funding to expand Community Response Networks; and funding for age-friendly community planning and implementation.

Recommendation: Endorse

Conference Decision: _____

R8 Bus Passes for Persons with Disabilities

Port Moody

WHEREAS the provincial government changed the benefit for persons with disabilities in February 2016 by replacing the \$45 per year bus pass with a \$52 per month bus pass;

AND WHEREAS 70% of the announced increased benefit entitlement of \$77 per month would be required to cover the increased cost of the bus pass, leaving the disability bus pass users with only \$25 per month in additional funding, which has not been increased for nine years;

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association and the Union of British Columbia Municipalities call on the provincial government to:

- reinstate the \$45 per year bus pass for persons with disabilities;
- eliminate the \$52 per month bus pass fees; and
- raise the Persons with Disability Benefit to \$1,200 per month.

Comments:

Due to time constraints, resolution 2016-B134 was not debated at the UBCM Annual Convention and was referred automatically to the UBCM Executive for consideration. Resolution 2016-B134 called on the provincial government to increase disability assistance by \$77 a month; cease deducting the cost of transportation assistance from the disability assistance; and maintain the fee for a BC Bus Pass at \$45 annually.

Upon consideration, the UBCM Executive amended resolution 2016-B134 to read:

"Therefore be it resolved that the cost of transportation assistance not be deducted from disability assistance."

The UBCM Executive endorsed amended resolution 2016-B134. The provincial government has not yet provided a response to the amended resolution.

Recommendation: Endorse

Conference Decision: _____

Resolutions for Debate

Resolutions not in the Consent Agenda, to be considered individually.

COMMUNITY SAFETY

R9 Funding for Drug Recognition Training Experts

Delta

WHEREAS the federal government plans to legalize cannabis in 2017;

AND WHEREAS there are no established levels of impairment by cannabis for the purposes of Motor Vehicle Act enforcement, and no tested or approved roadside cannabis impairment testing equipment;

AND WHEREAS police officers are dependent on trained Drug Recognition Experts to properly assess a potentially drug-impaired driver:

THEREFORE BE IT RESOLVED THAT the provincial government be requested to fund training for municipal police agencies to increase the number of certified Drug Recognition Experts in order to properly police drug-impaired driving in British Columbia.

Comments:

The membership has not previously considered a resolution asking the provincial government to provide funding to municipal own-force police agencies, to train drug recognition experts to identify the signs of cannabis impairment.

Recommendation: No Recommendation

Conference Decision: _____

R10 Modification of Seismic Design Guidelines for Dikes

Delta

WHEREAS the Inspector of Dikes is required under the Dike Maintenance Act to provide approval of all works on a designated dike, including the seismic performance of the dike;

AND WHEREAS the provincial Seismic Design Guidelines for Dikes (June 2014) require extensive and expensive geotechnical investigations and ground improvement works;

AND WHEREAS the cost of geotechnical ground improvements to meet the Seismic Design Guidelines for Dikes is very expensive in areas with river and marine sediments:

THEREFORE BE IT RESOLVED that the provincial government be requested to revise the Seismic Design Guidelines for Dikes to reflect predicted local ground settlement conditions with the primary goal of community flood protection.

Comments:

The membership has not previously considered a resolution requesting that the provincial government revise the Seismic Design Guidelines for Dikes to take into account predicted local ground settlement conditions.

Recommendation: No Recommendation

Conference Decision: _____

ELECTIONS**R11 Criminal Record Checks for Local Government Elected Officials****Maple Ridge**

WHEREAS individuals holding office in a local government are elected into a position of trust and power where they have access to sensitive data and are expected to "conduct themselves in an open, transparent and accountable manner" according to the Candidate's Guide To Local Government Elections in B.C.;

AND WHEREAS there is no requirement for elected officials to submit criminal record checks despite being privy to highly sensitive information and allowed to participate in activities, such as volunteering, that other employers would require criminal record checks for;

THEREFORE BE IT RESOLVED THAT Section 87 of the Local Government Act be amended to include criminal record checks as part of the nomination documents submitted by candidates thereby creating a high standard of transparency that will improve public trust in locally elected officials.

Comments:

The membership has not previously considered a resolution requesting that the provincial government amend the Local Government Act to require candidates for local government elections to submit proof of a criminal record check as one of their nomination documents.

Recommendation: **Not Endorse**

Conference Decision: _____

FINANCE**R12 Emergency Recovery Costs****Squamish-Lillooet RD**

WHEREAS the cost of recovering from emergencies is a hardship experienced by many small communities and rural areas;

AND WHEREAS pursuant to the Emergency Program Act's Compensation and Disaster Financial Assistance Regulation, the current cost-sharing percentage split for emergency recovery costs, being 80% for the Province and 20% for local governments, contributes to the financial component of the hardship;

THEREFORE BE IT RESOLVED that the Province increase its share of emergency recovery costs, so that the Province is responsible for 90% and local governments are responsible for 10% of emergency recovery costs.

Comments:

The membership endorsed resolution 2007-B76, which called on the provincial government to amend the cost share of emergency recovery costs from 80 per cent borne by the Province and twenty per cent borne by local government, so that the Province would provide 100 per cent funding for emergency recovery costs.

UBCM would observe that the 2017 resolution makes a different request, asking the Province to bear 90 per cent of emergency recovery costs, with local government bearing ten per cent of costs.

UBCM would also note that a review of the Emergency Program Act is currently underway. In the context of this review, UBCM pointed out to the Province that local governments may not have the capacity to assume additional responsibilities, even if the provincial government were to provide corresponding funding to local governments.

Recommendation: **No Recommendation**

Conference Decision: _____

ASSESSMENT**R13 Varied Taxation Rate for the Residential Class****City of Langley**

WHEREAS the Province of British Columbia through the BC Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 specifies that there is one assessment class for all types of residential properties and the Community Charter outlines that a municipal bylaw to establish the property value taxes each year under section 197 (3) specifies there is a single rate for each property class;

AND WHEREAS the assessed value of the multifamily strata units change at a different rate than single family residential properties.

THEREFORE BE IT RESOLVED that the Province of British Columbia amend the BC Assessment Act and the Community Charter to allow the residential class to be split into two distinct residential classes so that a different rate may be applied to each type of residential property to more equitably share the tax burden between the single family residential properties and the multifamily residential strata properties.

Comments:

The membership considered but did not endorse a similar resolution, 2016-B105, from the same sponsor, which made the same request of the Province for legislative amendments to split the residential class into single family and multifamily.

In its comments on resolution 2016-B105, the UBCM Resolutions Committee pointed out that the UBCM membership had consistently defeated resolutions seeking to split the residential assessment class in order to apply different tax rates to different types of residential property. Members considered but did not endorse resolutions 2003-B79, 2002-B41, 1995-B37 and 1988-A16 on this topic.

The Committee understood the rationale for the resolution, but suggested that the potential impact could be far-reaching and could trigger a proliferation of classes and sub-classes. Past resolutions have requested all manner of special treatment by creating new classes and sub-classes of property.

The Resolutions Committee asked the sponsor to consider whether municipalities have other tools available to level the playing field between single family and strata developments, apart from this significant change to the assessment system for the province as a whole. Alternative finance mechanisms might include parcel taxes, user fees, or differential utility fees.

Recommendation: **Not Endorse**

Conference Decision: _____

ENVIRONMENT**R14 Non-Compostable Produce Sticker Labels****Maple Ridge**

WHEREAS composting is available and encouraged in most communities and many backyards in Canada;

AND WHEREAS the use of plastic non-compostable identification stickers contaminates the finished compost in commercial and private compost facilities;

THEREFORE BE IT RESOLVED that the Provincial and Federal governments (where applicable) change both domestic and import regulations related to food labeling to require compostable stickers or vegetable based ink/food safe stamps on all fruits and vegetables sold in Canada.

Comments:

The UBCM membership has not previously considered a resolution asking the provincial and federal governments to require any sticker labels on fruit and vegetable produce to be compostable, with food safe vegetable based ink stamping of produce accepted as an alternative.

Recommendation: **No Recommendation**

Conference Decision: _____

R15 Environmental Assessment Funding System**Squamish**

WHEREAS the provincial and federal environmental assessment processes are not the direct jurisdiction of local governments and therefore not subject to associated service cost recovery fees and cost of public engagement;

AND WHEREAS these environmental assessment processes can be very time consuming, expensive and onerous for local government staff, community and council:

THEREFORE BE IT RESOLVED that the provincial government set up a funding system to allow for local governments to be compensated for the staff time spent including research, review, technical and working group participation, and to augment and support community engagement during the entire process;

AND FURTHER BE IT RESOLVED that the provincial government's Environmental Assessment Office fee schedule be revised to include a fee for local governments throughout the certification process.

Comments:

The membership has not previously considered a resolution calling on the provincial government to compensate local governments for staff time spent working on referrals from the provincial environmental assessment process; nor have members considered a resolution asking the Province to revise the fee schedule for the Environmental Assessment Office to pay local a government to participate in certification processes relevant to that local government.

UBCM would point out, however, that members have endorsed resolutions requesting that the provincial government undertake more thorough and frequent consultation with local governments as part of environmental assessment processes, and provide local governments with more time to respond to referrals (2009-B33, 2001-A9). Resolution 2009-B33 specifically called on the Province to amend its policies and procedures to ensure that "referral periods are established in such a manner to allow local governments, as well as other stakeholder or interest groups, that wish to comment, a fair and reasonable opportunity to do so."

In response to resolution 2009-B33, the provincial government emphasized its commitment to honour the 2007 Protocol on Principles for Sharing Environmental Responsibilities between the Province of BC and UBCM. Regarding environmental assessment referral periods in particular, the Province confirmed that:

- *The Environmental Assessment Office (EAO) invites local government to participate in the intergovernmental working group set up for each proposed project;*
- *The Public Consultation Policy Regulation requires two public comment periods during the review of a proposed project between 30 and 75 days each to allow the public to provide written submissions;*
- *The length of the public comment period is determined on the basis of the complexity of the proposed project and other factors (typically between 45 and 60 days);*
- *Information relevant to the public review is posted to the EAO Internet and placed in convenient locations in the vicinity of the proposed project;*

- *Public open house meetings are held to describe the proposed project and receive the views of the public; and,*
- *The EAO considers that these measures allow for a fair and reasonable opportunity for public input.*

Recommendation: **No Recommendation**

Conference Decision: _____

R16 Ban on the Sale of Invasive Species

Squamish-Lillooet RD

WHEREAS the introduction and spread of invasive plant species within British Columbia bring adverse impacts to the environment and economy;

AND WHEREAS significant financial and human resources are being allocated to control treatments, labour and research while at the same time the commercial sale of known invasive species continues to occur through retail outlets in British Columbia;

THEREFORE BE IT RESOLVED that the Province ban the sale of known invasive species (plants and seeds) at retail outlets.

Comments:

The membership endorsed resolutions 2011-B44 and 2008-B71, both of which called on the provincial and federal governments to develop a strategy to prevent the sale of invasive plant species and seeds.

In response to the 2011 resolution, the provincial government indicated that the Inter-Ministry Invasive Species Working Group was in the process of reviewing legislation and policy regarding sales of invasive plant species and seeds, and that the Ministry of Forests, Lands and Natural Resource Operations was open to “examining and proposing opportunities for improving the Weed Control Act and Regulation.” The Province also referenced education and awareness efforts in collaboration with the Invasive Plant Council of BC, such as the “Grow Me Instead” program.

Recommendation: **No Recommendation**

Conference Decision: _____

HEALTH

R17 Protocols to Respond to Student Drug Overdose on Secondary School Grounds

Maple Ridge

WHEREAS Provincial Health Officer Dr. Perry Kendall declared the first public provincial health emergency in Canada on April 14th 2016 in response to the unprecedented rise in illicit drug overdoses across the province;

AND WHEREAS there are no protocols for naloxone, a lifesaving medication that temporarily reverses the effects of an opioid overdose, available in schools to support teachers and staff in the event of student overdoses while on school property;

THEREFORE BE IT RESOLVED THAT the Minister of Health, Minister of Education and Minister of Children and Family Development jointly create provincial standards for middle and secondary schools province wide to address drug use and potential incidents of overdose in B.C. schools including protocols for training and administration of Naloxone (Narcan).

Comments:

The membership has not previously considered a resolution calling on the provincial government to develop standards and protocols for teachers and staff to address student drug use and potential incidents of overdose on the property of middle and secondary schools, including training to administer Naloxone (Narcan).

The LMLGA Executive is concerned that the request put forward is not within local government jurisdiction, but best left to the school board authorities to make this type of request.

Recommendation: **No Recommendation**

Conference Decision: _____

SELECTED ISSUES

R18 Affordable Child Care

Delta

WHEREAS the current lack of qualified and affordable daycare for working families in BC is hindering economic growth and creating financial stress for many families;

AND WHEREAS British Columbia has the second-highest child-care fees in Canada;

AND WHEREAS wait-lists for daycare in some areas exceed 3,000 children;

THEREFORE BE IT RESOLVED that the provincial government be requested to develop an affordable child care system, through income tax credits or subsidies, that provides a regulated space for every child whose family needs it.

Comments:

The membership has consistently endorsed resolutions calling on the provincial and federal governments to develop and invest in an affordable child care program (most recently 2016-B49, 2016-B50, 2016-B51, 2014-B39, 2012-B50, 2007-B54, 2007-LR8, 2005-B156, 2001-B98).

Recommendation: **No Recommendation**

Conference Decision: _____

R19 Municipal Lobbyist Registry

Vancouver

WHEREAS other provinces have enacted legislation that allows for municipal lobbyist registries ranging from Quebec, which requires municipal lobbyists to register in the provincial registry, to Ontario, which allows for municipalities to set up their own registries with enforcement powers;

AND WHEREAS British Columbia does not currently allow municipalities to use the provincial lobbyist registry nor does it extend the legal authorities municipalities would need to enforce lobbyist rules with a local registry;

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association (LMLGA) request the Province of BC provide municipalities with the ability to register lobbyists, create rules for lobbyist's conduct in their interactions with elected officials and public servants, and the ability to enforce those rules.

Comments:

The membership has not previously considered a resolution calling on the provincial government to enable local governments to register lobbyists, and set and enforce rules of conduct for lobbyists.

Recommendation: **No Recommendation**

Conference Decision: _____

R20 Right to Dry**Port Moody**

WHEREAS there are significant energy savings and benefits to drying clothes outdoors;

AND WHEREAS "right to dry" legislation has been enacted in Ontario and Nova Scotia;

THEREFORE BE IT RESOLVED that the Province of BC enact legislation to prohibit strata councils from restricting the use of outdoor clotheslines and drying racks.

Comments:

The membership has not previously considered a resolution requesting that the provincial government enact legislation to prohibit strata councils from restricting the use of clotheslines and drying racks outdoors.

Recommendation: **No Recommendation**

Conference Decision: _____

R21 The Rights of Service Dog Teams**Maple Ridge**

WHEREAS, as a result of the BC Guide Dog and Service Dog Act which was enacted in January 2016, people who are blind, visually impaired, deaf and require a guide dog to safely navigate, are being harassed, repeatedly asked for identification, subjected to government red tape, and denied access to public space without meaningful recourse or sanctions to deter discriminatory acts;

THEREFORE BE IT RESOLVED that the Provincial Government amend the BC Guide Dog and Service Dog Act to:

1. Reduce the barriers that limit enforcement of the law and impose stiffer penalties against those who refuse access to guide dog teams;
2. Change the BC Guide Dog and Service Dog Act to include guide dogs that are already certified by the International Guide Dog Federation; and
3. Impose restrictions as to who can ask to see identification and under what circumstances.

Comments:

The membership has not previously considered a resolution calling on the provincial government to amend the Guide Dog and Service Dog Act to clarify the rights of people using guide dogs while making enforcement of the Act more straightforward.

Recommendation: **Not Endorse**

Conference Decision: _____

R22 Ending Discriminatory Insurance Coverage**Maple Ridge**

WHEREAS insurance companies continue to discriminate against individuals who currently receive or have a history of psychiatric treatment by excluding insurance claims related to psychiatric disorders;

AND WHEREAS the Canadian Psychiatric Association advocates for the right to obtain insurance without prejudice as justified by Section 15 of the Canadian Charter of Rights and Freedoms which prohibits discrimination based on a "mental or physical disability";

THEREFORE BE IT RESOLVED that medical insurance, life insurance, disability insurance, automobile insurance, and insurance for protection or replacement of possessions be made available to individuals currently experiencing, or with prior history of, a psychiatric disorder on "the same terms and conditions that prevail with any other illness" as

recommended by The Canadian Psychiatric Association.

Comments:

The membership has not previously considered a resolution calling on the insurance industry to cease discriminating against people who experience or have a prior history of psychiatric disorder, and make available to such individuals all types of insurance "on the same terms and conditions that prevail with any other illness."

Recommendation: **No Recommendation**

Conference Decision: _____

Resolutions Not for Debate

Resolutions referred to other resolutions in the resolutions package.

R23 Supporting Funding to the Child and Youth Mental Health and Substance Use Collaborative Local Action Teams Pemberton

WHEREAS the BC Shared Care Partners for Patients Partnership provides and funds initiatives to support local solutions to complex medical and mental health problems;

AND WHEREAS British Columbia is in the midst of an opioid crisis;

AND WHEREAS funding for Local Action Teams ends in 2017;

THEREFORE BE IT RESOLVED THAT the provincial government be requested to continue to fund the Child and Youth Mental Health and Substance Use Collaborative Local Action Teams to continue to support children, youth and families through a complex mental health and substance use program.

Comments:

Refer to resolution R5.

Recommendation: Refer to Similar Resolution

R24 Child and Youth Mental Health and Substance Use Collaborative – Continued Funding for Local Action Teams Delta

WHEREAS the BC Shared Care Partners for Patients Partnership provides and funds initiatives to support local solutions to complex medical and mental health problems;

AND WHEREAS the design, navigation and use of mental health and substance use services for children and youth are delivered in a complex system;

AND WHEREAS British Columbia is in the midst of an opioid crisis;

AND WHEREAS the Child and Youth Mental Health and Substance Use Collaborative Local Action Teams have had great success in providing solutions to navigate a complex system;

AND WHEREAS funding for Local Action Teams ends in 2017;

Therefore be it resolved that the provincial government be requested to continue to fund the Child and Youth Mental Health and Substance Use Collaborative Local Action Teams to continue to support children, youth and families through a complex mental health and substance use system.

Comments:

Refer to resolution R5.

Recommendation: Refer to Similar Resolution

PART 3 – LATE RESOLUTIONS

No late resolutions have been received as of the April 25, 2017 Annual Report distribution date.

Appendices

FORM 3

SOCIETY ACT

CONSTITUTION

1. The name of the society is **LOWER MAINLAND MUNICIPAL ASSOCIATION**.
2. The Lower Mainland Municipal Association (the "Association") is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments of the Membership Area, as defined in the Bylaws.

The objects of the Association shall be:

- (a) to secure all possible united action in dealing with local government matters of interest to our members;
- (b) to co-operate with other organizations dealing with matters under Provincial or Federal jurisdiction;
- (c) to co-operate with the Union of B.C. Municipalities and other associations of municipalities in British Columbia for the advancement of the principles of local government;
- (d) to secure united action among its members and to promote greater autonomy within local government;
- (e) to acquire and distribute amongst the members, municipal information that may be deemed to be of value to members;
- (f) to hold meetings for promoting the aforesaid objects.

BYLAWS

Part 1 - Interpretation

1. (1) In these bylaws, unless the context otherwise requires,
 - (a) "directors" means the directors of the Association for the time being;
 - (b) "Executive" has the meaning ascribed thereto in paragraph 26(2);
 - (c) "*Society Act*" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - (d) "registered address" of a member means his address as recorded in the register of members;
 - (e) "Non-Voting Members" has the meaning ascribed thereto in paragraph 5(1);

- (f) "Voting Members" has the meaning ascribed thereto in paragraph 5(2).
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
- 2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 - Membership

- 3. The members of the Association are:
 - (1) the applicants for incorporation who have not ceased to be members;
 - (2) those municipalities and regional districts within the Squamish-Lillooet Regional District, the Greater Vancouver Regional District and the Fraser Valley Regional District (collectively, the "Membership Area"), who subsequently become members in accordance with these bylaws and that have not ceased to be members;
 - (3) a person who holds the office of mayor or councillor of a member municipality or chair or director of a member regional district and who has not ceased to be a member.
- 4. All past Presidents of the Association shall be members of the Association for their lifetimes, but shall only be entitled to vote at all meetings of the members if they are also Voting Members.
- 5.
 - (1) Non-Voting Members - A municipality or regional district within the Membership Area, may apply to the directors for membership in the Association and on acceptance by the directors shall be a member. Those member municipalities and regional districts accepted for membership under this paragraph 5(1) shall not be entitled to vote at any meeting of the members of the Association (such members being hereinafter collectively called the "Non-Voting Members").
 - (2) Voting Members - Upon acceptance for membership of a municipality or regional district in accordance with paragraph 5(1), the then mayor and all then elected councillors of such municipality and the then acting chair or director of such regional district and all future elected mayors and councillors of such member municipalities, and chairs and directors of such member regional districts shall automatically become members of the Association without application. The aforesaid memberships shall continue until the earlier of:
 - (a) the date such municipality or regional district ceases to be a member;
 - (b) the date such mayor, councillor, chair or director ceases to hold such office; and
 - (c) the date such person otherwise ceases to be a member in accordance with

these bylaws.

Those members accepted for membership under paragraph 5(2) shall be entitled to vote at all meetings of the members of the Association (such members being hereinafter collectively called the "Voting Members").

- (3) Each Non-Voting Member shall be responsible for keeping an accurate list of the names, addresses for delivery, and telephone numbers of the Voting Members representing its municipality or regional district, and shall provide this list to the executive assistant or administrative support staff within 30 days upon request.
6. Every member shall uphold the constitution and comply with these bylaws.
7.
 - (1) The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the Association.
 - (2) The annual membership dues must be paid before the annual general meeting and before members will be permitted to vote at the annual general meeting.
 - (3) Only the Non-Voting Members are required to pay any annual membership dues.
8. A person shall cease to be a member of the Association:
 - (a) by delivering his/her resignation in writing to the Executive or by mailing or delivering it to the address of the Association;
 - (b) on his/her death or in the case of a corporation on dissolution;
 - (c) on being expelled;
 - (d) on having been a member not in good standing, as described in paragraph 10 hereafter, for 12 consecutive months;
 - (e) on ceasing to hold the office of mayor or councillor of a member municipality or of chair or director of a member regional district;
9.
 - (1) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - (3) The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
10. All members are in good standing except a Non-Voting Member who has failed to pay its current annual membership fee or any other subscription or debt due and owing by it to the

Association and it is not in good standing so long as the debt remains unpaid.

Part 3 - Meetings of Members

11. General meetings of the Association shall be held at the time and place, in accordance with the Society Act, that the directors decide. All members shall be entitled to attend all meetings of the members of the Association. The senior staff of a Non-Voting Member shall be entitled to attend all meetings of the members of the Association, but shall not be entitled to vote or to address matters placed before the Association, unless requested by the Executive to do so.
12. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
13. (1) The directors may, when they think fit, convene an extraordinary general meeting.
 (2) Five (5) members of the Association may request, in writing, an extraordinary general meeting. The written notice shall specify in detail reasonably satisfactory to the directors, the general nature of the business intended to be conducted at such meeting. The meeting shall be held within 45 days of said request. The only business conducted at such extraordinary general meeting shall be business referred to in the said written notice.
14. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
 (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
15. An annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 - Proceedings at General Meeting

16. Special business is:
 - (a) all business at an extraordinary general meeting, except the adoption of rules of order; and
 - (b) all business transacted at an annual general meeting, except:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;

- (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required; and
 - (vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
17. (1) No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 15 Voting Members, representing at least 5 Non-Voting Members present or a greater number that the members may determine at a general meeting.
18. If, within 30 minutes from the time appointed for a general meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated but in any other case, it shall stand adjourned.
19. Subject to paragraph 20, the President, the Vice-President or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.
20. If at a general meeting:
- (a) there is no President, Vice-President or other director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the President and all the other directors present are unwilling to act as chair,
- then the members present shall choose one of their number to be chair.
21. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned, notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
22. (1) The chair of a meeting may move or propose a resolution.

- (2) In case of an equality of votes the chair shall not have a casting or second vote in addition to the vote to which he/she may be entitled as a member and the proposed resolution shall not pass.
 - (3) Unless the Society Act, or these Bylaws otherwise provide, any action to be taken by a resolution of the members of the Association may be taken by ordinary resolution.
 - (4) Resolutions proposed by members will be considered by the Association at the annual general meeting only if they are received by the directors no later than 45 days prior to the annual general meeting in sufficient copies to permit distribution to the members and their representatives.
 - (5) Copies of the resolution(s) proposed by a member must be distributed to the members and their representatives at least 14 days prior to the annual general meeting;
 - (6) Notwithstanding the foregoing, the members may submit any resolution, except a resolution to amend the Constitution or these Bylaws, to the annual general meeting for consideration or action at any time if $\frac{3}{4}$ of Voting Members in attendance at the annual general meeting approve.
23. (1) Each Voting Member in good standing present at a meeting of members is entitled to one vote.
- (2) Voting is by show of hands.
- (3) Voting by proxy is not permitted.

Part 5 - Directors and Officers

24. (1) The directors may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these bylaws or by the statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nevertheless, to
- (a) all laws affecting the Association;
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Association in general meeting.
- (2) No rule, made by the Association in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
25. (1) The first directors are those directors shown on the list of directors filed with the Registrar of Companies;

- (2) Unless and until changed by ordinary resolution, at the first and at each successive annual general meeting the Voting Members shall elect, from among the Voting Members in good standing:
 - (i) a President, a First Vice-President and a Second Vice-President, who shall also be directors; and
 - (ii) 4 additional directors from amongst the Voting Members in good standing.
 - (3) At the first and each successive annual general meeting, each Regional District that is a Non-Voting Member in good standing, shall appoint a nominee to act as a director and an alternate director. In the event that the nominee fails or refuses to act or can no longer continue as a director, then the alternate director shall act as director. This bylaw 25(3) may be altered by ordinary resolution provided that such alteration also has the unanimous approval of all Regional Districts that are Non-Voting Members in good standing;
 - (4) A person is eligible to be a director only when they are and while they remain a Voting Member in good standing.
26. (1) The directors shall retire from office at each general meeting when their successors shall be elected.
- (2) The Past President and all directors shall comprise the executive committee of the Association (the "Executive").
- (3) An election may be by acclamation, otherwise it shall be by ballot.
- (4) if no successor is elected the person previously elected or appointed continues to hold office.
- (5) a director may be nominated in advance of the annual general meeting or may be nominated from the floor at the annual general meeting.
27. (1) Subject to bylaw 25(3), the directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- (2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the Association, but is eligible for re-election at the meeting.
28. (1) If a director resigns his/her office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
- (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- (3) If a director ceases to be a Voting Member in good standing, the director ceases to

hold office as a director of the Association.

29. The Executive may by simple majority remove a director before the expiration of his/her term of office, and, subject to bylaw 25(3), may elect a successor to complete the term of office.
30. No director shall be remunerated for being or acting as a director but a director may be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.

Part 6 - Proceedings of Directors

31.
 - (1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
 - (2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.
 - (3) The President shall be chair of all meetings of the directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as chair; but if neither is present the directors present may choose one of their number to be chair at that meeting. If the President is unable to complete his/her term of office then the First Vice-President will assume the office of President and the Second Vice-President shall assume the office of First Vice-President.
 - (4) A director may at any time, and the President, on the request of a director, shall, convene a meeting of the directors.
32.
 - (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
 - (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
33. A committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
34. The members of a committee may meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Association a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) no notice of meeting of directors shall be sent to that director; and
 - (b) any and all meetings of the directors of the Association, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
37. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- (2) In case of an equality of votes the chairman does not have a second or casting vote.
38. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
39. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

Part 7 - Duties of Officers

40. (1) The President shall preside at all meetings of the Association and of the directors.
- (2) The President is the chief executive officer of the Association and shall supervise the other officers in the execution of their duties.
- (3) The President's local government may provide appropriate administrative support at the request of the Executive and the Association shall pay the reasonable cost of such administrative support. In addition, the Executive may hire an executive assistant.
41. The First Vice-President shall carry out the duties of the President during his absence and shall assume such additional duties/responsibilities that may be assigned by the President, the Executive or the members.
42. The Second Vice-President shall carry out the duties of the President and/or First Vice-President if one or both the President and the First Vice-President are absent and shall assume such additional duties/responsibilities that may be assigned by the President, the Executive or the members.

The executive assistant or administrative support staff shall be responsible for:

- (a) conducting the correspondence of the Association;

- (b) issuing notices of meetings of the Association and directors;
- (c) keeping minutes of all meetings of the Association and directors;
- (d) having custody of all records and documents of the Association except those required to be kept by the treasurer;
- (e) having custody of the common seal of the Association;
- (f) maintaining the register of members;
- (g) keeping the financial records, including books of account, necessary to comply with the *Society Act*; and
- (h) rendering financial statements to the directors, members and others when required.

Part 8 - Seal

- 43. The directors may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.
- 44. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and First Vice-President.

Part 9 – Indemnities to Directors and Officers

- 45. Subject to the provisions of the *Society Act*, the directors must cause the Association to indemnify a director or former director of the Association and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment actually and reasonably incurred by him, her or them including an amount paid to settle an action or satisfy a judgment in a civil or administrative action or proceeding to which he/she are made a party by reason of his/her being or having been a director of the Association, including any action brought by the Association. Each director of the Association on being elected or appointed must be deemed to have contracted with the Association on the terms of the foregoing indemnity.
- 46. Subject to the provisions of the *Society Act*, the directors may cause the Association to indemnify any officer of the Association and his/her heirs and personal representatives against all costs and expenses whatsoever incurred by him/her and resulting from acting as an officer of the Association.
- 47. The directors may cause the Association to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Association and his/her heirs or personal representatives against any liability incurred by him/her as such director or officer.

Part 10 – Execution of Documents

48. Contracts, documents or any instruments in writing requiring the signature of the Association must be signed by any two officers, and all contracts, documents and instruments in writing so signed must be binding upon the Association without any further authorization or formality. The directors must have the power from time to time by unanimous agreement of the directors to appoint an officer or officers on behalf of the Association to sign specific documents, contracts and instruments in writing.

Part 9 - Borrowing

49. In order to carry out the purposes of the Association the directors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
50. No debenture shall be issued without the sanction of a special resolution.
51. The members may by special resolution restrict the borrowing powers of the directors but a restriction imposed expires at the next annual general meeting.

Part 10 - Auditor

52. This Part applies only where the Association is required or has resolved to have an auditor.
53. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
54. At each annual general meeting the Association shall appoint an auditor to hold office until he/she is re-elected or his/her successor is elected at the next annual general meeting.
55. An auditor may be removed by ordinary resolution.
56. An auditor shall be promptly informed in writing of appointment or removal.
57. No director and no employee of the Association shall be auditor.
58. The auditor may attend general meetings.

Part 11 - Notices to Members

59. A notice may be given to a member, either personally or by mail to him/her at his/her registered address.
60. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

61. (1) At least 14 days notice of a general meeting shall be given to
- (a) every member shown on the register of members on the day notice is given; and
 - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of general meeting.

Part 12 - Bylaws

62. On being admitted to membership, each member is entitled to and the Association shall give him/her, without charge, a copy of the constitution and bylaws of the Association
63. These bylaws shall not be altered or added to except by special resolution.

Dated: March 7/06.

Witness(es)

Applicants for Incorporation

Signature

Full Name EDITH V. FRASER

Address

202-1595 BAY ST.
VICTORIA BC V8R 2B5

Signature

Full Name EDITH V. FRASER

Address

202-1595 BAY ST.
VICTORIA, BC
V8R 2B5

Signature

Full Name EDITH V. FRASER

Address

202-1595 BAY ST.
VICTORIA BC
V8R 2B5

Signature

Full Name ROBERT HOWARD

Address 5168 Sapphire Place, Richmond, BC V7C 4Z9

Officer Position: DIRECTOR AT LARGE

Signature

Full Name TERRY SMITH

Address 19640-51st Avenue, Langley, BC V3A 7L4

Officer Position: PAST PRESIDENT

Signature

Full Name SUSAN GIMSE

Address 9230 Pemberton Portage, D'Arcy, BC V0N 1L0

Officer Position: DIRECTOR AT LARGE



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

EXECUTIVE POLICIES

1. MEDIA RELATIONS

(a) The President is the recognized spokesperson for the LMLGA. All media inquiries that are seeking the official position or reaction of LMLGA should be referred to the President.

(b) The First Vice President, may act in the absence of the President.

(c) Directors will not act as spokespersons for LMLGA unless they have first consulted with the President and been authorized by the President.

(d) Directors may speak externally about LMLGA issues and topics discussed provided that confidential requirements are followed and that their statements do not undermine the reputation or the integrity of the LMLGA.

2. AGENDA PREPARATION

(a) A monthly schedule of Executive meetings will be placed on the LMLGA website.

(b) Agenda material sent to Executive members prior to an Executive meeting shall remain confidential until disposed of by subsequent Executive action and direction.

(c) The agenda and supporting material should be provided to all Executive members so that it arrives at their designated e-mail address for receipt of correspondence on the Friday prior to the Executive meeting.

(d) The President or Executive Coordinator may, prior to the opening of the meeting, place before the Executive:

- additional materials that support agenda items;
- new items of business (as have been received from members or provincial or federal government) that were not known prior to the date on which the agenda was circulated and which are prudent to be dealt with by the Executive at the meeting.

(e) It shall be prudent for the Executive to refer such items deemed not of an urgent nature to the next Executive meeting.

(f) Other items not appearing on the agenda shall not be placed before the Executive without 2/3 approval of the Executive.

(g) Any member wishing to bring forward any new matter or point of information shall do so

under "OTHER BUSINESS". Any new matter of major importance, which may require further information that could or would normally be available to the Executive at such a meeting, may be ruled by the President, as a "notice of motion" and be placed on the agenda of the next meeting of the Executive.

3. PUBLIC INFORMATION

(a) Press Releases

Press Releases are encouraged to promote LMLGA activities, decisions, projects and services. Press Releases are to be reviewed and approved by the President and Executive Coordinator and to be sent on official LMLGA letterhead. Press Releases should be sent to in order the media, Executive and posted on the LMLGA website. The contact person for Executive matters is the President and the contact person for operational matters is the Executive Coordinator.

(b) Newsletter

A pre-Convention Newsletter will be used to keep the members up to date on activities pertaining to the Annual General Meeting and Convention. A post-Convention correspondence will also be produced in order to inform members of the activities conducted at the AGM; and, in preparation for the UBCM Convention.

4. MEMBER SERVICES

(a) Website

- i. The LMLGA will maintain an updated user-friendly website to provide members with information regarding Executive decisions, Executive meeting schedules, minutes and activities/events.
- ii. All requests for posting information to the website will be coordinated through the Executive.
- iii. Information appearing on the LMLGA website will not be used to promote an individual business over any other, but will always strive to promote the LMLGA.
- iv. Information appearing on the LMLGA website will not be used to promote an individual political philosophy, but will strive to promote LMLGA philosophies and goals.

(b) E-mail

E-mail is to be used for business purposes and should be business like in format and tone. Full sentences, proper grammar, and punctuation are expected. E-mail received during the course of LMLGA business becomes part of the LMLGA record. Email received by the LMLGA will be identifiable through a sign off providing the correspondents full name, address and phone number. Unsigned email will be treated as anonymous.

(c) Telephone

Telephone callers calling the LMLGA for the purpose of statement of opinion or to make complaint will be told their opinions and complaints are to be submitted in writing and must include a return address in order to be considered by staff or the LMLGA Executive.

(d) Surveys

From time to time, the LMLGA may conduct surveys or polls to garner member opinion regarding association issues, policy direction and member satisfaction.

(e) Social Media

LMLGA embraces use of social media and other technologies that enable the Executive to communicate and share information in a professional manner. The LMLGA shall endeavor to have a social media presence, which shall be managed and updated by approved members of the Executive. All postings shall be reflective of LMLGA policies.

5. HANDLING CORRESPONDENCE

(a) Incoming Correspondence

The Executive Coordinator shall route all correspondence in accordance with the following guidelines:

- i. Correspondence addressed to "President" or a specific "Executive Member", unless of a personal nature, will be placed on the Executive agenda.
- ii. Correspondence that is unsigned, unaddressed, form letters, or journal information will not be actioned.
- iii. All correspondence addressed to the Board will be placed on the agenda.

(b) Outgoing Correspondence

- i. All official correspondence of the LMLGA shall be sent out under the letterhead of the LMLGA and shall be used for the purpose of obtaining or giving information or conveying the official position of the LMLGA established by resolution adopted at a regularly constituted meeting. All official correspondence, under the signature of the President, shall be reviewed by the Executive Coordinator before being sent out to ensure appropriate filing for archival purposes.
- ii. All correspondence sent by the LMLGA to a federal or provincial minister shall be sent out under the signature of the President.
- iii. Correspondence arising from an Executive meeting will be prepared within five business days following the meeting.

6. MEMBERSHIP IN OTHER ORGANIZATIONS

Decisions relating to obtaining memberships in external organizations must be made by the Executive. Membership renewals shall be reviewed on an annual basis. The following questions can be helpful in guiding discussion related to obtaining or retaining external memberships:

- Is membership required?
- How significant is this membership to LMLGA local governments?
- Will membership advance the achievement of LMLGA policies?
- What are the financial implications for LMLGA?
- What are the consequences to LMLGA local governments if LMLGA is not a member?
- What is the nature of membership?
- Are there alternate ways of ensuring LMLGA's interests are protected?
- What other groups are members?
- Is there anything else we should consider regarding membership in this organization?

7. COMMITTEES

(a) The Executive shall appoint and define the powers and duties of every Committee except the Nominating Committee and the Resolutions Committee.

(b) The Nomination Committee shall consist of the Immediate Past President and be supported by the LMLGA Executive Coordinator.

(c) There shall be a Resolutions Committee composed of the members of the Executive.

(d) The Resolutions Committee shall:

- examine all resolutions submitted to the Convention;
- recommend in favour of, against or provide no recommendation to the resolutions respectively;
- may correlate resolutions; and,
- may recommend amendments.

8. FINANCES

(a) Expenses

Expenses shall be reimbursed for Executive members on authorized business of the Association except for attending the Annual UBCM Convention. Authorized attendance is defined as ongoing Executive meetings, Committee meetings and any business endorsed by the Executive. Any exceptions are outlined below:

- i. The LMLGA President or authorized delegate shall attend the Annual Convention of other Area Associations (AVICC, AKBLG, SILGA and NCMA) and represent LMLGA. The Executive in 2005 passed a motion to attend two per year on a rotating basis.
- ii. The travel expenses, registration fee and hotel accommodation for the President's attendance at the Area Association conventions shall be borne by LMLGA.
- iii. No travel expenses nor part of any other expenses normally incurred by Executive members in attending the Annual Convention will be borne by the LMLGA, except for one night hotel room costs and one night of parking during the LMLGA conference. Attendance at the on-site Executive meeting is required to qualify for this reimbursement.

(b) Travel Allowance

The mileage allowance for car travel shall be paid at the current year's provincial government rate per kilometer, where authorized business is required.

(c) Signing Authority

Payment of disbursements by the LMLGA require signatures from at least two persons in the following positions: authorized members of the LMLGA Executive, UBCM Finance Officer (or an approved UBCM Signing Officer), or the LMLGA Executive Coordinator.

9. EXECUTIVE

(a) There shall be an Executive, which shall be composed of:

- i. The Officers of the LMLGA, consisting of:
 - President
 - First Vice President
 - Second Vice President
- ii. The Immediate Past President, who shall be the last president to have completed the term of office as President.
- iii. A representative from each of the member Regional Districts – Squamish-Lillooet Regional District, the Greater Vancouver Regional District and the Fraser Valley Regional District, and who must be a member of the respective Board; and,

iv. Four Directors at Large.

(b) No person shall hold a position as Officer of LMLGA more than twice, whether consecutively or otherwise.

(c) In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

(d) In the event of a vacancy:

- i. The Executive may appoint a First Vice President and Second Vice President from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies.
- ii. Amongst the Directors at Large, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining.
- iii. In the position of Regional District Representatives, such vacancies shall be filled in the manner of the original appointment.

(e) Members of the Executive must be able and willing to fulfill their duties as described below:

- attend a minimum of eight (8) meetings per year;
- attend the annual conference of the Association;
- perform duties of a board member at the AGM, as outlined in the Executive Responsibilities document and any other duties arising as a decision by the Executive.

(f) Past President

All members of the Executive shall hold office only so long as they remain elected representatives of a member of LMLGA. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of LMLGA while holding the office they shall only hold the office for the remainder of the then current term. Should the Immediate Past President not be re-elected and the President be elected for a second term then the most immediate elected Past President assume the duties of Past President.

10. LIFE MEMBERSHIP

(a) Life membership may be granted by the Executive to persons who have made a significant contribution to local government in British Columbia.

(b) All Past Presidents shall be life members.

(c) Life members who are not member delegates shall have the privilege of the floor, but with the exception of the immediate Past President shall not be entitled to vote.

(d) Life Members who no longer hold elected office shall be offered complimentary registration to attend the annual convention.

(e) Life Members will be recognized on the LMLGA website.

11. CONVENTION

(a) Registration

- i. A late registration surcharge of 20% of all registration fees will be charged for registrations received six weeks immediately preceding the convention.
- ii. Refunds of prepaid convention fees will be made on the following basis:
 - Cancellation received 21 days before convention starts – 100% refund.
 - Cancellation received between 21 days and 14 days before convention starts – 50% refund.
 - Cancellation received 13 days before convention starts – no refund.
- iii. The following individuals shall receive complimentary convention registrations for the business program (tickets must be purchased for meal events):
 - Cabinet Ministers;
 - Members of the Legislative Assembly; and,
 - British Columbia Members of Parliament.

(b) Tradeshow

- i. The Convention Sub-committee will consider, on a best effort basis, to allocate two exhibitor spaces to a charitable non-profit. Applications for these complimentary booth spaces will be accepted in January of each year.
- ii. Successful applicants for these booth spaces will serve as the inspiration for the annual “speaker gift” donation process, which includes donations made to a charitable non-profit on behalf of AGM speakers and as a thank you to them for their services.

(c) Theme

The Convention Sub-committee will strive to establish the theme by January 15th of each year. And, the choice of charitable non-profits should be reflective of this theme.

12. SPONSORSHIP

(a) The purpose of sponsorship is to advance the goals and values of the LMLGA, which are:

- i. to enhance and provide the format to improve and refine the quality and level of services provided by Local Government to its citizens;
- ii. to promote the welfare and the well being of taxpayers and residents of the members of the Association;
- iii. to promote and support to a satisfactory resolve, the concerns of members that are in keeping with the overall objectives of the Association; and,
- iv. to promote and advance to UBCM on behalf of the membership, proposed changes in legislation, regulations, or Government policies.

(b) Sponsorship arrangements are an important source of funding for the LMLGA Convention and other events allowing the Association to keep the cost of such events affordable for all local governments. Approval is at the prerogative of the Executive and is based on the following criteria:

- i. The sponsor’s public image, mandate, products and services must be consistent with the goals and values of LMLGA.
- ii. The sponsorship must not result in, or be perceived to result in any competitive advantage, benefit or preferential treatment for the sponsor outside of the identified benefits associated with the sponsorship agreement.

(c) A sponsorship is a mutually beneficial business exchange between LMLGA and an external organization (the sponsor) whereby the sponsor contributes funds or in-kind services to the Association in return for recognition, acknowledgement or other promotional considerations. Sponsorships typically involve a relationship between the sponsor and a specific program, event, service or activity being sponsored. Tax receipts are not issued for funds, products or in-kind services made to the LMLGA. LMLGA considers donations a form of sponsorship. All sponsors will be listed publicly.

(d) LMLGA will consider all sponsorship proposals, but is under no obligation to accept any of them. Criteria for consideration and process for approving sponsorships is as follows:

- All sponsorship agreements shall be evaluated by the Executive on an annual basis to determine continued benefit.

(e) LMLGA shall retain ownership and control over any sponsored property or activities. Sponsors may not transfer or delegate their sponsorship to another group without written consent from LMLGA.

(f) LMLGA does not endorse the products, services or ideas of the sponsor. Sponsors are prohibited from implying that their products, services or ideas are sanctioned by LMLGA.

(g) All sponsorship relationships shall be confirmed in writing. A written offer or invitation to sponsor and a subsequent acceptance must be formalized in the "Sponsorship Commitment Form". The term of such agreement is the completion of the activity or event associated with the sponsorship. Any breach of the Sponsorship Commitment Form by the sponsor allows LMLGA the right to remove the entity as sponsor at any time. Upon signage of the Sponsorship Commitment Form, the sponsor confirms their commitment to the LMLGA and waives the right to a refund.

The Sponsorship Commitment Form states:

Returning sponsors that participated in the "Year" LMLGA Conference & AGM may be given first right of refusal to sponsor the same aspect of the event, but in all cases shall be subject to section 10 (c) and approval of the Executive. Confirmation of sponsorship for returning sponsors is due before <<deadline here>>.

Allocation of Booth Spaces: Returning sponsors will be given first selection on their preferred exhibit location followed by returning exhibitors. Confirmation by returning sponsors and exhibitors is due by <<deadline here>> after which new exhibitors are welcome to the remaining spaces.

Terms: Upon receipt of this signed Commitment Form the LMLGA will issue an invoice for the sponsorship. Payment is due within 30 days to guarantee your sponsorship. Sponsors may not transfer this agreement to another agency in part or in whole. The sponsor name listed above will be the representative in attendance and on display.

(h) Benefits to the sponsor are to be commensurate with the size, scope and prominence of the sponsorship. Executive will review annually the regular sponsorship opportunities and their associated benefits available in relation to the annual Convention. Sponsorship opportunities and associated benefits for other events organized by the Association will be reviewed and approved by the Executive.

13. PROCUREMENT PRINCIPLES

The following principles will be adhered to in the procurement of materials and services:

(a) Fair Competition

The Association will treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.

(b) Cost-effectiveness

Quotations and tenders will be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services, track records of the bidders and alignment with Association values.

(c) Transparency

Tender documents must provide all the necessary information to facilitate submission of appropriate and competitive tenders.

(d) Ethical Purchasing

The Association is committed to purchasing goods and services from responsible producers that supply quality products at competitive prices and abide by ethical standards and norms. This Policy ensures that purchasing activities are aligned with the Association's values by seeking to ensure that workplaces producing goods and providing services for the Association respect human and workers rights where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization (ILO). Association suppliers and their sub-contractors will comply with national and other applicable laws of the country of manufacture of products including those laws relating to labour, worker health and safety, and the environment. Where the provisions of law and the SCC address the same issue, the provision that is most stringent will apply.

(e) Sustainable Purchasing

The Association wishes to purchase products and services that have positive environmental and social attributes. Where there are significant social/environmental impacts, calls may incorporate SE product/service specifications. Proponents may be asked to provide goods with an eco-label and/or demonstrate how the goods/services being offered address key sustainability issues such as: greenhouse gas reduction, waste and packaging reduction, toxin reduction, socio-economic sustainability.

14. PROCUREMENT GUIDELINES**(a) Signing Authority**

Association expenses at or below \$2000 may be handled by the Executive Coordinator without prior approval of the Executive, in keeping with regular business practices. Purchases above \$2000 require the authorization of the Association President or, in the absence of the President, the First Vice-President. Executive approval is required for purchases above \$5000.

(b) Request for Proposal

- i. The Association will go to RFP every three years for the following:
 - procurements of value exceeding \$10,000; and/or
 - for contracts associated with the following:
 - Audio-Visual
 - Event Planner
 - Hotels
- ii. A notice of tender invitations should be advertised for response by all interested

- suppliers or contractors.
- iii. Written quotations should be sought from at least three (3) suppliers, if at all possible, including the successful tenderer in the last procurement exercise (whose goods or services met the requirements).

(c) Tender Documents

Procurement officers should prepare the tender documents/quotation and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

(d) Submission of Tenders

Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their tenders. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tenders received after the tender closing time shall not be considered.

(e) Tender/ Quotation Evaluation

- i. In general, tender evaluation should be carried out by the Association Executive as a whole, but may be designated to a Committee, should the Executive deem it appropriate.
- ii. The assessment panel should undertake an extensive value for money assessment amongst the eligible tenders and evaluate according to the pre-set assessment criteria.

(f) Acceptance of Tender

- i. After endorsement and approval of the selection result, the successful tenderer should be officially notified and be invited to enter into a contract with the Association.
- ii. Should none of the tenders received fulfill the required specifications and conditions, the tendering exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

(g) Procedure of Handling Complaints

The Association is committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly may lodge a complaint with the Association.

(h) Approval and Authorization

The Executive Board is the deciding body when considering all RFP's submitted to the Association.

Last Updated:

January 16, 2014

February 6, 2014

February 7, 2014

February 19, 2014

March 5, 2014

March 7, 2014

Approved at April 16, 2014 Executive Meeting

February 15, 2017 – updated section 8

2017 LMLGA MEMBERS

CITIES

Abbotsford
Burnaby
Chilliwack
Coquitlam
Langley
New Westminster
North Vancouver
Pitt Meadows
Port Coquitlam
Port Moody
Richmond
Surrey
Vancouver
White Rock

DISTRICTS

Hope
Kent
Langley
Maple Ridge
Mission
North Vancouver
Squamish
West Vancouver

VILLAGES

Anmore
Belcarra
Harrison Hot Springs
Lions Bay
Pemberton

REGIONAL DISTRICTS

Fraser Valley
Metro Vancouver
Squamish-Lillooet

RESORT MUNICIPALITY

Whistler

ISLAND MUNICIPALITY

Bowen Island

CORPORATION

Delta

2016-2017 LMLGA EXECUTIVE

NAME	POSITION	LOCAL GOVERNMENT
Councillor Jason Lum	Interim President	City of Chilliwack
Councillor Rick Glumac	1 st Vice-President	City of Port Moody
Councillor Wilfried Vicktor	3 rd Vice-President	District of Hope
Councillor Chuck Puchmayr	Past President	City of New Westminster
Councillor Sue Attrill	Director at Large	City of Chilliwack
Councillor Angie Quaale	Director at Large	Township of Langley
Councillor Rob Vagramov	Director at Large	City of Port Moody
Director Ray Boucher	FVRD Representative	Fraser Valley RD
Director Jack Crompton	SLRD Representative	Squamish-Lillooet RD
Councillor Raymond Louie	Metro Vancouver Rep.	City of Vancouver

From: [REDACTED]
To: [Peter DeJong](#)
Cc: [Council @ Lions Bay; Agenda](#)
Subject: Re: Correspondence question
Date: Tuesday, April 18, 2017 3:09:34 AM

Ah thank you I did not know of that policy however when there is a lack of is consistently it is difficult to determine what exactly you are deciding to place before the public record and what you are not. You have already apologized to me for missing my items from the agenda yes of which I acknowledge, but I ask on behalf of other who asked me as I too was confused by the process, and it still conflicts the policy.

If forwarded to council for their reading pleasure I would argue that the letters received by [feedback.ca](#) should become part of the public record so that future councils can consider them in debates in the future. If they are not part of the public agenda they are not evaluated as part of the public record and others in the community may have input as well.

Also when your letters are not included and expect that they would be it makes you question the process as well. I do not think that the email address mentioned in the procedural by-law is referenced in this policy you just sent me. After I read the procedural by-law with respect to correspondence I though gee times have changed and I too had gotten it so wrong. That was the document I referenced for the resident who asked and now I have sent them your policy too (I have linked the bylaw for your convenience and theirs) <http://files.lionsbay.ca/Bylaws/Bylaw%20476%20-%20Council%20Procedures%20Adopted%20and%20Signed.pdf>. Any way this was not the process used by one letter in the agenda this time so others were asking me why her letter was there and not their own letters addressed to the mayor on the same topic. I did look at the procedural By-law before typing my email to see if you would be clear and reference the only email address found in that document, which never used to be there when I was on council so it was new to me too, which you did not. So since I presume this will make the package as it is addressed to a majority of council, as I ask not for my self but for those who ask me rather than dealing with the office, I have added the actual address from that bylaw to this email.

And while the mayor will claim this to be adversarial it is a matter of communication as I too find this current administration to not follow their own rules and guidelines repeatedly and others don't come and ask you and I quite frankly get sick of them asking me and then enable them and find them the answer. To which Im told THANK YOU, as asking staff is not usually a pleasant experience for some apparently.

So perhaps the procedural bylaw needs amending now and you can spend more money fixing that document than the infrastructure this year (ok that was an adversarial jab although an observational opinion in my view)

Adagenda@lionsbay.ca would have been a sufficient answer as since I too didn't understand the method to the correspondence of late. I looked up the rule, which I didn't know had changed until I read it after a resident asked. And I actually didn't know you had a correspondence policy, especially one that doesn't reference the procedural bylaw email address page 4, 11, 12 and 15 will be of most interest.

Perhaps writing an email at 2:30 am when awoken by what you thought was a thief (just wild raccoons) does not produce the best level of helpful tone. However the adrenaline is pumping and this was as good as time as any.

Lisa Turpin

Forgive typos this was sent from tiny little iPhone keys

On Apr 18, 2017, at 12:54 AM, Peter DeJong <cao@lionsbay.ca> wrote:

Hello Lisa:

Thank you for your email. Please see Correspondence Policy No. 1405, which is posted on our website at: <http://files.lionsbay.ca/Policies/POL-1405%20Correspondence%20-%20VF.pdf>

You will see that correspondence needs to be addressed to a majority of Council for it to be referred to the Agenda. This is standard with most such policies in other local governments.

Emails sent to the Feedback email address are forwarded to Council for their information, as this address can and has been used for informal poll taking and other feedback requests. However, any correspondence sent to the Feedback address regarding Zoning and Development Bylaw No. 520, 2017 will be added to the public record for the purposes of the public hearing regarding the bylaw.

I believe I have apologized to you with respect to having inadvertently failed to forward your email of March 16th to office staff for the Agenda. I believe we are caught up in that regard with the current Agenda.

Please let me know if you have any questions or concerns with respect to the forgoing. Thank you.

Peter DeJong, BA, LLB, CRM

Chief Administrative Officer



<!--[if !vml]--><!--[endif]-->**The Municipality of the Village of Lions Bay** www.lionsbay.ca

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

Village Office (604) 921-9333 | Fax (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay until contracted. Be aware that this email is the property of the Municipality and may not be disseminated in whole or part without consent. This email may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request.

From: [REDACTED]
Sent: Friday, April 14, 2017 9:07 AM
To: Council @ Lions Bay <council@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>;
Lions Bay Feedback <feedback@lionsbay.ca>
Subject: Correspondence question

Correspondence question.

It is still very unclear to me how residence correspondence makes it to the public record in the agenda. If letters are addressed to feedback.ca do they become part of the public record. Also if they are addressed to Council and or Mayor as was the past arrangements. I appreciate that some correspondence with the CAO does not need to hit the public record however many letters were sent to feedback.ca with regards to the new Zoning By-Law for example and yet non appear in the public agenda. I too have sent many letters to a variety of addresses and have had to inquire why they are not in the agenda.

I am not the only resident confused by the public record piece and think you need to provide more clarity on what becomes part of the public record and what does not. From my view point you are being highly selective with what information you share with the community verses what many of us are expecting to be part of the public record.

In my terms on council anything and everything addressed to the mayor and/or council was published and our incoming correspondence was often lengthy. I find it hard to believe that this administration has so few resident inquiries that would have in the past been part of the public record.

Thank you for providing clarification I hope you find this information helpful and inline with your transiency objectives for the community.

Thanks Lisa Turpin

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: CBC news : Crews work to fireproof Whistler before catastrophe hits
Date: Tuesday, April 18, 2017 9:37:18 AM

For Incoming Correspondence

Susan Loutet

Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

From: dave smithers [mailto: [REDACTED]]
Sent: Monday, April 17, 2017 8:02 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: CBC news : Crews work to fireproof Whistler before catastrophe hits

To the Mayor.

Lions Bay is also high risk for fire and there has been no investment in forest management in my area.

Whistler, B.C., is considered at high risk for forest fires, so with images of the devastation in Fort McMurray still fresh, fire ecology consultant Bruce Blackwell is leading a push to fireproof the community.

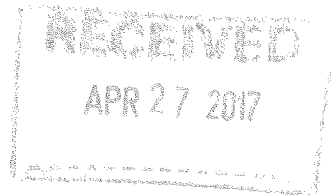
<http://www.cbc.ca/news/canada/british-columbia/whistler-risk-forest-fires-1.3577960>

Shared from the CBC News App for iPhone



Thanks
Dave

Intentionally Blank



Wednesday, April 27, 2017

Dear Mayor and Council,

The Lions Bay Community School PAC
would like to request the fees waived
to rent the Village Hall on May 27th
to host a Spring Dance to raise money
for Lions Bay Community School.

Kind Regards,

Jennie Cipolla

Lions Bay Community School PAC chair

Intentionally Blank