



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MARCH 4, 2014 at 7:00 PM
IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
 - A. Jon Wescott – Offer of Kayak Lessons & Centennial Trail Run/Training (*page 3*)
- 5. Adoption of Minutes**
 - A. Minutes of the Regular Council Meeting of February 18, 2014 (*page 5*)
- 6. Business Arising from the Minutes**
 - A. Snow Removal on Private Property – update (*page 13*)
- 7. Unfinished Business**
- 8. Reports**
 - A. Interim CAO (*page 17*)
 - B. Mayor and Council (*page 53*)
 - C. Committees:
 - i. Filming Committee:
 - Update from March 3, 2014 meeting
 - ii. Finance Committee:
 - Kelvin Grove Beach Washroom, Kelvin Grove Sewer Treatment Plant, Central Beach Drainage Field Remediation, Central Beach Washroom Rejuvenation
 - D. Emergency Services Reports (*page 59*)
- 9. Resolutions**
 - A. Resolution to cancel the March 18, 2014 Regular Council Meeting (*page 61*)

10. Bylaws

- A. Repeal of Prior Fees & Charges Bylaw 465 - first, second and third reading (*page 63*)
- B. Animal Control & Licencing Bylaw 461 - first and second reading (*page 69*)

11. Correspondence

- A. List of Correspondence to Friday, February 28, 2014 (*page 83*)

12. New Business

- A. Strachan Point Fire Response
- B. Conflict of Interest (*page 105*)
- C. Lieutenant Governor letter: Canada's 150th Anniversary & "Sing Me A Song" Contest (*page 131*)
- D. Infrastructure Committee LB Community News Article

13. Public Questions & Comments

14. In Camera

- A. Resolution:
 - That the Regular Meeting of March 4, 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:
 - d) the security of the property of the municipality
 - g) litigation or potential litigation affecting the municipality

15. Reporting Out

16. Adjournment

Mandy Koonts

From: Grant McRadu
Sent: Friday, February 28, 2014 4:06 PM
To: Mandy Koonts
Subject: FW: Presentation March 4

From: Jon Wescott
Sent: Wednesday, February 26, 2014 3:40 PM
To: Grant McRadu
Subject: Presentation March 4

Hello,

I would like to present before Council on March 4 two "projects" I would like to organize and run this coming spring.

The first idea is to run perhaps 4 identical sea kayak safety & rescue classes - for free - before the paddling season gets into full swing. I wanted to offer the same class on 4 different evenings of the week so that if someone couldn't make it on a particular night, he/she would have other options. All I would need from the village is beach access and, ideally, the picnic table down near the beach for a gathering area. Participants would need their own boats, etc. The goal of the class would be to give people safety concerns to consider before going paddling and to teach or help refresh assisted and self-rescue techniques (not including rolling instruction.)

The other thing I would like to do is have a trail run from Centennial Trail (probably starting and finishing at the school field) up the Harrison trails, around Trudi's and back. I'd need village approval for this. In "preparation" for this, I was considering offering 3 trail running workshops, one on running uphill, one on running downhill and the third on putting it all together. I'll need volunteers at some of the intersections and I'd need to flag the route out. I was considering giving out a quarter pound of fresh-roasted coffee to all participants and Galileo Coffee has offered me the opportunity to go down and roast it w/the help of one of their employees (I have a little roaster of my own and am touch w/Jasmine who works at Galileo - she sets me up w/my beans.) At this point, I think I just need the village's initial "nod" if it's something I might be able to do pending whatever legal, insurance, etc. related hurdles. If I get this nod, I was going to check w/an organization about what it takes to run such an event and get some ideas, tips, etc. Also, I wouldn't be charging participants, though I was planning on "suggesting" a \$10 donation that would a) go towards defraying any costs and b) any proceeds resulting would go to the trails group. Not that I think I'll get 30 runners, but I was going to limit it to this number.

Both events would be open first to residents of Lions Bay.

Thanks for consideration of these items,

Jon Wescott

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, FEBRUARY 18, 2014 at 7:00 PM IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In attendance: Mayor Brenda Broughton
Councillor Scott Ando
Councillor Fred Bain
Councillor Ron McLaughlin
Councillor Joanne Ronsley
Grant McRadu, Interim CAO
Mandy Koonts, Office Coordinator

1. Call to Order

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

2. Approval of Agenda

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the Regular Council Meeting of February 18, 2014, as submitted.

CARRIED

Mayor Broughton noted under item 10B Water Rates and Regulations Amendment Bylaw #467 a resolution will be made to amend a typo within the document.

3. Public Participation

Mayor Broughton read the Public Participation section of the Procedure Bylaw relating specifically to time limits.

Mr. Tony Iannetti

Mr. Iannetti lives on Oceanview Road and brought forward his concerns regarding the black storm pipe that has been sitting in the culvert near Highview Road for the past two years. Mr. Iannetti advised that, while effective, the storm pipe is an eyesore. Mr. Iannetti requested that when the proposed resurfacing work is undertaken on Oceanview Road the Village consider repositioning the storm pipe to lay evenly within the culvert and be more visually pleasing.

Councillor McLaughlin advised the resurfacing project has been put forward in the capital plan and has been reviewed by the Infrastructure Committee who have provided recommendations to Village staff. An update on this specific project will be provided once a timeline has been established.

Village of Lions Bay Regular Council Meeting Minutes

February 18, 2014

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4. Delegations

A. Ms. Heather Hood – Proposed Event: Lions Bay Giveaway Weekend

Since the annual garage sale will not occur this year due to the closure of the Village Hall, Ms. Hood requested Council to consider a Lions Bay Giveaway Weekend in its place, as detailed in the delegation documentation. The premise of the event is for residents to leave unwanted household items at the end of their driveway (or a neighbour's driveway if their own is not logistically feasible) for other residents to help themselves to. This event would promote the recycling of items which would otherwise end up in local landfills.

The event will be held rain or shine and is proposed for the weekend of May 31-June 1, 2014. Residents will be responsible for proper disposal of their items remaining at the conclusion of the event weekend. The Committee is researching whether a donation pickup service, such as the Canadian Diabetes Association, can be scheduled to assist with pickup of remaining items as well as whether to open the event up to neighbouring communities or keep it local.

Ms. Hood requested the assistance of Village staff in circulating the event information via ePost and in the Village Update newsletter.

ACTION ITEM:	Staff to work with Ms. Hood and the Events Committee to circulate detailed information via ePost and newsletter about the Lions Bay Giveaway Weekend proposed for May 31-June 1, 2014.
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Council supported this event and Councillor Ronsley offered her assistance. Interim CAO McRadu advised Council that the Traffic Bylaw prohibits depositing of items on roadsides but that Council could elect to overlook that provision in support of this Community event. Council agreed.

5. Adoption of Minutes

Moved: Councillor Ando

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopt the Minutes of the Regular Council Meeting of February 4, 2014 with the following amendments:

- The amendments provided by Ms. Eileen Wilke via email on February 18, 2014 (copy retained with the Council package)
- Page 1, Item 3A: insert the word "private" before "parking lot"
- Page 2, Item 3C: second bullet under Mr. Jeffrey Stone, strike the word "beach"
- Page 3, Item 4A: insert the word "property" before each instance of the word "survey", for clarity
- Page 3, Item 4A: last bullet amended to read "Whether there are historic examples of Council approving tree cutting on Village property despite the objections of one neighbour."
- Page 6, Item 8B(i): amend the action item to include "...and a message in the tax notice to Brunswick residents advising that water rates will be increased in 2015."
- Page 9, Item 12B: change the word "discussed" to "discussion"

CARRIED

6. Business Arising from the Minutes

- A. Snow Removal on Private Property
Moved: Councillor Bain
Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council receives the report detailing Snow Removal on Private Property.

CARRIED

Mayor Broughton recused herself at 7:21 p.m.

Interim CAO McRadu commented on the Letter of Agreement on file with respect to snow plowing in the parking lot of the commercial complex. Interim CAO McRadu further advised there is no liability with respect to Public Works staff performing this service on private property and that the current Public Works vehicles are adequately equipped to perform this service.

Mayor Broughton returned to the meeting at 7:23 p.m.

7. Unfinished Business

8. Reports

- Moved: Councillor Ronsley
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receive the reports of February 18, 2014, as submitted.

CARRIED

- A. Interim CAO
Interim CAO McRadu advised that the Village Office has received a USB stick containing a 15,000 page report on the Trans Mountain Pipeline project. The report will be made available to any residents wishing to read it.

Councillor Ando requested an update on Land Use Master Planning. Interim CAO McRadu advised written feedback had been received from several residents subsequent to the phase one event on February 6, 2014 and a phase two working group has been identified from the residents who put forward an interest to participate. Selection for phase two was based on representation from the diverse interests and different neighbourhoods of the Village. The consultant group, R. Barrs and Associates, will summarize the data and present it to Council in due course.

- B. Mayor and Council

Mayor Broughton has met with MLA Jordan Sturdy regarding lands being requested for public use and has requested MLA Sturdy's support. BC Rail was also discussed.

Mayor Broughton and Interim CAO McRadu will be meeting with the Federal Government on February 19, 2014 to discuss the WEDF Grant.

Mayor Broughton provided a general update on the Translink Mayors' Council stating the group will be meeting for a full day Strategic Planning session on February 20, 2014. All other discussions are In Camera and cannot be shared right now, however Mayor Broughton did indicate conversations are robust and there appears to be forward movement.

Councillor Bain has been busy with Emergency Management and recently attended a Disaster Recovery Training Course with Village Staff. The Hazard Risk Vulnerability Assessment is also moving forward and updates will be provided as they are available.

Councillor McLaughlin is drafting an article regarding the Finance process for the Community News. The article will focus mostly on the water, sewer and general tax increases.

Councillor Ronsley advised the Secondary Suites Committee will meet on February 24, 2014 and will prepare recommendations for Council review. The Filming Committee will meet on March 3, 2014 to review Terms of Reference and discuss proposed updates to the Filming Policy; recommendations will be brought forward to Council. Both meetings are open to the public.

C. Committees:

- i. Infrastructure Committee – Minutes of January 30, 2014 meeting
 Moved: Councillor Ando
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receives the Infrastructure Meeting Minutes of January 30, 2014, for information.

CARRIED

Councillor McLaughlin complimented the concise format of the minutes and will look to incorporate the same recording process in the Finance Advisory Committee meetings in an effort to reduce use of staff time.

D. RCMP Reports

9. Resolutions

- A. Resolution to join the District of Squamish in signing the letter regarding derelict vessels in Howe Sound, addressed to MP John Weston
 Mayor Broughton advised three vessels have recently sunk and four more have been identified as at-risk to sink. There appears to be an issue of U.S. vessels being stripped and left in Howe Sound. MP John Weston has been briefed on this issue and intends to use the signed letter to garner support from the designated federal official to act.

Moved: Councillor Ronsley
 Seconded: Councillor Ando

Whereas the Howe Sound water body has over the past several years come to have derelict vessels being abandoned;

Whereas three of these vessels have recently sunk, with eight more identified by the Streamkeepers to be at risk of sinking;

Whereas this poses a potential risk of oil spillage; and

Whereas the vessels are growing in numbers and posing a safety risk within Howe Sound;

Therefore Be It Resolved the Village of Lions Bay Council resolve that Mayor Broughton sign the District of Squamish Mayor's letter requesting the support of MP John Weston.

CARRIED

10. Bylaws

A. Fees & Charges Bylaw #462 – Final Adoption

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adopt Fees & Charges Bylaw #462.

CARRIED

B. Water Rates and Regulations Amendment 2014 Bylaw #467 – Adoption

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves a friendly amendment to correct the typo in Schedule A of the Water Rates and Regulations Amendment 2014 Bylaw #467, thereby changing item #3 in the Schedule to read 3.5% instead of 3%.

CARRIED

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopt the Water Rates and Regulations Amendment Bylaw #467.

CARRIED

C. Waste Collection Amendment 2014 Bylaw #468 – Final Adoption

Moved: Councillor Ronsley

Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council adopt Waste Collection Amendment 2014 Bylaw #468.

CARRIED

Village of Lions Bay Regular Council Meeting Minutes

February 18, 2014

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11. Correspondence

- A. List of Correspondence to Friday, February 14, 2014

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the correspondence to February 14, 2014, as submitted.

CARRIED

Councillor Bain discussed the PENS report and his view that the process does not require a full overhaul, simply a review. Councillor Bain will monitor this issue in the event it becomes prudent for Council to resolve to participate in the update process.

Councillor Ando asked about video surveillance in the Village and if we are in compliance with privacy legislation.

Action Item:	Staff to research privacy legislation and ensure the areas currently being monitored are in compliance with current privacy legislation.
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12. New Business

- A. Water Line on Oceanview Road

Interim CAO McRadu discussed the recommendations from Public Works with respect to proposed work on Oceanview Road and how repositioning of the storm pipe may fit into the project. This projects is unlikely to be undertaken prior to 2015.

- B. Fire Hall Smithrite Dumpster

Interim CAO McRadu provided background information on the placement and usage of the dumpster and discussed the ongoing issue of illegal dumping at this site. The costs associated to this ongoing problem are estimated to be in excess of \$5,000 annually plus staff time. Councillor Ando suggested the dumpster be secured with a lock so its usage can be restricted to authorized users; Interim CAO McRadu explained that a lock will not resolve the issue of illegal dumping around the outside of the bin. Council agreed this issue has been ongoing for too long and that in the interest of public safety and fiscal responsibility, removal of this bin is the best option.

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council authorize the removal of the garbage bin located on the east side of the Klatt Building due to the ongoing misuse and increasing costs to keep the area clean.

CARRIED
Councillor Ando opposed

13. Public Questions & CommentsMr. Ron Wilke

Mr. Wilke agreed the Smithrite dumpster is being abused by some residents but expressed concern that the service will be discontinued for all residents as there are no alternative means for residents to dump garbage if they are unable on a regular pick up day. Staff and Council suggested alternatives such as storage of green waste in freezers and relying on neighbours to assist in cases where residents are unable to put their garbage out on pickup day.

14. In Camera

A. Resolution:

Moved: Councillor Bain
 Seconded: Councillor Ronsley

That the Regular Meeting of February 18, 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:

- c) labour relations or other employee relations;
- g) litigation or potential litigation affecting the municipality;
- 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;
- 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.

CARRIED**15. Reporting Out**

No items were reported out from the In Camera session.

16. Adjournment

Moved: Councillor Ronsley
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adjourn its Regular Meeting of Council of February 18, 2014 at 10:10 p.m.

CARRIED

 Interim CAO

 Mayor

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Item #6A

 THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Snow Removal on Private Commercial Property		
Author	M. Koonts	Reviewed By:	
Date	February 28, 2014	Version	
Issued for	March 4, 2014 Regular Council Meeting		

Following discussion in the February 18, 2014 Regular Council Meeting and the documents submitted with respect to that meeting's agenda item 6A: *Snow Removal on Private Property*, a more recent and more detailed document has been located with respect to this issue.

A copy of the document, a Memorandum of Understanding dated November 17, 2009, is attached to this report for the information of Council and residents.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

www.lionsbay.ca

Memorandum of Understanding

November 17, 2009

Strata BCS 851
c/o Box 610, 350 Centre Road
Lions Bay, BC
V0N2E0

Re: Snow clearing of Community Complex Parking Lot MOU

Dear Michael;

I am writing to you today in a follow up to our meeting of Thursday, November 12, 2009 where we discussed the snow moving requirements of the Strata lot(s) fronting the Village retail/commercial stores, and how the Village Public Works Department snow clearing crew might be of assistance in facilitating public access to postal services.

It is mutually understood that the Village Public Works Department snow clearing crew will drive through the parking lot on a single pass and any snow deposited on the blade of the truck will be deposited near but not in front of the gateway at the back of the strata on the south side. The Village Public Works Department snow clearing crew will administer salt as it passes.

This clearing of any access through the parking lot will be performed in accordance with the priority given to other streets within the Village, which may be subject to change depending on the requirements of the Village Public Works Department snow clearing crew on any particular day or time.

The Strata will maintain the sidewalks and walkways clear of snow and ice at all times and with salt and/or ice melt.

At no time will the Village Public Works Department snow clearing crew remove snow from the parking lot or be requested to clear a larger swath than a single pass of the parking lot.

The Village Public Works Department snow clearing crew will simply drive in and out creating a single car width clearance in the snow through the parking lot that leads to the gate for the strata lots.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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In providing this service the Village does not accept any liability or responsibility for any accidents or losses that may be suffered or incurred in the parking lot or for any failure to clear snow or any deficiencies in snow removal, including timeliness or completeness or removal.

Please advise me immediately if the terms set out in this MOU are in any way not acceptable to you.

Should there be any changes to this MOU, written notification will be sent directly to you on behalf of the Strata.

I look forward to working with you and trust that this meets your needs.

Sincerely,

Rory Mandryk
Village Manager – Village of Lions Bay



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	INTERIM CAO'S REPORT TO MAYOR & COUNCIL		
Title	Interim CAO's March Update		
Author	Grant McRadu		
Date	March 4 th , 2014	Version	
Issued for	March 4 th , 2014 - Regular Meeting of Council		

1. RECOMMENDATION

- 1.1 That Council receive this report for information purposes.

2. SUMMARY

Administration:

- Council amended the contract with G. McRadu Consulting Ltd. to continue as the Interim CAO until the end of April or until another such time as is mutually agreed to.
- A job description for a Village Bylaw Officer has been created as none had existed. The position is now being advertised and a part-time seasonal person will be hired at a rate of \$24.55/hour plus a percentage in lieu of benefits. The 2014 budget will provide for coverage of this position Friday, Saturday and Sundays from 5:30 to 10:30 p.m. and the assignment will run from May to October. During the regular work week, the Manager of Public Works will act as the Village Bylaw Officer. When the PW Manager is not available, either the Building Inspector or the Volunteer Fire Chief will be called upon in the event of a Bylaw emergency. On weekends outside of the Bylaw Officer schedule, two Volunteer Fire Fighters will be called upon. Each person acting as the Bylaw Officer will be required to take and pass the required online course. In addition the CAO or his delegate will be require to take the appropriate training in order to act as the Village's Bylaw Screening Officer.
- In April, I will be asking Council for a COTW to discuss how the Village can better communicate with our residents by reviewing the various communication instruments and venues the Village currently uses, as well as what other municipalities are using and what the Return on Investment is and could be.
- Staff are beginning preparations for the November 2014 election.
 - On Tuesday, February 25th, Minister Coralee Oakes announced the Province would change the local government term of office from three years to four as part of the local election reforms the government is planning to introduce during the current legislative session.
- The CAO and Manager of Public Works met with representatives of BC Hydro on February 20th. BC Hydro provided an overview of the service connections, the reasons why the recent outage took place and what safeguards are now in place (see attached)

- The Klatt Building Smithrite garbage container has now been removed and a meeting with the Bear Smart Committee is being scheduled to see what alternatives can be arranged.

Public Works:

- Over the weekend of February 21st, 22nd and 23rd and up until Tuesday night February 25th, Public Works had overtime of 36 man hours which bill out to 61.25 hours after time-and-a-half and double time. Based on average wage with benefits, that equates to approximately \$2500, plus \$1500 in salt.
 - Saturday 8:30am-12:30pm, 5pm-8:30pm
 - Sunday 7am-8:30pm
 - Monday 5am-11pm
 - Tuesday 6am-7am, 7pm-10pm
 - There is no policy on snow removal and salt application so it is entirely at the discretion of the PW Manager when to put out crews. This decision is based on weather forecast, temperature and highway cameras.
 - In the past, some of the Public Works crew were running 24 hours a day during inclement weather. The challenge is to balance safety with budget.
 - Staff have debriefed and are in the process of crafting a snow removal policy. From looking at other jurisdictions most rate streets on a priority basis.
- Following a green waste collection in the Village in 2012, several hundred yards of material have been stored in an area above the Harvey water plant. Consisting mainly of brush and tree trimmings, this waste has been piled waiting for either chipping or burning. There is a valid concern over the summer time that this material poses a forest fire risk, especially considering how dry it has been the past few years.

Options considered:

- Chipping
 - As there is too much material for the Village's small chipper to handle and the chips would still need to be removed off-site the only other options are to burn or to contract out the removal.
- Removal
 - The Resort Municipality of Whistler has been contacted to determine if the green waste could be collected and moved to the RMOW. The cost breakdown is based on trucking time and dump fee. If the material is brought to RMOW and is free, that will be the same cost as bringing it to Squamish and paying \$200 dump fee.
 - A contractor has been contacted to bring in an excavator and remove all of the green waste on the site. They estimated that there is 240 yards of material to be trucked away. There are several options for where to bring the waste but most likely the cheapest option will be to bring it to the Resort Municipality of

Whistler for their composting program. The cost for removal and cleanup of the site is \$6100 + tax.

- At the same time as this removal the contractor could use their machine to clear a recent rock slide that has occurred on the Harvey Creek intake road. There is only a few tons of material but there is a loose rock 20-30 feet up the slope that could fall at any time, making it very unsafe for staff to traverse the road or use our small machine to clear the debris. This removal is of an urgent matter as it is unsafe to enter the area and otherwise a trail will need to be cut through the forest above to walk to the intake. The extra cost for this rock removal is minimal as they would already be on site to remove the green waste. It is estimated a stand-alone cost for the rock removal to be \$800-\$1000 including trucking the machine to the site.
- On February 26th, staff were not able to access the Harvey intake, which means that there is no safe way to access the intake structure and in the case of a blockage or freeze up, there is nothing that staff is able to do.



- Burning
 - The fire department has been contacted and a plan is being formulated to undertake a controlled burn while the ground is wet.

On February 26th, I authorized the hiring of an excavator to be brought in and the unstable rock removed, the green waste pile be reduced and a burn plan be developed and undertaken in conjunction with the Volunteer Fire Department while the ground is wet.

Finance:

- 2014 Water User Rate, Solid Waste Fee and Secondary Suite Surcharge Notices were mailed out last week. An explanation sheet was sent (see attached)
- The Joint Use Agreement with School District 45 is being extended to address the extended period of time the Village uses the Elementary School. For 2013, the School District invoiced the Village just under \$1600 to use Lions Bay Elementary school.

Attachments:

1. Fees & Rates explanation sheet
2. BC Hydro Overview – Village of Lions Bay



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PO Box 141, 400 Centre Road, Lions Bay, BC, V0N 2E0 | Tel: 604-921-9333 | Fax: 604-921-6643 | Email: taxdept@lionsbay.ca

2014 Water User Rate, Solid Waste Fee (Garbage, Recycling, and Green Yard Waste) and Secondary Suite Surcharge

Please Note: In order to receive the 'Prompt Payment Discount' the Utilities and Secondary Suite Surcharge Notice must be paid by 4 pm on Monday March 31, 2014

Water User rates for 2014 reflect an increase of 10% over the 2013 rates to pay for the cost of operating our water system. For example, a single family residence rate will increase by \$62 per year, from \$617 in 2013 to \$679 in 2014. For 2014, Council chose to begin addressing a historical anomaly in the water utility. This increase partially pays for the water utility budget deficit as the revenues have been historically inadequate to cover the operating expenditures (including the amortization costs of water infrastructure assets) as well as the need to create capital reserves. Council has also decided to conduct a review of the water user rate and parcel tax structures for 2015 and onwards, for the whole Village of Lions Bay to determine the annual rate increase required to self-fund water utility. This review will most likely see the rationalization of rates for all areas including Brunswick. A self-funded water utility pays for its operating costs and builds up capital reserves for infrastructure replacement in the future.

The Solid Waste fee, (garbage, recycling, and green yard waste) will also reflect an increase of 2.6% over the 2013 rates. For example, the rate for a single family residence will increase by \$9 per year, from \$352 to \$361.

At the bottom of the Utilities and Secondary Suite Surcharge Notice is a tear-off portion for all property owners to include with their 2014 payment. For property owners with Secondary Suites, please answer the questions on the tear-off to determine if your payment should include the Secondary Suite surcharge.

Bi-Weekly yard trimmings pickup will begin on Fridays from March 14th and will continue through to November 21st. Yard trimmings must be placed in Kraft paper bags, or designated garbage cans for pickup. Smithrite Customer Service can be reached at 604-529-4030 if you have a missed pickup or questions regarding their service.

Get rid of your old fridge and receive \$30

If you have a fridge that measures between 10-24 cubic feet and is still in working condition, BC Hydro will pick it up at no charge, recycle it, and give you \$30 for it.

To find out more call **604-881-4357** or visit www.BCHydro.com.

Garbage and Bears Do Not Mix!

The Lions Bay Bear Smart Committee reminds all residents that it is essential to store garbage so that it is completely inaccessible to bears - this is the biggest problem facing our wild bears. It is important to keep the bears moving through the Village, eating only natural food sources and not becoming habituated to garbage. The Bear Smart Committee recommends freezing particularly smelly (attractive!) items before adding them to the garbage (e.g. prawn shells): 'a fed bear is a dead bear!' Please put garbage and recycling out **after 5 am on Fridays**.

E-Post Messaging System

Please provide us with your email address and we will add you to our mailing list to send you emails regarding important events, meetings, messages, and emergency notifications. Contact reception@lionsbay.ca to be added to the list.

Please see attached 2014 Waste, Recycling and Yard Waste Collection calendar

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BC Hydro Overview - Village of Lions Bay

February 20, 2014



OVERVIEW

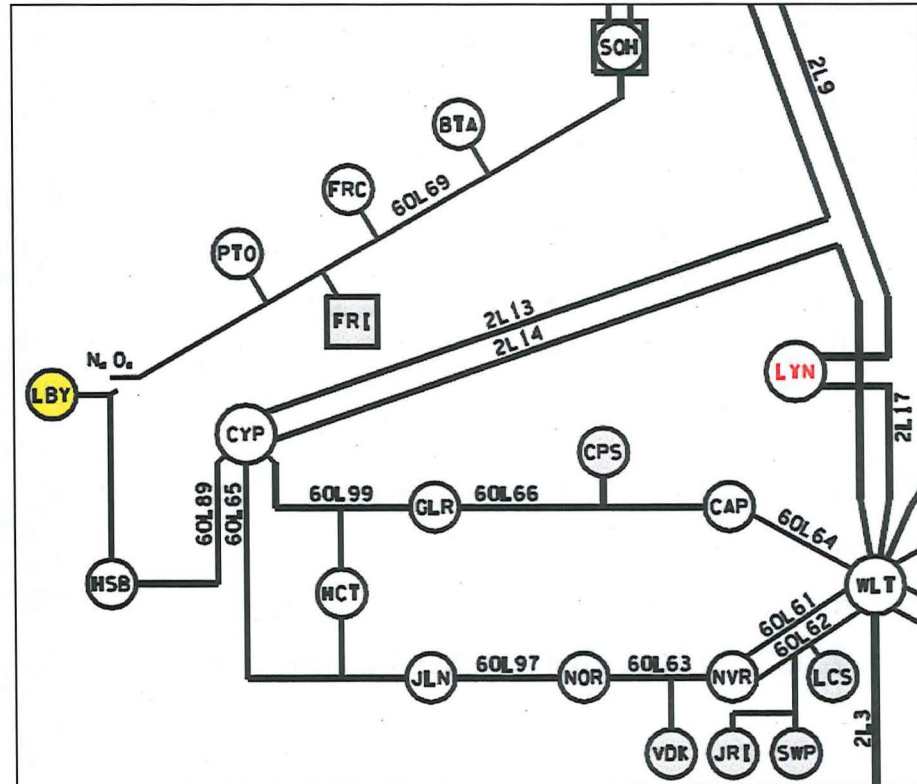


- Summary of area service configuration
- Historical Reliability
- Capacity
- Recent outage at Lions Bay substation
- Future distribution maintenance work

SERVICE CONFIGURATION

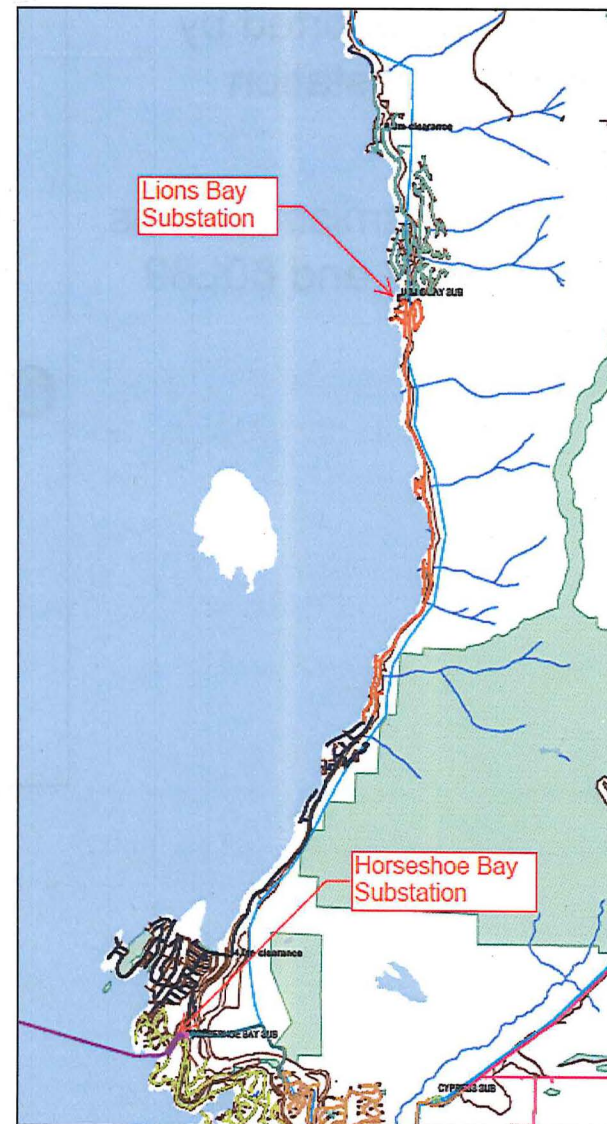


- Community is supported by the Lions Bay Substation
- Served by 2 transmission lines (60L69 from SQH and 60L89 from HSB)



SERVICE CONFIGURATION - CONT

- 647 Customers (as of March 31, 2013)
- Power is distributed from the substation to customers by 2 distribution lines (12F51, 12F52)
- LBY 12F51 serves loads to the south of the substation (147 customers), while LBY 12F52 serves loads to the north (500 customers)
- There is one feeder tie available between LBY 12F51 and HSB 12F52



RELIABILITY - CUSTOMER



- CAIDI = Average length of an outage (hours)
- SAIFI = Number of interruptions per customer per year.

hours lost *Average*

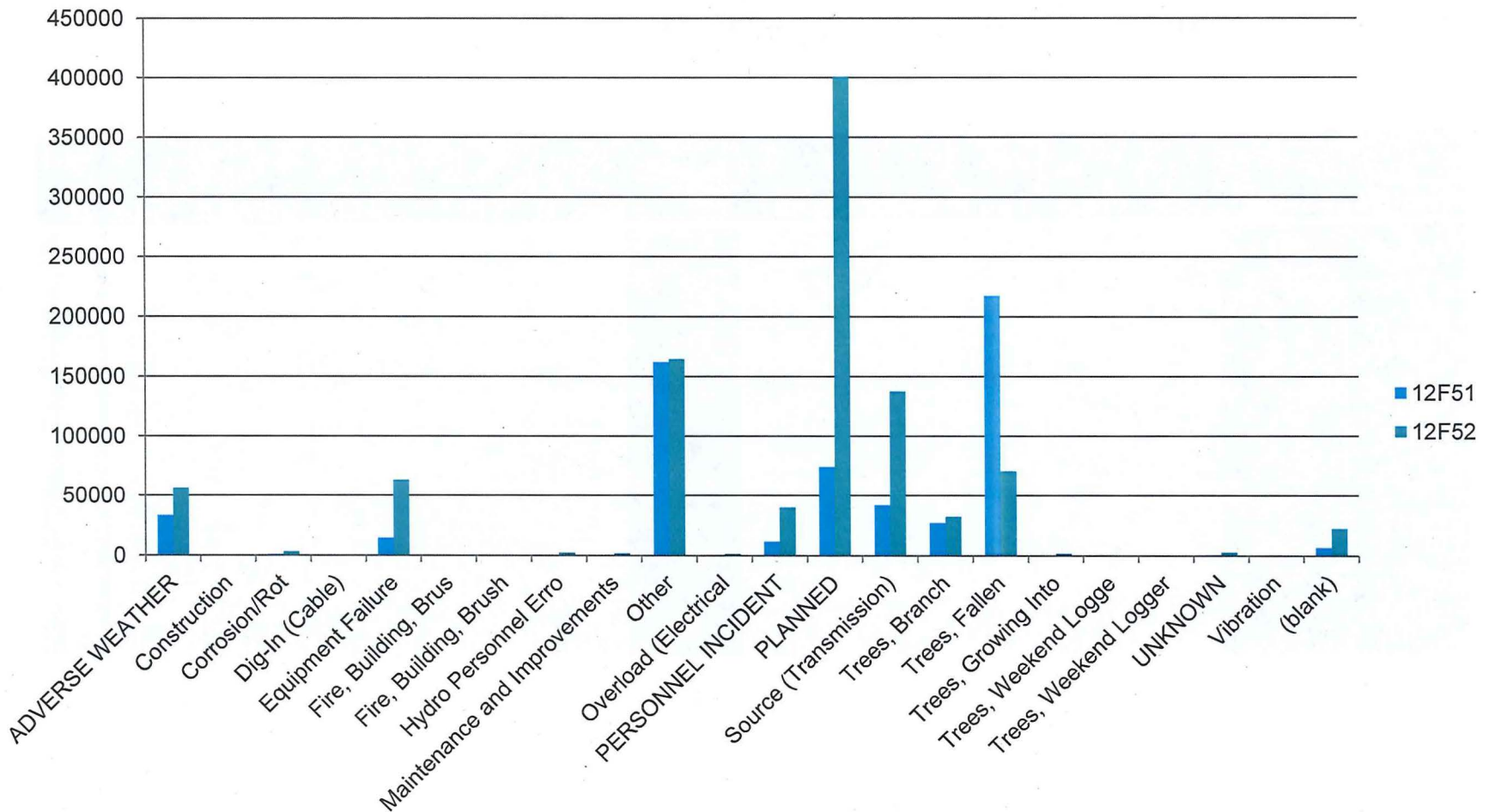
Year (F)	Feeder	CI	CHL	FCC	CAIDI	SAIFI	Feeder	CI	CHL	FCC	CAIDI	SAIFI
2009	12F51	869	3,493	139	4.02	6.25	12F52	2,617	7,565	482	2.89	5.43
2010	12F51	127	370	141	2.91	0.90	12F52	419	514	491	1.23	0.85
2011	12F51	290	1,261	142	4.35	2.04	12F52	1,033	4,609	492	4.46	2.10
2012	12F51	567	3,267	143	5.76	3.97	12F52	603	710	492	1.18	1.23
2013	12F51	429	2,631	149	6.13	2.88	12F52	526	788	493	1.50	1.07

f1522

RELIABILITY - CUSTOMER



12/1/2013
**Lions Bay - Customer Hours Lost by Cause
 Calendar 2009 - 2013**



RELIABILITY - CUSTOMER



- Province-wide performance for F2013
 - CAIDI = 2.12
 - SAIFI = 1.29

Average Customer Interruption Durations (Hours)

BC HYDRO DISTRICT LOWER MAINLAND -SOUTH COAST	FISCAL 2012 APRIL 1, 2011 TO MARCH 31, 2012	FISCAL 2013 APRIL 1, 2012 TO MARCH 31, 2013
Abbotsford	1.74	2.49
Chilliwack/Hope	2.53	2.43
Coquitlam	2.99	1.98
Fraser Valley West	2.32	2.46
Lillooet	2.49	2.51
North Shore	2.84	2.13
Squamish	2.87	2.53
Vancouver/Burnaby	2.16	2.45
Richmond	2.13	2.81
Surrey	2.29	2.25
Maple Ridge	3.39	2.14
Mission	1.57	2.05

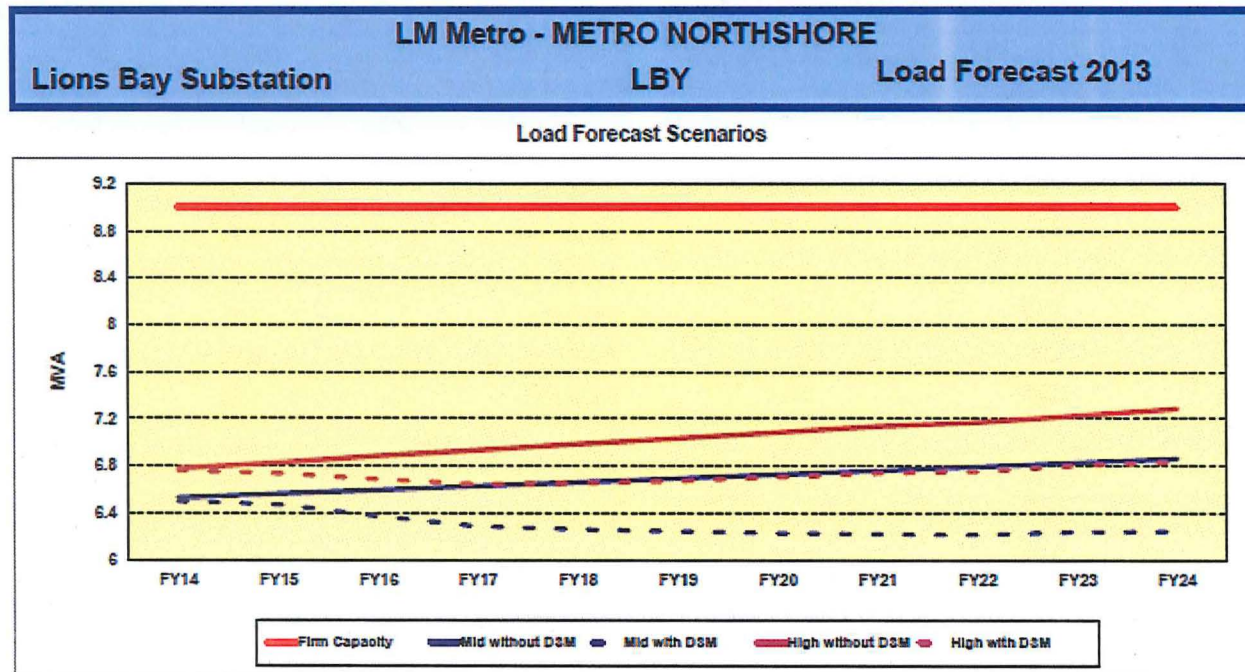
Average Number of Interruptions per Customer

BC HYDRO DISTRICT LOWER MAINLAND -SOUTH COAST	FISCAL 2012 APRIL 1, 2011 TO MARCH 31, 2012	FISCAL 2013 APRIL 1, 2012 TO MARCH 31, 2013
Abbotsford	1.70	1.95
Chilliwack/Hope	2.98	1.44
Coquitlam	0.94	1.69
Fraser Valley West	1.83	0.88
Lillooet	2.81	4.42
North Shore	0.74	0.78
Squamish	1.09	1.28
Vancouver/Burnaby	0.65	0.44
Richmond	1.98	0.69
Surrey	1.76	0.80
Maple Ridge	0.93	0.88
Mission	3.48	4.83

CAPACITY



- Lions Bay substation has sufficient capacity to serve the load for the forecasted 10 year period
- No major load increases have been identified in this area
- Firm capacity is provided at the substation through a mobile transformer located on-site



RECENT OUTAGE AT LIONS BAY SUB



- On September 28th, equipment damage at Lions Bay Substation required urgent repairs.
- Without repairs, risk that customers could have been without power for 1 – 2 days (unplanned outage).
- To safely complete this work, two 6 hour outages were required on Nov 23 and Dec 14.
- Outage notification ads ran in North Shore Outlook (Nov 21 - Dec 12).
- Minor work on site is continuing but no additional outages required at this time.

DISTRIBUTION POLE REPLACEMENTS



- Significant utility pole renewal/replacement program underway across the province.
- Approximately 30 distribution poles are scheduled to be replaced over the next few years in the Lions Bay area.
- Some of these replacements may require an outage to ensure employee safety.

VEGETATION MANAGEMENT



- BC Hydro is planning to spend approximately \$150,000 on vegetation management/hazard tree removal in the upcoming year.
- Vegetation management is generally done with minimal outages.
- Most of this work is scheduled to occur between April and June.

COMMUNITY SUPPORT PROGRAMS



- Beautification Program (Annual)

Y3 ~~from Hydro~~ *& under ground from Hydro.*

- Regreening Program (Annual)

- vegetation management

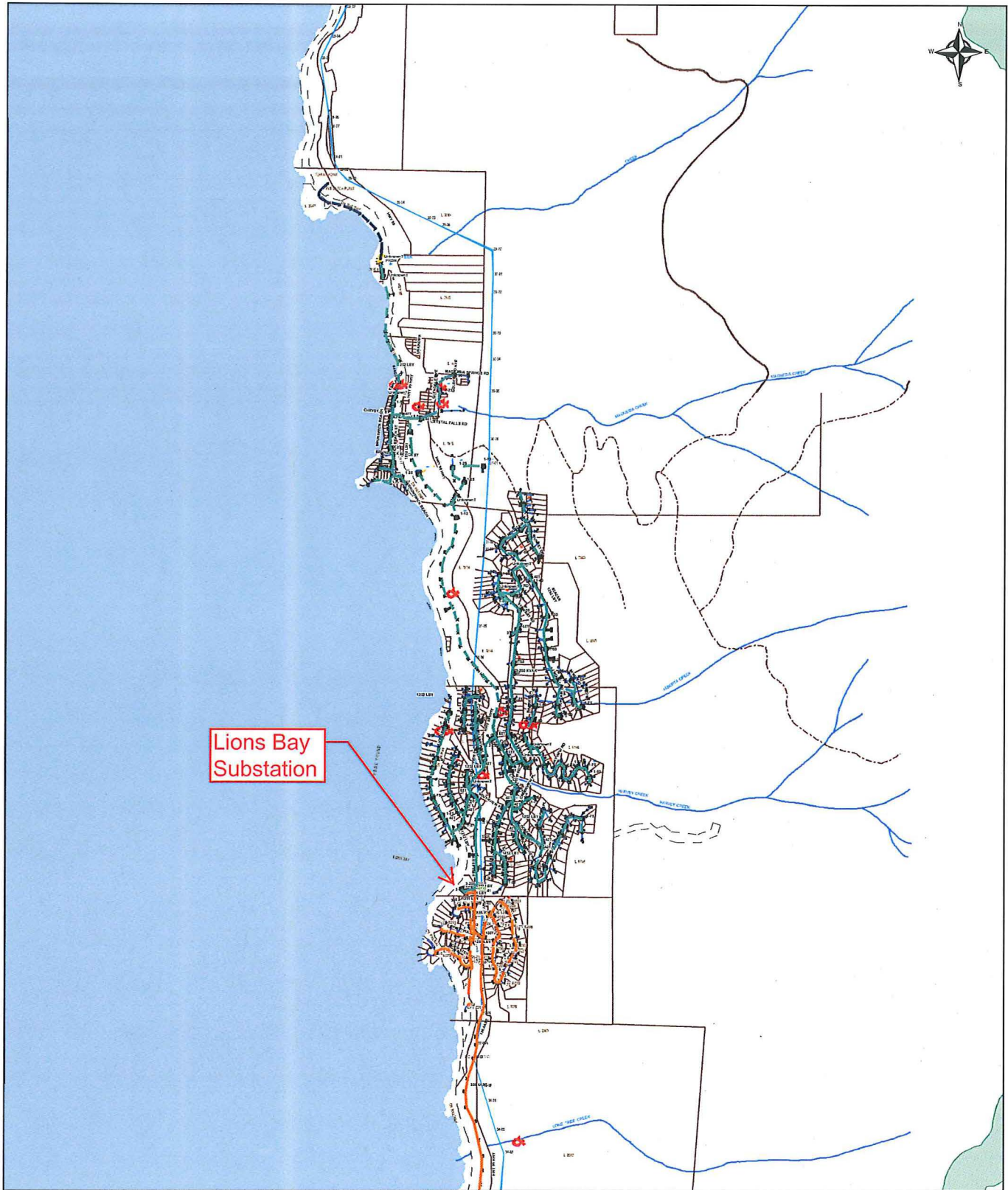
- Community Investment (Annual)

- non-profit groups can apply for grants

- Community Champions (Annual)

- Grants-In-Lieu (Annual)

*• Lights
• Poles*



Lions Bay
Substation

0m 300m 600m 900m 1200m 1500m

SCALE 1:25000



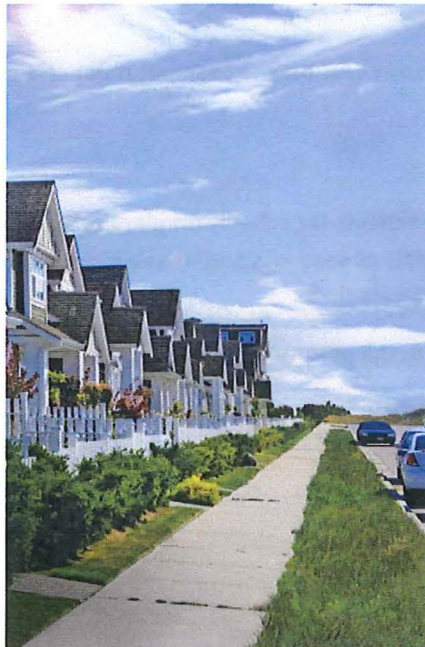
INTRODUCTION

Community ReGreening projects help communities achieve their objectives related to visual aesthetics and environmental concerns.

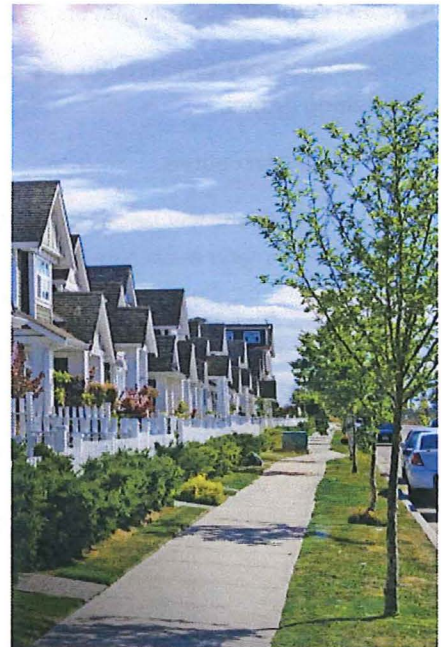
BC Hydro and Tree Canada regularly work with tree planting partners across British Columbia to help with their greening efforts. This includes municipalities, regional districts, and First Nations communities.

This pamphlet summarizes BC Hydro's policy and describes the principal considerations for participation by BC Hydro or Tree Canada, its partner in the Community ReGreening effort.

Below: An example of a greening project.



BEFORE



AFTER

OBJECTIVES AND CRITERIA

ReGreening grants are designed to assist in planting appropriate trees within municipalities with an awareness and sensitivity to the proximity of power lines.

Program objectives include:

- enhancing urban open space;
- restoring and reclaiming lands to a green state;
- beautifying parks and outdoor recreation areas;
- creating habitat and supporting stewardship actions; and,
- diversifying and enhancing urban forests.

Projects are evaluated on the following criteria:

- number of trees to be planted;
- project profile, visibility and community support;
- multiple benefits such as recreation, wildlife habitat, site beautification, and education;
- educational opportunities to share information and environmental benefits of trees;
- site plans, land dedication and implementation capability;
- sustainability and ongoing maintenance of vegetation; and,
- other funding and community partners involved.

FUNDING

The ReGreening program is intended for small-scale community projects. Funds are only to be used for the purchase of trees.

Grants are to be applied for by, and made directly to, municipalities or other such community government organizations (i.e. band councils and regional districts).

Municipalities may complete the project in any way they choose but must still be signatory to and recipient of ReGreening grants.

There are two exceptions:

1. Applications will be accepted from schools for schoolyard plantings; and
2. Tree Canada maintains a small supply of seed kits and/or seedlings for organizations requesting giveaways for events (funding and quantities are limited).

Projects that are not eligible to participate in the program include projects:

- That benefit an individual, private organization or company;
- That will be used for commercial purposes;
- That are in-process; and,
- With applications from service clubs, etc.

HOW TO APPLY

BC Hydro works directly with 14 municipalities across B.C. who can apply to receive direct grants from BC Hydro each year. They are: Abbotsford, Chilliwack, Cranbrook, Esquimalt, Kamloops, Maple Ridge, Nanaimo, District of North Vancouver, Oak Bay, Prince George, Richmond, Saanich, Victoria and Vancouver.

In all other regions of the province, BC Hydro has partnered with Tree Canada to work with local communities. In these areas, communities apply directly to Tree Canada for funding.

BC Hydro ReGreening funding is available through approved applications processed through the Tree Canada Foundation and direct applications made to BC Hydro.

For communities applying through direct application to BC Hydro (communities listed above), please refer to the contact information provided below for more information.

BC Hydro

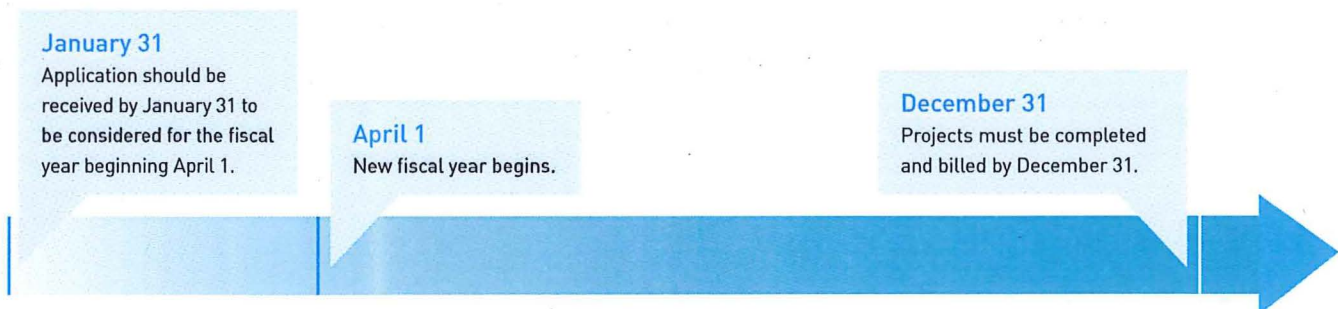
Duncan Isberg
Vegetation Strategy and Standards Department,
6911 Southpoint Drive (B03),
Burnaby, B.C. V3N 4X8
Email: duncan.isberg@bchydro.com

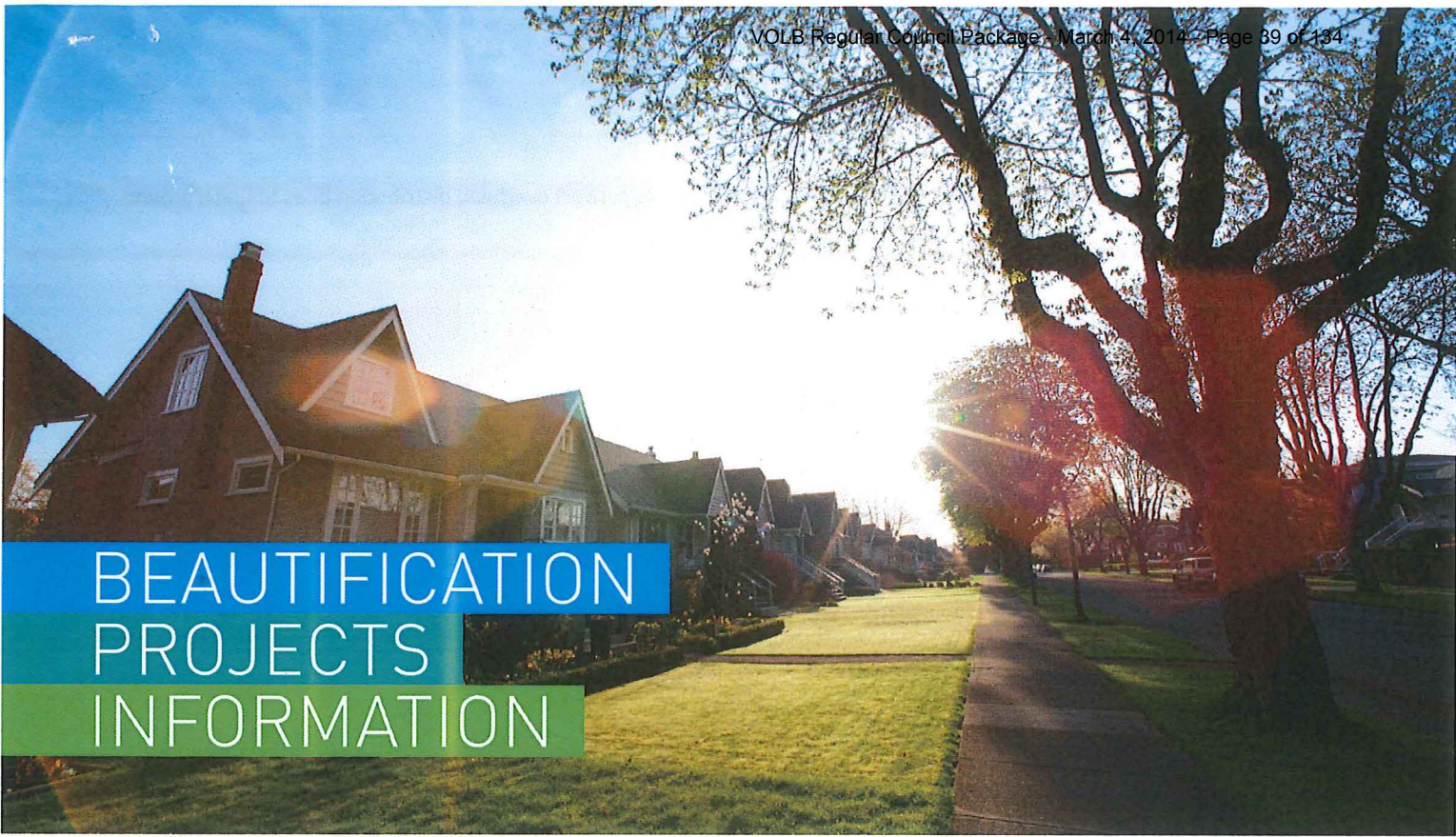
All other communities can contact Tree Canada at the information provided below for more information about the application process.

Tree Canada

Christian Walli, R.P.F.
520 Sharpe Street, New Westminster, B.C., V3M 4R2
Telephone: 604 521 7771
Cell: 604 816 7626
Fax: 604 520 1968
Email: cwalli@shaw.ca or christian_walli@brinkman.ca

APPLICATION TIMELINE





BEAUTIFICATION PROJECTS INFORMATION

INTRODUCTION

The purpose of BC Hydro's participation in Beautification Projects is to cooperate with municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. This pamphlet summarizes BC Hydro's policy and describes the principal considerations that should be included in a proposal for participation by BC Hydro.

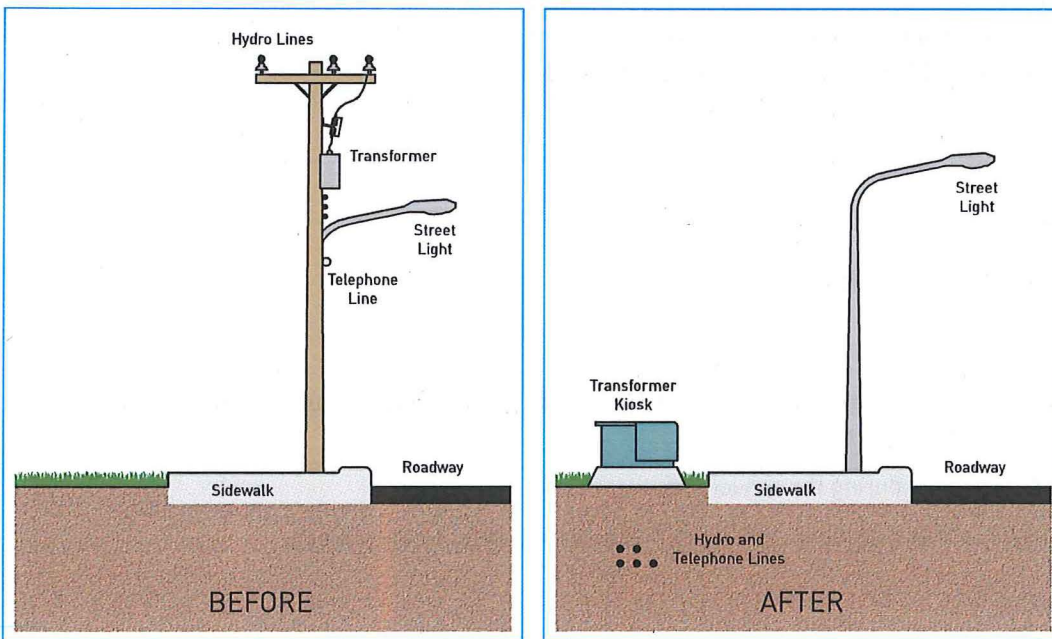


FIGURE 1:
A typical overhead electrical service before the work, and how underground service is typically arranged after the work.
The example includes an instance where a transformer, street light and telephone line are involved.

FUNDING OBJECTIVE

Municipal governments may apply for BC Hydro to share 1/3 of the cost to convert overhead distribution lines to underground.

The municipal objective will be one or more of the following:

- a) to minimize or eliminate environmental concerns;
- b) to improve visual aesthetics;
- c) to accommodate a public redevelopment project.

In addition, preference will be given to:

- a) confirmed financing of remaining two-thirds;
- b) projects which also provide benefits to BC Hydro.

BC HYDRO FUNDING

BC Hydro's budget for Beautification Project participation is fixed annually (April 1 to March 31). Applications must be received by October 1 for BC Hydro's upcoming fiscal year.

When applications collectively exceed BC Hydro's budget for the upcoming fiscal year, projects that are not approved may reapply the following year.

Construction of Beautification Projects must begin within the fiscal year BC Hydro has committed its share, and the applicant's intention must be to complete the project within 12 months.

BC Hydro participation is not contingent on provincial participation. Applications for provincial funding under the Revenue Sharing Act are at the discretion of municipalities.

NOTE 1: Municipalities must deal directly with communications companies and other third parties to negotiate the costs of undergrounding their facilities on the same poles.

NOTE 2: Payment must be made to BC Hydro in advance of construction.

COST SHARING

Cost sharing is based on estimated cost & original project scope.

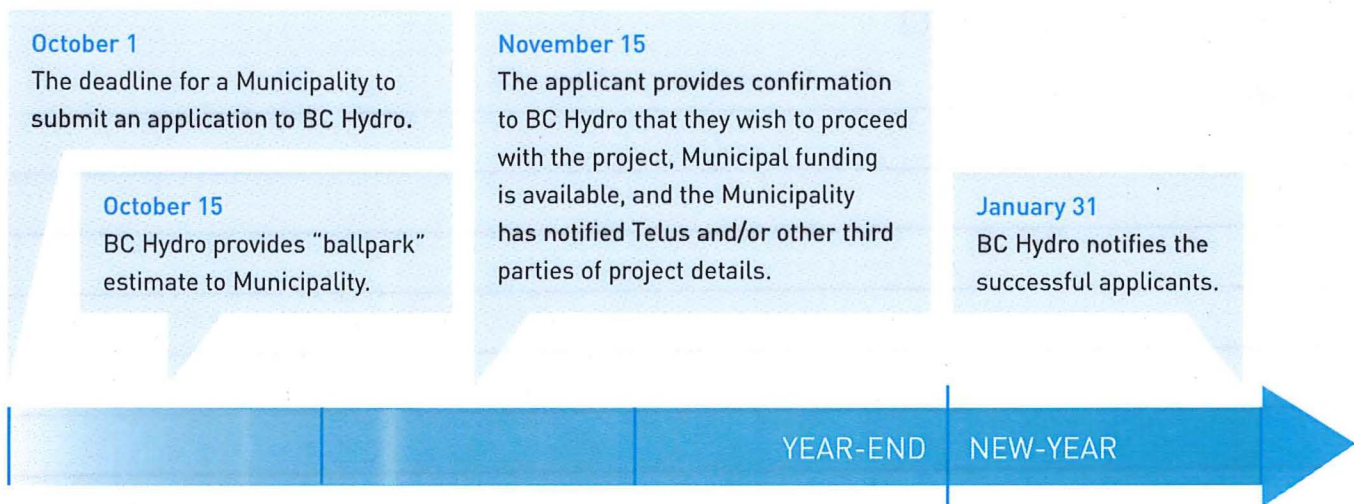
This includes work on:

- a) physical plant and equipment owned and maintained by BC Hydro on public roads or equivalent to public roads, or on rights-of-way across private property;
- b) temporary overhead lines needed during the conversion;
- c) restoration of roads, lawns, etc to a condition similar to that prevailing prior to the project.

Shared costs exclude work on:

- a) ornamental street lighting systems;
- b) physical plant and equipment not owned and maintained by BC Hydro;
- c) customer requests for alterations to service wiring or wiring within buildings;
- d) converting overhead private-property lines to underground;
- e) restoration of land beyond the level existing before the project began;
- f) provisions for communications companies or other third-party requirements (municipalities must deal directly with such third parties).

BEAUTIFICATION PROJECT APPLICATION TIMELINE



APPLICATION TO BC HYDRO

Proposals for Beautification participation should be forwarded to BC Hydro's District Office in your area. The deadline for proposals (for the upcoming year) is October 1.

Proposals need to be in writing and include a complete description of the project, location maps and the Municipality's reasons for the project.



APPLICATION FOR BEAUTIFICATION PROJECT PARTICIPATION

Name of Municipality or City: _____

Location of Proposed Project: _____

Site Plan Attached: Yes No

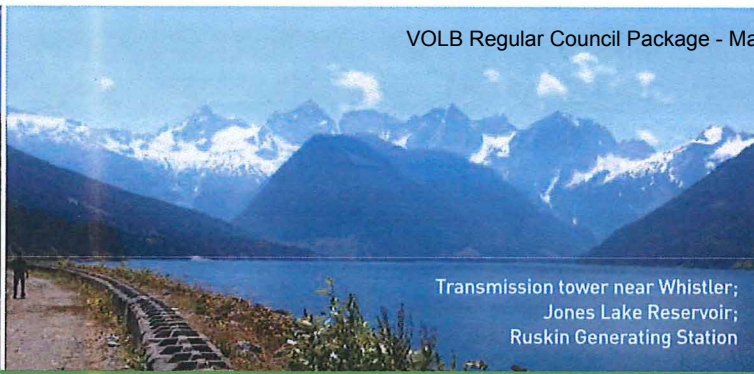
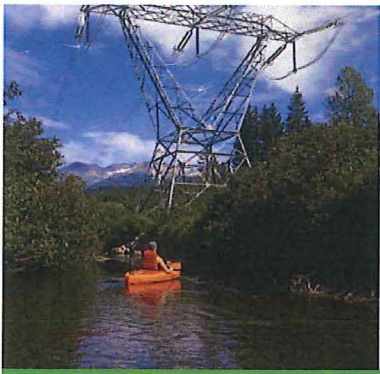
Reason For Project: _____

Name and Position of responsible person completing this application:

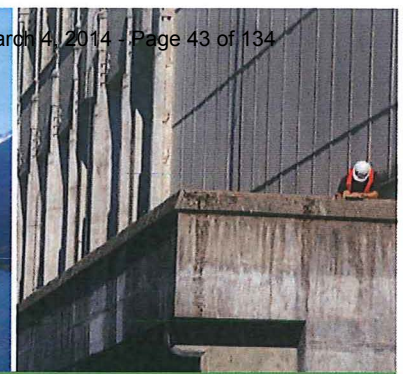
Name: _____ Position: _____

Phone Number: _____ Email: _____

Signature: _____



Transmission tower near Whistler;
Jones Lake Reservoir;
Ruskin Generating Station



LOWER MAINLAND-SOUTH COAST COMMUNITY RELATIONS 2013 ANNUAL REPORT

SEPTEMBER 2013

MESSAGE FROM CHARLES REID



As an employer of thousands of people in communities all over B.C. and with over 100 facilities across the province – we are proud to be part of your community.

We are also directly connected to 1.9 million customers – that's 95 per cent of B.C. households – and that number is growing.

With that in mind, BC Hydro recently released our Integrated Resource Plan for final public and First Nations consultation. The Plan includes BC Hydro's recommended actions to cost-effectively meet the forecasted 40 per cent increase in demand for electricity in the next 20 years.

In order to ensure the electricity you need is available when you need it, BC Hydro is undertaking an ambitious capital program to refurbish aging infrastructure across our service area. We are upgrading existing generating facilities and substations while also building critical new transmission infrastructure to serve growing residential demand and expanding industries in the northwest and northeast of the province.

Our electricity grid is becoming stronger and smarter. Technological advancements, such as smart meters, create the foundation for a safer, more adaptive and reliable system. The culmination of our investment efforts will allow us to serve a growing economy and deliver value to our customers.

In closing, thank you for your support of our operations and various projects in your region. We appreciate the leadership of local government and First Nations being demonstrated in communities throughout the province. Whether it's the collaboration on the new Interior to Lower Mainland transmission line, building new substations, replacing old poles, or installing new electric vehicle charging stations, we are partners working to serve B.C. communities for generations.

Sincerely,

Charles Reid
President and Chief Executive Officer
BC Hydro

QUICK FACTS

PROVINCE-WIDE:

1.9 million customers

Electricity is delivered through a network of:

- 75,000 kilometers of transmission and distribution lines
- 300 substations
- 900,000 utility poles
- 325,000 transformers

Capital investments of \$1.9 Billion
(Fiscal 2013)

LOWER MAINLAND-SOUTH COAST SUPPLY:

Dams and Generating Stations:

Bridge River	478 megawatts
Cheakamus	158 megawatts
Ruskin	105 megawatts
Stave Falls	91 megawatts
Lake Buntzen	72.8 megawatts
Wahleach	65 megawatts
Seton	48 megawatts
Alouette	9 megawatts



BC hydro 
FOR GENERATIONS

FINAL REVIEW OF INTEGRATED RESOURCE PLAN

BC Hydro forecasts customers' demand for electricity will grow by 40 per cent over the next 20 years – before accounting for savings from conservation and efficiency measures. The Integrated Resource Plan (IRP) is BC Hydro's long-term plan to cost-effectively meet the forecast electricity needs of its customers over the next 20 years as a result of growing population, broad economic expansion and the development of a liquefied natural gas (LNG) industry. In developing the IRP, BC Hydro consulted with the public, stakeholders and First Nations in 2011 and 2012.

The IRP was submitted to the provincial government on August 2, 2013, as required under the BC Clean Energy Act and is now posted on the BC Hydro website. The plan includes 17 recommendations to meet our customers' needs by continuing to promote conservation and energy efficiency, by developing renewable energy resources for the future, and by planning for the emerging LNG industry. BC Hydro is inviting the public, stakeholders and First Nations to provide final written comments on the IRP by October 18, 2013. View the IRP and provide your comments: bchydro.com/energy-in-bc/meeting_demand_growth/irp.html.

SITE C CLEAN ENERGY PROJECT

BC Hydro's Site C Clean Energy Project (Site C) is a proposed third dam and generating station on the Peace River. It would provide 1,100 megawatts of capacity, and produce about 5,100 gigawatt hours of energy each year—enough energy to power the equivalent of about 450,000 homes.

Site C is being proposed to help meet B.C.'s long-term electricity needs.

The project is currently undergoing a cooperative federal-provincial environmental assessment process, which includes a joint review panel. As part of this process, there are opportunities for participation by the public, Aboriginal groups, local/regional governments and other interested stakeholders.

In addition to the consultation opportunities provided by the environmental assessment process, BC Hydro continues to consult and engage with Aboriginal groups, local/regional governments, and property owners. BC Hydro also continues to operate community consultation offices in Fort St. John and Hudson's Hope.

Site C requires environmental certification and other regulatory permits and approvals before it can proceed to construction. In addition, the Crown has a duty to consult and, where appropriate, accommodate Aboriginal groups.

Construction of Site C would create 10,000 person-years of direct employment during construction, and approximately 33,000 total jobs through all stages of development and construction.

More information is available at bchydro.com/sitec.



GET INVOLVED

Your Power Poll is an online community of residential customers actively engaging with BC Hydro on a variety of issues. Through surveys and online discussions, customers are invited to share their insights about important topics like smart meters, rates and energy conservation.

Your Power Poll has attracted more than 4,700 volunteer panelists that the Research Services team can survey to gather their opinions on energy-related topics, projects and collateral that BC Hydro develops.

To sign in to Your Power Poll, please visit: yourpowerpoll.ca

MYHYDRO AND SMART METERING PROGRAM UPDATE

The electricity system that powers our province has not changed significantly since it was built 50 years ago. Our customers are using more technology in their homes and businesses than ever before. Smart meters are a necessary upgrade to ensure BC Hydro can continue to deliver electricity safely and reliably to homes and business across the province.

Smart meters will help to power our future by:

- getting the lights back on faster and safer during power outages;
- helping BC Hydro operate more efficiently and by reducing wasted electricity, helping to keep rates low; and,
- providing customers with new tools to save energy and money.

Since July 2011, BC Hydro has exchanged over 1.8 million meters - 96 per cent. The meter installation phase of the program will be complete by December 31, 2013; however customers are already seeing the benefits of a modernized grid. For example, 1.6 million customers are now able to view their energy use information through their MyHydro online account.

MyHydro is BC Hydro's new online customer self-serve platform which launched in January 2013. Enabled by smart meters, it is a one-stop shop for customers to conveniently interact with BC Hydro.

With a MyHydro profile, a customer can:

- track electricity consumption;
- view bills and manage payments;
- start, stop or move their service; and,
- access other services like Team Power Smart and alerts.

Customers who have a smart meter will also see additional benefits as the modern grid is completed. For example, when the communications network is complete customers will benefit from automatic outage detection and faster restoration times. Next year customers will also have the option of adopting devices and software solutions to access near real-time energy use information directly from their smart meter.

In July 2013, the Provincial Government announced the Meter Choices Program. Residential customers who do not yet have a smart meter at their home can choose between:

- a standard smart meter at no cost;
- a radio-off meter, for a one-time set up fee and monthly operating fee; and,
- keeping an old meter for a monthly fee.

Customers who choose a non-communicating meter will cover the cost of providing and servicing these options. This will ensure that the majority of customers who have accepted the new meters will not be covering the cost of the other options. All costs will be reviewed by the BC Utilities Commission.

For more information about the Smart Metering Program, please visit bchydro.com/smartmeters or contact the Community Relations Manager in your region.

REGIONAL INFORMATION

CAPITAL PROJECTS

Vancouver City Central Transmission Project

Demand for electricity in Mount Pleasant and South False Creek is expected to increase by more than 80 per cent over the next 30 years. As well, the major underground transmission line that served this area for more than 50 years needed to be replaced. The project involved the installation of a new transmission line under city streets and the bed of False Creek to connect two existing substations to the new Mount Pleasant Substation.

This project will create about 216 person-years of employment over more than two years of construction. The estimated project cost is \$160 to \$201 million and is anticipated to be completed in spring 2014. More information is available at bchydro.com/vcct.



The new Mount Pleasant Substation will be the first LEED-standard substation in BC Hydro's system.

Big Bend Substation Project

Big Bend is a large, regionally significant industrial area located in Burnaby. As more businesses and industries locate in the area, the demand for electricity is increasing. At this time, the Big Bend area receives electricity from Newell Substation. Within a few years, Newell Substation won't be able to reliably meet Big Bend's electricity demands. To continue to reliably meet the electricity requirements of businesses and industries in the area, BC Hydro will be building the new Big Bend substation.

Planned to be in service by fall 2015, the preliminary cost estimate for the project is approximately \$50 million. More information is available at bchydro.com/energy-in-bc/projects/substation/bigbend.html.

Silverdale Substation Project

Mission is currently being served by one substation, the Mission Substation. The distribution lines from the Mission Substation that deliver electricity to homes and businesses are reaching capacity. To address the growing demand for electricity in Mission, BC Hydro is building a new substation. The new Silverdale substation will include an enclosed control building, an enclosed switchgear building and open air transformers. The project also includes two 69 kilovolt transmission lines that will bring electricity to the substation from an existing transmission line approximately 600 metres to the south of the new substation.

The new Silverdale substation will cost approximately \$46 million and is planned to be in service in February 2015. More information is available at bchydro.com/energy-in-bc/projects/substation/silverdale.html.

Ruskin Dam and Powerhouse Upgrade Project

The 82-year-old Ruskin Dam facility is aging and in need of major work to improve seismic performance and upgrade the reliability of the powerhouse. The project includes four main components: reinforcing the right bank, upgrading the dam and water intakes, upgrading the powerhouse and relocating the switchyard. The dam and powerhouse remain in operation during construction.

Upgrading the dam and powerhouse will create approximately 1,050 person-years of employment during six years of construction. The estimated project cost is \$718 to \$857 million. More information is available at bchydro.com/ruskin.



Construction began in spring 2012 and will continue until 2018.

Interior to Lower Mainland Transmission (ILM) Project

The transmission lines that bring power from BC Hydro's generating stations in the north and the southern Interior to the Lower Mainland and Vancouver Island are some of the most critical paths in the electricity grid. Built in the early 1970s, these lines are reaching capacity during periods of peak electricity demand. To upgrade and expand the aging electricity system, construction is now underway on a new 247-kilometre, 500-kilovolt transmission line between Nicola Substation near Merritt and Meridian Substation in Coquitlam. The project also includes a new capacitor station at

Ruby Creek near Agassiz and associated improvements at the Nicola and Meridian Substations.

Approximately 540 person-years of employment are being created during the three years of construction. The new line is estimated to cost between \$657 to \$725 million and the planned in-service date is January 2015. More information is available at bchydro.com/ilm_transmission.



The project includes construction of more than 600 steel transmission towers with an average height of 42.5 meters.

Fraser River Towers

BC Hydro has restored the 500-kilovolt and 230-kilovolt transmission lines that cross the Fraser River downstream from the Port Mann Bridge from Surrey to Coquitlam. In summer 2011, accelerated erosion of the bank on the south side of the river compromised the foundation of the 500-kilovolt tower at the edge of the river. A neighbouring tower, carrying the 230-kilovolt line, fell into the river.

The new lines use stronger wire that can be strung over longer distances. The wires are held by new, stronger, taller towers further inland that eliminate the need for towers at the edge of the river. The 230-kilovolt line was restored and successfully energized in December 2011 and the 500-kilovolt transmission line in May 2013. More information is available at bchydro.com/news/press_centre/news_releases/2013/fraser-river-infrastructure-work-complete.html.



A helicopter was used to string transmission lines during the final phase of the Fraser River Towers restoration project.

RELIABILITY PERFORMANCE

BC Hydro recognizes how important the reliable supply of electricity is to our customers. We will continue to improve, reinforce and maintain the electrical system.

The BC Hydro average interruption duration per customer during Fiscal 2013 was 2.34 hours compared to 2.65 hours in Fiscal 2012. The average number of interruptions per customer in Fiscal 2013 was 1.6 compared to 1.92 in Fiscal 2012.

These statistics also include interruptions due to planned outages.

The information below provides a comparison between Fiscal 2012 and Fiscal 2013.

Average Number of Interruptions per Customer

BC HYDRO DISTRICT LOWER MAINLAND -SOUTH COAST	FISCAL 2012 APRIL 1, 2011 TO MARCH 31, 2012	FISCAL 2013 APRIL 1, 2012 TO MARCH 31, 2013
Abbotsford	1.70	1.95
Chilliwack/Hope	2.98	1.44
Coquitlam	0.94	1.69
Fraser Valley West	1.83	0.88
Lillooet	2.81	4.42
North Shore	0.74	0.78
Squamish	1.09	1.28
Vancouver/Burnaby	0.65	0.44
Richmond	1.98	0.69
Surrey	1.76	0.80
Maple Ridge	0.93	0.88
Mission	3.48	4.83

Average Customer Interruption Durations (Hours)

BC HYDRO DISTRICT LOWER MAINLAND -SOUTH COAST	FISCAL 2012 APRIL 1, 2011 TO MARCH 31, 2012	FISCAL 2013 APRIL 1, 2012 TO MARCH 31, 2013
Abbotsford	1.74	2.49
Chilliwack/Hope	2.53	2.43
Coquitlam	2.99	1.98
Fraser Valley West	2.32	2.46
Lillooet	2.49	2.51
North Shore	2.84	2.13
Squamish	2.87	2.53
Vancouver/Burnaby	2.16	2.45
Richmond	2.13	2.81
Surrey	2.29	2.25
Maple Ridge	3.39	2.14
Mission	1.57	2.05

VEGETATION MANAGEMENT

BC Hydro's distribution system is a complex and highly efficient system with more than 56,000 kilometres of overhead distribution power lines throughout the province. BC Hydro's Vegetation Management program is responsible for pruning and removing trees and vegetation in areas where the distribution power lines may be impacted. The program manages a \$29 million annual budget that includes maintenance plans and helps to provide safe reliable power to our customers. Even with a proactive management program, trees account for approximately 20 to 25 per cent of all power interruptions.

SUPPORTING COMMUNITIES

BEAUTIFICATION PROGRAM

BC Hydro budgets one million dollars annually for municipal beautification projects. Municipalities wishing to place existing overhead distribution lines underground to address environmental concerns, improve visual aesthetics or accommodate community redevelopment projects are invited to apply for funding. Letters with information about the program were mailed to municipalities in August 2013. Applications will be received until October 1, 2013.

REGREENING PROGRAM

BC Hydro and Tree Canada Foundation partner on the Regreening Program and work directly with communities around the province to support tree planting in urban areas. The annual program helps restore and retain green space and encourages low-growing vegetation near power lines which helps BC Hydro maintain a safe and reliable distribution system. It also fosters cooperation and support for BC Hydro's Vegetation Management program. Community projects that meet the Regreening Program criteria can receive up to \$10,000.

GRANTS-IN-LIEU

BC Hydro pays net property tax and grant payments to local governments. The grant program is a Provincial Government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Lower Mainland-South Coast region as at June 30, 2013.

MUNICIPALITY/DISTRICT	SCHOOL TAXES	GRANTS	OTHER TAXES	TOTAL PAYMENTS
Abbotsford, City of	1,470,694.66	1,391,733.18	2,981.21	2,865,409.05
Anmore, Village of	373,461.60	85,268.05	0.00	458,729.65
Belcarra, Village of	17,206.00	15,997.47	0.00	33,203.47
Burnaby, City of	3,273,226.86	5,143,254.17	289,445.19	8,705,926.22
Chilliwack, District of	842,355.16	712,980.99	0.37	1,555,336.52
Coquitlam, City of	1,378,472.89	1,089,541.14	14,664.15	2,482,678.18
Delta, Corporation of	1,387,861.15	1,750,249.91	2,775.36	3,140,886.42
Fraser Valley Regional District	0.00	107,447.00	0.00	107,447.00
Harrison Hot Springs, Village of	14,336.00	12,914.37	0.00	27,250.37
Hope, District of	66,108.00	65,787.94	0.00	131,896.74
Kent, District of	337,360.80	57,118.07	0.00	394,478.87
Langley, City of	78,433.60	196,030.77	0.00	274,464.37
Langley, Township of	1,191,087.80	1,173,140.89	26.92	2,364,255.61
Lillooet, District of	422,976.10	165,017.97	1,343.50	589,337.57
Lions Bay, Village of	22,190.00	29,575.74	0.00	51,765.74
Maple Ridge, District of	1,003,730.75	552,156.21	20,305.88	1,576,192.84
Mission, District of	1,865,987.35	832,563.12	69.60	2,698,620.07
New Westminster, City of	84,555.72	169,895.49	0.00	254,451.21
North Vancouver, City of	272,752.00	535,425.85	(5.57)	808,172.28
North Vancouver, District of	997,258.21	2,006,159.83	7,952.02	3,011,370.06
Pemberton Valley Dyking District	0.00	3,866.19	0.00	3,866.19
Pemberton, Village of	73,098.20	76,018.09	0.00	149,116.29
Pitt Meadows, District of	101,144.40	127,345.63	0.00	228,490.03
Port Coquitlam, City of	153,373.23	380,951.49	8,517.11	542,841.83
Port Moody, City of	915,880.00	1,626,066.40	0.00	2,541,946.40
Richmond, City of	1,295,063.80	2,369,574.45	18,075.70	3,682,713.95
Squamish, District of	938,012.44	365,836.03	17,532.36	1,321,380.83
Squamish-Lillooet Regional District	0.00	1,080,771.00	0.00	1,080,771.00
Surrey, City of	6,155,847.20	8,219,954.72	259,976.06	14,635,777.98
Vancouver, City of	5,615,918.57	11,781,642.39	126,470.44	17,524,031.40
West Vancouver, District of	394,692.48	314,425.71	0.00	709,118.19
Whistler, Resort Municipality of	450,273.66	367,611.42	1,404.70	819,289.78
White Rock, City of	77,050.40	116,219.85	3,682.04	196,952.29

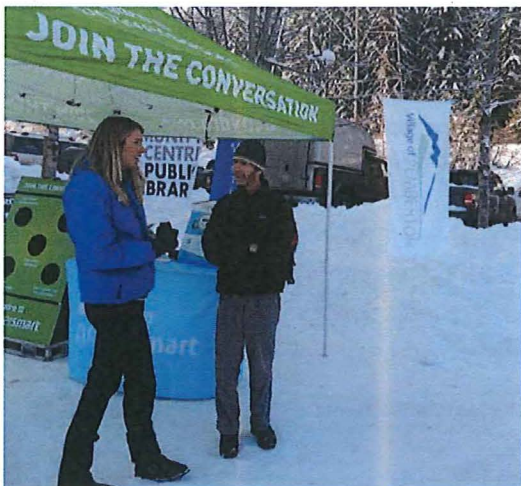
COMMUNITY INVESTMENT AND OUTREACH

BC Hydro supports, educates and strengthens individuals and communities who share our interest in building a bright, sustainable future for British Columbians. Through our Community Investment program, we connect and support those who have demonstrated their commitment to building a conservation culture and energy literacy in British Columbia.

Applications meeting our criteria are accepted online. The application and criteria can be found at bchydro.com/community/community_investment.html. Organizations are also welcome to contact Lisa Waddell for more information: 604 623 4144 or lisa.waddell@bchydro.com.

Some of the organizations that BC Hydro supported in the Lower Mainland-South Coast region this past year include:

APPLICANT	COMMUNITY	DONATION/ SPONSORSHIP
Abbotsford Downtown Business Association Berry Beat festival	Abbotsford	\$1,000
Science ALIVE Faculty of Applied Science	Burnaby	\$4,500
Coquitlam Place des Arts Society	Coquitlam	\$1,000
Burns Bog Conservation Society	Delta	\$5,000
Harrison Festival Society – Children’s Day	Harrison Hot Springs	\$2,000
New Page Human Services Society – Story Time in the Park	Hope	\$3,000
Ridge Meadows/Allco Park Rivers Day	Maple Ridge	\$600
Fraser Valley Bald Eagle Festival Society	Mission	\$1,000
Silver Harbour Seniors Activity Centre Society	North Vancouver	\$1,000
Pemberton Winterfest	Pemberton	\$2,000
Port Moody Golden Spike Days Society	Port Moody	\$1,500
Fraser Valley Heritage Railway Society	Surrey	\$5,000
Friends Uniting for Nature Society	Vancouver	\$2,500
Whistler Arts Council	Whistler	\$1,000



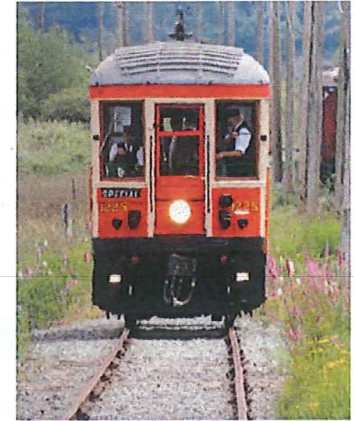
The BC Hydro Outreach Team attended the Pemberton Winterfest in January 2013 and met with many of the 700 attendees. We also donated \$2,000 towards the event. BC Hydro and our Outreach teams support a number of family attended events in the Lower Mainland.



BC Hydro donated gift bags made from recycled material to Ridge Meadows Recycling's "40 Under 40" initiative – to recognize the community's top 40 environmental leaders under the age of 40 who are inspiring others with their actions. Steve Higginbottom, Community Relations Coordinator, attended the awards presentation at the Ridge Meadows Recycling facility.

FRASER VALLEY HERITAGE RAILWAY SOCIETY (FVHRS)

The Fraser Valley Heritage Railway (FVHRS) Society was formed in 2001 to restore and operate heritage interurban railcars along the old BC Electric Railway (BCER) interurban railway corridor. The FVHRS constructed a replica of the BCER Cloverdale Station, a replica of the BCER Sullivan Station, and purchased and restored interurban streetcar BCER 1225. They are now operating a heritage interurban railcar service between the two stations. BC Hydro donated \$5,000 towards the purchase of windows for the Cloverdale Station. On June 22, 2013, Steve Higginbottom, Community Relations Coordinator, helped drive BCER 1225 into the Cloverdale Station as part of the official opening ceremony. BCER 1225 then took its first trip since 1955 along the original Fraser Valley line.



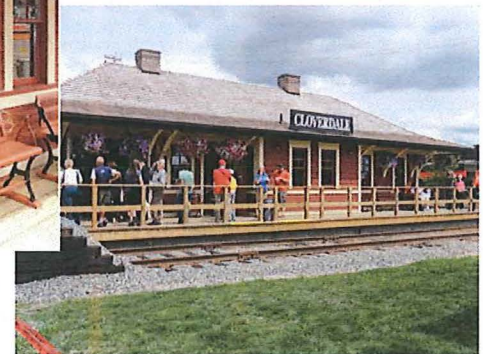
The restored interurban streetcar carrying passengers along the Fraser Valley Line to Cloverdale Station.



Steve Higginbottom, Community Relations (3rd left), joins other dignitaries at the opening ceremony and cake cutting event held inside the Cloverdale Station.



New Cloverdale Station.



BC HYDRO COMMUNITY RELATIONS

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. Community Relations is the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed. Community Relations provides you with a single window to BC Hydro.

BC HYDRO COMMUNITY RELATIONS—LOWER MAINLAND-SOUTH COAST

If you have questions or comments for us, please contact:

Jerry Muir
Community Relations Manager
Lower Mainland-South Coast
604 623 3986
jerry.muir@bchydro.com

Steve Higginbottom
Community Relations Coordinator
604 623 3593
steve.higginbottom@bchydro.com

Lisa Waddell
Public Affairs Research Assistant
604 623 4144
lisa.waddell@bchydro.com

To report a power outage call:
1 888 POWERON (1 888 769 3766) or
*HYDRO [*49376] from your cellphone.

BC HYDRO'S LOCAL GOVERNMENT GUIDE

Quick access to key information on bchydro.com

POWER SMART INITIATIVES

Power Smart Programs bchydro.com/powersmart

Learn about how you can be smart with your power. Take advantage of Power Smart rebates and programs.

Power Smart Sustainable Communities

bchydro.com/powersmart/local_government_district/ps_communities.html

Learn about how the Sustainable Communities program works and who is eligible to apply.

Business and Residential Rebates and Savings

bchydro.com/rebates_savings

Find out how you can save big through our Product Incentive Program and Power Smart Commercial and Industrial programs.

How to Green Your Home bchydro.com/guides_tips

Learn how to cut your energy consumption at home, in your strata complex, in your community and in your business.

PROJECTS

Smart Metering Information bchydro.com/smartmeters

Find out why Smart Meter installations are an important upgrade to our electricity system.

Capital Projects bchydro.com/energy_in_bc/projects.html

We are investing in projects that are needed to keep the lights on in our province for the next 50 years. Learn more about projects taking place in your region.

DONATIONS

Community Investment

bchydro.com/community/community_investment.html

Learn about our funding opportunities and how to apply for them.

Scholarships & Endowments

bchydro.com/community/community_investment/scholarships.html

We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.

POWER OUTAGES

Information about Outages bchydro.com/outages

Find out more about outages in your area, how to prepare for them and how power is restored.

How to Report a Power Outage

bchydro.com/safety-outages/power-outages/reporting_outage.html

Follow these instructions on what to do during a power outage. Call BC Hydro at 1 888 POWERON (1 888 769 3766) or *HYDRO (*49376) on your cell phone.

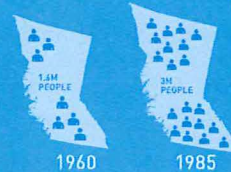
MEETING BC'S

FUTURE ENERGY NEEDS

FROM THE 1960s TO THE 1980s WE BUILT BIG DAMS...



...BECAUSE OUR ENERGY NEEDS WERE GROWING



SINCE 1985 DEMAND HAS CONTINUED TO GROW

+ 1.6 M people
+ Residential, commercial and industrial activities

+ We're using more electronics

+ New industrial opportunities, like LNG, are also emerging with a promise of jobs and a demand for reliable electricity

DEMAND FOR ELECTRICITY WILL INCREASE BY

40%
IN THE NEXT
20 YEARS



THAT'S LIKE
POWERING 5 ADDITIONAL
VANCOUVERS EACH YEAR



WITHIN 10 YEARS A SUPPLY-DEMAND GAP WILL EMERGE

BC HYDRO HAS A PLAN TO BRIDGE THAT GAP

1. CONSERVATION FIRST

Conservation is the first and best choice to meet future demand growth. It also helps customers' reduce their electricity bills.

2. PLANNING FOR THE FUTURE

We must reinvest in our aging assets and prepare to invest in new assets like Site C.

Site C will power **450,000** homes for more than 100 years.

3. PLANNING FOR THE UNEXPECTED

BC Hydro will continue to explore and advance capacity resource options for contingency purposes.

FOR MORE INFORMATION ABOUT BC HYDRO'S INTEGRATED RESOURCE PLAN, VISIT BCHydro.com.

BCHydro
FOR GENERATIONS



SAVE ENERGY SAVE TIME SAVE MONEY

bchydro.com/myhydro



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REPORT

Information Report to Council

Presented: February 18th to March 4th, 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>	Mayor Broughton and Josh Hemond, Communications Adviser to John Weston, MP	February 24 th , 2014	To provide information regarding an extension for the WED \$250,000 funding
	Mayor Broughton and John Weston, MP	February 21 st , 2014	To discuss an extension for the WED \$250,000 funding
	Mayor Broughton, Grant McRadu, Interim CAO and Bernadette Lee, Wester Economic Development	February 19 th , 2014	To discuss an extension for the WED \$250,000 funding
	Mayor Broughton spoke with John Weston, MP	November 20 th , 2013	To discuss an extension for the WED \$250,000 funding to line up with the BC Community Recreation Grant.
	Mayor Broughton and John Weston, MP	May 1 st , 2013	John Weston, MP, update re Community Centre Renewal
	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	April 4 th , 2013	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.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>Small Community Recreation Grant ~ <i>Project to be completed by March 31st, 2015</i></p>	<p>and LBFR members. Thank you to ESS for assisting in presenting and serving refreshments and for clean up as well !</p> <p>Joan McIntyre, MLA, Mayor, Council, Community Leaders, Volunteers and Staff.</p>	<p>March 30th, 2012</p>	<p>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.</p>
<p>Community Centre Renewal ~ CCR</p>	<p>Mayor Broughton, Grant McRadu, Interim CAO Mayor Broughton, Grant McRadu, Interim CAO, Gerald Longson, Construction Mgr Consultant and Russ Meiklejohn, Architect</p>	<p>January 9th, 2014 October 31st, 2013</p>	<p>Discuss next Steps Discuss possible next steps</p>
<p>Land Master Planning</p>	<p>Rob Barrs & Associates Consultants, Lions Bay Council, Interim CAO and Municipal Coordinator.</p> <p>Rob Barrs & Associates Consultants, Lions Bay Council, Interim CAO and Municipal Coordinator.</p> <p>Mayor, Grant McRadu, Interim CAO, and Joaquin Karakas, Rob Barrs & Associates</p> <p>Mayor, Grant McRadu, Interim CAO, Rob Barrs and Joaquin Karakas, Rob Barrs & Associates</p> <p>Mayor and Council, Rob Barrs & Associates Rob and Joaquin, and Grant McRadu, Interim CAO</p> <p>Mayor Broughton, Interim CAO Grant McRadu</p>	<p>February 26th, 2014</p> <p>February 6th, 2014</p> <p>January 30th, 2014</p> <p>January 7th, 2014</p> <p>December 5th, 2013</p> <p>December 2nd, 2013</p>	<p>Workshop #2: Invited community members, Council and Senior Staff were provided with the input to date; identification of opportunity 'sites and types'; discussion of policy, zoning and design directions and report back.</p> <p>Workshop #1: An estimated 80 to 90 participants at Land Use Master Planning Workshop #1</p> <p>Land Use Master Planning meeting</p> <p>Conference Call. Preliminary meeting to assist with materials that are required by the consultants.</p> <p>Initial meeting. A Community Workshop is planned for February, 2014. No date has been set as yet.</p> <p>Discussion of Brunswick Pit lands, what portion remains gravel, what portion, if any, has gone over to the Crown.</p>



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

	Mayor Broughton, Councillor Joanne Ronsley, and Secretary Treasurer Zaba	October 10 th , 2013	Land Tour and Review
	Secretary Treasurer Zaba	August 21 st , 2013	Review of Tenders. Tender RFP sent out to about a dozen planners due June 14 th , 2013 regarding LUMP
	Mayor Broughton and Secretary-Treasurer Farouk Zaba	April, 2013 April 4 th , 2013	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	February 28 th , 2014	Board Meeting.
Translink Mayor's Council	Metro Mayor's	February 20 th , 2014 February 14 th , 2014	Further discussion of next steps with the Province of BC Minister Tod Stone met with the Mayor's Council to discuss the proposed Provincial Legislative changes to the governance of Translink
2014 Budget	Mayor Broughton, Councillor Ron McLaughlin, Grant McRadu, Interim CAO, Hari Suvarna, CFO, Interim Public Works Manager Will Emo and Hayley Cook, Accounting	January 30 th , 2014	Meeting to review the 2014 Budget and Five Year Plan
	Mayor Broughton, Councillor Ron McLaughlin, Grant McRadu, Interim CAO, Hari Suvarna, CFO, Interim Public Works Manager Will Emo and Hayley Cook, Accounting	January 22 nd , 2014	Met to review the 2014 Budget and Five Year Plan
		November 28 th , 2013	Review of Draft 2014 Budget
	Mayor Broughton, Councillor Ron McLaughlin, Grant McRadu, Interim CAO, Hari Suvarna, CFO	October 8 th , 2013	Review of Draft 2014 Budget
	Mayor Broughton, Councillor Ron McLaughlin	September 24 th , 2013	2014 Budget Preparation and Discussion
BC Small Community Grant	Mayor Broughton, Councillor Fred Bain, Councillor Joanne Ronsley, The Honourable Coralee Oakes, Minister of Community, Sport and Cultural	February, 2014 October 28 th , 2013	Confirmed in Province of BC Budget. 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,



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

	Development, Deputy Minister Rebecca Denlinger and staff.		along with a philosophical commitment for its continuance. MLA Jordan Sturdy, in a phone call on October 28 th , 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.
MLA meeting	Mayor Broughton and MLA Jordan Sturdy	February 14 th , 2014	Discussion of Sea to Sky Communities
Howe Sound Community Forum Webinar	Mayor Broughton attended; Susan Abs and Ruth Simons, Facilitators; Presenter: Kai Elmauer, BC Ministry of Forests, Lands and Natural Resources – BC FLNR, and attendees	February 21 st , 2014	Presentation, and Questions regarding the use of the 'Cumulative Effects Assessment Framework – CEA', a Provincial tool, for use in land and marine planning for Howe Sound, as the Howe Sound Community Forum moves forward. The Ministry of FLNR is now at the table.
BC Rail	Mayor Broughton, Grant McRadu, Interim CAO, Michael Braun, BC Rail and Gordon Westlake, BC Rail	March 4 th , 2014	Discussion further to a 2002 negotiation between BC Rail and the Village of Lions Bay.

Village of Lions Bay

REPORT Information Report to Council

Presented: March 4, 2014

From: Councillor Joanne Ronsley

Portfolio	Parties Involved	Date	Update
Welcome Package	Office Staff	Feb 2014	One new resident (KG) Work to resume Jan 2014 with newly appointed Office Staff . No new residents recorded since Nov 2013.
SSISC (Sea to Sky Invasive Species Council Board	SSISC Board & Advisors	Feb 17 10 AM	I attended the Board & Advisors telephone Conference call Meeting. Discussions included increased demands from municipalities for on site assistance to remove invasives and more educational activities. Both are strains on the SSISC budget. Need for IPADS for field work. GPS is a better choice to consider as they consume less energy and function longer during field activities. Funding opportunities and Grant possibilities discussed. April AGM will take place in Whistler. Chair Paul Beswetherick & Executive Director Claire O'Brien will poll Board & Advisors to choose the date and venue.
Library	Chair Annmarie Gates, Library Volunteers	Feb 2014	Volunteers regularly check to ensure safety of books. CAO McRadu continuing to oversee roof tarp security against winter storms & rain.
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, SCRDR, & 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	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.
Staff Council Liaison		Feb 2014	On going Informal meetings with all Office Staff and some members of Works Dept.
Waste Collection	Mayor Broughton, Councillor Ronsley, Bear Smart Chair Norma Rodgers, Accounting Clerk Hayley Cook,	Feb 2014 Dec-Jan	Following continued misuse and many warnings to the LB Community, and with Fire Chief Oliver consultation, and LB Office Staff, Council voted to remove the dumpster beside the Fire Hall. Community to receive suggestions for garbage storage & "good neighbour" support. We will meet to determine best options for LB 's new 3 year Garbage/Waste Contract (2014-2017). Dumpster required extra emptying. Holidays caused additional garbage removal by Smithrite. Kudos to Office Staff for

Portfolio	Parties Involved	Date	Update
			effective, prompt action taken. Reminder to be sent to residents on the purpose of the Dumpster and suggestions to avoid inappropriate usage in future.
Parking		Various times and dates	Regular visits to KG, LB Ave. BB, etc. to monitor parking.
Bear Smart	North Shore Black Bear Network NSBBN Bear Smart Committee Norma Rodgers North Shore Councillors, Office Staff & Reps: RCMP, BC	Jan & Feb Jan 2014 Nov 20	Meetings postponed Jan. Lions Bay Bear Smart meeting postponed. Meeting reviewed NSBBN Strategic Plan as accepted May 20, 2009. Report to be submitted. Next meeting Jan.15 Discussions: Updates on BS Administration, BS Education Program, Village website and outreach for new members. Minutes to be submitted.
Native Garden	Mary Comber-Miles CAO Grant McRadu, Building Inspector Dave Butler, Rob Simons CAO McRadu, Building Inspector Butler, Rob Simons	Feb 2014 Jan 2014	Plans and site within the Native Garden approved for construction of shed, designed by Rob Simons who will oversee the construction. Work to take about 2 days. Materials already set aside. Construction is imminent. Plans for installation of an on-site shed to store garden tools.
Suites By-Law Review	CEO McRadu: Select Committee: Building Inspector Dave Butler, Accounting Clerk Hayley Cook, Carole Bajus, , Annmarie Gates, Philip Marsh, Colin Watson	March 11 Feb 24 2014 Dec-Jan Dec 3 Oct 21 Sept 11 June 28 May 25	Meeting rescheduled. Early Submission to Council expected following this meeting. Final Public Meeting Feb 24 5-6:30 PM (postponed) Council Chambers with submission to Council expected March 4 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:

Feb 13 Attended InfraStructure Volunteer Public Committee Meeting. Discussion: Capital Projects being considered.

Feb 25 ESS 7-9 PM Klatt Building: Regular Monthly Meeting. Reviewed call out procedures & form filling out as required for emergency activities during the first 72 hours of support. rreses, emergency management, and required forms to filling out as required for

Feb 26 Workshop # 2 Public Meeting: Council, invited Community Members, Interested Residents, Senior Staff, brought up to date. Land use for Develop & Design identified, with policy, zoning & design considerations.

Next step: results from meetings to be referred back to Council.

March 3 2014 7-9 PM Council Chambers **Filming Policy Review Select Public Committee Meeting:** Council Approved March 19, 2013: See Terms of Reference & Agenda

Jan 30 Infrastructure Committee Meeting: Council Chambers

Feb 6 Workshop # 1 Land Master Planning Public Meeting : Lions Bay School: Rob Barrs & Associates Kick-Off Meeting

Feb. 13 Infrastructure Committee Meeting : Council Chambers

LBFD Monthly Report – January 31st, 2014

January 1st – January 31st call outs = 11

Breakdown of call outs:

2 x Structure Fire, 2 x MVA – rescue required, 2 x Alarms, 1 x MESA D, 3 x MESA C, 1 x MESA B

<u>Incident Begin Time</u>	<u>Street Name</u>	<u>Incident Type</u>
1/31/2014 8:06	OCEANVIEW	MESA-B
1/25/2014 5:04	BAYVIEW ROAD	ALARMS RINGING - SCHOOL
1/24/2014 1:58	BAYVIEW ROAD	ALARMS RINGING - SCHOOL
1/20/2014 7:57	CROSSCREEK ROAD	MESA-D
1/19/2014 1:19	MOUNTAIN DRIVE	MESA-C
1/18/2014 21:36	STRACHAN POINT	STRUCTURE FIRE - RESIDENTIAL
1/17/2014 22:26	STRACHAN POINT	STRUCTURE FIRE - RESIDENTIAL
1/9/2014 15:32	HWY 99	MVA - RESCUE REQUIRED
1/7/2014 10:50	OCEAN POINT	MVA - RESCUE REQUIRED
1/2/2014 13:30	CROSSCREEK ROAD	MESA-C
1/2/2014 12:10	MOUNTAIN	MESA-C

Fundraising:

We are exploring the possibility of getting a grant from the Whistler Blackcomb Foundation

Miscellaneous:

- On 17th January, most of the department worked thru the night fighting a residential fire at Strachan Point. This was the first fire that many of the Firefighters had attended
- This was a collaborative effort between LBFR, West Vancouver and a Fire Boat
- A couple of weeks later, the West Vancouver Deputy Chief attended a Wednesday night training session in Lions Bay and thanked everyone for doing such a magnificent job. He was very impressed with the Lions Bay Firefighters and remarked on how well they were trained
- Long term member, Chris Sorensen resigned from the Fire Department
- The department is now 25 strong

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Item #9A

 THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Title	Resolution to Cancel the March 18, 2014 Regular Council Meeting		
Author	M. Koonts	Reviewed By:	G. McRadu
Date	February 28, 2014	Version	
Issued for	March 4, 2014 Regular Council Meeting		

Resolution:

BE IT RESOLVED THAT the Village of Lions Bay Council does authorize cancellation of the March 18, 2014 Regular Council Meeting and requests staff to post notification on the Village website and in the public notice locations within the Village.

Rationale:

As noted in the December 17, 2013 Regular Meeting of Council when the 2014 Council Meeting Schedule was established, the March 18, 2014 meeting falls during Spring Break. Since some members of staff and Council plan to be away during this time, it is recommended this meeting be cancelled and business carried over to the April 1, 2014 Regular Meeting of Council.

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Item #10A

 THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Title	Repeal of Prior Fees and Charges, Bylaw #465 – First, Second and Third Reading		
Author	M. Koonts	Reviewed By:	
Date	February 28, 2014	Version	
Issued for	March 4, 2014 Regular Council Meeting		

Resolution:

BE IT RESOLVED THAT the Village of Lions Bay Council approves first, second and third reading of Bylaw #465 Repeal of Prior Fees and Charges.

Rationale:

On the advice of legal counsel, this bylaw has been drafted as the most effective means of repealing prior fees and charges from existing bylaws, subsequent to Council's adoption of Fees and Charges Bylaw #462 on February 18, 2014.

Pursuant to Section 36(5) of the Procedure Bylaw, Council may give two or three readings to a proposed bylaw at the same Council meeting. Because this bylaw is considered to be non-contentious and straightforward, we are requesting the first, second and third readings be approved in this meeting.

For Council's consideration.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Repeal of Prior Fees and Charges, 2014

Bylaw No. 465

Adopted {}, 2014

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

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

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

VILLAGE OF LIONS BAY**BYLAW NO. 465****REPEAL OF PRIOR FEES AND CHARGES, 2014****Being a bylaw to repeal certain previously established fees and charges**

WHEREAS the Village of Lions Bay has adopted Fees and Charges Bylaw #462 to consolidate municipal fees and charges in respect of:

- a) all or part of a service of the municipality,
- b) the use of municipal property, or
- c) the exercise of authority to regulate, prohibit or impose requirements.

AND WHEREAS the Village of Lions Bay wishes to amend previous bylaws to delete existing fees and charges to be replaced by Fees and Charges Bylaw #462;

THEREFORE, be it resolved that the Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

Part 1 – CITATION

- 1.1 This Bylaw may be cited as “Repeal of Prior Fees and Charges, Bylaw No. 465, 2014” and will repeal certain fees and charges contained within existing municipal bylaws.

Part 2 – SEVERABILITY

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

Part 3 – CONSEQUENTIAL AMENDMENTS

- 3.1 The following Bylaws are hereby amended:
 - (1) Water Bylaw #2, 1971 is amended by deleting the Connection Charges section of Schedule A and amending Section 4 to read as follows: “Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014.”

- (2) Sewer Bylaw #101, 1984 is amended by renaming Section 3 to Fees and amending to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014", renumbering item 17 to number 18 and moving Item 4 from the existing Schedule A to item 17 of the Bylaw with Schedule A to be deleted.
- (3) Subdivision Bylaw #141, 1985 is amended with Section 5 to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014. These fees will be in addition to any fee prescribed under the Land Title Act."
- (4) Lions Bay Soil and Material Deposit Bylaw #157, 1987 is amended with Section 6 to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (5) Village of Lions Bay Blasting Bylaw #170, 1988 is amended with Section 5 to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (6) Building Regulation Bylaw #234, 1994 is amended by deleting Schedule D, renaming the section titled Schedules to Schedules and Fees, renumbering Section 21 to be numbered 21(b) and adding the following as Section 21(a): "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (7) Security Alarm System Regulation Bylaw #272, 1997 is amended with Section 6 to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (8) Village of Lions Bay Dog Bylaw #376, 2006 is amended by deleting Schedule A and adding the following as Section 23: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (9) Tree Bylaw #393, 2007 is amended with Section 3.4.1.4 to read as follows: "A non-refundable permit application fee shall be payable as set out set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."
- (10) Traffic and Parking Bylaw #413, 2009 is amended by deleting Schedule A and adding the following as Section 35: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."

- (11) Fire Bylaw #428, 2011 is amended by deleting the existing Appendix B, renumbering item 53 to item 54 and adding a new item 53 under Cost Recovery to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."

- (12) Development Application Procedures and Fee Bylaw #431, 2011 is amended by deleting the existing Schedule B, renaming Schedule C to Schedule B and amending Section 5 to read as follows: "Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in the Municipality of the Village of Lions Bay Fees and Charges Bylaw No. 462, 2014."

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 465, 2014 as adopted.**

Corporate Officer



Item #10B

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Title	Animal Control & Licencing Bylaw #461 – First Reading		
Author	M. Koonts	Reviewed By:	
Date	February 28, 2014	Version	
Issued for	March 4, 2014 Regular Council Meeting		

Resolution:

BE IT RESOLVED THAT the Village of Lions Bay Council approves first reading of Bylaw #461 Animal Control & Licencing.

Rationale:

The existing Bylaw #376 with respect to licencing, registration and impound of dogs did not address the issue of aggressive dogs and how such animals would be handled within the municipality. The updated Bylaw #461 contains a definition for “aggressive” animals as well as detailed sections relating to Dangerous, Prohibited and Exempt animals.

Part 13 and 14 of this bylaw relate specifically to Pound Operation and Duties of Pound Keeper, respectively. Advice obtained from legal counsel recommended this be included in the event the Village of Lions Bay opts to establish their own pound facility. While it is unlikely the Village would ever see the need for its own pound facility, there may be occasional instances where seizure of dangerous animals is necessary. Senior staff is arranging meetings with neighbouring municipalities to establish whether there is an ability to share their pound facilities in these very rare instances.

We have also updated the bylaw in relation to licencing fees, having removed the former Schedule A and added the relevant references within the document to reflect fees charged under the recently adopted Fees & Charges Bylaw #462.

Other updates include minor grammatical, layout and formatting adjustments to the document.

We are requesting the first reading be approved in this meeting.

For Council’s consideration.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



ANIMAL CONTROL AND LICENCING BYLAW 2014

Bylaw No. 461, 2014

Adopted {}

**Repealed: Dog Licencing, Registration and Impoundment Bylaw 376, 2006, as amended
Bylaw to Prohibit the Keeping of Animals, Bylaw 140, 1985, as amended**

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

Bylaw No. 461 2014

Animal Control and Licencing Bylaw 2014

WHEREAS the Council of the Village of Lions Bay, under the provisions of the Community Charter, deems it expedient to provide, by bylaw, regulation, impoundment and protection of animals and the licensing of dogs within the Village;

NOW THEREFORE, the Council of the Village of Lions Bay enacts as follows:

PART 1 - CITATION

1.1 This Bylaw may be cited as "Animal Control and Licencing Bylaw No 461, 2014"

PART 2 - SEVERABILITY

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

PART 3 - PREVIOUS BYLAW REPEALED

3.1 Dog Licencing, Registration and Impoundment Bylaw 376, 2006, as amended

3.2 Bylaw to Prohibit the Keeping of Animals, Bylaw 140, 1985, as amended

PART 4 - DEFINITIONS

4.1 In this bylaw:-

"Aggressive dog" means:

- a) a dog that has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
- (b) a dog that has bitten, killed or caused injury to a domestic animal;
- (c) a dog that has aggressively pursued or harassed a person or domestic animal;
- (d) a dog with a known propensity to attack or injure a person without provocation;
- (e) a dog owned or harboured primarily, or in part, for the purpose of dog fighting, or a dog trained for dog fighting;

"Animal" means any domestic animal, but is not limited to, a pet, livestock or poultry;

“Animal Control Officer” means any person appointed by Council as an animal control officer, and includes a bylaw enforcement officer and peace officer;

“At large” means an animal or animals, except a cat, which are not under the control of a person responsible by means of a leash, in or upon a highway or public place or in or upon the lands or premises of any person other than the owner of the animal without the express or implied consent of that person;

“Bylaw Enforcement Officer” means a member of the Royal Canadian Mounted Police, a peace officer, a person appointed by Council as a Bylaw Enforcement Officer, an Animal Control Officer or a Licence Inspector;

“Client dog” means a dog that a Dog Walking Business or a Commercial Dog Walker walks for a fee;

“Commercial Dog Walker” means a person who owns or is employed by a Dog Walking Business, who walks client dogs

“Council” means the Council of the Village of Lions Bay;

“Dangerous Dog” as defined by the Community Charter;

“Dog” includes any male or female dog, of any age and includes hybrids with domestic dogs;

“Guard dog” means a dog that is specifically trained for or used primarily for the purposes of guarding property, including residential, commercial and industrial property and is registered as a guard dog in accordance with this Bylaw;

“Keep” includes own, possess, harbour, or have care and control;

“Kennel” means a place, building, or structure for the training, breeding, or boarding of three or more animals;

“Livestock” means cattle, goats, horses, sheep, and swine;

“Owner” means any person

- (a) to whom a licence has been issued pursuant to this Bylaw; or
- (b) who owns, is in possession of, harbours or has the care and control of an animal;
- (c) who harbours, shelters, permits or allows an animal to remain on or about that person’s land or premises or
- (d) who is the custodial parent or legal guardian of a child under the age of 18 years who owns, is in possession of, or has the care or control of an animal

“**Pet**” means a domesticated dog cat, rabbit, ferret, hamster, guinea pig, gerbil, or bird, and includes reptiles and other animals if they are kept inside a dwelling unit, but does not include livestock, poultry or wildlife as defined by the *Wildlife Act*;

“**Pound**” means the facilities established by Council from time to time as the facilities to constitute the pound under this Bylaw;

“**Pound Keeper**” means any person appointed by Council to operate the pound;

“**Public place**” includes but is not limited to any highway, boulevard or park, or other real property owned, held, operated or administered by the Municipality or by a school district located in the Municipality;

“**Unaltered dog**” means a dog that has not been spayed or neutered;

“**Village**” means the Municipality of the Village of Lions Bay;

PART 5 – LICENSING REQUIREMENTS

- 5.1 No person shall keep any dog over the age of 24 weeks in the Village unless a valid and subsisting licence for the current year has first been obtained for the dog under this Bylaw.
- 5.2 Section 5 does not apply to a dog that is kept in the Village for less than one month in a calendar year and for which a valid dog licence has been obtained from another jurisdiction.
- 5.3 An application for a licence under this shall be accompanied by a licence fee in the amount set out in the Village of Lions Bay Fees & Charges Bylaw No. 462, 2014. Upon receipt of the application and payment of the prescribed fee, the Village shall issue a numbered licence tag to the applicant.
- 5.4 Every dog licence issued under this Bylaw shall expire on the 31st day of December in the calendar year in which the licence is issued.
- 5.5 The owner of a dog for which a licence tag have been issued under this Bylaw shall affix, and keep affixed, the licence tag on the dog by a collar, harness, or other suitable device.
- 5.6 The owner of a dog for which a licence tag have been issued under this Bylaw may obtain a replacement licence tag upon satisfying the Village that the original licence tag has been lost or stolen and upon payment of the replacement fee set out in the Village of Lions Bay Fees & Charges Bylaw No. 462, 2014.
- 5.7 Every licence tag issued under this Bylaw is valid only in respect of the dog for which it was issued, as described on the licence application, and is not transferable to another dog.

- 5.8. In the event of a change in ownership of a dog for which a licence tag have been issued under this Bylaw, the licence tag shall expire on the seventh day following the change in ownership of the dog, and the new owner of the dog shall obtain a new licence for the dog.
- 5.9. Any person applying for a dog licence under section 5.8 of this Bylaw shall provide the previous owner's licence tag, in addition to the fee set out in the Village of Lions Bay Fees & Charges Bylaw #462, 2014.
- 5.10 Where this Bylaw provides for a licence fee for a dog that is neutered or spayed, the licence application for the dog shall be accompanied by a certificate from a qualified veterinarian indicating that the dog is in fact neutered or spayed.
- 5.11 Any dog owner who has paid the annual licence fee for an unneutered or unspayed dog shall upon providing to the Village a certificate from a veterinarian that the dog has been spayed or neutered, be granted a rebate of part of the fee, as defined in the Village of Lions Bay Fees & Charges Bylaw No. 462, 2014.
- 5.12 All fees payable are non-refundable.

PART 6 – CONTROL OF ANIMALS

- 6.1 No person shall operate a kennel in the Village.
- 6.2 No person shall permit any livestock to be running at large in the Village.
- 6.3 Where an animal defecates on a highway, public place or lands of any person other than the owner of the animal, the person having care, custody, or control of the animal shall immediately remove the excrement and dispose of it in a sanitary manner.
- 6.4 No person shall keep an animal suffering from an infectious or contagious disease on any parcel of land in the Village unless the animal is kept securely confined within a building or enclosure capable of preventing the animal's escape and the entry of other animals and is under veterinary care for that disease.
- 6.5 No person other than the owner of an animal shall remove any form of identification on or affixed to the animal.
- 6.6 **Control of Dogs**
- 6.6.1 No owner of a dog shall permit the dog to be running at large in the Village. Dogs must be kept on a leash, tether or other suitable device, and be under the immediate care and control of a competent person.
- 6.6.2 Section 6.5 does not apply if the dog is under the control of a competent person and is:

- a) actively involved in a dog show, dog trial or other similar activity OR;
 - b) used in connection with police operations or security services.
- 6.6.3 The owner of a dog shall, at all times when the dog is on the owner's property, keep the dog securely contained so as to prevent the dog escaping from the owner's property.
- 6.6.4 No owner of a dog shall permit the dog to howl or bark when such howling or barking disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public.
- 6.6.5 No person shall keep more than three dogs apparently over the age of four months on any parcel of land in the Village at any one time.
- 6.6.6 The owner of a female dog in heat shall, at all times when the dog is in heat, keep the dog securely confined within a building or enclosure capable of preventing the dog's escape and the entry of other dogs.

6.7 Control of Cats

- 6.7.1 No person shall keep more than four cats apparently over the age of four months on any parcel of land in the Village at any one time.
- 6.7.2 The owner of a female cat in heat shall, at all times when the cat is in heat, keep the cat securely confined within a building or enclosure capable of preventing the cat's escape and the entry of other cats.

PART 7 – PROHIBITION OF CRUELTY TO ANIMALS

- 7.1 No person shall keep any animal in the Village unless the animal is provided with:
- a) clean, potable drinking water and food in sufficient quantity and of a recognized nutritional quality to allow for the animal's normal growth and the maintenance of the animal's normal body weight;
 - b) sanitary food and water receptacles;
 - c) the opportunity for periodic exercise sufficient to maintain the animal's good health;
 - d) clean bedding material and an area maintained at a temperature warm and dry enough to prevent the animal from suffering discomfort; and

- e) the necessary veterinarian care when the animal exhibits signs of pain, suffering, or disease.
- 7.2 No person shall keep any animal outside for more than 3 hours in any day unless the animal is provided with a shelter that allows the animal to move freely, and stand, sit or lie in a position that:
- a) protects the animal from heat, cold and wetness;
 - b) and is shaded.
- 7.3 No person shall keep any animal confined in an enclosed space, including a motor vehicle, without sufficient ventilation and water to prevent the animal from suffering discomfort, heat stroke or injury.
- 7.4 No person shall keep any animal hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.
- 7.5 Every owner of an animal shelter, pen, cage or run must ensure that the area is clean, sanitized, free from vermin and that all excrement is removed at least once a day.

PART 8 - DANGEROUS ANIMALS

- 8.1 Every owner of an aggressive or dangerous dog or other dangerous animal must at all times keep the animal:
- a) securely confined indoors such that the animal cannot escape; or
 - b) in an enclosed pen or cage that prevents the entry of young children and prevents the animal from escaping, if the animal is not a dog; or
 - c) in an enclosure as defined by this Bylaw if the animal is a dog or enclosed in accordance with section 9.2 of this Bylaw if the dog is a registered guard dog; or
 - d) on a leash or tether no more than 1.5 metres (4.9 feet) in length held by and under the immediate control of a competent adult skilled in animal control. Furthermore, the leash or tether must be of sturdy material and not attached to a retracting mechanism.
- 8.2 In addition to section 8.1:

- a) Every owner of an animal that has bitten a person or other pet must keep the animal muzzled while in a public place.
- b) Every owner of an aggressive dog must ensure that the dog can be identified by way of a numeric or alphanumeric tattoo or other permanent identification device.
- c) Every owner of an aggressive dog or a dangerous animal must post warning signs which give clear notice of the dog's or animal's presence to anyone visiting the property as follows:
 - i. with lettering stating that an "aggressive dog on premises" or "dangerous animal on premises", as the case may be;
 - ii. the lettering on the signs must be clearly visible from the lesser of the curb line or 15 metres (49.2 feet) away;
 - iii. the signs must be posted in each driveway or entrance to the property and, if other than a single family property, at all exterior doors of the building;
 - iv. and the signs must not be larger than 1.5 square meters (4.9 square feet), nor smaller than .75 square meters (2.5 square feet);

PART 9 – GUARD DOGS

- 9.1 Every owner of a guard dog, which is not confined within a locked building on the property, must ensure that:
 - a) the outdoor area where the dog is kept is completely fenced by means of a secure fence, constructed in a manner that will keep the dog from escaping, with a minimum height of 1.8 metres, and with gates in the fence secured against unauthorized entry, or
 - b) the dog is securely confined in a fully enclosed pen or cage which will prevent unauthorized entry and prevent the dog from escaping
- 9.2 Every owner of a guard dog must post warning signs which give clear notice of the dog's presence to anyone visiting the property as follows:

- a) the lettering on the signs must be clearly visible from the lesser of the curb line or fifty feet away; and
 - b) the signs must be posted in each driveway or entrance to the property and, if other than a single family property, at all exterior doors of the building.
- 9.3 Before bringing a guard dog into or using a guard dog in the Village, every owner of a guard dog must register the dog with the Office as a guard dog and record with the Village:
- a) the address where the dog is usually kept and the address of each parcel that the dog will be guarding;
 - b) the approximate hours during which the dog will be performing guard duties;
 - c) the age, sex, breed and dog licence number of the dog; and
 - d) the full name, address and telephone number of the owner and any other individual who will be responsible for the dog while it is on guard duty.
- 9.4 Should any of the information provided under section 9.3 need to be changed, the owner must communicate the change in writing to the Village Office at least 24 hours before the change occurs.

PART 10 – PROHIBITED ANIMALS

- 10.1 No person may keep an animal in the Municipality:
- a) other than a pet unless permitted under sections 10.2 of this Bylaw;
 - b) that is the product of breeding with a wolf, including a wolf/dog cross.
- 10.2 The prohibition in section 10.1 does not include:
- a) an animal participating in or forming part of any lawful parade, circus, show or other public demonstration; or
 - b) an animal being driven or conveyed through and beyond the Village.

PART 11 – EXEMPT ANIMALS

11.1 An animal:

- a) used by government law enforcement agencies is exempt from this Bylaw;
- b) used as a guide animal pursuant to the *BC Guide Animal Act* is exempt from the licensing fees set out in the Village of Lions Bay Fees & Charges Bylaw #462, 2014.

PART 12 - SEIZURE AND IMPOUNDMENT

12.1 An Animal Control Officer may seize and impound:

- a) any dog that has not been licenced in accordance with this Bylaw;
- b) any animal unlawfully at large; and
- c) any dog on unfenced land and not securely tethered or contained.

12.2 An Animal Control Officer may immediately convey any animal seized and liable to impoundment under this Bylaw to the pound.

12.3 Where the owner of an animal which has been seized and impounded under this Bylaw is known to, or can be identified by the Animal Control Officer, the Animal Control Officer shall notify the owner, by telephone or by mail addressed to the last known address of the owner, of the fact that the animal has been seized and impounded under this Bylaw and that the animal will be sold, destroyed or otherwise disposed of by the Village after the expiration of 72 hours from the date the notice was received by the owner unless, in the meantime, the animal is reclaimed. For the purpose of this Bylaw, notice by mail shall be deemed to be received by the owner after expiration of three days from the date the notice was mailed and notice by telephone shall be deemed to be received by the owner the day notice is left on the voice mail of the owner's telephone.

12.4 Where the owner of an animal which has been seized and impounded under this Bylaw is not known to, and cannot be identified by, the Animal Control Officer shall cause notice of the seizure and impoundment to be posted on the public notice board at the Village Post Office and the pound. Such notice shall set out particulars of the impounded animal, the date of seizure and impoundment of the animal, and that the animal will be sold, destroyed, or otherwise disposed of by the Village after the expiration of 72 hours from the date of the notice unless, in the meantime, the animal is reclaimed.

12.5 An owner of an animal seized and impounded under this Bylaw, or any person authorized in writing on the owner's behalf, may redeem the impounded animal at any time prior to its sale, destruction, or disposal under this Bylaw upon:

- a) delivery to the Pound Keeper of evidence satisfactory to the Pound Keeper of ownership of the impounded animal;
 - b) payment of the penalty and fees, costs, and charges incurred in respect of the seizure and impoundment of the animal as set out in the Village of Lions Bay Fees & Charges Bylaw No. 462, 2014.
 - c) where the impounded animal is required to be licenced pursuant to this Bylaw and is not licenced, payment of the fee as set out in the Village of Lions Bay Fees & Charges Bylaw, No 462, 2014.
- 12.6 Where an animal that has been seized and impounded under this Bylaw has not been redeemed, the Pound Keeper may, after the expiration of the notice periods established under this Bylaw, offer the impounded animal for sale or adoption.
- 12.7 Where the Pound Keeper is unable or considers it undesirable to effect the sale or adoption of an animal that has been seized and impounded under this Bylaw, or where an impounded animal has been offered for sale or adoption but has not been sold or adopted, the Pound Keeper shall destroy or otherwise dispose of the animal.

PART 13 – POUND OPERATION

- 13.1 The Council may establish, maintain and operate facilities for the impounding of animals at any place and upon any premises as the Council may by resolution determine.
- 13.2 The Council may appoint a person as Pound Keeper to operate such Pound, or may enter into an agreement with any person, corporation or society to operate a Pound and to act as Pound Keeper.

PART 14 – DUTIES OF POUND KEEPER

- 14.1 The Pound Keeper shall maintain records which include:
- a) a description of every animal seized and impounded under this Bylaw and the date and time each animal was received by the pound;
 - b) the name of the person or persons taking or sending any animal to be impounded;
 - c) the date and time each animal impounded was redeemed, sold, destroyed, or otherwise disposed of by the Pound Keeper;
 - d) the name of every person redeeming any animal and the amount paid by such person;

- e) the name of every person purchasing any impounded animal and the amount paid by such person; and,
- f) the amount of impoundment and maintenance fees, costs, and charges connected with each impounded animal.
- g) inspection

PART 15 – POWERS OF THE ANIMAL CONTROL OFFICER

- 15.1 An Animal Control Officer may enter on any property at any reasonable time for the purpose of ascertaining whether the regulations and requirements of this Bylaw are being observed.
- 15.2 An Animal Control Officer may seize any animal that he or she considers is suffering from an incurable disease or life threatening injury and destroy, or cause to destroy, that animal upon certification of the animal’s condition by a licenced veterinarian.

PART 16 – NO INTERFERENCE

- 16.1 No person shall obstruct or interfere with an Animal Control Officer in the performance of his or her duties under this Bylaw.

PART 17 – OFFENCES AND PENALTIES

- 17.1 This bylaw is designated under section 264(1)(a) of the Community Charter as a bylaw that may be enforced by means of a municipal ticket information under the Community Charter, and is also designated under section 4 of the Local Government Bylaw Notice Enforcement Act as a bylaw that may be enforced by means of a bylaw notice.

READ A FIRST TIME	{}
READ A SECOND TIME	{}
READ A THIRD TIME	{}
ADOPTED	{}

Mayor

Corporate Officer

VILLAGE OF LIONS BAY

Incoming Correspondence - February 27, 2014

- 1 G - 140211 City of Richmond re District Commander for RCMP.pdf
- 2 G - 140217 Office of the Lieutenant Governor re Community Music Program.pdf
- 3 G - 140203 Skeena-Queen Charlotte Regional Dist re Bc Ferries Service Cuts.pdf

- 1 R - 140224 email from resident re Kayak classes & Trail Run .pdf
- 2 R - 140226 email from resident re removal of garbage bin .pdf
- 3 R - 140226 email from resident re removal of garbage bin .pdf
- 4 R - 140226 email from Chair LB Bear Smart Committee re removal of garbage bin .pdf
- 5 R - 140226 email from resident re removal of garbage bin .pdf

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City of Richmond

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

Malcolm D. Brodie
Mayor

6911 No. 3 Road,
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

February 11, 2014

Mayor Brenda Broughton
Village of Lions Bay
PO Box 141 - 400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor Broughton:

Re: Lower Mainland District Commander for the RCMP

As Assistant Commissioner Norm Lipinski recently assumed the position of Criminal Operations Officer – Core Policing, Deputy Commissioner Craig Callens, Commanding Officer of E Division, has commenced the process to select the new Lower Mainland District Commander. A cross-Canada RCMP posting is complete and will be followed by a structured internal RCMP interview process.

Currently, Mayor Derek Corrigan, as Chair of the Lower Mainland Mayors' Consultative Forum, Mayor Dianne Watts, as Co-Chair of the Local Government Contract Management Committee and I, as a member of Committee will be included in interviewing the top-rated candidates, so that we may provide input into the selection from a municipal perspective. Following this step, Policing Services Division and the Commissioner of the RCMP will each play their role the final candidate selection.

If you would like to discuss this matter or make comments, I would be pleased to speak with you. Please call me at 604-276-4123, should you have input on this process.

Yours truly,

Malcolm D. Brodie
Malcolm D. Brodie
Mayor

pc. Mayor Dianne Watts
Mayor Derek Corrigan

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Lions Bay Reception

VILLAGE OF LIONS BAY

From: Easton, Willow FIN:EX <Willow.Easton@gov.bc.ca>
Sent: Monday, February 17, 2014 4:00 PM
To: Lions Bay Reception
Subject: New Community Music Program from the Lieutenant Governor
Attachments: Letter15022.pdf; SingMeASongEntry.pdf

FILE TO I/C
 FILE TO PROPERTY FILE
 OTHER

Hello:

Attached is a letter to your Mayor regarding a new community music program from the Lieutenant Governor. A hard copy of the letter has also been mailed.

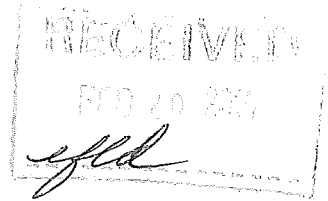
Should you have any questions or would like further details please do not hesitate to contact us.

Thank you,

W i l l o w E a s t o n
Programmes and Events Assistant
Office of the Lieutenant Governor
Government House
1401 Rockland Ave
Victoria BC V8S 1V9
T: 250-356-0927
F: 250-387-2077
[HTTP://WWW.LTGOV.BC.CA](http://www.ltgov.bc.ca)



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Private Secretary to the Lieutenant Governor

February 14, 2014

Her Worship Brenda Broughton
Mayor of the Village of Lions Bay
Box 141
Lions Bay, British Columbia
V0N 2E0

Dear Mayor:

The Honourable Judith Guichon, Lieutenant Governor of British Columbia, is pleased to present a new program to promote music and community spirit across the province. "Sing Me A Song" is an opportunity for musical groups of all ages and genres to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017. Groups are encouraged to write a song about what Canada's 150th birthday means to them or their community. Each entry will be reviewed by a panel of musicians from around the province and an award of \$1,000 will be granted annually in each of three age categories. Entries will be posted on the Lieutenant Governor's website and YouTube channel, *Sing Me A Song BC*, to be viewed by all British Columbians.

Her Honour has asked that I write this letter of introduction to her new program with the hopes you will forward this information on to relevant individuals and groups and encourage your community's participation. A copy of the entry form containing the song submission criteria is attached. A digital copy of the form and further information is available online at the Lieutenant Governor's website at www.ltgov.bc.ca.

Whether it is a school or community choir or other amateur musical group, Her Honour looks forward to showcasing your community's musical spirit across British Columbia.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Hammond".

James W. Hammond, OMM, CD
Private Secretary

Enclosure



ENTRY FORM

The Lieutenant Governor of British Columbia invites groups to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017.

Name of Group: _____

Contact Name: _____

School/Organization: _____

Address: _____ City: _____ Postal Code: _____

Telephone: _____ Email: _____

Criteria:

- Original song written and performed by a British Columbia based amateur or community group with a minimum of 15 voices;
- Songs should be inspired by:
 - What our country, province, or community means to the participants; or
 - How their community, place or group reflects the values, accomplishments and spirit of Canada on its 150th birthday.
- Musical accompaniment is welcome to supplement the 15 voices;
- The song must not exceed 5 minutes in length;
- The video or audio file of the song must be submitted in a YouTube compatible format along with a copy of the written lyrics to www.ltgov.bc.ca by May 7, 2014. Audio files must be accompanied by a photo of the group and video files must include at least one visual of the group;
- By submitting the song you grant permission for Government House to post songs and images online and in the media. It is the responsibility of the submitting group to ensure all members of the group have agreed to the terms and conditions in the submission waiver;
- One song submission per group.

Judging Criteria: The songs will be judged on originality, musicality and spirit.

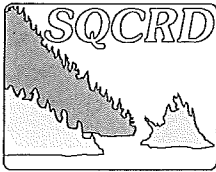
Award Category: (An award of \$1,000 will be presented in person by the Lieutenant Governor in each of the following categories)

- Members of the group are under the age of 11
- Members of the group are under the age of 16
- Open Category – no age restrictions

**Please submit your entry form as soon as possible to enroll in the program.
Songs must be submitted by May 7, 2014**

1401 Rockland Avenue, Victoria, British Columbia V8S 1V9

Website: www.ltgov.bc.ca Email: ghinfo@gov.bc.ca Tel: 250-356-0927



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

3

FILED
FEB 20 2014
JLD

February 3, 2014

Village of Lions Bay
Box 141
Lions Bay, BC
V0N 2E0

Dear Councillors/Board:

Re: BC Ferries Service Cuts

On behalf of the Skeena-Queen Charlotte Regional District (SQCRD) Board, I am writing in regards to the BC Ferries service cuts and fare increases, announced by the Province of BC on November 18th, 2013.

The Board is undivided in its concern over the rising costs and the proposed reduction in ferry services to coastal communities. In many of our communities, affordable ferry service is as necessary as the highway systems to the remainder of B.C. As a vital transportation link throughout the province, BC Ferries has a significant influence on both our local and provincial economies, and is integral to the daily functioning of many of our residents and businesses.

The BC Ferry Coalition, an ad hoc steering committee of allied residents from coastal communities around B.C., has already completed a mass rally in opposition of the cuts and is encouraging B.C.'s coastal residents to write letters to the Premier describing how the proposed service cuts and higher fares will affect their families and communities. For instance, many hotels across the province have already shown concern over the sustainability of their business, as they are seeing an unprecedented amount of booking cancellations brought on by the BC Ferries service cuts.

The coalition is gaining support from an array of coastal residents, as well as local governments, private industry and businesses, chambers of commerce, and other stakeholders. The SQCRD Board strongly supports the BC Ferry Coalition and its continued efforts in opposing the recent BC Ferries service cuts and fare increases.

To date, the SQCRD has been unsuccessful in scheduling a meeting with Premier Christy Clark to further discuss the myriad of problems surrounding this issue. Moving forward, we request that you show your support against the ferry service cuts by:

1. Writing to the Premier

Writing letters to the Premier, requesting that she schedule a joint-meeting with local governments and First Nations to further discuss this issue. Additionally, copy your letters to the SQCRD and the BC Ferry Coalition.

2. Supporting the BC Ferry Coalition

Because the BC Ferry Coalition is actively carrying out valuable work toward opposing the service cuts and fare increases, I would request that each Council or Board support the coalition in its endeavours by conveying their support by way of a resolution or letter to the coalition.

If you have any further questions, comments or concerns, please do not hesitate to contact the SQCRD.

Thank you for your consideration in this matter.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT



Barry Pages
Chair

Attachments: 2

Cc: Skeena-Queen Charlotte Regional District Board
BC Ferry Coalition

Attachment 1

Resolution from the January 24, 2014 Skeena-Queen Charlotte Regional District Board Meeting

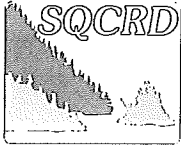
014-2014

MOVED by Director Ashley, SECONDED by Director Kinney, that the Board support the BC Ferry Coalition.

I hereby certify that this is a true and correct copy of Resolution No. 014-2014 made by the Board of the Skeena-Queen Charlotte Regional District on the 24th day of January, 2014.

Dated at Prince Rupert, BC this 24th day of January, 2014.

Daniel Fish
Deputy Corporate Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

Attachment 2

January 31, 2014

Office of the Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria BC V8W 9E1

Attention: Honourable Premier Christy Clark

Dear Premier Clark:

Re: BC Ferries Service Cuts

On behalf of the Board of the Skeena-Queen Charlotte Regional District (SQCRD), I am writing to request a joint-meeting with you, and other affected communities in the province, to discuss the recent BC Ferries service cuts and the serious and detrimental impacts that they will have in our communities.

The Skeena-Queen Charlotte Regional District Board is categorically opposed to the position that the Province of BC has taken in regard to the BC Ferries service cuts and fare increases. Furthermore, the Board is supportive of the BC Ferry Coalition and its continued efforts to oppose these cuts and fare increases.

I look forward to hearing from you shortly about your availability to schedule this meeting. In the meantime, if you have any questions please feel free to reach me through the contact information provided.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

:df

Lions Bay Reception

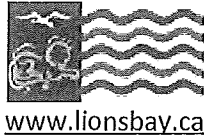
From: Mandy Koonts
Sent: Monday, February 24, 2014 12:30 PM
To: Lions Bay Reception
Subject: FW: A Couple Ideas

①
VILLAGE OF LIONS BAY
FILE TO I/C
FILE TO PROPERTY FILE
OTHER

Please add to correspondence.
Thanks.

Mandy Koonts
Municipal Coordinator

(604) 921-9333 ext. 103



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

From: Jon Wescott
To: Brenda Broughton
Sent: Sunday, February 23, 2014 3:59 PM
Subject: A Couple Ideas

Hi Brenda,

I've been tossing two ideas around in my head (and bounced off a couple people already) that I want to run by you. I had wanted to apply for a community grant to help create some "enticements" for people to participate, but I didn't get to it.

The first idea is to run perhaps 4 identical sea kayak safety & rescue classes - for free - before the paddling season gets into full swing. I wanted to offer the same class on 4 different evenings of the week so that if someone couldn't make it on a particular night, he/she would have other options. All I would need from the village is beach access and, ideally, the picnic table down near the beach for a gathering area. Participants would need their own boats, etc. The goal of the class would be to give people safety concerns to consider before going paddling and to teach or help refresh assisted and self-rescue techniques (not including rolling instruction.)

The other thing I would like to do is have a trail run from Centennial Trail (probably starting and finishing at the school field) up the Harrison trails, around Trudi's and back. I'd need village approval for this. In "preparation" for this, I was considering offering 3 trail running workshops, one on running uphill, one on running downhill and the third on putting it all together. I'll need volunteers at some of the intersections and I'd need to flag the route out. I was considering giving out a quarter pound of fresh-roasted coffee to all participants and Galileo Coffee has offered me the opportunity to go down and roast it w/the help of one of their employees (I have a little roaster of my own and am touch w/Jasmine who works at Galileo - she sets me up w/my beans.) At this point, I think I just need the village's initial "nod" if it's something I might be able to do pending whatever legal, insurance, etc. related hurdles. If I get this nod, I was going to check w/an organization about what it takes to run such an event and get some ideas, tips, etc. Also, I wouldn't be charging participants, though I was planning on "suggesting" a \$10 donation that would a) go towards defraying any costs and b) any proceeds resulting would go to the trails group. Not that I think I'll get 30 runners, but I was going to limit it to this number.

The community grants I would have asked for would have been for maybe some munchies/refreshments for the kayaking people - again enticing them to come - and for the raw coffee beans, possible flagging tape (though that shouldn't be expensive), and any other costs to running the race. I guess I could have the ambulance service "on alert" that day. I do have a number of highly-qualified first aid-certified friends I could ask to help - maybe 1 or 2 would volunteer to be out on the course that day.

I see both events as a way of giving back to the community. Any thoughts?

Thanks!

Jon

Lions Bay Reception

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

From: [REDACTED]
Sent: Wednesday, February 26, 2014 9:21 PM
To: Village of Lions Bay
Subject: RE: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

What are we going to do if we are not here on garbage day? we frequently face this problem during the spring/summer/fall when we go to our cabin [REDACTED] for the weekends, we always had deposited our HOUSEHOLD GARBAGE prior to our departure in that bin... and now what? it is not a solution to buy the extra sticker ... for what if the problem is that we are not here on that particular pick up day (friday)? and on top of that we never have more than the allowed garbage!!!... Many years ago, when the garbage day was changed to fridays, we never said a "bu" because we had the solution of that particular bin, but now what? We NEED a SOLUTION.
We imagine we are not the only ones in this impass, If you are installing cameras in the area in order to catch the culprits, then..why are you punishing the obeying citizens?

Regards
[REDACTED]
[REDACTED]

From: Village of Lions Bay [mailto:epost@lionsbay.ca]
Sent: February-25-14 4:10 PM
To: undisclosed-recipients:
Subject: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Please be advised that the area to the east of the Klatt Building is under video surveillance and signs are in the process of being installed to indicate such. The capturing of images is a direct result of the ongoing issue of illegal dumping at this site.

Please also note the Smithrite Dumpster Bin currently located at this site is scheduled for permanent removal on Friday, February 28, 2014. Residents requiring pickup of extra garbage on pickup days can purchase a sticker from the Village Office for \$4 for each extra garbage bin.

Thank you

Grant McRadu – Interim CAO

**The Village of Lions
Bay**

Municipal Services Team
400 Centre Road Box 141
Lions Bay BC V0N 2E0 Canada

Phone: 604-921-9333 x100
Fax: 604-921-6643
www.lionsbay.ca



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OTHER
③

Lions Bay Reception

From: Lions Bay Reception
Sent: Wednesday, February 26, 2014 9:53 AM
To: _____
Subject: RE: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Your comments will be forwarded to Mayor and Council.

Thank you

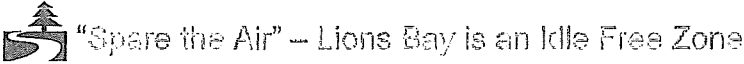
Susan Loutet - Administrative Assistant

reception@lionsbay.ca

**The Village of Lions
Bay**

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

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From: _____
Sent: Tuesday, February 25, 2014 6:49 PM
To: Village of Lions Bay
Subject: Re: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Thank you for the email. Such a shame.

Are any new arrangements going to be made for garbage disposal when you are heading out of town?

Thanks,

On Feb 25, 2014, at 4:09 PM, Village of Lions Bay <epost@lionsbay.ca> wrote:

Please be advised that the area to the east of the Klatt Building is under video surveillance and signs are in the process of being installed to indicate such. The capturing of images is a direct result of the ongoing issue of illegal dumping at this site.

Please also note the Smithrite Dumpster Bin currently located at this site is scheduled for permanent removal on Friday, February 28, 2014. Residents requiring pickup of extra garbage on pickup days can purchase a sticker from the Village Office for \$4 for each extra garbage bin.

Thank you

Grant McRadu – Interim CAO

**The Village of Lions
Bay**

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Lions Bay BC V0N 2E0 Canada

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Lions Bay Reception

VILLAGE OF LIONS BAY
FILE TO US
FILE TO PROPERTY FILE
OTHER

From: Lions Bay Reception
Sent: Wednesday, February 26, 2014 9:51 AM
To: [REDACTED]
Subject: RE: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Your reply to this epost will be reviewed by Mayor and Council

Thank you

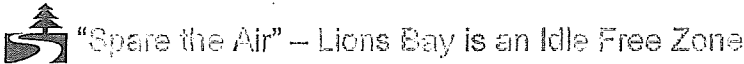
Susan Loutet - Administrative Assistant

reception@lionsbay.ca

The Village of Lions Bay

Municipal Services Team
400 Centre Road Box 141
Lions Bay BC V0N 2E0 Canada

Phone: 604-921-9333 x100
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From: Norma Rodgers [REDACTED]
Sent: Tuesday, February 25, 2014 9:24 PM
To: Village of Lions Bay
Cc: Council @ Lions Bay; [REDACTED]; Mandy Koonts
Subject: Re: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Staff and Council,

As Chair of the Lions Bay Bear Smart Committee I will repeat our mandate to ensure the Village continues to follow the Bear Smart principles that Lions Bay committed to in 2007. An important part of this Provincially funded Bear Smart program (Lions bay received \$17,000.) is to store garbage in a manner that is inaccessible to bears and other wildlife.

The committee worked hard to establish a bear proof dumpster in a central location since many homes have no basements or enclosed garages and travelling residents needed to dispose of their garbage when absent on pick up day. The bear proof dumpster at the Fire Hall provided a place to dispose of bear attractants when garbage storage was a problem for homeowners. A sticker that allows for additional garbage on pick up day does not address these issues. It is very disappointing that a few residents or contractors have abused this amenity and I understand the need to rectify the situation. If the dumpster must be removed there needs to be a discussion about another location for a public bear proof dumpster prior to the bears' return in early spring.

I look forward to staff and Council working with the Bear Smart Committee to create a solution for residents with garbage storage challenges.

Norma

From: Village of Lions Bay

Sent: Tuesday, February 25, 2014 4:09 PM

Subject: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Please be advised that the area to the east of the Klatt Building is under video surveillance and signs are in the process of being installed to indicate such. The capturing of images is a direct result of the ongoing issue of illegal dumping at this site.

Please also note the Smithrite Dumpster Bin currently located at this site is scheduled for permanent removal on Friday, February 28, 2014. Residents requiring pickup of extra garbage on pickup days can purchase a sticker from the Village Office for \$4 for each extra garbage bin.

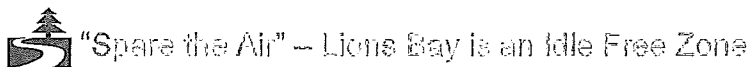
Thank you

Grant McRadu – Interim CAO

**The Village of Lions
Bay**

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Lions Bay Reception

VILLAGE OF LIONS BAY
FILE TO
OTHER
FILE TO PROPERTY FILE

From: Lions Bay Reception
Sent: Wednesday, February 26, 2014 9:55 AM
To: _____
Subject: RE: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

Your comments will be forwarded to Mayor and Council.

Thank you

Susan Loutet - Administrative Assistant

reception@lionsbay.ca

The Village of Lions

Bay

Municipal Services Team
400 Centre Road Box 141
Lions Bay BC V0N 2E0 Canada

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From: _____
Sent: Tuesday, February 25, 2014 6:07 PM
To: Village of Lions Bay
Subject: Re: Klatt Building area under Surveillance AND Smithrite Garbage Bin Removal

This step is unfair to those who have used the dumpster legally. Because of surgeries and medical problems, I have often had to use the dumpster for my kitchen waste which I took down in small amounts. At times I could not lift more than 5 pounds. Having a sticker for the pickup of extra garbage on a Friday does not solve my problem of needing to dispose of my kitchen waste in small amounts.

I know that people were disposing of illegal stuff in there as I saw all kinds of items.

Please tell me what I can do about disposing of my kitchen garbage in small amounts.

Thank you, _____

On 2014-02-25, at 4:09 PM, Village of Lions Bay wrote:

Please be advised that the area to the east of the Klatt Building is under video surveillance and signs are in the process of being installed to indicate such. The capturing of images is a direct result of the ongoing issue of illegal dumping at this site.

Please also note the Smithrite Dumpster Bin currently located at this site is scheduled for permanent removal on Friday, February 28, 2014. Residents requiring pickup of extra garbage on pickup days can purchase a sticker from the Village Office for \$4 for each extra garbage bin.

Thank you

Grant McRadu – Interim CAO

**The Village of Lions
Bay**

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**SAUCE FOR THE GANDER:
CONFLICT OF INTEREST FOR ELECTED OFFICIALS AND EMPLOYEES**

DECEMBER 3, 2010

Stephanie James and Joanna Track

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SAUCE FOR THE GANDER: CONFLICT OF INTEREST FOR ELECTED OFFICIALS AND EMPLOYEES

I. INTRODUCTION

Most local government elected officials and employees are aware that the *Community Charter* contains a comprehensive set of rules with respect to the management of officials' conflicts of interest. While these provisions undoubtedly serve to improve public confidence in the administration of local government, the phrase "conflict of interest" often bears an undeserved stigma. Officials sometimes seem reluctant to address conflicts, perhaps due to confusion about the statutory regime and the consequences of failing to comply with it.

In this paper, we provide a general overview of the conflict of interest provisions of the *Community Charter* applicable to municipal councillors and regional district board members. We review elected officials' disclosure requirements and the resulting list of activities that are prohibited if an official has a conflict of interest, including participation in local government meetings and votes, inside and outside influence, and the use of confidential information.

Of course, elected officials are not the only local government actors who may find themselves in situations involving conflicting loyalties. In the second portion of this paper we highlight the duties of employees that generally mirror those provisions of the *Community Charter* applicable to similar misconduct by elected officials. Evidently, what is sauce for the goose is sauce for the gander.

Last, we discuss some specific conflict of interest rules found in the *Society Act*, the *Business Corporations Act* and the *Criminal Code*, which apply to both local government elected officials and employees.

II. CONFLICT OF INTEREST AND THE LOCAL GOVERNMENT ELECTED OFFICIAL

A. Introduction to Conflict of Interest: The Legislative Framework

The rules in Division 6 of Part 4 of the *Community Charter* provide a procedure for elected officials to declare both pecuniary and non-pecuniary conflicts to the council or the board, leave the meeting, and refrain from attempting to influence the voting on the question. There is a disqualification penalty for officials who fail to declare a pecuniary interest in a matter. In the case of a non-pecuniary conflict, the statute provides no individual consequences for the member but the decision of the council or the board may be vulnerable, particularly where the member casts a deciding vote. Division 6 of Part 4 of the *Charter* also applies to regional districts (see section 787.1(1) of the *Local Government Act*).

Rather unfortunately, the conflict of interest provisions of the *Charter* are often viewed by elected officials as punitive provisions designed to stigmatize those who find themselves in

conflict of interest situations. This perception has led some elected officials to avoid making a conflict of interest declaration when one is clearly required, in order to avoid the stigma associated with making a declaration. In fact, the conflict of interest provisions are procedural rules designed to acknowledge that elected officials who have been actively engaged in their communities in a range of capacities will inevitably encounter conflict of interest situations, through which they require clear statutory procedures to navigate.

B. Disclosure of Conflict of Interest

Subsection 100(2) of the *Community Charter* generally prohibits an official from participating in matters in which he or she has either a pecuniary or “another” conflict of interest:

100(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- (a) a direct or indirect pecuniary interest in the matter, or
- (b) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

The *Charter* does not actually define conflict of interest situations, merely requiring that officials who find themselves in such situations conduct themselves in a prescribed way. Subsection 100(2) applies to both direct and indirect pecuniary interests and to non-pecuniary interests.

Pecuniary Conflict of Interest

A pecuniary interest is a financial interest. A direct pecuniary interest would include, for example, the interest of an official in a business licence application for a business of which she is the owner. An indirect pecuniary interest would include, for example, the interest of an official in a business licence application for a business of which her financially dependent son is the owner.

In determining whether a pecuniary interest exists, the court will construe sections 100 to 102 of the *Charter* “in a manner which is consistent with the apparent intent of the Legislature to hold councillors to a high level [of] objectivity free of pecuniary interest” (*Godfrey v. Bird*, 2005 BCSC 626).

Non-Pecuniary Conflict of Interest

Non-pecuniary interests exist at common law where a member of the public with knowledge of the relevant facts would conclude that the personal interest of an official is capable of influencing his or her vote one way or another. The general language in subsection 100(2)(b) has been broadly interpreted by courts to uphold the key principle of natural justice that no person should be a judge in his or her own case. The common law test for a disqualifying non-pecuniary conflict of interest is found in the Supreme Court of Canada's decision in *Old St. Boniface v. Winnipeg* (1990), 75 D.L.R. (4th) 385. Discussing the impact of an elected official's personal interest, the Court held:

It is not part of the job description that municipal councillors be personally interested in matters that come before them beyond the interest that they have in common with the other citizens in the municipality. Where such an interest is found, both by common law and by statute, a member of Council is disqualified if the interest is so related to the exercise of public duty that a reasonably well-informed person would conclude that the interest might influence the exercise of that duty. This is commonly referred to as a conflict of interest.

It is important to note that the above test is not whether the interest "would" influence the official. Rather, the test is whether a reasonable person would think that the interest "might" influence the official. The test turns on the appearance of bias, not whether there is evidence of actual bias. If an informed, reasonable person could view that official's personal interest as capable of affecting his or her judgment, then the personal interest test is met and there is an apprehension of bias sufficient to constitute "another" conflict of interest. It is irrelevant that an official feels he or she can be open-minded and fair.

When looking at whether a reasonable person would conclude that the interest might influence the elected official, a Court is likely to consider how substantial the outside interest is, how unique it is to the official (i.e. does the rest of the community hold the same interest) and how directly connected it is to the subject matter before the council or board for consideration. These three variables were articulated by the B.C. Supreme Court in *Watson v. Burnaby* (1994), 22 M.P.L.R. (2d) 136, where the Court found a councillor who was also a Mason did not have a disqualifying conflict of interest when a historical society requested City approval to construct a replica Masonic lodge on City-owned lands. The Court noted that the councillor was not a member of the historical society, the building was more connected to City history than to Masonic history, and that the building would be beneficial to all residents of the City regardless of their religious or other affiliations.

C. Restrictions on Participation

The *Community Charter* requires an elected official attending at a meeting who considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter due to a conflict, to declare the conflict and to state “in general terms” the reason that he or she considers a conflict exists. The minutes of the meeting must record the statement, including the reason, as well as the time of the member’s departure from and return to the meeting. The member must then leave the meeting and must not do anything referred to in subsection 101(2):

101(2) The council member must not:

- (a) remain or attend at any part of a meeting referred to in section 100(1) during which the matter is under consideration;
- (b) participate in any discussion of the matter at such a meeting;
- (c) vote on a question in respect of the matter at such a meeting; or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

Thus, the member must leave the meeting and must not participate in any way or attempt to influence the voting on the matter. These rules prevent the member from remaining in the meeting room during the discussion of the matter in any capacity, although he or she may remain in the building. The mayor or chair or other person presiding at the meeting has a duty to ensure that the member is not present during the discussion of the matter in question.

It is significant to note that the restrictions on participation apply regardless of whether or not the official has made the required declaration under section 100(2).

Section 101(3) provides that a person who contravenes the restrictions contained in subsection (2) and participates in council or board business with respect to a matter in which he or she has a pecuniary conflict of interest is subject to disqualification from office. An official who participates in council or board business in which he or she has a non-pecuniary conflict of interest (“another” interest) is not subject to disqualification but his or her vote may be discounted and therefore any decision on the matter could be rendered void.

An elected official who declares a conflict of interest and subsequently receives legal advice to the effect that he or she does not in fact have a conflict of interest may withdraw a declaration made under subsection 100(2) and resume participation. This provision permits an official to participate when the matter comes up again at a subsequent meeting, and seems designed to encourage officials to err on the side of caution in their initial assessments of whether they have a conflict of interest, as the declaration is ultimately revocable.

D. Restrictions on Inside and Outside Influence

The *Charter* prohibits attempts by elected officials to influence decisions, recommendations, or other actions by an officer or employee or a delegate of the council or board, on a matter in which he or she has a direct or indirect pecuniary interest. Section 102 reads:

102(1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken

- (a) at a meeting referred to in section 100(1) *[disclosure of conflict]*,
- (b) by an officer or an employee of the municipality, or
- (c) by a delegate under section 154 *[delegation of council authority]*,

if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

Elected officials are also prohibited from using their office to influence decisions made by persons outside the local government organization. Section 103 provides that a member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates. The typical example of using one's office inappropriately in such matters is lobbying an external decision-maker in a letter written on the local government's letterhead, or sending one's local government business card with a letter written on personal letterhead. The scope of the prohibition is very broad and includes making representations to any governmental or non-governmental decision-maker in a matter in which one has a financial interest.

Both sections 102 and 103 go on to provide that a person who contravenes that section is disqualified from holding office, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

E. Exceptions To Conflict Restrictions

According to section 104 of the *Charter*, the conflict of interest rules found in sections 100 to 103 do not apply if certain circumstances apply, meaning that the obligation to disclose a conflict, the restrictions on participation, and the prohibitions on inside and outside influence do not apply in prescribed circumstances:

104(1) Sections 100 to 103 do not apply if one or more of the following circumstances applies:

- (a) the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally;
- (b) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;
- (c) the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
- (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;
- (e) the pecuniary interest is of a nature prescribed by regulation.

As per subsection (a), the conflict of interest rules do not apply in the case of a pecuniary interest that an elected official has in common with electors of the local government generally, and an equivalent exception may be applied in relation to common law conflicts. This exception is often called the “community of interest” exception, and is described as a “matter of practical necessity as well as communal democracy” (*Guimond v. Sornberger*, [1980] A.J. No. 650). The standard example of this exception is the adoption of the annual property tax bylaw under section 197 of the *Charter*, a matter in which every official who owns real property within the local government has a direct pecuniary interest.

Although the courts have not defined precisely what will constitute a sufficient community of interest so as to excuse a pecuniary conflict, the decision in *Godfrey v. Bird*, 2005 BCSC 626 does provide some helpful parameters for consideration. The case concerned a council member (Mr. Bird) who worked as a real estate agent and had numerous business associations with a developer. One of the council matters in which Mr. Bird participated was a zoning amendment

application affecting 48 properties, including one that Mr. Bird planned to sell to the developer. The municipality had received a legal opinion that, in general, if there are fewer than 100 parcels in an affected area, council members who had an interest in that area should not assume that there is a sufficient community of interest such that subsection 104(1)(a) would apply to them. Mr. Bird participated in the discussion of and voting on the application and, in proceedings commenced by a group of electors to declare his Council seat vacant, attempted to rely on the “community of interest” exception. The Court concluded:

Similarly, I can not reach the conclusion that Mr. Bird was correct in concluding that he could participate because he had an interest which was “in common with the electors of the municipality generally”. Sections 100 through 103 of the Act do not apply if there is a finding that a councillor has a pecuniary interest and if the Court can also conclude that the pecuniary interest is “in common with the electors of the municipality generally”. I find that, if Mr. Bird did have direct or indirect pecuniary interest, then that pecuniary interest was not “in common with the electors of the municipality generally”. Mr. Bird knew throughout that it was the opinion of the solicitors for the District that, in order for a councillor to have a pecuniary interest in common with the electors of the District generally, it would be necessary for the pecuniary interest to relate to in excess of 100 properties. To the knowledge of Mr. Bird, the Ardmore Property was one of less than 50 properties within the District that were being considered by the Committee and Council. Without assuming that less than 100 properties in any municipality will mark the boundary between an interest “in common with the electors of the municipality generally” and an interest which is not “in common”, I am satisfied that the solicitors for the District were correct in concluding that 100 properties would be the appropriate “boundary” for this District.

The Court’s qualification on the application of a “100 properties” guideline for the community of interest exception is likely an acknowledgment that the guideline may vary with the population of the community. North Saanich, the community in question in *Godfrey*, had a population of approximately 11,000.

As per subsection (d), the conflict of interest rules do not apply in respect of a pecuniary interest if it is so remote or insignificant that it cannot reasonably be regarded as likely to influence the official on the matter in question. The “insignificance” exception is also based on the common law and may be difficult to apply, as the courts have found that surprisingly small amounts of money are not insignificant in the context of municipal conflict of interest law.

Subsection 104(2) goes on to provide that, if an official has a legal right to make representations to the council or board in his or her private capacity and is prohibited by the conflict of interest rules from exercising that right, the member may appoint another person to make representations on that member's behalf.

F. Disclosure of Gifts

Related to the restrictions on participating in certain matters where an elected official has a pecuniary conflict of interest, section 105 of the *Charter* provides a general prohibition on accepting a fee, gift or personal benefit that is connected with a member's performance of his or her official duties. Subject to certain exceptions, the receipt of such fees, gifts, or benefits results in disqualification from office, unless the contravention was done inadvertently or because of an error in judgment made in good faith. According to subsection 105(2), the prohibition on accepting gifts does not apply to:

- (a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office;
- (b) compensation authorized by law; or
- (c) a lawful contribution made to a member who is a candidate for election to a local government.

However, according to section 106, if an official receives a gift or personal benefit of a type permitted by subsection 105(2) that exceeds \$250 in value, or the total of such gifts and benefits received from one source in any 12 month period exceeds \$250, the official must file with the corporate officer a disclosure statement indicating the nature of the gift or benefit, its source, when it was received, and the circumstances under which it was given and accepted. A failure to properly disclose such gifts and benefits results in disqualification from office, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

G. Disclosure of Contracts

Under section 107 of the *Charter* current and former elected officials have a duty to report to the local government any contracts with the local government in which they have a direct or indirect pecuniary interest. The local government then has a duty to report the existence of such a contract as soon as reasonably practicable at a council or board meeting that is open to the public.

If an official fails to report the existence of a contract, he or she is disqualified from holding office, unless the contravention was done inadvertently or because of an error in judgment made in good faith. However, even if an officer does fail to report, the local government is still

responsible for reporting the contract under subsection 107(1). Thus the local government is responsible for knowing, when it enters into the contract, what persons have a direct or indirect pecuniary interest in the contract.

H. Restrictions on Use of Insider Information

Current and former elected officials, regardless of how much time has elapsed since the end of their terms of office, are prohibited from using information that was obtained in the performance of their official duties and that is not available to the general public, to gain or further a direct or indirect pecuniary interest.

The consequence for officials presently in office is disqualification, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Another consequence, which applies to both current and former officials, is found in section 109 of the *Charter*. Section 109 provides for a Supreme Court order that an official who has contravened Division 6 of Part 4 of the *Community Charter* and who has realized financial gain in relation to that contravention must pay to the local government all or part of that financial gain. Either the corporation or an elector may apply for such an order. If an elector makes the application and is successful, the local government must pay the elector's costs in the Rules of Court scale of costs, although the Court may order another party, including the current or former official, to reimburse the local government.

III. CONFLICT OF INTEREST AND THE LOCAL GOVERNMENT EMPLOYEE

We are often asked by local government employees whether the *Community Charter* conflict of interest provisions apply to their conduct. The short answer is no, they do not. While employees are not covered by Part 4, Divisions 6 and 7 of the *Community Charter*, they do have similar codes of conduct regulating their relationships with their local government employers. These codes originate in employees' implied duty of loyalty to their employers and their express duties under their employment contracts and applicable workplace and other professional regulatory statutes.

A. Implied Duty of Loyalty

Courts consistently find that employees (both unionized and non-unionized) owe their employers a comprehensive and broadly defined duty of loyalty. As vestiges of feudal master-servant law, this duty has been characterized in many different ways, including the duty of fidelity or the duty to act in good faith. This duty has been described as:

[...] the implied duty of fidelity provides the courts with a convenient 'catch-all' instrument for protecting the employer's trading and business interests against what is considered, in the circumstances of each case, to be improper and unduly damaging

conduct on the part of the employee. The law in the area can be uncertain and fluid, as the courts seek to strike a balance of proportionality between protecting the interests of the employer, the employee and the general public. (England, G., *Employment Law in Canada*, 4th Ed., Vol. 2, s.11.122)

In short, the duty is to advance the employer's business interests. By extension, an employee cannot advance his or her personal interest to the detriment of the employer's interest. An employee's discharge of this duty is called into question when his or her ability to further the employer's objectives and goals is jeopardized by the existence of a personal relationship or other employment or volunteer activities, by the acceptance of some improper benefit, or by the misuse of the employer's resources, including its confidential information.

Inappropriate Relationships

A review of the municipal conflict of interest cases suggests that elected officials' participation in council or board matters is often challenged on the basis that the official has a conflict of interest because of his or her family or personal relationships. These conflicts can be both pecuniary and non-pecuniary. In the employment context, many conflict of interest policies address these relationships as well. Again, the overriding concern is that employees ought not to be in a position where they might—or a reasonable person thinks they might—advance the interests of a family member or friend rather than those of the employer. Like elected officials, employees are also under disclosure obligations and must promptly and fully inform their supervisors of any conflict situations in which they may find themselves.

For example, in *Toronto* (2002), 107 L.A.C. (4th) (Davie) the City terminated a clerk in its community welfare department for breaches of the City's conflict of interest policy. The City alleged that the clerk, who processed welfare applications, breached that policy by helping her son secure welfare benefits and then by accepting rent from him while he was in receipt of those benefits. The evidence suggested that she misrepresented financial information on her mortgage application, her son's car loan application, and various other financial transactions. The employee said that she had repeatedly disclosed to her supervisors that her son was receiving welfare. The labour arbitrator noted that the employee's alleged partial disclosure, even if it really occurred, still failed to satisfy her duty to fully and frankly disclose all relevant information about a conflict of interest or perceived conflict to her supervisors, which in this case required disclosure of the fact that her son was living with her and paying her rent:

The grievor's response that her supervisors "didn't ask" about these matters does not absolve the grievor's conduct. The fact that a Supervisor did not ask a particular question does not excuse or explain the grievor's failure to be full and frank in her disclosure of the conflict of interest. The requirement to disclose a conflict lies with the employee who has all the facts. In declaring a conflict

of interest an employee cannot be selective about disclosing all the facts, and cannot pick and choose to disclose only that information which the employee thinks is necessary. (para. 72)

A clandestine three year office romance between a manager and someone he supervised led to the manager's employment being terminated with cause in *Carroll v. Emco Corp.*, 2006 BCSC 861, aff'd 2007 BCCA 186. During their romance, Mr. Carroll conducted his girlfriend's performance reviews, awarded her pay increases, imposed discipline on her, and promoted her within the branch. He also repeatedly denied the affair when asked about it by his superiors. The trial judge and the Court of Appeal agreed that his conduct in failing to appropriately address the conflict of interest that arose when he engaged in a personal relationship with a subordinate violated his common law duty of fidelity to the employer.

Conflicting Jobs or Volunteer Activities

Many employees' conflict of interest predicaments arise because of second jobs or volunteer activities, the pursuit of which is at odds with their duty to advance their employers' interests. These cases are often difficult to resolve because courts and arbitrators tend to take a narrow view of an employer's right to discipline or impose other employment sanctions in respect of an employee's off-duty conduct.

In *Ontario* (2006), 153 L.A.C. (4th) 385 (Petryshen), a senior Ministry of Health employee was terminated because of his active involvement in a community foundation he established to voice his concerns about ageism in the delivery of health care services. He persisted with his prominent involvement in the foundation despite repeated demands from the Deputy Minister that he cease such volunteer work because of the Deputy Minister's concerns that it gave rise to a perceived conflict of interest. The employee argued strenuously that the Deputy Minister's demands infringed his rights under the *Charter of Rights and Freedoms*. The arbitrator ultimately concluded that the Ministry's conflict of interest code did violate the employee's *Charter* rights but the policy was a reasonable limit on those rights in the circumstances. The arbitrator was careful to describe the concern as one of a perceived conflict of interest, using language similar to that used by courts when considering allegations of conflict of interest for elected officials:

Although there is no indication that Mr. Globerman's views on how the health care system treats the elderly has an impact on how he performs his duties as a senior financial consultant, a reasonable perception is that the recommendations he makes to senior management in the Ministry might be influenced by his private advocacy role with the Foundation. [...]

The identification of Mr. Globerman as a public servant with the Ministry creates a reasonable prospect that people would believe that the Foundation has an advantage over other charities

because he has access to information and individuals which others outside of Government do not. Whatever his reason for identifying himself as a public servant with the Ministry, a reasonable perception is that the Foundation, his private interest, benefits from such a connection. (paras. 63-64)

Presumably the fact that the employee also lied to the Deputy Minister by stating that he had withdrawn from the foundation when in fact he had not, did little to help his cause. The arbitrator upheld the Ministry's decision to terminate Mr. Globerman.

In *New Westminster* (1991), 18 LAC (4th) 396, the City denied one of its firefighters a promotion based on his ownership of a fire protection supply firm, which the City's hiring panel considered to be in conflict with the duties of the Chief responsible for the department's fire prevention division. Interestingly, the City was fully aware of the side business as the employee had been operating it for several years while working as a firefighter in the City's fire suppression division, but had not developed any express conflict of interest policy during that time. Further, the employee offered to divest himself of all his interests in the company if he was awarded the position. The arbitrator found that no express conflict of interest rule or policy was necessary, and that the employee's late-in-the-day offer to sell his interest in the company would not be enough to resolve the continuing perceived conflict of interest.

In a more recent labour arbitration decision, two public works foremen were terminated when the City learned that they instructed labourers under their supervision to perform work, while on duty, for a client of the foremen's private business (*City of Regina* (2008), 176 L.A.C. (4th) 359 (Stevenson)). The arbitration panel found their conduct constituted time theft and the misappropriation of City resources and materials, all of which were contraventions of the City's code of conduct. However, the arbitration panel found that the City failed to establish evidence of a "widespread problem associated with improper conduct or abuse of the trust relationship". The Panel also concluded that the City had not taken sufficient steps to notify its employees, including the two foremen, of its emphasis on public accountability. The panel reinstated the two employees and substituted six-month suspensions.

In *Rupert v. Greater Victoria School District No. 61*, 2001 BCSC 700, aff'd 2003 BCCA, the court considered whether Mr. Rupert gave the School District just cause to terminate his employment by operating a private company and passing it off as affiliated with or sanctioned by the School District. Mr. Rupert was responsible for all aspects of the School District's international student program. While the Court characterized several things Mr. Roper did in the course of his employment as "clear examples of bad judgment", it was his operation of a private holiday program for participants in the School District's international student program that the Court found gave the School District cause to terminate his employment. He used School District letterhead and documents to help sell these holidays, giving the impression they were School District programs. He also misled his colleagues into thinking the holiday program was part of the School District's international student program so that he could rent facilities

from the School District at reduced rental rates. His acts of misappropriating School District supplies and misleading its students, all the while misrepresenting the nature of the holiday program to his colleagues, constituted serious breaches of his duty of fidelity to his employer. Mr. Rupert's wrongful dismissal claim was dismissed, and the School District's counterclaim for \$45,000 in damages, being the amount of profit Mr. Rupert made from his holiday business, was allowed.

Gifts

In *New Brunswick (Department of Public Safety)* (2008), 172 L.A.C. (4th) 266 (McEvoy), a commercial vehicle inspector and part-time investigative coroner who accepted cash payments from the funeral homes with whom he interacted in the course of his job was disciplined for breaching his duty of loyalty and fidelity. In upholding a relatively minor suspension, the arbitrator noted that the total amount received (\$120, paid \$20 at a time) was minimal and that the employee did not solicit the payments. The employee testified that these occasional payments did not result in him treating the funeral home any differently than he normally would in the execution of his coroner duties. He also stated that the situation was quite unlike the more explicit—and expensive—bribes he was offered, but refused, in the course of his other duties as a commercial vehicle inspector and apparently this was a wide-spread practice amongst the coroners' service. He noted that he had not been charged with any criminal offences arising from the misconduct whereas some of his coworkers had. In light of all of these factors, the arbitrator concluded that the employee's misconduct was not so egregious as to give the employer just cause to terminate his employment.

In the non-union setting, a manager in General Motors' paint shop with 25 years of service was dismissed with cause for accepting a private loan from a client during a time of personal financial distress (*Connolly v. General Motors of Canada*, [1993] O.J. No. 2811 (Ont. Ct. GD)). The trial court dismissed his wrongful dismissal action, finding that his acceptance of the loan violated the plant's extensive conflict of interest policy, which contained an express prohibition on accepting loans from clients or customers. The court noted the following:

1. the fact that the employee did not realize his actions were problematic was, at best, a mitigating factor—the conduct should be viewed objectively;
2. the fact that the customer supplying the loan did not receive any benefit, and the employer did not suffer any quantifiable loss, was irrelevant; and
3. the existence or non-existence of any actual conflict of interest is irrelevant—a possible conflict, or even an appearance of conflict, is equally problematic.

Inside Influence

Employees who exercise discretion in the conduct of their job duties ought not to be involved with processing or adjudicating matters in which they have a direct pecuniary or non-pecuniary interest. For example, a municipal parking control officer was found to have acted improperly in “disposing” of three parking tickets issued to him by his own municipality (*Ottawa* (1993), 34 L.A.C. (4th) 177 (Fraser)). The arbitration panel noted:

We find that the position of parking control officer, and clearly that of a senior officer who may do prosecutions, involves a position of trust. The removal of tickets by the grievor for his own benefit unquestionably constitutes a breach of that trust and, as a consequence, he would no longer be suitable as someone trusted to issue tickets. He is also quite unsuitable to perform any prosecuting function, which is part of a quasi-criminal process requiring not only trust but also an impartial use of the discretion that is normally found in such functions. [...] (para. 13)

In a similar vein, the property assessor who decreased his own property’s assessment and that of his step-mother’s property, decreased his girlfriend’s property assessment, and tampered with his ex-wife’s property assessment by changing the age of the home, eliminating an exemption code and increasing the assessed value, was found to have acted contrary to his implied duty of loyalty and the employer’s code of conduct (*Municipal Property Assessment Corp.* (2008), 170 L.A.C. (4th) 259 (Tacon)). The employee argued that he was just adjusting the property values to preserve “data integrity”. The arbitrator found that even if there was a legitimate error in the properties’ assessments, it was inappropriate and contrary to the conflict of interest policy or code for him to make those adjustments:

[...] the conflict of interest provisions preclude an individual implementing such reassessments even if accurate. The information is to be passed on to an appropriate assessor or manager. To do otherwise is to create a perceived conflict of interest: to an objective viewer, the involvement of an employee in changing data for properties in which he/she has an interest or in which a relative has an interest undermines MPAC’s reputation for impartiality, a core value of the corporation. (para. 68)

Accessing/Disclosing Confidential Information

As discussed above, the *Community Charter* prohibits elected officials from misusing confidential information they receive in the course of their duties as elected officials (ss. 108, 117). Employees are under a similar duty, and violating the duty to maintain an employer’s confidences is often characterized by courts and labour arbitrators as a serious act of

dishonesty that can frustrate the employment relationship, thus giving rise to just cause for discipline and termination.

A municipal employee working in the police detachment learned the hard way that a workplace policy prohibiting unauthorized access to information on the Canadian Police Information Centre (CPIC) database was not to be taken lightly. Contrary to the policy, the employee in *Cape Breton (Regional Municipality)* (2001), 105 L.A.C. (4th) 169 used a police officer's name to run a search on her new boyfriend to see if he had a criminal record. Although the arbitrator overturned the municipality's decision to terminate her employment, a one year suspension was substituted in its place.

An executive assistant working for the ministry responsible for administering a spousal and child support payment enforcement program similarly crossed the line when she ruined a provincial political candidate's campaign by leaking confidential information revealing that he owed substantial support payments. An arbitration panel upheld her dismissal in *Alberta (Department of Justice)* (2006), 154 L.A.C. (4th) 183 (Sims).

A municipal employee in *West Grey Police Services Board* (2005), 146 L.A.C. (4th) 111 (Kirkwood) was terminated for disclosing confidential schematics and other proprietary information she received from one proponent to another in the process of managing a competitive procurement process. She also purposefully slanted her report to the board making the final procurement decision, all apparently with the goal of persuading the board to select the proponent she thought most capable of doing the job. Finding "the legitimacy and the desirability of the goal does not legitimize or make any means acceptable" (para. 127), the arbitrator found that the employee's conduct breached her duty of loyalty to the board and warranted very serious discipline. The arbitrator reinstated the employee but substituted an unpaid suspension from the date of termination to the date of reinstatement, which was over two years.

B. Express Duties

In addition to the implied duties of fidelity, loyalty and good faith, employee conduct is also regulated by various express duties.

Contractual Provisions

Many local government employees have written employment contracts setting out the terms and conditions of the employment relationship. Some contracts contain express language acknowledging the employee's duty to the local government, including provisions restricting the employee's ability to pursue additional employment. Contracts for senior employees often include a restriction on the use of confidential information obtained in the course of employment.

Workplace Statutes

Many employment-related statutes apply not only to local governments in their corporate capacity but also to individual agents of local governments, including their officers and employees. For example, individuals can be found personally liable for breaches of the codes of conduct contained in the *Human Rights Code*, the *Employment Standards Act*, the *Labour Relations Code*, the *Workers Compensation Act* and various other general application statutes that regulate workers and workplaces. A violation of one of these statutes may constitute a conflict of interest under an employer's policies or otherwise constitute a breach of implied or express contractual duties, thereby resulting in adverse employment consequences in addition to any statutory liability.

Self-Regulating Professions

Local government employees who are members of a self-regulating profession also may have express duties under provincial legislation and codes of conduct adopted by their professional organizations. Accountants, architects, building officials, engineers and geoscientists, forest professionals, land surveyors, lawyers, notaries, and police officers and are examples of employees regulated by provincial statutes and codes of conduct adopted by their professional organizations. Planners, while not regulated by a provincial statute, are also subject to a code of conduct as a condition of membership in their professional organization.

For example:

1. The Association of Professional Engineers and Geoscientists of British Columbia's Code of Ethics requires its members to: "act as faithful agents of their clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client."
2. The Planning Institute of British Columbia's bylaws include a Code of Professional Conduct that requires members to: "ensure full disclosure to a client or employer of a possible conflict of interest arising from the Member's private or professional activities."
3. The Building Officials' Association of British Columbia's bylaws include Rules of Professional Conduct that require members to: "discharge all duties owed to the Member's employer, the Province, other members of the profession and the public, honestly, impartially, competently and without interference or undue delay."

To the extent that professional designation or membership in a particular organization is a requirement of a person's job, failure to maintain that designation or membership may amount to cause to discipline or dismiss that employee.

Statutory Decision-Makers

As a result of their independent statutory status, some local government employees have a duty to uphold certain principles or interests that may, on occasion, be at odds with their employers' actual or perceived interests. For example, the office of a subdivision approving officer is a designation independent of a local government and the person holding that office must exercise independent decision-making when performing his or her duties under the *Land Title Act* regardless of that person's affiliation with or employment by a local government. Election officers under the *Local Government Act* and information heads under the *Freedom of Information and Protection of Privacy Act* are similar examples of statutorily required offices often held by individuals otherwise employed by a local government.

While these employees must identify to whom they owe a duty in any given situation, in reality they often perform their dual roles with little friction. This highlights the fact that the wearing of more than one hat, so to speak, does not always result in a conflict of interest and that a case-by-case analysis is necessary to determine when those individuals cannot or should not be involved with a particular decision.

C. Consequences of Breaches of the Duty of Loyalty

As the above cases and labour arbitration decisions highlight, an employee whose conduct is at odds with his or her duty to the employer faces negative employment consequences. Like the elected official who might be disqualified from holding office for violating the *Community Charter's* code of conduct, an employee who engages in activity that is found to be an impermissible conflict of interest might be terminated on a with cause basis. Particularly in the union setting, lesser discipline (such as a warnings, or a suspension) may be issued, depending on the severity of the offence and the other criteria employers and labour arbitrators normally consider when addressing employment misconduct.

Unlike some of the other remedies described below, existence of an actual benefit to the employee or loss to the employer is not a prerequisite to the legitimate imposition of discipline or to an employer's finding of just cause for termination.

While rarely exercised, an employer whose employee's misconduct results in either a loss of profit to the employer or financial gain to the employee also has contractual and equitable remedies. A court may grant an injunction to prohibit the employee (or, more likely, the former employee) from engaging in certain conduct, such as misusing confidential information, to advance a personal project. A court may also require the employee or former employee to repay any damages (such as lost profit) to the employer or issue an order of disgorgement that requires the employee or former employee to account for any profit or benefit. The latter remedy was successfully obtained by the School District in *Rupert v. Greater Victoria School District No. 61*, a court case discussed above.

An employee or officer who engages in improper conduct in the discharge of express statutory duties may face penalties under the applicable statutory regime. Similarly, an employee whose conduct violates the code of conduct for a professional organization to whom he or she belongs faces sanction under that organization's governing bylaws.

D. Workplace Conflict of Interest Policies

The breadth of an employee's duty to his or her employer can result in a wide variety of "rules" inherent in the employment relationship. We encourage employers to reduce these rules to writing in the form a comprehensive but flexible conflict of interest policy. These policies assist employees in identifying when they may have an ethical dilemma or conflicting loyalty that needs to be disclosed and addressed.

Typical conflict of interest policies are remarkably similar to the conflict of interest provisions applicable to elected officials under the *Community Charter*. They often address matters such as:

- Inappropriate business dealings with family or friends;
- Conflicting second businesses and volunteer activities;
- Acceptance of gifts, donations or favours in the course of employment; and
- Misuse of the local government's resources, including records and information.

Well-drafted policies have a clear declaration and reporting mechanism to facilitate early disclosure of potentially problematic situations. They also clearly warn employees that breaches may lead to discipline up to and including dismissal. As with all policies, local governments must take positive steps to bring a conflict of interest policy to employees' attention, and will be well served to invest appropriate time and resources into periodic training for those tasked with administering or enforcing the policy.

Many conflict of interest policies are paired with whistleblower protection policies to ensure that an employee who, in good faith, reports a co-worker's possible conflict of interest is protected from negative workplace consequences.

Regardless of which type of conflict of interest policy a local government adopts, conducting an appropriate investigation of any alleged breach prior to imposing discipline is imperative.

IV. CONFLICT OF INTEREST RULES APPLICABLE TO LOCAL GOVERNMENT ELECTED OFFICIALS AND EMPLOYEES

A. Status as a Director of a Company or Society

Many local governments are involved in the ownership and management of corporations and societies. When a local government elected official or employee serves as a director of such an entity, questions about possible conflicts of interest can arise. In this section, we discuss the relevant statutory and common law duties of directors of companies and societies, and review the case law considering whether an elected official's dual role gives rise to impermissible conflicts of interests.

Directors of companies and societies are usually the individuals with control of and decision-making power with respect to the entity's affairs. It is therefore not surprising that the statutes regulating those entities contain rules aimed at avoiding certain conflicts of interest.

First, there is a stand-alone duty for company directors to "act honestly and in good faith with a view to the best interests of the company" and the *Society Act* imposes the same duty on society directors.

Sections 27 to 29 of the *Society Act* require a director of a society who has an interest (direct or indirect, pecuniary or non-pecuniary) in a proposed contract or transaction with the society to "disclose fully and promptly the nature and extent of the interest to each of the other directors" (s.27). If that director profits from such a contract or transaction, he or she may be liable to the society for that profit unless certain "savings" provisions apply, such as if the director made full and frank disclosure in accordance with s.27, the remaining directors approved the contract or transaction, and the affected director abstained from voting on its approval. If directors fail to observe this required process for disclosing matters in which they are personally interested and not participating in the approval of those matters, the members of the society or "an interested person" can apply to the Court for relief, including an order setting aside the impugned contract or transaction.

Directors and officers of companies have similar duties to refrain from acting in conflict with the company's best interest. Part 5, Division 3 of the *Business Corporations Act* contains a comprehensive conflict of interest code that requires disclosure of "material" interests in contracts and transactions that are "material" to the company. It also contains a disgorgement mechanism similar to that applicable to society directors.

Conflicts can arise when a local government elected official or employee also sits as a director of a company or society. On the one hand, the official or employee owes his or her local government a duty of fidelity and loyalty and is tasked with advancing the local government's best interest. What is in the local government's best interest may be adverse to what is in the company's or the society's best interest. In those situations, even the possibility of a conflict, or the perceived conflict, may be sufficient to require an elected official to declare a conflict of

interest under the *Community Charter* and for both an elected official and an employee to abstain from participation in the local government's management of matters involving the company or society.

Case law considering when an elected official has a conflict of interest with respect to matters involving a company or society tends to distinguish between the following types of situations:

1. where a statute requires the local government to appoint the official to the board of a corporation or society related to the local government or that the local government controls (e.g. *Save St. Anne's Coalition v. Victoria* (1991), 5 M.P.L.R. (2d) 331 (B.C.C.A.)); and
2. where an official sits as a director of a corporation or society unrelated to or not controlled by the local government (e.g. *Starr v. City of Calgary* (1985), 52 D.L.R. (2d) 726 (A.B.Q.B.)).

In *Save St. Anne's Academy*, the Provincial Capital Commission, a body established by Provincial statute, owned a historic property that it proposed to redevelop. City Council adopted the necessary rezoning but concerned citizens attempted to strike down the zoning bylaw on the basis that the two councillors who were also members of the Commission had a conflict of interest with respect to the matter. The Court of Appeal disagreed:

The structure of City Council in Victoria and the structure of the Provincial Capital Commission, and their interrelationship, require that there be two members of the Victoria Council involved in the decisions of the Provincial Capital Commission and it cannot be inherent in the structural inter-relationship that those two members must always disqualify themselves from any consideration, in their capacity as councillors, of the same issues as those raised in the deliberations of the Provincial Capital Commission. The structure would not have been set up that way if that result were contemplated.

In *Starr*, the City leased land to a company known as Calgary Exhibition and Stampede Limited. Provisions of the company's bylaws required it to appoint to its board of directors four councillors chosen by the City. The City and the company proposed to enter into a new lease, and it was alleged that the four councillors were disqualified from voting on the matter at council meetings. The Court agreed that the councillors were disqualified not only under the applicable municipal statute, but also at common law because their connection to the corporation raised an apprehension of bias:

If the [councillors] are not prohibited from voting, the citizens of Calgary may feel that alderman who have a bias in favour of the Stampede Company due to their interests as directors of the

Stampede Company, have coloured their views against the City.
Even a suspicion that this would take place will not be permitted.

However, we find the most common situation to be analogous to neither of the above cases: the elected official who sits as a director of a corporation or society wholly owned and controlled by the local government as the sole shareholder or member. In that case, there is no obligation for the local government to appoint one of its elected officials to the board (unlike *Save St. Anne's*) but the company or society is not an unrelated entity—indeed, it is usually just the alter-ego of the local government (unlike *Starr*). In these situations, it would appear to be a highly technical and artificial result if elected officials were prevented from participating and voting in their elected capacity on matters involving the company or society.

B. Criminal Conflict of Interest

Elected officials should be aware that certain breaches of the conflict of interest rules may actually amount to criminal misconduct and have repercussions under the Canadian *Criminal Code* that far exceed disqualification from office.

Section 122 addresses breaches of trust by public officers. It provides that every officer who, in connection with the duties of his office, commits fraud or a breach of trust is guilty of an indictable offence and liable to imprisonment for a term not exceeding five years.

Section 123 sets out the offence of municipal corruption. Section 123(1) makes it an offence to give, offer or agree to give a municipal official, or anyone for the benefit of a municipal official, a loan, reward, advantage or benefit of any kind as consideration for the official: (a) abstaining from voting at a meeting of the municipal council or a committee of the council, (b) voting in favour of or against a motion or resolution, (c) aiding in procuring or preventing the adoption of a motion or resolution, or (d) performing or failing to perform an official act. Section 123(1) also makes it an offence for a municipal official to demand, accept or offer to accept from any person such a loan, reward, advantage or benefit given as consideration for any of the acts described in (a) through (d). It is an offence to influence or attempt to influence a municipal official to do anything mentioned in (a) through (d) by suppressing the truth (in the case of a person who is under a duty to disclose the truth), by threats or deceit, or by any unlawful means.

In the case of *R. v. Gyles*, [2003] O.J. No. 3188, the accused was charged with the criminal offences of breach of trust and municipal corruption under sections 122 and 123 of the *Criminal Code*. It was alleged that the accused, who was a municipal councillor, demanded or accepted a bribe in exchange for the exercise of his influence in obtaining rezoning for particular properties. The first complainant sought to have a piece of property rezoned for use as a funeral home, and arranged a meeting with the councillor with a view to obtaining his support for the project and advice on how to obtain the rezoning. During subsequent meetings, the complainant alleged that the councillor offered to fix things for him in return for \$50,000. The second complainant alleged that he also met with the councillor with respect to a rezoning

application, and the councillor indicated he would help get the rezoning but that his fee would be \$25,000.

In finding the councillor guilty of breach of trust, the Court stated that the essential elements of the charge of breach of trust that must be proved by the Crown are:

- (a) the accused is an official;
- (b) the impugned act was committed in connection with the duties of his office; and
- (c) the act constitutes a breach of trust.

Here, it was clear that the accused was an official, as he was elected a Mississauga City Councillor, and there was no doubt that the impugned acts of demanding or accepting a sum of money were committed in the general context of the duties of his office. The Court found that, in order to constitute a breach of trust, it must be shown that the councillor acted contrary to the duty imposed on him by statute, regulation, his contract of employment or directive in connection with his office and that the act gave him a personal benefit directly or indirectly. There need not be real prejudice or loss to the public or the local government, nor does the crime of breach of trust necessarily involve the idea of corruption. The advantage must flow from the very status and office of the official. The Crown is not required to prove that any official actions were altered as a result of the benefit.

Section 122 is sufficiently broad to ensnare the municipal official who, though performing the duties of his office or his official acts in a perfectly appropriate manner, does so in express return for considerations, benefits or rewards, accepted by the municipal official and offered by a person seeking the performance of that duty or official act.

In also finding the accused guilty of municipal corruption, a rarely prosecuted offence, the Court stated that the essential elements that must be proved by the Crown are:

- (a) the accused is a municipal official;
- (b) the accused demanded or accepted a benefit as consideration; and
- (c) the accused accepted this consideration for voting or for procuring the adoption of a municipal motion.

Here, the councillor both demanded and accepted money from each of the complainants, and the Court was left to consider whether he demanded or accepted these benefits as consideration for voting in favour of a rezoning application in the case of the first complainant, and as consideration for aiding in procuring the adoption of a motion in the case of the second complainant. Like section 122, section 123 does not require proof of an overtly corrupt action by a municipal official. Preferential treatment exercised by a municipal official is sufficient on

its own to constitute an offence under this section. The Court here concluded that the accused's actions, offering to support each of the rezoning applications in exchange for the payment of money, did amount to municipal corruption contrary to section 123 of the *Criminal Code*.

V. CONCLUSION

Given the breadth of elected officials' and employees' duties to their local government, it is perhaps not surprising that the phrase "conflict of interest" carries some confusion. While the individual circumstances of a situation must be carefully considered and case-specific legal advice is often necessary, by proceeding openly and cautiously in possible conflict situations, elected officials and employees are less likely to be caught off guard with allegations of improper conduct. Elected officials and employees are well served to disclose all possible conflicts of interest early and to seek appropriate assistance navigating their various duties.

NOTES

Lions Bay Reception

VILLAGE OF LI

Item #12C

From: Easton, Willow FIN:EX <Willow.Easton@gov.bc.ca>
Sent: Monday, February 17, 2014 4:00 PM
To: Lions Bay Reception
Subject: New Community Music Program from the Lieutenant Governor
Attachments: Letter15022.pdf; SingMeASongEntry.pdf

FILE TO I/C
FILE TO PROPERTY FILE
OTHER

Hello:

Attached is a letter to your Mayor regarding a new community music program from the Lieutenant Governor. A hard copy of the letter has also been mailed.

Should you have any questions or would like further details please do not hesitate to contact us.

Thank you,

W i l l o w E a s t o n
Programmes and Events Assistant
Office of the Lieutenant Governor
Government House
1401 Rockland Ave
Victoria BC V8S 1V9
T: 250-356-0927
F: 250-387-2077
HTTP://WWW.LTGOV.BC.CA



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Private Secretary to the Lieutenant Governor

February 17, 2014

reception@lionsbay.ca

Her Worship Brenda Broughton
Mayor
Village of Lions Bay
Box 141
Lions Bay, British Columbia
V0N 2E0

Dear Mayor:

The Honourable Judith Guichon, Lieutenant Governor of British Columbia, is pleased to present a new program to promote music and community spirit across the province. "Sing Me A Song" is an opportunity for musical groups of all ages and genres to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017. Groups are encouraged to write a song about what Canada's 150th birthday means to them or their community. Each entry will be reviewed by a panel of musicians from around the province and an award of \$1,000 will be granted annually in each of three age categories. Entries will be posted on the Lieutenant Governor's website and YouTube channel, *Sing Me A Song BC*, to be viewed by all British Columbians.

Her Honour has asked that I write this letter of introduction to her new program with the hopes you will forward this information on to relevant individuals and groups and encourage your community's participation. A copy of the digital entry form containing the song submission criteria is attached. Further information is available online at the Lieutenant Governor's website at www.ltgov.bc.ca.

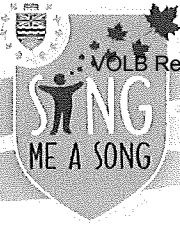
Whether it is a school or community choir or other amateur musical group, Her Honour looks forward to showcasing your community's musical spirit across British Columbia.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Hammond".

James W. Hammond, OMM, CD
Private Secretary

Enclosure



ENTRY FORM

The Lieutenant Governor of British Columbia invites groups to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017.

Name of Group: _____

Contact Name: _____

School/Organization: _____

Address: _____ City: _____ Postal Code: _____

Telephone: _____ Email: _____

Criteria:

- Original song written and performed by a British Columbia based amateur or community group with a minimum of 15 voices;
- Songs should be inspired by:
 - What our country, province, or community means to the participants; or
 - How their community, place or group reflects the values, accomplishments and spirit of Canada on its 150th birthday.
- Musical accompaniment is welcome to supplement the 15 voices;
- The song must not exceed 5 minutes in length;
- The video or audio file of the song must be submitted in a YouTube compatible format along with a copy of the written lyrics to www.ltgov.bc.ca by May 7, 2014. Audio files must be accompanied by a photo of the group and video files must include at least one visual of the group;
- By submitting the song you grant permission for Government House to post songs and images online and in the media. It is the responsibility of the submitting group to ensure all members of the group have agreed to the terms and conditions in the submission waiver;
- One song submission per group.

Judging Criteria: The songs will be judged on originality, musicality and spirit.

Award Category: (An award of \$1,000 will be presented in person by the Lieutenant Governor in each of the following categories)

- Members of the group are under the age of 11
- Members of the group are under the age of 16
- Open Category – no age restrictions

Print Form

Save Form

Submit Via Email

**Please submit your entry form as soon as possible to enroll in the program.
Songs must be submitted by May 7, 2014**

1401 Rockland Avenue, Victoria, British Columbia V8S 1V9
Website: www.ltgov.bc.ca Email: ghinfo@gov.bc.ca Tel: 250-356-0927