



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MAY 7, 2019 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)**

Delegation: Bill Cox, Partner, BDO Canada and Paul Fripp, Partner, BDO Canada –
Presentation of Village of Lions Bay 2018 Final Audit Report to Mayor and Council
(Page 5)

Recommendation: THAT the time limit for delegations be waived.

THAT the report “Village of Lions Bay 2018 Final Audit Report” be received for information purposes.

4. Closure of Meeting for Audit Discussion

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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

AND THAT Bill Cox, Partner, BDO Canada and Paul Fripp, Partner, BDO Canada be allowed to attend the Closed portion of the meeting per section 91 of the *Community Charter*.

Council anticipates reconvening the open meeting immediately after discussion of the Audit Report with Mr. Cox and Mr. Fripp to continue with the balance of the Open Meeting Agenda.

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – April 16, 2019 (Page 53)

THAT the Regular Council Meeting Minutes of April 16, 2019 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
76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	CAO DeJong
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is not presently in a position to pursue.	CAO DeJong
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	CAO DeJong
87	April 2, 2019	R5: McLaughlin/Doherty – Volunteer Week – Mayor to respond	Mayor McLaughlin
88	April 16, 2019	Councillor Abbott to follow up with former Mayor Douglas Miller re. BC Hydro Tiers	Councillor Abbott
89	April 16, 2019	R3: Alison Fischer – Wood Burning	Councillor Abbott
90	April 16, 2019	R4: Jennifer Monroe – Tree Cutting or Deforestation on School District property	PWM Jaffer
91	April 16, 2019	R5: David Waller – Taxation	Mayor McLaughlin
92	April 16, 2019	R6: Penny Nelson – Public Consultation	Councillor Cunliffe

8. Reports

A. Staff

- i. CAO: 290 Oceanview Rd. Encroachment Agreement (Page 63)
 (1) THAT the Municipality enter into an Encroachment Agreement with the Owners of 290 Oceanview Rd in substantially the same form as the draft Agreement attached to this report; and

(2) THAT the CAO and Mayor be authorized to execute the Agreement.

- ii. CAO: North Shore Adjudication Agreement (Verbal Update)

- iii. CFO: Financial Statement Approval Report (Page 79)
 THAT the Village of Lions Bay's 2018 Audited Financial Statements as presented to Council on May 7, 2019 be approved pursuant to the Community Charter section 167(1);

 AND THAT the 2018 Audited Financial Statements be included in the 2018 Annual Report pursuant to the Community Charter section 98.
- iv. PWM: Update on Harvey Tank Rebuild (Verbal Update)
- v. CAO: Policy Amendments re. Website, Village Update and Correspondence (Page 81)
 (1) THAT the Website and Village Update Content Policy No. 1704 be approved, as amended; and

 (2) THAT the Correspondence Policy No. 1405 be approved, as amended.

B. Mayor

- i. Glass Case Notice Board at the General Store
- ii. Feedback Box at the General Store
- iii. MLA and MP Meetings
- iv. TransLink Meeting

C. Council

- i. Councillor Abbott: January 6, 2019 Letter re. Communications (Page 93)

D. Committees

E. Emergency Services

9. Resolutions

- A. Resolution to Change Council Meeting Date
 THAT the Regular Council Meeting of May 21, 2019 be rescheduled to May 14, 2019.

10. Bylaws

- A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 – Adoption (Page 95)
 THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be adopted.
- B. Tax Rate Bylaw No. 561, 2019 – Adoption (Page 101)
 THAT Tax Rates Bylaw No. 561, 2019 be adopted.
- C. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 – Three Readings (Page 105)
 THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 be introduced and given three readings.

- D. Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 – Three Readings (Page 129)
 THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be introduced and given three readings.

11. Correspondence

- A. List of Correspondence to May 2, 2019 (Page 137)
 THAT the following actions be taken with respect to the correspondence:

12. New Business

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

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Sale of 52 Brunswick Beach Road
- B. Personal Information
- C. Police Information
- D. Awards

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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Council does not anticipate reconvening the open meeting for any purpose other than to report out from the closed meeting and adjourn the meeting generally.

15. Reporting Out from Closed Portion of Meeting

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2018 Final Audit Report		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	May 1, 2019	Version	
Issued for	May 7, 2019 Regular Council Meeting		

RECOMMENDATION

THAT the report "Village of Lions Bay 2018 Final Audit Report" be received for information purposes.

ATTACHMENTS

- Final Report to the Mayor and Council for the year ended December 31, 2018
- Draft 2018 Audited Financial Statements

KEY INFORMATION

The attached report from our auditors, BDO Canada LLP ("BDO"), is a report on the results of their audit of the financial statements of the Village of Lions Bay for the year ended December 31, 2018. The purpose of the report is to summarize certain aspects of the audit that BDO believe to be of interest to Council and should be read in conjunction with the draft financial statements and the draft audit report which is included as Appendix A. Bill Cox and Paul Fripp, partners with BDO, will present the Audit Report to Council and answer any questions after the presentation. The council meeting will then adjourn to a closed meeting with only Council, Mr. Cox and Mr. Fripp in attendance to provide an opportunity for Council to ask additional questions regarding the audit without staff in attendance.

FOLLOW UP ACTION

The December 31, 2018 financial statements will be brought to the May 7, 2019 meeting for approval by Council.

VILLAGE OF LIONS BAY

FINAL REPORT TO THE MAYOR AND COUNCIL

For the year ended December 31, 2018

Dated May 1, 2019 for presentation on May 7, 2019



Tel: 604 688 5421
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BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2

May 1, 2019
Mayor and Council
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor and Council Members:

We are pleased to present this report on the results of our audit of the financial statements of Village of Lions Bay (the "Village") for the year ended December 31, 2018. The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the Mayor and Council and should be read in conjunction with the draft financial statements and our draft audit report which is included as Appendix A.

We would like to bring to your attention that our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our sincere appreciation for the co-operation we received during the audit from Village of Lions Bay's management and staff who have assisted us in carrying out our work. We look forward to connecting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,

A handwritten signature in black ink, appearing to read "Bill Cox". The signature is fluid and cursive, with the first and last names clearly distinguishable.

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

A handwritten signature in black ink, appearing to read "Paul Fripp". The signature is fluid and cursive, with the first and last names clearly distinguishable.

Paul Fripp, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

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SUMMARY



Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2018 financial statements, pending completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to financial statement approval date
- ▶ Approval of financial statements by those charged with governance

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See Appendix A for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated January 8, 2019.



Materiality

As communicated to you in our Planning Report to the Mayor and Council, preliminary materiality was \$70,000. Final materiality remained unchanged from our preliminary assessment.



Audit Findings

Our audit focused on the risks specific to your operations and key accounts. Our discussion points below focus on key areas of audit focus:

- ▶ Management Override of Internal Controls
- ▶ Recognition of Revenue
- ▶ Assets Held for Sale
- ▶ Tangible capital assets and accumulated amortization
- ▶ Employee Future Benefits
- ▶ Staff salaries
- ▶ Cash and investments



Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified.

There were no control deficiencies were noted that, in our opinion, are of significant importance to discuss with those charged with governance. However, please refer to Appendix D for the management letter which outlines recommendations over areas of operational improvement.



Independence

Our annual letter confirming our independence was previously provided to you. We know of no circumstances that would cause us to amend the previously provided letter. We confirm that we are still independent as of the date of this letter.



Adjusted and Unadjusted Differences

We have disclosed all adjusted and unadjusted differences and disclosure omissions greater than 5% of materiality identified through the course of our audit engagement. Each of these items has been discussed with management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Mayor and Council agree with this assessment, we do not propose further adjustments.

For purposes of our discussion, a summary of adjusted and unadjusted differences and disclosure omissions has been presented in Appendix B.



Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including them in the audit working papers, memoranda of discussions with management and written representations received from management.

A summary of the representations we have requested from management is set out in the representation letter included in Appendix C to the report.



Significant Audit Estimates

Management is responsible for determining Village of Lions Bay's significant accounting policies. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the organization. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the accounting policies and estimates in the financial statements are reasonable and the disclosures relating to accounting estimates are in accordance with Canadian public sector accounting standards.

The following PSAS standards came into effect during the year:

- PS 2200 Related party disclosures
- PS 3420 Inter-entity transactions
- PS 3210 Assets
- PS 3320 Contingent assets
- PS 3380 Contractual rights

Management has reviewed these standards and assessed the impact to the Village. New disclosures over contractual rights are included in the notes to the financial statements. Management has assessed that the other new standards do not have a significant impact on the financial statements of the Town. We agree with management's assessment.



Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the entity, other than items previously reported or discussed.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Village since our discussions held at planning, we request that you provide us with this information.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Mayor and Council.

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Village's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters can also be discussed verbally with you. A summary of the key discussion points are as follows:

KEY AUDIT AREAS

As described in our Planning Report to the Mayor and Council, the following key audit areas were identified based on our knowledge of the Village of Lions Bay's operations, our past experience, and knowledge gained from management and the Mayor and Council.

Management Override of Controls

Key Audit Area	Approach	Results
Management is in a unique position to perpetrate fraud because of management's ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. <i>This risk is required to be addressed for all audits pursuant to Canadian audit standards.</i>	Tested the appropriateness of journal entries recorded in the general ledger, review key estimates and other adjustments made in the preparation of the financial statements.	All audit testing in this area was executed as planned with no issues to be reported.

Recognition of Revenue

Key Audit Area	Approach	Results
Accounting standards have changed in this area over the years and are complex and open to interpretation. There is a risk that revenue may be incorrectly recorded in the current period or deferred into future periods. <i>This risk is required to be addressed for all audits pursuant to Canadian audit standards.</i>	• Verified a sample of deferred revenue balances by examining supporting documentation to validate the accounting treatment. • Reviewed grant agreements to ensure that grant is being recognized in accordance with revenue recognition standards. • Reviewed minutes to determine whether any contributions received should be deferred and whether any grants had not yet been recorded.	An audit adjustment was proposed to increase grant revenue and reduce deferred revenue. Management has recorded this adjustment. All other audit testing in this area was executed as planned with no issues to be reported.

Assets Held for Sale

Key Audit Area	Approach	Results
In the prior year, the Village listed a parcel of land located at 52 Brunswick Beach Road for sale. This land was sold subsequent to yearend. During the current year, the Village listed another parcel of land located at 35 Kelvin Grove Way for sale. The carrying costs of these parcels of land are classified as assets held for sale.	• We reviewed the classification and valuation of land as held for sale. • We reviewed the note disclosure in the notes to the financial statements related to assets held for sale. • We reviewed the disclosure relating to the subsequent sale of 52 Brunswick Beach Road.	All audit testing in this area was executed as planned with no issues to be reported.

Tangible Capital Assets and Accumulated Amortization

Key Audit Area	Approach	Results
With continuous changes in technology and innovation, the useful lives of tangible capital assets owned by the Village will need to be re-evaluated to determine if they are still accurate. This involves a high level of estimation and coordination of the finance department with other departments.	We have performed substantive testing of additions and disposals in the year and amortization calculations. Repairs and maintenance ledgers have also be reviewed for possible capital items that have been expensed. We reviewed the useful lives of assets to ensure they are reasonable and performed discussions with management to determine if any indications of impairment exist.	We proposed an adjustment to reduce amortization expense based on the estimated time of when assets were put into place. As the adjustment is immaterial it remains unadjusted. All other audit testing in this area was executed as planned with no issues to be reported.

Employee Future Benefits

Key Audit Area	Approach	Results
Since the Village does not have an actuary to evaluate its sick pay liability there is a risk that the accrued liability at year end is not appropriately accounted for at year end.	We recalculated the amount accrued at year end, confirmed rates used for calculation, and reviewed the underlying data to determine overall reasonableness of accrued liability.	Consistent with findings in prior years, the Village is accruing for the entire amount of sick pay. However, this would overstate the liability as it is not expected that all employees will use all of the sick time in future periods. The estimated amount of sick time payable in the current year has been accounted for in Appendix D - Unadjusted Differences.

Staff Salaries

Key Audit Area	Approach	Results
A significant single type of expenditure that cover many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (taxpayers).	Performed systems testing and tests of controls. Performed substantive analytical procedures around staff salaries and benefits.	All audit testing in this area was executed as planned with no issues to be reported.

Cash and Investments

Key Audit Area	Approach	Results
Cash planning and investment management are important aspects of good financial controls. Due to its nature, cash and investments are almost always considered to be a risk area in any audit.	We reviewed the year end reconciliations and obtained third party confirmations.	All audit testing in this area was executed as planned with no issues to be reported.

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Village's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were determined to be relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the Village's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss with those charged with governance.

OTHER REQUIRED COMMUNICATIONS

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the table below summarizes these additional required communications.

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
1. Our responsibilities under Canadian Auditing Standards (CAS)	✓		Included in our engagement letter dated November 24, 2016
2. Our audit strategy and audit scope	✓		Included in our Planning Report dated January 8, 2019
3. Fraud risk factors	✓		Included in our Planning Report dated January 8, 2019
4. Going concern matters		✓	None
5. Significant estimates or judgments		✓	See Page 5
6. Audit adjustments		✓	See Appendix B
7. Unadjusted differences		✓	See Appendix B
8. Omitted disclosures		✓	None noted
9. Disagreements with management		✓	There were no disagreements with management
10. Consultations with other accountants or experts		✓	No external experts were consulted during this engagement
11. Major issues discussed with management in regards to retention		✓	None
12. Significant difficulties encountered during the audit		✓	No significant difficulties were encountered during our audit

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
13. Significant deficiencies in internal control		✓	No significant deficiencies were noted
14. Material written communication between BDO and management		✓	No material written communications were noted
15. Any relationships which may affect our independence	✓	✓	No independence issues noted
16. Any illegal acts identified during the audit		✓	No illegal activities identified through the audit process
17. Any fraud or possible fraudulent acts identified during the audit	✓	✓	No fraud identified through the audit process
18. Significant transactions with related parties not consistent with ordinary business operations		✓	None noted
19. Non-compliance with laws or regulations identified during the audit		✓	No legal or regulatory non-compliance matters were noted as part of our audit
20. Limitations of scope over our audit, if any		✓	None
21. Written representations made by management		✓	See Appendix C
22. Any modifications to our opinion, if required		✓	Please see our draft independent auditor's report included in Appendix A

APPENDIX A: INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Village of Lions Bay

Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village") which comprise the Statement of Financial Position as at December 31, 2018 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Chartered Professional Accountants

Vancouver, British Columbia

[Date of Council approval]

APPENDIX B: ADJUSTED AND UNADJUSTED DIFFERENCES

SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected differences noted during the course of our audit engagement:

	Dr. (Cr.)			
	Assets	Liabilities	Accumulated Surplus	Annual Surplus
<i>To accrue interest expense on MFA debt.</i>				
Dr. Accumulated surplus			13,687	
Cr. Accrued liabilities		(9,435)		
Cr. Interest expense				(4,252)
<i>To adjust sick pay accrual.</i>				
Dr. Accrued liabilities		52,293		
Cr. Accumulated surplus			(38,025)	
Cr. Payroll expense				(14,268)
<i>To adjust amortization expense based on when assets are put into place.</i>				
Dr. TCA	5,600			
Cr. Amortization expense				(5,600)
Total Unadjusted Differences	\$ 5,600	\$ 42,858	\$ (24,338)	\$ (24,120)

SUMMARY OF ADJUSTED DIFFERENCES

The following is a summary of differences that were corrected by management during the course of our audit engagement:

	Dr. (Cr.)			
	Assets	Liabilities	Accumulated Surplus	Annual Surplus
<i>To recognise grant additional revenue.</i> Dr. Deferred Revenue Cr. Government Transfers		10,660		(10,660)
<i>To reclassify payroll expense between segments.</i> Dr. General Departmental Expenses Cr. Water System Operations				13,316 (13,316)
Total Adjusted Differences	\$ -	\$ 10,660	\$ -	\$ (10,660)

SUMMARY OF DISCLOSURE OMISSIONS

The following is a summary of disclosures that have not been made within the financial statements:

Disclosure Omission	Management's Response
None noted	NA

APPENDIX C: REPRESENTATION LETTER

[Date of Council approval]

BDO Canada LLP
Chartered Professional Accountants
600 Cathedral Place
925 West Georgia Street
Vancouver, BC V6C 3L2

This representation letter is provided in connection with your audit of the financial statements of Village of Lions Bay for the year ended December 31, 2018, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 24, 2016, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the auditors during the review.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- .We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements
- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- We confirm that there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.

- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We will provide to you, when available and prior to issuance by the entity, the final version of the document(s) comprising the annual report.

Yours truly,

Signature

Position

Signature

Position

APPENDIX D: MANAGEMENT LETTER

Direct Line: 604-443-4716
E-mail: bcox@bdo.ca

May 1, 2019

Ms. Pamela Rooke, CPA, CMA
Chief Financial Officer
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Ms. Rooke:

As your external auditors, we are engaged to provide an audit opinion on your yearend financial statements. An external audit requires testing of transactions and balances and review of those internal control systems upon which we may place reliance. A positive opinion on the financial statements does not necessarily mean that your internal control systems are all operating effectively. This is because we review only those internal control systems where we feel that failure in those systems could result in a material error on the financial statements. With those systems that we do review, our focus is on the assertions necessary to meet our financial statement audit objectives.

Our review of systems, transactions and balances as well as discussions with staff at various levels gives us a unique insight into your operations. While conducting this work we make note of items that come to our attention where we feel that improvement could be made or alternatives could be considered. We are fortunate in that we work with a great number of clients and observe a wide variety of processes. We see firsthand any procedures that are emerging as best practices.

As matters come to our attention, we make note of these for subsequent follow-up. For minor matters we discuss directly with the staff involved. More important matters are brought forward in this letter (known as a management letter).

It is worth noting that we have management letter comments for virtually all audits of all clients. The existence of points does not mean that there are significant problems with your systems or staff. They are just recommendations to make good systems better.

Current Year Observations

1. Amortization of Tangible Capital Assets

PSAS requires that tangible capital assets ("TCA") are amortized over their useful life once they are put into use. During our audit of TCA, we noted that in the year of acquisition amortization expense is recorded for an entire year. Though there is no material impact in the current year, this may lead to a significant overstatement in amortization expense and understatement in the net book value of TCA in future years if significant TCA is acquired. We recommend management implement a policy to record amortization expense based on when TCA is put into use.

Management response

Commencing in 2019, management will record amortization expense based on when TCA is put into use.

Prior Year Observations

2. Employer Health Tax

As payroll is the single largest expenditure we reminded management to consider this new tax in developing future budgets and financial plans.

2018 management update

The Employer Health Tax was incorporated into the Village's 2019-2023 Five Year Financial Plan.

3. Expense Reports

During the audit, we noted that the CAO's expense reports were reviewed and approved by the CFO. We recommended that CAO expense reports should be approved by the Mayor or a member of Council.

2018 management update

Commencing in 2018, the CAO's expense reports are now reviewed and approved by the Mayor.

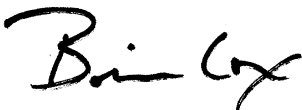
While our audit did not reveal any significant misstatements or irregularities, it is important to understand that our audit procedures are designed specifically to gather sufficient and appropriate audit evidence to support our opinion on the financial statements and would not necessarily uncover all errors or fraud, if present.

This communication is prepared solely for the information of management and those charged with governance and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the co-operation and assistance which we received from you and your staff during the course of the audit.

We are pleased to discuss with you further any matters mentioned in this letter at your convenience.

Yours truly,



Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants



Paul Fripp, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

BC/jaw

cc: Council

**Village of Lions Bay
Financial Statements
For the year ended December 31, 2018**

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**Village of Lions Bay
Financial Statements
For the year ended December 31, 2018**

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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
Acting Chief Administrative Officer

May xx, 2019

Independent Auditor's Report

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

We have audited the financial statements of the Village of Lions Bay (the "Village") which comprise the Statement of Financial Position as at December 31, 2018 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Chartered Professional Accountants

Vancouver, British Columbia

[Date of Council approval]

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Village of Lions Bay
Statement of Financial Position

December 31	2018	2017
Financial Assets		
Cash and cash equivalents	\$ 2,900,857	\$ 2,832,436
Accounts receivable	221,571	372,761
Grants receivable	161,593	288,908
Assets held for sale (Note 1)	359,384	85,866
	<u>3,643,405</u>	<u>3,579,971</u>
Liabilities		
Accounts payable	211,262	544,660
Sick, overtime, wellness and vacation payable	158,451	117,216
Deferred revenue (Note 2)	637,327	687,214
Developer deposits (Note 3)	144,000	138,000
Equipment financing (Note 4)	115,084	147,173
Long- term debt (Note 5)	1,595,415	1,717,456
	<u>2,861,539</u>	<u>3,351,719</u>
Net Financial Assets	<u>781,866</u>	<u>228,252</u>
Non-Financial Assets		
Tangible capital assets (Schedule 3)	20,381,200	20,840,295
Prepaid expenses	14,542	1,017
	<u>20,395,742</u>	<u>20,841,312</u>
Accumulated Surplus (Note 11)	<u>\$ 21,177,608</u>	<u>\$ 21,069,564</u>

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

Pamela Rooke CPA, CMA
Chief Financial Officer

Ron McLaughlin
Mayor

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Village of Lions Bay
Statement of Operations

For the year ended December 31	Financial Plan 2018	2018	2017
	(Note 9)		
Revenue (Schedules 1 & 2)			
Taxation (Note 6)	\$ 1,505,015	\$ 1,505,049	\$ 1,453,647
Utility user rates	1,089,217	1,089,217	1,087,634
Government transfers	2,612,116	573,393	756,175
Sale of services	203,556	186,465	212,495
Other revenues	148,524	177,240	253,661
Gain (Loss) on disposal of tangible capital assets	3,124,994	-	(9,356)
	<u>8,683,422</u>	<u>3,531,364</u>	<u>3,754,256</u>
Expenses (Schedules 1 & 2)			
General departmental expenses	2,649,807	2,446,788	2,266,799
Water system operations	1,063,023	902,843	705,421
Sewer system operations	87,816	73,689	69,822
	<u>3,800,646</u>	<u>3,423,320</u>	<u>3,042,042</u>
Annual Surplus	4,882,776	108,044	712,214
Accumulated Surplus, beginning of year	<u>21,069,564</u>	<u>21,069,564</u>	<u>20,357,350</u>
Accumulated Surplus, end of year	<u>\$ 25,952,340</u>	<u>\$ 21,177,608</u>	<u>\$ 21,069,564</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2018	2018	2017
	(Note 9)		
Annual surplus	\$ 4,882,776	\$ 108,044	\$ 712,214
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(2,746,468)	(312,093)	(1,788,754)
Amortization of tangible capital assets	588,976	497,670	518,681
Loss on disposals of tangible capital assets	-	-	9,356
Tangible capital assets transferred to assets held for sale (Note 1)	-	273,518	85,866
	(2,157,492)	459,095	(1,174,851)
Change in Other Non-Financial Assets			
Net use (acquisition) of prepaid expenses	-	(13,525)	1,022
Change in net financial assets for the year	2,725,284	553,614	(461,615)
Net financial assets, beginning of year	228,252	228,252	689,867
Net financial assets, end of year	\$ 2,953,536	\$ 781,866	\$ 228,252

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Village of Lions Bay
Statement of Cash Flows

For the year ended December 31 **2018** **2017**

Cash provided by (used in)

Operating transactions

Annual surplus	\$ 108,044	\$ 712,214
Items not involving cash		
Amortization expense	497,670	518,681
Loss on disposal of tangible capital assets	-	9,356
Changes in non-cash operating balances		
Accounts receivable	151,190	(128,466)
Grants receivable	127,315	(255,320)
Developer deposits	6,000	12,000
Deferred revenue	(49,887)	661,997
Accounts payable	(333,398)	248,698
Sick, overtime, wellness and vacation payable	41,235	10,698
Prepaid expenses	(13,525)	1,022
	<u>534,644</u>	<u>1,810,880</u>

Capital transactions

Cash used to acquire tangible capital assets	(312,093)	(1,657,858)
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Financing transactions

Repayment of equipment financing	(32,089)	(36,043)
Repayment of long-term debt principal	(122,041)	(86,312)
Issue of long-term debt	-	605,900
	<u>(154,130)</u>	<u>483,545</u>

Increase in cash and equivalents during the year **68,421** **636,567**

Cash and equivalents, beginning of year **2,832,436** **2,195,869**

Cash and equivalents, end of year **\$ 2,900,857** **\$ 2,832,436**

Supplemental information:

Interest paid on long-term debt	\$ 108,858	\$ 89,322
Tangible capital assets acquired through equipment financing	\$ -	\$ 130,896

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2018

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

Basis of Accounting

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

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

Cash and Cash Equivalents

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

Tangible Capital Assets

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

Estimated useful lives of tangible capital assets are as follows:

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

Village of Lions Bay
Summary of Significant Accounting Policies

December 31, 2018

Revenue Recognition

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

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

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

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

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

Use of Estimates

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

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2018

Financial Instruments The Village's financial instruments consist of cash and cash 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, 2018 or 2017.

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

1. Assets Held for Sale

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

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

2. Deferred Revenue

	<u>2018</u>	<u>2017</u>
Contributions for future use	\$ -	23,392
Government transfers	600,839	641,671
Prepaid taxes	<u>36,488</u>	<u>22,151</u>
	<u>\$ 637,327</u>	<u>\$ 687,214</u>

3. 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 \$144,000 (2017 - \$138,000) 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.

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

4. Equipment Financing

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

2019	\$ 19,621
2020	19,621
2021	19,621
2022	19,621
2023	19,621
Thereafter	<u>29,431</u>
Total future minimum lease payments	\$ 127,536
Less: Imputed interest (at 3%)	<u>(12,452)</u>
Present value of minimum lease payments	<u>\$ 115,084</u>

5. Long-term Debt

Loan Authorization Bylaw No. 353 was adopted on January 20th, 2005 and gave approval for the Village to borrow up to \$250,000 to assist in providing water services to the specified area of Brunswick Beach whose owners had opted to finance their share of costs over twenty years through a local parcel tax. The actual amount of the loan honoured was \$114,000. The interest rate is 5.1% and the debt matures in 2025. The balance outstanding under this bylaw at year-end was \$46,563 (2017 - \$52,569).

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 \$835,539 (2017 - \$902,456).

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 \$149,203 (2017 - \$161,153).

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

5. Long-term Debt (con't)

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

During 2017, the Village borrowed \$145,000 through the MFA Equipment Financing program to purchase a backhoe. The interest rate is variable based on the Canadian Dollar Offered Rate (CDOR) (2.80% at year-end) and the debt matures in 2022. The balance outstanding at year-end was \$112,898 (2017 - \$140,378).

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

2019	\$	126,020
2020		130,485
2021		135,088
2022		136,944
2023		113,996
Thereafter		952,882
		\$ 1,595,415

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

6. Taxation

	Financial Plan 2018	2018	2017
	(Note 9)		
General purposes	\$ 1,494,430	\$ 1,494,464	\$ 1,443,062
Collections for other tax authorities			
School Taxes - Province	-	811,852	809,787
RCMP	-	154,253	149,139
Regional District	-	50,222	46,873
Greater Vancouver Transportation Authority	-	211,168	205,929
Municipal Finance Authority	-	198	186
British Columbia Assessment Authority	-	40,219	40,505
	1,494,430	2,762,376	2,695,481
Transfers to other tax authorities			
School Taxes - Province	-	811,852	809,787
RCMP	-	154,253	149,139
Regional District	-	50,222	46,873
Greater Vancouver Transportation Authority	-	211,168	205,929
Municipal Finance Authority	-	198	186
British Columbia Assessment Authority	-	40,219	40,505
	-	1,267,912	1,252,419
Available for general purposes	1,494,430	1,494,464	1,443,062
Water utility parcel taxes	10,585	10,585	10,585
	\$ 1,505,015	\$ 1,505,049	\$ 1,453,647

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

7. Contingent Liabilities and Contractual Obligations

- (i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.
- (ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.
- (iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2018) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.
- (iv) Under borrowing arrangements with MFA, the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the deposits and contingent demand notes are not included in the financial statements of the Village.
- (v) The Village is the subject to litigation in regard to employment matters. In addition, the Village is from time to time involved in other lawsuits. The Village vigorously defends any such claims. At December 31, 2018 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, 2018

8. Contractual Rights

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

2019	\$	22,540
2020		23,882
2021		25,760
2022		25,760
2023		25,760
Thereafter		185,687

9. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 11, 2018 with adjustments for items accounted for differently under PSAS.

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

The following shows how these amounts were combined:

	2018
Financial Plan Bylaw surplus for the year	\$ -
Add back:	
Capital expenditures	2,746,468
Repayment of Debt	152,364
MFA Actuarial Gain on Debt	23,456
Budgeted transfers to accumulated surplus	2,549,464
Less:	
Amortization	(588,976)
	\$ 4,882,776

Village of Lions Bay
Notes to Financial Statements**December 31, 2018**

10. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

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

The most recent 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. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

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 \$82,837 (2017 - \$68,673) for employer contributions while employees contributed \$72,828 (2017 - \$62,970) to the plan in fiscal 2018.

Village of Lions Bay

Notes to Financial Statements

December 31, 2018

11. Accumulated Surplus

The components of accumulated surplus are as follows:

	<u>2018</u>	<u>2017</u>
Invested in tangible capital assets	\$ 18,670,701	\$ 18,975,666
Reserve funds	918,804	848,534
Unrestricted amounts	<u>1,588,103</u>	<u>1,245,364</u>
	<u>\$ 21,177,608</u>	<u>\$ 21,069,564</u>

The increase in reserve funds in the current year of \$70,270 represents the receipt of \$59,264 of unrestricted funds for Gas Tax Funding, with the balance of \$11,006 representing interest credited to reserve funds for the year.

12. Segmented Information

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

General Government

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

Protective Services

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

Public Works Operation

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

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

12. Segmented Information (con't)

Solid Waste Collection

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

Planning and Development

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

Park, Recreation and Culture

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

Water Utility

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

Sewer Utility

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

13. 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, 2018

	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Park Recreation and Culture	Water Utility	Sewer Utility	2018 Actual	2018 Financial Plan
									(Note 9)	
Revenues										
Taxation	\$ 1,494,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,585	\$ -	\$ 1,505,049	\$ 1,505,015
Utility user rates and connection fees	-	-	-	185,795	-	-	837,613	68,034	1,089,217	1,089,217
Government transfers	369,358	63,961	-	-	-	10,500	195,535	-	573,393	2,612,116
Sales of services	14,670	77,171	-	3,902	58,857	20,374	21,056	2,561	186,465	203,556
Other revenues	78,967	-	-	-	-	-	21,102	-	177,240	148,524
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	3,124,994
	1,957,459	141,132	-	189,697	58,857	30,874	1,083,891	70,595	3,531,364	8,683,422
Expenses										
Operating										
Goods and services	198,306	261,721	247,411	189,389	21,916	108,116	369,418	46,387	1,442,664	1,702,003
Labour	568,538	134,989	190,536	-	28,366	156,311	282,493	12,895	1,374,128	1,397,711
Amortization	321,477	-	-	-	-	-	161,786	14,407	497,670	588,976
	1,088,321	396,710	437,947	189,389	50,282	264,427	813,697	73,689	3,314,462	3,688,690
Interest	-	3,063	16,649	-	-	-	89,146	-	108,858	111,956
	1,088,321	399,773	454,596	189,389	50,282	264,427	902,843	73,689	3,423,320	3,800,646
Annual surplus (deficiency)	\$ 869,138	\$ (258,641)	\$ (454,596)	\$ (833)	\$ 8,575	\$ (233,553)	\$ 181,048	\$ (3,094)	\$ 108,044	\$ 4,882,776

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

For the year ended December 31, 2017

	General	Protective Government	Public Works Services	Solid Waste Operation	Planning and Collection	Recreation Development	Water and Culture	Sewer Utility	2017 Utility	2017 Actual	Financial Plan
Revenues											
Taxation	\$	1,443,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,585	\$ -	\$ 1,453,647	\$ 1,453,628
Utility user rates and connection fees		-	-	-	185,795	-	-	834,605	67,234	1,087,634	1,087,239
Government transfers		370,191	20,375	-	-	-	11,200	354,409	-	756,175	2,897,116
Sales of services		5,980	63,125	300	3,902	96,253	24,169	16,845	1,921	212,495	152,253
Other revenues		61,470	151,296	-	-	-	-	36,984	3,911	253,661	110,832
Loss on disposal of tangible capital assets		-	-	-	-	-	-	(9,356)	-	(9,356)	3,219,250
		1,880,703	234,796	300	189,697	96,253	35,369	1,244,072	73,066	3,754,256	8,920,318
Expenses											
Operating											
Goods and services		132,321	227,467	191,423	181,090	77,890	105,082	210,078	41,571	1,166,922	1,442,767
Labour		544,816	116,138	187,586	-	28,493	119,504	256,957	13,623	1,267,117	1,284,380
Amortization		340,597	-	-	-	-	-	163,456	14,628	518,681	507,494
		1,017,734	343,605	379,009	181,090	106,383	224,586	630,491	69,822	2,952,720	3,234,641
Interest		-	-	14,392	-	-	-	74,930	-	89,322	91,456
		1,017,734	343,605	393,401	181,090	106,383	224,586	705,421	69,822	3,042,042	3,326,097
Annual surplus (deficiency)	\$	862,969	\$ (108,809)	\$ (393,101)	\$ 8,607	\$ (10,130)	\$ (189,217)	\$ 538,651	\$ 3,244	\$ 712,214	\$ 5,594,221

Village of Lions Bay
Schedule 3 - Tangible Capital Assets

For the year ended December 31, 2018

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Roads	Storm Sewer	Other	WIP - General	2018 Total	2017 Total
Cost, beginning of year	\$ 11,806,002	\$ 2,139,880	\$ 2,113,756	\$ 201,125	\$ 7,190,170	\$ 795,715	\$ 4,357,566	\$ 101,450	\$ 81,801	\$ 413,647	\$ 29,201,112	\$ 27,508,072
Additions	163,281	110,974	33,297	-	-	-	-	-	-	91,003	398,555	1,788,754
Disposals	(273,518)	-	-	-	-	-	-	-	-	(86,462)	(359,980)	(95,714)
Cost, end of year	11,695,765	2,250,854	2,147,053	201,125	7,190,170	795,715	4,357,566	101,450	81,801	418,188	29,239,687	29,201,112
Accumulated amortization, beginning of year	-	780,070	1,296,155	84,179	2,747,444	586,516	2,773,196	78,532	14,725	-	8,360,817	7,842,628
Amortization	-	57,137	148,862	9,389	161,786	14,407	103,211	1,242	1,636	-	497,670	518,681
Disposals	-	-	-	-	-	-	-	-	-	-	-	(492)
Accumulated amortization, end of year	-	837,207	1,445,017	93,568	2,909,230	600,923	2,876,407	79,774	16,361	-	8,858,487	8,360,817
Net carrying amount, end of year	\$ 11,695,765	1,413,647	702,036	107,557	4,280,940	194,792	1,481,159	21,676	65,440	418,188	20,381,200	\$ 20,840,295

Included in disposals are transfers to assets held for sale of \$273,518 (Note 1).

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, APRIL 16, 2019 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Norm Barmeier
Councillor Jaime Cunliffe

Regrets: Councillor Fred Bain

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

Delegations: 0

Public: 0

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT item 8Aiv – Public Works Week be added; and
THAT item 8Bii – Glass Notice Board be added; and
THAT item 8Biii Op-Ed Septic Systems be added; and
THAT item 8Biv – Wood Burning be added; and
THAT item 8Bv – LGMA Exchange Magazine be added; and
THAT item 12B – Precise Parklink Meter Contract – CAO Verbal Report be added; and
THAT the agenda be adopted, as amended.

CARRIED

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

None

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

5. Review & Approval of Minutes of Prior Meetings

A. Special Council Meeting – January 4, 2019

Moved/Seconded

THAT the Special Council Meeting Minutes of January 4, 2019 be approved as circulated.

CARRIED

B. Regular Council Meeting – April 2, 2019

The following was amended in the first set of bullets on page 4 of 10, in item 8Ai:

- Strike the 2nd bullet and its contents and add the following to the 1st bullet – “Some questions could be included, possibly a survey”;
- New 2nd (formerly 3rd bullet) – strike “Town Hall” and replace with “Council”;
- New 3rd bullet reading: “If required, a Special Council Meeting could be held before or after May 7th”.

The following was amended in the second set of bullets in item 8Ai:

- 3rd bullet – strike “infrastructure reserve” and replace with “sewer surplus”.

Moved/Seconded

THAT the Regular Council Meeting Minutes of April 2, 2019 be approved as amended.

CARRIED

Audio: 00:07

6. Business Arising from the Minutes

April 2, 2019 Regular Council Meeting:

- Item 8Aii, 3rd set of bullets – Councillor Abbot queried whether the follow up items should be included on the follow-up action list (FUAL). CAO DeJong clarified that one item was already, and the others are not applicable for the FUAL, such as bylaw amendments and strategic planning session items.
- Item 8Ci, 6th bullet: BC Hydro Opportunities – Councillor Abbot explained that former Mayor Doug Miller had recently wrote a letter to the Utilities Commissioner and that he would provide a copy of the letter to Council to explore further. It was requested to add the BC Hydro letter to the FUAL as a reminder to action this item.

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
---	--------------	----------------------------	--------

76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	[CAO DeJong - In progress]
77	March 19, 2019	G1: Legislative Assembly of BC – CAO DeJong to respond advising that accessibility standards will be investigated when the Building Bylaw is reviewed	[strike]
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is not presently in a position to pursue.	[CAO DeJong - In progress]
82	April 2, 2019	Item 6A: Rural Dividend Program – draft letter to the Chair and Board of Metro Vancouver	[Completed - Strike]
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	[CAO DeJong - In progress]
84	April 2, 2019	R1: Anthony Tobin & Andrew Wilton – Forest Fires – Councillor Bain to respond	[Completed - Strike]
85	April 2, 2019	R2: Jon Povill – Port Moody PACE Program – Mayor to respond	[Completed - Strike]
86	April 2, 2019	R4: Kambiz Azordegan – Lower Kelvin Grove Issues – Mayor to respond	[Completed - Strike]
87	April 2, 2019	R5: McLaughlin/Doherty – Volunteer Week – Mayor to respond	[In progress]
88	April 16, 2019	Councillor Abbott to follow up with former Mayor Douglas Miller re. BC Hydro Tiers	[In Progress]

Audio: 00:13

8. Reports

A. Staff

i. CFO: Asset Management Investment Plan Final Report

CAO DeJong briefed Council on the Asset Management Investment Plan final report which was presented in draft form by Cory Sivell of Urban Systems in February. He noted that the total replacement cost of our current assets is about \$44.2 million, they have approximately 43% remaining life expectancy, while 11% of those assets have passed their expected lifespan already. He explained that replacing infrastructure and various other assets would require approximately \$1.2 million per year, however we only have the ability to use about \$300,000, therefore leaving a gap of about \$900,000. He noted that the Municipality needs to start addressing this as soon as possible and

Council has taken the first steps towards this by passing the first two readings of the Tax Rate bylaw and budgeting a 10% levy for this purpose, and further moving forward with the UBCM grant funding application for long-term financial planning to set replacement funding targets. He also noted that we will be looking at the development of an annual reporting template, potentially to live in the Municipality's Annual Report.

Moved/Seconded

THAT the Information Report, "Asset Management Investment Plan Final Report" be received.

CARRIED

Audio: 00:21

ii. CFO: UBCM Asset Management Planning Program Resolution

CFO Rooke advised Council that the second phase of the Asset Management UBCM grant has come out and is due May 3, 2019. She noted that it is the same grant program that we applied under for the Asset Management Plan, allowing for a project worth up to \$30,000 and covering 50%; therefore included in the Five Year Financial Plan is \$30,000 for a second phase project with a \$15,000 budget. As part of the application, CFO Rooke requested a resolution from Council to direct staff to apply for the grant.

Moved/Seconded

THAT Council direct staff to submit a UBCM Asset Management Planning Program grant application for Asset Management Phase II – Connecting asset management planning to long-term financial planning and to provide overall grant management of the project.

CARRIED

Audio: 00:24

iii. CAO: Budget Communications Principles

CAO DeJong noted the wide range of communications that local governments establish with the public, ranging from educating and informing to involving the public in the decision-making process. In terms of budget communications, it was suggested that the scale tends to fall closer to educating and informing as it is Council's duty to make those tough decisions, regardless of public opinion, based on what they think is best for the Municipality at that point in time. He advised Council that staff is cognizant of the fact that there is always room for improvement and he will certainly look at ways to improve our communications going forward in future budget processes. Council discussed their ideas around communications, including the notion of a "Have Your Say" letter box and the issues that would entail. Councillor Abbott noted that the Infrastructure Levy was not put forward until more recently and that he never intended the letterbox to be a one-time deal. Councillor Abbott will be writing a communication piece for the Village Update on April 26, to follow up on his January piece on the subject.

Moved/Seconded

THAT the Information Report, “Budget Communications Principles” be received.

CARRIED

Audio: 00:47

iv. Public Works Week

Mayor McLaughlin queried the details of Public Works Week. CFO Rooke advised Council that the office staff host a BBQ lunch for the Public Works crew every year.

B. Mayor

i. Events Committee – Verbal

Mayor McLaughlin and CFO Rooke met with one of the members of the Events Committee to discuss the beach park fundraising event and tax receipts. He noted that tickets will sell out fast and residents should purchase quickly if they haven’t done so yet.

ii. Glass Notice Board

Mayor McLaughlin advised the owner of the General Store that the Municipality was interested in taking over the glass notice board outside of the post office. The Strata Council queried how Council saw it working, how it would be prettied up, and suggested the idea of a monthly license fee. Council discussed their intent for using the notice board, that they would occasionally add items of importance to it, clean it up and remove the other items, but it was decided that they need more information on the expectation of the leasing agreement. CAO DeJong noted that a policy would need to be created in order to proceed with taking over the notice board in terms of what can be displayed and who can use it.

Audio: 00:58

iii. Op-Ed Septic Systems

Mayor McLaughlin suggested an Op-Ed piece in the Village Update on Septic Systems. Councillor Barmeier offered to write it.

iv. Wood Burning

Councillor Abbott offered to write an educational piece on wood-burning best practices in the Village Update on October 11th. .

v. LGMA Exchange Magazine

The LGMA Exchange magazine is a BC local government quarterly with articles on all things local government professionals are involved with across the Province. Mayor McLaughlin advised Council that the Executive Director, Nancy Taylor, has reserved a

spot to profile Lions Bay in the “Our Town” section at the back of the magazine in the Fall 2019 edition.

C. Council

None

D. Committees

None

E. Emergency Services

None

9. Resolutions

A. Events Committee Bylaw Relaxation Request

Moved/Seconded

THAT Council relax the Noise Bylaw and the Traffic and Parking Bylaw to allow live music until 11:30 pm at 140 Lions Bay Avenue on Thursday, June 27, 2019, to allow angle parking on Lions Bay Avenue (excluding cul-de-sacs, no parking areas and fire hydrants), and to waive guest parking passes for visitors during this time for the Events Committee’s Beach Park Fundraising Event.

CARRIED

B. Appointment of Department of Fisheries and Oceans Representative

It was proposed that Glen Dennison be the Village’s liaison to the Department of Fisheries and Oceans for a four-year term. Council suggested that Mr. Dennison report to Council once a year with an update on activities.

Moved/Seconded

THAT Council re-appoint Glen Dennison as the Village of Lions Bay’s liaison to the Department of Fisheries and Oceans for a four-year term, and request that he provide an annual report on activities to Council.

CARRIED

Audio: 01:08

10. Bylaws

A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 – Third Reading

CFO Rooke discussed the changes that were made to the Five Year Financial Plan since second reading, specifically the addition of the one-time increase in the 2019 Federal Gas Tax allocation. The changes were outlined in yellow throughout the bylaw.

Moved/Seconded

THAT 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a third time.

CARRIED

B. Tax Rate Bylaw No. 561, 2019 – First, Second, Third Reading

CFO Rooke explained that, per the Community charter, Council must adopt the Tax Rate Bylaw after adoption of the Five Year Financial Plan Bylaw, and it must be adopted before May 15th.

Moved/Seconded

THAT Tax Rate Bylaw No. 561, 2019 be read a first, second and third time.

CARRIED

Audio: 01:18

11. Correspondence

A. List of Correspondence to April 11, 2019

Moved/Seconded

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

- G1: Update on Human Trafficking in BC Communities – no response
- G2: UBCM Provincial Response to 2018 Resolutions – no response
- G3: E-Comm Board of Directors Designate – see recommendation below:

Moved/Seconded

THAT Mayor McLaughlin review the E-Comm agenda and provide Richard Walton with directions to vote in respect of Lions Bay's Class A shares.

CARRIED

- R1: George Liu – Response re: Climate Change – no further response
- R2: Ian Mackie – Response re: Wood Fires – no further response
- R3: Alison Fischer – Wood Burning – Councillor Abbott to respond
- R4: Jennifer Monroe – Tree Cutting or Deforestation on School District Property – the School District was unaware of this particular tree cutting on their property and are looking into it with Public Works. PWM to respond to Ms. Monroe.
- R5: David Waller – Taxation – Mayor McLaughlin to respond
- R6: Penny Nelson – Public Consultation – Councillor Cunliffe to respond
- R7: Kambiz Azordegan – Response re: Lower Kelvin Grove Issues – no further response
- R8: Jon Povill – Response re: Program to Help our Village – no further response
- R9: Vivienne O'Keeffe – Increased Taxes – no response
- R10: Anthony Tobin and Andrew Wilton – Response re: Forest Fire Readiness and Prevention – no further response

CARRIED

Audio: 01:29

12. New Business

A. Community and School Signage – Verbal Update

PWM Jaffer and CAO DeJong have been reviewing the signage which was previously created and have settled on what will fit within our budget for this year plus additional informational signs that the Trailblazers have come up with. One issue before proceeding is the wayfinding sign which was intended to be installed in front of the municipal hall next to the notice board; however the Memorial Cairn was recently approved to go in front of the hall near the flags, so it will be necessary to engage in further discussion with Councillor Bain and a couple of Memorial Committee members. CAO DeJong also advised Council that he has requested the Ministry of Transportation and Infrastructure Operations Manager fill the empty spot on the highway informational signage entering Lions Bay with a suitable “school” symbol. The same symbol would be used as wayfinding signage in the Village leading to the school.

Audio: 01:32

B. Precise Parklink Meter Contract – CAO Verbal Update

CAO DeJong advised that the Municipality will be using the meters that were used two years ago, which functioned well. The term of the contract is from May 15 to September 15; Precise Parklink will install the meters and take them out at the end of the term. The cost is approximately \$6,550 plus GST plus any on site hourly maintenance charges. CAO DeJong proposed increasing the rates when the Fees Bylaw comes back to Council next meeting, from \$1.50 to \$2 per hour (max of \$16 per day) at Sunset (allows overnight parking), from \$2 to \$3/hr at Kelvin Grove (max of \$24 per day) for one day 8am-10pm, and from \$3 to \$4/hr (max of \$32/day) at Lions Bay Beach Park. Multiday tickets on weekdays at LBBP were briefly noted as a possibility, subject to meter programming capacity.

Moved/Seconded

THAT the CAO be authorized to sign the agreement for the rental, installation and operation of three DG7 Pay by Plate Pay Stations between Precise Parklink Inc. and the Village of Lions Bay.

CARRIED

Audio: 01:40

C. AECOM Verbal Update

PWM Jaffer advised Council that staff has been working with AECOM to model the water system for extreme summer drought and low water supply, and to provide fire flow information to the Fire Chief. He also advised staff is sourcing a water tanker that the fire department can drive to and from a fire site and connect to the pumper engine.

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

None

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

A. Personnel – Labour Relations

B. Crown Charges

Moved/Seconded

THAT the council considers that disclosure of law enforcement matters could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED

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;

f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

CARRIED

The meeting was closed to the public at 8:54 p.m. There was a possibility of bringing Item 14B back into the open meeting for discussion per. s.90(1)(n) of the Community Charter. [Ultimately, this did not come to pass.]

The meeting was re-opened to the public at 9:27 p.m.

15. Reporting Out from Closed Portion of Meeting

Council approved a Limited Partnership Agreement with Tamara Leger, doing business as Lions Bay House Concerts.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:27 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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DRAFT



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	290 Oceanview Rd Encroachment Agreement		
Author	Peter DeJong	Reviewed By:	Nai Jaffer
Date	May 3, 2019	Version	
Issued for	May 7, 2019 Council Meeting		

Recommendation:

- (1) THAT the Municipality enter into an Encroachment Agreement with the Owners of 290 Oceanview Rd in substantially the same form as the draft Agreement attached to this report; and
- (2) THAT the CAO and Mayor be authorized to execute the Agreement.

Attachments:

- (1) Letter from Owners of 290 Oceanview Rd requesting an encroachment agreement for a retaining wall to be built on the slope in front of their property, below the property line but above the ditch below which runs parallel to the roadway;
- (2) Draft Encroachment Agreement for 290 Oceanview Rd;
- (3) Drawings indicating in rough form the general intent of the application.

Key Information:

The owner wishes to beautify the bank in front of the house, which is too steep to retain any soil. The retaining wall would be built above the ditch running parallel to Oceanview Rd. and prevent the ditch from silting up with material. The intent would be to use natural stone material to match the current material at the driveway entrance. No infrastructure would be impacted by the retaining wall and there are no tangible risks associated with the application. No other property owners are impacted, other than in an aesthetically beneficial way.

Options:

- (1) Approve the application;
- (2) Amend the recommendations and approve the application;



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

(3) Do not approve the application and instruct staff otherwise.

Preferred Option: Approve the application. The proposed structure would be beneficial and poses no tangible risks for the Municipality. It will not interfere with any Municipal infrastructure.

Financial Considerations: None

Legal Considerations: Encroachment agreement attached. Section 219 LTO covenant not required in the circumstances.

Follow Up Action: Per Council direction.

Communication Plan: N/A

290 Oceanview Road • P.O. Box 137
Lions Bay • British Columbia
V0N 2E0 • Canada
Tel. (604) 921-6581

October 13, 2018

Village of Lions Bay

Works Department

Attention Mr. Nai Jaffer, manager

Mr. Jaffer,

Thank you Nai, for considering my request to construct a low retaining wall along the streetfront of my property at 290 Oceanview Road here in Lions Bay.

I envision this wall to be a couple of feet high and approximately 100 feet long from my entrance to near the border of the adjacent property at 280 Oceanview Road, which is vacant.

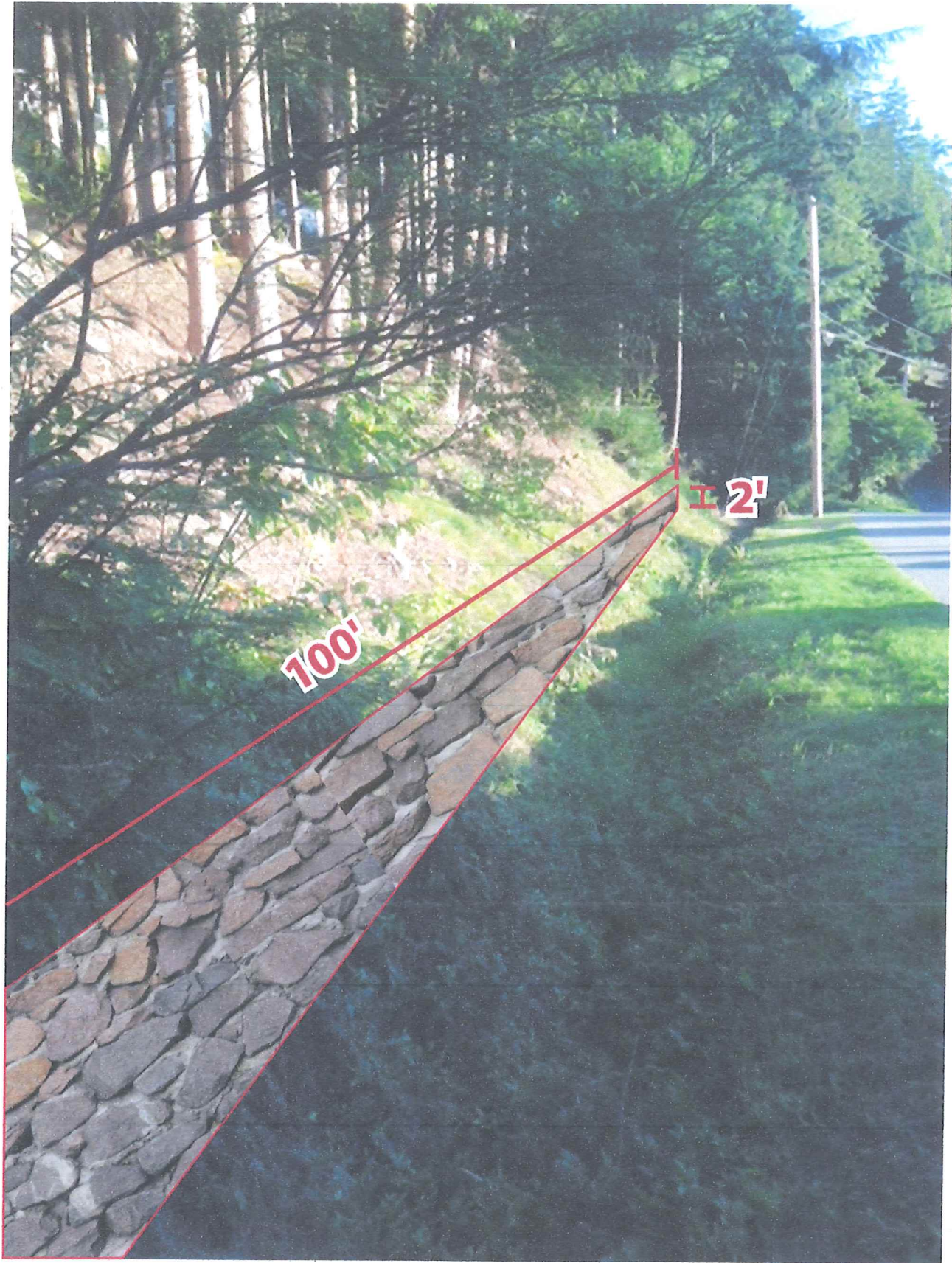
This wall would be professionally constructed of natural stone similar to the existing entrance at my laneway and the two would enhance each other as well as the appearance of my property from the street. I would hope to have it done sometime within the next year as scheduling, material and funds become available.

The purpose of the wall is to retain enough topsoil to successfully grow flowers and shrubs on that slope. Presently it all slowly slides down and silts up the ditch.

I enclose a photo of the slope showing roughly the position of the wall and a photo of the existing entrance to my laneway which shows the style and type of rock I would like to use.

Thanks again and best wishes, Frank Wood.

A handwritten signature in dark ink, appearing to read 'Frank Wood', with a large, sweeping loop at the beginning.





**HIGHWAY ENCROACHMENT AGREEMENT
(LICENSE TO OCCUPY)**

THIS AGREEMENT dated for reference the 8th day of May, 2019.

BETWEEN:

FRANK WOOD, residing at 290 Oceanview Road, Lions Bay BC, V0N 2E0
(hereinafter called the "**Licensee**")

AND:

THE VILLAGE OF LIONS BAY, a municipal corporation, having offices at 400 Centre Road,
Lions Bay BC, V0N 2E0
(hereinafter called the "**Municipality**")

GIVEN THAT:

- A. The Municipality holds ownership and possession of highways lying and being in the Village of Lions Bay in the Province of British Columbia as per s. 35(1) of the *Community Charter*. The highway subject to this agreement is outlined in dotted lines and shown as "Area of Encroachment" on the sketch plan attached as Schedule "1"

(the "**Road**").
- B. The Licensee is the fee simple owner of those lands adjacent to the Road being in the Village of Lions Bay in the Province of British Columbia, more particularly known and described as:

Lot A District Lot 6748 Plan BCP49468
PID: 028-721-829

(the "**Licensee's Property**").
- C. The Licensee wishes to encroach upon an area of the Road as indicated on Schedule "1" to this agreement (the "**License Area**").
- D. The Municipality has agreed that the Licensee may occupy the License Area for the purposes and on the terms and conditions herein set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants contained herein and sum of \$10.00 now paid by the Licensee to the Municipality and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Grant of License** – The Municipality, on the terms and conditions set forth herein, grants to the Licensee the non-exclusive right and license (the “**License**”) to construct and maintain in good working order the following structures as identified in Schedule “2”:

- (a) retaining walls designed by a qualified registered professional;
(the “**Proposed Structures**”)

for only the Licensee and its permitted assigns and their servants, agents and invitees and for the Municipality and its successors and assigns and their servants, agents and invitees, PROVIDED THAT the Licensee shall keep the retaining walls in good condition and abide by the terms of this Agreement.

2. **Term and Renewal** – This License shall commence on the **8th day of May, 2019** (the “**Commencement Date**”), and shall terminate upon the occurrence of any of the circumstances detailed in section 3, unless otherwise agreed in writing by the Municipality.

3. **Termination**

- (a) This License does not create any interest in property and is exclusively for the benefit of the Licensee. The License will automatically terminate upon any of the following occurrences:
 - (i) the Licensee disposing of the Licensee’s Property by sale, agreement for sale or lease, unless it has been assigned in accordance with section 12 of this agreement, failing which the purchaser may be required to remove the Proposed Structures;
 - (ii) the Proposed Structures being torn down, removed, or replaced;
 - (iii) at any time upon the Licensee providing written notice to the Municipality of intention to terminate, in which case the obligations specified in section 9 of this Agreement shall commence;
 - (iv) at any time upon the Municipality providing at least 6 months written notice of termination to the Licensee; or
 - (v) where the Council of the Village of Lions Bay considers that, in its sole discretion, the interest of the public in the highway on which the Encroachment Area lies makes it necessary or advisable, or in the case of an emergency, the Council may shorten the time limits in this section.
 - (b) The License may be cancelled or terminated despite any rule of law or equity to the contrary in accordance with any of the following provisions:

- (i) if the Licensee defaults in the observance or performance of any of the terms and conditions contained in this License and the Licensee fails to cure such default(s) within 30 days after written notice from the Municipality then the Municipality will be entitled to terminate the License without limiting the Municipality's other remedies at law or at equity; and
- (ii) if the default under subsection (i) reasonably requires more time to rectify or cure than 30 days, the Licensee will be deemed to have complied with the rectification or curing of it if the Licensee commences rectifying or curing the default within 30 days after notice from the Municipality and diligently completes same as soon thereafter as is reasonably practical.

All of the Licensee's obligations under this License that are outstanding on the date that this License is terminated will survive the termination of this Agreement. For certainty, the Licensee's obligations to release and indemnify the Municipality shall survive the termination of this Agreement, but only in respect of events occurring before termination of this Agreement.

4. **License and Permit Fees** – If applicable, the Licensee shall obtain a Driveway Crossing Permit pursuant to Driveway Crossings Bylaw No. 521, 2017 and pay to the Municipality in advance the required fees in accordance with Fees Bylaw No. 497, 2016, as amended.
5. **Powers** – For the purposes of the License herein, the Licensee and its servants, agents and invitees shall have the right to:
 - (a) use the License Area;
 - (b) have unobstructed access to and from the License Area at any and all times;
 - (c) clear the License Area and keep it clear of anything which might in the opinion of the Municipality, acting reasonably, constitute an obstruction to the use of the License Area by the Licensee; and
 - (d) do all other things on the License Area as may be reasonably necessary, desirable and incidental to the use of the License Area.
6. **Municipality May Access and May Undertake Work** – The Municipality shall have free access to all parts of the License Area. The Municipality is not required to give any notice to effect any repairs or maintenance to the License Area or the slope or drainage ditch below the License Area.
7. **No Other Improvements** – The Licensee will not, without the prior written consent of the Municipality, construct, install, affix, place or store or permit the construction, installation, affixing, placing or storage of any buildings, structures, works, improvements, fencing, or materials on any part of the License Area.

8. **Use** – The Municipality will at all times have a priority right to use and occupy any portion or all of the License Area, without notice, in order to access other portions of the Road, or the Licensee’s property, or to carry out any public service or responsibility that requires use of or access to the License Area.

The Licensee acknowledges and agrees that, by granting this Agreement, the Municipality is not accepting any responsibility for the Licensee’s use of the License Area. The Licensee shall use best efforts to cause a minimum of obstruction and inconvenience in constructing and maintaining the Proposed Structures in the License Area.

9. **Site Clean-up** – Upon termination of this License, the Licensee will leave the License Area in a tidy condition, and the Licensee, if required by the Municipality in its sole discretion, shall remove all structures and personal property belonging to the Licensee within 60 days after termination of this Agreement. Any structures or personal property not removed by the Licensee shall become the absolute property of the Municipality free of all encumbrances, without payment of any compensation to the Licensee or may, at the Municipality’s option, be removed and the expense thereof shall constitute a debt due and owing to the Municipality by the Licensee.
10. **No Waste or Nuisance** – The Licensee will not commit or allow any wilful or voluntary waste or destruction of the License Area, or do anything that may become a nuisance or annoyance to other occupiers of the Road or adjoining lands. The Licensee will not stockpile or burn any materials on the License Area.
11. **Compliance with Laws** – The Licensee will at all times during the currency of this License use the License Area in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or local government laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.
12. **Assignment** – Except as expressly set out herein, the rights granted to the Licensee under this Agreement may not be sublicensed, assigned, or otherwise transferred. The Licensee may assign its interest under this License with the prior written consent of the Municipality, such consent not to be unreasonably withheld or delayed.
13. **Risk** – The Licensee accepts the License Area on an as-is basis and agrees that it will use the License Area at its own risk, and that the Municipality will not be liable in respect of any loss of life, personal injury, damage to property or loss of property suffered by the Licensee, its servants, agents, or invitees arising out of this Agreement or its or their use and occupation of the License Area.
14. **Indemnity** – The Licensee hereby indemnifies and saves harmless the Municipality, its officers, directors, elected officials, employees and agents from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and

judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Municipality, its officers, directors, elected officials, employees, agents and invitees arising, directly or indirectly, out of:

- (a) the uses of the Licensee under this License;
- (b) a breach by the Licensee of any of the covenants contained in this License;
- (c) any wrongful act or neglect of the Licensee on or about the License Area;
- (d) any damage to property related to the Licensee's use and occupancy of the License Area;
- (e) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the Licensee's use and occupancy of the License Area.

This section does not apply to liabilities, damages, costs, claims, suits or actions arising out of the gross negligence or willful misconduct of the Municipality, its agents, servants, employees or contractors.

15. **Insurance** – The Licensee shall obtain and keep in force throughout the existence of the License insurance naming the Municipality as an additional insured and protecting the Municipality and the Licensee (without any rights of cross-claim or subrogation against the Municipality) against claims by any person, including any member of the public using the Road, for personal injury, death, property loss or damage, and third party liability or public liability claims arising from any accident or occurrence on the Road or other loss relating to the Licensee's use of the Road to an amount of not less than Two Million (\$2,000,000.00) Dollars per occurrence (the "**Insurance Policy**").

- (a) The Insurance Policy shall provide that it is not terminable or alterable without the giving of 30 days' written notice to the Municipality.
- (b) At the time of execution of this License, the Licensee shall deliver to the Municipality a copy of the Insurance Policy or an insurance binder or note evidencing that the Licensee has obtained the Insurance Policy on the terms set out herein.
- (c) At any time during the Term of this License the Municipality may require the Licensee to provide evidence to it that the Insurance Policy is valid and in full effect.

16. **Breach** – In the event that the Licensee breaches any term, condition, or provision of this Agreement, the Licensee shall remedy the breach within 30 days of receipt of a notice from the Municipality and if the breach is not remedied within that time period, all rights

accruing to the Licensee under this Agreement shall cease without further notice to the Licensee, unless the Municipality, in its sole discretion, decides otherwise.

17. **Municipality May Take Action** – If the Licensee fails to do any matter required of them under this Agreement, the Municipality is entitled to take all such actions on the Licensee's behalf and at the Licensee's cost as are reasonably necessary to rectify the Licensee's failure, but the Municipality is in no circumstance liable for not taking such action or its manner of doing so, provided that the Municipality acts reasonably. The Licensee shall pay to the Municipality the costs the Municipality incurs pursuant to this provision forthwith upon receipt of an invoice.

18. **General**

- (a) This Agreement will enure to the benefit of and be binding upon the Licensee and its successors, administrators and approved assigns and upon the Municipality and its successors, administrators and assigns.
- (b) Every reference to each party is deemed to include the heirs, executors, administrators, corporate successors, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.
- (c) Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.
- (d) The Schedules attached to this Agreement form part of this Agreement.
- (e) This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement, and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- (f) Time is of the essence of this Agreement.
- (g) The section headings have been inserted for reference only and do not define, limit, alter or enlarge the meaning of any provision of this Agreement.
- (h) The Licensee's use of the License Area will under all circumstances be viewed as a license only and will not create nor be deemed to create any property interest in favour of the Licensee in the License Area.
- (i) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

- (j) Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Municipality or the Council of the Village of Lions Bay. Further, nothing contained or implied in this Agreement shall derogate from the obligation of the Licensee under any other agreement with the Municipality or, if the Municipality so elects, prejudice or affect the Municipality's rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the Municipality's discretion, and the rights, powers, duties and obligations of the Municipality under all public and private statutes, by-laws, orders and regulations, which may be, if the Municipality so elects, as fully and effectively exercised in relation to the Road as if this Agreement had not been executed and delivered by the Licensee and the Municipality.

END OF PAGE

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

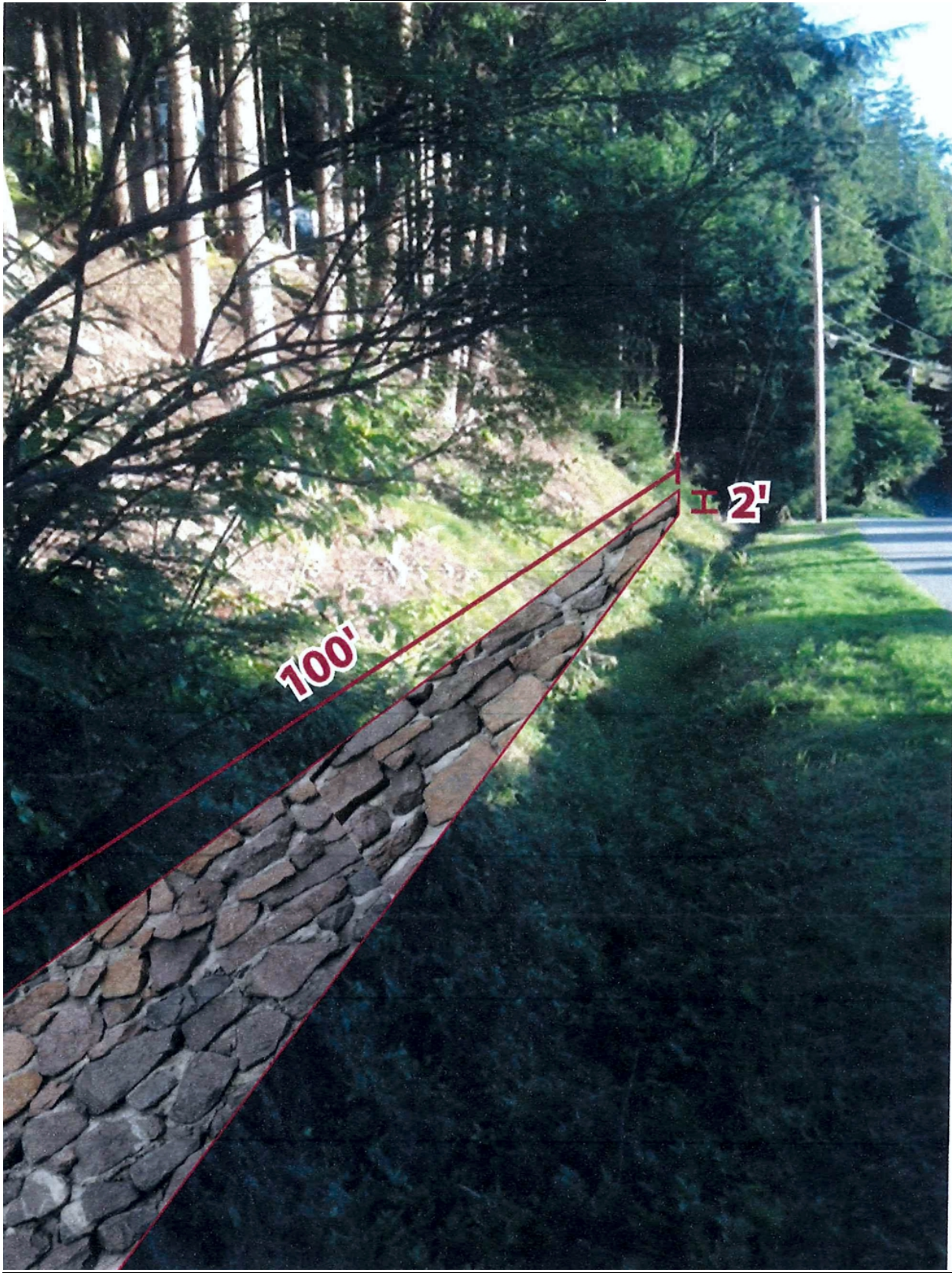
Village of Lions Bay)
by its authorized signatories:)
)
)
)
)
_____)
Mayor)
)
)
)
_____)
Corporate Administrator)

FRANK WOOD)
)
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_____)
Signature)
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Signature)
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SCHEDULE 1 - SKETCH PLAN OF ROAD AND LICENSE AREA



SCHEDULE 2
PROPOSED STRUCTURES



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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2018 Audited Financial Statements		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	May 1, 2019	Version	
Issued for	May 7, 2019 Regular Council Meeting		

RECOMMENDATION

THAT the Village of Lions Bay's 2018 Audited Financial Statements as presented to Council on May 7, 2019 be approved pursuant to the *Community Charter section 167(1)*;

AND THAT the 2018 Audited Financial Statements be included in the 2018 Annual Report pursuant to the *Community Charter section 98*.

ATTACHMENTS

- Draft 2018 Audited Financial Statements (see Agenda Item 4, Public Delegations, 2018 Final Audit Report)

KEY INFORMATION

At the May 7, 2019 regular Council Meeting, Council received and reviewed a formal report on the Village of Lions Bay's December 31, 2018 audited Financial Statements. The report was presented by Bill Cox, BDO Canada LLP, the Municipality's external auditor.

FOLLOW UP ACTION

Assuming the Resolution is approved, staff will submit the financial statements to the Inspector of Municipalities by the May 15 due date.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Website, Village Update and Correspondence Policy Amendments		
Author	Peter DeJong	Reviewed By:	
Date	May 2, 2019	Version	1
Issued for	May 7, 2019 Regular Council Meeting		

Recommendation:

- (1) THAT the Website and Village Update Content Policy No. 1704 be approved, as amended; and
- (2) THAT the Correspondence Policy No. 1405 be approved, as amended.

Attachments:

- (1) Website and Village Update Content Policy No. 1704
- (2) Correspondence Policy No. 1405

Key Information:

As the Village Update content gradually increases and changes to the format and design are implemented, the policy must also be amended to reflect what is appropriate.

These changes include removing the Village Update content from the Correspondence Policy and moving it over to the Website Content Policy, now called the Website and Village Update Content Policy.

Business logos are to be permitted where they identify a financial sponsor of a Lions Bay volunteer or community group which receives a Municipal grant, but there must be no link to the sponsor's business.

Additionally, a new section 5 outlines the process intended for Mayor and Council article submissions.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Options:

(1) Approve both the Website and Village Update Content Policy No. 1704 and Correspondence Policy No. 1405, as amended.

(2) Receive the amended policies and refer back to staff with further directions.

(3) Receive the report and do nothing.

Preferred Option:

Option 1 – approve both Policy amendments.

Communication Plan:

Assuming the policies are approved, the Village website will be updated with the new versions.

Type	POLICY		Policy No	POL-1704
Title	Website <u>and Village Update</u> Content Policy			
Author	Peter DeJong	Reviewed By:		
Date	May 10, 2017		Version	1
Issued for	Regular Council Meeting – May 16, 2017			

PURPOSE

The purpose of this policy is to provide guidance to users of the Village of Lions Bay (the “Municipality”) website.

POLICY

1. All content (textual and visual) on the Municipality’s website and the Village Update should contribute to a professional and unified corporate brand, be accurate, up-to-date, visually pleasing, easy-to-read and easy-to-find.
2. In addition to information and services pertaining to the Village of Lions Bay, the Municipality's website may also contain information that a reader should reasonably expect to find on municipal government websites, including links to other orders of government, community groups that receive support from the Municipality, Lions Bay cultural information, events posted to the community calendar, and partnering agencies on Village of Lions Bay projects.
3. There are specific parameters under which the Municipality will post content from a third-party organization to the website and to the municipality’s electronic newsletter, the Village Update.

(a) Posting External Links

- (i) The Municipality will consider posting external links on its website if the link is directed to the website of:
 - An official government website (municipal, regional, provincial, federal).
 - A government-funded agency or board.
 - A Village of Lions Bay affiliated organization.

- An organization receiving a Village of Lions Bay community grant.
- A major community tourist or cultural attraction or event as determined solely by the Municipality.
- A professional association.
- A business, organization or association working in partnership with the Village of Lions Bay to the extent of such partnership.
- A company that has contracted to work with the Municipality.
- Artist-in-residence, and artists commissioned by the Village of Lions Bay to create and/or display public art.
- Events or activities that are posted to the Village of Lions Bay community calendar.
- Organizations or initiatives referred to in a Village of Lions Bay media release.

(ii) The Municipality will not consider posting external links on its website to:

- Personal websites.
- Business or service club websites that are not performing approved service work ~~related to~~for the Village of Lions Bay.
- Political parties or sites that are of a clear political nature.

(iii) Notwithstanding the criteria listed above, the Municipality reserves the right to post, or refuse to post any external links on its website or to delete links already posted on its site at any time, without notice and in its sole discretion.

(b) Removing external links

- (i) External links will be removed by the Municipality without notice if, but not limited to, any of the following conditions apply:
- The site's original information has been altered and the context of the information has changed;
 - The site no longer meets the conditions listed above for acceptable external links;

- In the Municipality's sole opinion, the information on the site becomes inaccurate and/or not trustworthy;
- Page formatting, lengthy download items or intrusive advertising make accessing information difficult;
- The link returns a "not found" error for more than 72 hours;
- The link promotes, exhibits, illustrates or manifests hate or obscene/pornographic/sexual content of any kind;
- The site and content violate the Municipality's anti-bullying and harassment policies or in other ways does not conform to the Municipality's goals of inclusion;
- The site and content does not comply with municipal, provincial or federal legislation.

(c) Requesting an external link

- (i) Requests to add an external link to the Municipality's website, according to the criteria listed above, are to be submitted to the Office Coordinator by email for consideration by the Chief Administrative Officer (CAO).

(d) External link policy enforcement

- (i) All sites may be reviewed by Municipal staff to ensure that, in the sole opinion and discretion of the Municipality, they meet and are in keeping with the above criteria.
- (ii) Enforcement of the above linking policy and the decision on whether or not to add, remove or deny an external link on the Municipality's website will be made by the CAO.

4. Information to be circulated by the electronic Village Update will be compiled and sent by Village staff once per week on Fridays, or Thursday where the Friday falls on a holiday. In cases where information relates specifically to health and safety matters, legislative requirements or where time constraints exist, the Village Update may be sent more than once per week. No advertising is permitted in the Village Update, the content of which is intended to reflect the following:

- Mayor and Council Articles
- Council and Committee Information

- Lions Bay Volunteer Committees
- Grants
- Coastal Fire Centre Newsletters
- Emergency Information
- Public Works Notices
- Lions Bay Fire Rescue Information
- Village Office Notices
- Village Hall Programs/Information
- Similar types of information to be disseminated to the community at large

Such content may include a business logo identifying a financial sponsor of a Lions Bay volunteer or community group which receives a Municipal grant, but there must be no link to the sponsor's business.

5. Mayor and Council articles in the Village Update are intended to serve the purpose of informing and educating readers about a variety of topics of interest to residents and to invite feedback to Council and/or staff. While it is recognized that each elected official will have their own style of communication, information should be presented in a fair and factual manner within the limitations of the platform provided. The opportunity afforded to each member of Council in relation to topics of interest to residents is to advance communication of such topics in a positive and constructive manner. The space is not intended to be a forum for debate of Council policies or decisions that have been made, or issues of substance or process, which are best suited to discussion in an open Council meeting. Ultimately, the CAO as editor of the Village Update is entrusted with the responsibility and discretionary authority to edit all content in the best interests of the Municipality.

6. This website contains links to other websites. The Village of Lions Bay does not endorse or make any representation or warranty, expressed or implied, concerning the accuracy, quality or reliability of information contained on externally linked websites or posted on the Municipality's community calendar that has been submitted by a member of the public. The Municipality does not endorse any products or services that may be referenced or linked on this website.

7. There are parameters under which the Municipality will post events and activities to the Community Calendar.

(a) Community calendar postings

(i) Village of Lions Bay staff post information regarding activities, programs, meetings, events and festivals on the Municipality's website calendar. The Municipality

reserves the right to post any additional events to its website calendar it deems to be in the community's interest.

(b) Criteria for publishing events on the community calendar

- (i) Members of the public may submit event information for inclusion on the Municipality's website community calendar if that event is open to the general public and occurs on Municipal property.
- (ii) Events submitted by the public will not be published on the Municipality's website calendar if they:
 - Promote, exhibit, illustrate or manifest hate or obscene / pornographic / sexual content of any kind.
 - Do not comply with municipal, provincial or federal legislation.
 - Promote an individual religion or religious service.
- (iii) Events deemed by the Municipality to be political in nature will not be posted after the writ has been dropped for a federal or provincial election, or within 80 days of a municipal election, other than all candidate debates booked into Broughton Hall.
- (iv) Notwithstanding the criteria listed above, the Municipality reserves the right to post, refuse to post, or remove, any event from its website calendar at any time, without notice.

(c) Submitting an event to the community calendar

- (i) Requests from a member of the public to add an event to the Municipality's website calendar must be submitted directly to staff at reception@lionsbay.ca.
- (ii) To be considered for publication, an event submission must be accompanied by a name and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

(d) Policy enforcement of community calendar

- (i) All events submitted by a member of the public for publication on the Municipality's website calendar will be reviewed by Municipal staff to ensure that, in the sole opinion and discretion of the Municipality, the event meets or is in keeping with the intent of the above criteria.

(ii) Decisions on whether or not to add, remove or deny the posting of an event to the Municipality's website calendar will be made by the CAO.

Corporate Officer

Mayor or Delegate

Adopted by Council:	May 16, 2017
Updated:	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type:	POLICY	Policy No.:	POL-1405
Title:	Correspondence Policy		
Author:	Peter DeJong	Reviewed By:	
Date:	January 24, 2017	Version:	2

PURPOSE

To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.

CORRESPONDENCE DEFINED

Correspondence includes any request for information, request for clarification, conveyance of information or a complaint pertaining to corporate service delivery, received by the Village via any one or more of mail, electronic mail, facsimile, or hand delivered letter, and may include responses thereto.

The following types of correspondence are excluded from the definition of correspondence in this policy with respect to inclusion on Council Agendas:

- a) routine service requests directed to individual departments;
- b) service repairs and disruptions requiring emergency action;
- c) all matters handled by Human Resources and Payroll Services;
- d) all matters pertaining to litigation or potential litigation or bylaw enforcement;
- e) all matters protected under the *Freedom of Information and Protection of Privacy Act* (FOIPPA); and
- f) all matters related to the grounds for closing a Council or Committee meeting to the public;
- g) correspondence that is deemed by the Mayor and Council or the CAO, or his/her delegate, to be or to include parts that are or may be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate.

POLICY

1.0 Incoming Correspondence

1.1 Submissions to Village Office and/or Village Staff

Incoming correspondence received by staff from external sources will be compiled in accordance with the terms of this policy. Where appropriate, the terms of other related policies and/or bylaws will also be followed.

1.2 Submissions to Members of Council

Incoming correspondence received by a majority of Council from external sources will be forwarded to staff for appropriate handling as noted in section 2.0 of this policy.

2.0 Processing of Incoming Correspondence

Incoming Correspondence will:

- be acknowledged by staff to confirm receipt;
- be date stamped on the date received or, in the case of information received outside of business hours, on the next business day;
- be filed in the general filing system; and
- be referred for further action as follows:
 - when addressed to Council, be circulated to Council as soon as possible and a copy forwarded for inclusion in the next Council Agenda package, subject to the terms of this Policy
 - when operational in nature: be referred to appropriate staff members to review and respond accordingly.

3.0 Council Agenda Package

Correspondence to be included in a Council Agenda package must:

- Contain the name and, preferably, the civic address of the correspondent;
- Be addressed to Mayor and Council, or a majority of Council;
- Pertain to matters that are within the purview of Village of Lions Bay Council;
- Be received prior to the deadline established by the Council Procedure Bylaw.

All personal information, other than telephone numbers and email addresses, will be published with correspondence submissions unless the author requests in writing for their personal information to be severed under section 22 of the Freedom of Information and Protection of Privacy Act.

4.0 Outgoing Correspondence

4.1 Correspondence from Council

Correspondence sent with direction from Council shall be sent by the person designated and may be included in the regular Council Agenda package subject to CAO approval.

In the interests of providing residents with timely responses, emails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting. Such email responses must be copied to all of Council and the CAO, shall not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses will be attached to the incoming correspondence on the next Agenda, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy.

4.2 Correspondence from Staff

Correspondence sent in response to operational requests shall have responses signed by the CAO or the appropriate staff member. Responses to incoming correspondence may be included in the regular Council Agenda package subject to CAO approval.

4.3 Public Notifications by ePost (Village Update)

~~Information to be circulated by ePost or Village Update will be compiled and sent by Village staff once per week on Fridays, or Thursday where the Friday falls on a holiday. In cases where information relates specifically to health and safety matters, legislative requirements or where time constraints exist, ePosts may be sent more than once per week. No advertising is permitted in the Village Update, the content of which is intended to reflect the following:~~

~~Mayor's message
Council and Committee Info
Lions Bay Volunteer Committees
Grants
Coastal Fire Centre Newsletters
Emergency Information
Public Works Notices
Lions Bay Fire Rescue Information
Village Office Notices
Village Hall Programs/Info
Similar types of information to be disseminated to the community at large~~

SEE ALSO:

- POL-1401: Electronic Communications Policy
- Council Procedures Bylaw

Corporate Officer

Mayor or Delegate

Adopted by Council:	January 24, 2017
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Intentionally Blank

Improving Communications

Neville Abbott

Sun 2019-01-06 5:17 PM

To: Peter DeJong <cao@lionsbay.ca>;

Hi Peter,

Re our conversation on Wednesday, here are my early thoughts on improving Council's communications and developing a better communications plan/strategy. Over time as a group we should come up with some strategic goals for a communications plan. The following five come to mind for me. I like your suggestion of starting with a list of how we communicate currently and how effective it is. I would appreciate receiving this info from the office, along with any words of wisdom staff may have.

Five Goals:

1. Reach more of the community.
2. Improve feedback both qualitative and quantitative from residents.
3. Create an environment where people are engaged and informed.
4. Streamline procedures to minimize or reduce impact on staff workloads.
5. Investigate opportunities for any tools, including possibly social media, to improve our communications.

However for now, and back to our conversation, I would like to focus on reaching more people via the use of mailbox inserts. I have confirmed we are allowed to insert municipal notices to all mailboxes including those that have opted out of flyers. There are around 600 active resident mailboxes. If each averaged 2 residents that would equal most if not all of the community. Of course the weekly VU would continue as the primary communication piece with mailbox inserts only when required.

I did some initial research and came up with the following. We currently reach residents through disparate, unconnected means, including:

- Village Update reaches 650 out of 675 email addresses on its distribution list with around 450 actually opening the attachment.
- Our "in progress" sign up for the Lions Bay Alert system has resulted in only 311 signups, this should be a major concern to all of us. NB I know Penny signed us up at the time but when I went in again today it had some of my/our info, but not all, so I updated my account. Should everyone be doing this? I might even have duplicated my account, but it certainly appears that there may be new info required. Sadly though, if there are multiple accounts per household, this response is even lower than it seems.
- I have spoken to Ruth Simons about block watch and can confirm there are 32 block captains with gaps which include most of Mountain Drive, Bayview Place and parts of Oceanview Road but I haven't

yet received the numbers of actual residents covered. I am aware that individual block captains keep their own mailing lists for their blocks and that Ruth sends BW mails to captains only.

- The 2018 Lions Bay phone book by Louis Peterson resulted in around 350 names and phone numbers. Louis did not try and collect email addresses.
- Individual community groups such as the hiking group and Lions Bay Arts have their own mailing lists which we currently have no access to.

By obtaining the necessary permissions, these groups should be able to assist us in building a bigger database of email contacts. We will of course provide opt-out options.

Regards,
Neville



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2019-2023 Five Year Financial Plan Bylaw No. 560, 2019		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	May 1, 2019	Version	
Issued for	May 7, 2019 Regular Council Meeting		

RECOMMENDATION

THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be adopted.

ATTACHMENTS

- 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019

KEY INFORMATION

Staff presented the draft 2019-2023 Five Year Financial Plan Bylaw to Council at the April 2, 2019 Council meeting for review and discussion, at which time it was given first and second reading. At the April 16, 2019 regular Council meeting, the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 was given third reading.

OPTIONS

1. Approve the Recommendation;
2. Amend the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 as at third reading and direct staff to bring it back for adoption prior to May 15, 2019.

FOLLOW UP ACTION

Assuming the Recommendation is approved, staff will submit the adopted bylaw to the Inspector of Municipalities by the May 15 due date.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2019-2023 Five Year Financial Plan Bylaw No. 560, 2019

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

**2019 – 2023 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 560, 2019**

A bylaw to approve the Five Year Financial Plan for the years 2019 – 2023 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 2019 to 2023 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 "**2019 – 2023 Five Year Financial Plan Bylaw No. 560, 2019**".
2. The 2018-2022 Five Year Financial Plan Bylaw No. 542, 2018 (adopted on May 11, 2018) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2019-2023 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 2, 2019**

READ A SECOND TIME **April 2, 2019**

READ A THIRD TIME **April 16, 2019**

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2019 – 2023 Five Year Financial Plan
Bylaw No. 560, 2019 as adopted.**

Corporate Officer

Schedule A**Consolidated Financial Plan 2019 - 2023**

	2019	2020	2021	2022	2023
Revenues					
Taxation	1,540,190	1,582,101	1,628,141	1,675,563	1,724,407
Parcel Taxes	10,585	10,585	10,585	10,585	10,585
Infrastructure Levy	144,658	167,803	194,087	223,922	257,774
Utility Fees and Rates	1,138,127	1,163,476	1,183,651	1,204,252	1,231,046
Fees, Licenses and Permits	177,723	179,656	182,048	182,572	183,252
Grants	2,413,179	2,288,454	2,338,857	1,743,989	1,473,021
Proceeds from Borrowing	380,000	393,149	629,330	1,013,341	503,310
Net Proceeds from Land Sales	2,353,539	-	4,820,500	-	-
Other	118,751	117,331	116,299	115,818	121,164
Grand Total	8,276,751	5,902,555	11,103,499	6,170,041	5,504,559
Expenditures					
Amortization	736,619	962,108	1,304,966	1,720,713	2,190,758
General Government	899,229	920,900	938,182	959,551	963,338
Fire Services	324,028	317,976	331,915	330,199	342,062
Bylaw Services	38,974	39,713	40,480	41,199	41,932
Public Works	495,704	475,900	451,053	458,470	465,571
Planning and Development	95,974	85,550	86,393	87,162	87,944
Parks, Recreation and Facilities	239,737	245,898	249,845	253,646	257,462
Solid Waste	190,258	195,681	195,681	195,681	198,473
Sewer Fund	155,102	75,758	76,918	78,079	84,151
Water Fund	636,217	636,250	646,458	656,266	665,842
Interest Payments	82,564	85,462	98,625	120,235	140,238
Grand Total	3,894,406	4,041,195	4,420,516	4,901,201	5,437,771
Surplus/(Deficit)	4,382,346	1,861,361	6,682,982	1,268,840	66,788
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	736,619	962,108	1,304,966	1,720,713	2,190,758
MFA Actuarial Gain on Debt	(26,901)	(30,481)	(34,449)	(38,968)	(44,296)
Cash Surplus	5,092,064	2,792,988	7,953,499	2,950,585	2,213,250
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(178,273)	(196,143)	(213,510)	(238,382)	(223,132)
Capital Expenditures	(3,170,594)	(2,628,580)	(4,152,227)	(2,598,627)	(1,814,452)
Transfer from (to) Surplus	873,381	258,656	288,878	172,399	147,337
Transfer to Reserves - Gas Tax Fund	(118,381)	(59,117)	(62,053)	(62,053)	(65,229)
Transfer to Reserves - Infrastructure Levy	(144,658)	(167,803)	(194,087)	(223,922)	(257,774)
Transfer to Reserves - Land Sales	(2,353,539)	-	(3,620,500)	-	-
Financial Plan Balance	-	-	-	-	-

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 municipality's largest portion of revenues. In 2017, the municipality was awarded a Clean Water Waste Water Fund grant of \$2,250,130; the majority of the grant funds will be received in 2019 when construction commences. A Loan Authorization Bylaw was adopted in December 2016 authorizing the municipality to borrow up to \$3,000,000 over a five year period to help fund capital projects. The 2019 Property Taxes includes \$144,658 of revenue from a 10% infrastructure levy approved by Council. The municipality borrowed \$380,000 through MFA Equipment Financing for the purchase of Public Works trucks. The 2019 Other Revenue includes \$2,353,539 of net proceeds from the sale of municipal owned property.

Objective

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

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility, excluding amortization.
- Where feasible, the municipality charges user fees for services and reviews these fees annually.
- Apply for grant opportunities to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Other Revenue	29.9%	2,472,290
Grants	29.2%	2,413,179
Property Taxes	20.4%	1,684,848
Utility Fees and Rates	13.7%	1,138,127
Proceeds from Borrowing	4.6%	380,000
Fees, Licenses and Permits	2.1%	177,723
Parcel Taxes	0.1%	10,585
TOTAL	100.0%	\$ 8,276,751

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 municipality's services.

Objective

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

Policies

- The municipality will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The municipality sets the class multiple for recreation 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	
	2019	2018
Residential (1)	99.63%	99.67%
Utilities (2)	0.05%	0.05%
Business (6)	0.11%	0.10%
Recreation (8)	0.21%	0.18%
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. 561, 2019		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	May 1, 2019	Version	
Issued for	May 7, 2019 Special Council Meeting		

RECOMMENDATION

THAT Tax Rates Bylaw No. 561, 2019 be adopted.

ATTACHMENTS

Tax Rates Bylaw No. 561, 2019

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 16, 2019 regular Council meeting, the Tax Rates Bylaw No. 561, 2019 was given first, second and third reading.

OPTIONS

1. Approve the recommendation;
2. Amend the Tax Rates Bylaw No. 561, 2019 as at third reading and direct staff to bring it back for adoption prior to May 15, 2019.

FOLLOW UP ACTION

Assuming the Recommendation is approved, staff will submit the adopted bylaw to the Inspector of Municipalities by the May 15 due date.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Tax Rates Bylaw No. 561, 2019

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. 561, 2019

A bylaw for the levying of rates for Municipal and Regional District purposes for the year 2019.

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 2019 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. 561, 2019"

READ A FIRST TIME **April 16, 2019**

READ A SECOND TIME **April 16, 2019**

READ A THIRD TIME **April 16, 2019**

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Tax Rates Bylaw No. 561, 2019 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Tax Rates Bylaw No. 561, 2019****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Infrastructure Levy	C Metro Vancouver Regional District
1. Residential	1.5503	0.1525	0.0510
2. Utilities	40.0000	0.0000	0.1785
3. Business and Other	4.5287	0.4455	0.1250
4. Recreation / Non-Profit	1.5503	0.1525	0.0510



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019		
Author	S. Gilroy	Reviewed By:	P. DeJong
Date	April 25, 2019	Version	1
Issued for	May 7, 2019 Regular Council Meeting		

Recommendation:

(1) THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 be introduced and given three readings.

Attachments:

- (1) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019
- (2) Fees Bylaw No. 497, 2016 (Consolidation)

Key Information:

The purpose of this amendment is to increase the metered parking fees which will be in effect May to September, and to add "Volunteer Members" to the list of those who are entitled to one free permit per year (but who did not otherwise receive a free permit with their tax notice).

Options:

- (1) Approve the recommendation above and give the bylaw three readings;
- (2) Amend the bylaw and then give it three readings;
- (3) Refer the bylaw back to staff for revisions.

Preferred Option:

Option 1, approve the recommendation and give the bylaw three readings.

Follow Up Action:

Assuming three readings are given, bring the bylaw back for adoption at the next Council Meeting, hopefully the week of May 14th when the meters are scheduled to be installed.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Amendment Bylaw No. 563, 2019

Adopted: xxx

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. 563, 2019

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 “Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019”.
2. Fees Bylaw No. 497, 2016 is hereby amended as follows:
 - (a) Schedule 5, Traffic and Parking Fees, is amended by adding “Non-Resident Volunteer member of a Lions Bay Committee,” after “Search and Rescue member” in the Extra Annual Parking Permit section.
 - (b) Schedule 5, Traffic and Parking Fees, is amended by substituting the following text in place of the existing text in the following sections of the table:

FEES FOR METERED PARKING

Description	Fee
Lions Bay Beach Park Lot (adjacent to train tracks) <i>*Permit holders NOT exempt from fee.</i>	\$4/hour or portion thereof up to a maximum of \$32 within a calendar day
Kelvin Grove Beach Park Lot <i>*Permit holders exempt from fee.</i>	\$3/hour or portion thereof up to a maximum of \$24 within a calendar day
Sunset Trailhead Lot <i>*Permit holders exempt from fee.</i>	\$2/hour or portion thereof up to a maximum of \$16 within a calendar day

READ A FIRST TIME

May 7, 2019

READ A SECOND TIME

May 7, 2019

READ A THIRD TIME

May 7, 2019

ADOPTED

xxx

Mayor

Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 547, 2018

Page 3

Corporate Officer

**Certified a true copy of Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 563, 2019 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Office Consolidation

This document is an office consolidation of Fees Bylaw No. 497, 2016 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 Fees Bylaw No. 497, 2016, 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
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	2.1	Replaces Schedules 1-10	December 19, 2017
544	2(a) 2(b)	Adds soil deposit and removal fees in schedule 2 Amends parking meter rates in schedule 5	May 11, 2018
547	2(a)-(c)	Amends text in Schedules 2 and 5	June 5, 2018
551	2(a)-(d) 3	Amends birthday party rental fees and non-profit rental fees in schedule 6 Deletes insurance costs from the table	September 18, 2018

554	2(a)-(f)	Amends text and fees in schedules 1, 2, 3, 5, 6 and 7	December 18, 2018
563	2(a)-(b)	Amends Extra Annual Parking Permit description and Parking Meters Fees in schedule 5	

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.

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
Tax certificates (no charge for property owners)	\$30 each
Property title search from Land Title Office	\$25
Property Tax and Utility Information:	
Property Tax Certificate	\$30 (no charge to owners)
Reprinted Property Tax/Utility Fee Notice	\$20 (no charge to owners)
Property Title Search from Land Title Office	\$25
Property Ownership Transfer Tax on tax sale properties	As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees
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

[Amended by Bylaw No. 554]

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 or strata lot after first lot or strata lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary Use Permit Application Fee (non-refundable)	\$250
Inspection fee for Temporary Use Permit for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance (non-refundable)	\$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 a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</i>

Permit renewals <i>A building permit is valid for a maximum of two years, at which time it expires. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</i>	75% of current Building Permit Fee at time of renewal
Damage Deposit (based on value of construction): - Up to \$10,000 - Up to \$50,000 - Up to \$250,000 - Greater than \$250,000 <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>	\$500 \$1,500 \$3,000 \$5,000
Demolition Permit fees: Accessory building or structure All other buildings	\$100 per building \$1000 per building
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
Secondary suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection \$75/hour
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Driveway Crossing Permit	\$100
Plumbing Fee	\$100 plus \$25 for each fixture
Fire Sprinkler Permit: New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$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
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 paid 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
An application for the soil deposit or removal of more than 27 cubic meters (m ³) and up to 45 m ³ of in any one year.	\$100 (non-refundable)
Any application for the soil deposit or removal of more than 45 m ³ and up to 90 m ³ in any one year.	\$200 (non-refundable)
Any application for the soil deposit or removal of more than 90 m ³ and up to 180 m ³ in any one year.	\$400 (non-refundable)
Any application for the soil deposit or removal of more than 180 m ³ in any one year.	\$600 (non-refundable)

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

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]

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

[Amended by Bylaw No. 554]

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 parking permit – obtainable by a resident, allows parking in “permit parking” zones	\$40 per year (1 free permit for each Lions Bay Fire Rescue member, Search and Rescue member, <u>Non-Resident Volunteer member of a Lions Bay committee</u> , and Village staff member, not otherwise receiving free permits with a property tax notice, and two free permits within 30 days of becoming a
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Daily parking permit – 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 Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$80 per month/\$960 per year \$80 per month/\$960 per year \$110 per month/\$1,320 per year \$135 per month/\$1,620 per year
Daily fee for placing dumpster/bin or construction material 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 person 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 person per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)

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 person per hour or portion, plus equipment costs After hours: \$115 per person per hour (3 hour minimum)
Sale of chattels, obstructions and things seized from highway	\$1000 flat fee

FEES FOR METERED PARKING

Description	Fee
Lions Bay Beach Park Lot (adjacent to train tracks) <i>*Permit holders NOT exempt from fee.</i>	\$ ~~43~~ /hour or portion thereof up to a maximum of \$ ~~3224~~ within a calendar day
Kelvin Grove Beach Park Lot <i>*Permit holders exempt from fee.</i>	\$ ~~32~~ /hour or portion thereof up to a maximum of \$ ~~2416~~ within a calendar day
Sunset Trailhead Lot <i>*Permit holders exempt from fee.</i>	\$ ~~21.50~~ /hour or portion thereof up to a maximum of \$ ~~1612~~ within a calendar day

[Amended by Bylaw No. 530]

[Amended by Bylaw No. 544]

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 563]

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. Set-up fee:	\$220 if liquor being served \$110 if no liquor being served \$55 <i>If event occurs over multiple days, the rate above applies per day</i>
Hall Rental for children's Birthday parties	\$50 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)	\$25 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. Youth must be supervised by an adult while using Village facilities.</i>
Meeting Room Rental (accommodates up to 10 persons): Council Chambers (former library)	\$10 per hour (2 hour minimum)
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.
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 (No outside use of chairs without explicit written authorization) <i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i>	\$10 each \$1 each (\$10 minimum)
Deposit for facility / equipment rental:	\$100 Refundable in accordance with policy POL-1407 Community Facility Rentals. <i>Note: Liability for damage or loss is not limited to the deposit amount.</i>

**plus deposit*

[Amended by Bylaw No. 551]

[Amended by Bylaw No. 554]

SCHEDULE 7 – FILMING [to be reviewed with filming policy]

Description	Fee
Filming application fee (non-refundable)	\$250
Filming fee (per day)	\$300
Damage deposit	\$5000 (refundable)
Filming in VOLB parks (per day)	\$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

[Amended by Bylaw No. 554]

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	\$1,500 - \$1,750 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 new boat space is obtained after March 31st, the \$150 permit fee shall be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.</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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019		
Author	S. Gilroy	Reviewed By:	P. DeJong
Date	April 25, 2019	Version	1
Issued for	May 7, 2019 Regular Council Meeting		

Recommendation:

(1) THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be introduced and given three readings.

Attachments:

- (1) Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019
- (2) Bylaw Enforcement Officer Bylaw No. 506, 2016 (Consolidation)

Key Information:

The purpose of this amendment is to allow all Public Works Staff the ability to issue Bylaw Notices when required since they are out in the Village so frequently and would alleviate management staff from leaving the office to issue complaint-based notices. It will also allow for additional Bylaw Enforcement in the off season when applicable.

Options:

- (1) Approve the recommendation above and give the bylaw three readings;
- (2) Amend the bylaw and then give it three readings;
- (3) Refer the bylaw back to staff for revisions.

Preferred Option:

Option 1, approve the recommendation and give the bylaw three readings.

Follow Up Action:

Assuming three readings are given, bring the bylaw back for adoption at the next Council Meeting.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019

Adopted: xxxx

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

Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019

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 “Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019”.
2. Section 4(b) of Bylaw Enforcement Officer Bylaw No. 506, is hereby amended by adding the words: “and Public Works Staff”

READ A FIRST TIME

May 7, 2019

READ A SECOND TIME

May 7, 2019

READ A THIRD TIME

May 7, 2019

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of Bylaw
Enforcement Officer Bylaw
No. 506, 2016, Amendment
Bylaw No. 562, 2019 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Bylaw Enforcement Officer Bylaw No. 506, 2016

Office Consolidation

This document is an office consolidation of Bylaw Enforcement Officer Bylaw No. 506, 2016 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 Bylaw Enforcement Officer Bylaw No. 506, 2016, 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
562	2	Amends section 4(b)	

Bylaw Enforcement Officer Bylaw No. 506, 2016

A bylaw to establish the position of and appoint
Bylaw Enforcement Officers for the Village of Lions Bay

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 "Bylaw Enforcement Officer Bylaw No. 506, 2016".
2. Village of Lions Bay Municipal Ticket Information Utilization Bylaw No. 373, 2005 is hereby repealed.
3. In this bylaw:

"Council" means the Council of the Village of Lions Bay;

"Bylaw Enforcement Officer" means a person appointed by resolution of Council pursuant to this bylaw, or another bylaw of the Municipality, and in accordance with the *Community Charter* and the *Local Government Act*.

"Municipality" means the Municipality of the Village of Lions Bay;

4. The Municipality hereby establishes the position of Bylaw Enforcement Officer and designates all persons holding the following job positions as Bylaw Enforcement Officers for the purpose of enforcing the bylaws of the Municipality:
 - (a) Bylaw Enforcement Officers;
 - (b) Public Works Manager and Public Works Staff;
 - (c) Building Inspector;
 - (d) Fire Chief;
 - (e) Chief Administrative Officer.

[Amended by Bylaw No. 562]

5. The Council may from time to time appoint Bylaw Enforcement Officers by resolution in substantially the form set out in Schedule "A" to this bylaw.
6. Bylaw Enforcement Officers have those powers, privileges and responsibilities, and may perform those duties and functions, as set out in Schedule "B" to this bylaw.

READ A FIRST TIME **June 21, 2016**

READ A SECOND TIME **June 21, 2016**

READ A THIRD TIME **June 21, 2016**

ADOPTED **July 5, 2016**

Mayor

Corporate Officer

Certified a true copy of Bylaw Enforcement
Officer Bylaw No. 506, 2016 as adopted

Corporate Officer

Schedule “A”

Bylaw Enforcement Officer Appointment Resolution

The Council of the Village of Lions Bay hereby appoints *[insert name]* as a Bylaw Enforcement Officer with the powers, privileges, responsibilities, duties and functions as specified in Schedule “B” to Bylaw Enforcement Officer Bylaw No. 506, 2016 *[as amended, if applicable]*.

Schedule “B”

Bylaw Enforcement Officer Authority

- (a) Educate, warn or otherwise seek voluntary compliance with the Municipality’s bylaws.
- (b) Enforce the bylaws of the Municipality through all appropriate means including, but not limited to, in accordance with Bylaw Notice Enforcement Bylaw No. 385, 2006, as amended, the *Local Government Bylaw Notice Enforcement Act* and *Bylaw Notice Enforcement Regulation*, and subject to relevant enactments, Council policies, and administrative directions.
- (c) In accordance with section 16 of the *Community Charter*, and any other authority to enter property granted under the *Community Charter*, the *Local Government Act*, or any other enactment, enter at all reasonable times, onto any property for the purposes of enforcing the bylaws of the Municipality.
- (d) Where instructed by the Chief Administrative Officer or the Council, prosecute offences in court or bylaw contraventions in the North Shore Bylaw Notice Adjudication Registry or other administrative tribunal.

Intentionally Blank

VILLAGE OF LIONS BAY

Incoming Correspondence - May 7, 2019

General Correspondence:

- G1: Legislative Services re. E-Comm (Page 1)
- G2: Bill C-68 (Page 2)
- G3: Gas Tax (Page 4)
- G4: National Missing Children's Month (Page 5)
- G5: Continued Widening of TransCanada Highway 1 (Page 10)
- G6: Criminal Justice Reform in BC (Page 12)
- G7: UBCM 2018 Asset Management Planning (Page 14)
- G8: E-Comm Board of Directors Designate Response (Page 15)
- G9: Small Business Property Assessment and Taxation Letter (Page 17)

[G9 Continued: See April 8 Agenda Package and Minutes for full report under item 9](#)

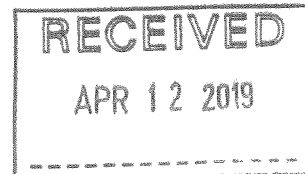
Resident Correspondence:

- R1: Karl Buhr - ASOD (Page 18)
- R2: David Waller - Taxation - Response (Page 20)
- R3: Penny Nelson - Public Consultation - Response (Page 23)
- R4: Betty Birrell - Outhouse (Page 26)
- R5: Norm Barmeier - Relaxation of Noise Bylaw (Page 29)

Legislative Services
750 17th Street West Vancouver BC V7V 3T3
t: 604-921-3497 f: 604-925-7006



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



April 4, 2019

File: 2715-07

Jody Robertson
Corporate Secretary
E-Comm 9-1-1
3301 East Pender Street
Vancouver, BC V5K 5J3

Dear Ms. Robertson:

Re: E-Comm Board of Directors Designate – 2019-2020 Term

Thank you for your letter dated March 29, 2019, addressed to Mayor Booth and Council regarding E-Comm Board of Directors Designate – 2019-2020 Term.

The District of West Vancouver Council, at its April 1, 2019, regular meeting, passed the following motion regarding the endorsement of Richard Walton to the E-Comm Board of Directors as the North Shore designate for the 2019-2020 term:

THAT the appointment of Richard Walton to the E-Comm Board of Directors as the North Shore designate for the 2019/2020 term be endorsed.

Please don't hesitate to contact me if you have any questions in this regard.

Sincerely,

Pascal Cuk
Manager, Legislative Operations

cc: Mayor Mike Little and Council - District of North Vancouver
Mayor Linda Buchanan and Council - City of North Vancouver
Mayor Ron McLaughlin and Council - Village of Lions Bay



Cheryl Gallant

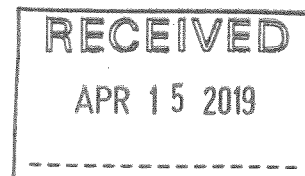
Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



April 5th, 2019

Lions Bay Township
Po Box 141 400 Centre Rd.
Lions Bay, British Columbia
V0N 2E0

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



Dear Lions Bay Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

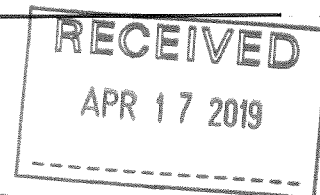
A handwritten signature in black ink, reading "Cheryl Gallant". The signature is written in a cursive, flowing style.

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm



Pamela Goldsmith-Jones

Member of Parliament
West Vancouver - Sunshine Coast - Sea to Sky Country



April 5, 2019

Mayor McLaughlin and Council
Village of Lions Bay
PO Box 141, 400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor *Ron* McLaughlin and Council

Re: Federal Gas Tax Fund Eligibility

Minister Morneau tabled Budget 2019 - Investing in the Middle Class, on March 19, 2019. As you know, investing in infrastructure is a top priority. This year, on a one-time annual basis, the federal gas tax allocation has been doubled over last year.

In Lions Bay, you will receive \$118,527,48, which is great news! Also, I'd like to arrange a phone call with you during the week of April 15th to review other municipal opportunities of interest to West Vancouver-Sunshine Coast-Sea to Sky Country. My staff will call your staff.

Sincerely,

Pam

Pamela Goldsmith-Jones, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

<https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf>

Confederation Building, Room 583 | 6367 Bruce Street
Ottawa, ON K1A 0A6 | West Vancouver, BC V7W 2G5
Tel: 613 947 4617 Fax: 613 947 4620 | Tel: 604 913 2660 Fax: 604 913 2664

pam.goldsmith-jones@parl.gc.ca
www.pgoldsmitjhjones.ca

From: [Child Find BC](#)
To: ["Child Find BC"](#)
Subject: Child Find BC Proclamation May is National Missing Children's month
Date: Wednesday, April 17, 2019 11:50:34 AM
Attachments: [image001.png](#)
[oledata.mso](#)
[2019.04.17 May 25th Proclamation Request.pdf](#)

Attention Municipal clerks and/or others receiving this email request:

Please find attached a proclamation request for your councils review and consideration.

It would be greatly appreciated if you would note the following information.

- If after consideration your council issues a proclamation these proclamations can be mailed directly to our offices.
- Councils who wish to e mail proclamations may do so
- We are aware that a few councils have taken a policy position not to make any proclamations. If that is your case we do not need to be advised of that position--can you please simply make your council members aware of this initiative.
- Many thanks

Steve Orcherton
Executive Director
Child Find BC
208-2722 Fifth Street
Victoria, BC V8T 4B2

Phone: 1.250.382.7311
Toll Free: 1.888.689.3463
Fax: 1.250.382.0227

Notice:

This message, including any attachments, is confidential and may contain information that is privileged or exempt from disclosure. It is intended only for the person to whom it is addressed unless expressly authorized otherwise by the sender. If you are not an authorized recipient, please notify the sender immediately and permanently destroy all copies of this message and any attachments.

Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463

www.childfindbc.com

Victoria Office

2722 Fifth Street, 208

Victoria, BC V8T 4B2

(250) 382-7311

Fax (250) 382-0227

Email: childvicbc@shaw.ca

"A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children."

*A Missing Child is
Everyone's
Responsibility*



1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

April 17, 2019

Dear Mayor and Councilors,

Re: Proclamation for National Missing Children's Month and Missing Children's Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 8,000 cases of missing children were reported in British Columbia and over 45,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at

If you or your organization would like to host an “All About Me” ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children’s Month and Missing Children’s Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find’s annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children’s Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find’s Green Ribbon of Hope month and May 25th as National Missing Children’s day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

Mayor

Signed at _____ this _____ day of May, 2019



Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

April 17, 2019

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Yours truly,

Crystal Dunahee President, Child Find BC

Victoria Office

2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

"A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children."

*A Missing Child is
Everyone's
Responsibility*



If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

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_____ Mayor

Signed at _____ this _____ day of May, 2019

Councillors

R. Bruce Banman
Les Barkman
Sandy Blue
Kelly Chahal



Councillors

Brenda Falk
Dave Loewen
Patricia Ross
Ross Siemens

CITY OF ABBOTSFORD

Mayor, Henry Braun

April 18, 2019

File: 0530-03

Via Post and Email: premier@gov.bc.ca

Honourable John Horgan,
Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria, BC V8W 9E1

Dear Premier Horgan:

Re: City of Abbotsford, Resolution: Continued Widening of TransCanada Highway # 1, through the Fraser Valley

On behalf of Abbotsford City Council, I am requesting your favourable consideration and resolutions of support for the continued widening of the TransCanada Highway #1, through the Fraser Valley.

At the April 15, 2019 Council Meeting, Council approved the following resolution:

Resolution: Continued Widening of TransCanada Highway #1, through the Fraser Valley

WHEREAS the critical congestion problems on the TransCanada Highway between the Fraser Valley and the Port Mann bridge continue to interrupt a safe, reliable and efficient multi-modal transportation network that supports employment and economic development movement of goods and services, as well as job creation for the Province of BC;

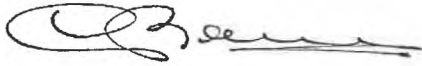
AND WHEREAS the Federal Government has already identified the continuation of the next phase of the TransCanada Highway 6-laning improvements from 216th street to the Whatcom Road interchange as a priority to expand markets for key local economic sectors, support thousands of residents in accessing employment, support the continued success of the Abbotsford International Airport, provide access to Universities, hospitals, aid in the reduction of greenhouse gas emissions, improve affordability of families, and support increased public safety through the reduction of traffic congestion:

THEREFORE BE IT RESOLVED that UBCM lobby the provincial government to prioritize funding toward the expansion of the TransCanada Highway through the Fraser Valley;

AND BE IT FURTHER RESOLVED that this funding be made a high priority of the government of British Columbia.

We look forward to your support on this matter.

Yours truly,



Henry Braun
Mayor

- c. Hon. François-Philippe Champagne, Minister of Infrastructure and Communities, Canada
Hon. Claire Trevena, Minister of Transportation and Infrastructure, BC
Hon. Darryl Plecas, Speaker of the Legislative Assembly of British Columbia, MLA Abbotsford South
Jati Sidhu, MP Mission-Matsqui-Fraser Canyon
Ed Fast, MP Abbotsford
Simon Gibson, MLA, Abbotsford-Mission
Mike de Jong, MLA Abbotsford West
Council members
Peter Sparanese, City Manager
Mike Serr, Chief Constable, Abbotsford Police Department
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts
Greater Vancouver Board of Trade
Vancouver Port Authority
Surrey Board of Trade

Councillors

R. Bruce Banman
Les Barkman
Sandy Blue
Kelly Chahal



Councillors

Brenda Falk
Dave Loewen
Patricia Ross
Ross Siemens

CITY OF ABBOTSFORD

Mayor, Henry Braun

April 18, 2019

File: 0530-03

Via Post and Email: premier@gov.bc.ca

Honourable John Horgan,
Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria, BC V8W 9E1

Dear Premier Horgan:

Re: City of Abbotsford, Resolution: Criminal Justice Reform in British Columbia

On behalf of Abbotsford City Council, I am requesting your favourable consideration and resolutions of support for Criminal Justice Reform in BC to enhance efforts to address the Lower Mainland Gang Conflict.

At the April 15, 2019 Council Meeting, Council approved the following resolution:

Resolution: Criminal Justice Reform in British Columbia

WHEREAS British Columbia currently has the highest threshold/charge approval standard in Canada in proceeding with charges and criminal prosecution of gangsters while communities across British Columbia's lower mainland have concurrently seen a year over year rise in gang-related homicide and violence;

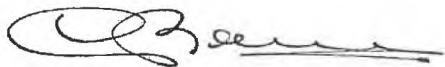
AND WHEREAS ongoing court delays favour the rights of the accused over the rights of victims and/or the community;

AND WHEREAS the Government of Canada committed \$328-million over 5 years beginning in 2018, and \$100-million annually thereafter to tackle the increase in gun related violence and gang activity in Canada as well as \$43 million annually in the National Crime Prevention Strategy to develop cost-effective ways to prevent crime among at-risk populations and vulnerable communities.

THEREFORE BE IT RESOLVED that the Mayor's Caucus/UBCM request that, in support of addressing the ongoing gang violence across the lower mainland of BC, the Province of BC and BC's Attorney General and Minister of Public Safety immediately begin working with the Government of Canada to take steps to explore initiatives to address issues within the British Columbia justice system including BC's restrictive charge approval standards, the ongoing high volume of court delays as well as measures to address community safety in support of the rights of all Canadians to live in safe communities.

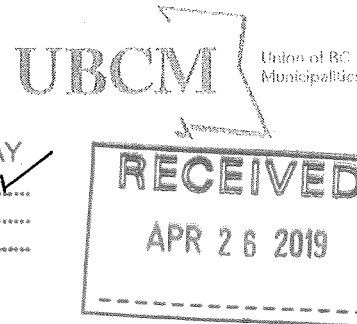
We look forward to your support on this matter.

Yours truly,



Henry Braun
Mayor

- c. Hon. Mike Farnworth, Minister of Public Safety and Solicitor General
Hon. David Eby, Attorney General
Hon. Darryl Plecas, Speaker of the Legislative Assembly of British Columbia, MLA Abbotsford South
Simon Gibson, MLA, Abbotsford-Mission
Mike de Jong, MLA Abbotsford West
Council members
Peter Sparanese, City Manager
Mike Serr, Chief Constable, Abbotsford Police Department
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts
Canadian Association of Chiefs of Police
British Columbia Association of Police Boards



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

April 16, 2019

Mayor McLaughlin and Council
Village of Lions Bay
Box 141
Lions Bay, BC, V0N 2E0

RE: 2018 Asset Management Planning Program (Asset Management Investment Plan)

Dear Mayor McLaughlin and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total expenditure of \$27,903.00. Based on this, a payment in the amount of \$13,951.50 will follow shortly by electronic fund transfer. This transfer represents final payment of the grant and is based on 50% of the total reported expenditure.

I would like to congratulate the Village of Lions Bay for undertaking this project and responding to the opportunity to advance asset management practice in your local government.

As a reminder, the next intakes for the 2019 Asset Management Planning program are May 3 and October 4, 2019.

If you have any questions, please contact Local Government Program Services at 250 356-5193 or lgps@ubcm.ca.

Sincerely,

Danyta Welch
Manager, Local Government Program Services

cc: Pamela Rooke, CFO, Village of Lions Bay

The Asset Management Planning program is funded by the Province of BC

From: [Ron McLaughlin](#)
To: [Shawna Gilroy](#); [Municipal](#)
Subject: Fw: E-Comm Board of Directlrs Designate -- 2019-2020 term
Date: Tuesday, April 30, 2019 4:33:39 PM

Hi Shawna. This item is for the next correspondence in response to E-Comm's letter dated March 29th that was in the last agenda package.

Ron McLaughlin
Mayor

The Village of Lions Bay

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

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From: Ron McLaughlin
Sent: Tuesday, April 30, 2019 4:25 PM
To: walconltd@shaw.ca
Subject: E-Comm Board of Directlrs Designate -- 2019-2020 term

Hi Richard. I got your particulars from Mayor Mike Little this week end and I hope you don't mind me contacting you and confirming them. Your telephone # is also [REDACTED]

Thank you very much for acting on our behalf to E-Comm. When the AGM particulars are known I may give you a call to chat on an item.

I trust you are enjoying private life.

Warm regards,

Ron McLaughlin
Mayor

The Village of Lions Bay

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May 1, 2019

Honourable Carole James
Minister of Finance and Deputy Premier
Room 153 Parliament Buildings
Victoria, BC
V8V 1X4

Re: Small Businesses Property Assessment and Taxation

Dear Minister James,

On April 8, 2019, the Council of the City of North Vancouver unanimously adopted a resolution to request that the Province undertake a review of the Province's small businesses property assessment and taxation.

More specifically, Council is requesting that a review of property assessment and taxation systems include:

1. a review of the "highest and best use" methodology for property assessment purposes to reduce the impact that this practice approach is having on small businesses in Metro Vancouver; and
2. a review of the impact of the current Province-wide non-residential flat rate for school property taxes and its impact on small business in Metro Vancouver.

Council's resolution requested that a copy of this letter be forwarded to North Shore Members of the Legislative Assembly, the Lower Lonsdale Business Improvement Association, the North Vancouver Chamber of Commerce and Metro Vancouver municipalities.

A copy of a report discussing these issues is attached for your information.

Thank you for your consideration of this resolution.

Sincerely,

Mayor Linda Buchanan
City of North Vancouver

From: [REDACTED]
To: [Municipal; Peter DeJong; Council @ Lions Bay](#)
Subject: Correspondence for May 7 agenda package, v2 (please replace prior)
Date: Thursday, May 2, 2019 11:14:28 AM

Dear Council,

I submit the following for inclusion in the searchable permanent public record of your upcoming May 7 2019 meeting agenda.

Further to the letter from the Ministry of Public Safety in the Correspondence section of the April 16 Council meeting agenda (which the Ministry's response to the October 2018 UBCM resolution sponsored by Lions Bay), I would ask Council to emphatically make the following points back to the Ministry, copying UBCM:

- Lions Bay experiences high accident rates and debilitating noise on Highway 99 through the Village. Recent studies show that 85% of traffic passes through Lions Bay at more than 30 km/h over the 60 km/h speed limit, and that 100% of traffic is over the limit.
- Lions Bay's well-supported UBCM resolution in October was *that the provincial government be requested to pilot average-speed-over distance technology at one or more suitable locations in BC, including but not limited to the Sea-to-Sky Highway 99 at Lions Bay, the Malahat Highway 1 or the Coquihalla Highway 5.*
- The Ministry letter does not actually mention the resolution. Measures offered in the letter to reduce speeds (red light intersection cameras, reduced highway speed limits, weather information systems, and increased RCMP enforcement) are welcome, but don't necessarily address the problem at Lions Bay. First, there are no red light intersections. And reduced speed limits on the highway are ineffective, as seen by the actual speeds at Lions Bay. Weather information surely has little effect on speed, and RCMP point enforcement, already increased at our request, averages 15 tickets a month within municipal boundaries, an insignificant fraction of the approximately 20,000 vehicles passing through daily, *all of which are above the speed limit.*
- Can UBCM and Lions Bay receive a specific response to the resolution, that is, will the Ministry pilot ASOD as a proven, effective measure to control road speed of all drivers all the time, in designated road safety corridors?

Even though I have quit as Council's representative for highway matters, I respectfully ask Council to so correspond, assuming Council intends to continue its advocacy for ASOD in BC.

Regarding continuing that advocacy and other policies of Council, I note that in the Minutes of the previous meeting provided for approval in the same April 16 package, the CAO advised Council that it may not bind future Councils. This principle needs clarification: Council is defined as a continuing body and while it cannot direct future members how to act, its decisions remain in force to direct municipal staff. Otherwise, staff would be in the position of deciding after every election which Council policies to continue, and which to ignore. Thus, Council decisions do bind the entire municipality, until changed.

It is up to Council to respond to changing community needs by changing past policy. In small communities, where just one or two people can whip up uncertainty and misinformation, that's a quite difficult job: Councillors have to withstand anecdotal,

emotional and uninformed views, by being fully informed of all relevant and representative facts, and then making difficult decisions for the long-term good of the whole community.

Regards,
Karl

From: [Ron McLaughlin](#)
To: [REDACTED] [Council @ Lions Bay](#); [Municipal](#); [Peter DeJong](#)
Subject: Re: To Mayor McLaughlin and Council
Date: Monday, April 22, 2019 2:30:48 PM
Attachments: [190416_rcm_package.pdf](#)

Dear David:

Thank you for your well thought out and articulate emails to me and to Council.

I have attached the package of the last Council meeting for your ease of reference.

From my article in this week's Village Update I said "Any Budget or opposition to the Five-Year Financial Plan, which received third reading on Tuesday, and contemplated a 13% tax increase has been minimal. While I am satisfied with our communication methods this year, next year we will look for ways to expand our coverage of the Budget to encompass many forms of delivery to ensure the opportunity for maximum public communication." We anticipate considering the methods of coverage expansion in the Fall well before any Budget discussion begins. I believe you will find CAO DeJong's report Budget Communication Principals (p. 49) to be informative.

The Five-Year Financial Plan indicates compounded 13% increases each year. Refer to p.60, general taxes increase 3%, and the 3rd line titled Infrastructure Levy is where the balance of the tax increase is located. This projection is not carved in stone. The 2020 budget discussion will begin towards the end of this calendar year. That is when needs and their cost will begin to be identified.

In about a month I will be writing in the Village Update on how density may provide part of the financial solution to pay for our infrastructure needs. By July I am hopeful that Council will be in agreement on legislation that could facilitate density, with the community to be engaged before anything is passed.

Regards,

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

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From: David Waller [REDACTED]
Sent: Wednesday, April 10, 2019 9:42 AM
To: Council @ Lions Bay; Municipal
Cc: David Waller
Subject: To Mayor McLaughlin and Council

Dear Mayor

Thank you for spending some of your Sunday to meet with me following our email communications. I appreciate hearing directly from you the issues we face and the options for our community. You said you get a lot out of meeting and talking with villagers so I hope I was able to explain my thoughts and opinions in a way that was useful.

I have spent some time reflecting on the information you shared and to be clear, I remain opposed to the big, double figure increases in property tax you are making. I want to make that point on record as I recall from the audio in the last council meeting that you said you had received 6 emails and they were all in support of the plan. That is a very small number of peoples input and I don't expect that council can make good representation of villagers opinions with such a limited amount of information from the community, which is why I also want to strongly encourage council to support councilor Abbott's propositions to garner far greater opinion. Public participation cannot be measured passively as to assume that lack of opposition means support from a silent majority. I could not disagree more with the council meeting participant who said that 'if the public want to decide then they should be on council'. I do expect council to make representative decisions based upon prospective assessment of public opinion. I do not suggest every decision is made by referendum, nothing would be done, just look at the Brexit mess, but please consider more proactive ways of seeking villager opinion for such significant changes in fiscal approach. In this way a successful council would have a mandate for actions.

The recent log burning fire survey was a great example of how when given enough information and some clear questions, a method that is easy such as online, what informative view council can obtain. In the large province wide organization in which I work we utilize [slido.com](https://www.slido.com) regularly from small in meeting use to large authority wide polling & for questions to executive. it is a two way online communication tool. Questions posted can be voted on by others so that the the most burning questions rise to the top. I would be happy to discuss how this might work for our village if that is helpful.

I understand that for this year that is already a done deal. I hope that for the years ahead you are able to explore a wider array of options and solicit villager input before reaching final decisions on substantial shifts in policy and approach. I am concerned that you are considering similar tax increases year on year. I would like to pose a

question to council for an answer; what do you predict the next 4 year tax increases to be?, and that this is clearly communicated to the community. As you recognised in your discussion the lengthy finance documents are hard to understand, simple clarity of percent increase year on year should be communicated. Numbers are confusing for many, consider graphical representations for the fiscal plan to aid understanding.

This is an addition to an increasing burden of the cost of living in metro Vancouver that I am very concerned about for our small community. I know you are exploring density & sale of land assets as other money makers when associated with grant contributions for the community which I will look forward to the opportunity to support.

The ever increasing cost of living are burdensome and not sustainable for those of us not at the other ends of the economic life cycle with no mortgage, retired or just plain very wealthy. With many other tax increases, consumer price increases, fuel cost increases, the cost of living may become prohibitive for us and likely for future community members.

I also understood from you that there are challenges to increasing density & selling land for new development, most notably that historically villagers have opposed this. My guess is that the more long term residents that have previously supported lower tax increases over previous decades and supported council policy that did not adequately provision for our infrastructure needs are the same residents that do not want an increase in building and density. That is akin to making people pay now for the golden years others have had advantage of. Just as a building strata that saved nothing for a new roof makes this the burden of new tenants which is unfair and leads to strata failure when no new people can or will buy into the building. Let me know how best to support you in making the decision to sell land assets, increase residents and so building more capital from property income and more tax payers in our community.

In appreciation of your consideration of this one residents opinion, I thank you for serving the community.

David Waller

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: Public consultation
Date: Friday, April 26, 2019 1:12:57 PM

From: Norman Barmeier
Sent: Wednesday, April 17, 2019 8:23 AM
To: Penny Nelson
Cc: Council @ Lions Bay
Subject: Re: Public consultation

Hi Penny:

Thanks for reaching out. I wanted to take some time to think about your concerns and also consult with staff and council on procedure.

We've all agreed to continue to improve on communication.

In terms of the infrastructure levy, I agree that it's a hard pill to swallow. Lions Bay is not alone in finding itself in a situation where we have to fund infrastructure gaps. My position on infrastructure and the stewardship thereof is clear. It is essentially the cornerstone of my platform as a councilor, and it resonates with residents. We have a responsibility to take care of the common infrastructure that we use and to plan for eventual replacement. My VU article back in February was focused on infrastructure funding, providing examples of how we pay for the things we all use, and an attempt to highlight the need to save for future replacement.

I want to assure you that I support open communication, and will continue to advocate for improving on that.

Kind regards,
Norm

Norman Barmeier
Councillor

The Village of Lions Bay

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (778) 991-0642 | www.lionsbay.ca

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From: Penny Nelson [REDACTED]
Date: Friday, April 5, 2019 at 10:21 AM
To: Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>, Norman Barmeier
<councillor.barmeier@lionsbay.ca>, Neville Abbott <councillor.abbott@lionsbay.ca>
Subject: Public consultation

Dear Norm, Jaime and Neville,

To say that I am deeply disappointed and concerned at the lack of public consultation with regards the 10% infrastructure tax is an understatement. Especially in the light of the very positive engagement of so many of us with regards the Metro Vancouver wood burning appliance bylaw.

Public consultation is a fundamental principle of modern democracy: putting all the relevant info out there, and listening to what voters are saying... and by that I mean, not just the 20 or so that turn up at a town hall, or a handful of emails, but everyone, given the chance to respond in whatever way is most convenient to THEM. Ensuring residents know what's going on is part of being transparent. Listening to their responses with an open mind leads to good decisions based on the wishes of the majority of our community. This is the modern approach to good governance.

What further concerns me, I started listening to the audio of Tuesday's meeting, and by the time I stopped, shortly into the meeting, I'd heard a staff member tell council they don't need to go to the public THREE TIMES. Public consultation is legally required by legislation in certain instances. It's the law. But, whether you have to go to the public or not (depending on the specific circumstance), the determinant is also, what is the right thing to do? What kind of government do you want to be? What are your personal principles regarding being a representative of the Village, if you get my drift? You could take a look at how West Van is engaging their residents: <https://www.westvancouverite.ca/> or a smaller municipality like Sechelt (Coast FM is one of only a few radio stations I get at our house and they advertise these initiatives on air!): <http://www.sechelt.ca/Contact-Us/Have-Your-Say-Sechelt>. I understand we have fewer resources, but we can aspire to this level of communication, and I know there are residents who would volunteer to help.

The notion put forward in the Village Update by the mayor that "if I don't hear from you, I'm going to assume you agree" is not public consultation. And on such an important issue (dare I say, our finances are more important than the wood burning appliance issue, probably), there should be proper information sharing and consultation. I truly believe our three new council members are in a position to make a positive difference in how we make decisions in our little Village. The culture of "it was in the Village Update and you didn't respond" is really not who we are, and we can move past this outmoded notion with your support. The VU is not widely read, even by those who receive it. I've been involved for a long time, and you won't believe how often I hear "if you hadn't told me, I would never have known".

We don't have a local newspaper or radio station to highlight what council is discussing. In the total absence of all other sources of information, residents rely on council to be upfront about what's going on.

The recent "Have your say" outreach proves we can do public participation right. It's not too late: everything is in place to go out to residents in their mailboxes, and collect feedback via several channels.

Thanks for listening. I'd like to hear back from you on this one, please.

Penny

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: FW: Outhouse?
Date: Thursday, May 2, 2019 9:39:35 AM

From: Betty Birrell [REDACTED]
Sent: Monday, April 29, 2019 10:09 PM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Re: Outhouse?

You're most welcome.

Sent from my iPhone

On Apr 29, 2019, at 10:08 PM, Peter DeJong <cao@lionsbay.ca> wrote:

Thank you Betty. This is very helpful. Much appreciated.

Peter DeJong, BA, LLB, CRM
Chief Administrative Officer

<[image001.jpg](#)>**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

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From: Betty Birrell [REDACTED]
Sent: Monday, April 29, 2019 10:07 PM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Re: Outhouse?

Hi Peter.

It has specifically been on the road up to the Lions, Mt Harvey, and the trail that traverses across to Brunswick from the last switchback on the road.

We adopted a new dog about 3 weeks ago and she seems to have a nose for this. She found her third deposit this morning at the first switchback , far up the bank. She disappeared on me so I had to go in search of her and found her dining - someone had made the effort to go far above the road but left it unburied with toilet paper strewn about. It was quite old. Last week there was a "deposit" just up from the gate , about 10 feet down the bank from the side of the road . The other was beside the treatment (?)station - both fairly new.

Last summer , while hiking across to the Brunswick trail we came across 4 deposits right beside the trail, (no dog required), toilet paper strewn around. Haven't come across anything on Sleepless

Nights or Trudy's Trail, which we have done numerous times since getting our dog , trails that only residents seem to use. We usually walk back down the road, hence our "discoveries".

Haven't hiked other trails.

Hope this helps.

Regards, Betty

Sent from my iPhone

On Apr 29, 2019, at 9:15 PM, Peter DeJong <cao@lionsbay.ca> wrote:

Hello Betty:

Mayor McLaughlin passed along your email below and I wonder if you could please provide some clarification as to where, exactly, you found the 2 separate deposits of human feces. You mention "our local trails", but we have many (eg: Centennial Trail, Pride Trail, Soundview Trail/Rd, Crystal Falls Trail, Harrison Trail, etc.) Or did you mean the trails leading up to the Lions or either of the peaks, etc. If so, how far up the road/trail?

Understanding where the issues are cropping up will help us understand the particular problem areas and consider appropriate means of addressing them. Your anticipated response is much appreciated. Thank you.

Peter DeJong, BA, LLB, CRM
Chief Administrative Officer

From: Betty Birrell <[REDACTED]>
Sent: Friday, April 26, 2019 1:40 PM
To: Ron McLaughlin
Subject: Re: Outhouse?

Hi Ron. Yes , of course you have my permission to bring this forward . Thank you!
Regards, Betty.

Sent from my iPhone

On Apr 26, 2019, at 12:53 PM, Ron McLaughlin <mayor.mclaughlin@lionsbay.ca> wrote:

Hi Betty. I am well and I hope you are too. Thank you very much for your note. The issue is the issue and it's likely not going to go away unless one of your suggestions is followed up on.

May I have your permission to bring this to Council via public correspondence? What this means is that your note to me will come into official correspondence (with your email address

redacted.) Council will discuss your suggestion the first Tuesday of May, make a decision, and formally respond to you. Staff may have suggestions to add to the discussion as well.

Regards,

Ron McLaughlin
Mayor

The Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

From: Betty Birrell [REDACTED]
Sent: Friday, April 26, 2019 12:10 PM
To: Ron McLaughlin
Subject: Outhouse?

Hello Mr. Mayor ,
How are you ?

The hiking season here has barely begun and already , I have, or rather my dog has, found 2 separate “deposits” of human feces in the last week, within 10 feet off the side of our local trails. Last summer , while hiking over towards Brunswick, we came across 4 deposits, new and old , with piles of toilet paper, inches off the trail . With the huge number of hikers heading up the road to the Lions, Harvey Brunswick, etc. increasing every year would it be possible to erect an outhouse within a short distance of the gate ? Or maybe a sign suggesting folks use the doggie bag dispenser for themselves ?

Cheers and thanks. Betty Birrell,
[REDACTED]

Sent from my iPhone

From: [Shawna Gilroy](#)
To: [Shawna Gilroy](#)
Subject: Relaxation of Noise Bylaw
Date: Thursday, May 2, 2019 10:02:05 AM

From: norm [REDACTED]
Sent: Wednesday, May 1, 2019 4:54 PM
To: Shawna Gilroy <office@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>; Council @ Lions Bay <council@lionsbay.ca>
Subject: Relaxation of Noise Bylaw

I am looking to apply for a relaxation of the noise bylaw between the hours of 7pm-10pm (sharp) on May 25th, 2019.

We are having a house concert with roughly 40 attendees as a celebration of my partner birthday. As a music lover he thought it would be nice to combine that with a community element. It is open to Lions Bay residents and our immediate neighbors will all be in attendance, currently the event is sold out, so we expect a full 40 people in attendance including a large contingent of Lions Bay residents.

Given the geography of our property we will be staging it at the front of the house as an outdoor event.

The artist is a friend of ours from Whitehorse, Sarah MacDougall. She will perform solo with no band and minimal amplification.

Our neighbors have agreed to provide us off-street parking in their driveways, but there may be anywhere from 5-10 vehicles that we may not be able to accommodate. I am pooling resident guest passes from the neighbors in attendance, so I'm hoping we are covered there.

We are looking for some relaxation of the noise bylaw as well as some leniency on the parking enforcement that evening.

Let me know if more information is required.

Norm Barmeier
335 Oceanview Road

**ON-TABLE
ITEMS**

Village of Lions Bay
Notes to Financial Statements

December 31, 2018

4. Equipment Financing

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

2019	\$	19,621
2020		19,621
2021		19,621
2022		19,621
2023		19,621
Thereafter		<u>29,431</u>
Total future minimum lease payments	\$	127,536
Less: Imputed interest (at 3%)		<u>(12,452)</u>
Present value of minimum lease payments	\$	<u>115,084</u>

5. Long-term Debt

Loan Authorization Bylaw No. 353 was adopted on January 20th, 2005 and gave approval for the Village to borrow up to \$250,000 to assist in providing water services to the specified area of Brunswick Beach whose owners had opted to finance their share of costs over twenty years through a local parcel tax. The actual amount of the loan honoured was \$114,000. The interest rate is 5.1% and the debt matures in 2025. The balance outstanding under this bylaw at year-end was \$46,563 (2017 - \$52,569).

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 \$835,539 (2017 - \$902,456).

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 \$149,203 (2017 - \$161,153).

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

For the year ended December 31, 2018

	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Park Recreation and Culture	Water Utility	Sewer Utility	2018 Actual	2018 Financial Plan
(Note 9)										
Revenues										
Taxation	\$ 1,494,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,585	\$ -	\$ 1,505,049	\$ 1,505,015
Utility user rates and connection fees	-	-	-	183,570	-	-	837,613	68,034	1,089,217	1,089,217
Government transfers	369,358	-	-	-	-	10,500	193,535	-	573,393	2,612,116
Sales of services	14,670	63,961	-	4,986	58,857	20,374	21,056	2,561	186,465	203,556
Other revenues	78,967	77,171	-	-	-	-	21,102	-	177,240	148,524
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	3,124,994
	1,957,459	141,132	-	188,556	58,857	30,874	1,083,891	70,595	3,531,364	8,683,422
Expenses										
Operating										
Goods and services	198,306	261,721	247,411	189,389	21,916	108,116	369,418	46,387	1,442,664	1,702,003
Labour	568,538	134,989	190,536	-	28,366	156,311	282,493	12,895	1,374,128	1,397,711
Amortization	321,477	-	-	-	-	-	161,786	14,407	497,670	588,976
	1,088,321	396,710	437,947	189,389	50,282	264,427	813,697	73,689	3,314,462	3,688,690
Interest	-	3,063	16,649	-	-	-	89,146	-	108,858	111,956
	1,088,321	399,773	454,596	189,389	50,282	264,427	902,843	73,689	3,423,320	3,800,646
Annual surplus (deficiency)	\$ 869,138	\$ (258,641)	\$ (454,596)	\$ (833)	\$ 8,575	\$ (233,553)	\$ 181,048	\$ (3,094)	\$ 108,044	\$ 4,882,776