



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JANUARY 14, 2014 at 7:00 PM
IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

(amended January 29, 2014)

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
 - A. Mr. J. Stone (*page 3*)
- 5. Adoption of Minutes**
 - A. Minutes of the Regular Council Meeting of December 17, 2013 (*page 5*)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. Reports**
 - A. Interim CAO (*page 13*)
 - B. Mayor and Council (*page 21*)
 - C. RCMP Activity Reports (*page 31*)
- 9. Resolutions**
- 10. Bylaws**
- 11. Correspondence**
 - A. List of Correspondence to Friday, January 10, 2014 (*page 33*)
- 12. New Business**
 - A. 2015 Onset for Organic Waste Pickup – Review of Waste Contract, Task Force and Resident Communication
 - B. Electronic Communications Policy (*page 71*)
 - C. Freedom of Information Requests – Fees & Charges (*page 79*)
 - D. Village of Lions Bay Public You Tube Channel (*page 85*)

13. Public Questions & Comments

14. In Camera *(amended January 29, 2014)*

A. Resolution:

That the Regular Meeting of January 14, 2014 does close this meeting to the public on the basis of matters to be considered under the following section of the *Community Charter*:

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

- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

15. Adjournment



RECEIVED

JAN 02 2014

Item #4A

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

Please forward your Delegation Request Form to the Village Office
by 4:00 pm, the Thursday prior to the regular Council meeting.
Delegations may speak for a maximum of 10 minutes total.

Today's Date: Jan 2, 2014 Council Meeting Date: Jan 14, 2014

SUBJECT OF DELEGATION

I wish to speak before the Council regarding:

Village Safety issues and Senior Services

SUPPORTING MATERIAL

I will provide additional information in advance of the Council meeting:

(by 4:00 pm the Wednesday prior to the Council meeting so that the material can be included in Council package.)

No.

ACTION. The specific action I would like Council to take is:

Take action on appropriate issues

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Mv. StoneSignature: [Signature]Organization (if any): Address: Box 479 Lions Bay AvePhone: 921-7625 Fax: Email:

Note: A telephone number (where a message can be left with a person or voicemail), fax number or email address is required so that we can contact you in a timely manner.

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Item #5A

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 17, 2013 at 7:00 PM IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

PRESENT: Mayor Brenda Broughton
Councillor Scott Ando
Councillor Fred Bain
Councillor Ron McLaughlin
Councillor Joanne Ronsley
Grant McRadu, Interim CAO/Secretary-Treasurer
Mandy Koonts, Office Coordinator
Carol Lee, Raincoast Ventures Ltd., Recording Secretary

1. CALL TO ORDER

Mayor Broughton called the Regular Council Meeting of December 17, 2013 to order at 7:00 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Ronsley
Seconded by: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approve the Agenda of the Regular Council Meeting of December 17, 2013, with the following amendments:

- Addition of Item 8C ii) – Budget and Finance Committee;
- Addition of Item 8C iii) – Tree Committee;
- Addition of Item 9A – Native Garden 2013 Budget Increase; and
- Addition of Item 12C – BC Hydro Scheduling of Power Outages.

CARRIED

3. PUBLIC PARTICIPATION

A. Ruth Simons

Ms. Simons addressed Council in her capacity as the Executive Director of the Future of Howe Sound Society and provided an update on projects being proposed for the Howe Sound area.

The Garibaldi at Squamish project is a proposal for a ski village with accommodation and homes, located north of Squamish. The project is currently being reviewed with the Environmental Assessment Office and comments from the public are being accepted

until January 7, 2014. There are concerns about the transportation impacts of the project.

The public comment period for Woodfibre LNG project commenced today and will end on January 7, 2014. The Province is requesting a change to the Environmental Assessment process. Woodfibre LNG was granted one of four licences recently authorized by the National Energy Board. Noise and light impacts are anticipated to result from the project.

B. Jeffrey Stone

Mr. Stone posed questions and provided comments and concerns regarding:

- Requirement for written notices of power outages and boil water advisories to be delivered to residents;
- The Official Community Plan (OCP) requires the Village to work with CN Rail regarding safety;
- Invasive plants on the CN Rail track;
- RCMP visibility in the Village;
- Rational for renegotiation of Western Economic Development Canada (WEDC) grant and the BC Community Recreation grant funding not being returned; and
- Need to complete the OCP review prior to undertaking the Land Master Planning.

ACTION: Interim CAO/Secretary-Treasurer McRadu was requested to contact Jordan Sturdy, MLA to request that the issue of track maintenance be added to the agenda for an upcoming meeting with CN Rail.

C. Carole Conlin

Ms. Conlin questioned whether Pieter Dorsman's written comments would be included in correspondence as he has been unable to attend a Council meeting as a delegation to deliver his comments.

D. Alan Henshaw

Mr. Henshaw advised that the December 3, 2013 minutes erroneously indicated that he had commented on the road markings on the Sea to Sky Highway. His concerns were relative to the markings on Lions Bay roads.

E. Jeffrey Stone

Mr. Stone advised that he has not received any responses to the questions that he posed this evening and Section 19 of the Council Procedural Bylaw requires that Council respond to questions posed by residents.

Mr. Stone expressed concern about a possible conflict of interest between the terms of engagement of the Interim CAO/Secretary-Treasurer and the requirement that the OCP being reviewed prior to undertaking the Land Master Planning.

Village of Lions Bay Regular Council Meeting Minutes

December 17, 2013

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Mayor Broughton provided an update on the status of the WEDC and the BC Community Recreation grants.

4. DELEGATIONS

None

5. ADOPTION OF MINUTES**A. Regular Meeting of Council – December 3, 2013**

Moved by: Councillor Ando

Seconded by: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adopt the Minutes of the Regular Council Meeting of December 3, 2013, with the following amendments:

- Page 2, Item 3 – Delete the second sentence of the second paragraph;
- Page 2, Item 4A – Replace references to the “Sea to Sky Highway” with “Lions Bay roads” in the paragraph and the action item;
- Page 4, Item 6A – Correct the spelling of “Marek Sredzki” in the third bullet of the resolution”
- Page 7, Item 14B – Correct the spelling of “Meighan Jury” in the title; and
- Page 8, Item 14G – Correct the spelling of “Myron Loutet” in the title and in the subsequent paragraph.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

Interim CAO/Secretary-Treasurer McRadu provided an update on the questions posed by residents and action items:

- The Village will be recommending that the improvements to the Lions Bay road markings be a priority in 2014;
- The Village is attempting to schedule a meeting with CN Rail representative to discuss several issues including the parking of cars on the Brunswick siding and track maintenance;
- Recreation program directors are being contacted regarding planning for January 2014 programs;
- The current Drinking Water Quality Report has been posted to the Village website; and
- Interim CAO/Secretary-Treasurer McRadu will be meeting with the RCMP on a regular basis.

7. UNFINISHED BUSINESS

None

8. REPORTS

Moved by: Councillor Bain

Seconded by: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receive the reports of December 17, 2013.

CARRIED

A. Interim CAO/Secretary-Treasurer

Interim CAO/Secretary-Treasurer McRadu reviewed the report titled "S-T Report to Council – December 17, 2013" that was provided with the agenda material.

B. Mayor and Council**i) Mayor Broughton**

Mayor Broughton highlighted the Council Portfolio Update, for the period from December 3 to 17, 2013, provided in the agenda material:

- Attendance at the Howe Sound Information meeting on December 12, 2013;
- Discussion with Jordan Sturdy, MLA regarding CN Rail issues;
- Attendance at the Vancouver Foundation meeting titled "Developing Socially Inclusive Strategy Excellent Program" on November 27, 2013; and
- Council met with the consultant regarding the Land Master Planning and a Community Workshop will be scheduled for February 2014.

ii) Councillor Ando

Councillor Ando provided a verbal update regarding:

- Expansion of child care at the Lions Bay School for 3 to 5 year old children from 12:00 noon to 6:00 p.m.; and
- The Infrastructure Committee has been established and the initial meeting will be held in January 2014.

iii) Councillor Bain

Councillor Bain provided a verbal update regarding:

- Attendance at the Howe Sound Information meeting on December 12, 2013; and
- Work with Interim CAO/Secretary-Treasurer McRadu and Mandy Koonts, Office Coordinator to evaluate the emergency preparedness of Lions Bay.

iv) Councillor Ronsley

Councillor Ronsley highlighted the Report to Council, dated December 17, 2013, provided with the agenda material:

- Progress of the Suites Committee; and
- Attendance at a Metro Vancouver meeting titled "Great City-Making Demands Innovation" on December 10, 2013.

C. Committees**i) Board of Variance Minutes – December 9, 2013**

The minutes of the December 9, 2013 Board of Variance meeting were provided for information.

ii) Budget and Finance Committee

Councillor McLaughlin advised that the Budget and Finance Committee has not met. The “Village of Lions Bay Finances & Operations – 4th Quarter – 2013” article that will be published in the Lions Bay Community News was provided on-table for information.

iii) Tree Committee

- Tree Application No. 44**

Councillor McLaughlin reported that the Tree Committee has approved Tree Application No. 44.

Moved by: Councillor McLaughlin

Seconded by: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council confirm the recommendation of the Tree Committee regarding Tree Application No. 44, in the manner conveyed to the Mayor and Council in the letter dated December 15, 2013 from the Chair of the Tree Committee.

CARRIED**9. RESOLUTIONS****A. Native Garden 2013 Budget Increase**

Moved by: Councillor Ronsley

Seconded by: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approve an increase in the 2013 budget of the Native Garden by \$110.

CARRIED**10. BYLAWS**

None

11. CORRESPONDENCE**A. List of Correspondence to Friday, December 13, 2013**

Moved by: Councillor Bain

Seconded by: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council receive the correspondence up to December 13, 2013.

CARRIED

12. NEW BUSINESS**A. 2014 Council Meeting Schedule**

Interim CAO/Secretary-Treasurer McRadu reviewed the proposed 2014 Council meeting schedule.

Moved by: Councillor Ronsley

Seconded by: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approve the scheduled dates for the Regular Meetings of Council for 2014:

January 14 and 28

February 4 and 18

March 4 and 18

April 1 and 15

May 6 and 20

June 3 and 17

July 6 and 22

August – recess

September 2 and 16

October 7 and 21

November 4 and 18

December 2 and 16.

CARRIED

B. Mayor's Levee – Saturday, February 1, 2014 from 10:00 a.m. to 12:00 noon

Mayor Broughton advised that the date of the Mayor's Levee has been publicized in the Lions Bay Community News and the guests are to be invited. The location is to be determined.

C. BC Hydro Scheduling of Power Outages

Councillor Bain advised that a resident has expressed concern that a power outage has been scheduled by BC Hydro for a Saturday and questioned the Village's interaction with BC Hydro.

Interim CAO/Secretary-Treasurer McRadu suggested that BC Hydro be invited to attend an upcoming Council meeting to explain their processes and to discuss the scheduled power outage.

13. PUBLIC QUESTIONS AND COMMENTS**A. Jeffrey Stone**

Mr. Stone stated that the Council Procedural Bylaw requires a meeting to be scheduled on the following day when the usual meeting day falls on a statutory holiday.

Mr. Stone posed questions and provided comments and concerns regarding:

- The need for the Village to develop a booklet to advise residents of actions to be taken in the event of an emergency during a power outage; and
- The engagement of residents in the hiring of a Village manager.

Mayor Broughton reviewed the Council Procedural Bylaw requirement regarding the scheduling of meetings.

B. Meghan Jury

Ms. Jury questioned when the report on the Community Centre Renewal that was referenced in the November 5, 2013 Council resolution, would be discussed.

Mayor Broughton advised that Council continues to review the financial ramifications of the Community Centre Renewal and a report will be provided in early 2014.

C. Alan Henshaw

Mr. Henshaw advised that he would like to question BC Hydro as to the rationale for scheduling a power outage in the winter.

D. Ruth Simons

Ms. Simons suggested that the title of the Mayor's Levee be changed in order to increase interest and attendance and that the invited groups be requested to provide recommendations for a new name.

E. Michael Broughton

Mr. Broughton advised that he has learned that the scheduled power outage is required to replace the temporary transformers. There is a compelling reason for the urgency however the communication from BC Hydro requires improvement.

Mayor Broughton reviewed the procedures for Public Participation.

14. IN CAMERA

Moved by: Councillor Bain

Seconded by: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council does close the Regular Meeting of December 17, 2013 to the public on the basis of matters to be considered under the following section of the *Community Charter*:

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) Litigation or potential litigation affecting the municipality; and
- (l) Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [annual municipal report].

CARRIED

The Regular Meeting of Council was adjourned to an In Camera Session at 7:57 p.m.

Village of Lions Bay Regular Council Meeting Minutes

December 17, 2013

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The Regular Meeting of Council reconvened at 8:58p.m.

15. ADJOURNMENT

Moved by: Councillor Ronsley

Seconded by: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adjourn its Regular Meeting of Council of December 17, 2013 at 8:59p.m.

CARRIED

Mayor

Interim CAO/Secretary-Treasurer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

www.village.lions-bay.bc.ca

Item #8A

Title	Interim CAO's Report		
Author	G. McRadu	Reviewed By:	
Date	January 9, 2014	Version	
Issued for	Regular Meeting of Council January 14, 2014		

- **Administration:**

- Hari Suvarna is leading the development of the 2014 Provisional Operating Budget which is proposed to be presented to Council for consideration at the January 28th meeting;
- Mandy Koonts, Office Coordinator, is undertaking the development of a revised Fees and Charges Bylaw which is proposed to be presented to Council for consideration at the January 28th meeting;
- Mandy Koonts, Office Coordinator, is in the process of updating the look and accessibility of the Village website;
- The Village Office migrated to a new IT server, new computers and new software was installed. The Village had considerable problems with this migration, including blocked emails, but we are pleased to announce that the problems have mostly been addressed and our systems are working well;
- Staff are being trained on a new Purchase Order module on the MAIS software, which will be operational in February;
- The first public workshop to create a Land Use Master Plan contract has been scheduled for February 6th from 7:00 – 9:00pm in the gym of the Elementary School. Additional invitations will be sent out to our residents in the coming weeks;
- The Collective Agreement for 2012 – 2015 with CUPE Local 389 has been ratified;
- Emergency Program Committee next meeting is scheduled for January 16th, 2014 at 6:00pm;
- Policies / Procedures - a policy review as well as a central policy database is being scoped and will be tackled in 2014;
- Staff have prepared a new Municipal Grant Application for 2014 that provides for greater understanding of the grant request and accountability (see attached)

- **Public Works:**

- Mr. Will Emo has been appointed Acting Manager of Public Works;
- The Village has received numerous complaints regarding the dumping of household and illegal waste in and outside of the Smithrite garbage bin located on the Fire Hall site. This has resulted in additional costs to the Village to pick up the garbage as well as additional costs from Smithrite Disposal. The garbage has also been a contributor to an infestation of rats;
- No Parking signage – locations to install and add No Parking signs has been undertaken and the signs are being installed; legal counsel and action is being taken; staff and enforcement being undertaken;

- Costs are being gathered to upgrade the SCADA software and computer and wireless service being investigated.
- **Community Hall Repairs and Upgrades:**
Following the November 5th, 2013 resolution of Council, which staff has interpreted to mean that staff was directed to prepare an estimate of the least cost options (ie: the least cost to the Village taxpayers) to repair, upgrade and reopen the Community Centre (and library) to the public and to undertake repairs to the Village Office to conform to WorkSafe BC standards.

To accomplish this, staff has been working with Mr. Gerry Longson, Project Manager, who has prepared a “Scope Ladder”, which is a list of individual items of repairs and upgrades. An estimate of the cost of each individual items of repairs and upgrades was also included in the “Scope Ladder”. The “Scope Ladder” and costs for the “Repairs and Upgrades” to the existing Community Centre were to meet the intent of the Council resolution. The “Scope Ladder” is being reviewed and the costs refined by a construction firm. Once these costs are more accurately refined, the “Scope Ladder” will be presented to Council to determine the extent of the repairs and upgrades that is deemed necessary to comply with the conditions and allow the Village to utilize as much of the Provincial Community Recreation and the Federal Community Infrastructure Improvement Fund Grants as possible. Once these costs are compiled, as per the November 5th, 2013 resolution, Mayor Broughton and the Interim CAO will meet with Provincial and Federal representatives in an attempt to obtain approval to utilize the two grants.

Some of the items in the “Scope Ladder” are listed below. To what extent these and other “repairs and upgrades” are completed will depend on the amount in each of the two grants that can be utilized and the amount of taxpayers’ money Council determines can be spent:

- Seismic Upgrading –
 - Replacing the existing flat roof and install new plywood sheathing
 - Reinforce the existing concrete East walls of the two buildings
 - Stiffening interior walls and roof for lateral support and shear
 - Stiffening of the interior walls to provide shear resistance
- Removal of all hazardous materials
- Extensive cleaning and repainting
- Replacing or upgrading the Community Centre kitchen
- Replacing or upgrading the Community Centre washrooms and provide a washroom with handicap access
- Upgrading the Community Centre forced air heating system
- Replacement of the Village Office flooring and ceiling tiles
- Removal of shed on south side of Community Centre
- Construction of outside at grade patio
- Minor landscaping and site clean up



Attachment to Item #8A

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

Only applications that are completed legibly and in full will be accepted.

The deadline for Community Grants is February 3rd, 2014.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

A. APPLICANT INFORMATION

Application Date:

Name of Organization/Group

Contact Person

Telephone

Email

BC Society Number

Date of Registration

Describe your organizations objectives

Number of members



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT INFORMATION	
Amount requested	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Project title and Description	
Describe your target population (age, gender, disability etc.)	
Describe your goals and your success criteria	
Approximately how many individuals will be served by your project?	



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What community need or issue is your project/event responding to?

Describe any partners or sponsors involved in your project/event.

C. ACCOUNTABILITY

Describe how you will evaluate the effectiveness of the project/event



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D. FINANCIAL INFORMATION

Attach your most recent financial statement

Provide current fiscal year project budget for your organization

Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions.

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

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

Signed					
Name		Title		Date	
Signed					
Name		Title		Date	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

TERMS & CONDITIONS

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

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

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Item #8B

REPORT**Information Report to Council**Presented: December 17th to January 14th, 2014

From: Mayor Brenda Broughton

Subject: Council Portfolio Update

Portfolio	Parties Involved	Date	Update
Grants: Community Infrastructure Improvement Fund ~ <i>Project to be completed by March 31st, 2014 for this Funding to be received</i> Small Community Recreation Grant ~ <i>Project to be completed by March 31st, 2015 for this Funding to be received</i>	Mayor Broughton spoke with John Weston, MP Mayor Broughton and John Weston, MP Mayor, Council with John Weston, MP, Farouk Zaba, Chuck Partridge, 50 Lions Bay Residents, including the ESS Team Members and ESS Director, Sally Pollock and LB Fire Rescue Chief Andrew Oliver and LBFR members. Thank you to ESS for assisting in presenting and serving refreshments and for clean up as well ! Joan McIntyre, MLA, Mayor, Council, Community Leaders, Volunteers and Staff.	November 20 th , 2013 May 1 st , 2013 April 4 th , 2013 March 30 th , 2012	To discuss an extension for the WED \$250,000 funding to line up with the BC Community Recreation Grant. John Weston, MP, update re Community Centre Renewal John Weston, MP announced the WEDC Funding of \$250,000 to a maximum of 27% of the Community Centre Renewal budget. This required negotiations that have been committed to in the funding contract. A Tea was held in the Village Hall with about 50 people in attendance. This is very good news for Lions Bay. Only 1 in 7 applications were successful. Receipt of the \$440,343 Grant for the Community Centre Renovation. Lions Bay was the only community in Metro to receive the Small Community Recreation Grant Funding and only one of six communities in the Sea to Sky Provincial Riding.
Community Centre Renewal ~ CCR	Mayor Broughton, Grant McRadu, Interim CAO Mayor Broughton, Grant McRadu,	January 9 th , 2014 October 31 st , 2013	Discuss next Steps Discuss possible next steps



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	Interim CAO, Gerald Longson, Construction Mgr Consultant and Russ Meiklejohn, Architect		
Land Master Planning	Mayor, Grant McRadu, Interim CAO, Rob Barrs and Joaquin Karakas, Rob Barrs & Associates Mayor and Council, Rob Barrs & Associates Rob and Joaquin, and Grant McRadu, Interim CAO Mayor Broughton, Interim CAO Grant McRadu Mayor Broughton, Councillor Joanne Ronsley, and Secretary Treasurer Zaba Secretary Treasurer Zaba Mayor Broughton and Secretary-Treasurer Farouk Zaba	January 7th, 2014 December 5th, 2013 December 2nd, 2013 October 10th, 2013 August 21st, 2013 April, 2013 April 4th, 2013	Conference Call. Preliminary meeting to assist with materials that are required by the consultants. Initial meeting. A Community Workshop is planned for February, 2014. No date has been set as yet. Discussion of Brunswick Pit lands, what portion remains gravel, what portion, if any, has gone over to the Crown. This meeting preceeds Land Master Planning. Land Tour and Review Review of Tenders. Tender RFP sent out to about a dozen planners due June 14th, 2013 regarding Land Master Planning. Land Master Planning document ready to be sent out for RFP. Separately Mr. Zaba will contact Pierre Friele to review Village LiDAR.
Metro Board Meeting	Board Directors	December 13 th , 2013	The Inaugural Meeting.
Translink Mayor's Council	Metro Mayor's	October 18 th , 2013	Meeting with Minister Tod Stone re funding
Ministry of Forest, Lands and Natural Resources Meeting	Mayor Broughton, Councillor Ronsley, Dave Southam, Min of FLNRO, John Oakley, EMBC, BGC Engineer, Grant McRadu, Residents of Upper Bayview Mayor Broughton, Jordan Sturdy, MLA, Councillor Ronsley Mayor Broughton, Councillor Ronsley, Grant McRadu, Interim CAO, John Oakley, EMBC and Dave Southam,	November 7th, 2013 November 6th, 2013 October 29th, 2013	Meeting with Residents to provide Provincial decision. Provide MLA with briefing on Upper Bayview Slope Following receipt of Minister Suzanne Anton's letter, to discuss next steps.



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	Regional Manager, Min of FLNRO Mayor Broughton	October 2 nd , 2013	F/u email requesting a meeting with Jordan Sturday
	Mayor Broughton, Lisa Ames, Constituency Assistant	September 24 th , 2013	Follow up with Ms. Ames as to next steps. She will get back.
	Mayor Broughton, Councillor Joanne Ronsley, Minister Suzanne Anton, Minister Steve Thomson, Lisa Ames, Constituency Assist, Jordan Sturdy, MLA	September 17 th , 2013	Discussion and further briefing. Request for further discussion.
	Mayor Broughton, Jordan Sturdy, MLA	September 11 th , 2013	Phone meeting/briefing re Upper Bayview. MLA not able to attend the UBCM Ministers meeting.
	Mayor Broughton, the Honourable Suzanne Anton, Attorney General, the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resources, Jordan Sturdy, MLA and Senior Ministry Staff including Emergency Management staff, and Councillor Joanne Ronsley.	August 7 th , 2013	Met to continue discussions regarding the Upper Bayview Road Slope Stability. Discussions are expected to continue with the Ministers.
	Mayor Broughton, communication with Dave Southam, Min of FLNR	Week of July 9 th , 2013	On behalf of resident in Upper Bayview regarding an update for this area and the Lions Trail repair. I forwarded the resident the email Update of the previous week, as he had not, apparently received it.
	Mayor Broughton, Councillor Bain and the Upper Bayview Residents	June 27 th , 2013	Met with the residents to provide an informal update and to apprise of the Village meetings with the MFLNR.
2014 Budget	Mayor Broughton, Councillor Ron McLaughlin, Grant McRadu, Interim CAO, Hari Suvarna, CFO	November 28 th , 2013	Review of Draft 2014 Budget
	Mayor Broughton, Councillor Ron McLaughlin	October 8 th , 2013	Review of Draft 2014 Budget
	Mayor Broughton, Councillor Ron McLaughlin, Farouk Zaba, Secretary-Treasurer, and Hayley Cook, Acctg Clerk	September 24 th , 2013	2014 Budget Preparation and Discussion



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

BC Small Community Grant	Mayor Broughton, Councillor Fred Bain, Councillor Joanne Ronsley, The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development, Deputy Minister Rebecca Denlinger and staff.	October 28 th , 2013	Met with and were successful in confirming the continuance of the BC Small Community Grant for 2014, 2015, and 2016 in the Provincial Three Year Budget, along with a philosophical commitment for its continuance. MLA Jordan Sturdy, in a phone call on October 28th, following the Minister's meeting confirmed his full support of this initiative. In the meeting it was confirmed at previous years levels, and we were provided with the sum of \$298,000. We have notified the Ministry that our records show previous \$305,000.
Howe Sound Community Forum	Mayor Broughton; MP John Weston, MLA Jordan Sturdy, elected Officials from West Vancouver, Bowen Island, Gibsons, Britannia [hosts], Squamish, Whistler, Electoral Area A, Squamish Nation and representatives from Provincial Ministries, business, NGO's and recreation interests.	January 14 th , 2014	The focus of the Howe Sound Community Forum meeting was Coordinated Land Management for Howe Sound. There are a number of industrial proposals for Howe Sound at this time including: 1. Proposed BURNCO Aggregate Mine at McNab Creek – in one of three estuaries in Howe Sound. The rock crushing on-site would release acid rock, which is proven to be harmful to Marine life habitat. 2. Proposed Waste to Energy via 'Incineration' at Port Mellon, as one of many proposals before the Metro Vancouver Board for consideration. Concerns include air borne fine particulate waste are concerns of note. 3. Proposed LNG plant at Woodfibre. 3 to 4 tankers per month. Tankers are 300 metres in length and may pose safety issues to the area.

Village of Lions Bay

REPORT Information Report to Council

Presented: January 14, 2014

From: Councillor Joanne Ronsley

Portfolio	Parties Involved	Date	Update
Welcome Package	Office Staff Tanith Laughton	Jan Nov 4	Work to resume Jan 2014 with newly appointed Office Staff . Office Manager Tanith Laughton & I met. Reviewed Welcome Package. Guide book set for updating. Trails Brouchure supply running low. (Costly to print. Possibility Trail Blazers funding can underwrite the cost.) One new LB resident in Nov. Review to be continued with new Office appointee.
	Tanith Laughton, Fran McNichol, Susan Loutet	Sept-Oct	One New Resident received the Welcome Folder. Nov 7 Office Manager Tanith Laughton & I will meet & update as time allows. Welcome folder updated . Plans expanded for further updates and additions. This is a shared work in progress, reviewed, updated and developed as Office time allows.
SSISC (Sea to Sky Invasive Species Council Board	SSISC Board & Advisors Chuck Partridge Conference call Kristina Swerhun, Executive Director & SSISC Board & Advisors	Jan 2014 Nov 26 11 AM Oct 22 10AM Sept 15 July June 5 June 5 2013 June 9-15 May 7 & 8 April 24, 12 Noon 1-4 Squamish	Board & Advisors to meet. Date & Time to be determined. Conference Call Board Meeting: New Weed Control Act lists to be reviewed. Fundraising Strategy being developed in order not to rely solely on govt. funds and grants . Planning to recruit new Board Members. Next Board meeting, Jan., Conference Call Meeting. Summer student, important & successful. Out reach activities: social media, website updates & various collaborative efforts. Grant proposal updates. Financial & Membership updates. Next meeting, Nov. Date determined by poll. Claire O'Brien appointed new SSISC Executive Director. Works Mgr Partridge informed of recent invasives activity along the corridor on HWY 1 Invasive hogweed removed on Mt Drive & Stewart Pl. by works crew Regular Board & Advisors Meeting BC Invasive Species Week Regular Board Meeting: Board & Advisors elected for 2013-2014 Excellent presentations on what's been accomplished including expanded participation from businesses & municipalities in the 3 years by the SSISC,. Where we are going, 5 Year plan reviewed, update of non-profit status, First Nations support, on site invasive removal plans, website expansion, etc. Squamish Nation lead Randall Lewis: 2013 Contribution \$4000. Actively cleaning up Squamish owned areas. Lions Bay May <i>Village Update</i> encourages residents to contact me for information to attack outrageous poison hogweed. I'll be writing an extended update on Invasive Plants for the June <i>Lions Bay Community News</i> . LB Works Dept Update:. Identified locations of Japanese Knotweed on municipal property. Removal scheduled. To be stored until totally dead. Then added to green waste collection. Next meeting SSISC Board & Advisors: Conference Call 10-11 AM

Portfolio	Parties Involved	Date	Update
Library	Chair Annmarie Gates, Library Volunteers	Jan 2014 Nov 16 Oct 27 Oct update Sept-Oct Sept 7 Aug 28	Volunteers regularly check to ensure safety of books. CEO McRadu now continuing to oversee roof tarp security against winter storms & rain. Closed until the New Year. Volunteers awaiting direction from Council & Staff. Final public day until reopening next year. Plans in readiness for move out when construction begins. Anxiously awaiting moving and storage go ahead. Library's last day of operation: SUNDAY, OCTOBER 27, 2013. All books, magazines & DVD's to be returned by that date. New shelving donated by Doug & Sally Pollock. Wooden shelving to be donated to a book store owner, with transportation of shelves donated by Myron Loutet. E-post asking residents to assist with packing to be sent. Library will continue to be open as long as is practical, prior to date for renovation and construction . Further planning for moving & new Library: Books to be boxed, storage, shelving plans & library archives. Plans discussed with Architect Russ Meiklejohn, Mayor Broughton and me Library closed during regular hours, 7-9PM. No lighting along the outside walk or the Library interior. Repaired the following day. Library committee is moving forward with plans for storing the collection during demolition and building of the Unified Community Centre. Regular Library resumed following August closure . The Library will remain open and continue to function for residents as long as possible, and until actual construction begins. Community Centre Renewal- on going discussions : Library space, storage, shelving, light, access, etc. Plans in place to box and store books during renovation Membership: 100 Families. Doug -Sally Pollock family generously offered new shelving to refit the new Library space & agreed to continue storing these shelves until the new space is ready. Volunteers are extremely pleased to accept the offer. *Reading Education: certified therapy dog Emma and Mary Brown. Plans to continue programme with kids who are reading challenged.
Community Garden	Tina Schneider	Oct	Mostly closed down for the winter. A new compost container, yet to be installed, has been purchased for weed composting. Some garden structures and crops tampered with during the season likely to be the activities of unattended children.
LMTAC Board Meeting	Follow –up Board Meeting	April 2 10-12 AM May 1, 2012	Decisions: LMTAC dissolved. All records & files to be transferred to the GVRD (Metro Vancouver), Financial assets to be returned to the three funding partners: GVRD, SCRd, & SLRD on the same pro rata basis used to requisition funds. LMTAC to send letter of endorsement to UBCM & The Province of BC requesting it consider the establishment of a Sunshine Coast-Howe Sound Treaty Advisory Committee to recognize the respective local governments with respect to treaty negotiations & aboriginal relations affairs. To be voted on May 12 LMLGA Conference , Whistler: UBCM Resolution that the government of BC establish a Sunshine Coast-Howe Sound Treaty Advisory Committee which recognizes the respective local governments and respect treaty negotiations & aboriginal relations affairs. Resolution Carried
TransLink	BC Govt elected officials MLAs, Municipal Mayors and Councillors, Administrators, Business, Academics, business executives and others	Oct 31 July 5	Conference: Moving the Future : Vancouver Convention Centre; Presentations included international Urban success examples (Bogota Columbia, New York City, Korea, etc where alternative modes of transportation significantly decreased use of motor vehicles: spill off: diminished diseases & medical costs, improved air quality, reduced family debts, etc. Translink's activities called into question: focus on design of bus stops , lack of planning for long range demographic s & unified regional approach. Federal Government must take the lead & legislate partnership and more. Slated as an opportunity for Translink Officials to listen to viewpoints from elected officials, the meeting actually focused on the planning already in place and the need to find new funding to implement plans. Those attending were unanimous that new taxes are not acceptable, and that provincial, federal and the business community totally finance all future activities. Translink Elected Officials Forum: Proposed vision, goals, strategies & policy directions for the future. Finalized by Aug 1, 2013. Low ridership in some areas is directing efficiency including both budgetary & service cut backs. No plans for needed funds in the next 2 years. Perhaps industry will assume some costs.

Portfolio	Parties Involved	Date	Update
	Translink Officials , MLA's, Mayors, Councillors Translink Executives Ian Jarvis, Bob Paddon & Staff TransLink CEO Ian Jarvis , Peggy Hunt Manager, Govt. Relations, Bob Paddon Exec VP Strategic Planning & Public Affairs, TransLink Staff	June 13 Oct 13, 8-10:45 AM Hilton Hotel, Burnaby	Report on input received & gathered as a result of various consultations conducted across the region. In a nutshell, Translink is planning growth but not spending! Realities: Reduced income from fuel taxes, possibility of charging for Park & Ride, Golden Ears revenue less than forecast, unspent funds available from previous budgets.
Staff Council Liaison		Dec-Jan July-Aug-Sept Feb 4 Feb 6 Feb 25 March 22	Informal meetings with all Office Staff and some members of Works Dept. Secretary-Treasurer Zaba and I are amended the Performance Management & Measurement Assessment form. Councillors Ron McLaughlin and Scott Ando will go forward with the Assessment form and meet with Secretary-Treasurer Zaba. I met with Public Works Manager Chuck Partridge. Good discussion Building Inspector Dave Butler & I met. Good discussion Fire Chief Andrew Oliver and I met. Good open discussion.
Waste Collection		Dec-Jan Nov-Dec Oct Sept July-Aug June April-May	Dumpster required extra emptying. Holidays caused additional garbage removal by Smithrite. Kudos to Office Staff for effective, prompt action taken. Reminder to be sent to residents on the purpose of the Dumpster and suggestions to avoid inappropriate usage in future. All is well! Dumpster misuse observed: abandoned bike, large packaging boxes, building materials. Note photograph. Suggest future camera surveillance. Regular monitoring of Dumpster & Municipal Garbage Cans. Garbage cans at LB Beach Park & BB over flow during good weather weekends. Recommendation: Early emptying Monday AM. Reported over flows in garbage refuse cans and dumpster. Regular inspections of bin and surrounding area. Works removed boxes left near the dumpster on 2 separate occasions. Otherwise, All other garbage contained in dumpster. Bin usage outside Fire Hall has generally improved. However, April 22 I noted dumping of small household-like stuff adjacent to dumpster. Compliance strategies against attracting bears discussed at Bear Smart Meeting Agenda May 8. Bags of green waste wait for many days prior to scheduled pick-up. Some garbage & blue boxes appear at curb side the day prior to Well before 5 AM on scheduled Friday pick up.
Parking		Various times and dates	Regular visits to KG, LB Ave. BB, etc. to monitor parking.
Bear Smart	Norma Rodgers North Shore Black Bear Network NSBBN Bear Smart Committee North Shore Councillors, Office Staff & Reps: RCMP, BC Conservation Officers	Jan 2014 Nov 20 Oct 9 Sept 11 July 17 June 12	Jan. Lions Bay Bear Smart meeting postponed. Meeting reviewed NSBBN Strategic Plan as accepted May 20, 2009. Report to be submitted Discussions: Updates on BS Administration, BS Education Program, Village website and outreach for new members. Minutes to be submitted to Council Bear Smart Meeting: Office Co-ordinator Tanith Laughton recognized for her creative solutions and applauded for her outstanding support to the needs of the Bear Smart Committee and all of its programmes. Suggestion: change BS from Mayor's Levee to another Event that includes Library, Dog License Sales, etc. to spread Bear Smart practises & information. LB School program moved to spring 2014. Minutes to be submitted. Municipality reports centered on garbage pick-up, bins, community awareness, resident awareness. Some cougars spotted in some urban areas. Hardships identified caused from new bi-weekly garbage collection. Next meeting Sept. 18. LB Bear Smart Committee to meet electronically during August for updates. Minutes submitted

Portfolio	Parties Involved	Date	Update
		June 12 May 15 NSBBN Meeting BC Parks Office May 8,	Bear Smart Meeting: Plans discussed for fall presentations , LB School and LB Community. New committee member, BC Conservation Officer Peter Busnick formally welcomed. Bear activity in Village noted and reporting via RAPP line reviewed. Formal Minutes to be submitted. Next meeting Aug 14 NSBBN meeting cancelled. Next meeting July 17: Meeting cancelled N. Shore Black Bear Network Meeting, BC Parks Office, N Van Bears sited, also other wildlife: Coquitlam passed bylaw : curbside bear resistant structure for garbage bins for new homes. Facebook used successfully for communication,: Bears prefer natural food (wild berries) to garbage & move up as berries ripen. Bears invade & destroy bear smart garbage cans. Pt. Moody has moved from garbage green waste pick up to in-house. Maple Ridge brings garbage to central pick-up with locked cans for organics. West Vancouver about to become Bear Smart. Pt. Moody passed bylaw to move forward to bear smart status. Bear Smart Committee Meeting: Terms of Reference are being reviewed. Minutes submitted. First bears for this season sited at various lower mainland locations. Epost with garbage by-law restrictions circulated LB Bear Smart Meeting : Committee Reviewing LB Human-Bear Conflict Management Plan(Nov .2010)
Native Garden	CEO McRadu, Building Inspector Butler, Rob Simons Mary Comber-Miles, Louis Peterson, Volunteers	Jan 2014 July-Aug-Sept June May 14 May 24	Plans for installation of an on-site shed to store garden tools. A water soaker system has been installed. Labeling of plants has begun. There are plans to pick up a controlled load of Bark Mulch at Roberge (N.Vancouver) to be dropped off at the Garden. Water connection repaired. Awarded \$400 Grant! Plans are to direct these funds to the needed irrigation system to be installed for before anticipated August drought period. Informal regular discussions with Mary-Comber Miles & Louis Peterson 150 Grant by Van City Credit Union to off set cost for an irrigation system. Kudos to Chairmen Miles & Peterson & all the garden volunteers! Guided welcome tours during Art & the Garden Festival.
Suites By-Law Review	CEO McRadu: Select Committee: Dave Butler, Carole Bajus, Hayley Cook, Annmarie Gates, Philip Marsh, Colin Watson	Feb 10 Dec-Jan Dec 3 Oct 21 Sept 11 June 28 May 25	Wind-up meeting Planning to present findings to Council , Feb 18 Committee continuing to research options possible. Committee Members will present Resolution on recommendations to Council Final Committee meeting. General review. Presentation to Council, COTW Meeting Nov. 16 Minutes on Table Discussions focused on Council's need to evenly enforce existing by-law, use of enforcement rules, updating fee schedule, 2.1 ,Section 2 :Interpretation of Cooking Facilities- needed wording changes. Minutes to be submitted Analysis & discussion continued. Minutes submitted. We agreed to meet next following a summer break. Initial Meeting. Committee Terms of reference, by-law, next steps discussed

OTHER ACTIVITIES:

Dec. 5 Master Land Use Planning Meeting Rob Barrs & Associates, Mayor Broughton, Council, Interim CAO Grant McRadu : Community Workshop planned for February 6 2014, TBC

Dec 6 Salvation Army Collection 1-2 PM: Lions Bay folks very generous to this very deserving cause.

Dec. 10 Metro Vancouver Meeting: *Great City-Making Demands Innovation* : Mayor Richard Walton Moderator: Dialogue emphasized co-operation & collaboration of all stakeholders prior to developing plans, alignment of development to transportation, availability, **transportation needs to be aligned to safe walking, available cheap or free parking, etc.** Recognize wisdom of crowds but time is required to produce good results. Ultimate responsibility & decisions belong to elected officials. All governments need to accept financial support. Discussions relevant to Lions Bay .

Dec 18 Logger's Creek & Area Highway Safety Enhancement: Lions Bay: Meeting chaired by Mayor Broughton, attendees: Mla Jordan Sturdy, RCMP St. Brian Cumming, Ernest Boeder MOIT Brian Croston BC Ambulance, Councillor Bain, Tom Cloutier, Alan Shopland, Brian Atkins MOIT, Cst Elizabeth Lynn, Tom Webster ICBC, Patricia Heintzman Chair, SLRD & Squamish Councillor, Mayor Nancy-Morden Whistler, Susan Chapelle Squamish(representing Mayor Rob Kirkham Lions Bay CEO Grant Mc Radu, Councillor Joanne Ronsley. Discussion and focus : Solutions discussed to avoid repeating resent deadly accident & management of highway at such times. Follow up meeting planned.

Dec 22 Wade Park Christmas Sing Along. Fund raiser. Well attended. Lots of kids who made candle holders purchased by the crowd for New Lions Bay Directory. Food, Christmas spirit, Beautiful LB sunset lovely singing, a wonderful community event

- Nov 6 Meeting with MLA Jordan Sturdy and Mayor Broughton. Discussed landslide risks in Lions Bay and the greater Community. Preparation for meeting with BayView Residents. The Howe Sound Corridor discussed. Future meetings are expected to occur.
- Nov 7 Metro Vancouver Regional Meeting: Staff & Elected Officials discussed practical solutions for integrating species & ecosystems at risk into land planning in greater GVRD Case study examples from the region. Federal, & local studies presented by local partners and specialists with case studies & experiences. . BC Real Estate Foundation supported. Data available to assist with Land Use Planning.. Provincial & Municipal Land. Environment Canada is required to assess if protection is in place
- Nov 7 Invited Meeting: Upper Bayview Residents, Pierre Friel, John Oakley, Dave Southern, Mayor Broughton and Councillor Ronsley. Slope stability will continue to be monitored. Recognition that this is a common problem belonging to many BC Communities.
- Nov 9 John Weston 5th Annual Round Table for Mayors & Councillors. Issues discussed: Contributing to costs without receiving benefits,(Translink) Federally mandated infrastructure requirements, abandoned vessels in Howe Sound, need for Federal govt to contribute to operational costs in addition to infrastructure, Howe Sound needs to be co-ordinated with environments etc., Build Canada Fund to be announced early 2014! To be awarded on merit, not population. 10 yrs to receive funds: Suggestion: LB Grant McRadu: Involve MP Weston early (co-ordinate with Squamish) .
- Nov 14 North Shore Congress: **Plans need to be developed prior to going public.** Need to engage community & Youth. Fraser Health & Lions Gate Hospital Wellness & Prevention for Children , Youth on the North Shore: Acute care & finding access for services are challenges right now.
- Nov 20 Metro Vancouver's Regional Food System Roundtable : Lions Bay resident Tina Schneider, Mayor Broughton (invited presenter) & Councillor Ronsley attended. Discussions included Urban farming, partnerships (Volunteers, schools, school boards, seniors, local governments) air quality, local regulations, etc. Healthy cities, the goal.
- Nov 27 Vancouver Foundation: Wosk Centre: Developing Socially Inclusive Strategies Excellent Program: Perspectives for Social Inclusion in BC, Community innovations, grants, & more. Excellent speakers. Breaking down stereotypes, social inclusion, stigmas, etc. Inspirational & relevant to Lions Bay.
- Oct 29 Mayor Broughton, Grant McRadu and I met with John Oakley and Dave Southern to discuss next steps for Upper Bayview.
- Oct 28 Mayor Broughton, Councillor Bain and I met with MLA Coralee Oakes, BC Minister of Community, Sport & Cultural Development, Rebecca Denlinger Deputy Minister, & Staff to request that the Province confirms continuance of the Small Community Grant in Provincial Budgets for 2015 & beyond. We were reassured that the Small Community Grant will continue through 2017 and that Lions Bay will continue to receive grants (\$295,000) each year. A wonderful reassurance! MLA Jordan Sturdy confirmed his support.
- Oct 25 North Shore/Vancouver Coastal Health Governance Liaison Group: Attendees included: MLA Jordan Sturdy, MLA Ralph Sutton, School Board 45(Cindy Dekker) Dr Brown (Lions Bay) & other Board Members . Lions Gate Hospital up date on Lions Gate Developments: Coastal Family Practice Residency (UBC Medical Faculty), accounting for population changes, kids, pediatric needs, coastal, regional, provincial needs: Hope Center, opening May 2014, collaboration with First Nations now to be managed locally not nationally
- Oct 24 Table Matters 5-9PM North Vancouver City Hall: North Shore Community Food Charter discussion. Dialogue shared by those attending from the North Shore and beyond. Future plans and challenges discussed. Mayor Broughton a presenter. Lions Bay represented by Tina Schneider and me. Mayors, Councillors, MPs, school board officials, private citizens & various community organizations. This is year two for the Organization.
- Oct 23 Interviews with Short-listed for LB Public Works Manager Candidates
- Oct 16 Metro Vancouver Zero Waste Conference Vancouver Trade & Convention Centre: Excellent Presentations. Waste savings proven good for business. Funds earned go to municipalities..
- Oct 19 Council of Council: Lions Bay does NOT contribute funds to Metro's Waste & Garbage Reduction Programs. LB Membership free! National Goal, Zero Waste BY 2020. Of Significant importance, Canada ranks 19th, last, on Municipal Solid Waste Disposal. PARTNERSHIPS HIGHLIGHTED FOR SOLUTIONS
- Oct 31 Metro Meeting: Trans Link: Moving forward. Repeated theme: Translink has failed; Cities are for all 8-80years, pedestrians are the priority,, densification requires transportation, every trip begins with walking, public transit must be cheaper, cycling a right, etc.**
- Oct 2 Burnco Open House Glen Eagles: Well attended. Lively discussions and questions. Presentations for potentially adverse: Environmental, Economic, Social, Heritage and Health effects, prior to formal application. Comments are encouraged, and to be sent to the BC Assessment Office. Spoke to many attending as well as those manning displays. MP John Weston, Mayor Broughton, Howe Sound Supporters and many concerned citizens of all ages made their statements. Those dressed in white clearly acknowledged opposition to the development.
- Oct 1 Invasive Species Council Meeting

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Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Item #8C

Unclassified

Insp. Neil Cross
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish BC V8B 0M5

Your File Votre référence

N/A

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

2014-01-03

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - December 2013

The following is a list of calls for service from the RCMP in response to alarms.

DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2011/12/13
------	--------	---------	-------------------	--------------------

TOTAL = 0

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

Regards

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Det.
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
Cell: 604-902-2925

B.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 38558

:/kh



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish Bc
V8B 0M5

Your File Votre référence
n/a

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence
n/a

2014-01-03

To whom it may concern,

Lions Bay Activity Report - December 2013

The following is a list describing individual calls for service from the RCMP in and around the area of Lions Bay.

HWY 99 (within limits of Lions Bay)

Traffic - Moving x 7
Traffic - Non-Moving x 2
Collision - Damage Over \$1000 x 2
Collision - Damage Under \$1000 x 3
Mischief/Property Damage x 1
Impaired Operation of Motor Vehicle x 1
Driving Complaints x 1
Missing Persons x 1
IRP - Roadside Suspension x 1

19 calls for service

LIONS BAY VILLAGE

Suspicious Vehicle x 1
Coroners Act x 1
Breach of Peace x 2
911-False Abandoned Calls x 3
Parking Violations x 1
Serve Court Documents x 1
Missing Persons x 1

10 calls for service

Total = 29

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (804)892-6100.

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Police Services
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
PH 604 932-3044


B.C. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 38568

/kh

VILLAGE OF LIONS BAY

Item #11A

Incoming Correspondence - January 14, 2014

- G - 131115 Metro Van Waste Flow Mngt Strategy letter.pdf
- G - 131212 ltr From Ministry re Local Govt Elections Reform Phase 2.pdf
- G - 131212 ltr from Ministry re Small Communities Grants & LECFA and expense limits.pdf
- G - 131212 Update letter - Independent Transit Services
- G - 131213 MetroVan Board ltr re-Provincial Core Review & Agricultural Land Commission.pdf
- G - 131213 MetroVan Request for Continued Funding for Live Smart BC in 2014-15.pdf

- R - 140103 email from resident re Lions Bay 2014 property assessments.pdf

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

Executive Offices
 Tel. 604 432-6215 Fax 604 451-6614

NOV 15 2013

File: CP-16-02-016

«Title» «First_Name» «Last_Name» and Council
 «Municipality»
 «Municipal_Address»
 «City», «Prov» «PC»



Dear «Title» «Last_Name» and Council:

Re: Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280 (Bylaw 280)

At the October 19 Council of Councils meeting, Metro Vancouver provided an overview of the development of a waste flow management strategy and Bylaw 280. A Councillor asked whether Metro Vancouver can provide simple information to member municipalities on Bylaw 280 and why Bylaw 280 is required to help achieve the Integrated Solid Waste and Resource Management Plan (ISWRMP) diversion goals. Based on this request, we have attached a summary document titled *Waste Flow Management* in Metro Vancouver for your information (see Attachment 1).

As noted in the document, the ISWRMP's first priorities are waste reduction, reuse and recycling with targets of 70% diversion by 2015 and 80% by 2020.

Unfortunately, some haulers are transporting residential and commercial/institutional garbage to disposal facilities other than Metro Vancouver and City of Vancouver Facilities (Regional Facilities). This bypassing of Regional Facilities impacts regional efforts to reduce and recycle waste and increases costs for other users of Regional Facilities.

The ISWRMP contemplates the implementation of waste flow management (described as flow control in the ISWRMP) to help achieve the region's sustainability principles. Metro Vancouver has completed a 16-month engagement and consultation program with government and industry stakeholders to develop a waste flow management strategy and Bylaw 280 (see Attachment 2). Bylaw 280 requires residential and commercial/institutional garbage to be delivered to Regional Facilities and allows for the development of private sector mixed waste material recovery facilities for the purpose of recovering recyclables and organics from post source-separated multi-family and commercial/institutional garbage.

«Title» «Last_Name», «Municipality»

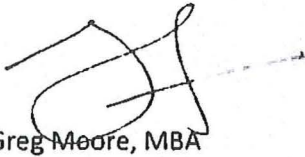
Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District
Recyclable Material Regulatory Bylaw No. 280

Page 2 of 2

Bylaw 280 must be approved by the Minister of Environment prior to adoption by the Metro Vancouver Board. The adoption of Bylaw 280 will help Metro Vancouver achieve regional waste diversion goals and ensure cost-effective, equitable waste disposal for businesses and residents in the region. Bylaw 280 will also help enhance the local recycling industry. The Recycle First Coalition, a group of 11 recycling businesses, supports Bylaw 280 (see Attachment 3), and has recommended that the Minister of Environment approve it.

If you have questions or comments about this initiative, we encourage you to contact Paul Henderson, General Manager of Solid Waste Services at Metro Vancouver, at 604-432-6442.

Yours truly,



Greg Moore, MBA
Chair, Metro Vancouver Board

Yours truly,



Malcolm Brodie
Chair, Zero Waste Committee

GM/MB/PH/eb

cc: The Honourable Mary Polak, Minister of Environment
Nicole Stefenelli, Recycle First Coalition
Jonn Braman, Regional Director, Ministry of Environment

Attachments:

1. Waste Flow Management in Metro Vancouver (8024193)
2. Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 280, 2013 (7994106)
3. Letter from Recycle First Coalition to Minister Polak, Minister of Environment, dated October 13, 2013 (7992944) and Recycle First Coalition Details (7970892)

* Attachments available via email *
request from office @ lionsbay.ca



December 12, 2013

Ref: 154580

Her Worship Mayor Brenda Broughton
and Members of Council
Village of Lions Bay
Box 141
Lions Bay, BC V0N 2E0

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

Dear Mayor Broughton and Councillors:

I am writing today to invite your local government's input on the second phase of local government elections reform.

I wrote to all local governments on August 27, 2013 to announce the release of a White Paper on Local Government Elections Reform. As noted in the White Paper, I have initiated targeted stakeholder engagement on expense limits in November 2013. The intent is to develop and introduce expense limits legislation in time for the next local elections *after* 2014. Given the diversity of views on the topic and the complex policy issues, I want to start discussions on expense limits early and be in a position to introduce expense limits with plenty of lead-time before the next elections after 2014.

Expense limits would ultimately be added into the proposed *Local Elections Campaign Financing Act*. This two-phase approach allows campaign participants to first become familiar with a new, separate Act with new rules around transparency, accountability and enforcement before adding expense limits into local elections.

Information gathered through talking to key stakeholders, such as local governments, will help inform the development of expense limits. I will be having regular discussions with the Union of British Columbia Municipalities' Executive as we move forward. However, I also wanted each local government to have an opportunity to share perspectives on expense limits, and issues related to expense limits. I would appreciate your thoughts on questions and issues around campaigning for office. For example,

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?

.../2

Her Worship Mayor Brenda Broughton
and Members of Council
Page 2

I am also interested in your views on approaches to setting expense limits in local elections. The Local Government Elections Task Force recommended expense limits for candidates and third party advertisers in all communities. The Task Force suggested that expense limits need to take community population into account in order to work in British Columbia's diverse communities, and that elector organizations should not get a separate, additional limit. The Task Force did not specify what they felt expense limits should be.

Enclosed for your reference is a short discussion paper. The paper includes some background on expense limits issues, including some information on local campaign spending in British Columbia and information on other provinces' approaches. This paper can also be found at www.localgovelectionreform.gov.bc.ca. Comments from the public are also invited until January 31, 2014.

Please note that it is optional to provide feedback on expense limits issues. As a former council member, I understand that councils and boards have busy agendas and it may be difficult to find time to discuss this issue. However, I do appreciate hearing from your community.

Please provide your thoughts by January 31, 2014. Submit your feedback electronically to: Localgovelectionreform@gov.bc.ca, or in writing to:

Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

I will also take this opportunity to remind you that the White Paper on Local Elections Reform released in September 2013 provided a draft version of the proposed new *Local Elections Campaign Financing Act*, intended for introduction in the Legislature in Spring 2014. If passed, the Act would make a significant number of changes, principally related to enhanced transparency, compliance and enforcement, for the November 2014 local elections.

Thank you in advance for your assistance.

Sincerely,



Coralee Oakes
Minister

Enclosure

pc: Director Rhona Martin, President, Union of British Columbia Municipalities

November | 2013

Expense Limits in Local Elections Discussion Paper



Ministry of
Community, Sport and
Cultural Development

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EXECUTIVE SUMMARY

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections rules. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations and third party advertisers in local elections.

The Government of British Columbia intends to introduce expense limits in time for the next local elections after November 2014.

As noted in the [White Paper on Local Government Elections Reform](#), government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules.

This discussion paper outlines the policy building blocks for expense limits and some of the complex policy issues involved in the legislative framework for expense limits. It also provides discussion questions. The appendices contain information on trends in local campaign spending in B.C., and on other provinces' approaches to expense limits for local elections.

How do I give my feedback?

Please provide your written comments by January 31, 2014.

Website: www.localgovelectionreform.gov.bc.ca

Email: localgovelectionreform@gov.bc.ca

Mail: Local Government Elections Reform
Ministry of Community, Sport and Cultural Development
PO BOX 9847 STN PROV GOVT
Victoria BC V8W 9T2

INTRODUCTION

Why expense limits in local elections?

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections legislation. One of the 31 recommendations in the Task Force's May 2010 [final report](#) was that the Province establishes expense limits for candidates, elector organizations* and third party advertisers in local elections.

In reviewing written submissions and listening to the dialogue on elections issues, the Task Force heard a great deal of support for establishing expense limits in local elections. The Task Force believed that expense limits could increase accessibility and fairness by levelling the playing field among candidates; encouraging candidate participation; and reducing the need for large contributions to fund expensive campaigns.

The provincial government accepted the Task Force's recommendations and committed to implementing them – including expense limits.

What is happening with expense limits?

Timing: The Province released a [White Paper on Local Government Elections Reform](#) in September 2013. The White Paper provided a draft version of the proposed new *Local Elections Campaign Financing Act*, to be introduced in the Legislature in Spring 2014. If passed, the Act would put into place the majority of the Local Government Elections Task Force's recommendations in time for the November 2014 local elections. These changes are focused on improved accountability, transparency, compliance and enforcement. The draft Act applies to local government and board of education elections.

For more detail on the changes proposed for 2014, please see www.localgovelectionreform.gov.bc.ca

The draft *Local Elections Campaign Financing Act* represents Phase I of campaign finance reform in BC local elections. Phase II involves introducing expense limits legislation in time for the next local elections *after* 2014. The phased approach will allow campaign participants, local elections administrators and others to adapt to the changes before adding spending limits to the local elections system. The phased approach also allows more time for discussion of expense limits issues before any decisions are made.

Stakeholder engagement: As noted in the White Paper, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. The intent is to introduce legislation for expense limits *after* the November 2014 local elections. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules to make the limits work.

* Elector organizations are groups that promote candidates in local elections. They are sometimes referred to as municipal 'political parties.' Elector organizations endorse candidates. The organization's endorsement appears on the ballot next to candidates' names. Elector organizations regulated under the legislation – e.g. currently they must have at least 50 members that are electors in the municipality and have existed for at least 60 days, and they must file campaign finance disclosure statements. See the ministry's [guide](#) for more information.

BACKGROUND ON EXPENSE LIMITS FOR B.C. LOCAL ELECTIONS

What are the guiding concepts on expense limits?

In accepting the Task Force's recommendation to establish expense limits, the provincial government has been taking the Task Force guidance for developing expense limits as a starting point. The Task Force laid out some objectives or outcomes it thought should shape expense limits. The Task Force recommended that expense limits:

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- have a neutral effect on candidates' decisions to run independently or to create/join elector organizations.

The Task Force recognized that campaign spending was quite low in the majority of BC's communities. However, for fairness reasons the Task Force felt it was important to have expense limits in all communities. The Task Force suggested that expense limits be set in a way that reflects population size in order to make the limits effective and fair in all BC communities (ranging in population from about 180 people to more than 600,000 people).

The Task Force also emphasized that expense limits should not "punish" or "reward" candidates that are endorsed by elector organizations. The Task Force saw that while the majority of BC communities do not have elector organizations, where elector organizations do exist, they are a fairly prominent part of elections in the community. The Task Force did not want expense limits to provide an incentive to create more elector organizations (or splinter existing ones) simply for the sake of obtaining higher "spending room." It would also be unfair to independent candidates (who are not endorsed by elector organizations) if elector organizations got additional limits beyond what candidates get.

The Task Force assumed that the Province would establish expense limits. In some other provinces, local governments have the power to, by by-law, set their own campaign finance rules. The Task Force also recommended that Elections BC enforce campaign finance rules in local elections, so that means Elections BC would enforce expense limits.

The following are some of the key policy concept coming out of the Task Force's guidance:

- expense limits need to work for all communities
- candidates and third party advertisers would be subject to expense limits
- elector organizations would not get expense limits over and above candidates' limits
- expense limits would be sensitive to population size
- expense limits would also apply in board of education elections
- the Province would set expense limits
- Elections BC would enforce the limits as part of its role in enforcing campaign finance rules

How can I add to the expense limits discussion?

The purpose of stakeholder engagement on expense limits is to explore how best to set expense limits that work for all communities. The Province will need to decide on the approach to setting expense limits numbers, and on the related “framework” rules.

You are invited to share your thoughts on expense limits issues. Below are some questions the Province would like to explore. Feel free to answer as many of the questions as you wish, and to give feedback on issues you would like to raise that are not covered by the questions below.

For additional background, please see Appendix 1 (Facts on Campaign Spending in B.C.) and Appendix 2 (Expense Limits in Local Elections in Other Provinces).

Discussion questions

Questions about campaigning

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?
- Are campaign finance issues different for board of education elections than for local government elections?
- Do you think social media will impact (raise or lower) campaign spending? Why or why not?

Questions about the policy “starting point” for expense limits

The Task Force provided some policy guidance on expense limits, suggesting that limits

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- should have a neutral effect on candidates’ decisions to run independently or to create/join elector organizations.
- Do you think that these objectives are a reasonable starting point for expense limits? Is there anything you would change about these objectives, or anything important missing?
- Page 2 shows the key policy concepts coming out of the Task Force’s guidance. Would you change any of these?

Questions about possible expense limits models

- In the two other provinces where the provincial government sets expense limits for local elections, the limit is established by a formula with a “base” amount and additional amounts for each elector. For example, in Ontario, the limit for a mayoral candidate is \$7,500, plus 85 cents per elector and \$5,000 plus 85 cents per elector for council candidates. The same formula for all

communities results in different *limits* in each community depending on population.

- Does the concept of a base amount, plus additional “per resident” amounts, seem like a reasonable approach in BC?
- Or are there other, simpler models to consider? For example, would “tiered” limits (the same limit for all communities under 5,000 or so people, a higher limit for all communities of 5,000 to 10,000 people, and so on) be a better approach?
- If a model were established that resulted in different limits in each community (such as a base plus per resident model), would you support the Province making things simple for candidates and local governments by calculating the limit in each community and providing notice of the limits?
- Are there other, additional factors beyond population that should be taken into account when setting expense limits?
- How should board of education candidate limits be set? Should they be connected to the limits for council candidates (i.e. the same as a council candidate’s limit)? If so, what happens when the boundaries of school districts do not line up with municipal boundaries?
- Would it make sense for third party advertisers’ limits to be connected to the limits for candidates in the community where the third party is conducting advertising?

What other factors must be considered in developing expense limits?

Establishing expense limits requires some basic policy decisions – who limits apply to, how much the limits are and how they are set. In addition to considering those basic policy decisions, government will also need to address a host of related “framework” issues. For expense limits to be effective, there will need to be rules in the legislation that set out in detail how expense limits are managed and enforced.

For example, following the Task Force guidance, elector organizations would not have a separate expense limit over and above expense limits for candidates. Framework rules would be needed to manage the relationship between candidates and the elector organizations that endorse them. Questions such as who can incur expenses (the elector organization, the candidate, or both) raise further questions, such as who is responsible if there is over-spending?

Some complex policy issues stem from the need to make sure that expense limits can’t be circumvented. For example, policies will be needed for candidates that share advertising (or other campaign expenses, like candidate meet-and-greets). The legislation would still allow candidates to work together informally as a “slate” (i.e. outside of an elector organization), but rules to prevent collaborating for the purposes of working around expense limits would be needed. For example, it would be unfair for a candidate with left over “spending room” to pay for advertising promoting another candidate who has already reached his or her expense limit. Rules about how to attribute shared expenses fairly amongst candidates would be needed.

In designing expense limits for local elections, there are constitutional issues to consider. For example, a number of Canadian court cases have upheld the general principle that regulating third party advertising during elections is an acceptable limitation on freedom of speech. However, rules for third parties must strike a reasonable balance between regulation and not unduly impairing freedom of speech. Other legal factors (such as protection of privacy) will have to be considered.

These policy issues are flagged in this paper to provide a preview of the types of policy decisions government will need to make, over and above deciding what the actual limits amounts in each community should be. It is not as simple as just adding the limits numbers or formula into a piece of legislation.

Next steps – what happens with the feedback from stakeholders?

In addition to seeking feedback on this paper, the Minister of Community, Sport and Cultural Development will also be speaking to the Union of BC Municipalities and its area associations between November 2013 and late January 2014. Views of the B.C. School Trustees Association will also be sought, as will views of other campaign participants, such as elector organizations. In Spring 2014, a summary of information received will be published. The Province will consider the results of this targeted stakeholder engagement when developing expense limits and related “framework” rules.

Next steps - how would expense limits be implemented?

The White Paper on Local Government Elections Reform (issued September 2013) details a proposed new Act for local elections campaign finance - the draft *Local Government Campaign Financing Act*. If passed by the Legislature in Spring 2014, the Act would bring into force a number of major changes in place in time for the November 2014 local elections. Those changes are focused on improved transparency, improved campaign finance disclosure and a role for Elections BC in enforcement of campaign finance rules in local government elections.

The *Local Government Campaign Financing Act* is Phase I of local elections campaign finance reform.

For Phase II, the government intends to develop local elections campaign expense limits in time for the next local elections *after* November 2014.

Introducing expense limits requires legislation. The *Local Government Campaign Financing Act* would be amended to establish expense limits and related policy rules. Like all legislation, expense limits amendments would be tabled for the Legislature’s consideration.

How do I give my feedback?

Please provide your written comments by January 31, 2014.

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Appendix 1: Facts on Campaign Spending in B.C.

Considering the context

In addition to considering the Task Force's policy guidance on expense limits, it is important to consider campaign spending trends in BC.

There are over 1,660 elected positions in over 250 government bodies filled during local elections. Typically, around 3,000 candidates run for these offices. Comparing campaign spending across communities and over multiple years is currently difficult because there is no central place to find all campaign finance disclosure statements for municipal, electoral area director (regional district electoral area) and board of education candidates.¹

Other factors add complexity:

- Support from campaign organizers* might have led to some candidates' spending being lower than it would otherwise have been. The precise amount of support received from campaign organizers cannot accurately be factored into candidate spending figures.
- Not all spending disclosed in campaign finance disclosure statements was done during the campaign period. For example, a portion of the costs for "paid campaign work" in some elector organizations' disclosure forms was probably for having paid staff in the years in between elections. Maintaining an organization in between elections is certainly relevant to the campaign; however, actual spending during campaign time may be lower than it appears from disclosure statements.
- "Average" spending may not present a full picture of what it typically costs to campaign in a community. For example, one or two "outlier" candidates who spend much more than their competitors affect calculations of average spending for that community. Similarly, it is reasonable to guess that candidates who spent nothing and got almost no votes probably didn't actually campaign; such candidates would skew the average downwards.
- Campaign finance disclosure statements may not disclose spending fully and accurately.

These caveats aside, looking at a sample of municipal election spending reveals some general trends.

Trends in municipal campaign spending

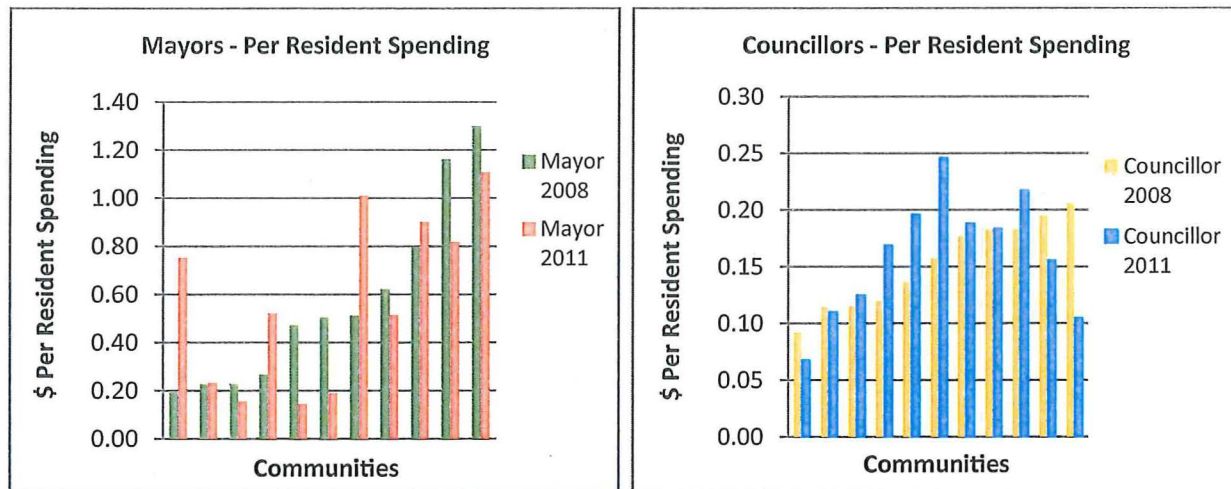
Overall, spending is fairly low. To gauge how much was spent by people who ran competitive campaigns, a sample of spending by "contenders" was taken. Only the top two-thirds of candidates closest to winning a seat were classified as contenders. Including people who may have spent nothing, and also got almost no votes (indicating that they possibly did not campaign at all) would lead to a less realistic estimate of what it costs to be competitive.

¹ The draft *Local Elections Campaign Financing Act* would make all campaign finance disclosure statements available through Elections BC.

* Campaign organizers are individuals or groups that promote or oppose candidates or points of view during elections. A campaign organizer must identify itself to the local chief election officer once it raises contributions, or incurs expenses, valued at \$500 or more. Campaign organizers must also file campaign finance disclosure statements. Unlike elector organizations, campaign organizers do not necessarily have a relationship with candidates they support or oppose. See the ministry's [guide](#) for more information. The proposed *Local Elections Campaign Financing Act* would discontinue the concept of campaign organizers, instead regulating "third party advertisers."

In this sample of spending in communities of various sizes by almost 500 contenders for mayor and council seats, only 8% of candidates spent more than \$50,000. 31% spent less than \$2,000.

Spending is not that predictable. Overall, spending seems to be driven mostly by the political dynamics in a particular community in a particular election. "Hot races" can mean more spending in a community in compared to elections in other years. Conversely, if fewer candidates run in an election, or if electors are less interested in the candidates or issues, spending might go down. Spending does not necessarily go up by a predictable amount each election. The following charts provide an illustration of 2008 vs. 2011 election spending in a random sample of 11 communities of various sizes. The charts demonstrate some of the potential variability in per resident spending from one election to the next.



Spending is not only variable from one election to the next, but it is also quite variable between communities of similar size. For example, the following table shows what candidates spent per resident spending differences in two sample communities in two different size groupings in 2011.

Sample of Candidate \$ Per Resident Spending in Two Community Sizes

Communities 4,000 to 5,500 people:

Community	Mayor	Council
A	\$5.56	\$1.11
B	\$0.21	\$0.63

Communities 75,000 to 80,000 people:

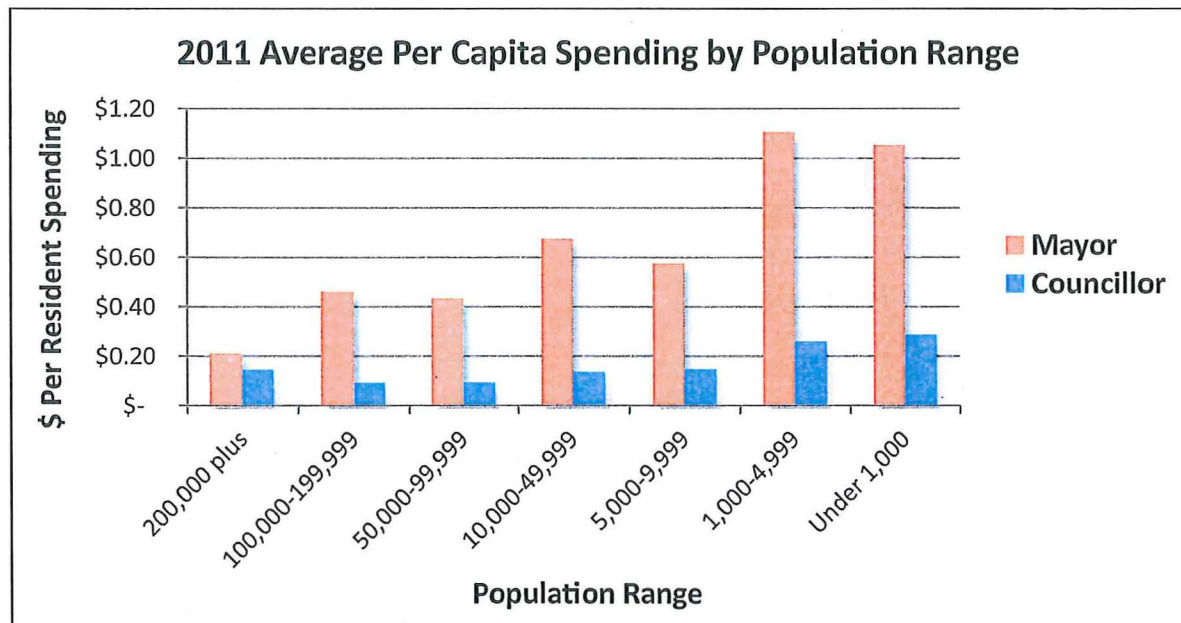
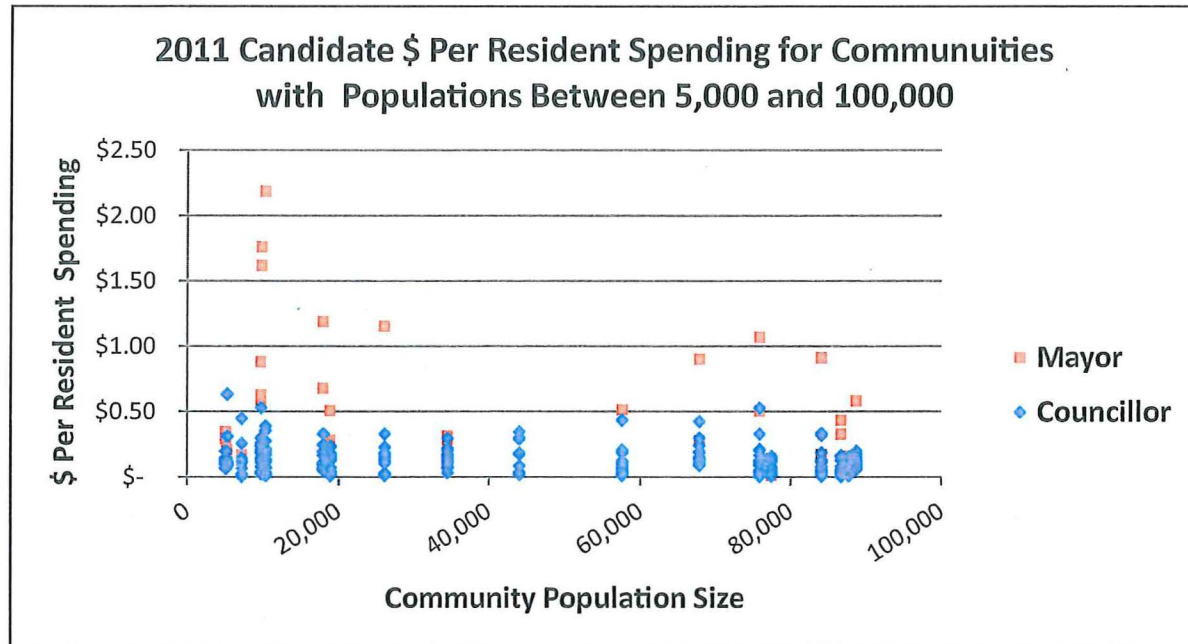
Community	Mayor	Council
C	\$0.79	\$0.12
D	\$0.08	\$0.07

These examples suggest that

- spending in smaller communities can be high relative to the community's population, and
- spending in a community can be high relative to other similarly-sized communities.

Some candidates spend a lot more than their competitors. In communities of any size, some candidates are spending “outliers” compared to their competitors.

Mayoral candidates spend more than council candidates. Council candidates compete for one of several seats. The mayor’s race is “winner take all” and may be more easily influenced by high spending in a tight race. In a sample of 492 disclosure statements from communities of all sizes in the 2011 election, mayoral candidates spent an average of almost 4 times more per resident than what council candidates spent (\$0.64 per resident and \$0.17 per resident respectively).



In addition to showing that mayoral candidates spend more than council candidates, the previous chart shows that per resident spending may be higher in small communities. Relatively higher per resident spending in smaller communities probably indicates that there is a certain base cost involved in campaigning, and possible economies of scale in larger communities.

Spending in Vancouver is uniquely high and appears to increase each election. In 2008, spending by all elector organizations that had at least one endorsed candidate elected, plus the spending disclosed by their endorsed candidates (whether elected or not), totalled about \$4.5 million. In 2011, the total was about \$5.3 million. Total spending in Vancouver is far higher than spending in any other community in BC.

Vancouver elections are unique in several ways. Vancouver is the most populous city, with almost 178,000 more people than the next largest city. Vancouver sees a consistently large number of candidates for all offices each year. It also has an elected parks board. No independent candidates were elected in 2008 or 2011. Vancouver also has longstanding tradition of elector organizations, with an apparent trend towards more formal operation (e.g. paid staff).

Other observations:

In municipal elections, elected candidates almost always spent money to campaign; generally, they spent more money than those who were not elected. There are exceptions – candidates far outspending their competitors yet failing to obtain a seat, or candidates spending nothing and still obtaining a seat. It is difficult to say whether spending money “leads” to getting elected, though, because some low-spending unsuccessful candidates may not have put much effort into free and/or low-cost methods of campaigning.

Electoral area director candidates (in regional districts) tend to spend less than council candidates. Board of Education candidates also generally spend less than council candidates.

So what do these trends mean for setting limits?

Campaign spending trends (as well as more detailed spending data) will be considered in developing an approach for setting expense limits. For example, since mayoral candidates spend more than council candidates, a higher limit for mayoral candidates would make sense. Limits should also take into account the basic campaign cost evident even in the smallest town.

Appendix 2: Expense Limits in Local Elections in Other Provinces

Which provinces have expense limits in local elections?

- Ontario – all local governments
- Quebec – local governments with populations over 5,000
- Manitoba – all local governments
- Saskatchewan - some local governments
- Newfoundland & Labrador – some local governments (St. John's)

Who sets the limits?

There are three basic approaches to setting expense limits:

- The province **adopts provincial legislation** setting the limits (Ontario, Quebec)
- The province **requires** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Manitoba requires all local governments to adopt a bylaw)
- The province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Saskatchewan, Newfoundland & Labrador)

What do the limits have in common?

Generally, the limits are sensitive to population. In provinces that set the limit, there is a formula involving a base amount plus a per elector amount. In most examples where the municipality sets the limits, the limit takes into account the number of electors.

In all cases where the limits are sensitive to population, municipalities are responsible for determining the number of electors in the jurisdiction/wards (usually through their municipally-maintained voters' lists), calculating the limits and informing candidates of their limits.

Where formulas are used, they generally have a provision for inflation tied to the Consumer Price Index.

Except for in Quebec, enforcing the limits is a local responsibility.

Caveats when looking at limits

It is difficult to compare limits because different provinces have very different rules as to how an election expense is defined, which election expenses actually count against the expense limit, and how long the period is in which spending is capped.

It can also be difficult to compare limits across jurisdictions because some cities are divided into wards. Under a ward system, council candidates compete to represent a geographically defined part of the city; usually the mayor is elected "at large" by voters across the city. Typically a candidate would not need very high limits if they are campaigning in only a small area. Toronto, Montreal and Winnipeg have wards. Currently only one BC local government uses a ward system.

In some provinces, local governments maintain a list of electors. Maintaining a voters list is not mandatory in BC. Many local governments do same-day registration.

Ontario

Provincial legislation sets the limits. Limits set by the *Municipal Election Act* apply to all local governments. The formula is the same for Toronto and for all other local governments.

Formula

Mayor - \$7,500 + 85 cents per elector

Council candidate - \$5,000 + 85 cents per elector

School board trustee candidate - \$5,000 + 85 cents per elector

Examples – 2010 elections

Toronto (2.5 million people*)

Mayor - \$1.3 million (elected at large)

Council candidates in Ward 7 - \$27,464 (Ward 7 just one example; Toronto has 44 wards)

Mississauga (668,550 people*)

Mayor - \$319,664

Council candidates - \$27,000 to \$39,000, depending on ward populations

School trustees - \$23,000 to \$45,000

Timmins (42,997 people*)

Mayor - \$35,549

Council candidates - \$7,000 to \$19,000 depending on ward populations

Other notes on expense limits in Ontario

There is no regulation of third parties and no spending limits for third parties.

The 2010 local elections were the first with spending limits in place.

City administrators calculate the limits based on the estimated number of electors on the municipally-maintained voters' list and notify candidates of their limits.

Candidates' financial statements must be audited by an independent auditor before they can be filed. Enforcement of campaign finance rules is essentially a local matter.

* 2006 census population provided for sense of scale. Not all residents counted in the census would be qualified electors.

Quebec

Provincial legislation sets the limits. The limit formula is the same for all local governments.

Formula

Mayor – base of \$3,780, plus 30 cents per elector up to 20,000 electors; 51 cents for each elector from 20,000 to 100,000 and 38 cents per elector for each elector over 100,000 electors

Council candidate – base of \$1,890, plus \$0.30 per person

Municipalities under 5,000 people are generally exempt from campaign finance rules, except for limits on how much an individual can contribute and a requirement to disclose names of contributors.

Other notes on expense limits in Quebec

Quebec amended the provincial legislation to reduce the spending limits by about 30 per cent of the previous limits. The 2013 elections were held under the new, lower limits.

Third party advertising is extremely tightly regulated. It is essentially prohibited for third parties to support candidates in ways that involve expenditure of funds (advertising, rallies, etc.). A group of electors (individual citizens) may apply for “private intervener” status during an election, but may only spend up to \$300 and may only disseminate a non-partisan message on a matter of public policy (e.g. private intervener groups are forbidden to promote/oppose candidates.

Municipalities appear to be responsible for maintaining a list of electors.

Elections Quebec enforces the campaign finance rules, including expense limits.

Quebec has 1,103 municipalities. Expense limits apply in municipalities over 5,000 people. There are 185 municipalities with a population of 5,000 or more. Those 185 municipalities cover 88% of Quebec’s total population.

There are just over 900 municipalities with fewer than 5,000 people. Municipalities under 5,000 people have no spending limit, and no rules regarding expenses.

Manitoba

Provincial legislation **requires** municipalities to adopt a bylaw with campaign expense limits (and other campaign finance rules, such as contribution limits); the municipality chooses the limits.

Example – formula in City of Winnipeg Bylaw (population about 633,450)

Mayor - 35 cents per elector in the city (adjusted using consumer price index) – mayor limit in 2010 about \$150,000

Council candidate - 90 cents per elector in the ward (adjusted using consumer price index)

Example - City of Brandon Bylaw (population about 46,000; flat rate limit/no formula)

Mayor - \$16,000

Council candidate - \$4,000

Other notes on expense limits in Manitoba

Third party advertising is not specifically regulated or subject to expense limits. However, in the City of Winnipeg, expenses incurred by any individual, corporation, organization or trade union “acting on behalf of” a registered candidate count against the candidate’s expense limit.

Winnipeg has had spending limits since 1990. Enforcement is essentially a local matter.

Saskatchewan

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits

Example - City of Regina bylaw. Set limit (no formula specified in bylaw, though probable that a formula involving population was used to arrive at the limit)

Mayor - \$62,635

Council candidate - \$10,439

Newfoundland & Labrador

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits. Candidates do not actually have to file an accounting of their expenses; they instead declare that they did not exceed the limits.

Example - City of St. John’s bylaw.

Mayor and councillor candidates - \$10,000 base amount, plus \$1 per voter listed on the voters list in the ward or at-large area. Works out to around \$80,000 for mayors and \$25,000 for councillors.

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Ref: 154484

DEC 12 2013

Her Worship Mayor Brenda Broughton
and Members of Council
Village of Lions Bay
400 Centre Road
Box 141
Lions Bay, BC V0N 2E0

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

Dear Mayor Broughton and Councillors:

I appreciated the opportunity to meet with you and your delegation on October 28, 2013, and I am pleased to respond to your questions regarding the continuation of the Small Community Grants (SCG) Program and *Local Elections Campaign Financing Act* (LECFA) and expense limits.

I would like to assure you that I understand the importance of the SCG Program which helps small municipalities to provide services and hire qualified staff. Since 2009, Lions Bay has received approximately \$1.6 million in support of these goals.

I am pleased to advise you that annual payments under the SCG program are expected to resume for 2015 and beyond, and our commitment to support small communities is reflected in the Provincial Fiscal Plan. If your municipality requires estimates for future planning purposes, staff in the Local Government Infrastructure and Finance Branch are able to assist with these requests.

With regards to LECFA and expense limits, government is aware of the challenges associated with implementing new rules for elections and campaign financing in the year of a local general election, particularly when the changes are significant.

If legislation is passed, my Ministry will partner with organizations such as Elections BC and the Local Government Management Association to provide educational materials and opportunities to candidates and other election participants, and to the local government staff who administer the elections. Education on the changes will be essential for achieving successful local elections in November 2014 in all BC communities, from the smallest villages to the biggest cities.

.../2

Her Worship Mayor Brenda Broughton
and Members of Council
Page 2

In addition to meeting with Union of British Columbia Municipalities (UBCM) Executive and boards of the UBCM area associations between now and November, I will be writing to all local governments to invite input on expense limits and related issues. I would encourage you to share further detail on your Council's perspectives on campaign spending in small communities at that time. Government's plan is to develop and introduce expense limits legislation in time for the next local elections after 2014. Input from local governments and other stakeholders will be very important as government develops its approach to expense limits.

Finally, I want to thank you for sharing your views on maintaining the current three-year term of office. In making a decision about whether to add the four-year term into the draft legislation that would take effect for the November 2014 local elections, government will be considering the UBCM's policy position in favour of four-year terms, and other feedback I am receiving. Government will announce its decision as soon as possible, as I understand that people making the decision to run for office will need certainty.

Thank you again, for writing and sharing your concerns with me.

Sincerely,



Coralee Oakes
Minister

pc: Mr. Jordan Sturdy, MLA
West Vancouver-Sea to Sky

December 12, 2013

Mr. McRadu Grant
Chief Administrative Officer
Village of Lions Bay
PO Box 141, 400 Centre Road
Lions Bay, BC V0N 2E0



Dear Mr. Grant,

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

RE: Independent Transit Services

This letter is to provide an update to all municipal City Managers/Chief Administrators on the independent transit service (ITS) policy approved by the TransLink Board in December 2012 available at <http://www.translink.ca/en/Plans-and-Projects/Independent-Transit-Services.aspx>. Since approval of the policy, we have been developing next steps for implementation of the policy as well as potential collaborative actions for regional stakeholders. Please also note that TransLink staff is available and willing to discuss this issue in more detail with you if you require. We also intend to review the policy and update local government staff at an upcoming MRTAC meeting.

Independent transit services are public transportation operating within the region not provided by TransLink, our subsidiaries or contractors. They can improve transportation options for markets or areas in Metro Vancouver that are not served by TransLink's existing transit network, and support our commitments in the Regional Transportation Strategy to delivering an integrated and coordinated transportation network through local partnerships.

Section 5 of the South Coast British Columbia Transportation Authority Act available at http://www.bclaws.ca/Recon/document/ID/freeside/00_98030_01#section5, requires TransLink Board approval for the operation of all independent transit services within the Metro Vancouver region. The ITS policy provides more specific direction on the process, including a definition of ITS, evaluation criteria, and terms and conditions required for approval. The policy intent is to improve the process for considering independent transit services in a consistent and effective manner, in support of the goals and objectives of the region.

Background

TransLink's policy defines an ITS as follows:

Definitional Criteria (Defined as ITS if "yes")	Rationale
Service is either bus or rail transportation*	Excludes other modes not covered in <i>SCBCTA Act</i> . Further defined in footnote.
Provided primarily within the transportation service region	Excludes inter-regional services, as per <i>SCBCTA Act</i> .
Provided by a person or municipality other than the authority or its subsidiaries or contractors	As per <i>SCBCTA Act</i> .
Is not planned, funded or operated by government or a government corporation	As per <i>SCBCTA Act</i> .
Does not meet any of the following definitions: carpool vehicle, passenger transportation pool vehicle (e.g. employer-sponsored carpool/vanpool), inter-regional bus (connecting outside service area), passenger directed vehicle (e.g. taxis), school bus, emergency vehicle	Excludes other modes not covered in <i>SCBCTA Act</i> .
The primary purpose of the service is to provide general mobility	Excludes service with a purpose distinct from public transportation.

*Rail transportation systems are defined within the *SCBCTA Act* as a, "system using one or more fixed rails for the transportation of passengers and includes the system's ancillary works". For the purposes of this policy, a bus transportation system is defined as "one or more motor vehicles providing regularly scheduled vehicle trips, open to the general public, with the capacity to carry multiple passengers whose trips may have different origins, destinations and purposes".

Under this definition, the following services/service types would be exempt from the ITS provision under the *SCBCTA Act*:

- Passenger Marine
- Bicycle (including public bike-share)
- Custom Transit (e.g. HandyDART)
- Inter-regional Bus/Rail
- Taxis / Limos
- Carpools
- Vanpools
- School Bus services
- Emergency Vehicles
- Services operated by Crown Corporations
- Narrated tourist buses (e.g. "hop-on, hop-off")
- Hotel shuttles
- Casino shuttles
- Car Rental shuttles
- Bus services not open to general public (e.g. employee-only)

The following services have been defined (and following evaluation, approved) as ITS in the past few years:

- New Westminster Community Development Society bus service connecting shopping areas
- City of Vancouver demonstration streetcar
- Aldergrove bus service serving local destinations not currently served by TransLink
- Commuter bus connecting Langley and downtown Vancouver
- Fraser Health shuttle connecting sites in central Surrey

- BIA sponsored shoppers shuttles in White Rock and Vancouver

After being defined as an ITS, TransLink may only grant approval for the ITS to operate if:

17. the ITS does not reduce the effectiveness of the regional transportation system, and
18. the ITS does not reduce the financial viability of the regional transportation system.

For the purposes of this policy, "effectiveness of the regional transportation system" is defined as the impact an ITS has on TransLink's ability to move towards the strategic goals specified in the long range strategic plan of the time of application (currently the Regional Transportation Strategy: Strategic Framework, 2013), while "financial viability of the regional transportation system" is defined as the degree to which an ITS increases TransLink costs or decreases TransLink revenues. If approved, a set of terms and conditions would be required prior to commencing operation.

Next steps:

Over 2013 TransLink has developed an implementation plan for application of the ITS policy. This includes communicating the policy and its implications to regional stakeholders such as yourselves. It also includes a consistent process for identifying, evaluating, and applying terms and conditions to potential and existing ITS.

This letter is a request for you and your staff to direct potential independent transit services to TransLink for consideration and potentially for approval. TransLink is available and willing to discuss any potential service with you to help identify issues early on. Please let me know if at any time you would like further information on this component of our regional transportation system.

If you have any further questions please do not hesitate to contact me.

Yours sincerely,



Brian Mills
Director, System Planning and Research

BM/MC/If

cc Gigi Chen-Kuo, General Counsel and Corporate Secretary
Bob Paddon, Executive VP, Strategic Planning and Public Affairs

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Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

DEC 13 2013

File: CP-11-02-016-06

The Honourable Bill Bennett
Minister Responsible for the Core Review
Ministry of Energy and Mines
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Pat Pimm
Minister of Agriculture
PO Box 9043 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Bennett and Minister Pimm:

Re: Provincial Core Review and the Agricultural Land Commission

On November 15, 2013, the Metro Vancouver Board passed a resolution regarding the Provincial Core Review and the Agricultural Land Commission requesting that the Minister Responsible for the Core Review and the Minister of Agriculture:

- a) *ensure the Provincial Core Review process protects and enhances the Agricultural Land Reserve and an independent Agricultural Land Commission (ALC) in support of mutual objectives to protect the region's supply of agricultural land and promote agricultural viability;*
- b) *reconfirm the Provincial 2013 budget commitment to provide the ALC an additional \$4 million over three years to support the ALC in providing better oversight over the Agricultural Land Reserve including working with local governments to encourage farming; and*
- c) *ensure adequate consultation opportunities for the Metro Vancouver Board and all local governments in the region.*

Protecting agricultural land is a matter of regional significance. On July 29, 2011, all 21 member municipalities and the two adjacent regional districts accepted by resolution a Regional Growth Strategy that prioritizes the protection of agricultural land through policies and land use designations. The municipalities made this commitment in response to increasing development pressure on farmland because the loss of agricultural land is irreversible and appropriate safeguards for farmland must be maintained over the long term. The Agricultural Land Reserve is also a critical boundary that supports urban containment and the efficient provision of transit, utilities and community amenities.

Agriculture is a significant economic driver that provides food security and ecological services that contribute to the sustainability and livability of this metropolitan region and the province. Therefore it is essential that the ALC remain independent from government to maintain the integrity of one of BC's most important natural resources, the Agricultural Land Reserve. Local governments and the public rely on the independence of this administrative tribunal to uphold the *Agricultural Land Commission Act* and ensure there is a legacy of farmland in BC for future generations.

A comprehensive review of the ALC was completed by Chair Bullock in November 2010 to verify the best ways to achieve its mandate to preserve agricultural land and encourage farming. As a result of this work, the provincial government committed in 2011 to an additional \$4 million in funding (over three years) to enable the ALC to improve their operating model and work with local governments. In January 2012, the Metro Vancouver Board expressed appreciation to the Minister of Agriculture for providing this additional funding to the ALC. The Board also conveyed the importance of protecting agricultural land and enforcing the Urban Containment Boundary set by the Regional Growth Strategy, a directive that remains strong today.

The vision for a strong economy and a secure future must include the long term protection of the agricultural land. At a time when land speculation and non-farm development proposals are escalating, the ALC as an independent, quasi-judicial body is best positioned to be the guardian of the Agricultural Land Reserve. Our member municipalities expect a full, transparent and comprehensive public consultation process should any changes to the ALC mandate, role or legislation be considered.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/EC/HM/td

Cc: Sharon Gaetz, Chair, Fraser Valley Regional District
Patricia Heintzman, Chair, Squamish-Lillooet Regional District
Metro Vancouver Member Municipalities Mayors



metro vancouver

Greater Vancouver Regional District • Greater Vancouver Water District

Greater Vancouver Sewerage and Drainage District • Metro Vancouver Housing Corporation

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432-6200 www.metrovancouver.org

VILLAGE OF LIONS BAY

FILE TO I/C

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OTHER

Office of the Chair

Tel. 604 432-6215 Fax 604 451-6604

DEC 13 2013



File: CP-02-02-GHGR-02

Mayor Brenda Broughton and Council
Village of Lions Bay
400 Center Road
Lions Bay, BC V0N 2E0

Dear Mayor ~~Broughton~~ **BRENDA**

Re: Request for the Province to Continue Funding for the LiveSmart BC: Small Business Program in 2014/15

At its meeting of November 29th, 2013, the Metro Vancouver Board considered the attached staff report and recommendation from its Environment and Parks Committee regarding the LiveSmart BC: Small Business Program ("the Program") and expressed its support for the continuation of funding for this program.

In 2008, the Province adopted the *Local Government (Green Communities) Statutes Amendment Act*, which mandates that greenhouse gas (GHG) reduction targets, policies, and actions be included in official community plans by May 31, 2010, and in regional growth strategies by May 31, 2011. In response, municipalities throughout our region have adopted community targets and developed Community Energy and Emissions Plans (CEEPs). Metro Vancouver has adopted aggressive regional GHG reduction targets and an *Integrated Air Quality and Greenhouse Gas Management Plan*. In our region, small and medium-sized businesses represent about 20% of total GHG emissions. In spite of being substantial contributors, GHG reduction programs for this sector are often overlooked.

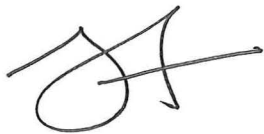
In March of 2013, the Province awarded Metro Vancouver a grant to act as a Host Organization for the LiveSmart BC: Small Business Program to administer energy assessments in small and medium sized businesses at no cost to the business owner. Since 2011, this free service has helped thousands of BC small business owners make improvements that save energy, money and lessen our Province's negative impact on the global climate. This program has created 94 jobs in BC, saved business owners over \$13 million in on-going utility costs, reduced electrical consumption in BC by 150 gigawatt-hours, and reduced BC's carbon footprint by over 3,300 tonnes of greenhouse gas emissions.

Currently, nineteen local governments in Metro Vancouver have had Business Energy Advisors conduct energy assessments within their municipal boundaries. Additionally, Business Energy Advisors have worked with more than a dozen business organizations and associations across Metro Vancouver. The number of partner municipalities and business associations continues to grow both in Metro Vancouver and in the rest of the Province, resulting in a successful collaboration between business and local government that has been facilitated by provincial funding.

At its October 2013 meeting, municipal members of the Regional Engineers Advisory Committee Climate Protection Sub-Committee noted that the Program has been an effective component of their CEEPs. It was also noted that this Program ends on March 31st, 2014 with no announced plans to renew the funding. Accordingly, the REAC-CPS requested that Metro Vancouver write to the Ministry of Energy and Mines and Responsible for Core Review to continue funding for the LiveSmart BC: Small Business Program for the 2014-2015 budget year. The REAC-CPS also requested that Metro Vancouver forward a copy of its staff report and recommendation to the Metro Vancouver Board to the respective Mayors and Councils in the region, for their consideration in writing a similar letter of support for the Program.

If you require clarification on any of the above, please have your staff contact Roger Quan, Air Quality Policy and Management Division Manager at 604-436-6770 or roger.quan@metrovancover.org.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/CM/RQ

Attachment: Environment and Parks Committee Meeting November 14, 2013, Agenda Item 5.8: Letter of Request for Continuation of LiveSmart BC: Small Business Program dated October 22, 2013



To: Environment and Parks Committee

From: Eve Hou, Air Quality Planner
Erik Blair, Planning Data Analyst
Planning, Policy and Environment Department

Date: October 22, 2013

Meeting Date: November 14, 2013

Subject: **Letter of Request for Continuation of LiveSmart BC: Small Business Program**

RECOMMENDATION

That the Board:

- a) send a letter to the B.C. Minister of Energy and Mines requesting continued funding of the LiveSmart BC: Small Business Program in 2014/15; and
- b) forward a copy of this report to the Mayor and Council of each member municipality for their consideration in making a similar request.

PURPOSE

The purpose of this report is to request that the Board send a letter to the Minister of Energy and Mines in support of continued funding for the *LiveSmart BC: Small Business Program*, which has played an important role in helping small businesses in Metro Vancouver reduce their energy consumption and greenhouse gas emissions.

BACKGROUND

Since 2011, the *LiveSmart BC: Small Business Program* (the "Program") has helped thousands of BC small businesses make improvements that save energy, money, and greenhouse gas (GHG) emissions. This Program has directly created 94 jobs in BC, and the Business Energy Advisors have delivered over 3600 free business energy assessments. To date, this Program has saved small businesses \$12 million in on-going utility costs, and cumulatively the Program has saved over 150 gigawatt-hours of electricity (enough to power 13,500 homes for one year) and over 3,200 tonnes of GHG emissions (the equivalent of taking 604 vehicles off of the road). Over 50% of participants in the Program said they would not have moved forward with energy saving upgrades when they did if it had not been for the support from their Business Energy Advisor.

This program ends March 31, 2014, and there are no announced plans to renew. Due to the importance of this program in supporting Metro Vancouver's *Integrated Air Quality and Greenhouse Gas Management Plan* and member municipality Community Energy and Emissions Plans (CEEPs), staff recommend that the Board urge the Minister to continue this program in future years. Additionally, at its October 2013 meeting, the Regional Engineers Advisory Committee Climate Protection Sub-Committee (REAC CPS) discussed the benefits of the Program and expressed support for its continuation beyond March 2014.

DISCUSSION

Small and medium-sized businesses represent about 20% of the region's greenhouse gas emissions. In spite of being substantial contributors, this audience is often overlooked; they are not eligible for

Letter of Request for Continuation of LiveSmart BC: Small Business Program

Environment and Parks Committee Meeting Date: November 14, 2013

Page 2 of 2

programs targeting larger energy users and they face constraints in staff resources and access to capital that make investing in measures to save energy, emissions and money impractical.

Developed in partnership with BC Hydro, Fortis BC, and industry associations, the LiveSmart BC: Small Business Program addresses this gap by providing small businesses with Business Energy Advisor (BEA) services. The role of the BEA is to recruit businesses for free energy and GHG assessments. These assessments involve, at no cost to the businesses, a one-hour walkthrough audit followed by a report with suggestions for actions, incentives, and referrals to certified contractors. BEAs serve as a one-stop-shop by combining the myriad of incentives into a single window. There are currently 15 BEAs in the Province.

In March 2013, Metro Vancouver received \$96,000 in funding from the Province to host a BEA. Metro Vancouver contracted CityGreen (a non-profit energy efficiency company) to implement this program, and has been actively working with municipalities throughout the region to recruit businesses. A unique feature of Metro Vancouver's BEA program is the involvement of a multicultural outreach services company to target ethnic-owned businesses. This innovative marketing approach is critical considering the diversity of business audiences in the Metro Vancouver region. The aim of Metro Vancouver's BEA program will be to have 300 businesses in the region complete an assessment and begin reducing their energy consumption and GHG emissions. To date over 75 assessments have been completed. The continuation of funding for the Program would help increase the uptake of the Program in the Metro Vancouver region which would result in energy and cost savings as well as GHG reductions for small businesses in our region.

ALTERNATIVES

1. That the Board:
 - a) send a letter to the B.C. Minister of Energy and Mines requesting continued funding of the LiveSmart BC: Small Business Program in 2014/15; and
 - b) forward a copy of this report to the Mayor and Council of each member municipality for their consideration in making a similar request.
2. That the Environment and Parks Committee provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The funding for the LiveSmart BC: Small Business Program is awarded as a grant to host organizations from the BC Provincial Government, through the Ministry of Energy and Mines. Under Alternative 1, the Program would be continued, and Metro Vancouver could apply to be a host organization, which results in potential grants and opportunities to leverage contributing funding from municipalities and/or industry associations and businesses.

SUMMARY / CONCLUSION

While small and medium-sized businesses are the engine of our regional economy, they are also significant contributors to regional greenhouse gas emissions. With limited staff resources and time, these businesses need direct-intervention programs such as the LiveSmart BC: Small Business Program to help them save money and reduce their impact on the environment. This program ends March 31, 2014, and there are no announced plans to renew. Alternative 1 is recommended, calling for the continuation of the LiveSmart Business Energy Advisory beyond March 2014.

Lions Bay Reception

From: Brenda Broughton
Sent: Monday, January 06, 2014 10:12 AM
To: Lions Bay Reception; Agenda; Mandy Koonts
Cc: Council @ Lions Bay; Grant McRadu
Subject: Fw: Lions Bay Property Assessments

RECEIVED
JAN 10 2014
VILLAGE OF LIONS BAY
FILE TO I/C
FILE TO PROPERTY FILE
OTHER

Dear Susan,

Please place the email below onto the January 14th Council Agenda under Correspondence.

Sincerely,

Brenda

----- Original Message -----

From: [REDACTED]
To: Council
Cc: <mayor.broughton@lionsbay.ca>
Sent: Friday, January 03, 2014 7:35 AM
Subject: Lions Bay Property Assessments

Down an average of 5-10% again in Lions Bay property assessments. Not only does this reduce the Village take on taxes for infrastructure such as your failed community centre but reflects poorly on Lions Bay as a place to invest. Mayor and council should be focussing on how to sustain and increase property values here in Lions Bay to attract investment and sustain our limited tax base. I'd be interested in hearing your response.

[REDACTED]

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Title	Electronic Communications Policy		
Author	M. Koonts	Reviewed By:	G. McRadu, Interim CAO
Date	January 2, 2014	Version	
Issued for	Regular Meeting of Council January 14, 2014		

1. RESOLUTION:

Whereas, discussions regarding Village business, not subject to Section 90 of the Community Charter (meetings that may or must be closed to the public), should be held in an open and transparent forum at Committee or Council meetings that are generally open to the public; and,

Whereas, it is now common practice to send and receive formal and informal communication by electronic communication; and,

Whereas all electronic communication may be available under the Freedom of Information and Protection of Privacy Act; and,

Whereas, due to the increased use of electronic communication as a daily form of communication between Council and staff and various outside interests there is a need to establish a protocol around the use of electronic communication regarding Village of Lions Bay business.

THEREFORE BE IT RESOLVED THAT the Village of Lions Bay Council adopts the proposed Electronic Communication Policy, as submitted.

2. SUMMARY:

Due to a substantial increase in FOIPPA requests in 2013, there is a pressing need to establish and implement a formal policy around electronic correspondence related to Village business.

The use of personal email accounts for business-related purposes presents several challenges and potential risks for the Village under FOIPPA legislation. We have a duty under the Act to be able to produce any and all business-related records upon request. When employees of public bodies conduct business through their personal email accounts,



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accountability is easily lost, as is the ability to produce documentation upon demand. Adopting a formal policy will ensure transparency and accountability to our residents and will help to instill confidence in the municipality's actions and practices. One important way for public bodies to demonstrate accountability is to create an accurate record of actions in a manner that preserves records of enduring value.

We are therefore recommending that Council adopt, by resolution, the Electronic Communication policy, as submitted.

Attachments:

- Policy Draft: VOLB Electronic Communication Policy
- OIPC Guidelines: Use of Personal Email Accounts for Public Business



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY		Policy No	POL-049
Title	Electronic Communication Policy			
Author	M. Koonts	Reviewed By:	G. McRadu, Interim CAO	
Date	January 2, 2014		Version	
Issued for	Regular Council Meeting – January 14, 2014			

This policy applies to all members of Village of Lions Bay Council, staff, volunteers and contractors who have been assigned a Village of Lions Bay email account.

For the purpose of this policy “electronic communication” shall be defined as: “any communication via electronic means that involves a text or printable message.”

1. All Village of Lions Bay business-related e-mail correspondence is the property of the Village of Lions Bay, is subject to the Freedom of Information and Protection of Privacy Act and will not be deleted.
2. All Village of Lions Bay business-related e-mail correspondence is to be sent using the unique Village of Lions Bay email address assigned to the user.
3. In cases where access to the Village of Lions Bay email address is not available, due to technical or other logistical difficulty, an alternate (personal) email address may be used only if:
 - i. The matter is urgent and cannot wait until the technical or other logistical difficulty has been resolved; **and**
 - ii. The user’s Village of Lions Bay email address has been included in either the Courtesy Copy (cc) or Blind Courtesy Copy (bcc) field.
4. Unless necessary for reasons cited in Section 3 above, users will not use their personal email addresses to conduct Village of Lions Bay business.
5. Electronic correspondence signed by a Councillor of the Village of Lions Bay shall be copied to all of Council as well as the CAO or their delegate.
6. All electronic communication of an informational nature, from one Council member to another, are to be cc’d to all of Council and do not need to be shared with Administration unless agreed upon either by the sender or by the majority of Council.
7. Electronic communication from any member of Council to staff is to be cc’d to all of Council as well as the CAO or their delegate.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

8. Electronic communication from any member of staff to any member of Council is to be cc'd to the CAO.
9. Electronic communication to current or potential Village consultant(s) or contractor(s) is to be sent by, or at the direction of, the CAO.

DRAFT

USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

INTRODUCTION

This document explains the implications under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”) for use of personal email accounts for work purposes by employees of public bodies. It conveys two key messages. First, FIPPA applies to the use of personal email accounts for work purposes. Second, public bodies should not, for FIPPA purposes, allow the use of personal email accounts for work.

APPLICATION OF FIPPA TO PERSONAL EMAIL ACCOUNTS

FIPPA applies to all records in the custody *or* under the control of a public body. Email are records under FIPPA.¹ Records are in the custody of a public body if it has “charge and control” of the records, “including some legal responsibility for their safekeeping, care, protection or preservation.”² While the public body would have custody of email residing on its server, it would not have custody for personal email residing elsewhere. The issue in such cases would be whether personal email is under the control of a public body.

The Supreme Court of Canada has said that where a record is not in the physical possession of a government institution, it will still be under its control if these two questions are answered in the affirmative:

The use of personal email accounts for work purposes can give the perception that public body employees are seeking to evade the freedom of information process.

¹ See s. 3(1) of FIPPA.

² See para. 23 of Order 02-30, [2002] B.C.I.P.C.D. No. 30 and p. 9 of Order No. 308-1999, [1999] B.C.I.P.C.D. No. 21.

- (1) Do the contents of the document relate to a departmental matter?
- (2) Could the government institution reasonably expect to obtain a copy of the document upon request?³

The facts of each case will determine whether personal email are under the control of a public body. As a general rule, any email that an employee sends or receives as part of her or his employment duties will be a record under the public body's control, even if a personal account is used.

ADEQUATE SEARCH (S. 6(1) OF FIPPA)

FIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This includes a duty to perform an adequate search for records that respond to an access request.

A public body must be able to prove that its search efforts have been thorough and comprehensive and that it has explored all reasonable avenues to locate records.⁴ The Information and Privacy Commissioner has the authority to compel the production of records in the custody or under the control of a person⁵, including those in personal email accounts.

The use of personal email accounts by employees does not remove or reduce the duty of a public body to search for records and produce those that are responsive to an access request.

The use of personal email accounts does not relieve public bodies of their duty to comprehensively search for requested records and to produce them. While nothing in FIPPA directly prohibits public body employees from using personal email accounts, doing so may make it more difficult for their employer to search for records. Employees may be unwilling to produce records from their personal account or to allow access to their accounts for that purpose.

To address this risk, public bodies should create policy on the use of personal email accounts for work purposes. A preferred solution is for public bodies to require the use of its email system for work purposes. If that is truly not practicable, the policy should be that employees must copy their work email account on any work-related email they send from a personal account.⁶ This policy should be part of each employee's conditions of employment.

³ See *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25.

⁴ See, for example, Order F07-12, [2007] B.C.I.P.C.D. No. 17, Order 00-32, [2000] B.C.I.P.C.D. No. 35 and Order 00-26, [2000] B.C.I.P.C.D. No. 29.

⁵ See s. 44(1)(b) of FIPPA.

⁶ This policy should also apply where there is a ban on use of personal email accounts for work purposes, to deal with cases where an employee failed to comply with the policy and possesses personal email that might be responsive to an access to information request.

REASONABLE SECURITY MEASURES (s. 30 of FIPPA)

Another risk relates to security of personal information. FIPPA requires public bodies to take reasonable security measures to guard against unauthorized access, collection, use, disclosure or disposal of personal information. A personal email account, which is often web-based, is much less likely to comply with this requirement than a public body's email system. First, the terms of service for personal accounts may allow third-party access to content in a way that is in contravention of FIPPA. Second, security features for webmail services may not be adequate for FIPPA purposes. Any public body that allows use of personal email accounts to send or receive personal information is therefore risking non-compliance with FIPPA.

Storage and Access must be in Canada (s. 30.1 of FIPPA)

Although there are exceptions, including consent by affected individuals,⁷ FIPPA requires public bodies to store and access personal information only in Canada. Public bodies have to assume that webmail resides on servers outside Canada, at least some of the time. This presents a serious risk of non-compliance for public bodies that allow use of personal email that contains personal information.

Disclosure Outside of Canada (s. 33.1 of FIPPA)

FIPPA prohibits the disclosure of personal information outside of Canada unless authorised by s. 33.1. The use of a webmail service that has servers outside of Canada will almost certainly result in public bodies disclosing personal information outside of Canada. Unless s. 33.1 authorizes the disclosure, use of webmail to send or receive personal information would violate FIPPA.

RESPONSIBLE INFORMATION MANAGEMENT

The citizens of British Columbia expect accountability from public bodies in their actions as well as their information practices. One important way for public bodies to demonstrate this accountability is to create an accurate record of actions in a manner that preserves records of enduring value. When employees of public bodies conduct business through their personal email accounts, accountability is easily lost.

⁷ See s. 11(2)(b) of the Freedom of Information and Protection of Privacy Regulation. The rules for obtaining consent mean that public bodies will rarely be authorized to use personal email accounts.

CONCLUSION

FIPPA applies to work-related email sent to or received from the personal email accounts of public body employees. This document shows how use of personal email accounts for work purposes presents several challenges for public bodies under FIPPA. As indicated above, for FIPPA purposes, public bodies should not allow use of personal email accounts to conduct public business. They should ensure that clear policy is in place in this area and that all employees agree to comply with the policy.

If you have any questions about this document, please contact us at:

Office of the Information and Privacy Commissioner for BC

Tel: (250) 387-5629 (in Vancouver call (604) 660-2421)

Elsewhere in BC call 1-800-663-7867

Email: info@oipc.bc.ca



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Item #12C

Title	Fees & Charges for Freedom of Information & Protection of Privacy Act (FOIPPA) Requests		
Author	M. Koonts	Reviewed By:	G. McRadu, Interim CAO
Date	January 2, 2014	Version	
Issued for	Regular Meeting of Council January 14, 2014		

1. RESOLUTION:

THAT the Village of Lions Bay Council resolves to implement fees and charges for administrative services related to Freedom of Information and Protection of Privacy Act requests, pursuant to the Freedom of Information and Protection of Privacy Act and in accordance with the fees set out in Schedule 1: Schedule of Maximum Fees of the Freedom of Information and Protection of Privacy Regulation.

2. SUMMARY:

The Village Office has seen a steady increase in the number of FOIPPA requests over the last year. 2013 saw 11 requests - by comparison, there were no requests in all of 2012.

The amount of administrative time required to locate, compile and vet the documentation is often substantial and takes staff away from their regular duties. With such a small staff contingent, this increased demand can, and often does, have an adverse impact on the day-to-day operations of the Village Office.

Presently, there are no policies or bylaws in place with respect to fees and charges for these services and, as such, the service is being provided free of charge. Section 75 of the FOIPPA details when and how fees are/are not to be charged and Section 77(c) of the FOIPPA empowers the municipal Council to set fees to be paid under Section 75, either by bylaw or by other legal instrument – such as a resolution.

We are therefore recommending that Council pass a resolution to approve charging of fees for FOIPPA services until such time that a Fees & Charges Bylaw can be established.

Attachments:

- FOIPPA – Section 75: Fees
- FOIPPA – Section 77: Power to make bylaws
- FOIPPA Regulation – Schedule 1: Schedule of Maximum Fees

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Fees

- 75** (1) The head of a public body may require an applicant who makes a request under section 5 to pay to the public body fees for the following services:
- (a) locating, retrieving and producing the record;
 - (b) preparing the record for disclosure;
 - (c) shipping and handling the record;
 - (d) providing a copy of the record.
- (2) An applicant must not be required under subsection (1) to pay a fee for
- (a) the first 3 hours spent locating and retrieving a record, or
 - (b) time spent severing information from a record.
- (3) Subsection (1) does not apply to a request for the applicant's own personal information.
- (4) If an applicant is required to pay a fee for services under subsection (1), the head of the public body
- (a) must give the applicant a written estimate of the total fee before providing the service, and
 - (b) may require the applicant to pay a deposit in the amount set by the head of the public body.
- (5) If the head of a public body receives an applicant's written request to be excused from paying all or part of the fees for services, the head may excuse the applicant if, in the head's opinion,
- (a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
 - (b) the record relates to a matter of public interest, including the environment or public health or safety.
- (5.1) The head of a public body must respond under subsection (5) in writing and within 20 days after receiving the request.
- (6) The fees that prescribed categories of applicants are required to pay for services under subsection (1) may differ from the fees other applicants are required to pay for them, but may not be greater than the actual costs of the services.

Attachment 2 to Item #12C

Power to make bylaws

77 A local public body, by bylaw or other legal instrument by which the local public body acts,

(a) must designate a person or group of persons as the head of the local public body for the purposes of this Act, and

(b) [Repealed 2011-17-30.]

(c) may set any fees the local public body requires to be paid under section 75.

Attachment 3 to Item #12C

Schedule 1**Schedule of Maximum Fees**

Item	Column 1	Column 2
	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
		\$9 each for 11" x 14" photograph
		\$4 each for 8" x 10" photograph
		\$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	

			\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(xi) scanned electronic copy of a paper record	\$0.10 per page
		(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
		(xiii) slide duplication	\$0.95 each
		(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
		(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2		For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

www.village.lions-bay.bc.ca

Title	Public YouTube Channel – Village of Lions Bay		
Author	M. Koonts	Reviewed By:	G. McRadu, Interim CAO
Date	January 8, 2014	Version	
Issued for	Regular Meeting of Council January 14, 2014		

1. RESOLUTION:

THAT the Village of Lions Bay Council resolves to create a public YouTube channel for the uploading of Regular Council Meeting audio files for public consumption.

2. SUMMARY:

On a regular basis, the Village Office receives requests for Council meeting audio. The cost associated with these requests is a combination of staff time and supplies (media, postage when required). Often the same information is being requested by different people and these costs are incurred with each request, even if the information is the same.

In an effort to reduce costs and workload, and to promote Council's continued commitment to transparency and accountability, we are suggesting the creation of a Village of Lions Bay public YouTube channel where audio from Regular Council Meetings would be uploaded within a few days of the meeting. This would allow almost immediate access to residents while also reducing staff workload and associated costs.

For Council's consideration.