



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 3, 2022 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

Link to join the meeting: <https://us02web.zoom.us/j/87506741556>

To join via phone, dial 778-907-2071 – Meeting ID: 875 0674 1556

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**
4. **Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – April 19, 2022 (Page 5)
 THAT the Regular Council Meeting Minutes of April 19, 2022 be approved as circulated.
5. **Business Arising from the Minutes**
6. **Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
238	November 16, 2021	Rail crossing stop signs	PWM Jaffer coordinating
245	April 19, 2022	CN Vegetation Program	CAO to follow up

7. **Reports**
 - A. Staff
 - i. Approval of Financial Statements (Page 15)
 Recommendation:
 THAT the Village of Lions Bay's 2021 Audited Financial Statements, as presented to Council on May 3, 2022, be approved pursuant to the *Community Charter section 167(1)*;
 AND THAT the 2021 Audited Financial Statements be included in the 2021 Annual Report pursuant to the *Community Charter section 98*.

ii. PWM: Verbal Update on Projects and Project Manager

B. Mayor

- i. Development Permit Applications

C. Council

- i. Councillor Bain: Marina Parking

D. Committees

- i. Councillor Barmeier: Climate Action Committee: Update on CleanBC Communities Fund Grant Application

E. Emergency Services

8. Resolutions

9. Bylaws

A. 2022 – 2026 Five Year Financial Plan Bylaw No. 617, 2022 (Page 43)

Recommendations:

1. THAT third reading of the 2022 – 2026 Five Year Financial Plan Bylaw No. 617, 2022 be rescinded.
2. THAT 2022-2026 Five Year Financial Plan Bylaw 617, 2022 be amended as follows:
 Schedule A – Under revenue, insert “Proceeds from Borrowing \$190,000;
 Schedule A – Change Capital Expenditures to \$2,111,949 (from \$1,921,949);
 Schedule B – In second paragraph, insert “Proceeds from borrowing is MFA Equipment Financing to fund the purchase of equipment for public works”;
 Schedule B – In Table 1: Sources of Revenue, insert “Proceeds from Borrowing” and adjust the % of Total Revenue.
3. THAT the 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022 be read a third time, as amended.
4. THAT a special council meeting be set for *[insert date]* to adopt the 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022.

B. Election and Assent Voting Bylaw No. 620, 2022 (Page 51)

THAT Election and Assent Voting Bylaw No. 620, 2022 be read a third time.

10. Correspondence

A. List of Correspondence to April 28, 2022 (Page 71)

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

11. New Business

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

13. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

A. Land

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

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

14. Reporting Out from Closed Portion of Meeting

15. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 19 at 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Fred Bain (via video conference)
Councillor Norm Barmeier (via video conference)
Councillor Jaime Cunliffe

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer (via video conference)
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 0

Public: 25

1. Call to Order

Mayor McLaughlin called the meeting to order at 6:00 p.m.

2. Closed Council Meeting (6:00 PM)

Proposed topics for discussion in the absence of the public:

- A. Enforcement Matters
- B. Legal Advice and/or Litigation Matters

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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:

- (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;
- (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);

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

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

CARRIED

Council reconvened the open meeting at 7 pm to consider the balance of the Agenda.

3. Reporting Out from Closed Portion of Meeting

Mayor McLaughlin reported out that staff updated Council on legal matters and that staff will provide a recommendation on the Oceanview property lands to come forward in May.

4. Adoption of Agenda

Moved/Seconded

THAT item 7A be struck from the agenda; and
 THAT the agenda be adopted as amended.

CARRIED

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

A. David Shore

D. Shore commented on concerns with runaway expenses and push to hire more people and noted that Lions Bay still has the same number of houses and services. He commented on the unpopularity with some projects, such as the Lions Bay connector and concerns with increase in cost of projects.

B. Marek Sredzki

M. Sredzki commented on his skepticism with the Mayor being unaware of the BC Timber Sales Pest Management Plan. He noted his concerns with increasing staff costs and management.

C. Brenda Broughton

B. Broughton commented on concerns regarding tax increases and requested that Council votes against the proposed 6.5% tax increase and reconsider projects.

D. Ken Berry

K. Berry commented on his concerns with Lions Bay administration costs and perception that the Municipal Coordinator position is the same as the CAO position.

E. Karen Jeffery

K. Jeffery commented on representation of residents in Lions Bay at the Council meeting and concern with imposition of rules; would like to see grant application requirements backed up with letters.

F. Tamara Leger

T. Leger commented on concerns with supporting a taxation increase and asked Council to be fiscally prudent. She noted her concerns with lack of volunteerism in Lions Bay and depletion of Village assets.

CFO Rooke clarified that:

- The Municipal Coordinator position is a replacement position
- No increases in staff in current budget
- Increased bylaw enforcement officer costs at Council direction
- Emergency Program Coordinator position currently on a contract basis
- Payroll cost analysis, presented at a previous Council meeting, noted previous years staff increases of additional two public works employees; Bylaw Enforcement Officer staff increase part-time administrative increase. 2012 base year was artificially low because of vacancies in CAO, CFO and PW staff positions

Discussion ensued on:

- Willingness to have a Have Your Say for the Connector Project
- Procurement policy directs obtaining competitive bids to get the best price
- Emergency coordinator position: required for emergencies and preparedness
- Beach washroom project guided by the resident committee
- Need for funds to maintain infrastructure
- Volunteerism within last year includes Climate Action Committee, 50th Anniversary Committee, Bear Smart and Bird friendly volunteers; untrue to say it is lacking
- Volunteer event to be held on April 28th
- Councillor Abbott noted his opposition to a 6.5% tax increase and suggestion of a freezing hire

6. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – April 5, 2022

Moved/Seconded

THAT the Regular Council Meeting Minutes of April 5, 2022, be approved as circulated.

CARRIED

7. Business Arising from the Minutes

A. Discussion was held on the need for the Events Committee to be reformed.

8. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
238	November 16, 2021	Rail crossing stop signs	PWM Jaffer coordinating
243	April 5, 2022	Start me Up BC Campaign	Complete
244	April 5, 2022	Questions from M. Sredzki re. BCTS spraying, geohazards and LBBP plans	Complete

9. Reports

A. Staff

i. AP Listing

Staff responded to questions, noting:

- The panic alarm is for front staff safety and support
- Clarification of TransLink remittance (Parking Tax): 24% rate the same for all communities
- DCC charges implemented by TransLink two years ago: applicable to all new developments if increase in density
- Replacement pumps at Timbertop pump station: both pumps had motors that failed, this was unforeseen; funds taken from operating budget
- Log boom replacement comparison of costs: taking in and out cost approximately \$8-10k; however, keeping it in requires maintenance that marina will be billing the Village for
- Loggers' lane tree removal: this was the result of the failed culvert that caused the trees above it to fall over the trail last Fall
- Richard Wright planning: we incur cost and then we are reimbursed; covered by 100% grant

- Use of road salt. We do not use magnesium chloride or brine; both of which are also corrosive; switching to this system would mean retrofitting all trucks and would cost more than using straight salt, all de-icers have impacts to the environment
- Clarification on refund of payment made in error to the Village for tax deferral repayment

Moved/Seconded

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

CARRIED

- ii. CAO: Verbal update re. Firesmart grant extension re. educational component – set date for public information session May 12, 2022

CAO DeJong provided an update on the Firesmart presentation, noting that May 12th should be saved as the date for the presentation.

Discussion ensued on suggested topics for the presentation.

- iii. CAO: Verbal update re. BC Timber Sales and CN herbicide spray programs

CAO DeJong provided an update on BC Timber Sales spraying programs, noting:

- There are no active cut blocks in the Metro Vancouver area, and thus no plans to spray at any time within this area or the larger district area in 2022
- The management plan does not necessarily indicate plans for increased amount of herbicide application; the plan is distinct from a notice of intent which would be subject to an additional 90 days notice process
- BC Timber Sales is expected to provide more clarifying information regarding the plan

Discussion ensued on:

- Duty to consult residents: 90-day notice period is not adequate; procedural concerns
- Aspects of the plans that seem inadequate such as protection of watersheds and who is conducting the research
- Council will wait for a response from the Minister and will monitor future developments

CAO DeJong provided an update on CN vegetation management programs, noting:

- Ballast is sprayed with herbicides, which is primary focus; glyphosate is used
- Wider right of way is not sprayed with glyphosate
- CN does use nesting surveys and have guidelines with new construction
- Regular vegetation management – a consultant is sent prior to management

Mayor McLaughlin requested that the topic be placed under unfinished business for follow up.

Discussion ensued on

- requesting whether any other vegetation maintenance program can be done
- vegetation management FAQ's found on their website
- not encouraging individuals to walk the railway tracks and pull weeds

B. Mayor

C. Council

D. Committees

- i. Emergency Program Committee – save date for May 10, 2022 Meeting
CAO DeJong noted the date for the Emergency Program Committee Meeting.
- ii. Committee of the Whole Meeting (CoTW) Minutes from April 7, 2022 –
Follow up from presentation at the April 7th CoTW meeting

Moved/Seconded

THAT the Committee of the Whole Meeting (CoTW) Minutes from April 7, 2022 be received for information.

CARRIED

E. Emergency Services

- i. Lions Bay Fire Rescue Monthly Dispatch Report – March 2022

Moved/Seconded

THAT the March 2022 Lions Bay Fire Rescue Monthly Dispatch Report be received for information.

CARRIED

10. Resolutions

None

11. Bylaws**A. 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022**

Discussion ensued on:

- cost escalation due to inflation and emergency repairs
- number of personnel: debate over size, duties
- clarification of the location of the Telus office
- levy introduced by this Council due to previous Council's lack of saving for infrastructure; this Council is footing the bill
- shortfall of funds for asset management, tax increases going to infrastructure
- Phase 3 of the Asset Management Plan to be presented in the Fall
- current infrastructure grant applications require applicants to show they are putting money aside for future replacement of assets which the Village does through it's infrastructure levy only; will have to start budgeting for depreciation which the Village currently does not do
- infrastructure is deteriorating
- Village relies on grant funding to help fund infrastructure
- tax increase does not even cover full cost of the emergency bridge repairs

Moved/Seconded

THAT the 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022 be read a third time.

CARRIED
OPPOSED: Cllr. Abbott

B. Tax Rates Bylaw No. 618, 2022

Moved/Seconded

THAT the Tax Rates Bylaw No. 618, 2022 be introduced and read a first, second and third time.

CARRIED

C. Election and Assent Voting Bylaw No. 620, 2022

Municipal Coordinator presented Election and Assent Voting Bylaw No. 620, noting the legislative changes, and clarified that mail ballots are not counted until election is over, per the legislation.

Moved/Seconded

THAT Election and Assent Voting Bylaw No. 620, 2022 be introduced and read a first and second time.

CARRIED

12. Correspondence

- A. List of Correspondence to April 14, 2022
Moved/Seconded

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

G1 MP Weiler	Connecting Families Initiative	Received
G2 Nature Canada	Motion for Ocean Protection	Send to CAC
G3 City of Fort St. John	Extended Hour Child Care for Shift Workers	Received
G4 Operation Smile	Invitation to Proclaim June 19, 2022 as Longest Day of SMILES	Received
G5 District of Sicamous	Luxury Tax on Recreational Boats	Received
G6 District of Sicamous	Invasive Mussel Defense Program	Received
G7 Moose Hide Campaign	Invitation to learn about the Moose Hide Campaign	Received

13. New Business

None

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

- A. Marek Sredzki
M. Sredzki questioned the rise in expense of employees.

Mayor McLaughlin requested that the CFO will respond in writing to M. Sredzki.

- B. Brenda Broughton
B. Broughton commented on the tax increase, noting that Council has a responsibility to look a budget and that Council is being irresponsible. Not necessary to make the increase.
- C. Ken Berry
K. Berry commented on the municipal coordinator duties, noting that the duties can be handled by the CAO and suggested that the CAO be working out of the office.

CAO DeJong responded to questions, noting he is in the office twice a week and that there are efficiencies when working from home to the benefit of the Village. There is no duplication of duties between CAO and Municipal Coordinator.

15. Closed Council Meeting

N/A

16. Reporting Out from Closed Portion of Meeting

See item 3.

17. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:53 p.m.

Mayor

Corporate Officer

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

Type	Request for Decision		
Title	2021 Audited Financial Statements		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 28, 2021	Version	
Issued for	May 3, 2022 Regular Council Meeting		

RECOMMENDATION

THAT the Village of Lions Bay's 2021 Audited Financial Statements, as presented to Council on May 3, 2022, be approved pursuant to the *Community Charter section 167(1)*;
 AND THAT the 2021 Audited Financial Statements be included in the 2021 Annual Report pursuant to the *Community Charter section 98*.

ATTACHMENTS

- Draft 2021 Audited Financial Statements

KEY INFORMATION

At the May 3, 2022 Committee of the Whole meeting, Council received and reviewed a formal report on the Village of Lions Bay's December 31, 2021 audited Financial Statements. The report was presented by Paul Fripp, BDO Canada LLP, the Municipality's external auditor.

FOLLOW UP ACTION

Assuming the Resolution is approved, staff will submit the financial statements to the Ministry of Municipal Affairs by the May 15 due date.

**Village of Lions Bay
Financial Statements
For the year ended December 31, 2021**

DRAFT

**Village of Lions Bay
Financial Statements
For the year ended December 31, 2021**

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Management's Responsibility for the Financial Statements

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

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

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

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

Pamela Rooke, CPA, CMA
Chief Financial Officer

Peter DeJong
Chief Administrative Officer

May x, 2022

Independent Auditor's Report

To the Mayor and Councillors of the
Village of Lions Bay

DRAFT

DRAFT

**Village of Lions Bay
Statement of Financial Position**

As at December 31	2021	2020
Financial Assets		
Cash and cash equivalents	5,709,347	5,493,309
Accounts receivable	191,121	197,197
Grants receivable	61,495	219,365
Other assets (Note 1)	-	273,518
Debt reserve fund	36,810	36,195
	<u>5,998,773</u>	<u>6,219,584</u>
Liabilities		
Accounts payable	573,706	1,131,806
Sick, overtime, wellness and vacation payable	106,505	98,782
Deferred revenue (Note 2)	47,575	49,895
Developer deposits (Note 3)	144,000	141,500
Equipment financing (Note 4)	58,311	74,384
Long term debt (Note 5)	1,935,077	2,175,096
	<u>2,865,174</u>	<u>3,671,463</u>
Net Financial Assets	<u>3,133,599</u>	<u>2,548,121</u>
Non-Financial Assets		
Tangible capital assets (Schedule 3)	23,706,653	23,412,300
Prepaid expenses	29,308	15,527
	<u>23,735,961</u>	<u>23,427,827</u>
Accumulated Surplus (Note 11)	<u>26,869,560</u>	<u>25,975,948</u>

Contingent liabilities and contractual obligations (Note 7)
 Contractual rights (Note 8)
 Significant event (Note 15)

 Pamela Rooke CPA, CMA
 Chief Financial Officer

 Ron McLaughlin
 Mayor

**Village of Lions Bay
Statement of Operations**

For the year ended December 31	Financial Plan 2021	2021	2020
	(Note 9)		
Revenue (Schedules 1 & 2)			
Taxation (Note 6)	1,896,376	1,913,560	1,747,131
Utility user rate	1,228,265	1,206,652	1,170,752
Government transfers	4,017,862	732,450	1,190,059
Sale of services	321,974	440,314	270,161
Other revenues	143,851	123,182	133,752
Gain of sale of asset held for sale (Note 1)	398,280	399,607	-
Gain (loss) on disposal of tangible capital assets	-	30,579	(25,170)
	<u>8,006,608</u>	<u>4,846,344</u>	<u>4,486,685</u>
Expenses (Schedules 1 & 2)			
General departmental expenses	3,104,393	2,886,992	2,532,289
Water system operations	1,119,586	963,219	857,842
Sewer system operations	105,740	102,521	114,566
	<u>4,329,719</u>	<u>3,952,732</u>	<u>3,504,697</u>
Annual Surplus	3,676,889	893,612	981,988
Accumulated Surplus , beginning of year	<u>25,975,948</u>	<u>25,975,948</u>	<u>24,993,960</u>
Accumulated Surplus , end of year	<u>29,652,837</u>	<u>26,869,560</u>	<u>25,975,948</u>

Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2021	2021	2020
	(Note 9)		
Annual Surplus	3,676,889	893,612	981,988
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(5,525,177)	(872,582)	(1,757,070)
Amortization of tangible capital assets	612,690	575,808	612,374
Proceeds on disposal of tangible capital assets	-	33,000	-
(Gain) loss on disposal of tangible capital assets	-	(30,579)	25,170
	(4,912,487)	(294,353)	(1,119,526)
Change in Other Non-Financial Assets			
Net use (acquisition) of prepaid expenses	-	(13,781)	3,481
Change in net financial assets for the year	(1,235,598)	585,478	(134,057)
Net financial assets, beginning of year	2,548,121	2,548,121	2,682,178
Net financial assets, end of year	1,312,523	3,133,599	2,548,121

**Village of Lions Bay
Statement of Cash Flows**

For the year ended December 31	2021	2020
Cash provided by (used in)		
Operating transactions		
Annual surplus	893,612	981,988
Items not involving cash		
Amortization expense	575,808	612,374
(Gain) loss on disposal of tangible capital assets	(30,579)	25,170
Changes in non-cash operating balances		
Accounts receivable	6,076	56,944
Grants receivable	157,870	751,190
Other assets	273,518	-
Debt reserve fund	(615)	(36,195)
Developer deposits	2,500	(39,000)
Deferred revenue	(2,320)	2,984
Accounts payable	(558,100)	716,350
Sick, overtime, wellness and vacation payable	7,723	17,391
Prepaid expenses	(13,781)	3,481
	1,311,712	3,092,677
Capital transactions		
Cash used to acquire tangible capital assets	(872,582)	(1,757,070)
Proceeds on disposal of tangible capital assets	33,000	-
	(839,582)	(1,757,070)
Financing transactions		
Repayment of equipment financing	(16,073)	(15,602)
Repayment of long-term debt principal	(240,019)	(207,582)
Issue of long-term debt	-	600,000
	(256,092)	376,816
Increase in cash and equivalents during the year	216,038	1,712,423
Cash and equivalents, beginning of year	5,493,309	3,780,886
Cash and equivalents, end of year	5,709,347	5,493,309
Supplemental information:		
Interest paid on long-term debt	80,252	78,944

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2021

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

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

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

**Cash and
Cash Equivalents**

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

**Tangible Capital
Assets**

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

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Land improvements	7 to 40 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Transportation	10 to 60 years
Storm sewer	25 to 50 years
WIP - general	Not amortized until put into use

Village of Lions Bay
Summary of Significant Accounting Policies

December 31, 2021

Debt Reserve Fund Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the contingent demand notes are not included in the financial statements of the Village.

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

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

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

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

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

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

Village of Lions Bay
Summary of Significant Accounting Policies

December 31, 2021

Financial Instruments The Village's financial instruments consist of cash and cash equivalents, accounts receivable, grants receivable, accounts payable, sick, overtime, wellness and vacation payable, developer deposits, equipment financing and long term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

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

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

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

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

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. There is no liability for contaminated sites recorded as at December 31, 2021 or 2020.

**Village of Lions Bay
Notes to Financial Statements**

December 31, 2021

1. Other Assets

During 2018, the Village listed a parcel of land as available for sale. The net book value of the land previously classified in tangible capital assets was \$273,518. The land sold in March 2021 with a gain on sale of \$399,607.

2. Deferred Revenue

	2021	2020
Contributions for future use	14,209	14,209
Prepaid taxes	33,366	35,686
	47,575	49,895

3. Developer Deposits

Bylaw 497 requires an applicant for certain building permits to pay a damage deposit of \$1,500 when the work is under \$50,000 and \$3,000 when the work is over \$50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of \$144,000 (2020 - \$141,500) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

4. Equipment Financing

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

2022	18,185
2023	18,185
2024	18,185
2025	7,271
	61,826
Total future minimum lease payments	61,826
Less: Imputed interest (at 3%)	(3,515)
	58,311
Present value of minimum lease payments	58,311

Village of Lions Bay
Notes to Financial Statements

December 31, 2021

5. Long Term Debt

Bylaw/Issue Number	Interest Rate	Maturity Date	Issued	Debt Outstanding	
				2021	2020
353 / 93	5.1%	2025	114,000	27,607	34,085
374 / 104	2.9%	2028	600,000	264,984	297,244
401 / 104	2.9%	2028	800,000	353,314	396,326
104 / 380	2.9%	2028	250,000	110,410	123,852
142 / 508	3.15%	2047	460,900	420,370	430,956
150 / 508	1.99%	2040	600,000	575,306	600,000
MFA Financing	(a)	2022	145,000	25,931	55,915
MFA Financing	(a)	2024	380,000	157,155	236,718
				1,935,077	2,175,096

(a) MFA Financing incurred to acquire equipment has a variable interest rate based on the Canadian Dollar Offered Rate (CDOR) and was 0.97% at December 31, 2021 (0.95% at December 31, 2020).

Repayments of debt to the MFA required in the next five years and thereafter are as follows:

2022	241,190
2023	216,579
2024	144,550
2025	149,591
2026	147,469
Thereafter	<u>1,035,698</u>
	<u>1,935,077</u>

Village of Lions Bay
Notes to Financial Statements

December 31, 2021

6. Taxation

	Financial Plan 2021	2021	2020
	(Note 9)		
General purposes	1,785,087	1,785,021	1,736,546
Collections for other tax authorities			
School Taxes – Province	-	906,064	888,550
RCMP	-	145,374	144,802
Regional District	-	59,701	54,100
Greater Vancouver Transportation Authority	-	238,704	224,969
Municipal Finance Authority	-	184	178
British Columbia Assessment Authority	-	38,021	38,135
	1,785,087	3,173,069	3,087,280
Transfers to other tax authorities			
School Taxes – Province	-	906,064	888,550
RCMP	-	145,374	144,802
Regional District	-	59,701	54,100
Greater Vancouver Transportation Authority	-	238,704	224,969
Municipal Finance Authority	-	184	178
British Columbia Assessment Authority	-	38,021	38,135
	-	1,388,048	1,350,734
Available for general purposes	1,785,087	1,785,021	1,736,546
Water and sewer utility parcel taxes	111,289	128,539	10,585
	1,896,376	1,913,560	1,747,131

Village of Lions Bay
Notes to Financial Statements

December 31, 2021

7. Contingent Liabilities and Contractual Obligations

- (i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.
- (ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.
- (iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2021) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.
- (iv) The Village is the subject to litigation in regard to employment matters. In addition, the Village is from time to time involved in other lawsuits. The Village vigorously defends any such claims. At December 31, 2021 there is not sufficient information available to allow the Village to make a reasonable estimate of the potential for loss, if any, resulting from outstanding matters. Accordingly, these financial statements contain no provision for such amounts. Amounts will be recorded in the financial statements in the period in which additional information becomes available that allows a reasonable estimate to be made.

**Village of Lions Bay
Notes to Financial Statements**

December 31, 2021

8. Contractual Rights

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

2022	25,760
2023	25,760
2024	25,760
2025	27,102
2026	28,980
Thereafter	103,845

9. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 5, 2020 with adjustments for items accounted for differently under PSAS.

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

The following shows how these amounts were combined:

	2021
Financial Plan Balance per Bylaw	-
Add back:	
Capital expenditures	5,525,177
Repayment of Debt	216,549
MFA Actuarial Gain on Debt	34,201
Less:	
Proceeds from Borrowing	(603,458)
Budgeted transfers from accumulated surplus	(882,890)
Amortization	(612,690)
Financial Plan Surplus per PSAS	3,676,889

Village of Lions Bay
Notes to Financial Statements**December 31, 2021**

10. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

The Village paid \$98,240 (2020 - \$90,486) for employer contributions while employees contributed \$87,705 (2020 - \$81,464) to the plan in fiscal 2021.

Village of Lions Bay
Notes to Financial Statements

December 31, 2021

11. Accumulated Surplus

The components of accumulated surplus are as follows:

	<u>2021</u>	<u>2020</u>
Invested in tangible capital assets	21,713,265	21,162,820
Reserve funds (Note 12)	1,986,485	1,569,617
Unrestricted amounts	3,169,810	3,243,511
	<u>26,869,560</u>	<u>25,975,948</u>

12. Reserve Funds

	<u>Opening Balance</u>	<u>Revenues & Transfers</u>	<u>Interest Earned</u>	<u>Expenditures & Transfers</u>	<u>Closing Balance</u>
Capital reserves	638,145	-	6,381	-	644,526
Land reserve fund	145,339	117,954	2,043	-	265,336
Infrastructure fund	301,504	158,053	3,805	-	463,362
Curly Stewart fund	8,532	2,000	95	-	10,627
Gas tax reserve	476,097	121,170	5,367	-	602,634
	<u>1,569,617</u>	<u>399,177</u>	<u>17,691</u>	<u>-</u>	<u>1,986,485</u>

Village of Lions Bay
Notes to Financial Statements**December 31, 2021**

13. Segmented Information

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

General Government

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

Protective Services

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

Public Works Operation

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

Solid Waste Collection

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

Planning and Development

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

Parks and Recreation

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

Water Utility

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

Village of Lions Bay
Notes to Financial Statements

December 31, 2021

13. Segmented Information (con't)

Sewer Utility

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

14. Comparative Figures

Certain figures in the comparative information have been reclassified to conform to the current year presentation.

15. Significant Event

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy continues to be significant. As the impacts of COVID-19 continue, there could be further impact on the Village, its residents, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Village will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves to ensure it is able to continue providing essential services to its citizens.

Village of Lions Bay

Schedule 1 - Combined Statement of Operations by Segment - 2021

For the year ended December 31, 2021

	General Fund						Total General Fund	Water Utility	Sewer Utility	2021 Actual	2021 Financial Plan (Note 9)
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation					
Revenues											
Taxation	1,785,021	-	-	-	-	-	1,785,021	10,585	117,954	1,913,560	1,896,376
Utility user rates	-	-	-	195,621	-	-	195,621	938,231	72,800	1,206,652	1,228,265
Government transfers	545,028	9,036	-	-	-	6,000	560,064	172,386	-	732,450	4,017,862
Sales of services	14,690	318,622	-	4,931	69,145	10,353	417,741	20,495	2,078	440,314	321,974
Other revenues	60,260	25,873	-	-	-	-	86,133	35,849	1,200	123,182	143,851
Gain on sale of asset held for sale	399,607	-	-	-	-	-	399,607	-	-	399,607	398,280
Gain on disposal of tangible capital assets	30,579	-	-	-	-	-	30,579	-	-	30,579	-
	2,835,185	353,531	-	200,552	69,145	16,353	3,474,766	1,177,546	194,032	4,846,344	8,006,608
Expenses											
Operating											
Goods and Services	211,746	251,974	322,369	192,751	23,532	106,007	1,108,379	365,694	45,213	1,519,286	1,849,348
Labour	676,803	278,227	250,476	-	31,938	187,334	1,424,778	331,500	21,108	1,777,386	1,782,156
Amortization	342,214	-	-	-	-	-	342,214	197,394	36,200	575,808	612,690
	1,230,763	530,201	572,845	192,751	55,470	293,341	2,875,371	894,588	102,521	3,872,480	4,244,194
Interest	-	1,698	9,923	-	-	-	11,621	68,631	-	80,252	85,525
	1,230,763	531,899	582,768	192,751	55,470	293,341	2,886,992	963,219	102,521	3,952,732	4,329,719
Annual surplus (deficiency)	1,604,422	(178,368)	(582,768)	7,801	13,675	(276,988)	587,774	214,327	91,511	893,612	3,676,889

Village of Lions Bay

Schedule 1 - Combined Statement of Operations by Segment - 2020

For the year ended December 31, 2020

	General Fund						Total General Fund	Water Utility	Sewer Utility	2020 Actual	2020 Financial Plan (Note 9)
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation					
Revenues											
Taxation	1,736,546	-	-	-	-	-	1,736,546	10,585	-	1,747,131	1,747,005
Utility user rates	-	-	-	189,395	-	-	189,395	910,602	70,755	1,170,752	1,191,782
Government transfers	1,038,937	-	-	-	-	3,650	1,042,587	147,472	-	1,190,059	859,809
Sales of services	19,340	167,668	-	4,425	47,770	10,370	249,573	18,571	2,017	270,161	163,629
Other revenues	83,310	22,636	-	-	-	-	105,946	27,806	-	133,752	114,531
Gain on sale of asset held for sale	-	-	-	-	-	-	-	-	-	-	500,000
Loss on disposal of tangible capital assets	(25,170)	-	-	-	-	-	(25,170)	-	-	(25,170)	-
	2,852,963	190,304	-	193,820	47,770	14,020	3,298,877	1,115,036	72,772	4,486,685	4,576,756
Expenses											
Operating											
Goods and Services	184,319	234,469	195,912	186,343	9,574	78,604	889,221	255,304	18,870	1,163,395	1,660,021
Labour	680,839	219,541	194,427	-	30,682	163,862	1,289,351	341,481	19,152	1,649,984	1,645,611
Amortization	337,761	-	-	-	-	-	337,761	198,069	76,544	612,374	639,183
	1,202,919	454,010	390,339	186,343	40,256	242,466	2,516,333	794,854	114,566	3,425,753	3,944,815
Interest	-	2,079	13,877	-	-	-	15,956	62,988	-	78,944	85,525
	1,202,919	456,089	404,216	186,343	40,256	242,466	2,532,289	857,842	114,566	3,504,697	4,030,340
Annual surplus (deficiency)	1,650,044	(265,785)	(404,216)	7,477	7,514	(228,446)	766,588	257,194	(41,794)	981,988	546,416

Village of Lions Bay
Schedule 3 - Tangible Capital Assets - 2021

For the year ended December 31, 2021

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Transportation	Storm Sewer	WIP – General	2021 Total	2020 Total
Cost, beginning of year	11,695,765	2,336,836	2,536,232	197,545	9,460,625	1,447,516	4,766,264	101,450	231,690	32,773,923	31,,527,958
Additions	36,500	-	58,823	-	72,733	18,788	38,010	-	647,728	872,582	1,757,070
Disposals	(2,421)	-	(269,476)	(291)	-	-	-	-	-	(272,188)	(511,105)
Cost, end of year	11,729,844	2,336,836	2,325,579	197,254	9,533,358	1,466,304	4,804,274	101,450	879,418	33,374,317	32,773,923
Accumulated amortization, beginning of year	-	947,762	1,618,288	78,435	3,253,246	267,424	3,114,210	82,258	-	9,361,623	9,235,184
Amortization	-	57,544	175,833	7,281	197,394	36,200	100,314	1,242	-	575,808	612,374
Disposals	-	-	(269,476)	(291)	-	-	-	-	-	(269,767)	(485,935)
Accumulated amortization, end of year	-	1,005,306	1,524,645	85,425	3,450,640	303,624	3,214,524	83,500	-	9,667,664	9,361,623
Net carrying amount, end of year	11,729,844	1,331,530	800,934	111,829	6,082,718	1,162,680	1,589,750	17,950	879,418	23,706,653	23,412,300

**Village of Lions Bay
Schedule 3 - Tangible Capital Assets - 2020**

For the year ended December 31, 2020

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water	Sewer	Transportation	Storm Sewer	WIP – General	2020 Total	2019 Total
Cost, beginning of year	11,695,765	2,242,223	2,423,674	193,206	7,140,830	795,715	4,541,130	101,450	2,393,965	31,527,958	29,239,687
Additions	-	-	97,399	47,986	-	1,119,259	225,134	-	267,292	1,757,070	2,532,333
Transfers	-	94,613	15,159	-	2,319,795	-	-	(2,429,567)	-	-	-
Disposals	-	-	-	(43,647)	-	(467,458)	-	-	-	(511,105)	(244,062)
Cost, end of year	11,695,765	2,336,836	2,536,232	197,545	9,460,625	1,447,516	4,766,264	101,450	231,690	32,773,923	31,527,958
Accumulated amortization, beginning of year	-	890,720	1,442,460	89,456	3,055,177	658,338	3,018,017	81,016	-	9,235,184	8,858,487
Amortization	-	57,042	175,828	7,456	198,069	76,544	96,193	1,242	-	612,374	557,046
Disposals	-	-	-	(18,477)	-	(467,458)	-	-	-	(485,935)	(180,349)
Accumulated amortization, end of year	-	947,762	1,618,288	78,435	3,253,246	267,424	3,114,210	82,258	-	9,361,623	9,235,184
Net carrying amount, end of year	11,695,765	1,389,074	917,944	119,110	6,207,379	1,180,092	1,652,054	19,192	231,690	23,412,300	22,292,774

COVID-19 BC Safe Restart Grant

The following schedule is unaudited.

DRAFT

COVID-19 BC Safe Restart Grant

In 2020, the Province of British Columbia, under the "COVID-19 Safe Restart Grant Program", provided the Village of Lions Bay with a grant of \$603,000 for increased operating costs and revenue shortfalls arising during the pandemic. The Village recognized the grant as income in 2020 and have applied these funds to the programs impacted as follows:

	2021
COVID-19 BC Safe Restart Grant received	\$603,000
2020 eligible costs incurred	(235,865)
Balance, December 31, 2020	\$367,135
2021 eligible costs Incurred:	
Computer and technology costs to improve connectivity and virtual communications	(13,085)
Revenue shortfalls	(11,887)
General government services	(3,442)
Protective services	(107,654)
Public works	(81,067)
Total 2021 eligible costs incurred	(217,135)
Balance, December 31, 2021	\$150,000



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2022-2026 Five Year Financial Plan Bylaw No. 617, 2022		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 28, 2022	Version	
Issued for	May 3, 2022 Regular Council Meeting		

RECOMMENDATIONS

1. THAT third reading of the 2022 – 2026 Five Year Financial Plan Bylaw No. 617, 2022 be rescinded.
2. THAT 2022-2026 Five Year Financial Plan Bylaw 617, 2022 be amended as follows:
 - Schedule A – Under revenue, insert “Proceeds from Borrowing \$190,000;
 - Schedule A – Change Capital Expenditures to \$2,111,949 (from \$1,921,949);
 - Schedule B – In second paragraph, insert “Proceeds from borrowing is MFA Equipment Financing to fund the purchase of equipment for public works”;
 - Schedule B – In Table 1: Sources of Revenue, insert “Proceeds from Borrowing” and adjust the % of Total Revenue.
3. THAT the 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022 be read a third time, as amended.
4. THAT a special council meeting be set for *[insert date]* to adopt the 2022-2026 Five Year Financial Plan Bylaw No. 617, 2022.

ATTACHMENTS

2022-2026 Five Year Financial Plan Bylaw No. 617, 2022

KEY INFORMATION

Staff presented the draft 2022-2026 Five Year Financial Plan to Council at the April 5, 2022 regular Council meeting for review and discussion. At the same meeting, the bylaw received two readings. The bylaw received third reading at the April 19, 2022 regular Council meeting.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Subsequent to the April 19 meeting, staff determined that an amendment was required to be made to the bylaw to correctly represent the MFA Equipment Borrowing that was approved to fund two pieces of equipment for Public Works: a skid steer loader and a mini excavator. The MFA borrowing expenses are correctly recorded in the budget; however, the proceeds of the borrowing and the capital expenditure need to be disclosed as well, even though they net to zero and have no impact on taxation. The changes required to the bylaw are highlighted in yellow on the attachment.

OPTIONS

1. Approve the recommendation above and give the bylaw, as amended, third reading;
2. Direct staff alternatively.

FOLLOW UP ACTION

Assuming the recommendation is approved, staff will bring back the bylaw for adoption at a Special Council Meeting.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2022-2026 Five Year Financial Plan Bylaw No. 617, 2022

Adopted:

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

**2022 – 2026 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 617, 2022**

A bylaw to approve the Five Year Financial Plan for the years 2022 – 2026 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2022 to 2026 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2022 – 2026 Five Year Financial Plan Bylaw No. 617, 2022**".
2. The 2021-2025 Five Year Financial Plan Bylaw No. 595, 2021 (adopted on May 4, 2021) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2022-2026 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

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

READ A FIRST TIME **April 5, 2022**

READ A SECOND TIME **April 5, 2022**

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2022 – 2026 Five Year Financial Plan
Bylaw No. 617, 2022 as adopted.**

Corporate Officer

Schedule A

Consolidated Financial Plan 2022 - 2026

	2022	2023	2024	2025	2026
Revenues					
Taxation	1,731,024	1,781,115	1,833,137	1,886,719	1,941,909
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	168,356	173,406	178,609	183,967	189,486
Utility Fees and Rates	1,279,837	1,318,232	1,351,564	1,385,895	1,421,256
Fees, Licenses and Permits	464,602	435,143	430,831	427,581	425,189
Grants	1,555,013	1,546,613	1,753,913	1,944,925	295,000
Proceeds from Borrowing	190,000	-	758,007	600,075	581,019
Net Proceeds from Land Sales	-	3,400,000	4,700,000	-	-
Other	136,711	126,683	116,372	121,919	128,205
Grand Total	5,624,149	8,879,798	11,221,037	6,649,688	5,080,670
Expenditures					
Amortization	627,062	682,551	878,710	967,825	1,070,575
General Government	1,108,115	1,018,319	1,044,969	1,070,494	1,098,861
Fire Services	416,275	377,571	379,123	384,582	390,125
Bylaw Services	134,632	141,817	147,795	148,722	154,520
Public Works	715,471	547,673	511,648	522,916	533,019
Planning and Development	97,303	62,895	64,447	65,827	67,239
Parks, Recreation and Facilities	343,479	289,419	297,643	304,445	310,277
Solid Waste	202,907	208,709	208,709	208,709	208,709
Sewer Fund	79,618	68,870	70,808	72,319	73,736
Water Fund	873,807	749,378	769,830	796,960	802,406
Interest Payments	82,119	77,954	102,550	123,129	143,534
Grand Total	4,680,789	4,225,157	4,476,233	4,665,929	4,853,002
Surplus/(Deficit)	943,361	4,654,640	6,744,804	1,983,759	227,669
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	627,062	682,551	878,710	967,825	1,070,575
MFA Actuarial Gain on Debt	(38,561)	(43,083)	(47,772)	(53,319)	(59,605)
Cash Surplus	1,531,861	5,294,108	7,575,742	2,898,265	1,238,639
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(231,021)	(229,303)	(191,873)	(195,076)	(204,446)
Capital Expenditures	(2,111,949)	(1,972,869)	(5,803,118)	(3,512,400)	(4,425,000)
Transfer from Reserves	1,140,124	645,306	2,746,463	1,091,784	3,678,898
Transfer from (to) Reserves - Gas Tax Fund	(62,053)	(65,229)	650,000	-	-
Transfer to Reserves - Infrastructure Levy	(168,356)	(173,406)	(178,609)	(183,967)	(189,486)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,606)
Transfer to Reserves - Land Sales	-	(3,400,000)	(4,700,000)	-	-
Financial Plan Balance	-	-	-	-	-

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

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

In 2022, property taxes include a 6.5% tax increase and \$168,356 of revenue from a 10% infrastructure levy that was initiated by Council in 2019. Grant revenue includes proceeds from three infrastructure grants which have been awarded. Utility fees and rates include a 5% increase in both water and sewer user fees. The majority of fees, licenses and permits revenue comes from building permits, parking fines and parking meters. **Proceeds from borrowing is MFA Equipment Financing to fund the purchase of equipment for public works.** In 2021, the Village adopted a Parcel Tax Bylaw to recover the costs of a new Wastewater Treatment Plant over a ten year period.

Objective

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

Policies

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

Table 1: Sources of Revenue		
Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	33.8%	1,899,380
Grants	27.6%	1,555,013
Utility Fees and Rates	22.8%	1,279,837
Fees, Licenses and Permits	8.3%	464,602
Proceeds from Borrowing	3.4%	190,000
Other Revenue	2.4%	136,711
Parcel Taxes	1.7%	98,606
TOTAL	100.0%	5,624,149

Property Tax Distribution

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

Objective

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

Policies

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

Property Class	% of Total Property Taxation	
	2022	2021
Residential (1)	99.68%	99.61%
Utilities (2)	0.05%	0.06%
Business (6)	0.10%	0.11%
Recreation (8)	0.17%	0.22%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

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

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Election and Assent Voting Bylaw No. 620, 2022		
Author	Karla Duarte	Reviewed By:	Peter DeJong
Date	April 27, 2022	Version	
Issued for	May 3, 2022		

Recommendation:

THAT Election and Assent Voting Bylaw No. 620, 2022 be read a third time.

Attachments:

- (1) Election and Assent Voting Bylaw No. 620, 2022
- (2) Election Procedures Bylaw No. 474, 2014

Key Information:

At the April 19, 2022 regular Council meeting, Council gave two readings to Election and Assent Voting Bylaw No. 620, 2022.

Since the last election, Provincial legislation has changed regarding elections, particularly around mail ballot voting. As of June 17, 2021, all electors are eligible to vote by mail ballot and the legislation eliminates the requirement that a person must have a physical disability, illness, or absenteeism from the Village in order to vote by mail. Thus, Election Procedures Bylaw No. 474 required a revision and a new bylaw that addressed all the legislative changes is presented as Election and Assent Voting Bylaw No. 620, 2022.

Definitions around Applicant, Authorized Person and a Register of Mail Ballots have been added to clarify the process by which a person can obtain a mail ballot package that will have the instructions and statement to which the elector must attest to. This eliminates a redundant process that was stated in Bylaw No. 474 s. 4.9 (d)(i). Bylaw 620 also clarifies the process and steps that the Chief Election Officer must take to issue, receive and either accept or reject a mail ballot. It also adds information about where the ballots are stored (custody)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

as they are received. These protocols are in line with the Local Government Management Association best practice procedures and current legislation.

The previous bylaw (474) referred to some obsolete sections of the *Local Government Act* and Bylaw 620 addresses those changes. Bylaw 620 also amends several sections, such as the replacement of spoiled ballot to reference mail ballot voting (13(a)(ii)) and adds in a section on what to do when an elector's name is already used.

Other changes include removal of procedural references to the actual administrative tasks required for the election such as ordering stationery and hall set up, as these are standard practices that may change over time. For example, it is not necessarily the Chief Election Officer that will order supplies and the proceedings before the poll are part and parcel of daily administrative tasks. Set up and proceedings at the poll may also change over time as for example, the municipality could choose to use automated voting machines in the future or choose to hold the physical location of voting elsewhere. These types of administrative duties are not normally presented in a bylaw.

Due to the numerous changes, a new bylaw was written and if adopted, bylaw 474 will be repealed. The election bylaw must be adopted prior to proceeding with election preparations. The nomination period will open August 30th with information expected to be ready by July.

Options:

(1) Give third reading to Election and Assent Voting Bylaw No. 620, 2022.

(2) Provide alternate direction to staff.

Preferred Option: The preferred option is option 1 to comply with Provincial Legislation and the changes around mail ballot voting.

Legal Considerations: Bylaw 474 is currently not in compliance with Provincial legislation.

Follow Up Action: If given a third reading, bylaw 620 will be presented for adoption on May 15th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Communication Plan: Staff are working as a team to prepare for the elections.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Election and Assent Voting Bylaw No. 620, 2022

Adopted: [DATE]

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

Village of Lions Bay

BYLAW NO. 620

A bylaw to conduct elections and assent voting

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

1. CITATION

This Bylaw may be cited for all purposes as “Election and Assent Voting Bylaw No. 620, 2022.”

2. REPEAL OF PREVIOUS BYLAWS

Elections Procedures Bylaw No. 474, 2014 is hereby repealed.

3. DEFINITIONS

(a) In this Bylaw,

“*Applicant*” means an elector who wants to vote by mail and make a request for a mail ballot;

“*Authorized Person*” means a person that the applicant has authorized, on the applicant’s behalf, to:

- (i) pick up a mail ballot package; or
- (ii) drop off a completed mail ballot package.

“*Chief Election Officer*” or “*CEO*” means the person appointed under section 58(1) of the *Local Government Act*, and in the absence or inability to act of the Chief Election Officer, the person(s) appointed as Deputy Chief Election Officer(s);

“*Election Sign*” means a sign promoting a political party or a candidate for office in a federal, provincial, municipal or school trustee election or by-election, or for a cause or part in relation to a referendum or other voting;

“*General Voting Day*” means:

the third Saturday of October in the year of a general local election;
the Saturday set for a by-election or other voting under the *Local Government Act*;

“Other Voting” means voting under Part 4 of the *Local Government Act* [assent of the electors/referendum]; and

“Register of Mail Ballots” means the records that the Chief Election Officer must keep to address any challenges to an elector’s right to vote.

“Village” means the Village of Lions Bay.

- (b) Words and phrases in this Bylaw shall be interpreted consistently with the *Local Government Act* and the *Interpretation Act*. Any reference to a statute in this Bylaw refers to a statute of the Province of British Columbia, and a reference to an enactment includes the enactment as amended or replaced from time to time. Headings are for convenience only and do not limit, expand, or modify the scope of any provisions herein.

4. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

- (a) The Chief Election Officer must give public access to nomination documents via the internet or other electronic means from the time of delivery until 30 days after the declaration of the election results under section 146 of the *Local Government Act*.
- (b) The Chief Election Officer must give public access to elector organization endorsement documents via the internet or other electronic means from the time of delivery until 30 days after the declaration of the election results under section 146 of the *Local Government Act*.

5. ELECTOR REGISTRATION

The most current available Provincial list of voters prepared under the *Election Act* shall form the register of resident electors and shall become the register of electors on the 52nd day prior to general voting day [or other time which is no later than 52 days prior to general voting day].

6. REQUIRED ADVANCE VOTING OPPORTUNITIES

- (a) An advance voting opportunity will be held on the 10th day (Wednesday) before General Voting Day, between the hours of 8:00 a.m. and 8:00 p.m.
- (b) Pursuant to section 107(2) of the *Local Government Act*, no other advance voting opportunity will be held.

7. ADDITIONAL GENERAL VOTING OPPORTUNITIES

The chief election officer may designate the voting places and set the voting hours within the limits set out in the *Local Government Act* for additional general voting opportunities.

8. MAIL BALLOT VOTING – APPLICATION PROCEDURE

- (a) As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.
- (b) The Chief Election Officer may establish the time limits in relation to voting by mail.
- (c) An Applicant shall apply by giving their name and address to the Chief Election Officer during the period:
 - (i) commencing twenty-six (26) days before General Voting Day; and
 - (ii) ending at 4:00 p.m. on the Monday before General Voting Day.
- (d) Upon receipt of a request for a mail ballot, the Chief Election Officer shall, between the time when the ballots are ready and 4:00 p.m. on the Monday before General Voting Day:
 - (i) make available to the Applicant, a mail ballot package which contains:
 - A. the content set out in section 110(7) of the *Local Government Act*;
 - B. additional instructions; and
 - C. a statement advising the elector that
 - (1) the elector must meet the eligibility to vote criteria, and
 - (2) The elector must attest to such fact; and
 - (ii) record in the Register of Mail Ballots and, upon request, make available for inspection:
 - A. the name and address of the elector to whom the mail ballot package was issued; and
 - B. the number of the elector, the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not registered as an elector; and
 - C. any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.
- (e) As per the Applicant’s direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:
 - (i) sending the mail ballot package by Canada Post;

-
- (ii) sending the mail ballot package by courier at the expense of the applicant;
 - (iii) having the mail ballot package picked up by the Applicant at a designated time and location; or
 - (iv) having the mail ballot package picked up by an Authorized Person at a designated time and location.
- (f) The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

9. MAIL BALLOT VOTING - VOTING PROCEDURE

- (a) To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- (b) After marking the ballot, the elector shall:
 - (i) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (ii) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (iii) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
 - (iv) mail, or have delivered, the outer envelope and its contents to the Chief Election officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on General Voting Day.

10. MAIL BALLOT VOTING – ACCEPTANCE OR REJECTION

- (a) Until 4 p.m. on the Thursday, two days before General Voting day, the Chief Election Officer shall, upon receipt of the return envelope and its contents:
 - (i) immediately record the date of receipt in the Register of Mail Ballots; and
 - (ii) open the return envelope.
- (b) When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:
 - (i) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;

-
- (ii) determine the fulfilment of the requirements in section 70 of the *Local Government Act* and the completeness of any application to register, if required; and
 - (iii) determine the completeness of the certification envelope.
- (c) If the Chief Election Officer is satisfied that the elector has met the requirements in section 10(b), the Chief Election Officer shall:
- (i) mark the certification envelope as “accepted”;
 - (ii) place the accepted certification envelope with the other certification envelopes.
- (d) If the Chief Election Officer determines that:
- (i) the Chief Election Officer is not satisfied as to the identify to the elector; or
 - (ii) the elector has not completed the application to register properly;
- the Chief Election shall mark the certification envelope as “rejected”, indicate the reason for the rejection and set aside the rejected certification envelope unopened.
- (e) The Chief Election Officer shall retain in their custody all opened and unopened certification envelopes.
- (f) After 4:00 p.m. on the Thursday, two (2) days before General Voting Day, the Chief Election Officer, in the presence of at least one (1) other person, including any candidate representatives, shall:
- (i) deal with any challenges to the electors involving the accepted certification envelopes;
 - (ii) open the certification envelopes;
 - (iii) remove the secrecy envelopes containing the ballots; and
 - (iv) place the secrecy envelope containing the ballot in the ballot box.
- (g) If the Chief Election Officer receives a return envelope with its contents after 4:00 p.m. on Thursday, two (2) days before General Voting Day but before the close of general voting, the Chief Election Officer shall:
- (i) handle those return envelopes in accordance with section 10(a) at the time that the Chief Election Officer receives the return envelopes;

- (ii) retain all accepted certification envelopes until the close of general voting day;
 - (iii) process the accepted certification envelopes in accordance with sections 10(b) to 10(e) after the close of general voting day.
- (h) As soon as possible after all of the secrecy envelopes have been placed in the ballot box, in the presence of at least one (1) other person and any candidate representatives, the Chief Election Officer shall supervise:
- (i) the opening of the ballot box;
 - (ii) the opening of the secrecy envelopes and
 - (iii) the counting of the ballots in accordance with the provisions of the *Local Government Act*.
- (i) If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:
- (i) mark the return envelope as “rejected”;
 - (ii) indicate the reason why the return envelope was rejected on the return envelope; and
 - (iii) place the unopened return envelope with the other rejected return envelopes.

11. MAIL BALLOT VOTING - CHALLENGE OF ELECTOR

A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 4 pm on Thursday, two (2) days before General Voting Day.

12. MAIL BALLOT VOTING - ELECTOR’S NAME ALREADY USED

If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector’s name, the Chief Election Officer shall comply with section 127 of the *Local Government Act*.

13. MAIL BALLOT VOTING - REPLACEMENT OF SPOILED BALLOT

- (a) If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:
- (i) advising the Chief Election Officer of the ballot spoilage; and
 - (ii) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

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- (b) Upon receipt of the spoiled ballot package, the Chief Election Officer shall, record such fact, and proceed in accordance with Part 10 of this bylaw.

14. ELECTION ADVERTISING – USE OF MUNICIPAL LOGOS

Other than as expressly authorized in writing by the Village, no person shall use or display on any election sign or other form of election advertising a logo, trademark, or official mark, in whole or in part, that is owned or licensed by the Village.

15. ELECTION ADVERTISING - SIGNS

- (a) A person responsible for posting, erecting, or otherwise displaying an election sign must ensure the sign:
 - (i) is not illuminated and does not flash;
 - (ii) does not obstruct or otherwise interfere with sight lines or movement of vehicles, pedestrians, cyclists or any other highway traffic, or obstruct the visibility of regulatory signs or other traffic control devices;
 - (iii) is not attached to a utility pole or apparatus or a streetlight pole;
 - (iv) is not posted on or attached to the Village Hall or other Village structure or located on the lot thereof;
 - (v) is not located or displayed within 100 metres of a building, structure or other place where voting proceedings are being conducted, on the day of such proceedings;
 - (vi) as part of a structure, does not stand higher than 2.5 metres above the ground supporting the structure; or
 - (vii) is not, on any single side, more than 3.0 square metres in area.
- (b) A person must not post, erect or display an election sign earlier than 30 days before the date of a General Voting Day, and must remove any such signs within 72 hours after General Voting Day.
- (c) Sections 15(a) and 15(b) do not apply to the Village.

16. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

READ A FIRST TIME April 15, 2022

READ A SECOND TIME April 15, 2022

READ A THIRD TIME May __, 2022

ADOPTED May __, 2022

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 620, 2022 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Election Procedures Bylaw No. 474, 2014

Office Consolidation

This document is an office consolidation of Election Procedures Bylaw No. 474, 2014 with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Election Procedures Bylaw No. 474, 2014 as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
511	All	Various amendments	May 16, 2017

A BYLAW TO PROVIDE FOR THE VARIOUS PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT
ELECTIONS AND OTHER VOTING OPPORTUNITIES WITHIN THE MUNICIPALITY

WHEREAS pursuant to the Local Government Act, Council of the Municipality of the Village of Lions Bay may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting opportunities;

AND WHEREAS pursuant to the Local Government Act the Council may, by bylaw, determine various other procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Council of the Municipality of the Village of Lions Bay wishes to establish various procedures and requirements under these authorities;

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

PART 1 – CITATION, REPEAL AND INTERPRETATION

CITATION

1.1 This bylaw may be cited as “Election Procedures Bylaw 474, 2014.”

REPEAL OF PREVIOUS BYLAWS

1.2 The following bylaws are hereby repealed:

Bylaw #220 Elections Regulations 1993;

Bylaw #375 Lions Bay Register of Electors; and

Bylaw #429 Mail Ballot Authorization and Procedure Bylaw.

DEFINITIONS

1.3 In this Bylaw,

“Chief Election Officer” or “CEO” means the person appointed under section 41 of the *Local Government Act*, and in the absence or inability to act of the Chief Election Officer, the person appointed as deputy chief election officer;

“election” sign means a sign promoting a political party or a candidate for office in a federal, provincial, municipal or school trustee election or by-election, or for a cause or part in relation to a referendum or other voting;

“General Voting Day” means:

the third Saturday of October in the year of a general local election; [Bylaw No. 511, 2017]

the Saturday set for a by-election or other voting under the *Local Government Act*;

“other voting” means voting under Part 4 of the *Local Government Act* [assent of the electors/referendum]; and

“Village” means the Village of Lions Bay.

- 1.4 Words and phrases in this Bylaw shall be interpreted consistently with the *Local Government Act* and the Interpretation Act. Any reference to a statute in this Bylaw refers to a statute of the Province of British Columbia, and a reference to an enactment includes the enactment as amended or replaced from time to time. Headings are for convenience only and do not limit, expand or modify the scope of any provisions herein. If any part, section, subsection or paragraph of this bylaw is held to be invalid by a court of competent jurisdiction, it shall be severed and the remainder of the bylaw shall remain valid and in effect.

PART 2 - REGISTRATION OF ELECTORS

- 2.1 The most current provincial list of voters prepared under the *Election Act* that is available at the time of an election or other voting shall become the register of resident electors for the Village for such election or other voting.
- 2.2 The Provincial list of voters shall become the register of resident Electors no later than 52 days before General Voting Day for any election or other voting held in the municipality.

PART 3 – GENERAL PROCEDURES

Proceedings Before the Poll

- 3.1 The Chief Election Officer will order ballot papers and other supplies for the purposes of the Election and will see to the provision of ballot boxes and polling booths, the rental of necessary premises and all other physical arrangements for the holding of the Election. The Chief Election Officer will arrange for polling clerks to efficiently and expeditiously conduct the Election.

Access to Documents

- 3.2 Subject to restrictions under the *Local Government Act*, public access to nomination documents will be available via the internet or other electronic means. [Bylaw No. 511, 2017]

Additional General Voting Opportunities

- 3.3 The Chief Election Officer may establish additional voting opportunities for General Voting Day for each election or for other voting, and for this purpose may:
- (a) designate the location of voting places, and
 - (b) set the voting hours, up to 8 p.m. on General Voting Day.

Required Advance Voting Opportunities

- 3.4 An advance voting opportunity will be held on the 10th day (Wednesday) before General Voting Day, between the hours of 8 a.m. and 8 p.m.
- 3.5 Pursuant to section 107 (2) of the *Local Government Act*, no other advance voting opportunity will be held. [Bylaw No. 511, 2017]

PART 4 - MAIL BALLOT AUTHORIZATION & PROCEDURE**Mail Ballot Authorization**

- 4.1 An elector who:
- (a) has a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; or
 - (b) expects to be absent from the Village of Lions Bay on General Voting Day and at the times of all advance voting opportunities
- may vote by mail ballot in accordance with this Bylaw.
- 4.2 A person applying to vote by mail ballot may also apply to register as an elector in conjunction with voting by mail ballot.

Mail Ballot Application Procedure

- 4.3 A person wishing to vote by mail ballot, and to register as an elector for that purpose, must apply by giving their name and address to the Chief Election Officer during the period commencing twenty-six (26) days before General Voting Day and ending at 4:00 pm on the Monday before General Voting Day. [Bylaw No. 511, 2017]
- 4.4 Upon receipt of a request for a mail ballot, the Chief Election Officer will, between the day after ballots are received from the printers and 4:00 pm on the Monday before General Voting Day, make available to the mail ballot applicant, a mail ballot package as specified in Section 110 of the *Local Government Act*. [Bylaw No. 511, 2017]
- 4.5 The Chief Election Office will record and make available for inspection, upon request by any person, the name and address of the person to whom the mail ballot package was issued.
- 4.6 It is the obligation of the applicant for a mail ballot to ensure that the completed certification envelope and ballot is received by the Chief Election Officer before the close of voting on General Voting Day.

Mail Ballot Voting Procedure

- 4.7 To vote using a mail ballot, the elector must mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- 4.8 After marking the ballot, the elector must:
- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
 - (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on General Voting Day.

Mail Ballot Acceptance or Rejection

- 4.9 Until 4 p.m. on the Thursday two days before General Voting Day, on receiving the outer envelope and its contents, the Chief Election Officer will, in the following order:
- (a) immediately record the date of receiving the outer envelope;
 - (b) open the outer envelope and remove and examine the certification envelope and if applicable, the application for registration as an elector; and
 - (c) mark the certification envelope as “accepted”, if satisfied as to:
 - i. the application for registration as an elector, if applicable;
 - ii. the identity and entitlement to vote of the elector whose ballot is enclosed; and
 - iii. the completeness of the elector’s certification,
 - (d) mark the certification envelope as “challenged” if not satisfied as to the requirements in subsections 4.9 (c) (i) and (ii) and shall:
 - i. attempt to contact the elector and request they provide evidence satisfactory to the CEO that the person is entitled to vote; and
 - ii. reject and not count in the election the challenged certification envelope and its contents unless the CEO is satisfied that the person is entitled to vote.
 - (e) advise the candidates, or their representatives, that they may review with the CEO and challenge, if applicable, under section 126 (2) of the *Local Government Act*, the certification envelopes with the CEO at 4 pm on the Thursday two days before General Voting Day, or as soon as possible thereafter, at a place specified by the CEO and, in the presence of at least one witness;
 - (f) in the event of any challenges under subsection 4.9 (e) above, the CEO shall follow the procedure in subsection 4.9 (d) (i) and (ii). [Bylaw No. 511, 2017]

Custody and Counting of Mailed Ballots

- 4.10 Any certification envelopes received after 4 pm the Thursday two days before General Voting Day shall be dealt with in the same manner as specified in subsections 4.9 (a) through (d) and all certification envelopes will remain, unopened, in the custody of the Chief Election Officer until the close of voting on General Voting Day. [Bylaw No. 511, 2017]
- 4.11 After the close of voting on General Voting Day, unless the right of a person voting by mail ballot has been challenged and not resolved in favour of the person being permitted to vote, the Chief Election Officer will remove all secrecy envelopes from accepted certification envelopes and deposit the ballots inside the secrecy envelopes into the ballot box for mailed in ballots. [Bylaw No. 511, 2017]
- 4.12 If there are fewer than 25 accepted certification envelopes, the ballots contained therein shall be deposited into the ballot box for advance voting and that ballot box may then be opened and the ballots counted in accordance with Part 3, Division 14, of the *Local Government Act*. [Bylaw No. 511, 2017]

- 4.13 Any certification envelopes received after the close of voting on General Voting Day shall remain unopened and not counted in the election.
- 4.14 The Chief Election Officer will retain and treat all certification envelopes in the same manner as for a voting book.

PART 5 ELECTION ADVERTISING

Use of Municipal Logos

- 5.1 Other than as expressly authorized in writing by the Village, no person shall use or display on any election sign or other form of election advertising a logo, trademark or official mark, in whole or in part, that is owned or licensed by the Village.

Election Signs

- 5.2 A person responsible for posting, erecting or otherwise displaying an election sign must ensure the sign:
- (a) is not illuminated and does not flash;
 - (b) does not obstruct or otherwise interfere with sight lines or movement of vehicles, pedestrians, cyclists or any other highway traffic, or obstruct the visibility of regulatory signs or other traffic control devices;
 - (c) is not attached to a utility pole or apparatus or a street light pole;
 - (d) is not posted on or attached to the Village Hall or other Village structure or located on the lot thereof;
 - (e) is not located or displayed within 100 metres of a building, structure or other place where voting proceedings are being conducted, on the day of such proceedings;
 - (f) as part of a structure, does not stand higher than 2.5 metres above the ground supporting the structure; or
 - (g) is not, on any single side, more than 3.0 square metres in area. [Bylaw No. 511, 2017]
- 5.3 A person must not post, erect or display an election sign earlier than 30 days before the date of a General Voting Day, and must remove any such signs within 72 hours after General Voting Day.
- 5.4 Sections 5.2 and 5.3 do not apply to the Village. [Bylaw No. 511, 2017]

PART 6 VOTING PLACE PROCEDURES

- 6.1 As soon as an elector enters a voting place, he or she must proceed to an election official and follow any directions given by that official for producing identification, registering to vote, signing a written declaration, signing the list of electors or the voting book and obtaining assistance, as applicable.
- 6.2 After receiving a ballot, the elector must:
- (a) immediately proceed to a voting booth provided;

- (b) while the ballot is screened from observation, mark it by making a cross or tick in the blank space opposite the name of the candidate or candidates for whom the elector wishes to vote; and
- (c) in the case of other voting (on a bylaw or other matter for which the assent or an opinion of the electors is sought), place a mark beside either “yes” or “no” on the ballot;
- (d) fold the ballot to conceal all marks made on it;
- (e) deposit the ballot in the sealed ballot box to which the elector has been directed; and
- (f) leave the voting place without delay.

Replacement of Spoiled Ballot

- 6.3 If, before inserting the ballot into the ballot box, an elector determines that he or she has made a mistake when marking the ballot, the elector may request a replacement ballot by advising the presiding election official, who will then issue a replacement ballot to that elector, mark the original ballot as spoiled, and retain the spoiled ballot for return to the Chief Election Officer.

PART 7 CLOSE OF VOTING

- 7.1 Ballots will be considered and counted manually, under the direction of the Chief Election Officer. [Bylaw No. 511, 2017]
- 7.2 If a recount is required it shall be conducted under the direction of the Chief Election Officer.

Resolution of Tie Vote

- 7.3 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

READ A FIRST TIME	May 6, 2014
READ A SECOND TIME	May 6, 2014
READ A THIRD TIME	June 17, 2014
ADOPTED	July 22, 2014

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 474, 2014 as adopted.**

Corporate Officer

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Regular Council Meeting: May 3, 2022

General Correspondence:				
Date Rec'd	FROM	TOPIC	ACTION	Page No.
14-Apr-22	G1 Ministry of Citizens' Services	Internet Connectivity	For Information	1
Various	G2 N. Davidowicz	Transit	For Information	3
26-Apr-22	G3 L. McCurdy	Female Genital Mutilation	For Information	7
28-Apr-22	G4 MP Weiler	Survey on Housing	For Information	9
15-Apr-22	G5 Response to previous correspondence	Start Me Up Campaign	For Information	10



BRITISH
COLUMBIA

April 14, 2022

Ref: 117211

Via email

Dear Mayors, Chairs and Representatives:

Thank you to those that were able to join me and my colleague Roly Russell, Parliamentary Secretary for Rural Development, on April 8 to discuss the \$830M provincial/federal funding partnership announced in March, and the plan to connect the remaining underserved rural and Indigenous households in our province to high-speed internet by 2027. With the new program expected to roll out this summer, I wanted to follow up on a few questions asked, and remind everyone how to connect to currently available information.

Connecting Communities BC is the next generation of our connectivity program and a key part of StrongerBC and the Economic Plan. This funding partnership is great news for the underserved rural and Indigenous households that will be able to look forward to the construction of connectivity infrastructure in their community, using multiple technologies such as fibre, cable, and satellite. These investments ensure that rural, remote, and Indigenous communities and businesses have the connectivity they need to succeed in a post-pandemic economy. It means all of B.C.'s communities will have better opportunities to contribute to the success of this province, and that's good for all of us.

We appreciated hearing your questions and feedback as we shape the new Connecting Communities BC program. It was affirming to know our regional approach reflects your previous input, which was our intent. Our commitment to transparency, open dialogue and input will continue via avenues like the Request to Participate process and these roundtables. Our expectation is that the chairs continue to represent the area directors in this forum to share the needs and feedback of communities. We also appreciate the information and learning that the Regional Connectivity Knowledge Network sessions provide, as these meetings with area directors and staff continue to yield valuable insights into what is currently top of mind for communities.

We know that many districts have been working hard on connectivity and have created plans for their regions. My ministry staff have reviewed all publicly available plans and information shared directly by regional districts and this local knowledge has informed the current process.

.../2

Mayors, Chairs, and Representatives
Page 2

The data provided through the Request to Participate process provides an opportunity to engage or re-engage with your local internet service providers toward a shared understanding of gaps and potential options and solutions. Also, it is an opportunity to share with us any insights based on your understanding from local connectivity planning or feedback from your constituents by responding to the Request to Participate. The RTP is accessible via [BC Bid](#) (Number 13183). As requested, directions for obtaining a BCeID can be found [here](#). The deadline for input is April 25, 2022.

If you would like to discuss this further or receive additional information on the Province's activities to expand high-speed internet connectivity, please contact [Susan Stanford](#), Assistant Deputy Minister for Connectivity at 250-217-0026 and for enquiries around the RCKN group or other community planning questions, please contact [Jeanne Holliss](#), Executive Director, Connected Communities at 250-516-3848.

We all have a vested interest in achieving the goal of connecting the remaining underserved households in the Province by 2027 and continue to benefit from the insights each of you shared. Thank you for your participation, ongoing leadership, and collaboration as we collectively work towards a better future for British Columbians.

Sincerely,



Lisa Beare
Minister

pc: Roly Russell
Parliamentary Secretary for Rural Development
Ministry of Jobs, Economic Recovery and Innovation

Network BC
NetworkBC@gov.bc.ca

Connected Communities
CommunityInsights@gov.bc.ca

From: [Nathan Davidowicz](mailto:Nathan.Davidowicz@nsnews.com)
To: hello@nsnews.com
Subject: City of North Van endorses updated mobility strategy
Date: Monday, April 18, 2022 7:11:22 PM
Attachments: [image.png](#)

Dear Mayors and Councillors:

Many of CleanBC 2030 Targets will not be achieved

https://www.nsnews.com/local-news/city-of-north-van-endorses-updated-mobility-strategy-5276112?utm_source=Email&utm_medium=Email&utm_campaign=Email

see pages 153 to 246 of CNV agenda 11 April 2022

file:///C:/Users/GUEST1/Downloads/2022%2004%2011%20Regular%20Agenda%20Package%20for%20April%2011%202022.pdf

CNV is not alone on the North Shore ; what is needed is a proper mobility analysis of all of the North Shore. and possibility Bowen Island, Lions Bay and Squamish

While the CNV might achieve the CleanBC targets by 2030 , it is unlikely that the North Shore , Metro Vancouver MVRD, SLRD. FVRD will achieve the main targets of CleanBC

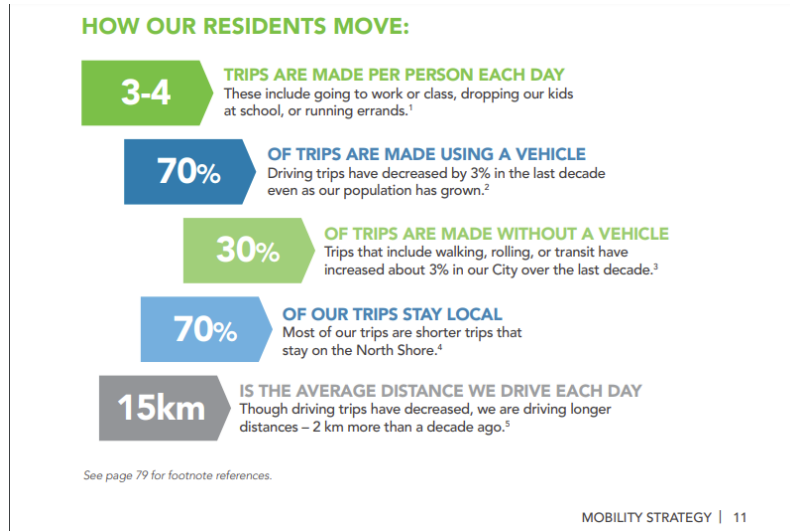
https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_roadmap_2030.pdf

1. Reduction by 25% of Vehicles Kilometre Travel (VKT) from 2020 to 2030
2. 30% of all trips without a vehicle. by 2030

Kelowna , West Kelowna and the Regional District of Central Okanagan have via their new Transportation Plans admitted that they will not achieve CleanBC 2030 targets

The following page 11 (or 170/246 of agenda) is based on 2017 figures.!! (see footnotes) With COVID many figures are not correct and Transit Ridership will not recover till 2025 or later because of bad management and governance at TransLink .They refused to provide FREE Transit LIKE OTHER CITIES. (THEY PROVIDED SWEEPSTAKES !!)

Thank you
Nathan Davidowicz



From: [Nathan Davidowicz](mailto:Nathan.Davidowicz@nsnews.com)
To: hello@nsnews.com; editor@northshoredailypost.com
Subject: TransLink 10 yrs Plan
Date: Thursday, April 21, 2022 12:34:43 PM

Here are general comments on the 63 page plan <https://view.publitas.com/translink/2022-investment-plan-transport-2050-10-year-priorities-discussion-guide/page/1>

1. NO mention of returning bus service to Pre-COVID levels asap. Like it has been done in all major Canadian Cities. It actually wants to keep this reduced service till 2025 !!
The ridership per capita will not be not return to Pre-COVID level till 2028 or later.(It used to be around 100, No. 4 in Canada)

2. No mention of return of the many cutbacks to bus service over the last 25 years; Some of the proposed NEW projects are old projects from 2014 that were never implemented.!!
Some projects were proposed as far back as 1971!!

3. The plan proposed continuing increasing transit fares, while many other transit systems are implementing lower fares and proposing FREE Transit !!

4. Need massive investments in order to achieve CleanBC 2030 targets at the present rate we will not achieve these targets till 2035 or later..

Need to repeat what was done from 1973 to 1976 (Dave barrett BC govt) i.e. Doubling the number of buses within 3 years.

No announcements by Governments of ordering at least 1000 new electric buses for BC (Quebec is ordering 2148 new buses <https://montrealgazette.com/news/local-news/quebec-will-foot-most-of-the-5b-bill-for-2148-electric-buses>)

5.. No mention of On-Demand Transit services that are available in all major Canadian and US cities see https://en.wikipedia.org/wiki/Demand-responsive_transport
(TransLink keeps wasting money on over 70 community shuttle bus routes. Many of these routes cost up to \$25 per ride. On-Demand Transit will get more riders and would save money!!)

6.. Very limited consultation time (April 20 to May 4 2022) Most City Councils and Committees would not be able to provide detailed comments by May 4th.

7. Very limited information on Regional Bus/Rail. Need a comprehensive plan for Lower Mainland of BC from Hope to Pemberton
(BC Transit and TransLink do not cooperate need BC Government to step in; return PSL Pacific Stage Lines)

8. The biggest losers are the core municipalities that had transit for over 130 years (Vancouver, North Shore, Burnaby/NW, Richmond)
They account for around 80% of transit ridership and are more compact and dense than the other suburban municipalities
Transit is way more effective in the core municipalities and or municipalities that are willing to increase their density
(Number of people per sq. km) Many municipalities have densities of less than 1000 people when good transit needs at least 3000 people per sq km

9. No proper coordination between Metro 2050 and Transport 2050 Land use plan and transport plan need to complement each other

10. Local civic politicians keep many items IN-CAMERA (Closed meetings) They do not want to discuss their priorities in public like CRD and other Regional Districts do !!

<https://www.burnabynow.com/opinion/letter-translink-plan-is-unambitious-and-will-set-transit-further-back-5271496>

Specific comments for NorthShore and Squamish

Very little for the North Shore and no improvements til at least 2025!!

1 NO mention of returning bus service to Pre-COVID levels asap. Like it has been done in all major Canadian Cities. It stated that current service levels will stay till 2025 (see page 9)
Bus Routes No. R2, 240,245, 258 had many cuts since 2020

2.No mention of NorthshoreConnect Rapid Rail proposals where over \$1 M of reports were done. with some money from North Shore Municipalities and nothing from TransLink

3.No mention of the proposed new Express Bus from Phibbs Exchange via Hwy 1 to HS Bay (Extension of Route 222)

4. No mention of bus service from HS Bay to Squamish.

7.. It shows a new bus service from Park Royal to Edgemont (This is not new, No.246 used to do that for many years.)

8. It mentions two BRT services from WV and NV to Downtown but these are just the present Express buses Nos. 257, 240

9. No mention of a new Green Garage for the North Shore and how many extra buses are needed.

10. No mention of any improvements for Bowen Island and Lions Bay

11. No mention of returning bus service to UBC from WV route 258 from NV route 286 (Phibbs Exchange to UBC)

12 Continuing wasting money on running 3 SeaBuses during the rush hours every 10 mins. Two SeaBuses are enough running every 13 to 15 minutes.
It also mentions improving off-peak SeaBus service which is not needed. No mention of NEW routes for SeaBus or FerryBoat. Like from Deep Cove.

13. The current and New 10 years plans are overlapping and many proposed projects have been approved as far back as 2014 but never implemented.

14. No specific mention of 24/7 bus service over the bridges (Richmond BC has 24/7 bus/ rail service to Vancouver)

From: [Nathan Davidowicz](#)
To: hello@nsnews.com; editor@northshoredailypost.com
Subject: New Interstate 5 bridge will likely include light rail crossing
Date: Sunday, April 24, 2022 9:41:54 AM

<https://www.opb.org/article/2022/04/21/interstate-5-bridge-trimet-max-light-rail-extension-oregon-washington-border-columbia-river/>

Same is needed on Hwy 1 between Vancouver BC and North Vancouver, plus need a new Railway Freight Bridge, plus protected Bike Lanes .So build one new BIG Bridge.

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Third try
Date: Tuesday, April 26, 2022 4:14:16 PM
Attachments: [UWCV_Invitation_re_May_17_2022_Event_final.pdf](#)

From: Bev Wong <bevcwong@gmail.com>
Sent: Tuesday, April 26, 2022 2:58 PM
To: Bev Wong <bevcwong@gmail.com>
Subject: Fwd: Third try

Please forward to your Mayor and Councillors.

Greetings, I am sending this notice on behalf of The University Women's Club of Vancouver. Female Genital Mutilation is an important topic for all municipalities as it affects many of our residents.

The United Nations has declared February 6th as International Day of Zero Tolerance for Female Genital Mutilation. Find out more and have your municipality join the February 6th declaration.

Canada has 80,000 survivors of Female Genital Mutilation (FGM). Join Prime Minister Trudeau's voice to help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

You are invited to learn more from a special screening of the award-winning documentary *In the Name of Your Daughter* and a Panel Discussion with Filmmaker Giselle Portenier, Moderator Nurjehan Mawani, University Women's Club Member and Former Chair of the Immigration and Refugee Board, and others with first-hand experiences. Learn about the girls who are subjected to FGM and their stories of courage and hope.

Participate in-person on **Tuesday, May 17, 2022**, or view the documentary online May 18th at your convenience.

Click [here](#) to view poster for Registration Information.

In addition, **please forward this email** to a friend, other organizations, those in the medical community, teachers, counsellors, social workers, municipal counsellors and staff, politicians, and anyone else in mind.

Let's help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

Louann McCurdy

Chair, Status of Women and Human Rights Committee

The University Women's Club of Vancouver



April 26, 2022

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Louann McCurdy

Chair, Status of Women and Human Rights Committee
The University Women's Club of Vancouver



THE UNIVERSITY WOMEN'S CLUB of VANCOUVER at HYCROFT
Member of the Canadian Federation of University Women

1489 McRae Avenue, Vancouver, BC V6H 1V1 | Tel: 604-731-4661 | Fax: 604-731-3710 | office@uwcvancouver.ca | www.uwcvancouver.ca

Virus-free. www.avg.com

From: [Weiler, Patrick - M.P.](#)
To: [Weiler, Patrick - M.P.](#)
Subject: Survey on Housing in Rural Canada
Date: Thursday, April 28, 2022 6:07:07 PM
Attachments: [Outlook-cid_c142e1.png](#)

Good evening,

Housing is a basic human right, and this right stands at the core of our housing policies. This government continues to be committed to tackling the issue of housing across Canada. That is why in addition to our previous announcements, Budget 2022 will invest \$4 billion over the next five years to build 100 000 new homes, and \$2.7 billion for low-cost and co-op housing.

As your Member of Parliament, I would like to ensure housing investments will effectively create new houses in our riding, particularly in our rural communities. We know that the housing crisis can only be resolved through a holistic approach that unites stakeholders with all orders of government. With this in mind, **I would be very grateful if you could fill out this brief 4 question survey (<https://forms.gle/H2LjUijFLqRE2Gy4A>)** to share difficulties that you and/or your organization has faced in terms of realizing housing projects. Your feedback is indispensable to enabling me and our government to more effectively represent you on this crucial issue.

I look forward to hearing from you.

Sincerely,
Patrick Weiler



Patrick Weiler
Member of Parliament | Député
West Vancouver-Sunshine Coast-Sea to Sky Country
House of Commons/Chambre des communes
Ottawa, ON K1A 0A6
Tel.: (604)-913-2660
Fax.: (604)-913-2664
patrick.weiler@parl.gc.ca



Before printing this e-mail, think about the Environment

From: [Leanne Strachan](#)
To: [Fred Bain](#)
Cc: [Agenda](#)
Subject: RE: Start Me Up
Date: Tuesday, April 19, 2022 11:02:20 AM

Hi Fred,

Thank you kindly for getting back to me and for the information you provided.

If you do decide to support the program, don't hesitate to reach out as we would love to have you on board!

Many thanks,

Leanne

From: Fred Bain <councillor.bain@lionsbay.ca>
Sent: Friday, April 15, 2022 11:32 AM
To: Leanne Strachan <leanne.strachan@sja.ca>
Cc: Agenda <agenda@lionsbay.ca>
Subject: Start Me Up

Leanne,

Thank you for your email to Lions Bay about the Start Me up BC campaign. You have taken on a very worthwhile proposal.

Lions Bay has taken the initiative, in years past, to install AEDs in public places where they can be accessible to staff and residents. We do not have many public buildings so coverage has been rather simple for us. We also have a BC Ambulance station and our Fire service is well trained and equipped as well. In Lions Bay we enjoy good coverage and service and quick response times for our small community.

Thanks for thinking of us but we will decline your offer in the interest of those who are in greater need of this equipment"

Fred Bain
Councillor for Lions Bay
councillor.bain@lionsbay.ca

From: Leanne Strachan <leanne.strachan@sja.ca>
Sent: Monday, March 21, 2022 10:21 AM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>
Subject: RE: St. John Ambulance - Start Me Up BC campaign

Hello, Mayor McLaughlin.

I hope you are doing well.

The purpose of my email today is to see if you would be interested in connecting with me regarding

the Start Me Up BC campaign. Several of the other Mayors are participating with us here as St. John

Ambulance, which is exciting.

In my below email, I provided some information on the program, and I would like to book some time

with you if possible.

Many thanks,

Leanne

From: Leanne Strachan

Sent: Wednesday, February 23, 2022 11:45 AM

To: mayor.mclaughlin@lionsbay.ca

Subject: St. John Ambulance - Start Me Up BC campaign

Hi Mayor McLaughlin,

My name is Leanne from St. John Ambulance, and I am hoping you don't mind me dropping into your inbox.

Today, I am reaching out to share St. John Ambulance's latest initiative, the Start Me Up BC campaign. The goal of the program is to place 1,000 publicly accessible automated external defibrillator stands across British Columbia and the Yukon, along with the launch of a lifesaving companion app.

SJA is at the forefront of a movement that aims to have AED stands installed in public premises, with appropriate signage, testing, and maintenance, and accompanied by appropriate training and registered with 911.

By calling on community stakeholders, city planners, and political leaders to work with us to install publicly accessible AEDs, St. John Ambulance is continuing our proud tradition of saving the lives of Canadians.

We are fortunate to have the support of TransLink, TELUS, Vancouver Parks Board, YVR, Cadillac Fairview, SNC Lavalin, local Rotary and Legion Clubs, as well as several municipalities.

After a motion was recently put forward by councillor Pete Fry, the city of Vancouver has now shown their support for more publicly accessible AEDS and specifically, Start Me Up BC, and will work to find opportunities in the region for placement of the stands.

After Pete learned about the Start Me Up campaign, he was motivated to push for policies that could support more publicly accessible life-saving interventions in our city. The St. John combination AED, Naloxone, and first aid stands will provide accessible and critical life saving interventions for our residents and visitors in crisis situations where every minute counts. The unanimous Council support for this program came after compelling support from one of their professional first responders and a heart-breaking and very personal account from one of their own Council colleagues who had lost a parent to a sudden cardiac arrest.

Since then, we are pleased to announce that Mayor Jay Froese of Langley Township has committed to installing a stand in their community. Mayor Van den Brock has also supported the program, and waiting a grant confirmation from the City of Langley. Mayor West has shown a great deal of support, and we are waiting to hear back from them shortly. I have recently reached out to several mayors and the response so far has been well received, which is exciting!

If you have time early next week to further discuss our initiatives, please let me know, and perhaps we could schedule a time next week.

Thank you for your consideration, and I look forward to connecting with you.

Warm Regards

Leanne

Leanne Strachan

Strategic Partnerships & New Business Development

t: 604-366-3915 | c: 604-418-8944

St. John Ambulance (British Columbia and Yukon Council)

6111 Cambie Street | Vancouver, BC | V5Z 3B2