



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, OCTOBER 15, 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)**
4. **Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
5. **Review & Approval of Minutes of Prior Meetings**
  - A. Regular Council Meeting – September 17, 2019 (Page 5)  
THAT the Regular Council Meeting Minutes of September 17, 2019 be approved as circulated.
  - B. Regular Council Meeting – October 1, 2019 (Page 17)  
THAT the Regular Council Meeting Minutes of October 1, 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
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton	CAO DeJong
105	September 17, 2019	G6: Request for Garbage Fees to be Waived for Home Dialysis Treatment – PWM Jaffer to provide information in the Village Update	PWM Jaffer
111	September 17, 2019	Metro Vancouver Woodburning Bylaw Update – Councillor Abbott to prepare an update for inclusion in the Village Update.	Councillor Abbott
112	October 1, 2019	G2: Council of Councils – October 26, 2019 –	Councillor Bain

		Councillor Bain to advise Metro Vancouver of his intention to attend	
113	October 1, 2019	R1: Roy Matthias – Proposed Unobstructed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	Councillor Cunliffe
114	October 1, 2019	R3: Julie and Rob Kemp – Proposed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	Councillor Cunliffe

## 8. Reports

### A. Staff

- i. CAO: Commercial Filming Policy No. 2019-02 (Page 25)
  - (1) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be received;
  - (2) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be posted as presented/amended to the Municipal website and to the Village Update for the next two weeks with an invitation to all residents to “Have their Say” by providing their feedback on the draft Policy through the Municipal website; and
  - (3) THAT staff bring the draft Commercial Filming Policy No. 2019-02 back to the November 5, 2019 Council meeting, along with a report reviewing the public feedback received.
- ii. CFO: 2019 Preliminary Third Quarter Review (Page 45)  
 THAT the report “2019 Preliminary Third Quarter Review” be received for information purposes.
- iii. CFO: Accounts Payable Cheque Listing (Page 63)  
 THAT the report “Accounts Payable Cheque Listing” be received for information purposes.
- iv. Emergency Program Committee – Council Appointments (Mayor and 2 Councillors)
- v. CAO: Surrey Fire Dispatch Service Contract Renewal (Page 83)
  - (1) THAT the Surrey Fire Dispatch Service Contract be renewed for the term 2020-2024; and
  - (2) THAT the Mayor and Corporate Officer be authorized to execute it in substantially the form attached to this report.

- B. Mayor
    - i. Remembrance Day Celebration
    - ii. Electoral Area A – Provision of Fire Services Study
    - iii. Strategic Planning – Dates
    - iv. Howe Sound Community Forum October 25<sup>th</sup>
  - C. Council – None
  - D. Committees – None
  - E. Emergency Services
    - i. Monthly RCMP Report (Page 97)  
THAT the monthly RCMP report be received for information.
- 9. Resolutions**
- A. CRI Grant Resolution  
THAT an application be submitted under the Community Resiliency Investment program for a “2020 FireSmart Community Funding & Supports” grant for the purpose of funding the creation of a new Community Wildfire Protection Plan to support increased wildfire interface resiliency planning for the Village of Lions Bay.
- 10. Bylaws**
- 11. Correspondence**
- A. List of Correspondence to October 10, 2019 (Page 99)  
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. Personnel
  - B. Development Matter  
THAT, in the view of Council, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and could reasonably be expected to harm the interests of the municipality if they were held in public.

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;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 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 adjourn the meeting generally.*

*[OR]*

*Council anticipates reconvening the open meeting to discuss the following item(s):*

**15. Reporting Out from Closed Portion of Meeting**

**16. Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, SEPTEMBER 17, 2019 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

**MINUTES**

In Attendance:

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

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

Delegations: 1  
Public: 9

**1. Call to Order**

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

**2. Adoption of Agenda**

Moved/Seconded

THAT item 8Av: CAO: ICIP Update (Verbal) be added; and

THAT item 8Avi: PWM – Kelvin Grove WWTP Update (Verbal) be added; and

THAT item 8Avii: PWM – Harvey Tank Update (Verbal) be added; and

THAT item 8Dii: CAO – Amended Resolution be added; and

THAT item 8Diii: Recommendation from the Infrastructure Committee be added; and

THAT item 9C: Relaxation of Noise Bylaw be added; and

THAT item 9D: Annual Firefighters Day Fundraising Event be added; and

THAT an additional proposed topic for closing the meeting be added under item 14B: Acquisition of Improvements; and

THAT section 90(1)(e) be added as an additional ground for closing the meeting 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)**

**A. Development of a View Bylaw – Brenda Broughton, David Shore, Arash Iranshahi and Marek Szredski**

Ms. Broughton opened the presentation explaining why maintaining the views of Howe Sound is important in Lions Bay due to their value to the community members as well as to the value of their homes. Mr. Shore spoke next about the complexity of living on a mountainside surrounded by forest and that the growth of the trees is rapid. He further explained that the community is positively impacted by the removal of trees as they create views, sunlight and safety. Mr. Iranshahi then explained the proposed bylaw and committee in detail. Mr. Szredski was last to present but the group had reached their maximum time allowance before he was able so he provided a handout.

Council and staff asked a number of questions to the group about the proposed bylaw and Mayor McLaughlin confirmed the proposal will be discussed at the strategic planning and priorities session in the fall.

*Audio: 00:44*

**5. Review & Approval of Minutes of Prior Meetings**

**A. Regular Council Meeting – July 16, 2019**

Moved/Seconded

THAT the Regular Council Meeting Minutes of July 16, 2019 be approved as circulated.

**CARRIED**

**6. Business Arising from the Minutes**

None

**7. Unfinished Business**

**A. Follow-Up Action Items from Previous Meetings**

#	Meeting Date	Description of Action Item	Action
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	Add to strategic planning session with Item 100.
95	March 19, 2019	EV Charging Station – staff to find a location in the Village for the station	Completed – staff has come up with 3 potential locations for an EV charging station (Municipal Hall, the kiosk on other side of Harvey Creek bridge, and at the Park & Ride) IC reviewing TOR

97	July 2, 2019	Mayor McLaughlin to sign letter of support re: Biosphere Initiative Program	Completed
98	July 2, 2019	R1: Anne Crosthwait – Newcomers Event – Councillor Cunliffe to remind Council of this event closer to the date (September 26)	Completed
100	July 16, 2019	G5: Councillor Abbott to provide CAO DeJong with a suggested response to Ministry re. Rural Dividend Program	Add to strategic planning session with Item 83.
101	July 16, 2019	R1: Nattalia Hadden – Kelvin Grove Beach – PWM Jaffer to respond that funding Kelvin Grove log removals will be discussed during the 2020 budget process	Completed
102	July 16, 2019	R5: Ian Mackie – Code of Conduct – CAO DeJong to respond	Completed
103	July 16, 2019	R6: Farrah Azordegan – Filming – Mayor McLaughlin to respond	Completed

**B. Direction Request – Filming in Lions Bay**

This item was brought forward to the July 16<sup>th</sup> meeting and Council was to provide feedback to CAO DeJong before the September meeting. No feedback was provided prior to the meeting but Council reviewed the policy and made comments at the meeting. Three themes of feedback were provided by various members of Council during the meeting as follows:

- It was asked that the fee structure be increased to reflect the required staff time and facilities;
- It was suggested that delegation of authority should be restricted to allow Council to maintain a role in the process; and
- It was confirmed that public consultation proceed shortly after the draft filming policy has been developed and considered by Council.

Mayor McLaughlin and Councillor Abbott provided their handwritten notes to staff for consideration.

Moved/Seconded

THAT staff utilize the comments and notes provided by Council to draft a new filming policy for review.

**CARRIED**

*Audio: 01:21*

**8. Reports**

**A. Staff**

**i. CAO: Request for Decision – Filming Application for “Lady Death”**

CAO DeJong outlined the proposed filming application to take place October 10-13. He explained that 10 trucks, including a generator, would be set up at the Kelvin Grove Parking lot on the 10<sup>th</sup> and filming to commence that evening, wrapping up in the early hours of October 13; overflow vehicles will be parked at Sunset Marina. He mentioned there would be a couple of days beforehand where small crews will be on private property at 185 Tidewater which would have no effect on the neighbours. The results of the neighbourhood polling were discussed, noting that, at most, 3 neighbours were opposed, bringing the polling results in under 10% opposition, if Council adopts that threshold for this application.

Moved/Seconded

(1) THAT the film permit application for “Lady Death” be approved, subject to the following conditions:

- (a) Polling – all residences on Tidewater Way and those affected on Sweetwater and Periwinkle Place to be polled by the applicant, with no more than 10% of residences objecting – impacted residents to be offered reasonable alternative accommodation and/or compensation;
- (b) Parking – parking in the Kelvin Grove lot to be limited to approximately 10 work trucks including a generator, all to be stationed as far back in the lot as possible, with an allowance of at least 8 parking stalls near the entrance to the lot remaining available for residents and the public (additional generator to be stationed as close to 185 Tidewater as possible with efforts to be made to muffle the noise from both generators – no parking on the Tidewater Way cul-de-sac);
- (c) Hours – to be in accordance with the schedule provided by the applicant in their polling letter;
- (d) Noise – exemption from Noise Control Bylaw No. 283, 1998, subject to all steps necessary being taken to minimize noise and disturbance to residents during both daytime and nighttime hours;
- (e) LBFR - access to all fire hydrants on Tidewater Way be kept free and clear for fire apparatus;
- (f) Fees – To be set at \$1200/day for the daily filming fee; parking fees to be in accordance with the fees under the current policy.

(2) THAT the CAO be authorized to sign any filming permit or other incidental documentation.

**CARRIED**

*Audio: 01:36*

ii. DEPC: Updates to the Village of Lions Bay Emergency Program

Deputy Emergency Program Coordinator, Robert Whitney, presented a PowerPoint slideshow to Council on the status of the Lions Bay Emergency Program. He reviewed the many gaps in our current emergency program, what the Municipality is required to do in order to be statutorily compliant with regulations, what our next steps are such as

upcoming staff EOC training, proactive communications to strengthen strategic partnerships with neighbouring communities and resources, further communication to residents regarding the LB Alert system and launching educational public meetings. Council advised they would like the DEPC to meet with the three existing emergency volunteer teams, Lions Bay Fire Rescue, Lions Bay Search and Rescue and Lions Bay ESS, separately before moving forward with the creation of the Lions Bay Emergency Team (LBET) and before prioritizing the strategic objectives outlined in the recommendation below. Both items were deferred until individual meetings have been held.

Moved/Seconded

(1) THAT the Report, “Current State of the Village of Lions Bay Emergency Program”, including the State of the Emergency Program PowerPoint presentation, be received.

**CARRIED**

Moved/Seconded

(2) THAT Council adopt the following strategic objectives to help prioritize the steps necessary to developing an effective functioning Emergency Program as required by legislation:

- (a). Ensure Statutory Compliance (in progress)
- (b). Update and streamline the Emergency Program Bylaw
- (c). Develop a fully functioning EOC
- (d). Improve disaster risk reduction
- (e). Increase community-based response capacity
- (f). Promote organizational readiness and business continuity
- (g). Strengthen our strategic partnerships
- (h). Engage with existing volunteer groups

**AMENDED MOTION:**

Moved/Seconded

THAT item 2 be deferred until the DEPC has met one on one with the three existing volunteer groups, LBFR, LBSAR and ESS.

**CARRIED**

Moved/Seconded

(3) THAT the proposal to create a Lions Bay Emergency Team (LBET) be approved and that staff be directed to put out a call for volunteer members.

**CARRIED**

**AMENDED MOTION:**

Moved/Seconded

THAT the resolution just passed under item 3 be reconsidered.

**CARRIED**

Moved/Seconded

THAT item 3 be reintroduced to Council after meeting with the key representatives, LBFR, LBSAR and ESS.

**CARRIED**

Moved/Seconded

(4) THAT the Deputy Emergency Program Coordinator convene a meeting of the Emergency Program Committee in the form it is intended to be constituted under Emergency Program Bylaw No. 566, 2019, after first meeting with the key representatives of LBFR, LBSAR and ESS.

**CARRIED**

Moved/Seconded

(5) THAT Emergency Program Bylaw No. 566, 2019 be introduced and read a first and second time.

**CARRIED**

*At 9:54 pm the meeting was extended.*

Moved/Seconded

THAT the meeting be extended until 11:30 pm.

**CARRIED**

*DEPC, Robert Whitney, left the meeting at 9:57 pm.*

*Audio: 02:57*

iii. CAO: Electronic Communications Policy Amendments

CAO DeJong explained that the Communications Policy amendments are simply to clarify and reinforce the restrictions on conducting Council and/or Committee business via email. Council opted not to amend the policy and felt that the Council and Committee members that needed to be informed that business discussions should be had during meetings and not over email had already been communicated to and therefore an amendment to the policy was unnecessary.

Moved

THAT the proposed amendments in the tracked changes draft dated September 17, 2019 be adopted.

**NO SECONDER – MOTION FAILED**

iv. CFO: Proposed Closure of Office on December 27, 2019

Moved/Seconded

THAT Council approve the closure of the Village Office on Friday, December 27, 2019.

**CARRIED**

*Audio: 03:09*

v. CAO: ICIP Update (Verbal)

CAO DeJong advised Council that unfortunately we did not receive the ICIP - Environmental Quality grant funding that was applied for to fund primarily the Bayview PRV and Mountain Control Valve that was taken out of the original CWWF project for the Harvey Tank. He noted the Harvey Tank Project is nearing completion and that we will have funds left over. The Province has agreed we can use the remaining funds to put towards the implementation of these two improvements with the requirement that monies over and above what is remaining will need to be funded by the municipality on top of our current 17% already paid to the CWWF grant. Specific numbers to be discussed in the Closed meeting.

vi. PWM: Kelvin Grove WWTP Update (Verbal)

PWM Jaffer advised Council that the Kelvin Grove WWTP is still functioning with half a media pack on the first rotor but we are still meeting our Permit requirements. The consultant that was hired has received written confirmation that we are able to proceed with a “like for like” replacement of our Rotating Batch Contactor (RBC) treatment plant. He further explained we are required to have a bypass permit for the period that the RBC will be down and undergoing replacement (approximately 6 weeks). The next steps are to pump out the existing chamber, take detailed measurements, perform the concrete inspection of the tank and then prepare a Terms of Reference for an RFP or Tender for the replacement plant. PWM Jaffer to update residents in the Village Update.

*Audio: 03:15*

vii. PWM: Harvey Tank Update (Verbal)

PWM Jaffer advised Council that the Harvey tank is up, and the roof has been leak-tested. The next step is a hydro static leak test of the walls, filling the tank to test for leaks, and finally a disinfection of the tank. He noted that procedures have been written and submitted to VCH for approval and once it has been approved, we will be able to proceed with the disinfection program, and then the tank can be commissioned. It was suggested bringing the children from the school on a tour once the tank is up and running. PWM Jaffer to update residents in the Village Update.

B. Mayor

None

C. Council

None

*Audio: 03:18*

D. Committees

i. Trees, Views and Landscapes Committee – Tree Application #94: 52 Brunswick Beach Road

Moved/Seconded

THAT Council receive the August 7, 2019 Trees, Views and Landscapes Committee Meeting Minutes for information with respect to Tree Application #94: 52 Brunswick Beach Road.

**CARRIED**

ii. Trees, Views and Landscapes Committee – Tree Application #95: 262 Stewart Road

CAO DeJong provided an on-table amended version of the proposed resolution from the Tree Committee for Council's consideration.

Moved/Seconded

THAT as requested, the applicant is permitted to cut down the Maples mentioned in the application that had been previously cut down but have re-sprouted, and clean up and remove all associated debris; and

THAT the four Cedars mentioned in the application be re-topped at the previously topped height of approximately 25', and cleaned up, and remove all associated debris; and

THAT the re-topping of the Cedars and the removal of the re-sprouting Maples may be carried out for a period of 3 years, subject only to confirmation prior to any cutting, or repeated cutting, within that period of provision to the Municipality of damage deposit, name of arborist/contractor, Worksafe BC certificate, and insurance in compliance with Municipal requirements. Clean up and removal of all associated debris is required. The Municipality has the right to amend or rescind this resolution for any reason at any time in the future.

**CARRIED**

*Audio: 03:26*

iii. Recommendation to Council from the September 16<sup>th</sup>, 2019 Infrastructure Committee Meeting

The Infrastructure Committee (IC) met and discussed the Oceanview drainage report from ISL. The following recommendation was brought forward to Council from the committee:

THAT Council recommend that staff engage again with ISL to increase the scope of the existing Oceanview Road drainage study to incorporate a hybrid of Option A and B. This option consists of diverting drainage above 260 Oceanview through a pipe to Rundle Creek and sizing the drainage system below 270 Oceanview with this reduced flow.

A cost estimate was requested; staff is waiting to hear back. Costs will be discussed further in Closed.

E. Emergency Services

i. RCMP Monthly Report

Moved/Seconded

THAT the RCMP Monthly Report be received for information.

**CARRIED**

**9. Resolutions**

A. Resolution re. Federal All Candidates Meeting

Moved/Seconded

THAT Council waive the Broughton Hall rental fees in relation to a proposed All Candidates Meeting for the upcoming federal election, provided the organizers obtain the requisite insurance coverage per Municipal policies and procedures.

**CARRIED**

B. Appointment of Delegate to Municipal Insurance Association of BC (MIABC)

The Mayor advised he is not available on September 24<sup>th</sup> for the MIABC Annual General Meeting, however he put forward his name as a representative for future meetings.

Moved/Seconded

THAT Council appoint Mayor Ron McLaughlin as the voting delegate for the Municipal Insurance Association of BC (MIABC) for any future meetings.

**CARRIED**

C. Relaxation of Noise Bylaw

CAO DeJong reviewed the request from the Lions Bay General Store and Café for one more live music session on October 5<sup>th</sup> from 3-6 pm.

Moved/Seconded

THAT Council relax the noise bylaw to allow for live amplified music on the patio at the General Store & Café on Saturday, October 5, 2019, between the hours of 3 and 6 pm.

**CARRIED**

D. Annual Firefighters Day Fundraising Event

The following resolution is a standing resolution and is not required to come back each year regarding the annual Firefighters Day fundraising event.

Moved/Seconded

THAT Council supports the annual Firefighter Day fundraising event, with or without alcohol, and the use of Lions Bay Beach Park on a designated day in September of each year with any Public Works or park use fees to be waived annually.

**CARRIED**

**10. Bylaws****A. Emergency Program Bylaw No. 566, 2019 (See Item 8Aii)**

This item was discussed in item 8Aii.

**11. Correspondence****A. List of Correspondence to September 12, 2019**

Moved/Seconded

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

- G1: Letter to Mayor's re. ChildCareBC – no response
- G2: Letter from Minister of Public Safety re. Speeding on Sea to Sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton
- G3: Police Reported Crime Stats Release – no response
- G4: North Cowichan re. 2019 UBCM Resolution – Forestry – no response
- G5: CN In Your Community Publication Letter – no response
- G6: Request for Garbage Fees to be Waived for Home Dialysis Treatment – PWM Jaffer to provide information in the Village Update
- G7: 2019 UBCM Official Opposition Meeting Opportunities – no response
- G8: Request for Signatures in Support of Ride-Sharing – Mayor McLaughlin responded, no further response
- G9: Protection of Groundwater – Stop Bottling of Groundwater – no response
- G10: Species at Risk Act for the Aquatic Species – no response
- G11: RCMP Revised Integrated Team Report 2017-2019 – no response
- G12: Provincial Support for Public Libraries – no response
- G13: Letter from CUPW – no response
- G14: Invitation from Council of Community Homelessness Tables – no response
- G15: Support for Rural Communities within Metro Vancouver – no response
- G16: UBCM Clean-up of Needles – no response
- G17: Provincial Plastics Policy and Engagement – no response
- G18: International Day of Older Persons – no response
- R1: Farrah Azordegan – Filming Survey – Mayor McLaughlin to respond
- R2: Karl Buhr – Community Signage Project – CAO DeJong to respond
- R3: Jon Povill – All Candidates Debate – Mayor McLaughlin to respond
- R4: Susan Davis – Lot 52 Brunswick Beach – Mayor McLaughlin to respond
- R5: Residents of Seaview Place re. 90 Seaview Place – CAO DeJong to respond

**CARRIED**

**12. New Business**

None

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

None

*Audio: 03:56*

**14. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

Moved/Seconded:

A. Law Enforcement/Litigation

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.

B. Acquisition of Improvements

THAT the council considers disclosure could reasonably be expected to harm the interests of the municipality.

C. Contract Services

This item was added during discussion of item 14.

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:

- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality;
- 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;
- g) litigation or potential litigation affecting the municipality;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED**

*The meeting was closed to the public at 11:00 p.m.*

*The meeting was re-opened to the public at 11:45 p.m.*

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

The following was reported out:

- ICIP-EQ Grant – Council approved a resolution to the Ministry of Municipal Affairs and Housing regarding the ICIP Grant as follows:

THAT Council approve the reinsertion of one or both of the Bayview Road PRV and Mountain Drive PRV improvements, and all associated works, under the Clean Water and Wastewater Fund (CWWF) project, to be funded from the balance of the CWWF project budget remaining after completion of the Harvey Tank replacement and associated works, with any shortfall to be funded by the Municipality as a draw from reserves.

- ISL Engineering Contract – Council approved a budget to extend the Oceanview Road drainage study to incorporate a 3<sup>rd</sup> option as recommended by the Infrastructure Committee at Item 8Diii.

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 11:47 p.m.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Date Approved by Council:	
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, OCTOBER 1, 2019 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

Council: Councillor Jaime Cunliffe (Acting Mayor)  
Councillor Neville Abbott  
Councillor Fred Bain  
Councillor Norm Barmeier

Regrets: Mayor Ron McLaughlin

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer  
Recording Secretary Carol Lee

Delegations: 1  
Public: 0

**1. Call to Order**

Councillor Jaime Cunliffe, Acting Mayor, called the meeting to order at 7:00 p.m.

**2. Adoption of Agenda**

Moved/Seconded

THAT Item 7 (Action Item 111) – Metro Vancouver Woodburning Bylaw Update 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)**

##### **A. SBA Communications Corporation**

Darren Hird, Territory Director – Western Canada, SBA Communications Corporation, led the review of a presentation and highlighted:

- Background of SBA Communications
- Requirement for increased network density due to the proliferation of wireless devices and data usage
- Indication that the demand for seamless wireless services, including bandwidth intensive mobile data and video, will continue to show strong growth in the future
- SBA Communications services include site acquisition, tower construction and installation, leasing and maintenance.

CAO DeJong and Mr. Hird provided the following information in response to questions from Council:

- Avoiding visual distraction was one of the considerations in the selection of the tower location
- The remediation work and disposition of the material at the end of the useful life of the tower
- The ongoing maintenance will be sub-contracted to a qualified third-party by SBA Communications
- SBA Communications will assume liability during the construction of the tower
- The new tower will address the degrading connectivity in Lions Bay due to the demand for wireless service and bandwidth
- SBA Communications' expectation that the tower will achieve coverage throughout the Village
- Space on the tower will be provided free of charge to the Village and leased to major telecommunications carriers
- Public consultation will proceed following Council approval of the SBA Communications Telecommunications Tower Option and License Agreement
- Expectation that construction will commence in spring or summer 2020 and initial tenants will be in place by fall 2020
- Concern regarding radio-wave exposure will be addressed during the consultation by referring the public to Federal Government regulations
- Confirmation that SBA Communications will comply with the Village's building permit process.
- Likely to be a self-supporting lattice tower – can be painted to blend with trees

*Audio: 00:52*

#### **Agenda Varied**

Moved/Seconded

THAT the order of the agenda be varied to consider Item 8Ai prior to Item 5.

**CARRIED**

## 8. Reports

### A. Staff

#### i. CAO: Telecommunications Tower Options and License Agreement

CAO DeJong referenced the report provided with the agenda material and highlighted the key terms of the Telecommunications Tower Option and License Agreement (Agreement).

CAO DeJong, Mr. Hird and PWM Jaffer provided the following information in response to questions from Council:

- The typical fee that would be paid by the first sublicensee
- SBA Communications has the option to renew the five-year term of the Agreement, up to five times, for a potential of 30 years
- The Village has the right to terminate the Agreement after 10 years
- The intention to provide coverage for all Village residents' wireless devices and the public traveling through Lions Bay
- The license fees to be paid to the Village is consistent with that paid to other municipalities.

Moved/Seconded

(1) THAT Council approve the Telecommunications Tower Option and License Agreement, subject only to any issues that arise out of the consultation process and any requisite Provincial approvals related to a small portion of the Access Road;

(2) THAT staff be directed to work with SBA to help coordinate the fulfillment of the consultation process by SBA, in accordance with federal regulations and the additional steps to be taken by SBA, as outlined in the Draft Public Consultation Reference Document (attachment 2); and

(3) THAT staff bring a report back to Council in due course outlining the results of the consultation process.

**CARRIED**

*Audio: 01:12*

## Agenda Varied

The order of the agenda was resumed.

## 5. Review & Approval of Minutes of Prior Meetings

### A. Regular Council Meeting – September 17, 2019

It was requested that Item 7B of the September 17, 2019 draft minutes be amended by adding information on three themes of feedback provided by various members of Council during the meeting as follows:

- It was asked that the fee structure be increased to reflect the required staff time and facilities;
- It was suggested that delegation of authority should be restricted to allow Council to maintain a role in the process; and
- It was confirmed that public consultation proceed shortly after the draft filming policy has been developed and considered by Council.

It was requested that Item 8Diii be amended to include the recommendation brought forward to Council by the Infrastructure Committee.

Moved/Seconded

THAT the adoption of the Regular Council Meeting Minutes of September 17, 2019 be deferred to the October 15, 2019 Regular Council meeting.

**CARRIED**

## 6. Business Arising from the Minutes

### A. September 17, 2019 Regular Council

- Item 7 (Action Item 95) – Councillor Barmeier advised that it is crucial to select a location for the electric vehicle (EV) charging station in order to meet the timelines of the grant application. Staff was requested to provide a recommendation on the location of the EV charging station at the October 15, 2019 Regular Council meeting.

## 7. Unfinished Business

### A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton back to Council.	Nothing to report
105	September 17, 2019	G6: Request for Garbage Fees to be Waived for Home Dialysis Treatment – PWM Jaffer to provide information in the Village Update	In progress
106	September 17, 2019	R1: Farrah Azordegan – Filming Survey – Mayor McLaughlin to respond	[Completed - strike]
107	September 17, 2019	R2: Karl Buhr – Community Signage Project – CAO DeJong to respond	[Completed - strike]
108	September 17, 2019	R3: Jon Povill – All Candidates Debate – Mayor McLaughlin to respond	[Completed - strike]
109	September 17, 2019	R4: Susan Davis – Lot 52 Brunswick Beach –	[Completed - strike]

#	Meeting Date	Description of Action Item	Action
		Mayor McLaughlin to respond	
110	September 17, 2019	R5: Residents of Seaview Place re. 90 Seaview Place – CAO DeJong to respond	[Completed - strike]
111	September 17, 2019	Metro Vancouver Woodburning Bylaw Update	Councillor Abbott will prepare an update for inclusion in the Village Update

*Audio: 01:38*

## 8. Reports

### B. Mayor

None

### C. Council

None

### D. Committees

None

### E. Emergency Services

None

## 9. Resolutions

None

## 10. Bylaws

None

## 11. Correspondence

### A. List of Correspondence to September 26, 2019

Moved/Seconded

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

- G1: CivX 2019 Communication to Membership – no response
- G2: Council of Councils - October 26, 2019 – Councillor Bains will advise Metro Vancouver of his intention to attend
- G3: Off-Road Vehicle Management Framework – no response
- G4: UBCM Resolution for Regional Management of Forestry – no response
- G5: The Rick Hansen Foundation – no response
- G6: Confirming Municipal Jurisdiction to Regulate Single-Use Items – no response

- R1: Roy Matthias - Proposed Unobstructed View Bylaw vs. Privacy – Acting Mayor to respond
- R2: Susan Davis - 52 Brunswick Beach - Mayor's Response – no response
- R3: Julie and Rob Kemp - Proposed View Bylaw vs. Privacy – Acting Mayor to respond

**12. New Business**

None

**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:

Moved/Seconded

A. Legal Advice

THAT Council considers

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:

- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**CARRIED**

Acting Mayor Cunliffe advised that Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally.

*The meeting was closed to the public at 8:55 p.m.*

*The meeting was reopened to the public at 9:49 p.m.*

**15. Reporting Out from Closed Portion of Meeting**

None

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 9:49 pm.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Date Approved by Council:	
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DRAFT

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Commercial Filming Policy No. 2019-02</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Hayley Cook</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>October 15, 2019</b>		

### **Recommendation:**

(1) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be received;

(2) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be posted as presented/amended to the Municipal website and to the Village Update for the next two weeks with an invitation to all residents to “Have their Say” by providing their feedback on the draft Policy through the Municipal website; and

(3) THAT staff bring the draft Commercial Filming Policy No. 2019-02 back to the November 5, 2019 Council meeting, along with a report reviewing the public feedback received.

### **Attachments:**

- (1) Draft Commercial Filming Policy No. 2019-02;
- (2) Draft Commercial Filming Application Form and Indemnification Agreement;
- (3) Draft Notification Letters to Affected Households;
- (4) Draft Proposed Commercial Filming Fees.

### **Key Information:**

At the July 16 and September 17, 2019 Council meetings, materials regarding past and present filming policies, minutes from the 2014 Filming Committee, noted issues and public feedback through a survey were considered by Council. Staff were provided with direction to take into account these materials and Council’s comments on them in order to draft a filming policy that is appropriate for the Village of Lions Bay.

The draft Commercial Filming Policy No. 2019-02 reflects staff’s distillation of these materials and feedback. Where filming applications are less impactful, being during the Daytime Filming Hours, and for less than three consecutive days, applications are processed administratively with an opportunity for Affected Households to have input before any Permit is issued.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Conversely, where applications are more impactful, being at night or for more than three consecutive days, then polling is required. Where they are for filming at night, or for more than five consecutive days or involve repeated non-consecutive days (eg: TV series or min-series), a Council resolution is required. Limits are also place on the number of applications permitted in any given neighbourhood.

Most of the rest of the draft Policy addresses procedure, security, and enforcement within an efficient but sensitive filming policy model which provides for public feedback on all applications in residential neighbourhoods. Fees are also addressed by reference in the Policy and through proposed amendments to the Fees Bylaw No. 497, 2016, as amended.

### **Options:**

- (1) Approve the recommendations;
- (2) Amend the draft Policy or the proposed Fees;
- (3) Refer the matter back to staff with further directions.

### **Preferred Option:**

(1) Approve the recommendations, with the draft Policy as written aimed at fulfilling the five Policy Objectives listed at the beginning of the draft Policy. Those are a combination of the objectives found in the 2009 and 2014 Filming Policies. The Policy also considers the rationales determined by the 2014 Filming Committee, public feedback from the survey over the early summer and Council's comments at the September 17, 2019 meeting. Referring it back to the public to receive their further comments and determine if we "got it right" will help provide further guidance for Council at the November 5<sup>th</sup> meeting.

### **Financial Considerations:**

The proposed fees are based on an attempt to capture all of the direct and indirect costs associated with Filming Activity and what staff heard from the residents and from Council.

### **Legal Considerations:**

The delegation of authority to grant Filming Permits for less impactful applications will need to be covered off in the delegation bylaw being worked on by staff.

### **Follow Up Action and Communication Plan:**

Post the draft Policy and related materials on the Municipal website and in the Village Update inviting public feedback.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Council Policy</b>	<b>Policy No</b>	<b>POL-2019-02</b>
<b>Title</b>	<b>Commercial Filming Policy</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Hayley Cook</b>
<b>Date</b>	<b>October 15, 2019</b>	<b>Version</b>	<b>2</b>

### BACKGROUND

Located on the east shore of Howe Sound, the community of Lions Bay is endowed with a spectacular natural landscape. It is a landscape that both attracts residents to the community, and significantly shapes its character. Lions Bay residents value the community as a peaceful, close-knit Village, deeply connected to the natural West Coast environment. While the community is supportive of the arts, including the film industry in British Columbia, it also values peace and tranquility.

### PURPOSE

With the foregoing in mind, this Policy attempts to find a harmonious balance between commercial filming and the residential character of the Village in order to minimize disruptions to residents. Any person or company who wishes to engage in commercial photography, video, film or television within the Village of Lions Bay must obtain a Filming Permit from the Village of Lions Bay. News media are exempt from this requirement.

### POLICY

#### 1. Policy Objectives:

- 1.1 To facilitate the motion picture film industry in its production endeavors by providing a centralized and efficient procedure for obtaining Municipal authorization for Commercial Filming in the Village of Lions Bay;
- 1.2 To minimize any inconvenience to the general public and residents of the Village of Lions Bay as a result of filming activities;
- 1.3 To ensure the Village of Lions Bay residents shall not be unduly inconvenienced by prolonged loss of access to public areas or roadways, or by restricted parking fronting residents' homes;
- 1.4 To ensure that the Municipality recovers all of its direct and indirect costs associated with Filming Activities and Municipal services and assets;



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- 1.5 To ensure that Filming Activities fully observe the bylaws of the Municipality and protect the safety, well-being and interests of residents.

### 2. Definitions

- 2.1 The following words and phrases have the meanings ascribed below:

Affected Households means those primary residences and secondary suites within an area to be determined by the Municipality, depending upon the nature of the Filming Permit Application, as being affected or potentially affected by proposed filming – non-resident owners are not to be included in determining Affected Households.

Applicant/Permittee means the person or persons or corporation applying for and/or receiving a Filming Permit.

Commercial Filming means photography, video, film and television recording undertaken for a commercial purpose.

Daytime Filming Hours means 7 am to 10 pm, during which Filming Activity is regularly permitted, notwithstanding Noise Control Bylaw No. 283, 1998.

Extraordinary Services means the provision of Municipal services outside of regular hours (dependent on position) or the need for the Municipality to hire a contractor to address issues related to Filming Activities which were not applied for by the Permittee or expected by the Municipality.

Filming Activity means all outdoor human and mechanical activity related to Commercial Filming and includes all light, sound and the operation or parking of all vehicles, trucks and generators.

Filming Day means any day or portion thereof in which Filming Activity is taking place within the Municipality, except where filming preparation or post-production takedown is solely confined to private property.

Filming Liaison means the Municipal staff person designated by the Village Manager to act as a liaison to Filming Permit Applicants and Permittees.



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Filming Permit means the document issued by the Municipality to the Applicant/Permittee granting the conditional right for commercial filming in the Village of Lions Bay.

Municipality means the Village of Lions Bay and includes the adjective Municipal.

Security Deposit means the sum of \$10,000 provided to the Municipality once a Filming Permit has been approved.

Village Manager means the Chief Administrative Officer (CAO), or the person acting in that capacity in the absence of the CAO.

### **3. Application and Approval Process**

- 3.1 All Commercial Filming proponents shall complete a Municipal Filming Permit Application Form.
- 3.2 Applications shall be submitted to the Filming Liaison no later than three (3) weeks prior to the proposed commencement of filming.
- 3.3 Applications will not be processed unless accompanied by written permission from the owner(s) of any private lands where the filming will take place.
- 3.4 If granted, permission to film within the Municipality will be conveyed through the issuance of a Filming Permit issued by the Village Manager once all prerequisites of this policy are met.
- 3.5 If all requirements of this Policy have been met, along with any applicable administrative policies or procedures, Filming Permits may be granted directly by the Village Manager unless:
  - (a) A variance to allow for filming outside of the Daytime Filming Hours is required, or
  - (b) Filming Activity is required repeatedly on non-consecutive days (for example a TV series or mini-series),

in which case approval by way of Council resolution is required.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- 3.6 A Permittee cannot change dates, locations, filming times or the type of scene to be filmed as set-out in an approved application without first consulting the Filming Liaison and obtaining the consent in writing of the Village Manager. Such consent may be conditional upon notification to all persons impacted and other terms that are appropriate in the circumstances.

### 4. Notification and Polling Requirements

- 4.1 Where Filming Activity is for three (3) or fewer consecutive days and does not require a variance to allow filming outside of Daytime Filming Hours, a notification letter approved by the Village Manager shall be hand delivered by the Applicant to all Affected Households. A Filming Permit will not be issued until at least seven (7) days have passed from the date of notification letter delivery to allow an opportunity for residents of Affected Households to provide feedback to the Municipality's Filming Liaison.

4.2 Where Filming Activity

- (a) is for more than three (3) consecutive days,
- (b) requires a variance to allow filming outside of Daytime Filming Hours, or
- (c) requires repeated filming on non-consecutive days:
  - (i) a polling notification letter approved by the Village Manager shall be hand delivered by the Applicant to all Affected Households;
  - (ii) the Applicant shall document its polling efforts and shall make no less than four (4) attempts to contact the occupants of a Household to determine support or opposition for the proposed filming;
  - (iii) offers by the Applicant of compensation and/or alternate accommodations shall be documented and included with the polling information and submitted to the Municipality in confidence;

- 4.3 The polling threshold for objections from Affected Households is hereby set in this Policy at no more than 15%.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### 4.4. Applications under:

- (a) subsection 4.2(a) for up to and including five (5) consecutive days of Filming Activity may be processed by the Village Manager who may issue a Filming Permit if the polling threshold in section 4.3 has been met, along with all other requirements of this Policy, but nothing herein precludes the Village Manager from referring such an application to Council;
- (b) subsection 4.2(a) for more than 5 consecutive days of Filming Activity, or under subsections 4.2(b) and 4.2(c), shall be submitted in a report from Municipal staff to Council for consideration at the next Council meeting.

### 4.4 Subject to any variances granted by Council, the number of Filming Permits which may be approved for any one residential neighbourhood location, as determined by the Municipality, shall be restricted as follows:

- (a) where no polling is required, up to two (2) per calendar year; and
- (b) where polling is required, no more than one (1) per calendar year.

Owners of properties throughout the Village of Lions Bay are encouraged to register their properties with Creative BC's Location Library.

## 5. Use of Municipal Land, Buildings, and Structures

- 5.1 Municipal lands, including roads and boulevards, may be used for the parking of a Permittee's vehicles and the storage of a Permittee's equipment, subject to submission of a proposed parking plan and issuance of parking permits in accordance with Municipal staff direction and Traffic and Parking Bylaw No. 413, 2009, as amended, and Fees Bylaw No. 497, 2016, as amended. Blocking of fire hydrants and residents' driveways will not be tolerated.
- 5.2 Municipal land, buildings, or structures may be used for commercial filming purposes subject to availability and the issuance of a Filming Permit in accordance with this Policy and Fees Bylaw No. 497, 2016, as amended.
- 5.3 Approved Filming Permits are conditional upon the receipt of:
  - (a) the applicable filming fees and the Security Deposit;



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- (b) the Certificate of Insurance;
  - (c) the Indemnification Agreement; and
  - (d) any other conditions imposed by the Village Manager or Council.
- 5.4 The Security Deposit may be drawn upon by the Municipality to:
- (a) remedy any damage to Municipal lands, buildings or structures caused by the Filming Activity, without limitation on the Municipality's right to pursue additional compensation or damages if the Security Deposit is insufficient to provide full restitution;
  - (b) enforce any of the Municipality's bylaws and recover any fine levied or judgment obtained against the Permittee;
  - (c) enforce the Indemnification Agreement;
  - (d) reimburse the Municipality for all actual legal costs and for any other expenses incurred in connection with enforcing the Municipality's bylaws, the Indemnification Agreement and the Permittee's liability insurance policy.
- 5.5 A Traffic Management Plan must be submitted for any request to close, or partially close a road and a professional traffic management contractor may be required at the Permittee's expense, in addition to any fees payable under Fees Bylaw No. 497, 2016, as amended. Closing or partial closing of a public roadway must be approved in writing by the Village Manager. Total blockages of public roadways shall not exceed 10 minutes at a time before allowing waiting vehicles to pass, subject only to exceptions granted in writing by the Village Manager, which may include terms and conditions required to be fulfilled by the Permittee including, but not limited to, advance public notice.
- 5.6 Any request for use of a Municipal fire hydrant must be included in a Filming Permit Application All hydrants will be operated by Municipal employees only and fees in accordance with Fees Bylaw No. 497, 2016, as amended, will apply.



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### **6. Conduct**

- 6.1 The Permittee shall comply strictly with all federal, provincial and Municipal regulations and bylaws including, but not limited to, cannabis, alcohol and food service regulations.
- 6.2 While working within the Municipality, all Filming Permit Applicants/Permittees, including producers, directors, cast, crew members and anyone else working for or associated with an Applicant/Permittee, shall conduct themselves in accordance with the BC Film Commission's *Best Practices – Motion Picture Locations Code of Conduct*.
- 6.3 The Municipality may fine the Permittee for bylaw infractions and may revoke the Permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of the Permit or with applicable enactments.
- 6.4 The Permittee must designate a Production Liaison to the Municipality who is responsible for all film company activities and must be on site for the duration of production. The representative is responsible for ensuring that all cast and crew are informed of, and abide by, the terms and conditions of the Permit and for correcting any deficiencies with compliance. A 24-hour contact number for the representative must be provided to the Municipality.

### **7. Liability Insurance and Indemnification Agreement**

- 7.1 All Filming Permit Applicants shall provide a certificate of insurance evidencing liability insurance in an amount not less than \$5,000,000.00 with the Municipality named as an additional insured.
- 7.2 All Filming Permit Applicants shall cause an authorized signatory to execute the Indemnification Agreement incorporated into the Filming Permit Application as Schedule A.

### **8. Commercial Filming Fees**

- 8.1 All Filming Permit Applicants and Permittees shall provide the Municipality with fees in accordance with Fees Bylaw No. 497, 2016, as amended.
- 8.2 Filming service requests for the Lions Bay Fire Rescue (LBFR) Department or LBFR locations should be made at the earliest possible date but cannot be guaranteed to be available. If utilized per a filming service or location request, emergency calls may



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interrupt the filming without incurring responsibility or liability for any losses incurred by the Permittee. A filming service or location request, or an emergency response by LBFR on account of Filming Activity, shall be charged at the rates applicable in Fees Bylaw No. 497, 2016, as amended.

- 8.3 Any Extraordinary Services shall be charged in accordance with Fees Bylaw No. 497, 2016, as amended.
- 8.4 Fees payable to the Municipality do not include fees that may be payable to the owners of private lands on which filming is taking place.
- 8.5 Fees for daily filming, location and parking fees in relation to film school projects will be waived subject to meeting the following criteria:
  - (a) the school is an accredited and recognized educational institution;
  - (b) the project must be assigned by the instructor and be part of the curriculum;
  - (c) all personnel working on the project are doing so without financial compensation; and
  - (d) the project is for academic use only and is not to be used for commercial gain.

All other requirements of this Policy apply to film school projects.

### 9. Donations and Legacies

- 9.1 Applicant/Permittees are encouraged to contribute to the community by donating to local community groups, and/or by leaving a needed legacy behind for the community to enjoy. A non-comprehensive listing of local community groups and potential legacies is available from the Municipality for consideration by Permittees.

Adopted by Council:	
Updated:	



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**NOTE: APPLICATION FORM AND SAMPLE LETTERS NOT TO BE PART OF COUNCIL POLICY (WILL BE PART OF ADMINISTRATIVE POLICY AND PROCEDURES)**

**APPLICATION FOR COMMERCIAL FILMING PERMIT**

**BACKGROUND INFORMATION**

Local Film Company:	
Applicant Name:	
Location Manager:	
Business Address:	
Phone (office):	Phone (cell):
Email:	Fax:

**DESCRIPTION OF FILMING PROPOSAL**

Filming Dates (includes mobilization):	
Location of Filming:	
Hours of Filming:	
Proposed Schedule and Description of Scenes to be Filmed:	
Impact on Neighbourhood Traffic:	
Type of Municipal Facilities Needed:	<input type="checkbox"/> Municipal Road Allowance/ Parking Lot <input type="checkbox"/> Other Municipal Land (eg: Parks, Trails, Open Spaces, etc.) <input type="checkbox"/> Municipal Buildings or Structures

**PRELIMINARY SUBMISSION REQUIREMENTS (to be submitted with initial application)**

- Completed Application Form with non-refundable Application Fee
- Plan showing the way in which Municipal facilities would be used (if applicable)
- Parking Plan for all Vehicles (including Trucks and Generators)



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- Letter of authorization from the owner(s) of the land, building or structures where the filming will take place.

**ADDITIONAL SUBMISSION REQUIREMENTS** (as directed by the Filming Liaison or Village Manager, and as applicable)

- Filming Notification Letter(s) to Affected Households
- Polling Notification Letter to Affected Households
- Polling Information (including offers of accommodation and/or compensation, polling spreadsheets, maps and notes)

**FINAL SUBMISSION REQUIREMENTS** (to be submitted as a condition of issuance of the Filming Permit)

- Daily Filming Activity Fee for Commercial Filming
- Fees for the use of Municipal lands, including roadways, buildings structures
- Any other fees required by this Policy or Fees Bylaw No. 497, 2016, as amended
- Security Deposit of \$10,000 payable to the Municipality.
- Executed copy of the Release of Liability and Indemnification Agreement (see attached Schedule A)
- Certificate of Insurance evidencing liability insurance in the minimum amount of \$5,000,000.00 with the Municipality named as an additional insured
- Confirmation that other conditional requirements have been fulfilled (if applicable)

Applicant Signature:	Date
----------------------	------

**Municipal Use Only**

<p>Approved Filming Permit No.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application Form with non-refundable Application Fee</li> <li><input type="checkbox"/> Authorization Letter from Private Owner(s)</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Filming Notification Letter</li> <li><input type="checkbox"/> Polling Notification Letter (if applicable)</li> <li><input type="checkbox"/> Polling Information (if applicable)</li> <li><input type="checkbox"/> Daily Filming Activity Fees</li> <li><input type="checkbox"/> Other Fees (if applicable)</li> <li><input type="checkbox"/> Security Deposit</li> <li><input type="checkbox"/> Release of Liability and Indemnification Agreement (Schedule A)</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Other Conditional Requirements</li> </ul>
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### **SCHEDULE A**

**(Attached to and forming a part of the Application for Commercial Filming Permit)**

### **INDEMNIFICATION AGREEMENT**

I/We, \_\_\_\_\_, (the "Applicant/Permittee"):

- (a) agree that I/we have received good and valuable consideration in exchange for entering into this Indemnification Agreement;
- (b) agree to indemnify, defend and save harmless the Village of Lions Bay, its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, suits, damages, losses, and costs, liabilities, expenses and judgments (including all actual legal costs) incurred in defending any of the foregoing brought or made on behalf of any person or corporation for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons, which any of the Indemnified Parties incur, suffer or are put to arising out of or in connection with any act or omission of the Applicant/Permittee, its directors, officers, employees, agents, contractors or invitees, the Indemnified Parties or caused by or arising out of the condition of any real or personal property owned or controlled by the Indemnified Parties or any of them arising from or in any way connected to the Filming Activity or from the Applicant/Permittee's occupation or use of the property of the Village of Lions Bay;
- (c) agree that the Applicant/Permittee's obligations hereunder will survive the expiry or termination of any permit issued by the Village of Lions Bay to the me/us and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnified Parties;
- (d) agree that the Applicant/Permittee, upon submitting a Filming Permit application, whether or not a Filming Permit is issued, releases and discharges the Indemnified Parties from any and all losses which the Applicant/Permittee and any of the Applicant/Permittee's directors, officers, employees, volunteers, agents, contractors or invitees may have arising from actions or inactions on the part of the Indemnified Parties;
- (e) hereby waive all rights of recourse against the Village of Lions Bay for loss or damage to the Applicant/Permittee's property, howsoever incurred.



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Applicant/Permittee Name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Authorized Signatory for the Village of Lions Bay

Date: \_\_\_\_\_

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS (NO POLLING REQUIRED)*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Lions Bay (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)] during Daytime Filming Hours (7 am to 10 pm). Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact the Village’s Filming Liaison, Hayley Cook, at 604-921-9333, ext.4 or [accounting@lionsbay.ca](mailto:accounting@lionsbay.ca) within 7 days of the date of this letter. The Village Manager will review all resident feedback from Affected Households in considering whether to grant a Filming Permit for this application.

For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison’s name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [Applicant name]

[contact information]



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS (POLLING REQUIRED)*

[Production company letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Lions Bay (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)]. Due to the proposed filming [covering more than two consecutive days and/or involving filming at night], polling of Affected Households is required.

As part of the proposed filming, Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

Over the next few days, representatives from [name of Applicant] will be coming door to door and asking you to participate in a poll for this proposed filming. You will be asked whether you support or oppose our Filming Application. If you have any questions or concerns, I would be happy to speak or email with you.

If you prefer, you may contact the Municipality’s Filming Liaison, Hayley Cook, at 604-921-9333, ext.4, or by email at [accounting@lionsbay.ca](mailto:accounting@lionsbay.ca) to express your support for, or concerns about, our application. Please be sure to clearly state your name and address and leave a phone number or email address if you would like to be contacted.

All polling information will be provided to Council, along with particulars of our application, for consideration of Filming Permit approval at their next regular meeting.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison's name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [Applicant name]  
[contact information]

DRAFT



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM PERMITTEE TO AFFECTED HOUSEHOLDS*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

On behalf of [Permittee], we are providing advance notice that a [commercial, TV special/series, movie-of-the-week, feature film] called [title] will be shooting in this neighbourhood from [dates]. We will be primarily working at [address].

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]

The production company has all the necessary permits for this film shoot. Please note that the public [is, is not] permitted to visit the location during filming.

The producers and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact me at [phone number]. During the shoot, you can also talk to [Production Liaison's name and phone number] who will be on location. If you have further questions about filming within the Village of Lions Bay or specific concerns about this location shoot, you can contact the Village's Filming Liaison, [name] at [contact telephone number and email address].

Thank you. Your cooperation will help make this location shoot a success and help to encourage more producers to visit the Village of Lions Bay in support of British Columbia's billion-dollar production industry. For general information about filming in British Columbia, or to comment on ongoing production in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [production company]  
[your contact information]

**SCHEDULE 7 – FILMING [Draft to be reviewed with Commercial Filming Policy]**

<b>Description</b>	<b>Fee</b>
Filming application fee (non-refundable)	\$300
Filming fees (per day):	
Residential Zone	\$1,000
Commercial Zone	\$500
Additional Location Fees (per day):	
Undeveloped Municipal Land	\$500
Tennis Courts, Wade Park, Trails (eg: Centennial, Pride, Marjorie Meadows)	\$750
Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade	\$1,000
Broughton Hall	\$500
Council Chambers	\$250
Fire Hall (Requires at least one member of LBFR present - Interruptions possible)	\$100/hour
LBFR Training Facility (Requires LBFR personnel on site – minimum number depends on filming activity)	\$100/hour per person
Temporary closure of road (total blockages generally no more than 10 minutes at a time)	\$80/hour (plus costs of certified traffic control company at applicant's expense)
Pyrotechnics Permit (per day)	\$500
Parking fees:	
Car	\$30/day (Completely Electric Vehicles \$0/day)
Truck (includes generator)	\$120/day (Electric Generators \$0/day)
Filming Liaison	\$80/hour (regular hours)
Public Works Services	\$80/hour per person (regular hours)
Village Manager	\$160/hour (regular hours)
Lions Bay Fire Rescue Services (LBFR)	\$500/hour
Extraordinary Services (Municipal staff call outs outside regular hours or requirement to hire contractor)	Hourly rate x 1.5 or contractor's costs x 1.25
Fire Hydrant Use (only to be operated by Municipal employees)	\$80 per hour - regular hours (7am – 3pm) \$120 per hour (3 hours minimum) outside regular hours
Damage deposit	\$10,000 (refundable)

[Amended by Bylaw No. 554]

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>2019 Preliminary Third Quarter Review</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>October 15, 2019 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the report “2019 Preliminary Third Quarter Review” be received for information purposes.

### ATTACHMENTS

1. 2019 Preliminary Third Quarter Review

### KEY INFORMATION

The attached preliminary mid-year review includes:

1. Consolidated Financial Results at September 30, 2019
2. Revenue Summary at September 30, 2019
3. Departmental Expense Summaries at September 30, 2019
4. Capital Expenditure Summary at September 30, 2019

The reports compare the preliminary results at September 30, 2019 to the 2019-2023 Five Year Financial Plan Bylaw which was adopted May 7, 2019. The purpose of this preliminary report is to review the status of capital projects and operational revenue and expenses to see how we are tracking against budget.

### FOLLOW UP ACTION

Staff will be available to respond to any questions at the October 15, 2019 Council meeting.

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**Preliminary Consolidated Financial Results**

	2019			2018
	YTD Actual	Budget	%	YTD Actual
<b>Revenues</b>				
Taxation	1,550,741	1,550,775	100.0%	1,548,306
Infrastructure Levy	144,658	144,658	100.0%	-
Utility Fees and Rates	1,138,467	1,138,127	100.0%	1,089,217
Fees, Licenses, Permits and Fines	206,142	177,723	116.0%	142,534
Grants	1,577,013	2,413,179	65.4%	851,021
Proceeds from Borrowing	380,000	380,000	100.0%	-
Net Proceeds from Land Sales	1,810,716	2,353,539	76.9%	-
Other	129,225	118,751	108.8%	119,774
	<b>6,936,963</b>	<b>8,276,752</b>	<b>83.8%</b>	<b>3,750,852</b>
<b>Expenditures</b>				
Administration	853,929	1,230,426	69.4%	747,421
Council	43,531	67,358	64.6%	41,773
EOC	16,870	53,476	31.5%	20,231
Fire Services	223,039	326,705	68.3%	275,955
Bylaw Services	32,015	38,974	82.1%	32,491
Public Works	363,846	518,257	70.2%	258,845
Planning and Development	25,755	95,973	26.8%	52,936
Parks, Recreation and Facilities	184,392	239,738	76.9%	208,947
Solid Waste	143,043	190,258	75.2%	144,257
Sewer Fund	66,099	176,063	37.5%	29,495
Water Fund	708,843	957,180	74.1%	652,954
	<b>2,661,363</b>	<b>3,894,408</b>	<b>68.3%</b>	<b>2,465,306</b>
<b>Surplus/(Deficit)</b>	<b>4,275,600</b>	<b>4,382,344</b>		
Amortization	552,464	736,618		
MFA Actuarial Gain on Debt	(20,176)	(26,901)		
<b>Cash Surplus</b>	<b>4,807,888</b>	<b>5,092,061</b>		
Repayment of Debt Principal	(76,660)	(178,273)		
Capital Expenditures	(2,000,117)	(3,170,594)		
Transfer from (to) Surplus	-	873,384		
Transfer to Gas Tax Reserve	(88,822)	(118,381)		
Transfer to Infrastructure Levy	(144,658)	(144,658)		
Transfer from (to) Reserves	(1,810,716)	(2,353,539)		
<b>Transfer (from) to Reserves</b>	<b>686,914</b>	<b>0</b>		

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**Revenue Summary**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Taxation</b>					
General Municipal Property Tax	1,489,938	1,489,972	100.0%	1,446,609	
Infrastructure Levy	144,658	144,658	100.0%	-	
Parcel Taxes	10,585	10,585	100.0%	10,585	
Grants in Lieu	50,218	50,218	100.0%	91,112	
	<b>1,695,399</b>	<b>1,695,433</b>	<b>100.0%</b>	<b>1,548,306</b>	
<b>Utility Fees and Rates</b>					
Water User Rates	879,494	879,494	100.0%	837,613	
Sewer User Rates	72,276	72,276	100.0%	68,034	
Solid Waste User Rates	186,697	186,357	100.2%	183,570	
	<b>1,138,467</b>	<b>1,138,127</b>	<b>100.0%</b>	<b>1,089,217</b>	
<b>Fees, Licenses and Permits</b>					
Building Permits	64,005	55,000	116.4%	43,480	1
Board Of Variance Application Fee	1,500	2,000	75.0%	1,000	
Secondary Suite Surcharge Fees	23,480	28,435	82.6%	26,516	
Other Permits	1,800	1,150	156.5%	1,740	
Fire Training Programs	1,200	1,200	100.0%	300	
Recreation Programs	2,527	2,600	97.2%	1,980	
Hall Rental	3,339	7,000	47.7%	5,345	
Boat Space Rentals	5,625	7,625	73.8%	7,475	
Rental Agree - BC Ambulance	18,835	25,113	75.0%	18,835	
Parking Fines	18,346	10,000	183.5%	6,753	2
Parking Passes	2,160	2,650	81.5%	3,320	
Parking Meters	45,012	19,650	229.1%	17,372	3
Dog Licences / Animal Control Fines	3,180	4,000	79.5%	3,750	
Filming Revenue	11,735	8,000	146.7%	1,650	
Tree Cutting Applications	525	500	105.0%	525	
Tax Information Charges	1,140	2,000	57.0%	1,410	
Miscellaneous	1,735	800	216.8%	584	
	<b>206,142</b>	<b>177,723</b>	<b>116.0%</b>	<b>142,534</b>	
<b>Grants</b>					
Small Community Grant	296,642	295,000	100.6%	296,118	
CWWF Grant	1,176,094	1,961,229	60.0%	512,995	
Gas Tax Funding	88,822	118,381	75.0%	29,632	
Other Grants	15,455	38,569	40.1%	12,276	4
	<b>1,577,013</b>	<b>2,413,179</b>	<b>65.4%</b>	<b>851,021</b>	
<b>Other Revenue</b>					
Proceeds from Borrowing	380,000	380,000	100.0%	-	
Land Sales	1,810,716	2,353,539	76.9%	-	5
Fire Department Callouts Highway	4,335	12,000	36.1%	1,320	6
Donations to LB Fire Department	8,561	8,000	107.0%	1,650	
Fire Fighter Day Revenue	15,127	20,000	75.6%	15,324	
Tax Penalties and Interest	20,621	23,250	88.7%	24,789	
Admin Fees - Schools Taxes	-	2,800	0.0%	-	
MFA Actuarial Interest	20,176	26,901	75.0%	-	
Bank Return on Investment	39,751	25,300	157.1%	21,750	
Donations and Contributions	7,475	-	n/a	1,000	7

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**Revenue Summary**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
Miscellaneous	11,380	500	2275.9%	2,970	
Connection Fees	1,800	-	n/a	1,200	
	<b>2,319,942</b>	<b>2,852,290</b>	<b>81.3%</b>	<b>119,774</b>	
<b>Total Revenues</b>	<b>6,936,963</b>	<b>8,276,752</b>	<b>83.8%</b>	<b>3,750,852</b>	

**Notes:**

- 1 Building permit revenue will finish the year favourable to budget due to an unanticipated increase in permit revenue from new home construction.
- 2 Parking fine revenue is tracking higher than budgeted due to an unanticipated increase in tickets issued (64%) and tickets paid (79%) over 2018.
- 3 Parking meter revenue is tracking higher than budgeted due to a rate increase of 33% (not budgeted) and more efficient meters resulting in fewer issues.
- 4 Other grants include \$15,000 for a UBCM Asset Management grant (paid upon completion of project) and \$15,619 for a Whistler Blackcomb grant for fire equipment (\$8,674 awarded, paid in September).
- 5 The 52 Brunswick Beach property was sold in February; the 35 Kelvin Grove Way property remains unsold.
- 6 Highway callout (PEP revenue) will finish the year unfavourable to budget due to a reduction in highway accident callouts.
- 7 Includes donations for Volunteer Day (\$1,250) and Lions Bay Beach Park (\$6,225).

**Village of Lions Bay  
For the year ended September 30, 2019**

**General Fund - Administration**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	339,023	452,031	75.0%	241,108	
Communications	44,308	56,250	78.8%	40,354	
Fiscal Charges	8,081	6,250	129.3%	4,173	
Insurance	29,888	38,157	78.3%	32,488	
Internal Allocations	(40,125)	(53,500)	75.0%	(40,125)	
Maintenance	4,339	7,500	57.8%	3,196	
Material, Supplies and Equipment	9,912	22,700	43.7%	9,969	
Professional Fees / Contract Services	45,236	137,800	32.8%	69,751	1
Salaries and Benefits	401,759	541,788	74.2%	373,969	
Sundry	826	3,600	22.9%	1,487	
Training / Professional Development	9,211	15,850	58.1%	9,471	
Utilities	1,471	2,000	73.5%	1,580	
	<b>853,929</b>	<b>1,230,426</b>	<b>69.4%</b>	<b>747,421</b>	

**Notes:**

1 Comprised of:

	Actual	Budget	
Legal Fees	9,645	35,000	
Contract Services - Minute Taking	1,680	1,500	
Audit Fees	30,408	37,000	interim audit in December
General Contract Services	-	4,000	
Asset Management	3,503	42,500	*
Records Management	-	17,800	**
	<b>45,236</b>	<b>137,800</b>	

\* Consultant engaged (Your City) for second phase of Asset Management Plan

\*\* Scanning of archived documents has commenced (outsourced)

**Village of Lions Bay  
For the year ended September 30, 2019**

**General Fund - Council**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Council Communication	457	250	182.7%	-	
Office Supplies	150	300	50.0%	-	
Council Chambers	39	1,100	3.5%	813	
Professional Services	1,561	2,450	63.7%	-	1
Salaries and Benefits	37,556	50,876	73.8%	32,971	
Council Funded Events	2,196	6,382	34.4%	1,512	2
Conferences and Conventions	-	4,000	0.0%	1,790	3
Association Dues / Memberships	992	500	198.4%	398	
Travel	582	1,500	38.8%	1,957	
	<b>43,531</b>	<b>67,358</b>	<b>64.6%</b>	<b>41,773</b>	

**Notes:**

- 1 Budget includes media coaching and training for Council which was completed in April.
- 2 Includes \$1,233 of expenses for Volunteer Day offset by donation revenue of \$1,250.
- 3 Budget included attendance at the 2019 UBCM Conference for Council.

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**General Fund - EOC**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	2,418	3,500	69.1%	2,742	
Search and Rescue	1,557	2,100	74.1%	446	
Emergency Support Services (ESS)	492	5,205	9.5%	12	1
Maintenance	3,525	6,800	51.8%	11,628	
Material, Supplies and Equipment	113	7,500	1.5%	-	2
Salaries and Benefits	7,933	25,871	30.7%	-	3
Training / Professional Development	-	1,000	0.0%	50	
Utilities	832	1,500	55.5%	5,353	
	<b>16,870</b>	<b>53,476</b>	<b>31.5%</b>	<b>20,231</b>	

**Notes:**

- 1 ESS submits their expenses for reimbursement as incurred throughout the year.
- 2 Budget includes \$7,500 for EOC supplies.
- 3 The part-time Deputy Emergency Program Coordinator position has been filled (July 11 start date).

**Village of Lions Bay  
For the year ended September 30, 2019**

**General Fund - Fire Department**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	40,581	53,700	75.6%	36,275	
Fiscal Charges	138	125	110.2%	86	
Interest	2,445	2,678	91.3%	-	
Insurance	15,382	15,130	101.7%	14,905	
Maintenance	24,272	50,450	48.1%	42,407	
Material, Supplies and Equipment	49,773	52,500	94.8%	76,885	
Salaries and Benefits	62,516	103,925	60.2%	83,137	1
Training / Professional Development	25,411	44,997	56.5%	19,411	
Utilities	2,522	3,200	78.8%	2,848	
	<b>223,039</b>	<b>326,705</b>	<b>68.3%</b>	<b>275,955</b>	

**Notes:**

1 Volunteer fire fighters are paid twice a year - in July and December.

**Village of Lions Bay  
For the year ended September 30, 2019**

<b>General Fund - Bylaw Services</b>
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	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	960	1,200	80.0%	903	
Material, Supplies and Equipment	3,878	3,250	119.3%	1,419	
Professional Fees / Contract Services	354	2,250	15.7%	1,158	
Salaries and Benefits	26,824	29,774	90.1%	29,010	1
Training / Professional Development	-	2,500	0.0%	-	
	<b>32,015</b>	<b>38,974</b>	<b>82.1%</b>	<b>32,491</b>	

**Notes:**

- 1 Bylaw enforcement officers work from mid-May to mid-September.

**Village of Lions Bay**  
**For the year ended September 30, 2019**

<b>General Fund - Public Works</b>					
	<b>2019</b>			<b>2018</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	6,687	10,750	62.2%	5,138	
Interest Payments	11,436	22,551	50.7%	20,130	
Insurance	22,524	23,586	95.5%	13,392	
Internal Allocations	(11,250)	(15,000)	75.0%	(11,250)	
Maintenance	129,544	195,334	66.3%	54,512	1
Material, Supplies and Equipment	36,868	44,368	83.1%	22,053	
Professional Fees / Contract Services	14,535	23,500	61.9%	25,100	2
Salaries and Benefits	144,510	200,668	72.0%	121,577	3
Training / Professional Development	3,550	5,000	71.0%	2,895	
Utilities	5,442	7,500	72.6%	5,298	
<b>Total Expenditures</b>	<b>363,846</b>	<b>518,257</b>	<b>70.2%</b>	<b>258,845</b>	

**Notes:**

- 1 Budget includes \$67.7k for two CN railway grade crossings - the work was not completed and will be re-budgeted in 2020. Expenses include \$12.3 for Sunset Parking Lot paving - a water leak necessitated re-paving the lot.
- 2 Includes consultant fees for the Oceanview drainage review - additional scope changes in the amount of \$3.3k are still to come.
- 3 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are at 74.1% of budget.

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**General Fund - Planning and Development**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	1,256	4,000	31.4%	1,991	
Professional Fees / Contract Services	2,002	48,500	4.1%	27,241	1
Salaries and Benefits	19,960	39,973	49.9%	21,404	
Sundry	1,511	1,000	151.1%	-	
Training / Professional Development	1,027	2,500	41.1%	2,301	
	<b>25,755</b>	<b>95,973</b>	<b>26.8%</b>	<b>52,936</b>	

**Notes:**

1 Comprised of:

	Actual	Budget
Building Inspection Services	568	2,500
Communication Consultant (2018 re-budget)		7,500
Planning Consultants (2018 re-budget)	1,434	25,000
Charging Station Design		5,500
Land Surveys		5,000
Land Appraisals		3,000
	<b>2,002</b>	<b>48,500</b>

**Village of Lions Bay**  
**For the year ended September 30, 2019**

**General Fund - Parks, Recreation and Facilities**

	2019			2018	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	396	650	61.0%	477	
Grants	14,067	17,662	79.6%	21,112	1
Insurance	20	500	4.0%	132	
Maintenance	41,898	47,000	89.1%	43,724	
Material, Supplies and Equipment	3,596	7,500	47.9%	7,635	
Professional Fees / Contract Services	6,225	8,100	76.9%	11,731	
Hall Programs	2,213	2,300	96.2%	1,728	
Salaries and Benefits	112,671	147,776	76.2%	119,091	2
Training / Professional Development	-	1,250	0.0%	-	
Utilities	3,306	7,000	47.2%	3,316	
	<b>184,392</b>	<b>239,738</b>	<b>76.9%</b>	<b>208,947</b>	

**Notes:**

- 1 Budget includes municipal grants for non-profit community groups.
- 2 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are at 74.1% of budget.

**Village of Lions Bay**  
**For the year ended September 30, 2019**

<b>General Fund - Solid Waste</b>					
	<b>2019</b>			<b>2018</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Revenues</b>					
Garbage User Fees	186,697	186,357	100.2%	183,570	
Secondary Suite Fees	3,806	4,690	81.2%	4,422	
Miscellaneous Revenue	348	275	126.5%	168	
	<b>190,851</b>	<b>191,322</b>	<b>99.8%</b>	<b>188,160</b>	
<b>Expenditures</b>					
Supplies and Education	1,500	2,000	75.0%	103	
Collection Contract	38,877	50,791	76.5%	37,985	
Recycle Removal Contract	38,134	52,972	72.0%	38,218	
Green Waste Contract	52,444	69,780	75.2%	55,745	
Prompt Payment Discounts	4,963	5,215	95.2%	5,082	
Internal Allocations	7,125	9,500	75.0%	7,125	
	<b>143,043</b>	<b>190,258</b>	<b>75.2%</b>	<b>144,257</b>	

**Village of Lions Bay**  
**For the year ended September 30, 2019**

<b>Sewer Fund</b>					
	<b>2019</b>			<b>2018</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	15,721	20,961	75.0%	10,805	
Communications	-	700	0.0%	-	
Insurance	3,498	3,498	100.0%	2,470	
Maintenance	18,140	44,500	40.8%	98	1
Material, Supplies and Equipment	-	6,100	0.0%	-	2
Professional Fees / Contract Services	7,449	75,000	9.9%	1,763	3
Salaries and Benefits	15,663	13,979	112.0%	7,788	4
Sundry	1,528	2,125	71.9%	1,481	
Training / Professional Development	183	2,700	6.8%	287	
Utilities	917	2,500	36.7%	1,804	
Internal Allocations	3,000	4,000	75.0%	3,000	
	<b>66,099</b>	<b>176,063</b>	<b>37.5%</b>	<b>29,495</b>	

**Notes:**

- 1 Budget includes \$25k for a pump out of the WWTP which will be completed by the end of October.
- 2 Staff have deferred equipment purchases pending replacement of the KG WWTP (microscope, confined space rescue winch, outfall signage).
- 3 Engineering consultant has negotiated a like-for-like replacement negating the need for the full blown study that was budgeted.
- 4 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are at 74.1% of budget. Staff have spent more time on sewer than budgeted due to the issues with the WWTP.

**Village of Lions Bay  
For the year ended September 30, 2019**

<b>Water Fund</b>					
	<b>2019</b>			<b>2018</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	197,720	263,626	75.0%	121,340	
Communications	1,934	2,900	66.7%	2,082	
Interest Payments	37,036	57,336	64.6%	44,650	
Emergency Repairs	-	-	n/a	89,470	
Insurance	26,649	26,649	100.0%	26,446	
Maintenance	32,342	45,500	71.1%	36,917	
Material, Supplies and Equipment	32,473	46,000	70.6%	17,456	
Professional Fees / Contract Services	47,158	64,063	73.6%	35,483	1
Salaries and Benefits	264,249	362,376	72.9%	210,474	2
Sundry	15,319	17,500	87.5%	15,457	
Training / Professional Development	3,135	3,480	90.1%	2,964	
Utilities	9,578	12,750	75.1%	8,968	
Internal Allocations	41,250	55,000	75.0%	41,250	
	<b>708,843</b>	<b>957,180</b>	<b>74.1%</b>	<b>652,954</b>	

**Notes:**

1 Comprised of:

	Actual	Budget
Bayview Road Watermain Design	4,355	4,463
Rock Slope Remediation	22,448	30,000
Water Testing	11,880	10,000
Confined Space Review	7,497	7,600
General Contract Services	978	10,000
UBC Hydrology Study Contribution	-	2,000
	47,158	64,063

2 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are at 74.1% of budget.

**Village of Lions Bay  
2019 Capital Expense Summary  
as at September 30, 2019**

<b>2019 Capital Expenditures</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Status / Notes</b>
Harvey Reservoir Tank (CWWF Grant)	\$1,416,981	\$2,362,926	Ongoing - construction and project management 80% complete. Construction completion by end of October.
Magnesia Infiltration Gallery	\$46,221	\$50,000	Complete - the NBCF grant funded infiltration gallery was removed in 2018. The grant portion of the costs has been repaid to the province.
Pipe Locator (EM Scope)	\$5,867	\$7,500	Complete.
Upgrade of WWTP Media Discs	\$0	\$80,000	Due to the pending replacement of the Kelvin Grove WWTP, this project is no longer required. The budget will be applied to the replacement of the KG WWTP.
SCADA Connection to PW Yard (WWTP)	\$0	\$15,000	SCADA connectivity will be included in the tender process for the new WWTP. The budget will be applied to the replacement of KG WWTP.
Kelvin Grove Stairs to Beach	\$0	\$25,000	Staff recommend issuing a design build RFP in 2020 - to be discussed during the 2020 budget process - funds to come from Land Reserve Fund.
Emergency Generator - Village Office / Hall	\$0	\$30,000	Project timeline dependent upon external agency and may not be completed by yearend. Project to be re-budgeted in 2020 if necessary.
CN Parking Lot at LBBP	\$39,352	\$29,200	Complete - topographic conditions required additional road base material be applied to ensure proper drainage.
Community Signage	\$8,242	\$9,332	Ongoing - select signage purchased and installed. Waiting for vendor to complete community complex wayfinding signage.
Wheelchair Accessibility to Council Chambers	\$13,237	\$9,000	Complete - topographic conditions required additional road base material be applied to ensure proper drainage.

**Village of Lions Bay  
2019 Capital Expense Summary  
as at September 30, 2019**

<b>2019 Capital Expenditures</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Status / Notes</b>
Windows - Village Office / Council Chambers	\$14,320	\$15,000	Complete.
Computer Server/Desktop Computers for Office	\$18,559	\$21,267	Ongoing - one desktop still to be purchased.
Laptop/Desktop for Public Works	\$3,431	\$3,450	Complete.
Memorial Cairn	\$1,987	\$3,000	Ongoing - memorial cairn and foundation slab completed. Landscaping, preparatory work, and installation of foundation and cairn targeted for November 11.
PW Trucks (5)	\$391,170	\$385,000	Complete.
Backhoe Skeleton Bucket	\$0	\$4,500	Will not be purchased in 2019. Budget to be applied to the Mini Excavator repairs (below).
Refurbish Stick for Mini Excavator	\$13,042	\$10,000	Ongoing - extensive corrosion of stick/boom requires complete replacement. Staff have purchased parts and will complete repairs internally to help reduce costs.
Public Works Steel Road Plate	\$8,182	\$7,400	Complete.
Burn Building	\$6,860	\$44,000	Ongoing - anticipate completion by yearend.
Fire Equipment (various)	\$3,991	\$33,400	Ongoing.
Fire - Thermal Camera (\$7k funded by Lions Club donation)	\$0	\$10,000	Ongoing.

**Village of Lions Bay  
2019 Capital Expense Summary  
as at September 30, 2019**

<b>2019 Capital Expenditures</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Status / Notes</b>
Fire - Radio Headsets / Pagers (100% grant funded)	\$8,675	\$15,619	Complete - Whistler Blackcomb grant awarded for radio headsets only in the amount of \$8,675.
	<b>\$2,000,117</b>	<b>\$3,170,594</b>	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Accounts Payable Cheque Listing</b>		
<b>Author</b>	<b>Hayley Cook</b>	<b>Reviewed By:</b>	<b>Pamela Rooke</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>October 15, 2019 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the report “Accounts Payable Cheque Listing” be received for information purposes.

### ATTACHMENTS

1. Accounts Payable Cheque Listing April 1<sup>st</sup>, 2019 – September 30<sup>th</sup>, 2019

### KEY INFORMATION

The attached Accounts Payable Cheque Listing summarizes all cheque and electronic payments for the period April 1<sup>st</sup>, 2019 – September 30<sup>th</sup>, 2019. The listing does not include payments made through payroll.

### FOLLOW UP ACTION

Staff will prepare the Accounts Payable Cheque Listing for Council’s review every quarter.

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Village of Lions Bay  
AP Cheque Listing  
2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026424	1/4/2019	Canadian National Railway	190401	CN lot work permit	892.50	892.50	
190331-2mon	1/4/2019	Moneris Solutions	190331-2	Transaction fees	101.02	101.02	
190401rfs	1/4/2019	RFS Canada/ GE	190401	Copier leases	428.96	428.96	
2019AprPBC	1/4/2019	Pacific Blue Cross	2019Apr	Benefits - April	2,743.81	2,743.81	
2019Marchmon	1/4/2019	Moneris Solutions	2019March	Monthly fees - March	47.95	47.95	
190331-2mfa	4/4/2019	Municipal Finance Authority	190331-2	Truck Loan	6,785.76	6,785.76	
190331mfa	4/4/2019	Municipal Finance Authority	190331	Equipment Loan	2,531.39	2,531.39	
190315visa	5/4/2019	Visa ScotiaBank	190315	March VISA payment	1,632.63	1,632.63	
001311	9/4/2019	Bower, Austin	09042019AB	Training Meals - Liquor	62.55	62.55	
026425	10/4/2019	ALS Canada Ltd	E1777426 E1778307	Metals testing - water Sewer Testing	4,131.75 14.44	4,146.19	
026426	10/4/2019	Alta Lake Electric Ltd.	10030	WTP transformer maint.	236.25	236.25	
026427	10/4/2019	Acuren Group Inc.	IN-19036370	Bucket Truck inspection	656.25	656.25	
026428	10/4/2019	BC Hydro	101011197353	Bus shelter hydro	18.35	18.35	
026429	10/4/2019	Bower, Austin	190401 190409	Welder Rental Reimburse - meals, cleaning supplies	75.81 67.88	143.69	
026430	10/4/2019	BluMetric Environmental Inc.	BM19885	STP gears, chains and sprockets	12,460.28	12,460.28	
026431	10/4/2019	Blackmore, Andrew	190409	Reimburse - chainsaw supplies	391.72	391.72	
026432	10/4/2019	CN Railway Properties	9500197049 91448018 91448020 91448019	CN Lot - rent KG Crossing Maint. BB Crossing Maint. LB Ave Crossing Maint.	2,625.00 2,400.00 2,400.00 2,400.00	9,825.00	
026433	10/4/2019	CUPE - Local 389	2019March	Union Dues - March	1,477.32	1,477.32	
026434	10/4/2019	ClearTech Industries Ltd	182519 781385	Container return Chlorine & deposit	(378.00) 1,531.32	1,153.32	
026435	10/4/2019	Cam Sherk	190328	Witness of transfer form - 52 BB	75.00	75.00	
026436	10/4/2019	Dick's Lumber & Building Supplies Ltd	6874665-00	Caulking - burn building	244.87	244.87	
026437	10/4/2019	Dominion Blue Digital Reprographics	1985547	House plan copies	130.33	130.33	
026438	10/4/2019	Dams Ford Lincoln Sales Ltd.	10463	F 150 - truck #1	52,317.66	52,317.66	
026439	10/4/2019	AECOM Canada Ltd	38310163	Water Tank - construction Mgt.	7,959.53	7,959.53	
026462	10/4/2019	Waste Control Services Inc.	352577	Waste removal	14,712.96	14,712.96	
026461	10/4/2019	Wesclean	4405840	Doggie Bags	992.08	992.08	
026460	10/4/2019	Triton Automotive	801-559242 801-563231 801-564630	Inspection book Engine oil, pry bars Demurrage	25.90 130.60 69.50	226.00	
026459	10/4/2019	Telus Mobility	190321	Cell phones	580.16	580.16	
026458	10/4/2019	Telus Communications	190312 190328	Pit internet Phone, fax lines	67.20 876.80	944.00	
026457	10/4/2019	Telus Services Inc	2012413	Dispatch internet	308.00	308.00	
026456	10/4/2019	Shaw Cablesystems G.P.	190309	Internet	143.31	143.31	
026455	10/4/2019	Shred-it	8100692514	Shredding	108.80	108.80	
026454	10/4/2019	Sea to Sky Network Solutions	14536	IT Support	1,444.24	1,444.24	
026453	10/4/2019	Sea to Sky Courier & Freight	138258	Courier - huose plans, legal docs	48.71	48.71	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026452	10/4/2019	Rona - USE for all Rona invoices xcept	61450-11765981	Fan brush - facilities	40.03	40.03	
026451	10/4/2019	Nutech Facility Services Ltd.	5552	Janitorial contract	992.97	992.97	
026450	10/4/2019	MVRD - Greater Vancouver	23004522	Transfer station contribution	1,500.00	1,500.00	
026449	10/4/2019	Mosaic Writing Group	2019-039	Minutes - Apr 2 meeting	693.00	693.00	
026448	10/4/2019	Minister of Finance - BC Mail Plus	94320785	Courier - water parts	70.41	70.41	
026447	10/4/2019	Medical Services Plan	2019Apr	MSP - April	637.50	637.50	
026446	10/4/2019	Lehigh Materials	6225269 6225270 6226179 6227566	Roadbase - stock Roadbase - Sunset Roadbase - Sunset Lot Roadbase - Sunset Lot	493.76 498.62 493.14 483.21	1,968.73	
026445	10/4/2019	Kerr Wood Leidal	80217	SCADA data	63.00	63.00	
026444	10/4/2019	Industra Construction Corp.	5815129-1	Harvey Tank - contruction progress 1	131,042.49	131,042.49	
026443	10/4/2019	Gartner, Ava	190401	Reimburse - medical supplies	38.00	38.00	
026442	10/4/2019	Germerscheid, Barret	190401	Office supplies - files & folders	90.23	90.23	
026441	10/4/2019	Gibson Waterworks Supply	147581	Hose flushing - WTP	868.83	868.83	
026440	10/4/2019	Fine-Line Auto Graphics & Signs Inc.	16140	Truck decals	828.80	828.80	
2019PP7MPP	12/4/2019	Municipal Pension Plan	2019PP7	Pension PP7	6,492.67	6,492.67	
2019PP5Rev	15/04/19	Revenue Canada	2019PP5	Payroll deductions PP5	14,777.84	14,777.84	
2019PP6Rev	15/04/19	Revenue Canada	2019PP6	Payroll deductions PP6	13,253.08	13,253.08	
2019PP7rev	15/04/19	Revenue Canada	2019PP7	Payroll deductions PP7	14,360.03	14,360.03	
11501090440	19/04/19	BC Hydro	11501090440	Yard hydro	1,844.35	1,844.35	
20191stQtrwcb	20/04/19	Workers Compensation Board	20191stQtr	WCB Remittance - 1st Qtr	8,137.02	8,137.02	
115010990439	23/04/19	BC Hydro	115010990439	WTP - Harvey Hydro	1,523.50	1,523.50	
116010964327	23/04/19	BC Hydro	116010964327	STP Hydro	222.45	222.45	
116010964328	23/04/19	BC Hydro	116010964328	Pit hydro	121.38	121.38	
026463	24/04/19	BC Hydro	110011086937 110011086936	Street Lights Street Lights	160.46 382.26	542.72	
026464	24/04/19	Bell	190401	Pit Satellite	117.71	117.71	
026465	24/04/19	Bell Mobility Inc.	190413	Fire truck data	49.28	49.28	
026466	24/04/19	Broughton and Broughton Inc.	1733	Training meals, milk	135.70	135.70	
026467	24/04/19	Cobra Electric	78760	Street Light repairs	829.04	829.04	
026468	24/04/19	Custom Air Conditioning Ltd.	273566	Furnace Maintenance	616.88	616.88	
026469	24/04/19	Cameron, Adrian	190417	Reimburse - training meals	106.17	106.17	
026470	24/04/19	Cunliffe, Jaime	190415	Reimburse - Volunteer Day expenses	377.09	377.09	
026471	24/04/19	Dominion Blue Digital Reprographics	1986476	House plan copies	10.65	10.65	
026472	24/04/19	Dutheil, Justin	190409	Diving services - beach park	400.00	400.00	
026473	24/04/19	AECOM Canada Ltd	3810163	Water Tank contruction engineering	7,959.53	7,959.53	
026474	24/04/19	Fine-Line Auto Graphics & Signs Inc.	16152	Truck decals	442.40	442.40	
026475	24/04/19	ISL Engineering and Land Services Ltd.	B007957	Oceanview Rd Drainage review	1,003.33	1,003.33	
026476	24/04/19	Justice Institute of BC	7216	Hazmat response course	1,148.12	1,148.12	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026477	24/04/19	Metro Vancouver	190412	Loan # 104 repayment	23,925.00	23,925.00	
026478	24/04/19	Minister of Finance-Product Distribution	94326299 94326298	Medical supplies Medical supplies	5.96 11.88	17.84	
026479	24/04/19	McLaughlin, Ron	190415	Reimburse - Volunteer Day supplies	181.58	181.58	
026480	24/04/19	North Shore Pest Detective Ltd	101112	Pest control - Yard	99.75	99.75	
026481	24/04/19	Ooma Inc.	358	Office phones	398.65	398.65	
026482	24/04/19	RONA - BH Allen Building Centre	17001	Garden, paint supplies	74.22	74.22	
026483	24/04/19	Ramtech Environmental Products	2541-D143 2659-D262	Sensor Calibration - Mag WTP Sensor calibration - Mag WTP	840.00 889.77	1,729.77	
026484	24/04/19	Staples - Desjardins Credit Card	5503308981-0-1 5503382375-0-1 5503382375-0-2 5503382375-0-3	Envelopes, tape, paper Paper, Coffee, stapler Presentation pointer FD office supplies	187.13 209.31 59.35 38.40	494.19	
026485	24/04/19	Sherwin Williams	8750-8	Paint - office	126.30	126.30	
026486	24/04/19	Taylor, Wes	190415	Reimburse - Volunteer day supplies	528.12	528.12	
026487	24/04/19	Upaup Studios	3187	Website maint.	262.50	262.50	
026488	24/04/19	Wreglesworth, Jonathan	190417	Reimburse - Meals, batteries, exhaust	213.67	213.67	
026489	24/04/19	Zone West Enterprises Ltd	59135	Embroidered crests	350.85	350.85	
2019PP8mpp	26/04/19	Municipal Pension Plan	2019PP8	Pension PP8	6,485.64	6,485.64	
026490	29/04/19	DeJong, Peter	190425	Reimburse - MIA conference expenses	653.65	653.65	
190430moneris	30/04/19	Moneris Solutions	190430	Transaction Fees	158.54	158.54	
001312	1/5/2019	Turner, Cole	01052019CT	Training Meals - Liquor	64.21	64.21	
190501rfs	1/5/2019	RFS Canada/ GE	190501	Copier Leases	428.96	428.96	
2019Aprilmoneri	1/5/2019	Moneris Solutions	2019April	Monthly fees	47.95	47.95	
2019Maypbc	1/5/2019	Pacific Blue Cross	2019May	Extended Benefits	2,743.81	2,743.81	
190430-1mfa	2/5/2019	Municipal Finance Authority	190430-1	Equipment Loan	2,531.39	2,531.39	
190430-2	2/5/2019	Municipal Finance Authority	190430-2	Trucks loan	6,785.76	6,785.76	
001313	3/5/2019	Croft, Joshua	03052019JC	Training Meals - Liquor	70.49	70.49	
026491	3/5/2019	ALS Canada Ltd	E1786685	Sewer testing	51.19	51.19	
026492	3/5/2019	Alta Lake Electric Ltd.	10139	Transormer test - WTP	157.50	157.50	
026493	3/5/2019	BC Hydro	106011179659 109011166346 109011166347	Bus shelter hydro Street Lights Street Lights	17.49 385.40 157.94	560.83	
026494	3/5/2019	Carleton Rescue Equipment	S14256	Patient immobilizer	1,701.34	1,701.34	
026495	3/5/2019	ICONIX Waterworks LP	10916036671	Water fittings - Harvey WTP	296.14	296.14	
026496	3/5/2019	CUPE - Local 389	2019Apr	Union dues	473.23	473.23	
026497	3/5/2019	ClearTech Industries Ltd	787373	Chlorine	2,296.98	2,296.98	
026498	3/5/2019	CP Automation Ltd.	2011-01-127	SCADA Maintenance	603.75	603.75	
026499	3/5/2019	Clayton, Jacquie	190105	Reimburse - ESS supplies	29.05	29.05	
026500	3/5/2019	Cunliffe, Jaime	190426	Water taxi - HSCF	40.00	40.00	
026501	3/5/2019	Dams Ford Lincoln Sales Ltd.	190426	F550 - Truck #4	103,498.08	103,498.08	
026502	3/5/2019	Hazmasters Inc.	6231856 6231819	Eyewash station supplies Safety Supplies	355.69 277.60	633.29	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026503	3/5/2019	Industra Construction Corp.	5815129-2	CWWF - Tank construction	88,229.74	88,229.74	
026504	3/5/2019	Justice Institute of BC	20054411	Live Fire training	1,575.00	1,575.00	
026505	3/5/2019	Kerr Wood Leidal	80660	SCADA data	63.00	63.00	
026506	3/5/2019	Local Government Management Association	E-1633 190423-2	LGMA conference LGMA - approving officer course	745.50 320.25	1,065.75	
026507	3/5/2019	Lions Bay Events Committee	190502	Canada Day Grant	650.00	650.00	
026508	3/5/2019	Lidstone & Company	22848 22849	Legal Fees - 52 BB Legal Fees - Sundry	3,875.01 76.16	3,951.17	
026509	3/5/2019	Minister of Finance-Product Distribution	94326297	Medical Supplies	400.88	400.88	
026510	3/5/2019	Medical Services Plan	2019May	MSP - May	637.50	637.50	
026511	3/5/2019	Mequipco.Ltd.	52849	Water testing equipment	3,065.72	3,065.72	
026512	3/5/2019	North Shore Pest Detective Ltd	101694	Pest control - office	157.50	157.50	
026513	3/5/2019	Nutech Facility Services Ltd.	5639	Janitorial contract	992.97	992.97	
026514	3/5/2019	Payless Auto Towing Ltd	483611 483610	Scrap car for fire training Scrap car - fire training	157.50 157.50	315.00	
026515	3/5/2019	Rona - USE for all Rona invoices xcept	61450-11806641 61450-11824581	LBBP fertilizers Pop up tent - events	71.22 338.36	409.58	
026516	3/5/2019	Sea to Sky Courier & Freight	138771	House plan copies	34.07	34.07	
026517	3/5/2019	Supersave Fuels	89425 89424	Fleet diesel Fleet Gas	3,728.19 1,703.38	5,431.57	
026518	3/5/2019	Shred-it	8100717252	Shredding	109.74	109.74	
026519	3/5/2019	Sherine Industries Ltd	INV.19117	Trail signage	113.64	113.64	
026520	3/5/2019	Shaw Cablesystems G.P.	190409	Office internet	143.31	143.31	
026521	3/5/2019	Telus Communications	190401 190412	Chlorinator alarm Pit internet	80.00 68.54	148.54	
026522	3/5/2019	Telus Mobility	190421	Cell Phones	585.98	585.98	
026523	3/5/2019	Turner, Cole	190501	Reimburse - training meals	321.22	321.22	
026524	3/5/2019	Urrutia, Alberto	190429	Reimburse - safety supplies	74.46	74.46	
026525	3/5/2019	Uline Canada Corporation	5364632	Safety/ park supplies	2,319.67	2,319.67	
026526	3/5/2019	Vancouver Coastal Health Authority	CG202000270	Water use permits	400.00	400.00	
026527	3/5/2019	Young, Janet	9026-01	Recruitment	771.75	771.75	
026528	3/5/2019	Zeemac Vehicle Lease Ltd	363072 363073 363286 363290 363285 363289 364131	Vehicle lease Vehicle lease Lease credit Vehicle Lease credit Lease vehicle repairs Vehicle repair Vehicle repair credit	1,304.80 991.20 (991.20) (1,304.80) 9,117.77 3,551.37 (536.82)	12,132.32	
190415visa	5/5/2019	Visa ScotiaBank	190415	Apr VISA payment	3,139.34	3,139.34	
026529	7/5/2019	Century Sign Systems Ltd.	Quote38260	Parking decals - deposit	1,008.00	1,008.00	
190513pitney	7/5/2019	PitneyWorks	190513	Postage refill	787.50	787.50	
2019PP9MPP	10/5/2019	Municipal Pension Plan	2019PP9	Pension PP9	6,493.49	6,493.49	
026530	13/05/19	McCallum, Kyle	190508	Reimburse - mileage	196.20	196.20	
026531	13/05/19	Newsom, Donna	190508	Reimburse - mileage	33.92	33.92	

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026532	13/05/19	Van Vuuren, HJJ	190509	Retro Home owner grant	845.00	845.00	
026533	13/05/19	Young, Aidan	190508	Reimburse - mileage	244.00	244.00	
2019PP8rev	15/05/19	Revenue Canada	2019PP8	Payroll deductions PP8	13,185.88	13,185.88	
2019PP9rev	15/05/19	Revenue Canada	2019PP9	Payroll deductions PP9	14,298.92	14,298.92	
026534	16/05/19	John Dudley	2019Grant	2019 Municipal Grant	1,250.00	1,250.00	
026535	16/05/19	Lions Bay Historical Society	2019Grant	2019 Municipal Grant	952.00	952.00	
026536	16/05/19	Lions Bay Events Committee	2019Grant	2019 Municipal Grant	3,480.00	3,480.00	
026537	16/05/19	Lions Bay Arts Council	2019Grant	2019 Municipal Grant	2,400.00	2,400.00	
026538	16/05/19	The Lions Bay Seniors Social Circle	2019Grant	2019 Municipal Grant	2,800.00	2,800.00	
001314	21/05/19	Mriso, Filip	05212019FM	Training Meals - Liquor	65.41	65.41	
001315	21/05/19	Gartner, Ava	21052019AG	Training Meals - Liquor	92.08	92.08	
103011271891	21/05/19	BC Hydro	103011271891	WTP - Mag hydro	589.00	589.00	
101011329206	22/05/19	BC Hydro	101011329206	Community complex hydro	236.32	236.32	
101011329207	22/05/19	BC Hydro	101011329207	Office hydro	320.24	320.24	
103011271892	22/05/19	BC Hydro	103011271892	Pump hydro	199.56	199.56	
103011271893	22/05/19	BC Hydro	103011271893	Klatt hydro	1,101.22	1,101.22	
103011271894	22/05/19	BC Hydro	103011271894	LBBP hydro	40.90	40.90	
001316	24/05/19	Curleigh, Sam	24052019SC	Training Meals - Liquor	50.10	50.10	
001317	24/05/19	Blackmore, Andrew	24052019AB	Training Meals - Liquor	35.47	35.47	
001318	24/05/19	May, Kurt	24052019KM	Training Meals - Liquor	61.76	61.76	
001319	24/05/19	Phillips, Luke	24052019LP	Training Meals - Liquor	80.93	80.93	
026539	24/05/19	ALS Canada Ltd	E1798637	Water testing - Oceanview Tank	454.39	454.39	
026540	24/05/19	Arrow Equipment Ltd	93093	Power tool maint.	2,861.17	2,861.17	
026541	24/05/19	Associated Fire Safety Equipment	21939	FD Licence plates	636.30	636.30	
026542	24/05/19	Bell	190501	Pit Satellite	114.19	114.19	
026543	24/05/19	Bell Mobility Inc.	190513	Fire truck data	49.29	49.29	
026544	24/05/19	Blackmore, Andrew	190524	Reimburse - meals, water, propane	259.85	259.85	
026545	24/05/19	Carleton Rescue Equipment	S15977 S14430	Rope - FD Harness Repairs	111.66 1,839.11	1,950.77	
026546	24/05/19	ICONIX Waterworks LP	10916043593	Drainage pipes - CN Lot	249.93	249.93	
026547	24/05/19	Cook, Hayley	190517	Reimburse - mileage and bylaw supplies	160.55	160.55	
026548	24/05/19	Dick's Lumber & Building Supplies Ltd	6893333-00	Wood - burn building	26.57	26.57	
026549	24/05/19	Dominion Blue Digital Reprographics	1989237	House plan copies	21.28	21.28	
026550	24/05/19	DS Tactical	I-55473	FD Boots	415.50	415.50	
026551	24/05/19	Dalton Trucking Ltd.	162635 162636	Asphalt - CN lot Road Base - CN lot	1,677.38 493.50	2,170.88	
026552	24/05/19	AECOM Canada Ltd	38311782	Water tank - geotech/ construction mgt	48,253.70	48,253.70	
026553	24/05/19	Fine-Line Auto Graphics & Signs Inc.	16244	Truck decals	414.40	414.40	
026554	24/05/19	Good Impressions Printing Limited	15518	Envelopes - property taxes	517.22	517.22	
026555	24/05/19	Gartner, Ava	190521	Reimburse - Meals	114.14	114.14	

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026556	24/05/19	Hazmasters Inc.	6236625 6239995	Winch, Harness check Harness repairs and tripod maint.	432.39 309.04	741.43	
026557	24/05/19	ISL Engineering and Land Services Ltd.	B008064	Oceanview Rd drainage	3,141.81	3,141.81	
026558	24/05/19	Justice Institute of BC	7340	Hazmat training - FD	1,148.12	1,148.12	
026559	24/05/19	Lordco Parts Ltd	87654 89731	Mower parts Bucket truck repairs	244.68 46.74	291.42	
026560	24/05/19	McRae's Environmental Services Ltd	404931	LBBP washroom pump out	1,635.90	1,635.90	
026561	24/05/19	Minister of Forests	190502	Water Permits	189.00	189.00	
026562	24/05/19	Minister of Finance - BC Mail Plus	94340603	Courier	42.46	42.46	
026563	24/05/19	Mickelson Consulting Inc.	2019-34-001	Communication training	1,635.50	1,635.50	
026564	24/05/19	May, Kurt	190524	Reimburse - meals	130.91	130.91	
026565	24/05/19	Ming, Psung Ho		Refund		28.00	yes
026566	24/05/19	North Shore Pest Detective Ltd	101113 102059	Pest control - Klatt Pest control - Yard	89.25 99.75	189.00	
026567	24/05/19	Ooma Inc.	528	Phone lines - office	398.65	398.65	
026568	24/05/19	Phillips, Luke	190524	Reimburse - screws -burn building,meals	73.18	73.18	
026569	24/05/19	RONA - BH Allen Building Centre	17786 18015	Batteries & aqua plug Hasp hinges - WTP	54.40 116.62	171.02	
026570	24/05/19	Ramtech Environmental Products	2730-D324	AV Lamps - reactors	2,969.30	2,969.30	
026571	24/05/19	Roto-Rooter	194044	LBBP washroom maint.	712.37	712.37	
026572	24/05/19	Rooke, Pamela	190523	Reimburse - IT supplies, PW week	274.72	274.72	
026573	24/05/19	Ratushny, Greydon	1907	EMR course - FD	500.50	500.50	
026574	24/05/19	Sea to Sky Courier & Freight	139388 139965	Courier - house plans Courier - house plans	14.64 19.43	34.07	
026575	24/05/19	Staples - Desjardins Credit Card	5503427961 5503442104 5503442104-0-2	Receipts, clips, paper towel Whiteboards, pouches Label maker - water testing	58.29 272.13 415.79	746.21	
026576	24/05/19	Sea to Sky Network Solutions	14696	IT Support	1,444.24	1,444.24	
026577	24/05/19	Sea to Sky Invasive Species Council	2019Grant	2019 Grant	1,500.00	1,500.00	
026578	24/05/19	Sherine Industries Ltd	19360	Community signage	2,250.88	2,250.88	
026579	24/05/19	Superior Stone Slinger Service	25336 254541	Turf - LBBP Sand - LBBP	696.15 927.35	1,623.50	
026580	24/05/19	Telus Services Inc	2023579	Dispatch internet	308.00	308.00	
026581	24/05/19	Telus Communications	190428 190501 190512	phones, internet Water alarm Pit internet	859.77 80.00 67.20	1,006.97	
026582	24/05/19	Triton Automotive	801-565116 801-565751 801-569943 801-573400	Water flushing parts Radiator - bucket truck Tape, paint - bucket truck Demurrage	16.33 380.80 18.49 69.50	485.12	
026583	24/05/19	Upanup Studios	3249	Webiste hosting and Maint.	262.50	262.50	
026584	24/05/19	Waste Control Services Inc.	354539	Waste removal	14,712.96	14,712.96	
2019PP10mpp	24/05/19	Municipal Pension Plan	2019PP10	Pension PP10	6,444.78	6,444.78	
026585	27/05/19	Curleigh, Sam	190524 SC	Training Meals	292.37	292.37	
2019Maymoneris	31/05/19	Moneris Solutions	2019May	Transaction fees	14.50	14.50	

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
190531moneris	1/6/2019	Moneris Solutions	190531	Monthly fees	47.95	47.95	
190601rfs	1/6/2019	RFS Canada/ GE	190601	Copier leases	428.96	428.96	
2019Junpbc	1/6/2019	Pacific Blue Cross	2019Jun	Benefits June	2,743.81	2,743.81	
190531-1mfa	2/6/2019	Municipal Finance Authority	190531-1	Truck Loan	6,785.76	6,785.76	
190531-2mfa	2/6/2019	Municipal Finance Authority	190531-2	Backhoe Loan	2,531.39	2,531.39	
026586	4/6/2019	A-1 Window Mfg. Ltd.	68463	Municipal complex windows	7,518.00	7,518.00	
026587	4/6/2019	Century Sign Systems Ltd.	25160	Parking decals	1,008.00	1,008.00	
026588	4/6/2019	Cosgrave, Tanya	190531	Music Together	1,008.00	1,008.00	
026589	4/6/2019	IMAP Multimedia Inc.	190524	DD Return BP#19-02	1,500.00	1,500.00	
026590	4/6/2019	Justice Institute of BC	20053719 6657 6656	Fire courses Fire training Fire training	472.50 39.59 214.72	726.81	
026591	4/6/2019	Ming, Psung Ho	190521	Parking ticket refund	28.00	28.00	
150356 - redo	4/6/2019	Precise ParkLink Inc.	150356 - redo	Chargeback	76.00	76.00	
153673-redo	4/6/2019	Precise ParkLink Inc.	153673-redo	Paper credit	(96.32)	(96.32)	
159141precise	4/6/2019	Precise ParkLink Inc.	159141	KG Meter	276.34	276.34	
159780precise	4/6/2019	Precise ParkLink Inc.	159780	LBBP Meter	276.34	276.34	
159814precise	4/6/2019	Precise ParkLink Inc.	159814	Sunset Meter	276.34	276.34	
159966precise	4/6/2019	Precise ParkLink Inc.	159966	Ticket Paper	96.32	96.32	
159968Precise	4/6/2019	Precise ParkLink Inc.	159968	Ticket Paper	96.32	96.32	
160155precise	4/6/2019	Precise ParkLink Inc.	160155	Ticket Paper	96.32	96.32	
160172precise	4/6/2019	Precise ParkLink Inc.	160172	Meter set up fee	624.75	624.75	
160510precise	4/6/2019	Precise ParkLink Inc.	160510	Credit	(402.81)	(402.81)	
190515visa	5/6/2019	Visa ScotiaBank	190515	May VISA	1,808.25	1,808.25	
190530pitney	5/6/2019	PitneyWorks	190530	Postage	530.90	530.90	
2019PP11mpp	7/6/2019	Municipal Pension Plan	2019PP11	Pension PP 11	6,503.07	6,503.07	
2019Part1REV	13/06/19	Revenue Services of British Columbia	2019Part1	Employer Health Tax 1st installment	4,619.12	4,619.12	
2019PP10rev	14/06/19	Revenue Canada	2019PP10	Payroll deductions PP10	13,594.50	13,594.50	
2019PP11rev	14/06/19	Revenue Canada	2019PP11	Payroll deductions PP11	15,047.56	15,047.56	
026592	17/06/19	Maritime Safety Equipment	43879	Portable Fire Pump	12,913.60	12,913.60	
104011337550	18/06/19	BC Hydro	104011337550	STP hydro	249.23	249.23	
104011337551	18/06/19	BC Hydro	104011337551	Pit hydro	111.35	111.35	
118010999909	18/06/19	BC Hydro	118010999909	WTP - Harvey hydro	1,237.41	1,237.41	
118010999910	18/06/19	BC Hydro	118010999910	Yard hydro	723.66	723.66	
026593	20/06/19	Arrow Equipment Ltd	93250	Hedge shears	89.55	89.55	
026594	20/06/19	Associated Fire Safety Equipment	22258	Name Tags - FD	256.20	256.20	
026595	20/06/19	BC Hydro	101011328810 108011246682 108011246681	Bus shelter hydro Street Lights Street lights	18.83 162.87 403.22	584.92	
026596	20/06/19	Bulls-Eye Speciality Ads Inc.	J61909	FD Tees, shirts	1,175.89	1,175.89	

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026597	20/06/19	BC Municipal Safety Association	190352	Transportation of dangerous goods course	630.00	630.00	
026598	20/06/19	Bell Mobility Inc.	190613	Data - Fire trucks	49.73	49.73	
026599	20/06/19	BCT Fencing Ltd.	381313	Fence - CN lot	10,998.83	10,998.83	
026600	20/06/19	Bortolo & Sons Paving Co. Ltd.	2607	CN Lot, Sunset Lot & general paving	54,699.80	54,699.80	
026601	20/06/19	CivicInfo BC	20190518	Job postings	446.25	446.25	
026602	20/06/19	ICONIX Waterworks LP	10916055014 10916060415	Water service parts Water maint. Parts	1,892.26 90.68	1,982.94	
026603	20/06/19	Crystalview Pool & Spa	229347	Chlorine	50.39	50.39	
026604	20/06/19	CUPE - Local 389	2019May	Union Dues	964.00	964.00	
026605	20/06/19	Cook, Hayley	190531	Phone case - bylaw phone	44.79	44.79	
026606	20/06/19	CP Automation Ltd.	2011-01-128	SCADA server - Harvey tank	5,227.96	5,227.96	
026607	20/06/19	Cobra Electric	79215	Street light repairs	3,671.58	3,671.58	
026608	20/06/19	Canadian Septic Inc.	1411	Septic Maint.	525.00	525.00	
026609	20/06/19	Dick's Lumber & Building Supplies Ltd	6901626-00	Building supplies - burn building	16.14	16.14	
026610	20/06/19	DNA Fire Doctors Inc	3223	Fire alarm system inspections	1,040.03	1,040.03	
026611	20/06/19	DeJong, Peter	190603	Reimburse - mileage, meals	489.80	489.80	
026612	20/06/19	E-COMM	19-0426	Radios	11,279.00	11,279.00	
026613	20/06/19	Guillevin International Company	0406-570308	Batteries	33.22	33.22	
026614	20/06/19	Hach Sales & Service Canada LP	196039	Flow sensor, chlorine	639.75	639.75	
026615	20/06/19	Hazmasters Inc.	6246982	Safety gear checks	778.96	778.96	
026616	20/06/19	ISL Engineering and Land Services Ltd.	B008223	Oceanview drainage review	6,373.66	6,373.66	
026617	20/06/19	Industra Construction Corp.	5815129-3	Hravey tank - site works	196,516.52	196,516.52	
026618	20/06/19	Justice Institute of BC	7418 20054807	Credit - student withdrawn Training - FD x 9	(1,148.12) 3,796.49	2,648.37	
026619	20/06/19	Kerr Wood Leidal	80991	SCADA support	63.00	63.00	
026620	20/06/19	Lions Bay Marina Ltd	01-15555	Dock removal	210.00	210.00	
026621	20/06/19	Lehigh Materials	6245628 6246169 6248678 6254587	Roadbase - LBBP drainage, entry Roadbase - backfill - Oceanview - Harvey Roadbase - CN & sunset lots, shop Sand/ roadbase	1,903.75 1,962.41 6,268.55 1,137.39	11,272.10	
026622	20/06/19	Lee Halliday Photography	29	Council photo	150.00	150.00	
026623	20/06/19	McRae's Environmental Services Ltd	406578	Watermain pump out 60 sunset	2,543.63	2,543.63	
026624	20/06/19	Medical Services Plan	2019Jun	MSP - June	637.50	637.50	
026625	20/06/19	Mercury Transport Inc.	20191037	Log removal - LBBP	4,200.00	4,200.00	
026626	20/06/19	Minister of Finance - BC Mail Plus	94361606	Shipping - water parts	116.33	116.33	
026627	20/06/19	North Shore Pest Detective Ltd	103305	Pest control - yard	99.75	99.75	
026628	20/06/19	Northyards Contracting	3119	Fire truck inspection	226.69	226.69	
026629	20/06/19	Nutech Facility Services Ltd.	5753	Janitor	1,711.30	1,711.30	
026630	20/06/19	Ooma Inc.	673	Phones	398.65	398.65	
026631	20/06/19	Pitney Bowes	3201150383	Meter lease	115.81	115.81	
026632	20/06/19	Pique News Magazine	PQDI00080525	Job posting	277.20	277.20	

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026633	20/06/19	Protelec Alarms	753503A	Bylaw check in	15.25	15.25	
026634	20/06/19	RONA - BH Allen Building Centre	18668	Fans, batteries	201.10	201.10	
026635	20/06/19	Ramtech Environmental Products	2716-D312	UV Sensor calibration	890.13	890.13	
026636	20/06/19	RICOH Canada Inc.	SCO92425117	Copies	1,750.72	1,750.72	
026637	20/06/19	Rona - USE for all Rona invoices xcept	61450-11907211	LBBP drainage and road repairs	510.86	510.86	
026638	20/06/19	Safelight Communications	635942305 65267	Pagers - FD Monitor charger - pagers	3,858.40 84.00	3,942.40	
026639	20/06/19	Supersave Fuels	89894 89893	Gas - fleet Diesel - fleet	991.59 2,528.77	3,520.36	
026640	20/06/19	Sea to Sky Network Solutions	14855	IT Support	1,890.91	1,890.91	
026641	20/06/19	Super Save Toilet Rentals	936780-0 979281 982712	Portable toilet - trails Portable toilet - trails Toilet - trails	109.82 129.39 167.63	406.84	
026642	20/06/19	Superior Propane	24963382	Propane - Fire trailer	823.27	823.27	
026643	20/06/19	Shred-it	8100742802	Shredding	117.42	117.42	
026644	20/06/19	Shaw Cablesystems G.P.	190509	Internet	143.31	143.31	
026645	20/06/19	Sansom, Tim	190605	Parking refund	20.00	20.00	
026646	20/06/19	Telus Services Inc	190601	Dispatch internet	308.00	308.00	
026647	20/06/19	Telus Communications	190528 190601	Phones, internet Chlorinator alarm	876.73 78.40	955.13	
026648	20/06/19	Telus Mobility	190521	Cell Phones	632.80	632.80	
026649	20/06/19	Triton Automotive	801-577730 801-582854	Grease for Backhoe Demurrage	402.87 69.50	472.37	
026650	20/06/19	Upanup Studios	3311	Website	262.50	262.50	
026651	20/06/19	Westburne Electric Supply	4316525 4314622	Cabling - Harvey WTP Cable wiring - Harvey WTP	635.00 900.74	1,535.74	
026652	20/06/19	Westkey Graphics	327098	Property Tax Notices	1,389.22	1,389.22	
026653	20/06/19	Wolseley	3680248	Valve - WTP Harvey	38.04	38.04	
026654	20/06/19	Waste Control Services Inc.	356556 356550	Waste removal Brush Removal	15,146.65 801.29	15,947.94	
026655	21/06/19	Carleton Rescue Equipment	S14307	Patient Tie in - Medical supplies	466.16	466.16	
026656	21/06/19	Croft, Joshua	190621 J Croft	Training Meals	133.47	133.47	
026657	21/06/19	DeJong, Peter	190621 P DeJong	Mileage and Parking	53.00	53.00	
026658	21/06/19	Keefe, Riley	190621 R Keefe	Fire Expenses	243.12	243.12	
026659	21/06/19	Ministry of Natural Resource Operations	234162	Lease Renewal No. 234162 Brunswick	210.00	210.00	
026660	21/06/19	Cioffi, Romaine	190621 RStewart	Fire Expenses	93.32	93.32	
2019PP12mpp	21/06/19	Municipal Pension Plan	2019PP12	Pension PP12	6,512.62	6,512.62	
001320	30/06/19	Cioffi, Romaine	190630 RS	Training Meals - Liquor	61.43	61.43	
190630moneris	30/06/19	Moneris Solutions	190630	Transaction fees	113.25	113.25	
190701rfs	1/7/2019	RFS Canada/ GE	190701	Copier leases	428.96	428.96	
2019Julpbc	1/7/2019	Pacific Blue Cross	2019Jul	Benefits	3,255.77	3,255.77	
2019Junmoneris	1/7/2019	Moneris Solutions	2019Jun	Monthly Fee	47.95	47.95	
190630-2mfa	2/7/2019	Municipal Finance Authority	190630-2	Vehicle loan	6,785.76	6,785.76	

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190630mfa	2/7/2019	Municipal Finance Authority	190630	Backhoe loan	2,531.39	2,531.39	
190630pit	2/7/2019	PitneyWorks	190630	Postage	3.25	3.25	
190615VISA	5/7/2019	Visa ScotiaBank	190615	VISA payment - various	5,164.03	5,164.03	
2019PP13mpp	5/7/2019	Municipal Pension Plan	2019PP13	Pension PP13	6,559.81	6,559.81	
190630wcb	9/7/2019	Workers Compensation Board	190630	WCB - 2nd qtr	8,079.66	8,079.66	
159256precise	10/7/2019	Precise ParkLink Inc.	159256	KG Meter	468.67	468.67	
159817precise	10/7/2019	Precise ParkLink Inc.	159817	LB Meter	468.67	468.67	
159818precise	10/7/2019	Precise ParkLink Inc.	159818	Sunset Meter	468.67	468.67	
026661	12/7/2019	0818328 BC LTD	190705	DD Return BP # 17-25	5,000.00	5,000.00	
026662	12/7/2019	ALS Canada Ltd	E1811505	Water testing	595.35	595.35	
026663	12/7/2019	BDO Canada LLP	CINV0121769	Audit	31,928.69	31,928.69	
026664	12/7/2019	BC Hydro	106011311521 101011423299 101011423300	Bus shelter Street Lights Street Lights	18.07 391.72 157.94	567.73	
026665	12/7/2019	Bell	190601	Satellite - Pit	117.61	117.61	
026666	12/7/2019	Broughton and Broughton Inc.	1817 1818	Milk, training meals, mail outs Milk, training meals	435.06 567.40	1,002.46	
026667	12/7/2019	CivicInfo BC	20190591	Recruitment	714.00	714.00	
026668	12/7/2019	CUPE - Local 389	2019Jun	Union Dues	1,198.22	1,198.22	
026669	12/7/2019	ClearTech Industries Ltd	184576 186296 794631	Carboy return Credit Chlorine	(420.00) (630.00) 2,296.98	1,246.98	
026670	12/7/2019	Coast Aggregates Ltd	96605	Top Soil LBBP	282.24	282.24	
026671	12/7/2019	Custom Air Conditioning Ltd.	279486 276559	Furnace Maintenance Furnace Service	1,359.75 616.88	1,976.63	
026730	12/7/2019	Rooke, Pamela	Petty Cash	Increase Petty Cash Float	100.00	100.00	
026729	12/7/2019	Jaffer, Nai	190712 NJ	Phone and Camera	200.00	200.00	
026728	12/7/2019	ICBC	190731 Renewal	2019 Fleet Insurance Renewal	31,406.00	31,406.00	
026727	12/7/2019	Phoenix Benefits Solutions Inc.	1032019	Volunteer Firefighter Insurance	2,908.00	2,908.00	
026726	12/7/2019	Zubek, Adam	190703	Parking fine reimbursement	50.00	50.00	
026725	12/7/2019	Xpert Valve Service & Maintenance	190708	PRV Modification - CWWF	981.75	981.75	
026724	12/7/2019	Wesco Industries Ltd.	173887	Chain - log boom mooring	1,449.59	1,449.59	
026723	12/7/2019	Waste Control Services Inc.	358576 358570	Solid Waste Organic bags	15,453.64 114.24	15,567.88	
026722	12/7/2019	Westburne Electric Supply	4349268	SCADA support	1,889.26	1,889.26	
026721	12/7/2019	Tire Country	60001439591	Tires - Chevy	305.87	305.87	
026720	12/7/2019	The Lions Bay Native Plant Garden	190628	Donation - Native Plant Garden	100.00	100.00	
026719	12/7/2019	The Corp of the District of West Van	27027 27107	Water Decals Fence brackets	56.00 35.84	91.84	
026718	12/7/2019	Triton Automotive	801-588850 801-591931	Cotter Pins - LBBP Demurrage	41.53 180.38	221.91	
026717	12/7/2019	Tidey's Trophies Ltd.	18475	Plaques	346.08	346.08	
026716	12/7/2019	Telus Mobility	190621	Cell phones	604.47	604.47	

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026715	12/7/2019	Telus Communications	190612 190628 190701	Pit internet Various phones, internet Chlorinator alarm	73.73 861.25 78.40	1,013.38	
026714	12/7/2019	Telus Services Inc	2043938	Dispatch internet	308.00	308.00	
026713	12/7/2019	Shaw Cablesystems G.P.	190609	Internet	143.31	143.31	
026712	12/7/2019	Sherine Industries Ltd	19767 20067	Parking Sign Community signage project	684.14 660.64	1,344.78	
026711	12/7/2019	Shred-it	8100768167	Shredding	117.42	117.42	
026710	12/7/2019	Super Save Toilet Rentals	372791	Toilet rental - trails	167.63	167.63	
026709	12/7/2019	Sea to Sky Network Solutions	14994	IT Support	1,799.28	1,799.28	
026708	12/7/2019	Scottish Line Painting Ltd.	44333	Line painting -CN & Sunset	1,659.00	1,659.00	
026707	12/7/2019	City of Surrey	70033836 70033837	Dispatch Operating Charges CAD annual support	4,707.00 630.00	5,337.00	
026706	12/7/2019	Staples - Desjardins Credit Card	5503496656-0-1 5503496656-0-2 55035537733-0-1	Pens, paper , TP Latex Gloves Garbage bags, paper, coffee	148.93 43.67 152.27	344.87	
026705	12/7/2019	Sea to Sky Courier & Freight	141810	Courier - house plans	15.49	15.49	
026704	12/7/2019	Rooke, Pamela	190702	Map copies, food, coin bags, mileage	569.71	569.71	
026703	12/7/2019	Rona - USE for all Rona invoices xcept	61450-11946971 61450-11977071 61450-11980331	LBBP seed Podium parts, batteries LBBP supplies	74.30 544.55 354.08	972.93	
026702	12/7/2019	Ramtech Environmental Products	2750-D344	Calibration - sensors	890.50	890.50	
026701	12/7/2019	RONA - BH Allen Building Centre	18815	Seeds, plants	294.03	294.03	
026700	12/7/2019	Royal Printers Ltd	521497	Bylaw Notices	1,143.52	1,143.52	
026699	12/7/2019	Pacific Blasting & Demolition Ltd.	52651	Rock Scaling	23,570.14	23,570.14	
026698	12/7/2019	Pudritz, Sarah	190628	Refund - parking	30.00	30.00	
026697	12/7/2019	Pearson, Paula	190625	DD Return Tree App #88	500.00	500.00	
026696	12/7/2019	Protelec Alarms	756099A	Bylaw Check in	31.50	31.50	
026695	12/7/2019	Pique News Magazine	PQDI00081941	Job posting	94.61	94.61	
026694	12/7/2019	Petrokleen	2019686	Fuel tank polishing	2,054.43	2,054.43	
026693	12/7/2019	Ooma Inc.	789	Office phones	398.65	398.65	
026692	12/7/2019	Nutech Facility Services Ltd.	5851	Janitorial service	1,352.13	1,352.13	
026691	12/7/2019	Northyards Contracting	3132	Brakes - 2000 Spartan	4,553.44	4,553.44	
026690	12/7/2019	North Shore Pest Detective Ltd	104243 104244	Pest control Pest control - Klatt	94.50 89.25	183.75	
026689	12/7/2019	Minister of Finance - BC Mail Plus	94380436	Shipping	50.49	50.49	
026688	12/7/2019	Mercury Transport Inc.	20191696	Anchor Boys	1,102.50	1,102.50	
026687	12/7/2019	Medical Services Plan	2019Jul	MSP - July	637.50	637.50	
026686	12/7/2019	Lidstone & Company	24100	Legal Fees	225.12	225.12	
026685	12/7/2019	Lehigh Materials	6259137	Roadbase - Stock	494.40	494.40	
026684	12/7/2019	Lower Mainland Local Government	1041	Dues	525.00	525.00	
026683	12/7/2019	Kerr Wood Leidal	81387	SCADA support	63.00	63.00	
026682	12/7/2019	Inland Contracting Ltd.	9002	Water truck rental - CWWF	8,960.00	8,960.00	

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026681	12/7/2019	ISL Engineering and Land Services Ltd.	B008284	Oceanview Drainage	2,118.38	2,118.38	
026680	12/7/2019	Hach Sales & Service Canada LP	198981	Chlorine	376.32	376.32	
026679	12/7/2019	Gibson Waterworks Supply	148263 148446	Hot Tap Parts - water Backflow Preventer	682.53 752.06	1,434.59	
026678	12/7/2019	Ericsson Manufacturing Ltd.	2922	Community Signage bases	797.44	797.44	
026677	12/7/2019	AECOM Canada Ltd	38315113	Construction mgt. Tank	28,956.57	28,956.57	
026676	12/7/2019	Dyna Engineering Ltd.	17564	Sign Brackets	378.46	378.46	
026675	12/7/2019	DNA Fire Doctors Inc	3382	Fire inspections	562.80	562.80	
026674	12/7/2019	Clark, Duncan	190621	Parking ticket refund	50.00	50.00	
026673	12/7/2019	Cascade Wear BC Ltd.	2617	FD Gortex Jackets	10,019.52	10,019.52	
026672	12/7/2019	Canadian Septic Inc.	1427	Septic filed review - Klatt	788.27	788.27	
2019PP12rev	15/07/19	Revenue Canada	2019PP12	Payroll deductions PP12	13,591.53	13,591.53	
2019PP13rev	15/07/19	Revenue Canada	2019PP13	Payroll deductions PP13	14,681.39	14,681.39	
026731	17/07/19	BC Assessment Authority	2019BCAA	2019 Tax Requisition	37,283.29	37,283.29	
026732	17/07/19	South Coast BC Transportation Authority	2019Translink	2019 Tax Requisition	212,166.91	212,166.91	
026733	17/07/19	MVRD	2019 GVRD	2019 Tax Requisition	48,463.00	48,463.00	
026734	17/07/19	Municipal Finance Authority		2019 Tax Requisition		190.16	yes
026735	18/07/19	Mitchell's Towing Ltd.	310571-1 310569-1 310573-1	Scrap Car - Fire Training Scrap Cars for Fire Training Scrap Cars for Fire Training	126.00 126.00 126.00	378.00	
026736	18/07/19	A-1 Window Mfg. Ltd.	19070801	Municipal Complex Windows	7,518.00	7,518.00	
2019Part1	18/07/19	School Tax	2019Part1	School Tax Part 1 payment	592,105.31	592,105.31	
2019PP14	19/07/19	Municipal Pension Plan	2019PP14	Pension PP14	6,296.64	6,296.64	
111701110393	22/07/19	BC Hydro	111701110393	Hall Hydro	120.19	120.19	
11701110389	22/07/19	BC Hydro	11701110389	WTP - Mag hydro	688.55	688.55	
11701110391	22/07/19	BC Hydro	11701110391	Klatt Hydro	443.18	443.18	
117011103990	22/07/19	BC Hydro	117011103990	Timbertop pump hydro	180.32	180.32	
11701113092	22/07/19	BC Hydro	11701113092	Beach park hydro	41.78	41.78	
118011062014	22/07/19	BC Hydro	118011062014	Office hydro	292.80	292.80	
026737	23/07/19	Bower, Austin	190723 AB	Fire Expenses	91.55	91.55	
026738	23/07/19	Blackmore, Andrew	190723 AB	Fire Expenses	156.05	156.05	
026739	23/07/19	Curleigh, Sam	190723 SC	Training Meals	91.10	91.10	
026740	23/07/19	Gildenhuis, Mattie	190723 MG	Raffle Tickets for FF Day	258.72	258.72	
026741	23/07/19	Gartner, Ava	190723 AG	Training Meals	205.41	205.41	
026742	23/07/19	Rexworthy, Duncan	190723 DR	Fire Expenses	225.04	225.04	
026743	23/07/19	Cioffi, Romayne	190723 RS	Flower Bouquet - New Baby	33.60	33.60	
001321	24/07/19	Blackmore, Andrew	190724 AB	Training Meals - Liquor	60.65	60.65	
001322	24/07/19	Rexworthy, Duncan	190724 DR	Training Meals - Liquor	53.92	53.92	
001323	24/07/19	Bower, Austin	190724 AB	Training Meals - Liquor	94.21	94.21	
001324	24/07/19	Croft, Joshua	190724 JC	Training Meals - Liquor	67.50	67.50	

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001325	24/07/19	Gartner, Ava	190724 AG	Training Meals - Liquor	120.47	120.47	
001326	24/07/19	Curleigh, Sam	190724 SC	Training Meals - Liquor	67.11	67.11	
026744	29/07/19	Wray, Andrew & Ingrid	190729 Wray	DD Return BP# 19-01	1,500.00	1,500.00	
190731-2moneris	31/07/19	Moneris Solutions	190731-2	Transaction fees - July	961.43	961.43	
026745	1/8/2019	Arrow Equipment Ltd		Hedge Shears		89.55	yes
026746	1/8/2019	Associated Fire Safety Equipment	22551	Shirts	336.00	336.00	
026747	1/8/2019	Arthur, Chris	190731 Refund	Parking Refund	32.00	32.00	
026748	1/8/2019	BC Communications	133021	Radio Headsets - Whistler Grant	9,079.84	9,079.84	
026749	1/8/2019	BC Hydro	119010983344	Bus Shelter Hydro	18.07	18.07	
026750	1/8/2019	Bell	190726	Pit Satellite	117.71	117.71	
026751	1/8/2019	Bell Mobility Inc.	527068632	Fire Truck Data	49.72	49.72	
026752	1/8/2019	Broughton and Broughton Inc.	1843	Store Supplies	36.46	36.46	
026753	1/8/2019	Dick's Lumber & Building Supplies Ltd	6921659-00	Building Supplies - Burn Building	96.76	96.76	
026754	1/8/2019	Dominion Blue Digital Reprographics	1995938 1997739	House Plan Copies House Plan Copies	21.28 37.81	59.09	
026755	1/8/2019	DS Tactical	I-56461	Tactical Pants	100.79	100.79	
026756	1/8/2019	Good Impressions Printing Limited	15531	Business Cards / Report Forms	509.05	509.05	
026757	1/8/2019	Guillevin International Company	0406-571723	Fire Fighter Boots	510.30	510.30	
026758	1/8/2019	Gonzalez, Angel	190731 Refund	Parking Refund	32.00	32.00	
026759	1/8/2019	KGC Fire Rescue	235222	Holmatro Service Work	2,729.94	2,729.94	
026760	1/8/2019	Kerr Wood Leidal	81882	SCADA Support	63.00	63.00	
026761	1/8/2019	KJC Contracting Ltd.	3273	MVI Inspections / Repairs	1,808.80	1,808.80	
026762	1/8/2019	Local Government Management Association	18064	LGMA Approving Officer's Course	320.25	320.25	
026763	1/8/2019	Lehigh Materials	6274214	Roadbase - Stock	1,285.02	1,285.02	
026764	1/8/2019	Medical Services Plan	X34000020630	MSP - August	637.50	637.50	
026765	1/8/2019	North Shore Pest Detective Ltd	104780	Pest Control - Yard	99.75	99.75	
026766	1/8/2019	Ooma Inc.	10600	Office Phones	310.31	310.31	
026767	1/8/2019	Pique News Magazine	PQD100082164	Job Posting - EA	138.60	138.60	
026768	1/8/2019	Rona - USE for all Rona invoices xcept	60450-12001801 61450-12001611 61450-11987371	Brooms Asphalt for Roads Shop Supplies - wood	98.94 707.55 1,229.52	2,036.01	
026769	1/8/2019	Sea to Sky Courier & Freight	142427	Courier - House Plans	20.61	20.61	
026770	1/8/2019	Staples - Desjardins Credit Card	5503607599-0-1 5503607599-0-2 5503629943-0-1	Coins Wrappers / Supplies Coin Sorter Supplies	61.97 491.67 159.02	712.66	
026771	1/8/2019	Sea to Sky Invasive Species Council	290	Treatment & Monitoring - Invasives	3,000.00	3,000.00	
026772	1/8/2019	Shred-it	8100792950	Shredding	117.42	117.42	
026773	1/8/2019	Shaw Cablesystems G.P.	014-1810-2303 A	Internet	143.31	143.31	
026774	1/8/2019	Telus Communications	238895548 8 A	Pit Internet	74.27	74.27	
026775	1/8/2019	Triton Automotive	801-593214	Adaptor / Bearings	62.61	62.61	
026776	1/8/2019	Thomson, Mary	190731 Refund	Parking Ticket Reimbursement	50.00	50.00	

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026777	1/8/2019	Toku-Contreras, Kai	190731	Curly 2019 Curly Stewart Award	500.00	500.00	
026778	1/8/2019	Uline Canada Corporation	5640494 5640493	Laundry Supplies Gloves, Respirators, Coveralls	169.59 1,150.37	1,319.96	
026779	1/8/2019	Upanup Studios	00003409	Website Hosting	262.50	262.50	
026780	1/8/2019	Wolseley	3879852	Water Maintenance Parts - Mag	62.28	62.28	
026781	1/8/2019	Lidstone & Company	23207 23208	Legal Fees - Sundry Legal Fees - Sundry	287.53 912.99	1,200.52	
190801rfs	1/8/2019	RFS Canada/ GE	190801	Copier Lease	428.96	428.96	
2019Augpbc	1/8/2019	Pacific Blue Cross	2019Aug	Ext. Benefits	2,999.79	2,999.79	
2019TaxMFA	1/8/2019	Municipal Finance Authority	2019Tax	2019 Tax Requisition	190.16	190.16	
190731-1mfa	2/8/2019	Municipal Finance Authority	190731-1	Equipment Loan	2,531.39	2,531.39	
190731-2mfa	2/8/2019	Municipal Finance Authority	190731-2	Vehicle Loan	6,785.76	6,785.76	
190731moneris	2/8/2019	Moneris Solutions	190731	Monthly fee	47.95	47.95	
2019PP15mpp	2/8/2019	Municipal Pension Plan	2019PP15	Pension PP15	5,967.43	5,967.43	
190715visa	5/8/2019	Visa ScotiaBank	190715	VISA payment - July	1,593.04	1,593.04	
001327	6/8/2019	Phillips, Luke	190806 LP	Training Meals - Liquor	90.32	90.32	
190731ST	7/8/2019	School Tax	190731	School Tax - July	81,087.97	81,087.97	
160875Precise	8/8/2019	Precise ParkLink Inc.	160875	KG Parking Meter	468.67	468.67	
160876precise	8/8/2019	Precise ParkLink Inc.	160876	LB Parking Meter	468.67	468.67	
161297Precise	8/8/2019	Precise ParkLink Inc.	161297	Sunset Meter	468.67	468.67	
026782	9/8/2019	ALS Canada Ltd	E1833929	Sewer Testing	51.19	51.19	
026783	9/8/2019	BC Hydro	101011490373 101011490372	Street Lights Street Lights	157.94 391.29	549.23	
026784	9/8/2019	Broughton and Broughton Inc.	1864	Mail out, milk	129.76	129.76	
026785	9/8/2019	Crystalview Pool & Spa	233431	Chlorine	151.17	151.17	
026786	9/8/2019	CUPE - Local 389	2019Jul	Union Dues	1,114.31	1,114.31	
026787	9/8/2019	Crystal Schaan	1	Janitorial	1,440.00	1,440.00	
026788	9/8/2019	DNA Fire Doctors Inc	3564	Fire extinguisher maint.	1,150.80	1,150.80	
026789	9/8/2019	Dominion Blue Digital Reprographics	1998481	House plan copies	21.28	21.28	
026790	9/8/2019	EMCO Corporation	82084495-00	Glue tap locks - water	42.06	42.06	
026791	9/8/2019	Glacier Media Classifieds	GCDI00029681	Job Posting	484.89	484.89	
026792	9/8/2019	Howe Sound Equipment Ltd	12020 19254	Credit - Return Saw - PW	(100.74) 2,213.40	2,112.66	
026793	9/8/2019	KGC Fire Rescue	235239	Cutter repair	212.80	212.80	
026794	9/8/2019	Minister of Forests	190723	Water permits	1,199.25	1,199.25	
026795	9/8/2019	Mitchell's Towing Ltd.	314040-1	Tow - bus for fire training	500.00	500.00	
026796	9/8/2019	Minister of Finance - BC Mail Plus	94399693	Shipping	60.71	60.71	
026797	9/8/2019	North Shore Pest Detective Ltd	105191 105190	Rodent control - Klatt Ant treatment - pump station	220.50 241.50	462.00	
026798	9/8/2019	Protelec Alarms	758552A	Bylaw check in	31.50	31.50	
026799	9/8/2019	Phillips, Luke	190806	Reimburse - Meals	119.39	119.39	

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026800	9/8/2019	Rooke, Pamela	190808	Reimburse - Cleaning cart	261.49	261.49	
026801	9/8/2019	Russell, Mike	190806	Reimburse - Shop supplies	108.70	108.70	
026802	9/8/2019	Sea to Sky Network Solutions	15085 15144	Data Cabling IT Services	336.00 1,818.44	2,154.44	
026803	9/8/2019	Super Save Toilet Rentals	1000323	Toilet rental - trails	167.63	167.63	
026804	9/8/2019	Smith Cameron Pump Solutions	3530272 3226085	Chlorine system repair Chlorine system repair	2,092.16 1,191.68	3,283.84	
026805	9/8/2019	Telus Services Inc	2057058	Dispatch internet	308.00	308.00	
026806	9/8/2019	Telus Communications	190728	Various phones, fax lines	879.51	879.51	
026807	9/8/2019	Triton Automotive	801-588506 801-601534	Cotter Pin - LBBP Demurrage	10.75 69.50	80.25	
026808	9/8/2019	Uline Canada Corporation	5681248	Chlorine Placards	98.63	98.63	
026809	9/8/2019	Wiggins Adjustments Ltd	190801	Collection Fees	31.50	31.50	
026810	9/8/2019	Wilson, Tracey & Richard	190807	Refund - overpayment	570.00	570.00	
026811	9/8/2019	Waste Control Services Inc.	360606	Solid Waste	15,453.64	15,453.64	
20199PP14rev	14/08/19	Revenue Canada	20199PP14	Payroll remittance PP14	12,951.71	12,951.71	
20199PP15rev	15/08/19	Revenue Canada	20199PP15	Payroll remittance PP15	12,050.78	12,050.78	
026812	16/08/19	Jury, Mike	190815 MJ	Fire Expenses	1,205.60	1,205.60	
20199PP16	16/08/19	Municipal Pension Plan	20199PP16	Pension PP16	6,065.97	6,065.97	
111011355721	19/08/19	BC Hydro	111011355721	WTP - Harvey hydro	706.03	706.03	
111011355722	19/08/19	BC Hydro	111011355722	Yard hydro	445.14	445.14	
111011355723	19/08/19	BC Hydro	111011355723	STP Hydro	253.70	253.70	
113011310621	19/08/19	BC Hydro	113011310621	Pit Hydro	129.91	129.91	
026813	20/08/19	McPherson Insurance Agencies Ltd.	289347	Janitor insurance	550.00	550.00	
026814	22/08/19	Alta Lake Electric Ltd.	10490 10489	Exterior light - Hall LED lights in hall	459.38 7,344.75	7,804.13	
026815	22/08/19	BC Hydro	112011337692	Bus Shelter Hydro	18.83	18.83	
026816	22/08/19	Bell	190801	Satellite - Pit	117.72	117.72	
026817	22/08/19	Bell Mobility Inc.	190813	Data - Fire Trucks	49.28	49.28	
026818	22/08/19	Carlson, Kirby	190623	Reimburse - Meals	67.10	67.10	
026819	22/08/19	Direct Equipment West Ltd.	88759	Steel road plates and lifters	9,221.10	9,221.10	
026820	22/08/19	Good Impressions Printing Limited	15536	Business cards	118.44	118.44	
026821	22/08/19	Hach Sales & Service Canada LP	201970	Chlorine	480.27	480.27	
026822	22/08/19	Industra Construction Corp.	5815129-5	Water tank construction	315,416.23	315,416.23	
026823	22/08/19	Loutet, Susan	190809	Reimburse office supplies	44.29	44.29	
026824	22/08/19	Lidstone & Company	24573	Legal fees	1,088.09	1,088.09	
026825	22/08/19	McRae's Environmental Services Ltd	410119	Septic pump outs	2,399.25	2,399.25	
026826	22/08/19	Mitchell's Towing Ltd.	314607-1 314608-1	Scrap car tow SCrap car tow - FD	126.00 126.00	252.00	
026827	22/08/19	MacGuffin Productions 11 ltd.	19-52	Damage deposit return less fees	4,700.00	4,700.00	
026828	22/08/19	North Shore Pest Detective Ltd	105525	Pest control - Klatt	89.25	199.50	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
			105729	Follow up - pest control	110.25		
026829	22/08/19	Ooma Inc.	10632	Office phones, fax	398.65	398.65	
026830	22/08/19	Rental Network Ltd	24824	Excavator rental - pathway	595.00	595.00	
026831	22/08/19	Rona - USE for all Rona invoices xcept	61450-12057511 61450-12057541	Concrete mixer and handrail materials Pallet	639.49 33.60	673.09	
026832	22/08/19	Sea to Sky Courier & Freight	143061	Shipping - house plans and water parts	100.42	100.42	
026833	22/08/19	Staples - Desjardins Credit Card	5503698285 5503732792	Paper, pens Chair, ink, paper	211.45 326.69	538.14	
026834	22/08/19	Smith Cameron Pump Solutions		Chlorine System Repair		1,191.68	yes
026835	22/08/19	Sherine Industries Ltd	20537	Community Signage	606.35	606.35	
026836	22/08/19	Superior Stone Slinger Service	25788	Roadbase - pathway	904.17	904.17	
026837	22/08/19	Telus Communications	190801 190812	Water Alarm Pit Internet	78.40 72.80	151.20	
026838	22/08/19	Upanup Studios	3472	Website hosting & maint.	262.50	262.50	
2019PP17mpp	30/08/19	Municipal Pension Plan	2019PP17	Pension PP17	6,183.30	6,183.30	
190831-2Moneris	31/08/19	Moneris Solutions	190831-2	Moneris fees - Aug	95.32	95.32	
190831moneris	1/9/2019	Moneris Solutions	190831	Monthly fee - August	47.95	47.95	
190901rfs	1/9/2019	RFS Canada/ GE	190901	Copier leases	428.96	428.96	
2019SepPBC	1/9/2019	Pacific Blue Cross	2019Sep	Ext Benefits - Sep	2,835.62	2,835.62	
190831-1 MFA	2/9/2019	Municipal Finance Authority	190831-1	Truck Loan	6,785.76	6,785.76	
190831-2 MFA	2/9/2019	Municipal Finance Authority	190831-2	Backhoe loan	2,531.39	2,531.39	
001328	3/9/2019	Mriso, Filip	190903 FM Fire	Training Meals _ Liquor	43.21	43.21	
190815VISA	5/9/2019	Visa ScotiaBank	190815	VISA payment	3,023.69	3,023.69	
026839	6/9/2019	Associated Fire Safety Equipment	22860	Protective gloves - FD	2,267.90	2,267.90	
026840	6/9/2019	BC Hydro	107011441717 107011441716	street light Street Lights	157.94 391.28	549.22	
026841	6/9/2019	Broughton and Broughton Inc.	1908	Milk, postage	28.45	28.45	
026842	6/9/2019	Crystalview Pool & Spa	234308	Chlorine	251.95	251.95	
026843	6/9/2019	CUPE - Local 389	2019Aug	Union Dues - Aug	1,621.32	1,621.32	
026844	6/9/2019	Coast Aggregates Ltd	100045	Pathway supplies	194.04	194.04	
026845	6/9/2019	Crystal Schaan	2	Janitorial	1,440.00	1,440.00	
026846	6/9/2019	CNC & Laser Burnaby	2175	Community Signage	4,312.00	4,312.00	
026847	6/9/2019	Dick's Lumber & Building Supplies Ltd	6932094-00 6932095-00 6934631-00 6937131-00	Deck drain return Deck drain, parts - Burn Building Saw - burn building Drill bits - Harvey Tank	(96.76) 130.19 95.80 240.50	369.73	
026848	6/9/2019	Dominion Blue Digital Reprographics	2000601	House plans/ digital	100.15	100.15	
026849	6/9/2019	Diamond Pre-Cast Concrete	89707	Accessible pathway	657.44	657.44	
026850	6/9/2019	Dodd, Glen	190827	DD Return Tree App #93	500.00	500.00	
026851	6/9/2019	EMCO Corporation	82084589-00	Locks - water	197.29	197.29	
026852	6/9/2019	Finning (Canada)	961716569	Backhoe bucket Maint.	1,328.04	1,328.04	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026853	6/9/2019	Iridia Medical	19-1533	AED program	105.00	105.00	
026854	6/9/2019	Industra Construction Corp.	5815129-4	Harvey Tank - site prep	92,589.68	92,589.68	
026855	6/9/2019	Kerr Wood Leidal	82281	SCADA support	63.00	63.00	
026856	6/9/2019	Metro Vancouver	190903	Loan payments	17,977.23	17,977.23	
026857	6/9/2019	Minister of Finance-Product Distribution	94409793 94411093	Medical supplies - various Medical Supplies - tape	261.93 47.24	309.17	
026858	6/9/2019	Medical Services Plan	190822	MSP - Sep	562.50	562.50	
026859	6/9/2019	Maryniak, George & Barbara	190827	DD Return BP#17-28	5,000.00	5,000.00	
026860	6/9/2019	Mriso, Filip	190903	Training meals	30.29	30.29	
026861	6/9/2019	North Shore Pest Detective Ltd	103286	Pest control - Klatt	89.25	89.25	
026862	6/9/2019	Pitney Bowes	3201226636	Postage meter lease	115.81	115.81	
026863	6/9/2019	Pique News Magazine	PQDI00080770	Job Posting	277.20	277.20	
026864	6/9/2019	Protelec Alarms	761087A	Bylaw safety check in	31.50	31.50	
026865	6/9/2019	RONA - BH Allen Building Centre	20454	Plumbing supplies - stock	79.49	79.49	
026866	6/9/2019	Rona - USE for all Rona invoices xcept	61450-12070501 61450-12075011 61450-12085961	Drainage - pathway Parts - accessible pathway Drainage - pathway	127.99 432.64 312.62	873.25	
026867	6/9/2019	Raider Hansen	776324	Pipe Locator - Water	6,140.96	6,140.96	
026868	6/9/2019	Sea to Sky Network Solutions	15220 15273	IT on site hours (30) IT support	4,536.00 1,964.14	6,500.14	
026869	6/9/2019	Sea to Sky Invasive Species Council	296	Invasive Species treatment & monitoring	3,225.00	3,225.00	
026870	6/9/2019	Super Save Toilet Rentals	1005190	Toilet Rental	116.63	116.63	
026871	6/9/2019	Shred-it	8100817572	Shredding services	234.34	234.34	
026872	6/9/2019	Shaw Cablesystems G.P.	190809	Office Internet	143.31	143.31	
026873	6/9/2019	Telus Mobility	190721 190821	Cell Phones Cell Phones	603.90 613.74	1,217.64	
026874	6/9/2019	Tides Canada Initiatives Society	190827	Howe Sound Marine reference donation	631.76	631.76	
026875	6/9/2019	Urrutia, Alberto	190826	Work Boots	125.99	125.99	
026876	6/9/2019	Waste Control Services Inc.	362634	Solid Waste	15,453.64	15,453.64	
190831ST	6/9/2019	School Tax	190831	School tax - August	57,590.32	57,590.32	
001329	9/9/2019	Keefe, Riley	190909 RK Fire	Training Meals - Liquor	96.53	96.53	
162589Precise	9/9/2019	Precise ParkLink Inc.	162589	KG Meter	468.67	468.67	
162590Precise	9/9/2019	Precise ParkLink Inc.	162590	Sunset Meter	468.67	468.67	
162591Precise	9/9/2019	Precise ParkLink Inc.	162591	LBBP Meter	468.67	468.67	
001330	10/9/2019	Gildenhuis, Mattie	100919 MG Fire	Liquor License FF Day	212.96	212.96	
026877	10/9/2019	Keefe, Riley	190909 RK	Training Meals	36.94	36.94	
001331	12/9/2019	Wreglesworth, Jonathan	120919 JW Fire	FF Day Supplies - Food	3,175.96	3,175.96	
001332	12/9/2019	Gartner, Ava	190912 AG Fire	Training Meals - Liquor	104.18	104.18	
001333	12/9/2019	Curleigh, Sam	190912 SC	Training Meals - Liquor	112.00	112.00	
001334	12/9/2019	Blackmore, Andrew	190912 AB	Training Meals - Liquor	119.96	119.96	
026878	12/9/2019	Blackmore, Andrew	190912 AB Fire	Fire Expenses	130.71	130.71	

Village of Lions Bay  
AP Cheque Listing  
2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026879	12/9/2019	Curleigh, Sam	190912 SC Fire	Training Meals	164.13	164.13	
2019PP16rev	13/09/19	Revenue Canada	2019PP16	Payroll remittance PP16	10,219.95	10,219.95	
2019PP17rev	13/09/19	Revenue Canada	2019PP17	Payroll remittance PP17	10,400.25	10,400.25	
2019PP18mpp	13/09/19	Municipal Pension Plan	2019PP18	Pension PP18	6,102.75	6,102.75	
2019PP18Rev	13/09/19	Revenue Canada	2019PP18	Payroll deductions PP18	10,853.00	10,853.00	
2019Part2EHT	16/09/19	Revenue Services of British Columbia	2019Part2	Employer Health Tax	4,619.12	4,619.12	
026880	20/09/19	Associated Fire Safety Equipment	22965	Accountability tags- FD	260.41	260.41	
026881	20/09/19	AMAI5 Technologies Inc.	2019153 0023	Online services fee MAIS conference	1,512.00 735.00	2,247.00	
026882	20/09/19	Alpine Site Services Inc.	2104	Vegetation Disposal	367.50	367.50	
026883	20/09/19	Bell	190901	Satellite - Pit	114.19	114.19	
026884	20/09/19	Bell Mobility Inc.	190913	Fire Truck Data	71.68	71.68	
026885	20/09/19	BCT Fencing Ltd.	381402	Harvey Creek fence repair	2,583.00	2,583.00	
026886	20/09/19	Bunzl	4410469	Doggie bags	992.08	992.08	
026887	20/09/19	ClearTech Industries Ltd	189245 805710	Container return Chlorine	(609.00) 2,296.98	1,687.98	
026888	20/09/19	Coast Aggregates Ltd	100234	Clear crush - chambers pathway	242.07	242.07	
026889	20/09/19	E-COMM	CR-01240 19-0589	Radios credit Radios	(1,413.00) 11,269.00	9,856.00	
026890	20/09/19	EHD Consulting Ltd.	1662	KG WWTP RFP	7,770.36	7,770.36	
026891	20/09/19	Hewitt's	1906032	Dog tags	207.20	207.20	
026892	20/09/19	Hach Sales & Service Canada LP	203553 203877	Equipment installation - intakes Flow sensor	1,249.92 324.13	1,574.05	
026893	20/09/19	Industra Construction Corp.	5815129-6	Water tank construction	383,591.87	383,591.87	
026894	20/09/19	Lehigh Materials	6294928	Roadbase - Pathway	494.61	494.61	
026895	20/09/19	Lidstone & Company	25105 25106	Legal Fees Legal Fees	825.44 73.37	898.81	
026896	20/09/19	McLean, Kristal & Christopher	190909	Refund - Tax overpayment	1,835.39	1,835.39	
026897	20/09/19	Midway Tirecraft	ARO087917	Winter Tires - 2 trucks	8,870.40	8,870.40	
026898	20/09/19	North Shore Pest Detective Ltd	106333 106461	Wasp nest removal Yard pest control	141.75 99.75	241.50	
026899	20/09/19	Northwest Landscape Supply	925206 925203	Memorial cairn slab Memorial cairn	1,117.01 963.20	2,080.21	
026900	20/09/19	Ooma Inc.	10785	Office Phones	398.65	398.65	
026901	20/09/19	Pacific West tree Service	30912	Vegetation removal	840.00	840.00	
026902	20/09/19	Rental Network Ltd	25337	Equipment - Chambers pathway	1,762.04	1,762.04	
026903	20/09/19	RICOH Canada Inc.	SCO92532040	Copies	1,243.64	1,243.64	
026904	20/09/19	Rona - USE for all Rona invoices xcept	61450-12111281	Cement - chambers pathway	152.03	152.03	
026905	20/09/19	Sea to Sky Courier & Freight	144266 144890	Courier - house plans Courier - surveys	36.10 34.98	71.08	
026906	20/09/19	Staples - Desjardins Credit Card	5503783595 5503797575 5503826342	Paper, coffee, Paper towel Coin wrappers, card stock Tissue paper, desk organizer	127.63 48.73 62.96	239.32	

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Village of Lions Bay  
 AP Cheque Listing  
 2019 April 1st - September 30th

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026907	20/09/19	Silverline Security Ltd	51726	Abloy keys - Pit gate	134.40	134.40	
026908	20/09/19	Scouts Canada	190911	Refund - hall rental	187.50	187.50	
026909	20/09/19	Telus Services Inc	207756	Dispatch internet	308.00	308.00	
026910	20/09/19	Telus Communications	190828 190901	Phone lines - various Chlorinator alarm	870.53 78.40	948.93	
026911	20/09/19	Triton Automotive	801-610050	Demurrage	69.50	69.50	
026912	20/09/19	Upanup Studios	3522	Website hosting and maint.	262.50	262.50	
026913	20/09/19	Wiggins Adjustments Ltd	190901	Collections commission	19.25	19.25	
026914	20/09/19	Westerra Equipment	135068070	335 Repair to bucket	13,651.10	13,651.10	
026915	20/09/19	West Coast Monograms Ltd.	38131	Hats - FD	817.32	817.32	
026916	20/09/19	Craig, Douglas	190920 DD Ret	DD Return Tree App #91	500.00	500.00	
026917	20/09/19	Gartner, Ava	190920 AG Fire	Fire Expenses	1,003.23	1,003.23	
118011183981	20/09/19	BC Hydro	118011183981	WTP - Mag hydro	736.42	736.42	
118011183982	20/09/19	BC Hydro	118011183982	Pump hydro	170.95	170.95	
118011183983	20/09/19	BC Hydro	118011183983	Klatt hydro	403.82	403.82	
118011183984	20/09/19	BC Hydro	118011183984	LBBP hydro	43.86	43.86	
118011183985	20/09/19	BC Hydro	118011183985	Community hall hydro	113.99	113.99	
119011106894	20/09/19	BC Hydro	119011106894	Office hydro	294.23	294.23	
026918	23/09/19	GEP Magicians Inc.	190901	DD Return Film App 19-04	5,000.00	5,000.00	
110011454374	24/09/19	BC Hydro	110011454374	Bus shelter hydro	18.07	18.07	
026919	25/09/19	Minister of Finance	190925 IG	Grant Repayment Infiltration Gallery	46,220.90	46,220.90	
026920	26/09/19	DS Tactical	I-53314 I-54225 I-55849	Tactical Boot Tactical Pants Tactical Pants, shorts	215.58 536.53 1,419.56	2,171.67	
026921	27/09/19	Young, Aidan	190925	Work Boots	195.99	195.99	
2019PP19MPP	27/09/19	Municipal Pension Plan	2019PP19	Pension PP19	6,125.87	6,125.87	
109011494800	30/09/19	BC Hydro	109011494800	Street lights	385.40	385.40	
190930-2moneris	30/09/19	Moneris Solutions	190930-2	Transaction fees	68.96	68.96	
<b>TOTAL</b>					<b>3,758,214.41</b>		
<i>Does not include payroll</i>							



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Surrey Fire Dispatch Service Contract Renewal</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Andrew Oliver</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>October 15, 2019</b>		

### Recommendation:

- (1) THAT the Surrey Fire Dispatch Service Contract be renewed for the term 2020-2024; and
- (2) THAT the Mayor and Corporate Officer be authorized to execute it in substantially the form attached to this report.

### Attachments:

- (1) Cover letter from City of Surrey Fire Chief Larry Thomas;
- (2) Surrey Fire Dispatch Service Contract for the term 2020-2024.

### Key Information:

The Fire Dispatch Service Contract with the City of Surrey is coming up for renewal at the end of 2019 and they are looking to firm up their service requirements for next year and beyond. The terms of service have been good for Lions Bay and there are no complaints about the quality of those services. The renewal of dispatch services through the City of Surrey has been reviewed with Fire Chief Andrew Oliver.

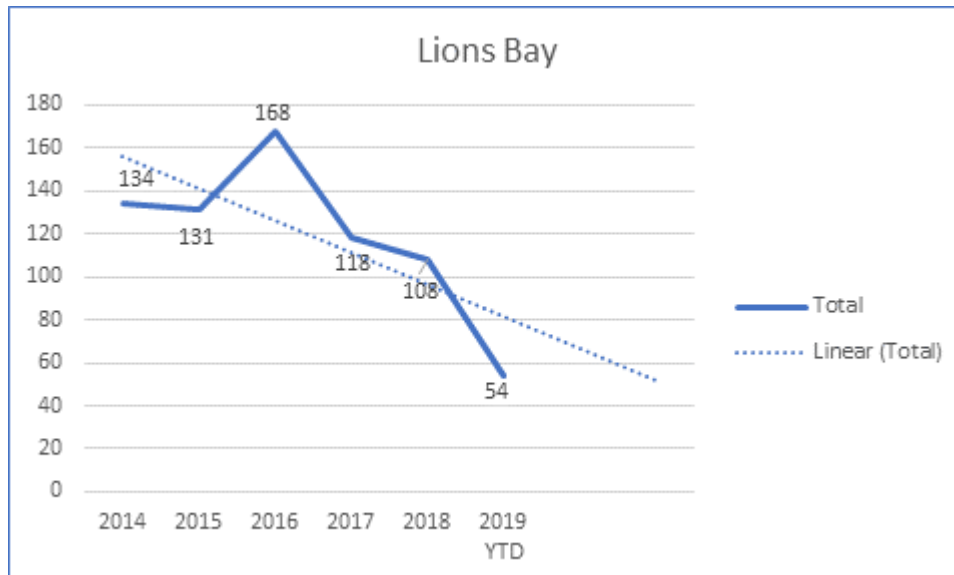
The proposed new contract does include some thresholds for incidents in relation to costs and the following sets out our trends in this respect.

Lions Bay

<b>Row Labels</b>	<b>Count of CAD Incidents</b>
2014	134
2015	131
2016	168
2017	118
2018	108
2019 YTD (Jan-June)	54
<b>Grand Total</b>	<b>713</b>



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



The new contract provides the same dispatch services, including access to FDM records management, as the current contract (\$4707/year). In addition to that, the fire department pays \$600/year for the software maintenance licensing on two (2) mobile data terminals (MDT) in apparatus. The MDT hardware is owned by the Municipality. There is also a hardware router for printer Rip n Run reports which was purchased from Surrey by the Municipality when printout incident sheets first started. This router will likely reach end of supported life during the term of this contract and need replacing at the Municipality's cost (est. \$1,000).

### Options:

- (1) Approve the recommendations;
- (2) Refer the matter back to staff with alternative directions.

**Preferred Option:** Option 1. There is only one other fire dispatch service provider in the lower mainland and that is E-Comm, whose terms of service are not as favourable to the Municipality.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**Financial Considerations:** See comments above.

**Legal Considerations:** Either party may terminate the contract on 6 months' notice and there is a dispute resolution provision included.

**Follow Up Action:** Communicate and follow up with the Fire Chief and Surrey Fire Dispatch.



the future lives here.

July 18, 2019

File: 7150-20

Chief Administrative Officer  
Municipality of the Village of Lions Bay  
PO Box 141, 400 Centre Road  
Lions Bay, BC V0N 2E0

Attn: Peter DeJong

**Re: Contract Renewal for Fire Dispatch**

For your consideration, please receive this revised dispatch services contract and pricing for a further five (5) year term for dispatch services. The renewal contract has been updated to reflect dispatch related definitions, service levels, data access, audio recording access and 3<sup>rd</sup> party FIPPA access requests among other clarifications.

The renewal contract's pricing provides for one annual charge for the Dispatch Service along with an estimated annual 3% escalation for services that reflect our inflation costs for labour and software maintenance to operate the dispatch center. The new contract also provides rate bands with 10% future call volume increases per band; this is necessary to address escalation in agency call volume increases over the term of the agreement.

As in previous contracts, Surrey Fire will continue to provide FDM Computer Aided Dispatch support. As a "Fire dedicated" dispatch center, Surrey Fire will continue to provide "Tactical" channel support for incidents on your assigned channels.

The 2020 annual cost for the Municipality of the Village of Lions Bay dispatching is \$4,806. This represents the expected inflation of 3% plus any adjustment addressing increased call volume since 2014. For your convenience the detailed contract price schedule for 2020 – 2024 is included in the contract renewal agreement document enclosed. If the proposed pricing and terms are acceptable, please sign and return at your earliest convenience.

Surrey Fire Service values your business and we look forward to continuing to provide your community with quality cost effective services for Fire dispatch. Please contact the undersigned if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Thomas".

Larry Thomas  
Fire Chief

Encl. Draft renewal contract

THIS AGREEMENT is made effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

**CITY OF SURREY**

13450 – 104 Avenue  
Surrey, BC V3T 1V8

("Surrey")

OF THE FIRST PART

AND:

**MUNICIPALITY OF THE VILLAGE OF LIONS BAY**

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

(the "Client")

OF THE SECOND PART

**WHEREAS** Section 23 of the *Community Charter*, S.B.C. 2003, c. 26, as amended, provides that the corporate powers of a local government include the power to make agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities, works and services.

**AND WHEREAS** Surrey has agreed to receive, process by means of computer aided dispatch service, and retransmit, all emergency related calls to the Client.

**NOW THEREFORE** in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the parties mutually agree as follows:

**Definitions and Interpretation**

1. In this Agreement, the following definitions apply:
  - (a) "Agreement" means this agreement, including all schedules.
  - (b) "Additional Service" means any service other than the "Dispatch Service" to be provided by Surrey to the Client, some examples of which are included in Schedule "B".
  - (c) "Additional Service Fees" means fees for any Additional Services as set out in Schedule "B".

- (d) "After-hours Service" means an additional service for the answering of non-response fire department phone calls and business calls outside of business hours, by Surrey for retransmission to the Client.
- (e) "Annual inflation" means the year over year cost increases related to labour and technology maintenance, which are determined at the end of the calendar year, for the billing year going forward as described in Schedule "A".
- (f) "BCEHS" means British Columbia Emergency Health Services who operate emergency medical dispatch services and the BC Ambulance Service.
- (g) "Business Hours" means normal operating business hours.
- (h) "By-law Services" means an additional service for which the Surrey will provide non-emergency radio support, answer after-hour calls for Client by-law officers, document the calls and notify or retransmit them to the Client.
- (i) "CAD" means a computer aided dispatch system used by fire dispatchers for dispatching purposes, including the FDM computer aided dispatch used by Surrey.
- (j) "Dispatch Service" means the receipt by Surrey of requests for service on behalf of the Client and retransmission by Surrey of those requests to the Client by utilizing, providing or meeting the following:
- Dispatch radio consoles
  - Radio paging
  - Radio talk group support for emergency transmissions
  - Secondary PSAP 9-1-1 telephony services
  - NFPA 1221 – Standard for the installation, maintenance and use of the Emergency Services Communications systems (as revised from time to time)
  - NFPA 1061 - Professional Qualifications for Public Safety Telecommunicator
  - CAD services
  - IT support as it relates to CAD response programming, including mutual and automatic aid requests
  - CAD to RMS data transfer, with security set up for accessing the hosted database (workspace), including basic RMS license for each station and admin
  - CAD to CAD interface with BCEHS
  - GIS mapping for CAD
  - Recording of operating radio channels for fire department use
  - Time stamping of all movements for the duration of the incident
  - Configuration of Mobile CAD
  - Active incident viewer
  - Annual and monthly Client statistical reports
  - Daily situation Client reports
  - Annual Client meeting
  - Email event gateway notification to Client enterprise email address
  - Recommendations for technology for station alerting and Rip-n-Run printing

- (k) "Emergency" means any notification that generated a response of personnel and/or a generation of a file by incident number.
- (l) "FOI/RFI requests" means an additional service for providing recordings in response to requests under the Freedom of Information and Protection of Privacy Act or other requests for information.
- (m) "GIS" means geographical information system to provide map data, supported by Geo BC & GIS Innovations to maintain accurate road and street data for incident locating in CAD.
- (n) "Jurisdiction Coverage Area" means the primary response boundaries of the Client and may include CAD mapping for any mutual and automatic aid coverage areas.
- (o) "LiveMuM" means an additional service which provides automated move-up and coverage recommendations for the jurisdiction coverage area.
- (p) "Mobile CAD" means an additional service which provides software in the apparatus for assistance while responding to an incident, and includes incident location, mapping, active incident listings and automated CAD benchmarking for timestamps.
- (q) "PSAP" means the public safety answering point which is responsible for receiving and down streaming fire related 9-1-1 calls to Surrey.
- (r) "Public Works Service" means an additional service for which Surrey will answer after-hour public works requests for Client, document requests, and notify or retransmit them to the Client.
- (s) "Recordings" means audio voice recordings of radio and telephone calls and in the case of NG 9-1-1 recordings, may also contain video, photographic and text message data.
- (t) "RMS" means records management system software for documenting fire department related data.
- (u) "Third Party Data Transfer" means the transfer by Surrey of copies of all or part of Client's CAD to RMS data to an additional party named by the Client.

### **Dispatch Service**

2. Surrey agrees to provide the Client with the Dispatch Service on the terms and conditions contained in this Agreement.
3. For the Dispatch Service, the Client agrees to pay to Surrey telecommunications costs, including equipment installation and upgrading costs, incurred to transmit data to and from Surrey, in addition to the fees as set out in Schedule "A", which are payable as follows:

- (a) each year, the Client shall be billed July 1st for the annual fees for that calendar year as described in Schedule "A", including any adjustments for changes in calls for service, and inflation costs as determined by Surrey in accordance with Schedule "A";
- (b) all invoices, bills and charges rendered by Surrey shall be paid by the Client within 30 days of receipt.

### **Additional Services**

- 4. Surrey agrees to provide the Client with the Additional Services requested in writing by the Client.
- 5. For the Additional Services provided by Surrey, the Client agrees to pay Surrey as set out and described in Schedule "B", which are payable as follows:
  - (a) including any adjustments for changes in calls for service, and inflation costs as determined by Surrey. in accordance with Schedule "B";
  - (b) all invoices, bills and charges rendered by Surrey shall be paid by the Client within 30 days of receipt.

### **Term and Termination**

- 6. The term of this Agreement shall commence on the date of execution of this agreement and terminate on the 31<sup>st</sup> day of December 2024.
- 7. Either party may terminate this Agreement by giving the other party six (6) months' written notice at the above address. The Client will pay to Surrey all amounts owing under this Agreement for the Service provided by Surrey up to and including the date of termination.
- 8. In the event this agreement terminates for any reason, the Parties will work cooperatively to transition the Client to a new service provider. All reasonable efforts will be taken to ensure the uninterrupted provision of Services.
- 9. Any Dispatch Services provided by Surrey to assist in transition after the agreement termination date will be payable to Surrey by the Client, as determined by Surrey's then current rate for Dispatch Services. Fees related to transition data transfer or back up data base provision will be determined and quoted during the period of transition. Software vendors may need to be engaged to assist with such transfers.

### **Surrey Responsibility**

- 10. Surrey shall be responsible for, have control and custody of and maintain the computers, computer programs, telephony systems and other equipment necessary, and provide the staff to receive and retransmit the Emergency calls emanating from the Client and provide ongoing radio support to attending emergency response crews.

## Client Responsibilities

11. The Client shall provide and maintain existing or compatible radio systems and hardware to receive the transmittals from Surrey. Surrey will provide the Client with as much notice as practicable in advance of undertaking any major changes to the Surrey radio systems.
12. The Client, at its expense, will provide Surrey with all information deemed necessary by the Surrey Fire Chief or designate, in order that Surrey may properly provide the services to Client. Unless otherwise agreed in writing by Surrey, the Client is responsible for providing and maintaining its own computers, software and other equipment and supplies required for the receipt of the services.
13. The Client agrees that it will continue to be responsible for receiving all non-response and business calls directly during normal business hours.

## Records

14. Surrey shall retain:
  - (a) all recordings of Emergency calls and other dispatch recordings relating to Client incidents for a period of 180 days; and
  - (b) all other incident data records for a period of seven (7) years.
15. Surrey shall provide the Client with copies of incident recordings or records upon request from the Client within five (5) business days, for the Client fire department's exclusive use.
16. For the purposes of the *Freedom of Information and Protection of Privacy Act*, the recordings and electronic records of Surrey relating to any services provided by Surrey to the Client are deemed to be the records of the Client. Should Surrey receive an FOI/RFI request relating to such services, the Client agrees that Surrey will transfer the request to the Client, and the Client agrees to accept the transfer, for the Client to respond directly to the applicant.
17. To request copies of records from Surrey in order to respond to an FOI/RFI request received by the Client, the Client will utilize Surrey's Fire Department information Requests web portal (<https://www.surrey.ca/city-services/14400.aspx>). The current posted Dispatch Recording Application Fee will be payable by the Client in Surrey. In such cases, Surrey will forward the raw data relating to the request to the Client within five (5) business days.
18. If requested by Client to provide a third party data transfer, Surrey will export incident data via a socket transmitter or email gateway from FDM CAD/RMS to a third party vendor computer, upon receipt from the Client of a written authorization to provide the data to the specified third party.

## Indemnification

19. The Client agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from any possible breach of privacy under the *Freedom of Information and the Protection of Privacy Act*.
20. The Client agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from personal injury, death or other damages or loss, whether to persons or property, which may be suffered, sustained or which are in any way attributable to the Service or this Agreement. This includes, but is not limited to, liability arising from the negligent performance of dispatch services or arising from the breakdown, malfunction or failure of computer aided dispatch equipment, including related equipment such as telecommunications equipment. The Client also agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from erroneous or inaccurate information provided by the Client or by a party using the Service.
21. Sections 14, 15, 16, 17, 19 and 20 shall survive termination of this Agreement.

## Dispute Resolution

22. If there is any dispute regarding the interpretation, performance, or an alleged breach of this Agreement, either party may give written notice of dispute to the other party and a representative from Surrey's and a representative from the Client shall meet within three (3) business days after the notice of dispute is given and shall attempt in good faith and using reasonable efforts, to resolve the matter equitably to the satisfaction of both parties. The representatives shall be the Fire Chief of each party or designate. If the Surrey and Client representatives cannot resolve the dispute within five (5) business days after they first meet, it shall be referred for arbitration by a single arbitrator appointed and acting under the *Arbitration Act*, R.S.B.C. 1996, c. 55, as amended, and the arbitrator shall issue a final decision regarding the dispute within thirty (30) days after his or her appointment, subject to extension of that time by agreement of the parties.

## Force Majeure

23. Surrey shall not be responsible or liable in any way for any delays in or suspension of its obligations under this Agreement caused by: (a) acts of God; (b) restrictions, regulations or orders of any government authority or agency or subdivision thereof or delays caused by such authorities or agencies; (c) strikes or labour disputes; (d) fires or other loss of facilities; (e) any breach or delay in the provision of services by any other third party software or technology supplier, which prevents or interferes with Surrey's ability to deliver the Services hereunder; (f) any failure of any utilities or communications (including radio networks and public telephony and wireless services) which materially impacts Surrey's ability to deliver the Services; (g) acts of war (whether declared or undeclared), terrorism, sabotage or similar incidents or events; or (h) any other causes beyond the reasonable control, and not the result of the fault or neglect, of Surrey (collectively, a "Force Majeure Event").

- 24. Where there has been a Force Majeure Event:
  - (a) Surrey will take reasonable steps to end, address and/or mitigate the effects of such event; and
  - (b) The parties will work collaboratively to develop the necessary work arounds to ensure the continued provision of the Services, to the extent possible, during the Force Majeure Event.

**General Provisions**

- 25. Neither party may assign this Agreement without the written consent of the other.
- 26. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, understandings and agreements whether verbal or written.
- 27. This Agreement shall enure to the benefit of and be binding upon the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF this Agreement has been executed on the dates indicated below.

**CITY OF SURREY** by its authorized signatories:

\_\_\_\_\_  
FIRE CHIEF

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
DATE

**MUNICIPALITY OF THE VILLAGE OF LIONS BAY** by its authorized signatories:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

**SCHEDULE "A"**  
**MUNICIPALITY OF THE VILLAGE OF LIONS BAY**

**Annual Dispatch Services**

1. The annual Dispatch Service fees set out below will be the only amount charged for the Dispatch Service.
2. Surrey will conduct a call volume review after each calendar year. The annual Dispatch Service fees for the subsequent calendar year may be adjusted based on future call volume increases.
3. Surrey will conduct a labour cost and technology maintenance inflation review of variable costs related to providing the Dispatch Services after each calendar year. These variable dispatch costs may include telecommunication costs, software maintenance licenses and other costs invoiced by suppliers and vendors to Surrey's dispatch center. After its annual review, the Dispatch Service fee for the subsequent calendar year will be adjusted based on the actual labour costs for that year and inflation increases for variable dispatch costs. The fee amounts shown below for the calendar years 2020 to 2024 are estimates only based on an estimated inflation increase of 3%.
4. Annual Dispatch Service fees do not include any telecommunication costs incurred to transmit data to and from Surrey for the Client, including modems, routers and other equipment defined as technology or Engineering and supply of technological interfaces between Surrey and the Client's equipment, or communication circuits or the addition of required circuits within Surrey or Station Alerting equipment or maintenance thereof, for notification from Printer Rip-n-Runs or Radio digital signalling for the various station alerts.
5. Annual Dispatch Service charges do not include any annual maintenance licensing costs for the various "Additional Service" options available to the Client.
6. Annual Dispatch Service fees do not include GST or any other applicable taxes.

Combined Dispatch Service fees for emergency call services

Year	Annual call total up to:	Annual call total up to:	Annual call total up to:	Annual call total up to:	Annual call total up to:
calls	<b>121</b>	<b>133</b>	<b>146</b>	<b>161</b>	<b>177</b>
2020	\$4,806	\$5,287	\$5,815	\$6,397	\$7,037
2021	\$5,099	\$5,609	\$6,170	\$6,787	\$7,465
2022	\$5,409	\$5,950	\$6,545	\$7,200	\$7,920
2023	\$5,739	\$6,313	\$6,944	\$7,638	\$8,402
2024	\$6,088	\$6,697	\$7,367	\$8,104	\$8,914

**SCHEDULE "B"****MUNICIPALITY OF THE VILLAGE OF LIONS BAY****Additional Services**

The following Additional Service options are available to the Client for the costs set out below"

<b>Optional Services</b>	<b>Purchase</b>	<b>Annual Maintenance</b>	<b>Cost per year</b>
Additional FDM RMS license	\$ 7,840	FDM RMS maintenance	\$ 1,568
QlikView/QlikSense license	\$ 440	Qlik maintenance/license	\$ 110
Deccan LiveMuM Software	Quote	Deccan maintenance	Quote
Mobile CAD license per device	\$ 1,600	Mobile CAD maintenance	\$ 320
Mobile data device	\$ 5,000		
Cellular/GPS Modem (Cypress)	\$1,200		
Rip-n-run laser Printer	\$ 500		
Rip N Run router/firewall	\$1,000		
DTMF radio decoder	\$ 400		
Digital radio decoder	\$ 500		
Pre-alert signal box	\$ 500		
PA with pre-alert tones	\$ 1,200		
Additional Tokens	\$ 200		
Additional FDM table	Quote		
Public Works After hours	Quote		
By-law Services	Quote		
FDM Customization	\$ 150/hour		

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Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation Classification/désignation sécuritaire  
**Unclassified**

Inspector Kara TRIANCE  
OIC Sea to Sky RCMP  
1000 Finch Drive  
Squamish, BC  
V8B 0M5

Your File Votre référence

Village of Lions Bay  
400 Centre Road  
Lions Bay, BC  
V0N 2E0

Our File Notre référence

2019-09-24

To Whom it May Concern,

**Lions Bay Activity Report**  
**Report period: July and August 2019**

The following is a list describing Calls for Service to the RCMP from in and around the area of Lions Bay.

**HWY 99 (within boundaries of Lions Bay):**

- Traffic - Moving/Non-Moving/Insurance Violations x 40
- Impaired Driving Investigations x 1
- Collision - Damage Over / Under \$1000 / Non-fatal x 7
- Prevention of Collision (debris, stalled vehicles, animals, pedestrians on shoulder) x 5
- Parking Violations x 0
- Other remaining call types x 11

**64 Calls for Service**

**Lions Bay Village:**

- Cause Disturbance/Breach of Peace x 4
- 911 - False/Abandoned x 3
- False Alarms x 7
- Stranded Person - location known x 3
- Theft of Vehicle / Theft from Motor Vehicle x 1
- Theft under \$5000 x 1
- Break and Enter Residence/Business x 1
- Mischief x 0
- Bylaw x 1
- Other investigations x 12

**33 Calls for Service**

**Total = 97**

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

Kind regards,

K. (Kara) TRIANCE, O.3086 (Insp)  
OIC Sea to Sky RCMP

/hm

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## VILLAGE OF LIONS BAY

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### Incoming Correspondence - October 15, 2019

*General Correspondence:*

- |  |           |
|--|-----------|
| G1: Letter re. Minister of Children and Family Development | (Page 1)  |
| G2: Reviewable Projects Regulation                         | (Page 4)  |
| G3: Climate Leaders Institute - Nov 7-8                    | (Page 32) |
| G4: Support Letter for Passenger Transportation Act        | (Page 44) |

**From:** [Office](#)  
**To:** [Shawna Driscoll](#)  
**Subject:** FW: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development  
**Date:** Tuesday, October 8, 2019 2:03:00 PM

---

**From:** MCF Info MCF:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>  
**Sent:** Wednesday, October 2, 2019 11:45 AM  
**To:** Lions Bay Reception <[reception@lionsbay.ca](mailto:reception@lionsbay.ca)>  
**Subject:** Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

**VIA E-MAIL**  
Ref: 244644

His Worship Mayor Ron McLaughlin and Council  
Village of Lions Bay  
E-mail: [reception@lionsbay.ca](mailto:reception@lionsbay.ca)

Dear Mayor McLaughlin and Council:

It is my pleasure to once again proclaim October as Foster Family Month in British Columbia. As Minister of Children and Family Development, I am honoured to recognize some of our province's most dedicated people. October presents an opportunity to express our gratitude for the selfless work of a foster parent, who provides not only food and shelter but also, more importantly, positively nurtures and guides the lives of British Columbia's most vulnerable children and youth.

Government relies on foster caregivers to provide day-to-day stability, care and support to these young people; without them our system would be inoperable, and we would fail to support those who need it most. It brings me great joy to report that, as part of government's commitment to supporting foster caregivers in their important work, the BC Government announced an increase to the Family Care Rate (also called the maintenance rate) in February 2019. This increase took effect in April 2019 and marks the first maintenance rate increase since 2009. Although alleviating some financial pressures is a step in the right direction, our province continues to owe foster caregivers a huge debt of gratitude.

This month, I invite you to show the people in your community how important these everyday heroes are to our province. I want to encourage you to get involved in celebrating these amazing individuals and their families for working day and night to provide support to children and youth in care. It is my hope that you take the time to acknowledge, host, celebrate, and participate in Foster Family Month appreciation events in your community.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing the foster caregivers in your community.

Sincerely,

***ORIGINAL SIGNED BY***

Katrine Conroy  
Minister

**From:** [Nicole Dumas](#)  
**To:** [Nicole Dumas](#)  
**Subject:** FW: Reviewable Projects Regulation  
**Date:** Thursday, October 10, 2019 2:28:58 PM  
**Attachments:** [2019-10-07 MS2S to Minister Heyman + BC EAO re EA intentions paper FINAL.pdf](#)  
[2019 EA revitalization - intentions paper.pdf](#)

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**From:** Tracey Saxby <[tracey@myseatosky.org](mailto:tracey@myseatosky.org)>  
**Sent:** Saturday, October 5, 2019 11:33 AM  
**To:** Council <[council@lionsbay.ca](mailto:council@lionsbay.ca)>  
**Subject:** Reviewable Projects Regulation

Dear Mayor and Council,

Please find attached our review of the proposed Reviewable Projects Regulation (RPR) which sets out criteria for determining which projects should be required to undergo an environmental assessment.

It is our view that the Intentions Paper weakens, rather than strengthens, existing environmental assessment regulations. For example, under these new proposed thresholds, Woodfibre LNG would not trigger an environmental assessment under the Greenhouse Gas emissions threshold, and FortisBC would not trigger an environmental assessment under the Linear Disturbance threshold. This is completely unacceptable.

One of the goals of the environmental assessment revitalization process is to “Enhance public confidence by ensuring impacted First Nations, local communities and governments and the broader public can meaningfully participate in all stages of environmental assessment through a process that is robust, transparent, timely and predictable.”

The proposed changes fall far short of that goal, and it is our view that this Intentions Paper will further erode public trust in the environmental assessment process and the BC Environmental Assessment Office.

This is truly shameful.

We have attached the Intentions Paper for your convenience, and suggest that the Village of Lions Bay may also wish to provide feedback on the proposed Reviewable Projects Regulation.

Sincerely,

**Tracey Saxby**  
**Executive Director**  
**My Sea to Sky**

Cell: +1 (604) 892-7501

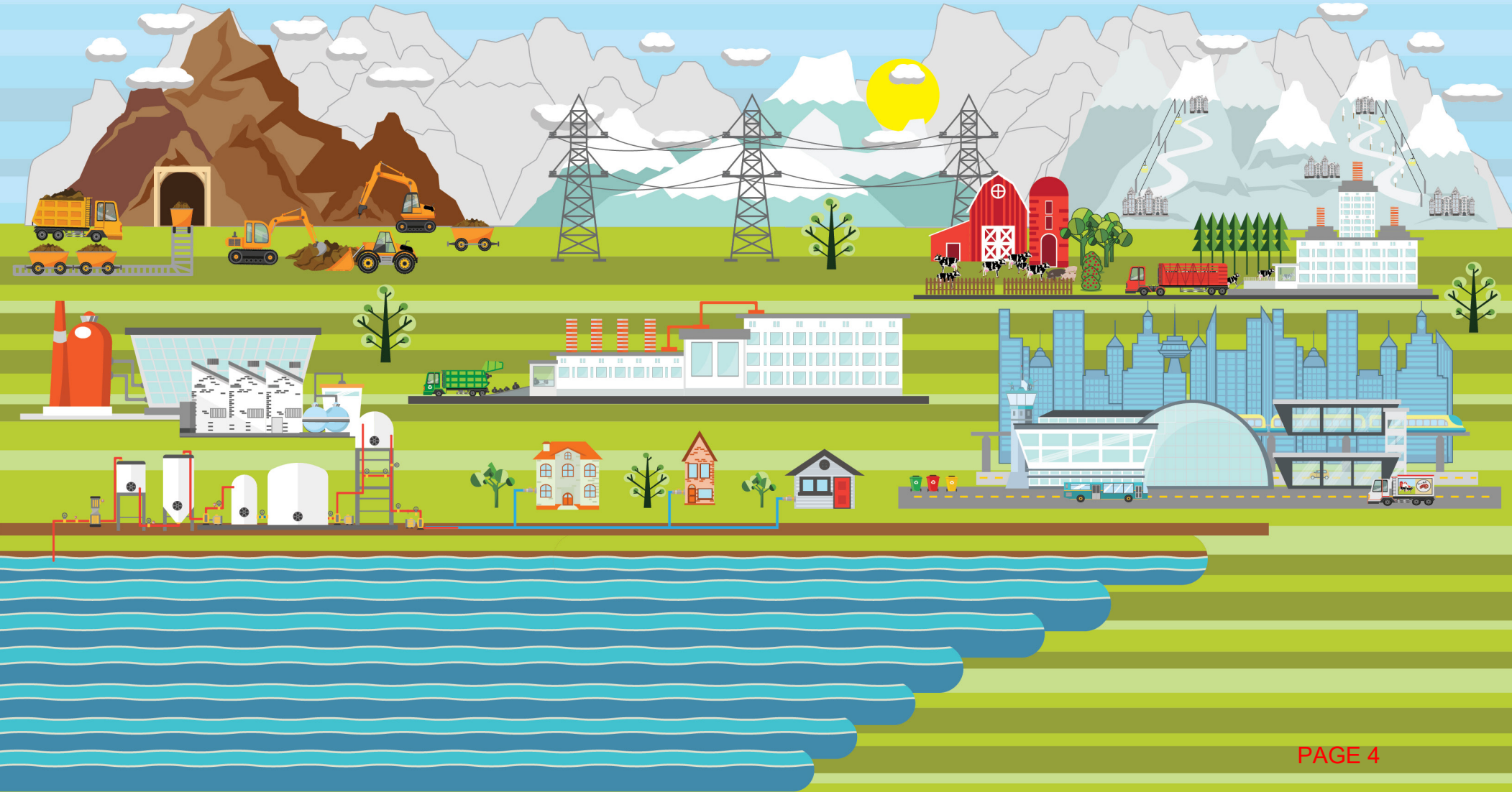
Email: [tracey@myseatosky.org](mailto:tracey@myseatosky.org)

Web: <http://myseatosky.org>

*We proudly acknowledge that we work in the traditional, unceded territories of the Coast Salish peoples, including the x̣ẉməθḳẉəỵəm (Musqueam), Sḳẉx̣ẉú7mesh (Squamish), and Seḷíḷwitulh (Tseil-Waututh) Nations.*



# ENVIRONMENTAL ASSESSMENT REVITALIZATION REVIEWABLE PROJECTS REGULATION INTENTIONS PAPER



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# Introduction

The Environmental Assessment Office (EAO) is developing a new Reviewable Projects Regulation (RPR) to replace the current RPR. This regulation sets out the criteria for determining which projects should be reviewable and required to undergo an environmental assessment (EA)<sup>1</sup>. EAs are conducted across Canada by provinces, territories and the federal government to assist in determining whether proposed major projects should proceed to construction and, if so, under which terms and conditions. In British Columbia, the EAO assesses major projects for potential environmental, social, economic, health and cultural effects.

*Any project that matches the description of a project category and meets or exceeds the established thresholds in the RPR would be a “reviewable project” and would be subject to an EA.*

Through extensive engagement with provincial agency partners, Indigenous nations, industry, EA practitioners, and stakeholders, the EAO has heard concerns that the current RPR can lack clarity, is sometimes difficult to interpret, requires modernization to reflect recent changes in technology and the regulatory environment, and does not include some projects that the public would like to see undergo an EA. It has also been suggested that the RPR thresholds should also be based on project effects rather than project size or production capacity. [Appendix II](#) provides a summary of what we have heard so far, and how we are responding.

The new RPR will make clear which major projects require an EA, and every attempt is being made to align the regulation with the public’s expectation of which major projects need an

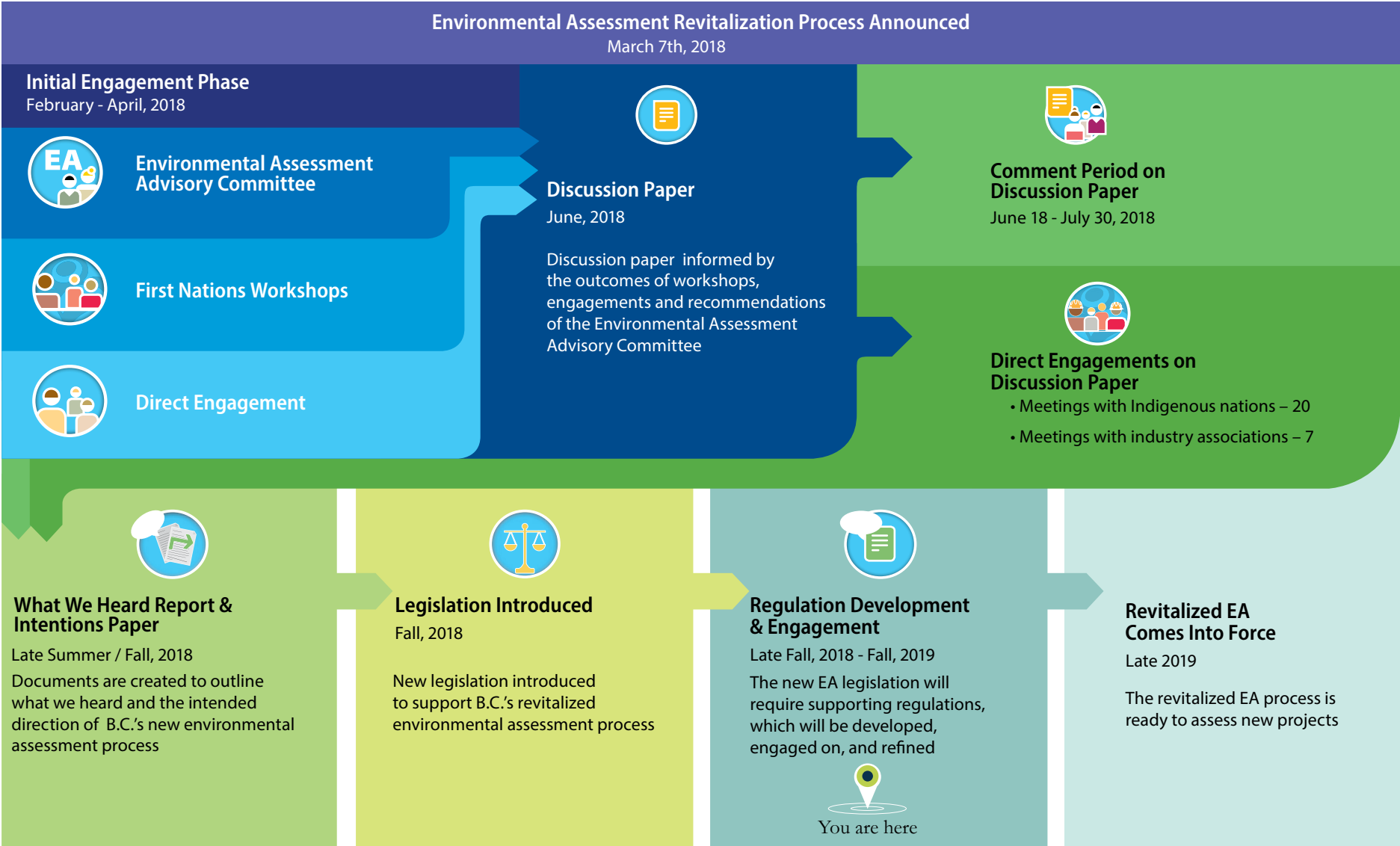
<sup>1</sup> Under the Environmental Assessment Act, projects are reviewable in three different ways: if the criteria of the RPR are met; if a request is made by an Indigenous nation or the public and the Minister deems it reviewable; or when a proponent requests that a project, not automatically reviewable under the RPR, undergo an EA and it is deemed reviewable by the Minister.

EA. Under the new RPR, Ministers will continue to be able to designate a project as reviewable, ensuring that projects that may not have been contemplated when drafting the RPR can still be required to undergo an assessment. The goal is to have projects with the potential for significant adverse effects undergo EAs, while projects with a low likelihood of causing significant adverse effects are assessed and regulated through the appropriate regulatory and permitting processes.

This Intentions Paper sets out the current policy recommendations for the new proposed RPR, and includes proposed criteria for the regulations, and supporting materials in the appendices. This paper has been produced to support engagement on the new regulation. Feedback received during this public comment period will be analyzed, and where appropriate, incorporated in the final regulation. The EAO will provide a final draft of the regulation to Cabinet, which will ultimately decide whether or not to approve. The finalized RPR will come into effect at the same time the new Environmental Assessment Act comes into force, expected in late 2019.

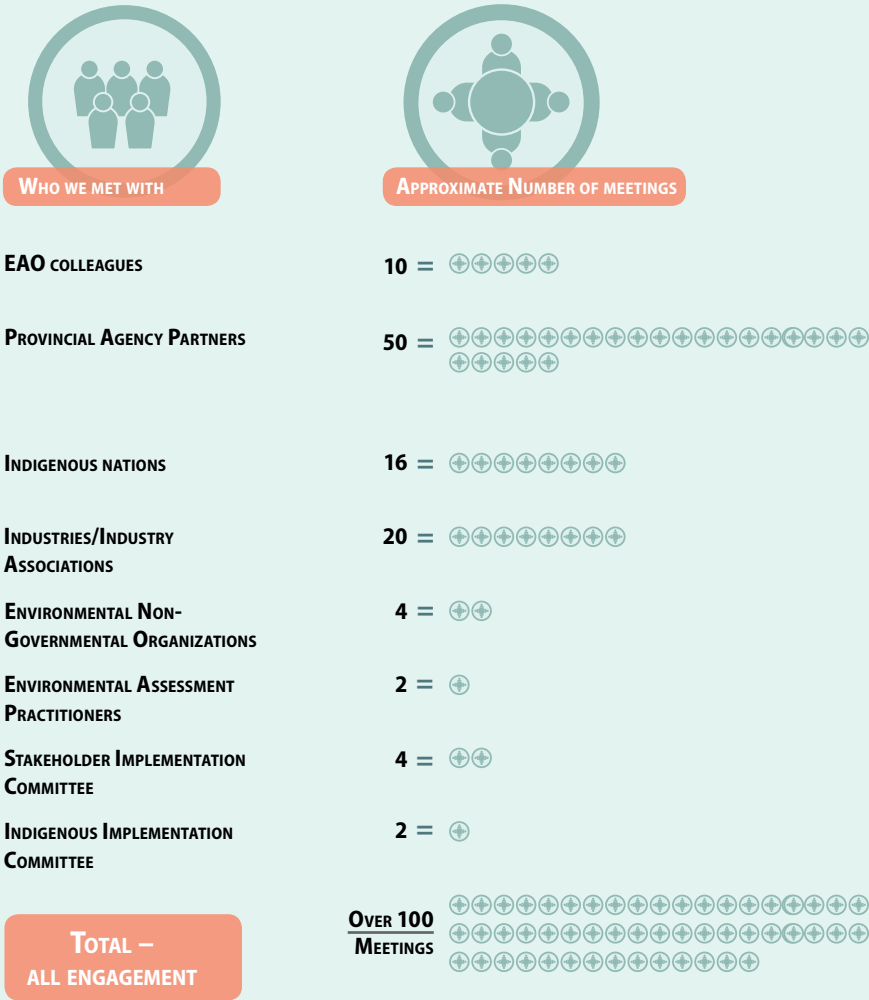


# Environmental Assessment Revitalization Process

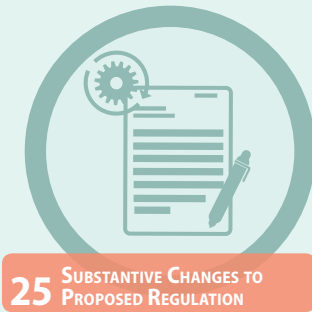


# Reviewable Projects Regulation Engagement and Development

JUNE 2018 – SEPTEMBER 2019



A complete list of the suggestions provided and how they are being addressed in the RPR can be found in [Appendix II](#).



# The Role of the Reviewable Projects Regulation in the Environmental Assessment Process

The environmental assessment (EA) process provides a comprehensive and rigorous framework to assess projects with the potential for significant adverse effects. The EA process is designed to assess large, individual, complex projects (as bigger projects typically have the potential for bigger adverse effects) and is one element of a larger framework for regulation of development activities in B.C., referred to as the *regulatory continuum* (see below).

The Reviewable Projects Regulation (RPR) sets out the criteria for determining which projects should be required to undergo an environmental assessment (EA), by defining prescribed project categories and providing thresholds for each category that seek to indicate the potential for adverse effects for their specific project type. Projects that fall into a prescribed category and meet the thresholds specific to its category require an assessment under the RPR. These are called *reviewable projects*.

If a project meets the thresholds for its specific category and is considered a reviewable project, it enters into the first phase of the EA process: Early Engagement. At the end of the Early Engagement phase a decision is made for the project to either:

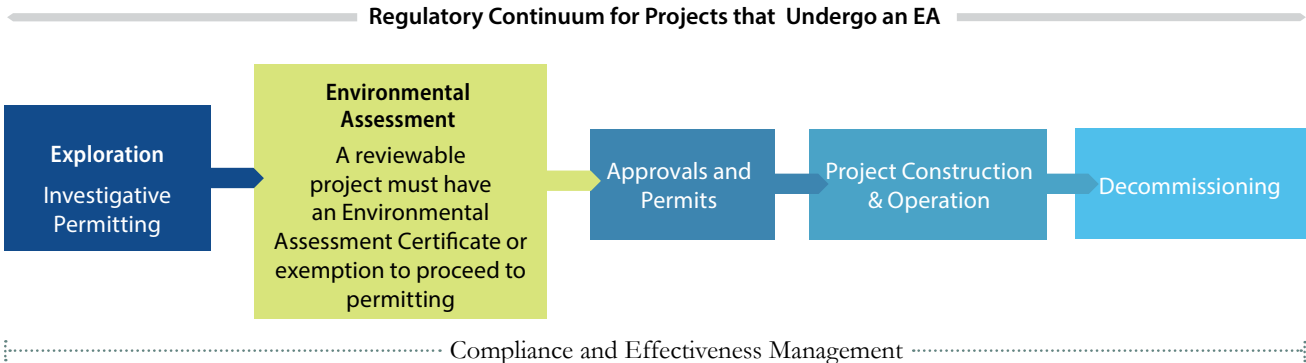
1. Undergo an EA;
2. Be exempted from an EA (and go directly to permitting reviews conducted by other agencies); or,
3. Be terminated from the EA process.

Termination would only ever take place if the minister determines that a project would have extraordinarily adverse effects, be incompatible with a government policy, or that issues for which the project was previously declined or terminated have not been adequately addressed.

The EA process is not designed to assess or regulate diffuse activity across the landscape. Activities or projects that do not undergo an EA are still subject to the oversight of other ministries and regulatory agencies. Activities or projects in B.C. that have the potential to impact the environment are governed by a regulatory framework that includes legislation, regulations, authorizations, and ongoing compliance and enforcement monitoring processes tailored to those specific industries or activities.

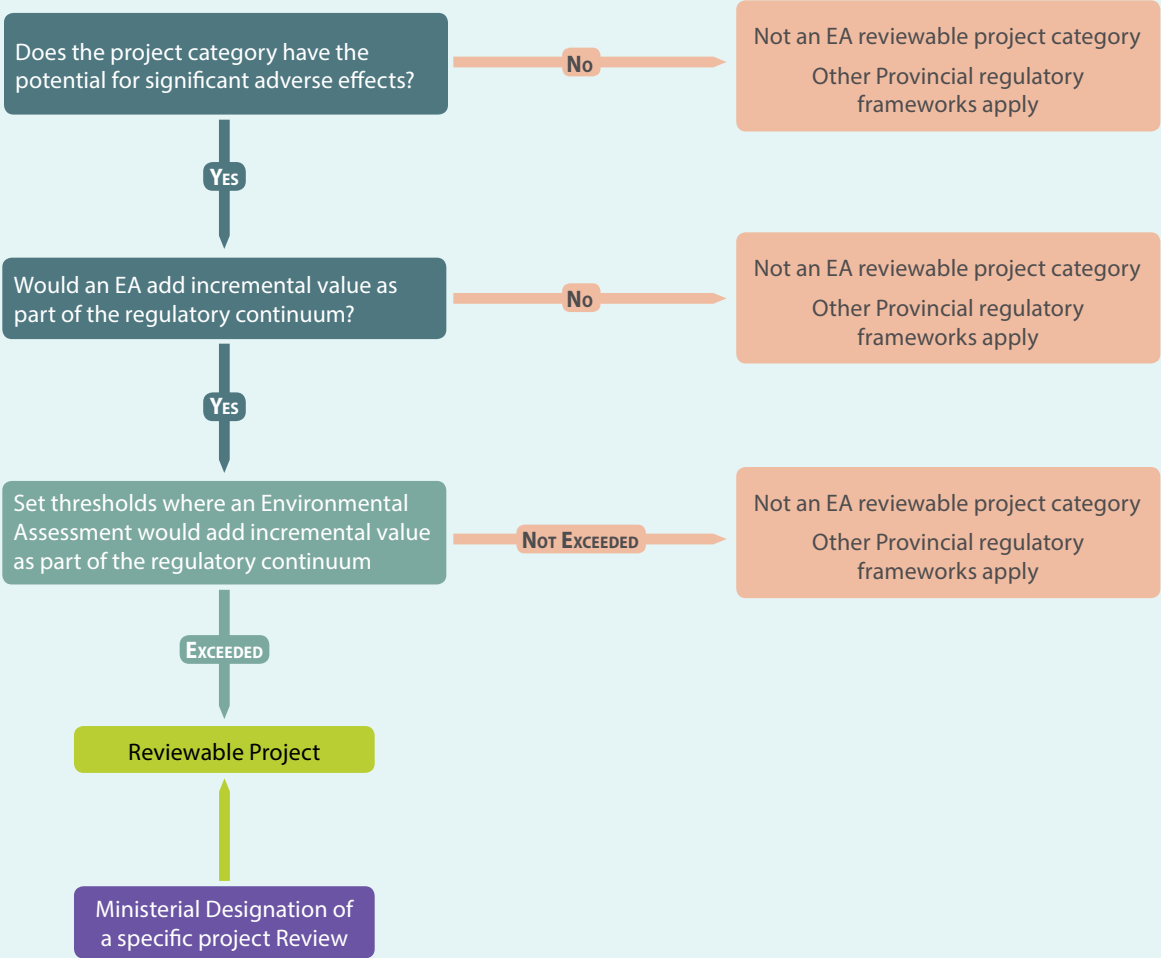
**THE PROPOSED REVIEWABLE PROJECTS REGULATION INCLUDES THE FOLLOWING CATEGORIES:**

- Industrial
- Mining
- Energy
- Water management
- Waste disposal
- Transportation
- Tourist destination resorts



# Determining Which Project Categories Should be Included in The Reviewable Projects Regulation

The objective of the Reviewable Projects Regulation (RPR) is to capture those major projects with the greatest potential for significant adverse effects without duplicating other regulatory processes. In developing the prescribed categories of projects, the EAO applied the following decision framework:



# **Reviewable Projects Regulation Proposed Model**

# Reviewable Projects Regulation Proposed Model

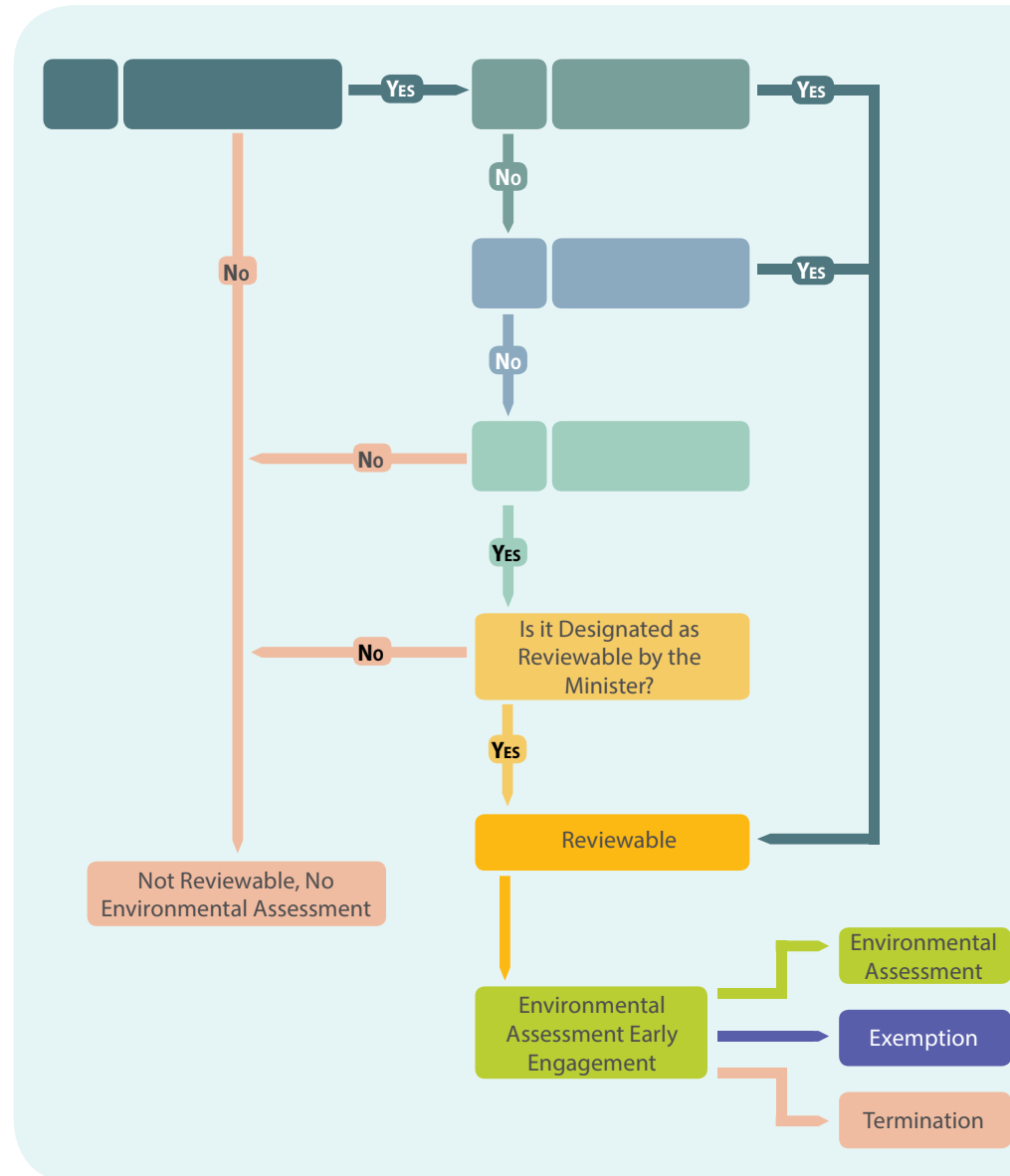
Under the new *Environmental Assessment Act*, projects will continue to be reviewable in three different ways:

1. The criteria of the Reviewable Projects Regulation (RPR) are met;
2. A request is made by an Indigenous nation or members of the public to designate a project reviewable and, after considering required factors, the Minister decides to designate the project reviewable (s. 11); or,
3. When a proponent requests that a project, not automatically reviewable under the RPR, be deemed reviewable on the basis there is potential for adverse effects, and the Minister decides to grant this request (s. 12).

The Environmental Assessment Office (EAO) is proposing a new model for determining a project's reviewability under the RPR that has the following features:

- **Resolves interpretation challenges**
  - E.g. mines' "production capacity" not defined – clarify it does not include waste rock
- **Reflects change in provincial legislation or regulation**
  - E.g. introduction of *Water Sustainability Act*
- **Addresses gaps**
  - E.g. solid waste management category no longer restricted to only local governments
- **Revises some project design thresholds**
  - E.g. placer mine threshold reduced by 50%
- **Expands use of project effect thresholds**
  - E.g. consistent application of greenhouse gas emissions, linear/area of disturbance, protected areas thresholds across project categories
- **Introduces notification thresholds**
  - E.g. the EAO must be notified of certain project proposals, despite not meeting automatic reviewability thresholds.

In order to implement the new effects and notification thresholds, a four-step process has been developed to assist in determining reviewability, outlined in the following pages.



# Reviewable Project Regulation Draft Proposed Model

## Step 1 Determine if the project is in a prescribed category of projects

The proposed Reviewable Projects Regulation (RPR) will continue to have prescribed categories of land-based activities that have been identified for their potential for significant adverse effects (including their contribution to cumulative effects) for a range of environmental, economic, social, health and cultural values.

If a proposed project falls into a prescribed category, the next step is to consider whether the thresholds for its category are met. If the project does not fall into a prescribed category under the RPR, then the project is not considered reviewable and does not require an environmental assessment (EA).

Most projects and activities in B.C. that have the potential for environmental impacts are already subject to government regulations, permitting processes, and compliance and enforcement monitoring protocols. These regulations, processes, and protocols are specifically designed to evaluate and address the adverse effects of the project or activity on an ongoing basis. In considering whether a project type should be reviewable under the *Act*, the Environmental Assessment Office (EAO) considered what value the EA process would add as both a planning and a regulatory tool, and whether the issues identified for the project type or activity are sufficiently addressed under existing regulatory regimes.

The EAO has heard that there should be a new “catch-all” project category for those projects that do not fall into a prescribed RPR category but meet one or more of the proposed effects thresholds. The EAO is not currently recommending this proposal, as it has the potential to bring projects already governed by rigorous legislative and regulatory frameworks into the EA process, creating duplication.

## Step 2 Are the project design thresholds met?

The proposed Reviewable Projects Regulation (RPR) identifies project categories and associated thresholds that determine which projects are required to undergo an environmental assessment (EA). The second step in determining a project’s reviewability is to consider whether it meets the thresholds for its specific category.

Project design thresholds reflect characteristics or attributes of projects that are indicators of a project’s potential for adverse effects. For example, a measure of the total amount produced or extracted by the project over a given time (e.g. mine production capacity), or a physical attribute of the project (e.g. dam height or energy storage capacity).

Proposed adjustments to project design thresholds are described starting on [page 13](#).

If the project meets the project specific thresholds, then it is reviewable. If it does not, go to step 3.



# Reviewable Project Regulation Draft Proposed Model

## Step 3 Are the effects thresholds met?

The proposed Reviewable Projects Regulation (RPR) includes effects thresholds that would apply to all RPR project categories and be directly linked to the effects of projects.

*Effects thresholds must be reasonably measurable and known at the early stages of the initial project description*

Effects thresholds under consideration are:

- At least 60 km of new linear disturbance;
- At least 600 ha of new land disturbance;
- At least 382,000 tonnes per year of greenhouse gas emissions (1% of 2030 emissions target); or,
- Overlap with a prescribed protected area.

Final values for thresholds will be established subject to feedback received during this engagement.

See [page 21](#) for more details on the rationale for these proposals

If a project in a prescribed category meets one or more of the effects thresholds, then it is reviewable. If it does not, go to step 4.

## Step 4 Notification requirements

The new *Act* enables the Environmental Assessment Office (EAO) to require that proponents of certain projects submit a notification of their intention to develop those projects (s. 10). This enables the EAO to better track projects that could be potentially considered for an environmental assessment (EA), despite being below the automatic reviewability threshold and,

where appropriate, bring these projects to the Minister’s attention so it can be determined whether the project should be required to undergo an EA. Those proposed projects providing notification to the EAO in respect of these thresholds will be posted publicly on the EAO’s website.

Proposed notification thresholds are noted below. See [page 22](#) for more details on the rationale for these proposals

- Federal EA is required and not wholly on federal land;
- Within 15% of project design or effects thresholds; or,
- Maximum annual direct employment of at least 250 people.

We are also considering a notification requirement when a modification to an existing project would result in exceedance of the threshold for new projects in that category, subject to feedback received during this engagement.

### Modifications to an existing project

For each prescribed project category in the Reviewable Projects Regulation (RPR) there are thresholds for modifications to existing projects that have never received an Environmental Assessment (EA) Certificate (i.e., they were either initially constructed prior to the first *Environmental Assessment Act* coming into force in 1995, or below the EA reviewability thresholds). The proposed RPR clarifies that a project with an existing EA certificate is not required to undergo a second EA. Any significant changes or expansions proposed for a project with an EA certificate would be subject to the amendment provisions of the *Act*, under which the proposal can be thoroughly assessed, and appropriate mitigations required.

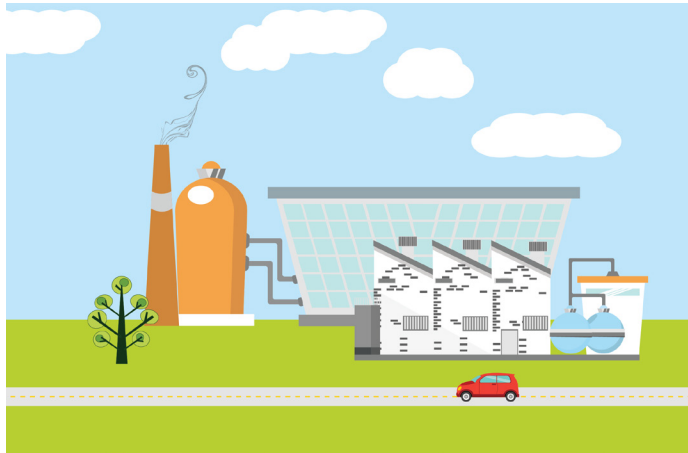
Significant changes or expansions of existing projects without an EA certificate require an EA, where the proposal meets one or more of the effects thresholds, and/or the proposal meets the modification thresholds set out for the project’s specific category.



# **Proposed Changes to Project Design Thresholds Proposed effects & Notification Thresholds**

# Proposed Changes to Project Design Thresholds

## INDUSTRIAL PROJECTS



### Proposed change: Replace Standard Industrial Classification codes with North American Industrial Classification System codes

The current RPR uses the Standard Industrial Classification (SIC) codes to determine types of projects that are reviewable within the industrial sectors. The SIC system is now out of date and has been replaced with the North American Industrial Classification System (NAICS). NAICS was most recently updated in 2017, providing more flexibility for emerging industries. The proposed RPR continues to require that the same industrial project categories are reviewable – there is no substantive change other than the classification updates.

*The current Reviewable Projects Regulation (RPR) requires that many types of industrial manufacturing facilities are reviewable, including those for organic and inorganic chemicals, primary metal products, non-metallic mineral products and forest products industries<sup>2</sup>. Environmental assessment (EA) thresholds for this sector are based on production capacity, bringing in large industrial facilities with the potential for significant adverse effects. Discharge from industrial projects is also regulated through the Environmental Management Act.*

<sup>2</sup> Forest Products Industries are those that process wood after harvesting, e.g. pulp and paper mills, saw mills, etc.

## MINES



*Mining activities are primarily authorized and regulated by the Ministry of Energy, Mining and Petroleum Resources (EMPR) and the Ministry of Environment and Climate Change Strategy (ENV). The types of mining activities considered to have the greatest potential for adverse effects include coal mines, mineral mines, sand and gravel operations, placer mines, construction stone and industrial mineral quarries, and off-shore mines. Each one of these activities has its own prescribed RPR project category with a production capacity reviewability threshold.*

### Proposed change: Lower threshold for placer mining

Given that no placer mines have entered the EA process at the current reviewability threshold, we recognize that the current threshold may not be an accurate indication of the potential for significant adverse effects. The Environmental Assessment Office (EAO) is proposing to lower the threshold for placer mines from 500,000 to 250,000 tonnes of pay dirt per year. Because the effects of placer mining are similar in nature to those of sand and gravel pits, or construction stone and industrial mineral quarries,

the proposed threshold aligns with the threshold for those project categories as all of these projects consist of similar activities and potential for adverse effects.

### Proposed change: Revise modification thresholds to reflect new effects thresholds

Currently, some mining project categories trigger an EA for modification if a proposal meets both the increase to production capacity threshold AND one of following:

1. a disturbance to at least 750 ha of land; or,
2. a disturbance to an area at least 50 % of the area previously permitted for disturbance.

Under the proposed effects thresholds, any project that exceeds the area of disturbance threshold (under consideration at 600 ha) would require an EA, regardless of whether it meets this project category thresholds..

### Proposed change: Clarity of definitions

We are proposing to clarify the definitions for *production capacity* and *clean coal*, to ensure consistency of interpretation. *Production capacity* for mine projects means the quantity of product that has value, expected from a given mining operation. It does not include waste materials generated. *Clean coal* means coal that has undergone a washing process to remove waste, before being transported from the mine site for marketing or testing.

#### PAY DIRT:

Mined placer gravel that is, or could be processed in a sluice box, wash plant, or other device for extracting precious metals.

#### REGULATORY CONTINUUM FOR PLACER MINES:

The EAO will also continue to work with our colleagues at EMPR as they evaluate their own regulatory framework for placer mining. EMPR has engaged Indigenous nations through a number of Placer Mining Forums which included the possibility of introducing tiered information requirements and the utilization of multi-party reviews for large and more complex placer mining applications. As those discussions continue and as the EAO assesses whether the proposed threshold is a more effective indication of the potential for significant adverse effects from placer mines, the EAO will make further adjustments to the placer mine threshold as appropriate.

## ENERGY – ELECTRICITY PROJECTS



*The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) is the agency with project specific responsibility for authorizing and regulating Electricity Projects. The environmental assessment (EA) process is part of the overall regulatory continuum for these projects, applicable to major projects with the potential for significant adverse effects – namely, power plants and transmission lines. Each of these has a prescribed project category in the Reviewable Projects Regulation.*

### Proposed change: Revise power plant thresholds

The Environmental Assessment Office (EAO) has heard that the wide diversity of electrical project types is not appropriately addressed by the current single threshold for power plants of 50 mega-watt (MW) rated nameplate capacity. We have heard that this threshold does not reflect the wide range of project effects produced by the different types of electricity power plants (wind, hydro power, thermal, etc.), and can be a disincentive to using more efficient technology. For example, wind power projects using more efficient technology could meet or exceed the 50 MW threshold with fewer turbines, and consequently less land disturbance, than projects using less efficient technology and more turbines, meaning the EA requirement may be a

disincentive to using, or upgrading to, more efficient technology. We are proposing that the current 50 MW threshold, currently applicable to all power plants, be replaced by the following:

Hydroelectric, thermal electric, or other power plant, not including wind and tidal plants: rated nameplate capacity	> 50 MW
Land-based wind generating facility:	≥ 15 turbines
Marine or freshwater wind generating facility	≥ 10 turbines
Any new tidal (excluding in-stream tidal) power generating facility	All
In-stream tidal power facility: rated nameplate capacity of	> 15 MW

These proposals are also largely in alignment with federal thresholds under the new *Impact Assessment Act*, allowing for the opportunity to coordinate or substitute assessments between the two jurisdictions.

In addition, the EAO is recommending that an exception to the modification threshold be developed for the power plant category for replacement of generators or turbines, or other repairs to an existing power plant primarily for maintenance purposes.

### Changes Under Consideration: Adjust electric transmission line thresholds

Currently, only electric transmission lines of at least 500kV and at least 40km length are reviewable according to the RPR. We have heard that smaller voltage transmission lines have similar impacts, but with slightly narrower rights of way. We are considering to require that electric transmission lines of at least 230kV and 60km length are also reviewable, subject to feedback received during this engagement. This length aligns with the threshold already in place for smaller diameter pipelines ([Table 8, line 4 of Appendix IV](#)) that have a similar right of way to 230kV transmission lines.

**NAMEPLATE CAPACITY**  
Measure of maximum capacity to produce energy

## ENERGY - PETROLEUM AND NATURAL GAS PROJECTS



*Petroleum and natural gas projects are primarily regulated by the Oil and Gas Commission (OGC). The EA process is part of the overall framework for regulating these projects, applicable to major projects with the potential for significant adverse effects. Projects within this sector considered to have the greatest potential for adverse effects include energy storage facilities and natural gas processing plants, transmission pipelines, and off-shore oil or gas facilities. Each of these activities has its own prescribed project category within the RPR.*

### Proposed changes: Clarifications to energy storage thresholds

Liquefied natural gas (LNG) facilities and oil refineries typically become reviewable through the energy storage project category, but are not specifically mentioned in the RPR. For clarity, we propose the following changes:

- Specify that LNG facilities are reviewable under the energy storage category with the volumetric equivalent of 136,000m<sup>3</sup> for the existing 3 peta-joule (PJ) threshold;

- Establish a new project category for oil refineries with a threshold that aligns with the federal threshold: an input capacity of 10 000 m<sup>3</sup>/day or more; and,
- Otherwise retain the 3 PJ threshold for all other energy storage projects in this category.

### Proposed changes: Adjustments to natural gas processing thresholds

Projects in this category are currently reviewable based on either production capacity or sulphur emissions thresholds. Our view is that the new effects threshold for greenhouse gas emissions is a better indicator of the potential for significant adverse effects than the current processing threshold, and therefore propose to retain only the sulfur emissions threshold for this category going forward. We also propose to clarify the definition of sulphur for the sulphur emission threshold to ensure clarity and consistency in application.

# WATER MANAGEMENT PROJECTS



The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) is the agency with project specific responsibility for authorizing and regulating Water Management Projects. The environmental assessment (EA) process is part of the overall regulatory continuum for these projects, applicable to major projects with the potential for significant adverse effects.

The Reviewable Projects Regulation (RPR) prescribes five different water management projects categories, each based on a type of activity. These include: dams; dikes; water diversion projects; groundwater extraction projects; and shoreline modification projects.

## Proposed Changes: Groundwater Extraction category

We have heard that the current regulation can be difficult to interpret for this project category. We are proposing clarified language in the regulation – however there is no substantive change to which projects would be reviewable under the revised language.

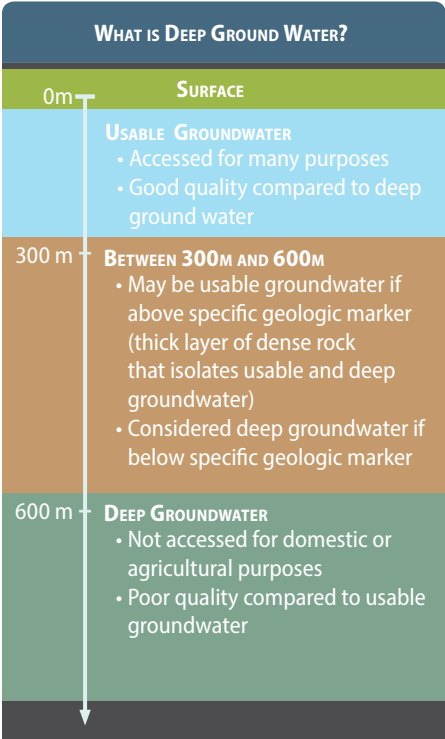
We are also proposing that the extraction of deep groundwater, as defined in the *Water Sustainability Regulation*, by the oil and gas

industry, not be a reviewable activity. In developing this proposal, the following was considered:

- The EA process duplicates the OGC permitting process;
- Deep groundwater is generally non-potable, and unusable for other purposes;
- Removing the requirement will provide incentive to the oil and gas industry to use deep groundwater, relieving pressure on more accessible water sources that have other uses; and,
- The proposal aligns with changes made to the water management regime under the *Water Sustainability Act*, which created an exemption from requiring an authorization for the extraction of deep groundwater, subject to conditions.

## Proposed Changes: Clarification to Shoreline Modification

We are proposing a definition for periodic maintenance dredging in this project category to ensure consistency in interpretation and application.



## WASTE DISPOSAL PROJECTS



*The Ministry of Environment and Climate Change Strategy (ENV) is the agency with project specific responsibility for regulating Waste Disposal Projects, with the Oil and Gas Commission (OGC) having oversight for certain waste disposal activities related to the oil and gas industry. The environmental assessment (EA) process is part of the regulatory continuum for these projects, applicable to major projects with the potential for significant adverse effects.*

*The Reviewable Projects Regulation (RPR) prescribes three different waste disposal project categories, based on the type of waste being addressed: hazardous waste management projects; solid waste management projects; and liquid waste management projects.*

### Proposed Changes: Solid Waste Management

Currently, the criteria for solid waste management facilities apply only to those projects that are components of a Regional Solid Waste Management Plan under the *Environment Management Act*, and the proponent is a local government. Most major municipal where waste management projects in B.C. are part of a regional

solid waste management plan, and meet this definition. We propose to expand reviewability criteria to ensure that all major solid waste management projects, whether part of a regional solid waste management plan or not, and regardless of proponent type, would be captured under the RPR. This inclusion would introduce a reviewability requirement for non-municipal, non-hazardous solid waste management facilities (for example, non-hazardous contaminated soil) that are above the thresholds in the Regulation).

### Proposed Changes: Hazardous Waste Projects

We have heard that this part of the regulation can be difficult to interpret. We are proposing changes to clearly exclude two types of projects that we do not consider having the potential for significant adverse effects:

- Clearly exclude the treatment of drilling mud with a mobile thermal treatment facility, that is located at either a drilling pad or a secure landfill. The process involves treating drilling mud, which is classified as a hazardous waste, in a closed loop system (minimal effluent and emissions). The process is considered beneficial; however, there is a reluctance among industry proponents to use it because the EA requirement is currently unclear
- Clearly exclude the disposal of produced water (water or brine that is brought to the surface with the natural gas or oil from a well) by injecting it into deep wells. The EA requirement for this type of activity is currently unclear, and this clarification is required to assist with interpretation.

**NON HAZARDOUS CONTAMINATED SOIL**  
Soil that is contaminated, but does not qualify as hazardous waste under the Hazardous Waste Regulation.

## FOOD PROCESSING PROJECTS



*The current Reviewable Projects Regulation (RPR) requires that processing facilities for Meat and Meat Products, Poultry Products, and Fish Products are reviewable if they exceed the specified waste discharge threshold.*

### **Proposed Change: Exclusion of food processing project category**

No food processing facilities have entered the environmental assessment (EA) process through the existing thresholds. Since the RPR was last updated in 2002, the Waste Discharge Regulation (2004) and Code of Practice for the Slaughter and Poultry Processing Industries (2007) have also been introduced, providing a specific framework for regulation of these facilities. We are proposing to exclude the Food Processing category from the RPR, given that a defined regulatory framework has been developed subsequent to the last substantial review of the RPR.

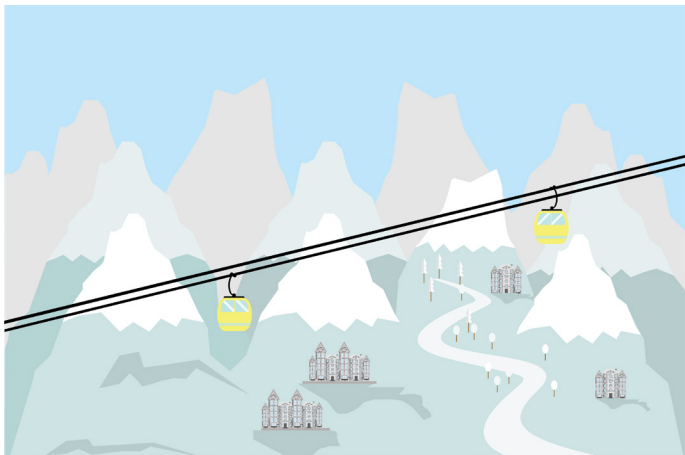
## TRANSPORTATION PROJECTS



*These projects are regulated primarily by the Ministry of Transportation and Infrastructure. The EA process is part of the overall framework for regulating these projects, applicable to major projects with the potential for significant adverse effects.*

*The RPR prescribes four different transportation project categories: public highways, railways, ferry terminals, marine port facilities and airports. We are not proposing changes to any of the thresholds for the transportation project categories at this time.*

## TOURIST DESTINATION RESORT PROJECTS



*These projects are regulated by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development's (FLNRORD) Mountain Resorts Branch (MRB). The environmental assessment (EA) process is part of the overall regulatory framework for tourist destination resorts, applicable only to major projects. The Environmental Assessment Office (EAO) and MRB recognize that there is substantial overlap between our two regulatory processes. In the interest of regulatory clarity and transparency, we will continue to work together to align and coordinate the two processes, to ensure that there is appropriate regulatory oversight of resorts, while minimizing unnecessary duplication in the administration of the two major project review processes.*

*The Reviewable Projects Regulation (RPR) prescribes four different tourist destination resort project categories: resort developments (not golf, marina or ski), golf, marina and ski resorts.*

### Proposed changes: Clarifications to thresholds

We propose to eliminate all references to commercial bed units, because the term "commercial bed units" has been difficult to interpret. For clarity, we also propose that the linear metres of

moorage threshold for the marina resorts project category be defined as a measurement of the outside perimeter of the berths, and clearly not a measurement inside of each individual berth.

### Changes Under Consideration: Modifications to Resort Developments and Ski Resorts:

The MRB has a robust regulatory regime for assessing impacts for, and overseeing the development of, resort projects on Crown land. Each resort on Crown land must undergo the Masterplan Review Process which includes facilitation of an environmental assessment, inter-agency government review, and Indigenous nation and stakeholder engagement. To reflect this substantial overlap and ensure that EA delivery is appropriately targeted on the regulatory continuum, we are considering revising the threshold for modifications to projects in these categories that are subject to the All Season Resort Policy, subject to feedback received during this engagement:

- Increase of 2000 new bed units or more; and,
- Total number of bed units increases by at least 50% from what is already approved in the resort masterplan.

# Proposed Effects Thresholds

Effects thresholds are criteria that link directly to the effects of a project. There are examples of effects thresholds in the current Reviewable Projects Regulation (RPR) - for example, shoreline modification project thresholds are based on linear disturbance of shoreline or area of disturbance to submerged land. Because certain types of effects are similar regardless of sector or category, the EAO is proposing to establish RPR thresholds that would apply across all project categories on the basis that they are:

- Aligned with impacts experienced across sectors;
- Measurable;
- Knowable at the time of the initial project description; and,
- Supportive of government goals.

## GREENHOUSE GASES:

In 2018 the B.C. Government set Greenhouse Gas (GHG) reduction targets. This is a major government policy priority and there is a desire to review projects with the potential to materially affect GHG reduction targets. To support this initiative, the Environmental Assessment Office (EAO) is suggesting for consideration that a project be reviewable if it meets or exceeds 1% of the legislated 2030 target (i.e., 382,000 tonnes of greenhouse gas emissions annually), subject to feedback received during this engagement. We are also seeking feedback on whether this calculation should be based on direct emissions of the project, or whether other sources of emissions should be considered.

## PROTECTED AREAS:

The Province of B.C. establishes a variety of designated areas intended to protect the environment. An important aspect of the environmental assessment process is to consider potential impacts of major projects on all types of protected areas. The EAO is proposing that a project in a prescribed project category

that is proposed within certain types of prescribed protected areas that generally exclude all industrial activity must undergo an environmental assessment. The RPR will not draw in activities that are currently legally allowable in the specific designated area (e.g. BC Parks campgrounds and infrastructure). This approach will require that proponents consider how their proposed projects could interact with protected areas from the earliest stages of project design, even prior to entering the environmental assessment process. It provides an opportunity for proponents to consider adjusting project design to avoid overlaps with prescribed areas, therefore avoiding adverse effects to these important areas.

## LINEAR DISTURBANCE:

Project components such as transmission pipelines, electric transmission lines, and roads may require new disturbance of associated linear corridors. The longer the linear disturbance, the greater the potential for adverse effects. The current RPR contains thresholds for linear projects that range from 20 to 60 km. To be consistent with the maximum current RPR threshold, we are suggesting for consideration a new, permanent linear disturbance threshold of more than 60 km for all prescribed project categories listed in the RPR, subject to feedback received during this engagement.

## AREA OF DISTURBANCE:

The greater the project footprint, the greater potential for a wide variety of effects, regardless of the specific sector. The current RPR already includes land disturbance thresholds for some project categories. Similar to the approach for linear disturbance, the EAO considered the range of existing area-based thresholds and suggests for consideration, that any project within the prescribed categories creating a new, permanent disturbance of 600ha or more should be reviewed, subject to feedback received during this engagement.

*See Appendix I for more details on which protected areas we are considering for this list*



## Step 4

# Proposed Notification Thresholds

Under the proposed new Reviewable Projects Regulation (RPR) model, if a project within the prescribed categories does not meet any of the cross-project effects thresholds or thresholds specific to its project category, it may still be required to notify the Environmental Assessment Office (EAO) if it meets one or more of the proposed notification thresholds. Upon notification, the EAO may refer a project to the Minister of Environment and Climate Change Strategy for designation as reviewable. These thresholds are contextual to individual projects, requiring that discretion is applied in a decision to refer for designation rather than being an automatic reviewability threshold.

### FEDERAL EA REQUIREMENT

To support opportunities for substitution (a process whereby one level of government uses the EA process of another government as a basis for its decision) the EAO proposes that any project considered reviewable by Canada, but not wholly located on federal lands, be required to notify the EAO.

### PROJECT IS WITHIN 15% OF THE RPR THRESHOLDS

Currently, the EAO does not systematically collect data on the number of projects that are initially constructed just below RPR thresholds. We have heard concerns that some new projects may be artificially designed to be sub-threshold and that other existing projects that have never had an Environmental Assessment Certificate, expand sequentially, becoming major projects without ever undergoing an environmental assessment (EA). The EAO proposes the notification requirement be applied to projects designed to be within 15% of the proposed RPR design and effects thresholds. This will help us collect better

data to understand the extent of this perceived issue, and to make referrals to the Minister for designation where appropriate. Those proposed projects providing notification to the EAO in respect of these thresholds will be posted publicly on the EAO's website.

### WORKFORCE

The EAO proposes that projects within the prescribed categories with a maximum annual direct employment number of  $\geq 250$  to be required to notify the EAO. Employment is an important benefit of projects; however, the size of a workforce can also be a key indicator of the potential for a wide range of social impacts. Social impacts are not assessed or regulated by most permitting agencies. The proposed threshold is based on examining examples of workforce size for projects that have undergone an EA, and where it has been shown there is potential for increased social impacts.

### UNDER CONSIDERATION FOR MODIFICATIONS TO EXISTING PROJECTS:

For projects that have never received an Environmental Assessment (EA) Certificate (i.e., they were either initially constructed prior to the first *Environmental Assessment Act* coming into force in 1995, or below the EA reviewability thresholds), we are considering applying a notification requirement. Notification would be required when the modified project, as proposed, would exceed the threshold for new projects in that category.

# **Projects not Found in the Reviewable Projects Regulation**

## **Example Scenarios**

## **Next Steps**

# Example Scenarios to Determine Reviewability

## SCENARIO #1:

**A new electrified LNG facility is proposed to be built in northwest B.C. and is designed to store 150 000 m3 of LNG. Is it reviewable?** An LNG facility is in a prescribed project category because it is an energy storage facility. The proposed storage capacity is higher than the volumetric threshold of 136,000 m3 for LNG facilities. It is a reviewable project.

## SCENARIO #2:

**A new metal mine is proposed to have a production capacity of 50,000 tonnes/year, and requires new linear disturbance of 100km for road access and electric transmission lines. Is it reviewable?** A metal mine is in a prescribed project category with a new project threshold of 75,000 tonnes/year of production capacity. Although the project design threshold is not met, the linear disturbance effects threshold, currently considered at 60km, is exceeded for the associated road and transmission lines. It is reviewable.

## SCENARIO #3:

**A company plans to build a run-of-river generating facility with a proposed power production of 48 MW. It does not trigger any effects threshold. Is it reviewable?** A run-of-river generating facility is a prescribed category of projects in the RPR. It does not meet the project specific thresholds, nor does it meet any effects threshold; however, it does meet a notification threshold since the proposed project has a production capacity that is 15 % below the RPR threshold for its particular project category (50 MW).

## SCENARIO #4:

**A municipality built a drinking water well in 1984 prior to the requirement for an EA, with an extraction rate of 50l/s. In 2020, the municipality plans to build an additional well in the same aquifer to meet growing demand for water. The wells would have a combined extraction rate of 100l/s. Is the modification reviewable?** Groundwater extraction is a prescribed project category, and the proposed modification would result in the project exceeding the new project threshold (75l/s). The proposed modification also consists of a 100% increase in the extraction rate, which exceeds the modification threshold of 35% increase. The new well is a reviewable project.

## SCENARIO #5:

**A new agriculture operation is proposed in the Fraser Valley. Is it reviewable?** Agriculture is not a prescribed project category in the RPR, therefore it is not a reviewable project. It is reviewed, authorized and regulated under permitting and regulatory processes that do not include the EA process

## SCENARIO #6:

**The holder of an EA certificate proposes an alternate transmission line route for the project that is not authorized in the certificate. Is it reviewable?** The RPR does not apply to projects with an EA certificate. The alternate transmission line route would be assessed through an amendment under section 32 of the Act

# Projects not found in the Reviewable Projects Regulation

Over time, the EAO has heard that the following types of projects should be considered as reviewable under the *Environmental Assessment Act*. These projects are not proposed as new Reviewable Projects Regulation (RPR) project categories as they are already governed by a regulatory continuum that includes legislation, regulations, permitting processes and ongoing compliance and enforcement monitoring that are specifically tailored to that industry or activity. For each of these projects, the EA process is considered duplicative. Section 11 of the new *Act* continues to provide the Minister with the power to designate projects as reviewable outside of the RPR, regardless of whether the project is in a category specified by the RPR or not.

PROJECT TYPE	RATIONAL FOR NOT INCLUDING IN THE RPR
<b>FINFISH AQUACULTURE (FISH FARMS)</b>	<p>After the Hinkson Decision by the B.C. Supreme Court in 2009, management of finfish aquaculture transferred back to the federal government in 2010. Since 2010, B.C.'s regulatory role has been limited to issuance of Crown Land tenure (FLNRORD) and permitting of waste discharge and pesticide use (Ministry of Environment and Climate Change Strategy - ENV). The federal government has primary regulatory responsibility for aquaculture, and the key potential effects are primarily within federal jurisdiction. B.C. would have very limited jurisdiction to impose conditions on fish farms or enforce those conditions through an EA certificate.</p>
<b>LOGGING</b>	<p>The EA process is designed to assess large, individual, complex projects, and is one element of a larger framework for regulation of development activities in B.C. The EA process is not designed to assess or regulate diffuse activity across the landscape, and therefore would provide limited value in the forestry context.</p> <p>Forest and range activities in BC are conducted under tenure and licensing regimes established under the Forest Act and the Range Act. and <i>The Forest and Range Practices Act (FRPA)</i> governs the sustainability of B.C.'s forest resources. Conditions governing forest practices are established in the <i>FRPA</i> framework and forest stewardship plans and range use plans are required prior to permitting forest harvest and silviculture activities or range use. Further changes are being contemplated to more broadly consider forest and range activities through landscape-scale forest and range management.</p> <p>Once the EAO's regional environmental assessment authorities are operationalized, they could provide additional tools for assessing and mitigating logging impacts.</p>
<b>AGRICULTURE</b>	<p>The EA process is designed to assess large, individual, complex projects, and is one element of a larger framework for regulation of development activities in B.C. The EA process is not designed to assess or regulate diffuse activity across the landscape, and therefore would provide limited value in the agriculture context.</p> <p>An appropriate review process exists through Ministry of Agriculture, with regulation under Environmental the <i>Environmental Management Act</i> including Waste Discharge Regulation and Code of Practice for Agricultural Environmental Management, and the <i>Water Sustainability Act</i>.</p>

PROJECT TYPE	RATIONAL FOR NOT INCLUDING IN THE RPR
<p><b>CANNABIS PRODUCTION FACILITY (CONSIDERED BY ENV TO BE AGRICULTURAL)</b></p>	<p>The cannabis production industry is not a stand-alone industry but rather is considered within the context of other industry categories. Each aspect of cannabis production and associated waste generation is regulated within the scope of the <i>Environmental Management Act</i> and its associated regulations. For example, cultivation operations as a sector are considered agricultural operations and as such the associated waste is managed within the scope of the Code of Practice for Agricultural Environmental Management.</p> <p>Licensed cannabis producers must go through a rigorous accreditation process as mandated by the federal <i>Cannabis Act</i> and regulations to be able to operate. This process is administered by Health Canada who continue to regulate the industry throughout its operation. Licensing requirements dictate that local and provincial approvals must be achieved to obtain and maintain a valid Health Canada production license. With these factors considered the EA process would provide little value, or redundancy by adding cannabis production facilities as a category within its scope.</p>
<p><b>UPSTREAM OIL AND GAS (FRACKING AND WELL PADS)</b></p>	<p>The EA process is designed to assess large, individual, complex projects, and is one element of a larger framework for regulation of development activities in B.C. The EA process is not designed to assess or regulate diffuse activity across the landscape, and therefore would provide limited value in the context of upstream oil and gas.</p> <p>All aspects of upstream oil and gas resource development are authorized and regulated by the BC Oil and Gas Commission (OGC) under the <i>Oil and Gas Activities Act</i>, including review processes that are equivalent to the EA process.</p> <p>Hydraulic fracturing is one step in the process of drilling and completing a well, that typically takes place over a two to three week time period. As an oil and gas activity and not a project, hydraulic fracturing is appropriately regulated under the <i>Oil and Gas Activities Act</i> and not the Reviewable Projects Regulation.</p>

# Future of the Reviewable Projects Regulation

## REGIONAL THRESHOLDS

One of the ways in which reviewable projects may be categorized is on the basis of geographic location. We have heard from some interested parties that they would like to see this authority used more frequently to modify project design thresholds on a regional basis. This would provide a tool to account for specific context of the human or physical environment in a particular location. These regional variations could be proposed through the following mechanisms:

- Regional EA conducted under section 35 of the Act
- Signature of agreement with an Indigenous Nation or other jurisdiction under section 41 of the Act

Upon proposal of a regional threshold through either of these mechanisms, the Environmental Assessment Office (EAO) would conduct engagement with interested parties, and if satisfied that the regional threshold is appropriate for implementation, bring forward a recommendation to cabinet to amend the Reviewable Projects Regulation (RPR) accordingly

## Future Updates to the RPR

We recognize that it has been over 15 years since the last substantial update to the RPR, and that some of our thresholds have become outdated during that time (for example, the food processing category). We don't yet have any practical experience applying the effects and notification thresholds that are proposed

in this set of recommendations. There are also some changes suggested in the "what we heard so far" document ([Appendix II](#)) that may be helpful but require further data collection and consideration before implementation.

The RPR will be evaluated regularly moving forward, in order to:

- stay current with industry trends and evolving context of the human and physical environment;
- reflect learnings of the effects/notification thresholds; and,
- further explore suggestions for threshold adjustments that require additional analysis and consultation.



# How to Participate

You can help shape the future of environmental assessments in B.C. by reading this Intentions Paper, and letting us know what you think by filling out the [Reviewable Projects Regulation Engagement Survey](#).

Please let us know what you think by completing the engagement survey.



# Next Steps

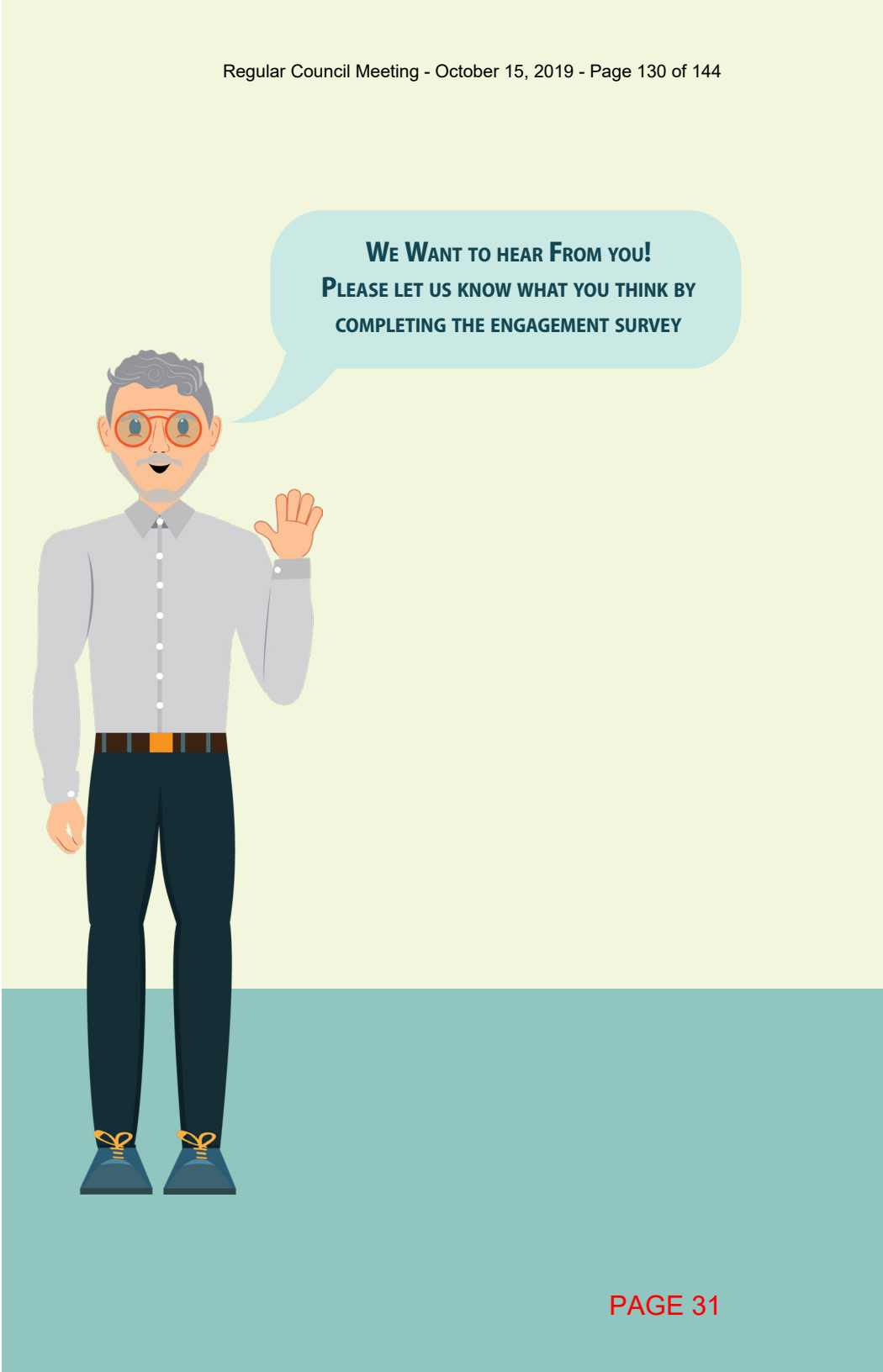
Public feedback on this Intentions Paper, in collaboration with feedback from Indigenous nations, industry and stakeholders will inform the development of the final RPR, which will be come into force at the same time as the Act. We will release a “what we heard” report along with the final regulation, so that it is clear how feedback is incorporated in the final regulation



You can follow along as environmental assessment revitalization progresses through to completion by signing up to receive updates when you complete the engagement survey.

# Appendices

- [I Prescribed protected areas](#)
- [II What we heard so far](#)
- [III Detailed threshold comparison](#)
- [IV Proposed Reviewable Projects Criteria](#)
  - Publication of Appendix IV is not to be construed as a waiver of solicitor-client privilege or any other confidentiality in relation to any other document.





Monday, 7<sup>th</sup> October, 2019

The Honorable George Heyman  
 Minister of Environment and Climate Change Strategy  
 Legislature Buildings  
 Victoria, British Columbia V8V 1X4

Original sent via mail. Copied via email to [ea.revitalization@gov.bc.ca](mailto:ea.revitalization@gov.bc.ca)

**RE: *Reviewable Projects Regulation – My Sea to Sky’s comments and suggestions***

Dear Minister Heyman,

We are responding to the Province’s proposed approach to establishing which projects are subject to an Environmental Assessment under BC’s new *Environmental Assessment Act*, as set out in BC’s recent *Reviewable Projects Regulation Intentions Paper* (the “RPR Intentions Paper”).

In our view, the proposals in the current RPR Intentions Paper will only serve to weaken- not strengthen - the way in which projects are subject to an environmental assessment (“EA”). Perhaps that is reflective of the apparent bias in your RPR engagement process – of over 100 meetings, 50 were with Government agencies, 20 with Industry, but only 4 with eNGOs. While the new Act has introduced some welcome improvements to the EA process – when applicable – without a stronger RPR we believe that you will be unable to meet your mandate to ensure that the public’s expectation of a strong, transparent assessment process is met. We urge you to bring about a meaningful strengthening of the RPR in order to meet your government’s commitments, and provide recommendations for doing so.

### **1. Current Distrust of the EA process**

The lack of assessments for numerous projects of public concern that cause impacts and contribute to cumulative effects has been a key reason for public distrust in our current EA regime. We have written to you and your predecessors on this subject, and, based on our first-hand experience of the current process, have made many suggestions for improvement. We are disappointed and concerned that these have not been reflected in the current draft. Instead, it only serves to make bigger loopholes in the already-loose regulatory net.

Regulatory permitting processes are not an answer for these concerns, as such processes are frequently ill-equipped to address cumulative effects, meaningfully engage the public in environmental decisions that affect them, or regulate the projects, once approved. Our organization has emphasized to government that a key aspect of meaningful EA reform is to ensure that more EAs occur for activities that seriously impact ecosystems and communities.<sup>1</sup> This is also reflected in the Province’s summary of public engagement on EA revitalization, which states: “We heard from many commenters that more projects should require an EA (both

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<sup>1</sup> See e.g. Amnesty International et al., *Achieving Sustainability: A Vision for Next Generation Environmental Assessment in BC* (May 2018), online: <https://www.wcel.org/publication/achieving-sustainability-vision-next-generation-environmental-assessment-in-british>.

in type, and size).”<sup>2</sup> Approximately 265 project proposals have entered the EA process since the first *Environmental Assessment Act* was passed.<sup>3</sup> Almost all of these were approved by the EAO, some of them after their construction was complete<sup>4</sup>.

**The approach your Government proposes in the RPR Discussion Paper does not satisfy these calls because it would not require more EAs in practice.**

Although BC proposes to introduce four new impact-based thresholds regarding emitting greenhouse gases (“GHGs”), clearing land, clearing linear corridors and overlapping with a prescribed protected area, which is an approach that we support in principle, these proposed thresholds are designed in such a way that they will not alter the status quo. Indeed, we are not aware of a single existing activity on the land that would trigger an EA based on these impact thresholds, which would not already require an EA under the current RPR. That is hardly likely to increase public trust in the quality and integrity of the deeply-flawed EA process.

The lack of assessments for numerous projects of public concern that cause impacts and contribute to cumulative effects has been a key reason for public distrust in our current EA regime. In our experience, the quality of the current EA process is deeply flawed – to the point of being a predetermined exercise in approval subject to some loosely-enforced proponent promises to be mindful of the extent of the environmental and social damage.

Significant harm to public confidence in the EA regime has been caused by instances where a proponent has effectively escaped an EA that is required on the face of the RPR by breaking its project into separate applications, sometimes advanced at different times, with each artificially treated as an individual sub-threshold project. Proponents have separated segments of a unitary project into pieces calculated to pass beneath current EA thresholds – the current Woodfibre LNG project in our region was separated into liquefaction, pipeline and electricity supply components, despite the sub-component inter-dependency for a functioning project. The upstream fracking, downstream shipping and climate change impacts were never assessed in the EAs for any of these pieces.

Regulatory permitting processes are not an answer for these concerns, as such processes are frequently ill-equipped to address cumulative effects or meaningfully engage the public in environmental decisions that affect them. Many of our criticisms have emphasized that a key aspect of meaningful EA reform is to ensure that more EAs occur for activities that stand to impact ecosystems and communities.<sup>5</sup> This is also reflected in

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<sup>2</sup> British Columbia, *Environmental Assessment Revitalization: What We Heard Report*, online: [https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/environmental-assessment-revitalization/documents/what\\_we\\_heard\\_report\\_final.pdf](https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/environmental-assessment-revitalization/documents/what_we_heard_report_final.pdf) at page 13.

<sup>3</sup> Based on filtering the BC Environmental Assessment Office Project Information Centre for all projects except those listed as “Not Designated Reviewable,” “Certificate Not Required” or “Pre-EA Act Approval.”

<sup>4</sup> <https://thenarwhal.ca/b-c-grants-fracking-company-free-pass-to-build-illegal-dams/>

<sup>5</sup> See e.g. Amnesty International et al., *Achieving Sustainability: A Vision for Next Generation Environmental Assessment in BC* (May 2018), online: <https://www.wcel.org/publication/achieving-sustainability-vision-next-generation-environmental-assessment-in-british>.

the Province's summary of public engagement on EA revitalization, which states: "We heard from many commenters that more projects should require an EA (both in type, and size)."<sup>6</sup>

The approach proposed in the RPR Discussion Paper does not satisfy these calls because, in practice, it would require fewer EAs, not more. We therefore question the Government's commitment to a more rigorous and trustworthy EA process.

Although BC proposes to introduce four new impact-based thresholds regarding emitting greenhouse gases ("GHGs"), clearing land, clearing linear corridors and overlapping with a prescribed protected area, which is an approach that we support in principle, these proposed thresholds are designed in such a way that they will not alter the status quo. Indeed, we are not aware of a single existing activity on the land that would trigger an EA based on these impact thresholds, which would not already require an EA under the current RPR. Based on the available information, it appears that all seven case studies still would not require an EA under the changes proposed in the RPR Intentions Paper. BC's proposals would do little to require more and better EAs even where they are needed most.

Our criticisms and suggestions for this draft RPR report include:

## 2. Thresholds

The proposed thresholds will exclude many projects deserving of a thorough review. For example:

- **Employment:** The employment threshold for reviewable status is 250+ employees. That threshold is far too high, and has little /no relation to the environmental footprint of different projects, some of which have a high degree of automation, others much less so. A 2018 study of employment in Vancouver showed less than 0.5% of businesses having more than 200 employees<sup>7</sup>. A 2015 Statistics Canada one<sup>8</sup> for all Canada reported less than 0.9% of Canadian businesses with 200+ employees. Under the proposed threshold, none of the local projects - Woodfibre LNG (100 employees), WesPac Tilbury (a handful of employees), Roberts Bank-2, the YVR Jet Fuel depot or Burnco gravel mine (16 employees) would require an Environmental Assessment, despite their significant environmental footprints on sensitive local ecologies and natural capital. The RPR is equally unclear whether the employee threshold is for the construction phase, or the ongoing operation of all phases of the project - we assume the latter. While this threshold would doubtlessly be greatly welcomed by proponents, such omissions would evoke a highly negative public reaction and accusations of dereliction of public duty by the BC Government.
- **Greenhouse Gas emissions:** The annual emissions threshold of 382,000 tonnes of GHG is far too high. 100 projects that size would consume the province's entire 2030 carbon budget, making the legislated CleanBC target even more unlikely to be achieved. As shown below, this GHG threshold would require EAs for only the 13 top point-source emitters in the province, representing less than 14% of BC's ~64 MTPA of total emissions. That threshold is far too high. Given that the Intergovernmental Panel on

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<sup>6</sup> British Columbia, *Environmental Assessment Revitalization: What We Heard Report*, online:

[https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/environmental-assessment-revitalization/documents/what\\_we\\_heard\\_report\\_final.pdf](https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/environmental-assessment-revitalization/documents/what_we_heard_report_final.pdf) at page 13.

<sup>7</sup> <https://vancouver.ca/files/cov/1-3-economic-structure-business-size-in-vancouver.pdf>

<sup>8</sup> [https://www.ic.gc.ca/eic/site/061.nsf/eng/h\\_03018.html#toc-04](https://www.ic.gc.ca/eic/site/061.nsf/eng/h_03018.html#toc-04)

Climate Change has warned that we need to cut emissions in half by 2030, and achieve net zero by 2050, we suggest a threshold of 20,000 tonnes of annual CO<sub>2</sub>e emissions is more realistic to ensure that BC can achieve these targets. Further, we suggest that, as has been done with Federal EAs, the emissions thresholds in the RPR include upstream and downstream emissions occurring within Canada’s jurisdictional boundaries. For LNG projects, that would include supply pipeline and fracking field emissions upstream and shipping emissions downstream. We cannot see any reference to that provision in the current RPR draft.

BC- Top 20 Point Source GHG Emissions (2016)				
Year	Company & facility name	City/Town	Total (tonnes CO <sub>2</sub> eq)	Source
1 2016	Spectra (Enbridge) - Transmission Mainline	Prince George	1,225,808	1
2 2016	Rio Tinto Alcan Inc - Rio Tinto Alcan Inc - British Columbia	Kitimat	932,883	
3 2016	Spectra (Enbridge) - Fort Nelson Gas Plant	Fort Nelson	859,259	
4 2016	Lafarge Canada Inc. - Richmond Cement Plant	Richmond	690,193	
5 2016	Lehigh Hanson Materials Ltd. - Delta Plant	Delta	658,878	
6 2016	Spectra (Enbridge) - McMahon Cogen Plant	Taylor	556,169	
7 2016	Chevron Canada Limited - Burnaby Refinery (Keep)	Burnaby	506,166	
8 2016	Spectra (Enbridge) - Fort Nelson North Processing Facility	Cabin Lake	449,900	
9 2016	Spectra (Enbridge) - Pine River Gas Plant	Peace River District	434,697	
10 2016	Teck Coal Limited - Fording River Operations	Elkford	434,015	
11 2016	Teck Metals Ltd. - Trail Operations	Trail	423,566	
12 2016	Teck Coal Limited - Elkview Operations	Sparwood	404,997	
13 2016	Teck Coal Limited - Greenhills Operations	Elkford	383,772	
14 2016	TransCanada PipeLines Ltd. - TransCanada Pipeline, BC System	Cranbrook	329,180	
15 2016	Teck Coal Limited - Line Creek Operations	Sparwood	187,299	
16 2016	Spectra (Enbridge) - Gathering	Fort St. John	178,699	
17 2016	Canfor Pulp Ltd. - Prince George Pulp and Paper and Intercontinental Pulp Mills	Prince George	178,612	
18 2016	Teck Highland Valley Copper Partnership	Logan Lake	176,377	
19 2016	City of Vancouver - Vancouver Landfill	Delta	175,177	
20 2016	Spectra (Enbridge) - McMahon Gas Plant	Taylor	174,995	
<b>Total- BC's Top20 Emissions Point Sources</b>			<b>9,360,645</b>	
<b>Total - 2 LNG facilities (LNG Canada: 8,600,000, Woodfibre LNG: 880,000)</b>			<b>9,480,000</b>	
<b>Total -Spectra/Enbridge gas facilities &amp; pipeline</b>			<b>3,879,528</b>	
BC- LNG GHG Emissions (projected)				
2025	LNG Canada	Kitimat	8,600,000	2
2024	Woodfibre LNG	Squamish	880,000	3

Sources:

- <https://climate-change.canada.ca/facility-emissions/>
- LNG Canada's announcement presents big challenge to B.C.'s clean growth; <https://www.pembina.org/media-release/lng-canada-fid>
- Woodfibre Liquefied Natural Gas (LNG) Project: Review of Related Upstream Greenhouse Gas (GHG) Emissions Estimates; <https://www.ccaa-acee.gc.ca/050/documents/p80060/109547E.pdf>

Applying a 20,000 tonne/year GHG threshold to all projects would be a balanced approach. While a 20,000 tonne threshold is lower than the recommendations made at the federal level,<sup>9</sup> it is double BC’s legislated reporting threshold for GHG emissions (10,000 tonnes).<sup>10</sup> Furthermore, this threshold would not unduly increase the number of EAs. Strengthening the GHG threshold is critical to the credibility of BC’s revitalization of EA and the RPR, as well as ensuring that BC meets its climate targets.

<sup>9</sup> See e.g. West Coast Environmental Law et al., *A Regulatory and Implementation Framework for the Impact Assessment Act* (January 2019), online: <https://www.wcel.org/sites/default/files/publications/2018-12-iaa-regulatoryimplementationframework.pdf>.

<sup>10</sup> *Greenhouse Gas Emission Reporting Regulation*, BC Reg 249/2015.

- **LNG energy storage:** The RPR suggests a change for reviewable LNG (and LPG?) storage projects from the current >3PJ ( $3 \times 10^{15}$  Joules, equivalent to 56,800 tonnes of LNG) to >136,000 m<sup>3</sup> (98,532 tonnes) of LNG. We hasten to point out that this is a 73% increase – not a decrease – in the volume of stored LNG exempted from an EA requirement. Allowing such an increase without an EA shows insufficient concern for the safety of nearby communities. LNG in its natural gaseous form is a highly flammable substance that, when spilled and ignited, burns at 1000<sup>0</sup>F and cannot be extinguished without high-density foam suppressant – equipment not normally in the possession of local fire departments. That volume of stored LNG is the thermal equivalent of several dozen Hiroshima-sized nuclear bombs, which the industry’s own association recommends being kept far apart from human populations and marine traffic. The insurance coverages of the yet-to-be-enacted HNS (Hazardous and Noxious Substances) international protocol covering LNG are far weaker than their oil-spill counterpart, and would in any case not apply to LNG spills from most foreign-flagged tankers. For these and other safety reasons, we strongly suggest that all LNG and LPG storage projects be reviewable, especially those for proponents with little/no demonstrated industry experience.
- **Mining:** The former (Liberal) BC government rewrote the threshold rules for mining in 2002. Since then, metal mines producing less than 75,000 tonnes of ore a year have been exempt from review. That is far too high. We suggest restoring the original threshold of 25,000 tonnes.
- **Extraction of deep groundwater:** P.17 of the RPR contains the statement: *“We are also proposing that the extraction of deep groundwater, as defined in the Water Sustainability Regulation, by the oil and gas industry, not be a reviewable activity.”*. We understand this to be a free pass on EAs for the entire fracking industry and we are firmly opposed to the proposal. Firmer – not more lax – oversight of that industry’s massive use and pollution of groundwater in Treaty 8 territory of N.E. British Columbia has long been an issue with indigenous residents. Equally, the myopic oversight on this activity provided by the BC Oil & Gas Commission has, rightfully in our view, drawn severe criticism from locals and environmentalists alike, and contributed greatly to the public’s distrust of Government regulation and enforcement of industry. Avoiding regulatory duplication by largely eliminating it is not an acceptable solution-set.
- **Land Clearing:** The current proposal is to not mandate EAs for projects that require fewer than 600 hectares (1,483 acres, six square kilometres) of land to be cleared, or a “linear corridor” up to 60 kilometres in length. This linear disturbance represents a tripling of the current threshold of 20km and the 1,483 acres represents a disturbance area 3km X 2km. This greatly-increased threshold would allow clearcutting and levelling of an area the size of Stanley Park without triggering a review based on impacts. To improve on existing regulations, we suggest a reduction of the current 20km linear corridor threshold to 10 km of linear disturbance, especially for fossil-fuel pipelines and LNG plants. We suggest 50 hectares of new land disturbance area be substituted for the egregious one proposed.
- **Hydroelectric generation:** Currently, all run-of-river (ROR) hydro projects undergo a comprehensive environmental assessment process<sup>11</sup>. The RPR proposes a weakened threshold of 50MW-plus for the rated nameplate capacity. That would obviate the EA requirement for roughly half of the current 124

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<sup>11</sup> [https://www.cleanenergybc.org/wp-content/uploads/2015/12/CEBC\\_Run-of-River\\_Fact\\_Sheet.pdf](https://www.cleanenergybc.org/wp-content/uploads/2015/12/CEBC_Run-of-River_Fact_Sheet.pdf)

EPA “run-of-river projects” operating in BC<sup>12</sup>. As many of these operate in smaller and ecologically-sensitive river courses, and most of them violate riparian area protections commonly afforded such fish-bearing waters, such a high threshold for these projects seems to us to be excessive. The poor environmental record<sup>13</sup> of some of these EPAs warrant much closer assessment, regulation and enforcement that has been the case to date. We suggest leaving matters as they are with all run-of-river hydro projects subject to a comprehensive environmental assessment.

- **Electric Power corridors:** The RPR proposes that EAs be required for the corridors of all 500KVA and lengthy 230KVA electricity transmission lines. We fully concur. As BC Hydro requires clearcutting swaths of 64m and 32m under such power lines, the visual effects of these are significant, especially in prime tourist areas such as Howe Sound and the Whistler corridor. We do not think the 230KVA line EA review should be dependent on its length.
- **Waste Disposal Projects:** P. 18 of the RPR proposes that all major non-hazardous solid waste disposal projects be subject to an EA process. We concur. Our concern, which relates to the FortisBC Eagle Mountain pipeline project, is the definition of “major”. That project proposed, via a post-EA amendment that skirted public input or comment periods, a 4.3m.wide x 9km. long tunnel stretching from the East side of the Squamish river to the Woodfibre site. The estimated spoil waste would be of the order of 350,000 tonnes of rock, and the proponent has variously mused about disposal either on land or at sea. We would regard this as major, but are in doubt whether the proposed RPR amendment would cover such a significant action and post-EA change. We suggest further clarification of this trial RPR balloon and significant current loophole in the EA process. Any repeat of the Shawnigan Lake debacle would be avoided.
- **Tourist Destination Resorts:** P.20 of the RPR proposed a higher threshold of 2,000 beds before such a resort development project triggered an EA. That is a doubling of the current 1,000-bed threshold. We suggest that 2,000 beds is far too lax for a development of equivalent size to a small town, especially in any environmentally-sensitive greenfield area. The Squamish-Whistler corridor is especially vulnerable to the impacts – environmental, socio-economic, transportation etc. - that may be unaddressed as a result of such a relaxed standard. Please reduce the threshold to 500 new bed units.
- **15% threshold margin:** The draft proposes +/- 15% margins to the proposed thresholds. We see no valid reason for this confusing fudge factor and suggest it be removed.
- **Exemption:** P.9 of the proposed RPR model shows an “Exemption” step. No further explanation is offered for this, though we feel the justification and process for exempting a project which otherwise would be reviewable should be clearly and publicly decided and the reasons communicated. This latitude afforded the EAO will otherwise serve to diminish any public trust the RPR hopes to re-ignite.
- **Threshold combinations:** We strongly suggest that, in the event that a project comes under some thresholds but exceeds at least one, the proposed model and subsequent regulations firmly state that it will be reviewable. We cannot find that stipulation anywhere in the proposed model.

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<sup>12</sup> List of EPAs published by BC Hydro- May 1, 2019. <https://www.bchydro.com/content/dam/BCHydro/customer-portal/documents/corporate/independent-power-producers-calls-for-power/independent-power-producers/ipp-supply-list-in-operation.pdf>

<sup>13</sup> <https://open.library.ubc.ca/cIRcle/collections/undergraduateresearch/52966/items/1.0075590>

- **Missing thresholds:** In this draft RPR, there is no consideration given to such important threshold topics as cumulative effects, social and economic benefits to local communities and the Province, independent professional reliance, adequate baseline assessments, the inclusion of local eNGO representatives in Technical Working Groups and the integration of indigenous and non-indigenous EA processes. All of these topics deserve much greater attention if public trust is to be restored to the EAO and the EA process. Especially egregious is the lack of reliable measures of the social and economic benefits - and costs - of the project to local communities – even though such benefits are much-lauded as the Government’s primary motivation for the project.

### 3. Regulations

Although not specifically referenced in the RPR paper, we have some further comments on the inadequacies of the EA process and its regulations, and some suggestions that will be helpful in restoring the tattered public confidence in the process.

- **Categories:** The RPR defines the applicable categories to include “Industrial” projects. This category will need a definition of what that includes – heavy industrial, light industrial, other industrial? Most municipal zoning bylaws have these definitions - they appear to be absent from the EA’s RPR.
- **Project splitting:** In the proposed model, there are no safeguards prohibiting proponents from splitting off project components to enable the totality to slip beneath thresholds which would otherwise make them reviewable. There should be. If a project is dependent on another project to operate, as was the case with the proposed Woodfibre LNG project, the FortisBC Eagle Mountain to Woodfibre pipeline, and the associated BC Hydro upgrades, then these separate projects should be assessed as one project.
- **Reviews and comment period duration:** From first-hand experience, we suggest that public comment periods in the EA be extended to allow time for NGOs and the public to review the often-voluminous and repetitive technical documentation submitted by proponents and their paid environmental professionals.
- **EA term:** The proposed extension - to 10 years – of the currently 5-year EA certificate term (lifetime) is particularly offensive to those of us anticipating an improved EA process. To require local communities to be held in suspense for up to 10 years while a proponent has a valid permit to proceed is both punitive and unnecessary. Punitive because it inhibits proper community-level planning and unnecessary because 5 years is more than sufficient for any business-cycle effects on the project’s economic viability to play out. Much can happen in 10 years – a cogent example being the rapid deterioration in Squamish’s rental market conditions during and after the approval of Woodfibre LNG’s EA certificate (an effect the EAO declared was “not significant” in its EA report to the Minister). We suggest leaving the current 5-year lifetime in place, and greatly strengthening the process for any renewal or extension.
- **Integrated view of EA status:** There is currently no readily-accessible and easy-to-understand way for the public to ascertain the status of any EA process or project. There should be – not just for the EA process, but also for the duration of the approved project.
- **Integrated view of all projects in an area:** There is currently no readily-accessible and easy-to-understand way for the public to ascertain the status of various projects proposed or approved for a region. There should be, as it is vital for a region (Howe Sound, Douglas Channel and the Salish Sea around the mouth of the Fraser come to mind) needing to plan infrastructure and services to sustain those projects. Of particular concern is that projects are assessed on their individual effects on local

environments, and scant attention is paid to the cumulative (i.e., aggregate) effects of multiple projects in the same area/ ecosystem.

- **Professional Reliance:** The revised EA process suggests no significant change to balance the lack of independence of professionals doing baseline and effects assessments on a proponent's dime. Our earlier submissions on a revised EA process suggested ways to ensure a greater degree of independence and a higher public trust in the EA process. Despite a recent Government-ordered review of the subject, we do not see any such measures incorporated in the revised EA process.
- **Jurisdiction:** In several cases, BC's request for a substituted EA process has resulted in an assumption of normally-Federal responsibilities, especially in the marine/Canada Shipping Act and Fisheries/SARA areas. However, the EAO has little experience or competence in such matters. We suggest amending the agreement – unique among Canadian provinces – between Federal and BC Governments that allow for this substituted process to limit its use to cases where marine matters do not form part of the EA's scope. Also, the regulations and thresholds between these bodies are sufficiently different so as to require that both be performed.
- **EA Amendments:** We would expect that a revised EA process would be more explicit in determining whose call it is to determine if a substantial project change requires a formal amendment. Examples. In a recent correspondence with our organization, the Deputy Minister stated that it was the Proponent's (in this case, Woodfibre LNG's) call to determine whether a substantial change to the project (locating a 550-bed temporary work camp next to a village half its size after stating in the EA that such would not be required) merited an amendment – or not. The DM argued that, as such a camp was not explicitly disallowed in the conditions of the EA Certificate, it was “not a change” meriting an amendment to the certified project description. We strongly suggest that is the function of the EAO – not the proponent – to decide such matters, and should be guided by explicit policy in the EA regulations.
- **Termopol (Technical Review Process of Marine Terminal Systems and Transshipment Sites’):** Many reviewable projects involve marine matters and shipping. This Federal (Transport Canada) process reviews port facilities and BC has no provincial equivalent, marine matters being primarily an area of Federal jurisdiction. Substantial weaknesses of this process are that it is not mandatory and its recommendations are optional for a proponent to implement. Under such weak and unenforceable circumstances, proponents whose projects include shipping are not incented to complete it. We strongly recommend strengthening it.
- **Lobbying and political donations during the EA phase, hiring of BC EAO employees by the proponent:** We have had first-hand experience of both of these questionable practices (one where the proponent's staff allegedly broke the law regarding such donations, the other where BCEAO's Project Manager for the BCEAO assessment became Woodfibre LNG's Manager of Regulatory Affairs). Such behaviour smacks of influence-peddling and corruption quite unbecoming a first-world country. Based on our experience of several EA processes, there should be severe restrictions on such practices accompanied by vigilant and timely enforcement. If public trust is to be restored in the EA process, both practices must be banned.

#### 4. Enforcement

- **EA Conditions:** We are concerned that the enforcement of EA conditions has received little/no attention in this review. Recent history – witness the illegal dams in the Peace, lax oversight of the tailing pond at Mount Polley, excessive siltation at Site C - to name but a few – signal a clear need for a stricter enforcement regime. The current approach- requiring the proponent to employ a registered

professional/ R.P Bio charged with enforcement – suffers – we would say rightly - from an obvious lack of independence. How likely is that employee to blow the whistle on his/her employer and colleagues, especially in a remote work location?

- **Reports:** Many of the conditions attached to the approval of EA Certificates specify the post-approval completion of reports covering safety, environmental, social and other impact aspects of the project that were only outlined during the EA process. We are concerned that the BC EAO's follow-up to ensuring proponents' compliance with these conditions is almost entirely absent<sup>14</sup>, the end-result of which is that they are either severely delayed or never completed. This is unacceptable in any well-regulated EA process.

We urge BC to strengthen the RPR to meet public expectations of a more credible EA regime. Strengthening what projects get assessed under the RPR is critical to BC's commitment to revitalize EA. After careful review of your government's recently introduced legislation, we conclude that the proposed environmental assessment process will fall short of your stated goal – to protect the environment and restore public confidence. **In particular, the proposed legislation retains three deficiencies of current practice that are at odds with the foundations of science-based decisions, namely, a lack of scientific independence, of peer-review, and of transparency.** Rather, the proposals in the RPR Discussion Paper appear designed to suggest change on paper while doing little to alter the status quo in practice. We urge you to adopt the recommended changes to help build a solid foundation for BC's EA regime that will inspire public confidence where there is so little presently.

Sincerely,



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**Provincial representatives:** MLA Spencer Chandra Herbert, MLA Adrian Dix, MLA David Eby, MLA Sonia Furstenuau, MLA Rick Glumac, MLA George Heyman, MLA Bowinn Ma, MLA Melanie Mark, MLA

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<sup>14</sup> <https://thenarwhal.ca/b-c-grants-fracking-company-free-pass-to-build-illegal-dams/>



Adam Olson, MLA Nicholas Simons, MLA Shane Simpson, MLA Jordan Sturdy, MLA Sam Sullivan, MLA Sultan, MLA Andrew Weaver, MLA Andrew Wilkinson

**First Nations governments:** Squamish Nation, Tsleil-Waututh Nation, Musqueam Nation

**Local governments:** District of Squamish, District of West Vancouver, Resort Municipality of Whistler, Village of Lions Bay, Bowen Island Municipality, Town of Gibsons, Squamish Lillooet Regional District, Sunshine Coast Regional District, Islands Trust

**From:** [Susan Chalmers](#)  
**To:** [Office](#)  
**Subject:** Climate Leaders Institute on November 7-8 - Request to Forward Information to Municipal Council  
**Date:** Wednesday, October 9, 2019 11:13:26 AM

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Dear Corporate Services,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a conference related to municipal climate action for locally elected officials in Richmond from November 7-8. We would appreciate you forwarding the details of this valuable event (see below) to your Mayor and Councillors either in advance of your next council meeting or as an info item on the next meeting agenda.

The [Climate Leaders Institute](#) is one month away, November 7-8 in Richmond.

This two-day deep dive on climate action for locally elected officials will help you lead or support bold climate action in your community. The event is hosted by the BC Municipal Climate Leadership Council and facilitated by the Community Energy Association.

Join your peers, special guest speakers, representatives from the Province of BC, subject matter experts, NGOs, and youth climate activists for two days of presentations, panels and interactive dialogue. Topics include framing and storytelling for climate action, high impact climate initiatives, engaging with youth and communities, climate leadership, and more.

Featured speakers include:

- Tzeporah Berman – International Program Director for Stand.earth, Environmental Activist, and Adjunct Professor at York University
- David Miller – Former Mayor of Toronto and North America Director for C40 and Ambassador for Inclusive Climate Action
- Stephanie Allen – Associate Vice-President, Strategic Business Operations and Performance at BC Housing and Founding Board Member for Hogan’s Alley Society
- Andrea Reimer – Former Vancouver City Councillor and Loeb Fellow

The conference will be the official launch of the Climate Leaders Playbook, a new online resource for locally elected officials.

For further information about CLI and to register, visit the [BCMCLC website](#). Early bird registration rates are available until **October 15**.

If you have any questions, please contact Maya Chorobik at [mchorobik@communityenergy.bc.ca](mailto:mchorobik@communityenergy.bc.ca).

*This event is possible due to the support of the Province of BC, BC Hydro, FortisBC, and Real Estate Foundation of BC.*

Kind Regards,  
Susan

**Susan Chalmers**, Community Energy Coordinator



*Connecting Communities, Energy & Sustainability*

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October 10, 2019

All BC Municipalities/Regional Districts  
Via Email

All BC Municipalities/Regional Districts:

At the Village of Pouce Coupe Regular Council meeting held on October 2, 2019, Council made a motion of support for the following City of Enderby motion regarding fostering transportation network services in small communities:

WHEREAS the Province of BC has created a regulatory framework permitting transportation network services to operate in BC, which provides a passenger transportation option to address the significant public need for vehicles-for-hire and, in turn, reduce impaired driving, improve the ability of seniors and persons with barriers to access needed resources, and stimulate economic development;

AND WHEREAS the Province's regulatory framework is so onerous that it effectively prohibits the establishment of transportation network services outside of the Lower Mainland, and particularly in small, rural, and remote communities where it has the greatest potential to address areas underserved by traditional public transportation options;

THEREFORE BE IT RESOLVED that UBCM asks the Province of BC to amend the Passenger Transportation Act to establish an area-based, tiered, regulatory solution that will enable viable and competitive transportation network services in small rural and remote communities as well as other communities outside of the Lower Mainland.

With warm regards,

Sandy Stokes  
Corporate Officer

Cc: MLA Michelle Mungall  
All BC Municipalities/Regional Districts

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