



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, JULY 22, 2014 at 5:00 PM  
GLENEAGLES COMMUNITY CENTRE, 6262 MARINE DRIVE, WEST VANCOUVER**

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### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Adoption of Minutes**
  - A. June 17, 2014 – Special Council Meeting (page 3)
  - B. June 26, 2014 – Special Council Meeting (page 15)
  - C. July 3, 2014 – Special Council Meeting (page 17)
- 6. Business Arising from the Minutes**
  - A. Amendment to Minutes of May 6, 2014 Regular Council Meeting (page 21)
  - B. Climate Action Waste Management Task Force:
    - i. Terms of Reference (page 31)
    - ii. Organics Communication Strategy and Time Line
- 7. Unfinished Business**
  - A. Community Centre Renovation Project
  - B. Land Use Master Plan Update
- 8. Reports**
  - A. Staff:
    - i. Interim CAO (verbal)
    - ii. Public Works Manager (page 35)
    - iii. Mid-Year Financial Report (page 39)
    - iv. Accounts Payable Listing – Second Quarter (page 41)
  - B. Mayor and Council (page 47)
  - C. Committees:
    - i. Board of Variance Meeting Minutes – June 19, 2014 (page 57)
    - ii. Tree Committee – Application #49 (page 59)
    - iii. Arts Council
  - D. Emergency Services Reports (page 61)

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**9. Resolutions**

- A. Resolution to Relocate September Council Meetings (page 65)
- B. Resolution to Earmark Donated Funds (page 67)

**10. Bylaws**

- A. Bylaw No. 461 Animal Control & Licencing – Third Reading (page 69)
- B. Bylaw No. 474 Election Procedures – Adoption (page 85)

**11. Correspondence**

- A. List of Correspondence to Friday, July 17, 2014 (page 93)

**12. New Business**

- A. POL-1402: Volunteer Policy (page 209)
- B. POL-1403: Conflict of Interest Policy (page 219)
- C. Communication Survey – Results (page 229)
- D. Gran Fondo Whister – Traffic Pattern Memo (page 245)

**13. Public Questions & Comments**

**14. In Camera Resolution**

BE IT RESOLVED THAT the Village of Lions Bay Council does close the July 22, 2014 Regular Council Meeting to the public on the basis of matters to be considered under the following section(s) 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:

- g) litigation or potential litigation affecting the municipality

**15. Reporting Out**

**16. Adjournment**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### **SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JUNE 17, 2014 at 7:00 PM LIONS BAY LIBRARY, 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, Municipal Coordinator (Recorder)

**1. Call to Order**

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

**2. Approval of Agenda**

Council amended the Agenda as follows:

- Councillor McLaughlin withdrew Tree Cutting Application #49 from Item 8C.
- Councillor McLaughlin added Item 8Ciii: Finance Committee Quarterly Financial Report
- Mayor Broughton added Item 9B: Gas Tax Fund Resolution
- Mayor Broughton noted that an amendment would be coming forward on item 10B prior to second reading of the bylaw

Moved: Councillor Ronsley  
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the June 17, 2014 Special Council meeting, as amended.

**CARRIED**

**3. Public Participation**

Council agreed to extend the Public Participation period from ten minutes to 12 minutes to accommodate all six Public Participation requests.

A. Ms. Susan Publicover

Ms. Publicover thanked Council for amending the April 15, 2014 Council minutes. Ms. Publicover sought clarification from Ms. Koonts as to where her April 15, 2014 Public Participation documentation had been saved.

**B. Ms. Susan Rolfe**

Ms. Rolfe thanked Councillor McLaughlin for withdrawing Tree Cutting Application #49, noting that the objection letters submitted by herself and her neighbour do not appear to have been circulated to the entire Tree Committee prior to the application initially being approved by the Committee. Ms. Rolfe expressed concern about bank stability should the application be approved. Councillor McLaughlin advised the committee had inadvertently overlooked an email containing the objection letters and that further research would be undertaken with respect to Tree Application #49.

**C. Dr. John Tsang**

Dr. Tsang wished to reiterate his opposition to filming in the Lower Kelvin Grove area of the Village in anticipation of the Filming Committee's plan to propose changes to the Filming Policy. Dr. Tsang indicated his willingness to work with the Village to be part of a solution which suits all residents and suggested the Village be divided into zones with separate filming requirements. Dr. Tsang further stated that he would not like to see the majority of a neighbourhood overruled in the interest of one household and noted that if a majority could be ascertained in a local zone, this could allow for flexibility and a reasonable outcome for all affected residents. Dr. Tsang also expressed the need for the policy drafting to be objective and not heavy-handed.

**D. Mr. Kambiz Azordegan**

Mr. Azordegan wished to reiterate the comments made by Dr. Tsang noting that 90% of Lower Kelvin Grove residents signed a letter opposing filming in the area. Mr. Azordegan expressed concern that Council does not appear to be supporting the majority and that supporting the minority is unfair to residents. Mr. Azordegan further stated that Lower Kelvin Grove residents are not angry, they just wish to have peace and tranquility in their neighbourhood and feel filming would disrupt this.

**F. Dr. Louis Peterson**

Dr. Peterson handed out a document to Council which is retained with the Agenda package. Dr. Peterson expressed concern with the Tree Cutting Application process noting that it seems to pit residents against each other. Dr. Peterson noted that a significant part of the Official Community Plan, Respecting Nature and Environment, is floundering. Dr. Peterson suggested Council consider the striking of a Landscaping Committee that is responsive to modern environmental thinking that relates to the values of the Village's natural surroundings in a modern, holistic sense. Dr. Peterson will submit additional documentation to Council via email.

**4. Delegations**

**A. Mr. Roy Mulder – Marine Life Sanctuaries Society of BC**

Mr. Mulder circulated handouts, a copy of which is retained with the Agenda package. Mr. Mulder discussed protected ocean species and the ways in which conservation methods are not working as well as they should be. Better education needs to be communicated to Municipalities including how to report poaching of protected ocean species. Mr. Mulder noted that when Bowen Island installed signage indicating fishing bans, they had much success with poachers being escorted off the island by RCMP. Mr. Mulder requested Council to consider the installation of signage, iterating that the intent is not for residents to police the areas but to simply observe and report.

Mr. Mulder also discussed a cloud sponge bioherm area located on the ocean floor directly in front of Lions Bay Marina and noted that a voluntary protected area could be established here. Mr. Mulder discussed the environmental benefits to protecting this area adding that Bowen Island had implemented a successful program. Mr. Mulder also discussed how protected ocean areas can assist with LNG tanker bans.

Council asked questions with respect to various protected species and which species can still be lawfully fished. Council deferred this item to the next Regular Council Agenda for a more robust discussion and requested Mr. Mulder to provide any available documentation on strategies to move this issue forward.

## 5. Adoption of Minutes

### A. April 28, 2014 Special Meeting

Moved: Councillor Ando  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the April 28, 2014 Special Council meeting, as submitted.

**CARRIED**

### B. May 6, 2014 Regular Meeting

Council requested the following changes to the Minutes of May 6, 2014:

- Page 6, Item 11, #1: Capitalize the word “for” in Revised Principles for Cooperation
- Page 7, Item 13, Dr. Michael Broughton: remove “strata garbage” and replace with “Village Townhouse garbage”

Councillor Ando requested confirmation that staff had reviewed the May 6, 2014 audio to verify the accuracy of comments made by Dr. Broughton in the Public Question period.

Moved: Councillor McLaughlin  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the May 6, 2014 Regular Council meeting, as amended.

**CARRIED**

### C. May 8, 2014 Special Meeting

Moved: Councillor Bain  
 Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the May 8, 2014 Special Council meeting, as submitted.

**CARRIED**

D. May 13, 2014 Special Meeting

Council requested the word “nothing” to be replaced with the word “noting” in item 6A.

Moved: Councillor Bain  
Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the May 13, 2014 Special Council meeting, as amended.

**CARRIED**

E. May 20, 2014 Regular Meeting

Council requested the following amendments to the Minutes of May 20, 2014:

- Remove Councillor Bain as an attendee
- Page 5, second paragraph from bottom: insert period after June 1, 2014 and delete the rest of the sentence.
- Page 6, Item 8Ci: amended to read “...and would like the Mayor and staff to review and add comments.” It was further clarified that this item references 2013 Excel spreadsheet Schedule A of the 5-Year Plan drafted by F. Zaba.

Moved: Councillor Ando  
Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the May 20, 2014 Regular Council meeting, as amended.

**CARRIED**

F. June 4, 2014 Special Meeting

Moved: Councillor Bain  
Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the June 4, 2014 Special Council meeting, as submitted.

**CARRIED**

**6. Business Arising from the Minutes**

A. Interim CAO's Report of May 6, 2014

Councillor Ando requested the Interim CAO to provide Council with a copy of the tree survey obtained by Dr. Michael Broughton with respect to tree cutting on Isleview Place. Councillor Ando sought confirmation from Interim CAO McRadu that the trees in question were confirmed to be located on private property, noting that some appeared to be near a creek on Ministry of Transportation land.

Mayor Broughton recused herself from the meeting at 7:41 p.m. due to the fact that Dr. Broughton is her husband. Councillor Ronsley chaired the meeting in Mayor Broughton's absence.

Councillor Ando expressed his position that it is Council's responsibility to assist residents with the concerns they bring to Council's attention. Interim CAO McRadu noted that this issue was addressed in the last Council meeting and further noted there are aspects of these types of resident concerns that are out of Council's purview. Councillor Ando requested Interim CAO McRadu to confirm with 100% certainty that the trees in question were located on private land. Interim CAO McRadu reiterated what the survey had shown and noted that it is the responsibility of the surveyor to ensure accuracy of the survey information; an inaccurate survey could damage the surveyor's credentials.

Interim CAO McRadu cautioned Council against involving themselves in matters of outside jurisdictions noting that it opens up the potential for Council to be exposed to bigger, more contentious, and possibly expensive, issues.

Councillor Ando noted it should be Councillor Bain as Acting Mayor according to the annual calendar.

Mayor Broughton rejoined the meeting at 7:46 p.m.

**7. Unfinished Business**

**8. Reports**

Moved: Councillor Bain  
Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of June 17, 2014, as submitted.

**CARRIED**

**A. Interim CAO**

Interim CAO McRadu apologized for the last minute change to the meeting venue and touched on the highlights of his report.

- The Village Office has completed its relocation and the re-roofing of the Village Hall complex is well underway; thanks to staff for organizing a smooth transition. The Construction Manager contract has been awarded and the scope of work will be reviewed with Kindred Construction on June 18<sup>th</sup>. The grand opening of the renovated complex is anticipated in mid-fall.
- The Village Office will remain open late on July 7<sup>th</sup> and July 10<sup>th</sup> to accommodate property tax payments prior to the July 14<sup>th</sup> deadline.
- The Procedure Bylaw is in the process of being updated and a draft version noting the proposed changes will come forward at the July 22<sup>nd</sup> Council meeting.
- The draft version of the 2013 Annual Report is contained in the Agenda package for public review and comment. Public feedback will be reviewed in a Special Council meeting on July 3<sup>rd</sup>.
- An Accounts Payable listing is attached to the Interim CAO's report in the hopes of providing as much information as possible to residents about what is being spent by the Municipality. New MAIS reporting processes have been implemented and staff were

congratulated for preparing purchase orders and ensuring accuracy and consistency in executing financial paperwork, particularly for the Community Centre Renovation project.

- Ms. Nikii Hoglund has been hired as the Manager of Public Works and will start with the Village on June 23<sup>rd</sup>. Nikii brings extensive knowledge and experience to the Village and will be instrumental in helping the Village to become one of the most efficiently run small communities in BC. Special thanks to Acting Public Works Manager Will Emo for embracing the leadership opportunity over the last several months.
- There is a need to conserve water due to the potential for a dry summer and minimal snow pack on the mountains this year. The water bylaw has not been changed since 1972, except for user rates; a review will be undertaken to identify necessary updates.
- Interim CAO McRadu provided a detailed update on capital projects including work on Oceanview Road, the Kelvin Grove public washrooms, SCADA, and the Harvey Creek filter baskets.

**Action Item: Councillor McLaughlin to advise the Arts Council to begin compilation of scope and design for the washrooms.**

- The Climate Action Task Force will expand its Terms of Reference to include municipal waste reduction strategies as it relates to MetroVan's 2015 Organic Waste Ban.

**Action Item: Interim CAO McRadu to update the CATF Terms of Reference document and circulate for review.**

Mayor Broughton discussed the Village water supply as well as conservation methods and suggested a contest for residents to submit water conservation suggestions. Mayor Broughton further iterated that residents should not be frightened about the snow pack level but rather educate themselves on water conservation methods as a means to protect this valuable and non-renewable Village resource. Councillor Ronsley suggested a "use it or lose it" catchphrase. Mayor Broughton discussed fire hazards in the Village as well as ways to minimize wildfire risk.

#### **B. Mayor and Council**

Mayor Broughton provided a history on the Gas Tax Program noting that all funds for the Metro Vancouver area have always been allocated to Translink. Recently, UBCM has brokered the gas tax to a new program which withholds 5% for small communities. These negotiations have resulted in an annual allocation of \$53,000 to Lions Bay over the next ten years.

Mayor Broughton congratulated the 21 students who graduated from grade 12 this year, reminding that they will always be Lions Bay citizens no matter where their journeys take them.

Councillor Ronsley advised there is still one plot available in the Community Garden; anyone interested should contact Tina Schneider. The weather has been challenging this year so the crops are not as good as anticipated.

The Bear Smart Committee Meeting of June 11, 2014 was attended by the entire Committee. Sgt. Busink of the Conservation Officer Service provided a very education overview on coyotes and how coyote issues fit into the COS's mandate. Proper education is a key component in

reducing human/animal interaction; Councillor Ronsley will invite Sgt. Busink to address Council as a delegation at the July 22, 2014 Council meeting.

Councillor Bain advised that ESS will be receiving CPR training on Saturday, June 21<sup>st</sup>. Councillor Bain will attend the E-Comm Annual General Meeting on June 19, 2014 and will report back to Council.

Mayor Broughton expressed Council's thanks to the school district and school staff for their support in hosting Village meetings during the Community Centre Renovation Project.

#### C. Committees

##### i. Tree Committee:

Moved: Councillor McLaughlin  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council confirms the recommendation of the Tree Committee in the letter of May 23, 2014.

**CARRIED**  
**Councillor Ando abstained.**

Moved: Councillor McLaughlin  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council confirms the recommendation made by the Tree Committee in the letter dated June 12, 2014 referencing Tree Application #48.

**CARRIED**

##### ii. Film Committee:

Councillor Ronsley discussed the Film Committee's meeting of June 16, 2014 noting that the Committee will be proposing revisions to the Filming Policy. The Committee will meet again on July 21, 2014.

Moved: Councillor Ronsley  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receives the Film Committee minutes of March 3, 2014, for information.

**CARRIED**

##### iii. Finance Committee:

Councillor McLaughlin provided the Quarterly Financial Report on-table noting that it has been reviewed by the Interim CAO and the Finance Committee. The article will also be placed in the Lions Bay Community News.

#### D. Emergency Services Reports

The Lions Bay Fire Rescue report for May 2014 was provided on-table for information.

## 9. Resolutions

### A. Purchase of Accidental Death & Dismemberment Insurance for Volunteers

Moved: Councillor Ando

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the purchase of volunteer Accidental Death & Dismemberment (AD&D) insurance coverage for a one-year term at a cost of \$360.

**CARRIED**

### B. Gas Tax Fund Resolution

Mayor Broughton discussed the agreements contained in the package as well as the requirements for utilizing the Gas Tax funds. Mayor Broughton further noted that the amount received will be noted in any other infrastructure grants the Village applies for or receives and that the funds will be allocated in semi-annual payments.

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council resolves to enter into the Community Works Funding Agreement to enable the Mayor and the Corporate Officer to sign both copies and return them to the Union of BC Municipalities along with the certified council resolution.

**CARRIED**

## 10. Bylaws

### A. Bylaw No. 474 Election Procedures – Third Reading

Moved: Councillor Ronsley

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approves third reading of Bylaw No. 474 Election Procedures, as presented.

**CARRIED**

### B. Bylaw No. 461 Animal Control & Licencing – Second Reading

The following amendments were made to the draft bylaw prior to second reading:

- Section 6.7.1: strike Kelvin Grove Beach and Lions Bay Community School grounds
- Section 6.7.2: strike Kelvin Grove Beach Park

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves second reading of Bylaw No. 461 Animal Control & Licencing, as amended.

**CARRIED**

C. Bylaw No. 475 Secondary Suites Amendment – Second Reading

Interim CAO McRadu discussed the rationale for the addition of Section 12: Parking to the bylaw.

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves second reading of Bylaw No. 475 Secondary Suites Amendment, as presented.

**CARRIED**

**11. Correspondence**

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the list of Correspondence to Friday, June 13<sup>th</sup>, 2014.

**CARRIED**

E-Comm 911 re Next Generation Radio Program:

Councillor Bain advised Council he has spoken with the E-Comm representative who explained the cost of coverage will be spread out over an expanded coverage area and is likely to result in a fee reduction over the long term.

New Democrat Official Opposition re Resolution at LMLGA and City of Pitt Meadows re BCEHS Resource Allocation Plan:

Councillor Bain advised that he still has not received a callback from the BC Ambulance contact with respect to reduced coverage in the Village and the added workload to Lions Bay Fire Rescue and other first responders as a result of the reduced coverage. Councillor Bain further commented that this is an issue of interest for many municipalities and he believes a response is imminent.

Resident Letters Respecting Coyotes in the Village:

Councillor Ronsley discussed the ongoing concerns about coyotes in the Village and advised of the information received from the Conservation Officers' Service at a recent Bear Smart Committee meeting. Councillor Ronsley iterated that education and communication are important aspects in addressing the coyote issue and that she will invite Sgt. Busink of the Conservation Officer Service to speak at the July Council meeting. Council suggested an earlier meeting would be beneficial given the level of concern in the community; the Canada Day event was proposed as a potential venue. Councillor Ronsley will discuss further directly with Sgt. Busink.

**Action Item: Councillor Ronsley will invite Sgt. Busink to speak as a delegate at the July 22 Council meeting and to host an information table at the Village's Canada Day event.**

Resident Letter re Construction Business:

Councillor Bain wished to clarify that this Council has no intention of closing down commercial businesses, simply need to ensure bylaws are adhered to. Councillor McLaughlin advised that there is no longer an issue of heavy machinery at this residence noting this appears to be more of a neighbour issue. Mayor Broughton advised that the previous Council had dealt with this matter extensively and requested Interim CAO McRadu to review past documentation to ensure the residence in question is still acting in accordance with Village communications previously sent.

**12. New Business**

A. Regional Growth Context Statement

Mayor Broughton advised that Interim CAO McRadu will bring an updated version of the Regional Growth Context Statement to the next Council meeting for review prior to submission to Metro Vancouver.

B. Boulevard Construction Use and Damage Deposit

Mayor Broughton advised this agenda item relates to an issue recently raised and requested staff to establish if there is policy in place respecting timelines for replacement of damage caused to boulevards during residential construction.

C. 2013 Annual Report – Public Review Period

Interim CAO McRadu advised that a draft version of the 2013 Annual Report has now been released for public review and feedback; public comments will be reviewed at a Special Council Meeting on July 3, 2014. Interim CAO McRadu noted that the purpose of an Annual Report is to provide an overview on business plans, milestones and measurables. Interim CAO McRadu thanked staff for their work on the document and noted that the 2014 Annual Report is expected to be laid out in a much more detailed format given the initiatives being undertaken in 2014. Council thanked staff for the preparation of the 2013 Annual Report.

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receives the draft version of the 2013 Annual Report, for information.

**CARRIED**

D. BGC Engineering Inc. Letter – Upper Bayview Road Debris Flow Hazard/Risk Assessment

Mayor Broughton thanked Interim CAO McRadu for working with Emergency Management BC, and particularly John Oakley, to obtain this letter in an effort to understand how the risk model was established and how best to communicate the outcome in plain language. Hard copies of the letter have been provided to the three affected homes on Upper Bayview Road.

**13. Public Questions & Comments**

**14. In Camera Resolution**

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council does close the June 17, 2014 Special Council Meeting to the public at 9:03 p.m. 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
- d) the security of the property of the municipality
- m) a matter that, under another enactment, is such that the public may be excluded from the meeting [FOIPPA S.22(1)]

**CARRIED**

#### **15. Reporting Out**

Council reported out on three items discussed in the In Camera session:

A. Extension of Interim CAO's contract

The terms of the CAO's contract have been modified and the contract extended.

B. Letter to be sent to resident of Brunswick Beach Road

Interim CAO McRadu will draft a letter to the resident of Brunswick Beach Road explaining appropriate uses of public property under Village bylaws and recommended steps the resident ought to take to ensure compliance. The letter will also be copied to the resident's neighbours.

C. Construction on Village Boulevard

The matter respecting the rock wall installed across from 160 Lions Bay Avenue is referred to the Interim CAO to determine next steps and to establish further action

#### **16. Adjournment**

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the June 17, 2014 Special Council meeting at 9:57 p.m.

**CARRIED**

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON THURSDAY, JUNE 26, 2014 at 3:30 PM PUBLIC WORKS BUILDING, 5 TIDEWATER WAY, LIONS BAY**

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#### **MINUTES**

In Attendance: Mayor Brenda Broughton  
Councillor Fred Bain  
Councillor Ron McLaughlin  
Councillor Joanne Ronsley  
Mandy Koonts, Municipal Coordinator (Recorder)

**1. Call to Order**

Mayor Broughton called the meeting to order at 3:32 p.m.

**2. Approval of Agenda**

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the June 26, 2014 Special Council meeting, as submitted.

**CARRIED**

**3. Public Participation**

**4. Adoption of Minutes**

**5. Business Arising from the Minutes**

**6. Unfinished Business**

**7. New Business**

**A. Resolution to Relocate July Meetings**

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approves the relocation of July Council, Committee and Land Use Master Plan meetings to a meeting facility located outside of Village boundaries with location details to be posted in accordance with the Village of Lions Bay Council Procedures Bylaw No. 453.

**CARRIED**

**8. Public Questions & Comments**

None.

**9. Adjournment**

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the June 26, 2014 Special Council meeting at 3:45 p.m.

**CARRIED**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**SPECIAL MEETING OF THE COUNCIL**

**OF THE VILLAGE OF LIONS BAY**

**HELD ON THURSDAY, JULY 3, 2014 at 7:00 PM**

**GLENEAGLES COMMUNITY CENTRE, 6262 MARINE DRIVE, WEST VANCOUVER**

**MINUTES**

**In Attendance:**

Mayor Brenda Broughton  
Councillor Scott Ando  
Councillor Fred Bain  
Councillor Ron McLaughlin  
Councillor Joanne Ronsley  
Grant McRadu, Interim CAO  
Carol Lee, Raincoast Ventures Ltd. (Recorder)

**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 July 3, 2014 Special Council meeting with the following amendments:

- Addition of Item 7B – Environmental Assessment Office Feedback; and
- Addition of Item 7C – Mayors' Caucus Registration.

**CARRIED**

**3. Public Participation**

A. Louis Peterson

Dr. Peterson suggested the addition of histograms to the 2013 Annual Report to illustrate the following information:

- Distribution of the assessed properties in the Village;
- Trend of assessed property values over a number of years; and
- Trend of age demographics.

Dr. Peterson remarked that the 2014 Annual Report will be an important document to demonstrate adherence to the eight principles articulated in the Official Community Plan (OCP). He indicated that he expects that infrastructure will dominate the land use issue in the coming years.

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Village of Lions Bay

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Dr. Peterson suggested that the wording of the resolution be amended to indicate Council's "acceptance" rather than "approval" of the 2013 Annual Report.

**4. Adoption of Minutes**

None

**5. Business Arising from the Minutes**

None

**6. Unfinished Business**

None

**7. New Business**

A. 2013 Annual Report

Interim CAO McRadu advised of the requirement to afford the public with an opportunity to provide feedback on the annual report prior to it being finalized. Feedback has been provided during the Public Participation portion of the meeting and written feedback has also been provided by one individual suggesting improvements to the document. Interim CAO McRadu noted that the 2013 Annual Report could be used as a template for information to be included in the future. The intent is not to duplicate information that is available in other forms but to provide information that residents have indicated that they wish to receive. The 2013 Annual Report attempts to balance the various information requests received from many individuals.

Interim CAO McRadu reported that the communications survey has been completed and the results will be provided at the next Council meeting.

Interim CAO McRadu recommended that the new Council develop a four year business plan and establish milestones for each year against which to monitor its achievements.

Council provided the following comments and questions:

- Comprehensive nature of the 2013 Annual Report;
- Articulates the objectives of the OCP and the financial health of the Village;
- Captures the essence of Lions Bay;
- The efforts of staff in producing the 2013 Annual Report were acknowledged;
- The only comment from the Standing Committee on Finance was the cost of the preparation of the report; and
- Whether the individuals pictured in the images have provided their consent to have their images published.

Staff will replace the image on Page 10 of the 2013 Annual Report to address Councillor Ando's concerns.

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Moved: Councillor Bain  
Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approves the 2013 Annual Report.

**CARRIED**

B. Environmental Assessment Office Feedback

Mayor Broughton advised that the deadline to provide feedback on the Woodfibre LNG Project is July 11, 2014. Mayor Broughton reported that she attended the only Environmental Assessment Office open house on the project that was held in Squamish.

Moved: Councillor Bain  
Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council advises the Environmental Assessment Office of its concerns regarding supertanker safety, rogue waves and foreshore erosion in response to the request for feedback on the Woodfibre LNG Project.

**CARRIED**

C. Mayors' Caucus Registration

Mayor Broughton advised that the Mayors' Caucus that will be held on the first day of the Union of BC Municipalities (UBCM) 2014 convention. The registration fee for the Mayors' Caucus is \$95.00.

Moved: Councillor Ronsley  
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves Mayor Broughton's attendance at the 2014 Mayors' Caucus and the payment of the \$95.00 registration fee.

**CARRIED**

**8. Public Questions & Comments**

A. Carole Conlin

Ms. Conlin commented that residents have not questioned Council's expenses in the past except where they pertained to payment for spouses to attend events with Council members.

Minutes – Special Council Meeting – July 3, 2014

Village of Lions Bay

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**9. In Camera**

Moved by: Councillor McLaughlin

Seconded by: Councillor Bain

**BE IT RESOLVED THAT** the Village of Lions Bay Council does close the Special Meeting of July 3, 2014 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:

(g) litigation or potential litigation affecting the municipality

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

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

**CARRIED**

**Councillor Ando opposed**

The Special Meeting of Council was adjourned to an In Camera Session at 7:20 p.m.

The Special Meeting of Council reconvened at 9:21 p.m.

**10. Reporting Out**

None

**11. Adjournment**

Moved: Councillor McLaughlin

Seconded: Councillor Bain

**BE IT RESOLVED THAT** the Village of Lions Bay Council adjourns the July 3, 2014 Special Council meeting at 9:21 p.m.

**CARRIED**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                         |              |           |
|------------|-----------------------------------------|--------------|-----------|
| Type       | Report to Council                       |              |           |
| Title      | Amendment to Minutes of May 6, 2014     |              |           |
| Author     | M. Koonts                               | Reviewed By: | G. McRadu |
| Date       | July 8, 2014                            | Version      | -         |
| Issued for | Regular Council Meeting – July 22, 2014 |              |           |

**Resolution:**

**THAT the Village of Lions Bay Council approves modification to the minutes of the May 6, 2014 Regular Council Meeting as noted by staff.**

Through further review, it has been noted that an additional change should be made to the Minutes of May 6, 2014. Two portions of the comments made by Dr. Michael Broughton (under item 3 and item 13) were inverted and should be adjusted accordingly.

For Council's consideration.

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, MAY 6, 2014 at 7:00 PM  
IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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### MINUTES

In Attendance: Mayor Brenda Broughton  
Councillor Scott Ando (arrived 8:16 p.m.)  
Councillor Fred Bain  
Councillor Ron McLaughlin  
Councillor Joanne Ronsley  
Grant McRadu, Interim CAO  
Mandy Koonts, Municipal Coordinator (Recorder)

**1. Call to Order**

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

**2. Approval of Agenda**

The following items were added to the agenda:

- 9D: Resolution to Award Construction Manager Contract for Community Centre Renovation Project
- 9E: Resolution to Support Annual Health & Fitness Day
- 12C: Port Authority Request for Municipal Feedback by May 8<sup>th</sup>, 2014

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the May 6, 2014 Regular Council meeting, as amended.

**CARRIED**

**3. Public Participation**

Mayor Broughton recused herself at 7:01 p.m.

A. Dr. Michael Broughton

Dr. Broughton requested to clarify points from the Minutes of April 15, 2014.

Dr. Broughton provided insight into the plowing of snow at the commercial strata complex. Dr. Broughton advised that the Village Townhouse garbage is picked up by accessing the Village bins through the Commercial property, the trucks come through the commercial parking lot to empty the bins. This also occurs for recycling and for green waste. The one-pass of the snow plow assists in this regard during periods of inclement weather.

Dr. Broughton clarified that the trees discussed by Mr. & Mrs. Publicover were not located on the Publicovers' property; the trees were located on the Povills' property.

Mayor Broughton rejoined the meeting at 7:03 p.m.

Interim CAO McRadu commented on questions raised by a resident at the earlier COTW meeting with respect to posting of Council items at the postal box area of the Village. Interim CAO McRadu noted that the space is rented from the strata corporation by Canada Post and that further research is needed to answer the resident's other questions. Interim CAO McRadu further stated that the procedure bylaw is under review and recommended changes being brought forward will also address some of the resident's concerns.

#### **4. Delegations**

##### **A. Secondary Suites Committee**

Carole Bajus spoke on behalf of the Committee. Ms. Bajus discussed the recommended revisions to the Secondary Suites bylaw which is on this evening's Agenda. Ms. Bajus indicated the Committee's intent throughout this process was to ensure fairness for residents with suites as well as residents without suites and to also ensure complete safety compliance for all Village residents. The Committee further recommends Council authorize legal action against those residents who don't comply with the bylaw. Councillor Ronsley thanked the Committee for their hard work and commitment.

#### **5. Adoption of Minutes**

Council recommended the following revisions to the minutes:

- Page 6 of 10: in the third paragraph after the resolution remove the word "be" from the second sentence so it reads "Councillor Ando further iterated that he would have no..."
- Page 4 of 10, item 8B: amend the last line of the first paragraph to read "...when met with unanticipated road condition surprises."

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the April 15, 2014 Regular Council meeting, as amended.

**CARRIED**

#### **6. Business Arising from the Minutes**

Councillor Bain advised he has been in contact with local BC Ambulance Unit Chief who has committed to responding to our request for details on levels of service in Lions Bay. Councillor Bain will report back to Council once an update has been received. Mayor Broughton noted that this issue had been a hot topic at the recent BC Mayors' Caucus.

#### **7. Unfinished Business**

##### **A. Community Centre Renovation**

To be discussed under Interim CAO's report.

## 8. Reports

Moved: Councillor Bain  
 Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of May 6, 2014, as submitted.

**CARRIED**

### A. Interim CAO

Interim CAO McRadu advised that the Community Centre Renovation is now underway with the roofing project having started this week and the library and historical society having started their pack-up. The storage and office trailers will arrive next week and the Village Office will move to the new site May 21-23, 2014. Updates will be provided to the public in order to effectively communicate any changes to service levels during this relocation phase.

Mayor Broughton recused herself at 7:23 p.m.

Interim CAO McRadu provided an update on the recent issue of tree cutting on Isleview Place noting that he and Councillor McLaughlin had met with Dr. Broughton to understand the events leading up to the cutting. Confirmation has now been made that the trees were located on private property and that permission to cut had been obtained from the property owner in advance of any trimming taking place. Dr. Broughton, at his own cost, has obtained a survey confirming the trees were not located on municipal property. The survey showed two of the trees straddle private and MOTI property and MOTI has confirmed they have no issue with those trees being topped. Both Dr. Broughton and the property owner were unhappy with the result of the cut and plan to “clean it up” once plans to do so have been communicated to Council and the public. All parties acknowledged there was poor communication in relation to the tree cutting and are committed to communicating better in the future to preserve neighbourly relationships.

Mayor Broughton rejoined the meeting at 7:27 p.m.

Interim CAO McRadu advised the 2013 audit has been completed and the preliminary results show a “clean” audit. Statements will be submitted to Council later this week and then released to the public via the Village website.

Interim CAO McRadu discussed No Parking signs being erected in the Village and apologized for the poor communication to residents on this issue, resulting in several phone calls to the office. Interim CAO McRadu will meet with staff this week to establish the history and rationale for erecting the signs and will ensure clear communication is provided to residents on this issue moving forward. Interim CAO McRadu will respond directly to those residents who have contacted the office.

Interim CAO McRadu is researching options for organic waste disposal and will report back to Council once the information has been collected and reviewed.

**B. Mayor and Council**

Mayor Broughton provided an update on the highlights of her report. Mayor Broughton advised that the BC Mayors' Caucus had confirmed the importance of sustainable funding and identified it as a priority. The Howe Sound Community Forum was well attended and three Provincial representatives had attended and are willing to provide staff time and work with the Minister on a planning tool for Howe Sound.

Mayor Broughton commented on Council Ando's report in his absence and noted there is a proposal to move from three divisions to two at Lions Bay School commencing in the 2014-15 school year.

Councillor Ronsley advised the Filming Committee meeting has been rescheduled to Monday, May 12<sup>th</sup> from 6-8pm. Councillor Ronsley also noted the Native Plan Garden group is organizing its annual plant sale for May 17<sup>th</sup> 9:30-12:30 in the hope of raising money for garden supplies. Councillor Ronsley will be attending the LMGA conference in Whistler from May 7-9, 2014.

**C. Committees**

**ii. Tree Committee - Application #46**

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council approves the recommendations of the Tree Committee with respect to Tree Cutting Application #46.

**CARRIED**

**Infrastructure Committee - Master Plan**

Councillor McLaughlin requested clarification from Councillor Ando on the most appropriate way to include Mayor Broughton's knowledge of Village infrastructure in the work of the Infrastructure Committee given Councillor Ando's position on this at the last Council meeting. Interim CAO McRadu suggested Councillor McLaughlin's comments be provided to the Infrastructure Committee, through Councillor Ando as committee chair, for further consideration. Council concurred.

**9. Resolutions**

**A. Resolution for Special Council Meeting on May 13, 2014**

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council will hold a Special Council Meeting on Tuesday, May 13, 2014 to adopt the Five Year Financial Plan Bylaw and the Tax Rates Bylaw.

**CARRIED**

**B. Resolution to Cancel Scheduled Council Meetings in June & July**

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council does cancel the June 3 and July 8 Regular Council Meetings.

**CARRIED**

C. Resolution to Change Council Meeting Venue During Renovation Project

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council does approve relocation of Regular Council meetings to the gymnasium of Lions Bay School during the Community Centre Renovation project.

**CARRIED**

D. Resolution to Award Construction Manager Contract for CCR Project

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council resolves to move forward on awarding of the Construction Manager contract to Kindred Construction in the amount of \$26,675 following a Request for Proposal process and confirmation of the selection criteria having been met.

**CARRIED**

E. Resolution to Support National Health & Fitness Day

Moved: Councillor Ronsley

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council supports National Health and Fitness Day on June 7, 2014.

**CARRIED**

**10. Bylaws**

A. Bylaw #472 Tax Rates Bylaw – Third Reading

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council approves third reading of Bylaw #472 Tax Rates, as presented.

**CARRIED**

B. Bylaw #473 Five Year Financial Plan Bylaw – Third Reading

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approves third reading of Bylaw #473 Five Year Financial Plan, as presented.

**CARRIED**

C. Bylaw #474 Election Procedures Bylaw – First and Second Reading

Moved: Councillor Ronsley  
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves first reading of Bylaw #474 Election Procedures, as presented.

**CARRIED**

Moved: Councillor McLaughlin  
Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council approves second reading of Bylaw #474 Election Procedures, as presented.

**CARRIED**

D. Bylaw #475 Secondary Suites Amendment Bylaw – First Reading

Moved: Councillor Bain  
Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approves first reading of Bylaw #475 Secondary Suites Amendment Bylaw, as presented.

**CARRIED**

**11. Correspondence**

Moved: Councillor Ronsley  
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receives the list of Correspondence to May 2, 2014.

**CARRIED**

Item 1: Squamish-Lillooet Regional District – Howe Sound Community Forum

Mayor Broughton advised Metro Vancouver has passed the Revised Principles For Cooperation and signing of the document is imminent; the objectives are clearly outlined in the revised principles of cooperation. Lions Bay resident, and former Councillor, Ruth Simons has taken on a volunteer role to bring elected officials together in a coordinated manner to assist with site selection for meetings, funding, and assisting with grant applications.

Item 6: Metro Vancouver New Waste-to-Energy Capacity

Mayor Broughton advised that Nanaimo Council has voted unanimously against this issue and the consultation process has subsequently been cancelled by Metro Vancouver.

Item 12: North Shore Table Matters Food Charter

Mayor Broughton noted that Council had passed a resolution in support of this issue on February 4, 2014 and that the information has been communicated to Vancouver Coastal Health. Mayor Broughton added that Lions Bay was the first of the North Shore municipalities to pass a resolution of support.

Councillor Ronsley requested Staff to respond to residential correspondence items 1-4 to advise the correspondence will be referred to the Filming Committee.

## **12. New Business**

### **A. Landfill Inventory and Closure Status Assessment Study**

Acting Manager of Public Works Will Emo provided insight on the status of the landfill location. Preliminary review indicates abandonment of the landfill is preferable to closing the landfill site; Ministry of Environment also prefers this option. Mr. Emo and Interim CAO McRadu are researching appropriate next steps and to establish whether abandonment will mean the Village's relinquishment of rights to the land. Staff will report back to Council once the research is completed. The engineer's report on file notes that when the landfill closed in 1983, it complied with all requirements for a closed site at that time.

### **B. Volunteer Appreciation / Emergency Preparedness Week – Acknowledgement**

Historically, the Village has taken these opportunities to host an event to publicly thank the Village's volunteers. Council recommended, given the closure of the Village Hall for renovations, this event be postponed to coincide with the formal re-opening event of the Hall. In the interim, Council requested Councillors to pass on their depths of gratitude to all volunteers within their portfolios.

### **C. Port Authority Request for Municipal Feedback**

Mayor Broughton noted the feedback request deadline has been extended twice by the Metro Vancouver board and that Lions Bay has some useful things to add to this feedback request. Councillor Bain and Mayor Broughton both brought forward comments to be included in the feedback. Staff will prepare a letter noting Council's comments and submit it to the Metro Vancouver board contact in time to meet the May 8, 2014 deadline.

## **13. Public Questions & Comments**

### **Ms. Carole Conlin**

Ms. Conlin sought clarification from Mayor Broughton as to the reasons Mayor Broughton had recused herself at two points during the meeting. Mayor Broughton advised that in both instances she had recused herself due to the fact she is part owner of the property that was being discussed.

Interim CAO McRadu answered Ms. Conlin's question from the COTW meeting stating that the Village does not pay any fees to post items at the post office.

Ms. Conlin requested clarification on the Village policy on snowplowing of the commercial strata complex noting that the policy letter contained on the Village website refers only to "Michael" and references more than one strata number.

### **Dr. Michael Broughton**

Mayor Broughton recused herself at 8:16 p.m. as she is part owner of the store and café strata complex.

Dr. Broughton advised that he has been in contact with all four of the concerned property owners on Isleview Place and confirmed their willingness to meet to resolve this issue. Dr. Broughton added that all of the residents value their relationships with each other.

Mayor Broughton rejoined the meeting at 8:18 p.m.

**14. In Camera Resolution**

Moved: Councillor Ronsley

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council does close the May 6, 2014 Regular Council Meeting to the public at 8:19 p.m. 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

**CARRIED**

**15. Reporting Out**

No items were reported out from the In Camera session.

**16. Adjournment**

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the May 6, 2014 Regular Council meeting.

**CARRIED**

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Mayor

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Interim CAO



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### Climate Action – Waste Management Task Force Terms of Reference

~~June 28, 2009~~ May July, 2014

#### DESCRIPTION

Climate Action Waste Management Task Force (CATF) is an ad hoc Council committee of Lions Bay residents interested in issues of Climate-related sustainability within their ~~V~~illage. Membership consists of a variety of backgrounds including general appreciation for protection of environment and climate change. CATF is Chaired by a Council appointed member and membership is open to ~~any~~ community residents. Goals and objectives are generated by the CATF and approved by Village Council. Based on a set of objectives, the CATF provides recommendation to Council ~~and staff~~ administration on ways in which ~~we~~ can meet the Vilalge of Lions Bay-our regularity requirements and objectives of the Climate Change Action Charter and ~~the our~~ Official Community Plan amendment and commitment to green house gas reduction.

#### SCOPE

- Focus of achievement of Goals and Objectives ~~is specific to Lions Bay-of Bylaw 420, Official Community Plan amendment 2010.~~
- ~~Focus efforts within Lions Bay~~

#### GOALS

- ~~Establish a Greenhouse Gas Emission Policy~~ Achieve 50% reduction of 2007 volume in solid waste by year 2020.
- ~~Meet the Targets set by the B.C. Provincial Government~~
- ~~Seek to be a leader in community sustainability amongst similar communities.~~
- ~~Significantly reduce emissions, waste and energy consumption in Lions Bay.~~
- ~~Imbed sustainability in all municipal planning processes.~~
- ~~Promote environmental stewardship,~~

#### OBJECTIVES

- ~~Focus efforts within Lions Bay~~ Implement 9.2 Policy: Solid Waste
- g) Support Metro Vancouver's Zero Waste objectives.
- r) Examine options to reduce quantities of waste by providing incentives and
- alternatives to residents.

- ~~Implement 9.3 Action:~~  
Consider changes to the waste management contract in order to examine a more efficient approach with respect to transporting waste out of the Village  
~~Implement existing best practices discovered from similar communities that are applicable within Lions Bay~~
- ~~Act as a resource for residents and other communities~~
- ~~Educate our community.~~
- ~~Establish inventory for Lions Bay, set reduction targets and action plans for OCP amendment (May 2010) [reference: Bill27].~~
- Identify policy changes that can benefit our community.
- Task Force members will be the change we want to see.
- Support and ~~ensure to~~ maintain Bear Smart Management Plan objectives

## STRUCTURE OF THE CLIMATE ACTION TASK FORCE

- **Members:** The CATF shall be open for membership to a wide range of Lions Bay residents who have an interest in achieving these objectives. Village staff members working with CATF are the Village Administrator (or designate) and Manager of Public Works.

### • **Number of Members:**

- At least one Council member;
- Five to nine citizens representing a range of interests, selected from among community volunteers;
- The Village Administrator or his/her designate;
- Manager of Public Works;
- The Mayor as an ex-officio member.
  - o There is no limit to the number of members, but members must be committed to the goals and objectives of this task force and be committed to participating on an ongoing basis.

### **Term of Office of Members:**

Appointment to the CATF Task Force is for one year, or until the group completes its work, whichever is earlier. An individual may continue to serve for subsequent terms, but must be appointed annually by Council.

There is no limit on the term of office for each member, but each year, Council shall review the progress of the Task Force, and determine whether the Task Force ought to continue and whether its membership ought to change.-

- **Election of Chair:** ~~A Delegated~~ Each December, the Mayor shall appoint a Council member to be appointed as as Chair and approved by Council.-
- **Election of Subcommittee Chairs:** Chair appoints subcommittee Chairs.

## REMUNERATION

No member of the CATF shall receive compensation; membership shall be strictly on a volunteer basis.

## RULES OF PROCEDURE

CATF will conduct its business via meetings or e-mail exchanges under the leadership of the Committee and Subcommittee Chairs. Committee Chair will seek to achieve consensus on views ~~and recommendations~~ among members and community. All recommendations shall be voted upon at a scheduled meeting of CATF and shall be presented by the Chair to Council for consideration. The Chair will bring this information to staff or Council as appropriate. The Committee shall not make any public comments (written or verbal) without the written approval of the Administrator ( or his/her delegate) or Council.

## MEETINGS OF THE CLIMATE ACTION TASK FORCE

Meetings, sub-committee meetings or consultations with members shall be held at the discretion of the Chair and sub-committee Chairs and shall be advertised and posted as per the Council Procedure By-law. The Chairs will provide members with the agenda. The Chair shall provide ~~minutes and notes~~ updates through a regular report to Council. Copies of e-mail exchanges and minutes will be made available to Council and residents of Lions Bay upon request.

## POWERS OF THE CLIMATE ACTION TASK FORCE

- a) The Chair of the CATF shall bring forward any advice, opinion or recommendations to the Village Council, staff or consultants engaged by the Village.
- b) The CATF may also pro-actively make recommendations to the Village Council, staff and consultants engaged by the Village on any and all matters relating to public works and administration.

## DUTIES AND REQUIREMENTS OF THE CLIMATE ACTION TASK FORCE

- a) Members of the CATF will be required to have access to email and the internet so that information can be exchanged electronically, and will be considered to be in the public domain and subject to FOIPOP legislation and notification of consultations and meetings with follow-up can be carried out electronically.
- b) Documents or reports issued for review in advance of any scheduled meeting shall be read and digested prior to the meeting to ensure that discussion during meetings can be undertaken in light of knowledge and information contained in the document or report.

- c) The CATF, may at Council's request, participate in the review of input received from the general public from questionnaires, open houses and any other public forum or meeting conducted by the Village.
- d) Participation in the CATF can only be active if the intent of participation excludes any personal commercial or personal political gain. Members who are in a conflict of interest must withdraw from the meeting.

**AUTHORITY:**

Approved by Council this \_\_\_\_.

\_\_\_\_\_  
Administrator



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                             |              |         |  |
|------------|-------------------------------------------------------------|--------------|---------|--|
| Type       | INFORMATION REPORT TO COUNCIL                               |              |         |  |
| Title      | Information Report from Public Works Manager, July 22, 2014 |              |         |  |
| Author     | N. Hoglund                                                  | Reviewed By: |         |  |
| Date       | July 16, 2014                                               |              | Version |  |
| Issued for | July 22, 2014 Council Meeting                               |              |         |  |

### 1. Recommendation:

**THAT Council receive this report for information purposes.**

### 2. Purpose:

This information report has been prepared to provide an update on the status of 2014's capital projects, in addition to a more general update on the Public Works Department.

### 3. Summary:

#### a. Capital projects:

The Public Works department has a number of capital projects in process as at the time of this report. An update is provided below as to the status of the projects being currently undertaken.

- i. **Upper Oceanview Culvert** – The current black HDPE culvert was installed as a temporary solution to stop water from draining onto properties on the opposite side of the road - the original culvert ran on the opposite side of the street under a driveway in conjunction with a series of culverts that ultimately redirected the water back into Rundle creek. There is funding of \$35,000 allocated to have a study undertaken to where best to locate this drainage system permanently, which will have to be done in careful consideration of both the Village's new Land Use Master Plan and the future Infrastructure Master Plan, in addition to the 2015 Capital Plan.

Should the permanent solution be placed on the current side of the street, it would make the most sense to combine culvert works with the replacement of the 1970's Highview water main, as this main runs between the current location of the black HDPE culvert and the boulevard. If we were to reinstate the culvert back to the original side of the street, it would make sense that a decision be made with regard to putting the small reservoir upstream of this culvert (Harvey 100,000 gallon) back into use, along with the installation of a 6" watermain down to PRV 6. In addition, the original culverts have likely been filled with concrete and/or blocked in some manner - so they would have to be replaced, as opposed to simply redirecting the

water again. This study will be organized by the Public Works Manager after the tenders for the projects IV through VIII, noted below, have been issued.

- ii. **Kelvin Grove Washroom Roof Replacement & Upgrades** – As per the Village’s Purchasing Policy, 5 companies were contacted by the Acting Manager of Public Works to quote for this work, as it is valued at less than \$20,000. 2 of the 5 companies (Karas Projects & Brandvold Construction) provided quotations. The Manager of Public Works will provide a written recommendation to the Interim CAO for approval to award the work to Karas Projects based upon a more robust scope of work included for a marginal (\$8.88) increase in cost to the Village. Approved funding for this project is \$15,000.
- iii. **Lions Bay Beach Park Septic Field** – As per the Village’s Purchasing Policy, an Invitation to Tender has been drafted by Creus Engineering, vetted and amended by the Manager of Public Works, and authorized for issue by the Interim CAO. This tender will be issued no later than Monday, July 21. Once the tender period has closed, the Manager of Public Works will provide a written recommendation to award the work to the Interim CAO for approval. Approved funding for this project is \$50,000.
- iv. **Improvements to the Access Road Above Oceanview Gate** – The Public Works Manager met with Creus Engineering on July 11, 2014 to discuss this project. Creus Engineering will provide a written proposal for the scope of work to be put to tender as per the Village’s Purchasing Policy. Upon review of this proposal, the Manager of Public Works, in conjunction with the Interim CAO, will ensure that an Invitation to Tender is issued; once closed, the Manager of Public Works will provide a written recommendation to award the work to the Interim CAO for approval, and the work will be scheduled. Approved funding for this project is \$40,000.
- v. **Magnesia Bypass & Installation of an Additional PRV** – The Public Works Manager met with Creus Engineering on July 11, 2014 to discuss this project. Creus Engineering will provide a written proposal for the scope of work to be put to tender as per the Village’s Purchasing Policy. Upon review of this proposal, the Manager of Public Works, in conjunction with the Interim CAO, will ensure that an Invitation to Tender is issued; once closed, the Manager of Public Works will provide a written recommendation to award the work to the Interim CAO for approval, and the work will be scheduled. Approved funding for this project is \$60,000.
- vi. **Harvey Intake Road Safety Upgrades** – The Public Works Manager met with Creus Engineering on July 11, 2014 to discuss this project. Creus Engineering will provide a written proposal for the scope of work to be placed on BC Bid as per the Village’s Purchasing Policy. Upon review of this proposal, the Manager of Public Works, in conjunction with the Interim CAO, will ensure that an Invitation to Tender is placed on BC Bid; once closed, the Manager of Public Works will provide a written recommendation to award the work to the Interim CAO and Council for approval, and the work will be scheduled. Approved funding for this project is \$150,000.

- vii. **Magnesia Intake & Road Safety Upgrades**– The Public Works Manager met with Creus Engineering on July 11, 2014 to discuss this project. Creus Engineering will provide a written proposal for the scope of work to be put to tender as per the Village’s Purchasing Policy. Upon review of this proposal, the Manager of Public Works, in conjunction with the Interim CAO, will ensure that an Invitation to Tender is issued; once closed, the Manager of Public Works will provide a written recommendation to award the work to the Interim CAO for approval, and the work will be scheduled. Approved funding for this project is \$70,000.
- viii. **SCADA Upgrades** – A considerable amount of background work has been undertaken by the Acting Manager of Public Works with regard to this project. The Manager of Public Works will collate this information and create a plan to move forward, likely in the form of an Invitation to Tender through Creus Engineering. Approved funding for this project is \$50,000.

**b. Public Works Update**

- i. **Annual work plan** – The Public Works Manager facilitated 2 crew meetings the week of June 30, 2014 to start progress towards an annual work plan. Considerable input and effort was put in by all to help create the plan, and it is anticipated that a follow-up meeting will take place by the end of this month to further flesh out this work in progress. Once in place, a high-level version will be compiled for staff, Council, and residents for the purpose of providing information about annual programs.
- ii. **Water main flushing program** – A water main flushing program has now been implemented, and watermain flushing will take place twice annually. As the water mains have not been flushed in some time, the decision was made to have the first system-wide flush be a soft flush, using far lower pressure and far less water than a hard flush would. This will allow us to test our system in a controlled environment; and identify any problems that need to be dealt with prior to the first hard flush of the system, which will be scheduled in the fall.
- iii. **Anticipated upcoming reports to Council** – Given the Public Works Manager’s short tenure with the organization (just over 3 weeks as at the time of writing this report), a comprehensive list is not yet available. However, a few issues have been noted as warranting further review and direction, and will be presented to Council in a timely manner.
- iv. **Grant Funding Research** - The Public Works Manager will research the newly released Infrastructure Canada New Building Canada Fund to determine which, if any, of the current Village water capital projects could be eligible for federal cost-share funding, and work closely with Mayor, Council, and Village staff through the applicable processes to apply for such funding.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                     |              |         |  |
|------------|-----------------------------------------------------|--------------|---------|--|
| Type       | Financial Report for six months ended June 30, 2014 |              |         |  |
| Title      | Executive Summary                                   |              |         |  |
| Author     | Hari Suvarna                                        | Reviewed By: |         |  |
| Date       | July 18, 2014                                       |              | Version |  |
| Issued for | Council Meeting July 22, 2014                       |              |         |  |

The attached financial report shows operating revenues earned and operating expenditures incurred for the first six months ended June 30, 2014 against a pro-rated budget. It also determines the remaining budget for each of the functional area for the balance of the fiscal year. These financial reports will be provided to Council on a quarterly basis.

Overall operating financial results for the Village of Lions Bay are trending in accordance with the budget in the first six months, however, the quarterly financial report for September 30, 2014 will give a more realistic picture of the financial results and a forecast of 2014 fiscal year end. The net expenditures at June 30, 2014, were \$175,000 against the pro-rated budget of \$155,000.

### Revenues:

**General and parcel tax revenues and utility user rates** were fully billed and realised at June 30, 2014. However, the revenues are pro-rated to six months for comparison purpose.

**Small Community grant** was received in July in the amount of \$195,561 slightly lower than the budget.

**Transfer of \$130,000 from reserves** relate to 2013 budgeted expenditures carried forward to 2014. The amount will be transferred when actual expenditures are incurred.

Some of the program revenues may fall short of the budget due to community hall being renovated but the corresponding expenditures will also be lower than budget.

### Expenditures:

Expenditures are shown by functional area. Overall expenditures (excluding amortization expenses) for the first six months of 2014 were 14% lower than pro-rated budget and 43% of the annual budget. 57% of the annual budget is remaining to be spent in the latter half of the year.

We will have a more accurate picture of the expenditure trend in our next quarterly report. The three main functional areas such as the general government, protective services and public works are trending in accordance with the budget and are expected to fully spend their budget at the year end. Water utility expenditures are lower than the budget in the first six months, however it is expected to fully spend the budget at year end.

## Statement of Operations by functions for 6 months ended June 2014

|                                  | Pro rated               |                        |                 |               |                  |                     | % of                |                                                                    |
|----------------------------------|-------------------------|------------------------|-----------------|---------------|------------------|---------------------|---------------------|--------------------------------------------------------------------|
| Description                      | YTD Actual<br>June 2014 | Budget to<br>June 2014 | YTD<br>Variance | %<br>variance | Annual<br>Budget | Remaining<br>Budget | remaining<br>budget | Comments                                                           |
| Revenues                         |                         |                        |                 |               |                  |                     |                     |                                                                    |
| Taxation                         | 558,045                 | 573,034                | (14,989)        | -3%           | 1,146,067        | (588,022)           | -51%                | Full tax revenues are realised, pro rated to June 30               |
| Parcel taxes                     | 126,826                 | 127,044                | (218)           | 0%            | 254,087          | (127,261)           | -50%                | Full tax revenues are realised, pro rated to June 30               |
| Utility user rates               | 299,235                 | 295,788                | 3,447           | 1%            | 591,576          | (292,341)           | -49%                | Full utility user rates are realised, pro rated to June 30         |
| Small community grant            | -                       | 98,371                 | (98,371)        | -100%         | 196,742          | (196,742)           | -100%               | grant received in July \$195,561                                   |
| Other grants                     | 8,474                   | 5,000                  | 3,474           | 69%           | 10,000           | (1,526)             | -15%                |                                                                    |
| Fees, licnses, permits and fines | 56,483                  | 51,558                 | 4,925           | 10%           | 103,115          | (46,632)            | -45%                | Revenue will be fully realised                                     |
| Other revenues                   | 767                     | 9,675                  | (8,908)         | -92%          | 19,350           | (18,583)            | -96%                |                                                                    |
| Transfer from Reserves           | -                       | 65,000                 | (65,000)        | -100%         | 130,000          | (130,000)           | -100%               | Transfers will be made at the end of year based on actual expenses |
| Total Revenues                   | #####                   | #####                  | (175,639)       | -14%          | #####            | (1,401,108)         | -57%                |                                                                    |
| Expenditures                     |                         |                        |                 |               |                  |                     |                     |                                                                    |
| General Government               | 324,635                 | 333,510                | 8,875           | 3%            | 667,019          | 342,384             | 51%                 | Budget will be fully spent at year end                             |
| Protective Services              | 120,116                 | 121,771                | 1,655           | 1%            | 243,542          | 123,426             | 51%                 | Budget will be fully spent at year end                             |
| Public Works                     | 173,464                 | 183,079                | 9,615           | 5%            | 366,157          | 192,693             | 53%                 | Budget will be fully spent at year end                             |
| Parks & Recreation               | 56,122                  | 75,745                 | 19,623          | 26%           | 151,489          | 95,367              | 63%                 | Will have a better sense of spending in September                  |
| Planning and Development         | 18,956                  | 29,993                 | 11,037          | 37%           | 59,986           | 41,030              | 68%                 | Will have a better sense of spending in September                  |
| Solid Waste                      | 80,784                  | 93,353                 | 12,569          | 13%           | 186,705          | 105,921             | 57%                 | Budget will be fully spent at year end                             |
| Sewer                            | 2,884                   | 31,292                 | 28,408          | 91%           | 62,584           | 59,700              | 95%                 | Will have a better sense of spending in September                  |
| Water                            | 169,773                 | 234,522                | 64,749          | 28%           | 469,044          | 299,271             | 64%                 | Budget will be fully spent at year end                             |
| Debenture Interest               | 44,404                  | 44,335                 | (69)            | 0%            | 88,669           | 44,265              | 50%                 | Full payments will be made by year end                             |
| Total Expenditure                | 991,138                 | 1,147,598              | 156,460         | 14%           | 2,295,195        | 1,304,057           | 57%                 |                                                                    |
| Amortization Exp                 | 233,559                 | 233,559                | -               |               | 467,117          | 233,559             | 50%                 |                                                                    |
| Net expenditures                 | (174,867)               | (155,688)              | 19,179          | -12%          | (311,375)        | 136,508             |                     |                                                                    |

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| Cheque #        | Pay Date   | Vendor # | Vendor Name                         | Paid Amount | Void |
|-----------------|------------|----------|-------------------------------------|-------------|------|
| 2014AprBCL      | 01/04/2014 | b0020    | BC Life & Casualty Company          | 210.60      |      |
| 2014Aprpbc      | 01/04/2014 | p0025    | Pacific Blue Cross                  | 1,188.43    |      |
| 2014Aprrfs      | 01/04/2014 | r0061    | RFS Canada                          | 336.76      |      |
| 021620          | 02/04/2014 | 90002    | 911 Supply Inc.                     | 415.52      |      |
| 021621          | 02/04/2014 | a0023    | Albiston, Jack                      | 752.57      |      |
| 021622          | 02/04/2014 | b0059    | Bonner, Scott                       | 163.07      |      |
| 021623          | 02/04/2014 | c0056    | Concentric                          | 3,467.54    |      |
| 021624          | 02/04/2014 | g0099    | Gardiner, Samantha                  | 416.00      |      |
| 021625          | 02/04/2014 | j0063    | John James                          | 151.94      |      |
| 021626          | 02/04/2014 | l0054    | Lions Bay Fire Rescue               | 524.17      |      |
| 021627          | 02/04/2014 | m0091    | McNichol, Fran                      | 101.76      |      |
| 021628          | 02/04/2014 | m0134    | McCullough, Kenneth and Vera        | 1,500.00    |      |
| 021629          | 02/04/2014 | o0024    | Oliver, Andrew                      | 2,031.97    |      |
| 021630          | 02/04/2014 | r0037    | Rescue Associates                   | 1,660.00    |      |
| 021631          | 02/04/2014 | s0109    | Suvarna, Hari                       | 7,528.75    |      |
| 2014PP5MPP      | 04/04/2014 | m0074    | Municipal Pension Plan              | 1,635.90    |      |
| 2014PPP6Rev     | 10/04/2014 | r0065    | Revenue Canada                      | 8,510.83    |      |
| BCH100007435380 | 11/04/2014 | b0028    | BC Hydro                            | - 279.51    |      |
| BCH119007063675 | 11/04/2014 | b0028    | BC Hydro                            | - 101.62    |      |
| BCH103007362314 | 15/04/2014 | b0028    | BC Hydro                            | 13.40       |      |
| 021632          | 17/04/2014 | u0051    | Urrutia, Alberto                    | 577.50      |      |
| 2014pp6mpp      | 17/04/2014 | m0074    | Municipal Pension Plan              | 1,635.55    |      |
| 2014WCB1        | 22/04/2014 | w0056    | Workers Compensation Board          | 4,394.87    |      |
| 021633          | 23/04/2014 | a0005    | Acklands - Grainger Inc             | 56.98       |      |
| 021634          | 23/04/2014 | a0009    | ALS Canada Ltd                      | 5,158.65    |      |
| 021635          | 23/04/2014 | b0021    | BC Communications                   | 481.60      |      |
| 021636          | 23/04/2014 | b0027    | Blake, Sheila                       | 100.00      |      |
| 021637          | 23/04/2014 | b0028    | BC Hydro                            | 324.87      |      |
| 021638          | 23/04/2014 | b0044    | Bell                                | 193.86      |      |
| 021639          | 23/04/2014 | b0051    | BOABC                               | 420.00      |      |
| 021640          | 23/04/2014 | b0053    | Butler, Dave                        | 81.25       |      |
| 021641          | 23/04/2014 | d0055    | Dominion Blue Digital Reprographics | 11.03       |      |
| 021642          | 23/04/2014 | e0070    | E-COMM                              | 5,714.00    |      |
| 021643          | 23/04/2014 | g0069    | Guillevin International Company     | 270.48      |      |
| 021644          | 23/04/2014 | g0078    | G E Koba Enterprises Inc            | 12,180.00   |      |
| 021645          | 23/04/2014 | j0064    | Jansson Structural Consulting Ltd.  | 1,299.71    |      |
| 021646          | 23/04/2014 | l0048    | Lions Bay General Store & Cafe      | 436.76      |      |
| 021647          | 23/04/2014 | l0049    | Loh, Gisela                         | 345.00      |      |
| 021648          | 23/04/2014 | l0080    | Loutet, Susan                       | 200.58      |      |
| 021649          | 23/04/2014 | l0090    | Lidstone & Company                  | 454.17      |      |
| 021650          | 23/04/2014 | m0073    | Medical Services Plan               | 653.50      |      |
| 021651          | 23/04/2014 | m0076    | Murdy & McAllister                  | 1,166.75    |      |

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|-------------|------------|----------|---------------------------------------|-------------|------|
| 021652      | 23/04/2014 | m0114    | Minister of Labour & Citizens Service | 20.07       |      |
| 021653      | 23/04/2014 | n0081    | North Shore Pest Detective Ltd        | 168.00      |      |
| 021654      | 23/04/2014 | p0027    | Payless Auto Towing Ltd               | 441.00      |      |
| 021655      | 23/04/2014 | p0030    | PitneyWorks                           | 379.46      |      |
| 021656      | 23/04/2014 | r0034    | Ronsley, Joanne                       | 131.26      |      |
| 021657      | 23/04/2014 | s0028    | Safelight Communications              | 395.36      |      |
| 021658      | 23/04/2014 | s0033    | Smithrite Disposal Ltd                | 14,978.77   |      |
| 021659      | 23/04/2014 | s0035    | Staples - Desjardins Credit Card      | 346.09      |      |
| 021660      | 23/04/2014 | s0036    | Shaw Direct                           | 52.89       |      |
| 021661      | 23/04/2014 | s0040    | Supersave Fuels                       | 7,912.84    |      |
| 021662      | 23/04/2014 | s0070    | Sea to Sky Network Solutions          | 884.80      |      |
| 021663      | 23/04/2014 | s0099    | Shred-it Inc.                         | 72.77       |      |
| 021664      | 23/04/2014 | s0105    | Sure Hazmat and Testing               | 2,762.66    |      |
| 021665      | 23/04/2014 | S0108    | Shaw Business                         | 111.89      |      |
| 021666      | 23/04/2014 | t0039    | Telus Services Inc                    | 308.00      |      |
| 021667      | 23/04/2014 | t0040    | Telus Communications                  | 1,164.55    |      |
| 021668      | 23/04/2014 | t0041    | Telus Mike                            | 350.57      |      |
| 021669      | 23/04/2014 | t0042    | Telus Mobility                        | 346.38      |      |
| 021670      | 23/04/2014 | t0047    | Triton Automotive                     | 465.45      |      |
| 021671      | 23/04/2014 | T0091    | TREO Port Mann                        | 4.60        |      |
| 021672      | 23/04/2014 | t0096    | Triex Contracting Ltd.                | 1,811.25    |      |
| 021673      | 23/04/2014 | u0055    | UPS Canada                            | 116.74      |      |
| 021674      | 23/04/2014 | w0058    | Western Safety Products               | 115.09      |      |
| 021675      | 23/04/2014 | x0070    | Xpert Valve Service & Maintenance     | 1,569.75    |      |
| 021676      | 23/04/2014 | z0033    | Zeemac Vehicle Lease Ltd              | 6,847.68    |      |
| 2014pp11Rev | 25/04/2014 | r0065    | Revenue Canada                        | 7,333.28    |      |
| 2014Maypbc  | 01/05/2014 | p0025    | Pacific Blue Cross                    | 1,399.03    |      |
| 2014Mayrfs  | 01/05/2014 | r0061    | RFS Canada                            | 336.76      |      |
| 2014MPP7    | 02/05/2014 | m0074    | Municipal Pension Plan                | 1,586.66    |      |
| 021677      | 05/05/2014 | r0071    | Revenue Services of British Columbia  | 225.10      |      |
| 021678      | 08/05/2014 | a0005    | Acklands - Grainger Inc               | 291.82      |      |
| 021679      | 08/05/2014 | a0009    | ALS Canada Ltd                        | 78.75       |      |
| 021680      | 08/05/2014 | b0017    | BC One Call                           | 12.18       |      |
| 021681      | 08/05/2014 | b0021    | BC Communications                     | 481.60      |      |
| 021682      | 08/05/2014 | b0028    | BC Hydro                              | 343.68      |      |
| 021683      | 08/05/2014 | b0051    | BOABC                                 | 367.50      |      |
| 021684      | 08/05/2014 | c0037    | CN Railway Properties                 | 1,260.00    |      |
| 021685      | 08/05/2014 | c0040    | Corix Water Products                  | 2,179.97    |      |
| 021686      | 08/05/2014 | c0042    | CUPE - Local 389                      | 890.40      |      |
| 021687      | 08/05/2014 | c0068    | Cook, Hayley                          | 124.26      |      |
| 021688      | 08/05/2014 | e0070    | E-COMM                                | 4,743.00    |      |
| 021689      | 08/05/2014 | g0096    | G. McRadu Consulting Ltd.             | 8,295.00    |      |
| 021690      | 08/05/2014 | g0097    | Gerald Longson                        | 6,768.88    |      |
| 021691      | 08/05/2014 | k0048    | Kal Tire                              | 123.19      |      |
| 021692      | 08/05/2014 | k0060    | Koonts, Mandy                         | 143.34      |      |

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|-----------------|------------|----------|---------------------------------------|-------------|------|
| 021693          | 08/05/2014 | I0054    | Lions Bay Fire Rescue                 | 504.46      |      |
| 021694          | 08/05/2014 | I0080    | Loutet, Susan                         | 22.71       |      |
| 021695          | 08/05/2014 | I0093    | Langford Bulldozing & Demolition Ltd. | 126.00      |      |
| 021696          | 08/05/2014 | m0063    | Metro Vancouver (GVRD)                | 42,487.50   |      |
| 021697          | 08/05/2014 | m0073    | Medical Services Plan                 | 653.50      |      |
| 021698          | 08/05/2014 | n0081    | North Shore Pest Detective Ltd        | 267.75      |      |
| 021699          | 08/05/2014 | o0024    | Oliver, Andrew                        | 2,031.96    |      |
| 021700          | 08/05/2014 | o0037    | Omega Uniform Systems                 | 216.16      |      |
| 021701          | 08/05/2014 | p0029    | Pitney Bowes                          | 406.06      |      |
| 021702          | 08/05/2014 | r0033    | RONA Inc. - Squamish                  | 358.70      |      |
| 021703          | 08/05/2014 | r0037    | Rescue Associates                     | 1,660.00    |      |
| 021704          | 08/05/2014 | s0036    | Shaw Direct                           | 53.96       |      |
| 021705          | 08/05/2014 | s0070    | Sea to Sky Network Solutions          | 884.80      |      |
| 021706          | 08/05/2014 | s0080    | Sea to Sky Clean Air Society          | 323.00      |      |
| 021707          | 08/05/2014 | s0097    | Scholes, Sam                          | 28.37       |      |
| 021708          | 08/05/2014 | s0099    | Shred-it Inc.                         | 72.77       |      |
| 021709          | 08/05/2014 | s0108    | Shaw Business                         | 111.89      |      |
| 021710          | 08/05/2014 | s0109    | Suvarna, Hari                         | 10,237.50   |      |
| 021711          | 08/05/2014 | s0110    | Terri Stuart                          | 382.50      |      |
| 021712          | 08/05/2014 | t0040    | Telus Communications                  | 1,070.70    |      |
| 021713          | 08/05/2014 | t0042    | Telus Mobility                        | 338.30      |      |
| 021714          | 08/05/2014 | t0047    | Triton Automotive                     | 393.02      |      |
| 021715          | 08/05/2014 | t0053    | Tompai, Lauren                        | 465.00      |      |
| 2014PP8Rev      | 09/05/2014 | r0065    | Revenue Canada                        | 7,951.56    |      |
| 2014PP8MPP      | 16/05/2014 | m0074    | Municipal Pension Plan                | 1,635.55    |      |
| BCH110007357676 | 20/05/2014 | b0028    | BC Hydro                              | 898.60      |      |
| BCH110007357677 | 20/05/2014 | b0028    | BC Hydro                              | 14.31       |      |
| BCH110007357678 | 20/05/2014 | b0028    | BC Hydro                              | 76.00       |      |
| BCH117007229965 | 20/05/2014 | b0028    | BC Hydro                              | 708.58      |      |
| BCH117007229966 | 20/05/2014 | b0028    | BC Hydro                              | 66.99       |      |
| BCH117007229967 | 20/05/2014 | b0028    | BC Hydro                              | 93.59       |      |
| BCH117007229968 | 20/05/2014 | b0028    | BC Hydro                              | 467.07      |      |
| 2014PP9rev      | 23/05/2014 | r0065    | Revenue Canada                        | 6,405.58    |      |
| 021716          | 29/05/2014 | I0049    | Loh, Gisela                           | 300.00      |      |
| 2014Junpbc      | 01/06/2014 | p0025    | Pacific Blue Cross                    | 1,399.03    |      |
| 2014Junrfs      | 01/06/2014 | r0061    | RFS Canada                            | 336.76      |      |
| 021717          | 02/06/2014 | 90002    | 911 Supply Inc.                       | 321.44      |      |
| 021718          | 02/06/2014 | a0005    | Acklands - Grainger Inc               | 438.21      |      |
| 021719          | 02/06/2014 | a0009    | ALS Canada Ltd                        | 108.68      |      |
| 021720          | 02/06/2014 | a0013    | Arrow Equipment Ltd                   | 1,559.89    |      |
| 021721          | 02/06/2014 | a0014    | Associated Fire Safety Equipment      | 339.31      |      |
| 021722          | 02/06/2014 | a0035    | Alpine Paving                         | 3,819.19    |      |
| 021723          | 02/06/2014 | a0046    | Acura Embeded Systems Inc.            | 13,493.76   |      |
| 021724          | 02/06/2014 | b0021    | BC Communications                     | 44.80       |      |

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|----------|------------|----------|------------------------------------|-------------|------|
| 021725   | 02/06/2014 | b0022    | BDO Canada LLP                     | 13,335.84   |      |
| 021726   | 02/06/2014 | b0044    | Bell                               | 96.93       |      |
| 021727   | 02/06/2014 | b0071    | Butler Workplace Solutions         | 551.25      |      |
| 021728   | 02/06/2014 | c0038    | Coast Hydrant & Valve Repair Parts | 341.05      |      |
| 021729   | 02/06/2014 | c0040    | Corix Water Products               | 1,839.43    |      |
| 021730   | 02/06/2014 | c0046    | ClearTech Industries Ltd           | 789.94      |      |
| 021731   | 02/06/2014 | c0083    | Century Sign Systems Ltd.          | 1,080.80    |      |
| 021732   | 02/06/2014 | d0083    | Denise Yuen                        | 1,785.00    |      |
| 021733   | 02/06/2014 | d0090    | Diamond Pre-Cast Concrete          | 637.05      |      |
| 021734   | 02/06/2014 | d0092    | Dynamic Rescue Training Ltd.       | 420.00      |      |
| 021735   | 02/06/2014 | e0069    | Emo, William                       | 47.29       |      |
| 021736   | 02/06/2014 | g0064    | Gibson Waterworks Supply           | 730.86      |      |
| 021737   | 02/06/2014 | g0078    | G E Koba Enterprises Inc           | 5,297.18    |      |
| 021738   | 02/06/2014 | g0096    | G. McRadu Consulting Ltd.          | 10,127.50   |      |
| 021739   | 02/06/2014 | g0100    | Germescheid, Barret                | 74.20       |      |
| 021740   | 02/06/2014 | h0103    | Hi-Lite Truck Accessories Ltd.     | 53.05       |      |
| 021741   | 02/06/2014 | h0104    | Helen Craig Counselling            | 500.00      |      |
| 021742   | 02/06/2014 | m0068    | Minister of Forests                | 94.50       |      |
| 021743   | 02/06/2014 | m0091    | McNichol, Fran                     | 232.78      |      |
| 021744   | 02/06/2014 | n0081    | North Shore Pest Detective Ltd     | 168.00      |      |
| 021745   | 02/06/2014 | p0027    | Payless Auto Towing Ltd            | 735.00      |      |
| 021746   | 02/06/2014 | p0028    | Phoenix Benefits Solutions         | 2,790.00    |      |
| 021747   | 02/06/2014 | p0029    | Pitney Bowes                       | 31.48       |      |
| 021748   | 02/06/2014 | r0033    | RONA Inc. - Squamish               | 248.78      |      |
| 021749   | 02/06/2014 | r0034    | Ronsley, Joanne                    | 586.14      |      |
| 021750   | 02/06/2014 | r0053    | Ramtech Environmental Products     | 7,165.35    |      |
| 021751   | 02/06/2014 | r0067    | Raincoast Ventures Ltd.            | 481.95      |      |
| 021752   | 02/06/2014 | r0068    | Roper Greyell                      | 165.76      |      |
| 021753   | 02/06/2014 | r0070    | Rob Barrs & Associates             | 7,927.50    |      |
| 021754   | 02/06/2014 | s0033    | Smithrite Disposal Ltd             | 14,998.35   |      |
| 021755   | 02/06/2014 | s0035    | Staples - Desjardins Credit Card   | 235.57      |      |
| 021756   | 02/06/2014 | s0070    | Sea to Sky Network Solutions       | 3,360.00    |      |
| 021757   | 02/06/2014 | s0092    | Silverline Security Ltd            | 173.21      |      |
| 021758   | 02/06/2014 | s0099    | Shred-it Inc.                      | 155.72      |      |
| 021759   | 02/06/2014 | s0108    | Shaw Business                      | 111.89      |      |
| 021760   | 02/06/2014 | s0109    | Suvarna, Hari                      | 7,848.75    |      |
| 021761   | 02/06/2014 | s0111    | Sea to Sky Park Services Ltd.      | 650.00      |      |
| 021762   | 02/06/2014 | t0039    | Telus Services Inc                 | 308.00      |      |
| 021763   | 02/06/2014 | t0040    | Telus Communications               | 78.40       |      |
| 021764   | 02/06/2014 | t0041    | Telus Mike                         | 178.54      |      |
| 021765   | 02/06/2014 | t0042    | Telus Mobility                     | 328.08      |      |
| 021766   | 02/06/2014 | u0058    | Uline Canada Corporation           | 1,043.73    |      |
| 021767   | 02/06/2014 | w0059    | Westkey Graphics                   | 913.11      |      |
| 021768   | 02/06/2014 | w0072    | Wesclean                           | 897.53      |      |

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Village of Lions Bay  
AP Listing 2nd Qtr  
April 1 to June 30, 2014

| Cheque #       | Pay Date   | Vendor # | Vendor Name                              | Paid Amount | Void |
|----------------|------------|----------|------------------------------------------|-------------|------|
| 021769         | 02/06/2014 | w0078    | Wolseley                                 | 288.54      |      |
| 021770         | 02/06/2014 | w0081    | Wilke, Eileen                            | 222.83      |      |
| 021771         | 02/06/2014 | z0026    | The Dance Capitol                        | 1,757.13    |      |
| 021772         | 02/06/2014 | z0033    | Zeemac Vehicle Lease Ltd                 | 3,423.84    |      |
| 2014PP10Rev    | 10/06/2014 | r0065    | Revenue Canada                           | 7,293.17    |      |
| 2014PP11RevCan | 10/06/2014 | r0065    | Revenue Canada                           | 8,446.55    |      |
| 2014PP10MPP    | 13/06/2014 | m0074    | Municipal Pension Plan                   | 1,635.56    |      |
| 021773         | 16/06/2014 | a0028    | Akerhielm, Paul                          | 56.28       |      |
| 021774         | 16/06/2014 | A0035    | Alpine Paving                            | 5,231.70    |      |
| 021775         | 16/06/2014 | b0021    | BC Communications                        | 526.40      |      |
| 021776         | 16/06/2014 | b0022    | BDO Canada LLP                           | 6,557.76    |      |
| 021777         | 16/06/2014 | b0028    | BC Hydro                                 | 901.20      |      |
| 021778         | 16/06/2014 | c0042    | CUPE - Local 389                         | 906.55      |      |
| 021779         | 16/06/2014 | c0093    | Creus Engineering Ltd                    | 279.30      |      |
| 021780         | 16/06/2014 | d0093    | DMC Dubas Management & Construction Inc. | 38,298.29   |      |
| 021781         | 16/06/2014 | d0094    | DLO Move Support Services Ltd.           | 8,977.89    |      |
| 021782         | 16/06/2014 | e0071    | Emma Gallelo                             | 56.00       |      |
| 021783         | 16/06/2014 | e0072    | EOCP - Environmental Operators           | 105.00      |      |
| 021784         | 16/06/2014 | f0068    | Friesen, John                            | 61.40       |      |
| 021785         | 16/06/2014 | F0081    | Fraser Basin Council                     | 323.00      |      |
| 021786         | 16/06/2014 | g0097    | Gerald Longson                           | 4,379.38    |      |
| 021787         | 16/06/2014 | j0063    | John James                               | 32.31       |      |
| 021788         | 16/06/2014 | K0060    | Koonts, Mandy                            | 121.20      |      |
| 021789         | 16/06/2014 | I0049    | Loh, Gisela                              | 300.00      |      |
| 021790         | 16/06/2014 | I0054    | Lions Bay Fire Rescue                    | 442.04      |      |
| 021791         | 16/06/2014 | I0080    | Loutet, Susan                            | 177.30      |      |
| 021792         | 16/06/2014 | I0083    | Loutet, Myron                            | 84.00       |      |
| 021793         | 16/06/2014 | I0085    | Lehigh Materials                         | 41.06       |      |
| 021794         | 16/06/2014 | m0067    | Milani Plumbing                          | 198.45      |      |
| 021795         | 16/06/2014 | m0073    | Medical Services Plan                    | 635.50      |      |
| 021796         | 16/06/2014 | m0091    | McNichol, Fran                           | 45.54       |      |
| 021797         | 16/06/2014 | m0105    | Mercury Transport Inc.                   | 1,911.00    |      |
| 021798         | 16/06/2014 | m0132    | Mediquest Technologies Inc.              | 11.20       |      |
| 021799         | 16/06/2014 | n0078    | Mullen, Neale                            | 325.33      |      |
| 021800         | 16/06/2014 | o0024    | Oliver, Andrew                           | 2,031.96    |      |
| 021801         | 16/06/2014 | p0027    | Payless Auto Towing Ltd                  | 331.70      |      |
| 021802         | 16/06/2014 | r0059    | RICOH Canada Inc.                        | 1,384.69    |      |
| 021803         | 16/06/2014 | s0028    | Safelight Communications                 | 110.88      |      |
| 021804         | 16/06/2014 | s0033    | Smithrite Disposal Ltd                   | 14,998.35   |      |
| 021805         | 16/06/2014 | s0035    | Staples - Desjardins Credit Card         | 354.94      |      |
| 021806         | 16/06/2014 | s0050    | Steve's Tree Service                     | 1,260.00    |      |
| 021807         | 16/06/2014 | s0070    | Sea to Sky Network Solutions             | 1,738.08    |      |
| 021808         | 16/06/2014 | s0097    | Scholes, Sam                             | 62.73       |      |
| 021809         | 16/06/2014 | s0112    | Sutton, Anna                             | 55.44       |      |

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Village of Lions Bay  
AP Listing 2nd Qtr  
April 1 to June 30, 2014

| Cheque #    | Pay Date   | Vendor # | Vendor Name                       | Paid Amount | Void |
|-------------|------------|----------|-----------------------------------|-------------|------|
| 021810      | 16/06/2014 | t0039    | Telus Services Inc                | 308.00      |      |
| 021811      | 16/06/2014 | t0040    | Telus Communications              | 1,493.43    |      |
| 021812      | 16/06/2014 | t0041    | Telus Mike                        | 79.68       |      |
| 021813      | 16/06/2014 | t0047    | Triton Automotive                 | 980.11      |      |
| 021814      | 16/06/2014 | t0097    | Tupper Landscaping Inc.           | 203.44      |      |
| 021815      | 16/06/2014 | v0050    | Vancouver Irrigation Supply       | 1,507.14    |      |
| 021816      | 16/06/2014 | v0054    | VitalAire                         | 191.74      |      |
| 021817      | 16/06/2014 | w0057    | Westburne Electric Supply         | 140.13      |      |
| 021818      | 16/06/2014 | w0058    | Western Safety Products           | 137.78      |      |
| 021819      | 16/06/2014 | w0083    | Waterson, Simon                   | 22.11       |      |
| 021820      | 16/06/2014 | x0070    | Xpert Valve Service & Maintenance | 845.25      |      |
| 021822      | 26/06/2014 | a0015    | Allan, Bob                        | 1,887.50    |      |
| 021823      | 26/06/2014 | b0056    | Babcock, Jordan                   | 1,826.00    |      |
| 021824      | 26/06/2014 | b0059    | Bonner, Scott                     | 896.00      |      |
| 021825      | 26/06/2014 | b0070    | Briscoe, Leyland                  | 1,384.00    |      |
| 021826      | 26/06/2014 | c0096    | Craig, Patrick                    | 819.00      |      |
| 021827      | 26/06/2014 | d0085    | Downey, Steve                     | 912.00      |      |
| 021828      | 26/06/2014 | d0088    | Donaghey, Steve                   | 984.00      |      |
| 021829      | 26/06/2014 | f0068    | Friesen, John                     | 1,000.50    |      |
| 021830      | 26/06/2014 | g0077    | Guillemette,JP                    | 517.00      |      |
| 021831      | 26/06/2014 | h0084    | Hood, Stewart                     | 1,030.00    |      |
| 021832      | 26/06/2014 | j0063    | John James                        | 987.00      |      |
| 021833      | 26/06/2014 | m0110    | Malcolm, Scott                    | 22.00       |      |
| 021834      | 26/06/2014 | m0127    | Monte De Ramos, Abe               | 966.00      |      |
| 021835      | 26/06/2014 | m0128    | Marr, Kyle                        | 238.00      |      |
| 021836      | 26/06/2014 | n0078    | Mullen, Neale                     | 1,702.00    |      |
| 021837      | 26/06/2014 | o0024    | Oliver, Andrew                    | 2,150.00    |      |
| 021838      | 26/06/2014 | p0076    | Pitcher, Eric                     | 1,430.00    |      |
| 021839      | 26/06/2014 | s0053    | Sorensen, Chris                   | 253.00      |      |
| 021840      | 26/06/2014 | s0097    | Scholes, Sam                      | 1,288.00    |      |
| 021841      | 26/06/2014 | s0106    | Sanford, Blake                    | 980.00      |      |
| 021842      | 26/06/2014 | t0054    | Turpin, Greg                      | 1,221.00    |      |
| 021843      | 26/06/2014 | t0077    | Tancre, Phillip                   | 869.00      |      |
| 021844      | 26/06/2014 | w0060    | Wolder, Ken                       | 1,325.00    |      |
| 021845      | 26/06/2014 | w0066    | Wilson, Rick                      | 847.00      |      |
| 021846      | 26/06/2014 | w0083    | Waterson, Simon                   | 1,970.00    |      |
| 021847      | 26/06/2014 | w0087    | Welch, Kellen                     | 1,379.00    |      |
| 021848      | 26/06/2014 | w0089    | Woodward, Adam                    | 1,001.00    |      |
| 2014PP11MPP | 27/06/2014 | m0074    | Municipal Pension Plan            | 1,635.57    |      |
|             |            |          |                                   | 492,128.36  |      |

*Note: The totals include 5% GST which is fully recoverable by the Village*



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

# REPORT

## Information Report to Council

Presented: June 17<sup>th</sup> to July 22<sup>nd</sup>, 2014

From: Mayor Brenda Broughton

Subject: Council Portfolio Update

| Portfolio                                                                                                                                               | Parties Involved                                                                                                            | Date                                                                | Update                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grants:<br>Community Infrastructure Improvement Fund ~<br><i>Project to be completed by March 31<sup>st</sup>, 2014 for this Funding to be received</i> | Mayor Broughton, John Weston, MP                                                                                            | March 18 <sup>th</sup> , 20 <sup>th</sup> , 22 <sup>nd</sup> , 2014 | Discussion to try to advance the discussions with WD regarding the WD CIIF Funding.                                                                                                                                                                                                                                 |
|                                                                                                                                                         | Mayor Broughton, Naina Sloan, Director General, Operations, Western Economic Diversification – WD, and Kandice Morrison, WD | March 18 <sup>th</sup> , 2014                                       | Discussion to try to advance the WD and received notice that in addition to the change from 27% to 50% of spending prior to March 31 <sup>st</sup> , 2014, an extension for project completion for the project scope items invoiced on or prior to March 31 <sup>st</sup> , 2014, to August 1 <sup>st</sup> , 2014. |
|                                                                                                                                                         | Mayor Broughton and Josh Hemond                                                                                             | March 18 <sup>th</sup> , 19 <sup>th</sup> and 20 <sup>th</sup>      | To review a letter sent to Minister Rempel, Minister of State Responsible for Western Economic Diversification, to request an extension to July 31 <sup>st</sup> , 2014 for the funding and the project completion.                                                                                                 |
|                                                                                                                                                         | Mayor Broughton and Josh Hemond, Communications Adviser to John Weston, MP                                                  | February 24 <sup>th</sup> , 2014                                    | To provide information regarding an extension for the WED \$250,000 funding                                                                                                                                                                                                                                         |
|                                                                                                                                                         | Mayor Broughton and John Weston, MP                                                                                         | February 21 <sup>st</sup> , 2014                                    | To discuss an extension for the WED \$250,000 funding                                                                                                                                                                                                                                                               |
|                                                                                                                                                         | Mayor Broughton, Grant McRadu,                                                                                              | February 19 <sup>th</sup> , 2014                                    | To discuss an extension for the WED \$250,000 funding                                                                                                                                                                                                                                                               |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                                                                                                     |                                                                                                                                                                                                                                                                                                                     |                                  |                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Small Community Recreation Grant ~<br><i>Project to be completed by March 31<sup>st</sup>, 2015</i> | Interim CAO and Bernadette Lee, Wester Economic Development                                                                                                                                                                                                                                                         |                                  | To discuss an extension for the WED \$250,000 funding to line up with the BC Community Recreation Grant.                                                                                                                                                                                                                                                          |
|                                                                                                     | Mayor Broughton spoke with John Weston, MP                                                                                                                                                                                                                                                                          | November 20 <sup>th</sup> , 2013 | John Weston, MP, update re Community Centre Renewal                                                                                                                                                                                                                                                                                                               |
|                                                                                                     | Mayor Broughton and John Weston, MP                                                                                                                                                                                                                                                                                 | May 1 <sup>st</sup> , 2013       |                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                     | Mayor, Council with John Weston, MP, Farouk Zaba, Chuck Partridge, 50 Lions Bay Residents, including the ESS Team Members and ESS Director, Sally Pollock and LB Fire Rescue Chief Andrew Oliver and LBFR members. Thank you to ESS for assisting in presenting and serving refreshments and for clean up as well ! | April 4 <sup>th</sup> , 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.<br><br>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. |
|                                                                                                     | Mayor Broughton and Liam Edwards, Director, Ministry Community & Sport                                                                                                                                                                                                                                              | March 24 <sup>th</sup> , 2014    | Discuss funding                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                     | Mayor Broughton, Grant McRadu, Interim CAO and Liam Edwards, Director Infrastructure Operations, Ministry Community, Sport and Cultural Development                                                                                                                                                                 | March 12 <sup>th</sup> , 2014    | Confirmation of the change in the Community Centre Renovation Scope of Work under the Small Community Recreation Grant.                                                                                                                                                                                                                                           |
|                                                                                                     | Joan McIntyre, MLA, Mayor, Council, Community Leaders, Volunteers and Staff.                                                                                                                                                                                                                                        | March 30 <sup>th</sup> , 2012    | Receipt of the \$440,343 Grant for the Community Centre Renovation. Lions Bay was the only community in Metro to receive the Small Community Recreation Grant Funding and only one of six communities in the Sea to Sky Provincial Riding.                                                                                                                        |
| Community Centre Renewal ~ CCR                                                                      | Mayor Broughton, Lori Atherton and Gerry Longson.                                                                                                                                                                                                                                                                   | July 16 <sup>th</sup> , 2014     | Discussion of surface finishing details                                                                                                                                                                                                                                                                                                                           |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                                              |                                                                                                                                                                                                     |                                                   |                                                                                                                                                                                                               |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | Mayor Broughton, Councillor Ronsley, Grant McRadu                                                                                                                                                   | June 24 <sup>th</sup> , 2014                      | Walk around review                                                                                                                                                                                            |
|                                              | Mayor Broughton, Tony Cox, Councillor Ronsley, Janet Couzins                                                                                                                                        | June 23 <sup>rd</sup> , 2014                      | Review of proposed changes and creation of a community space in the southend of the Library area.                                                                                                             |
|                                              | Mayor Broughton, Grant McRadu, Interim CAO, Gerry Longson and Lori Atherton                                                                                                                         | June 9 <sup>th</sup> , 2014                       | Overview on-site                                                                                                                                                                                              |
|                                              | Mayor Broughton, Grant McRadu, Interim CAO, Gerald Longson, Construction Mgr Consultant and Russ Meiklejohn, Architect                                                                              |                                                   |                                                                                                                                                                                                               |
| Land Master Planning                         | Mayor Broughton and Neil Curtis, Crown Lands                                                                                                                                                        | July 14 <sup>th</sup> , 2014                      | Discussion of mapping of desired land for Public use and potential crown lands for residential development.                                                                                                   |
|                                              | Mayor Broughton; Neil Curtis, Crown Lands; and Grant McRadu, Interim CAO                                                                                                                            | June 24 <sup>th</sup> , 2014                      | Discussion of Public and potential residential lands. Discussion of the process to obtain Public Lands.                                                                                                       |
|                                              | Mayor Broughton, Grant McRadu, Interim CAO, Neil Curtis, Crown Lands                                                                                                                                | June 16 <sup>th</sup> , 2014                      | A discussion of lands                                                                                                                                                                                         |
| Metro Board Meeting                          | Board Directors                                                                                                                                                                                     | July 11th, 2014                                   | Board Meeting.                                                                                                                                                                                                |
| Translink Mayor's Council                    | Metro Mayor's                                                                                                                                                                                       | June 26 <sup>th</sup> , 2014                      | Further discussion of final steps with the Province of BC with a long term transit plan.                                                                                                                      |
| BC Small Community Grant                     | Mayor Broughton, Councillor Fred Bain, Councillor Joanne Ronsley, The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development, Deputy Minister Rebecca Denlinger and staff. | February, 2014<br>October 28 <sup>th</sup> , 2013 | Confirmed in Province of BC Budget 2015 to 2017 with 50% increase to the sum of \$298,000.                                                                                                                    |
| EAO Office Proposed Woodfibre LNG Open House | Mayor Broughton                                                                                                                                                                                     | June 18th, 2014                                   | Attended, subsequent Resolution of Council to respond to the EAO with the VOLB Council opposition to LNG Supertankers in Howe Sound due to Rogue Waves and boater and swimmer safety; Supertanker Safety; and |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                                              |                                                                                                     |                              |                                                                                                                                                                                                                                                                                        |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                                                                                                     |                              | foreshore erosion. This input has been provided within this project's Public Consultation time.                                                                                                                                                                                        |
| Waste Management                             | Mayor Broughton, Grant McRadu, Interim CAO and Ruth Simons, Chair, Climate Action Task Force        | June 2 <sup>nd</sup> , 2014  | Discussion with regard to the Metro Waste Management goals regarding Organic Waste goals of Lions Bay 2015. Communication will begin over the coming months.                                                                                                                           |
| Metro Electoral Area A                       | Mayor Broughton and Committee                                                                       | June 4 <sup>th</sup> , 2014  | Spoke informally with Metro Planners regarding Lions Bay Waste Contract and whether Electoral Area A may wish to participate in 2015.                                                                                                                                                  |
| Fraser Basin Council                         | Mayor Broughton                                                                                     | July 15 <sup>th</sup> , 2014 | Many in attendance from Feds, Province, Council and Emergency Services to hear the newly forming goals regarding the Fraser River flood mitigation and the sea level rise mitigation planning. Lions Bay will be a beneficiary of information regarding mitigation for sea level rise. |
| Historical Society Annual Crochet Tournament | Mayor Broughton, Councillor McLaughlin and the members of the Historical Society and their partners | July 19 <sup>th</sup> , 2014 | Hosted annually by Tony and Valerie Cox. Many thanks to the Cox's for so generously opening their home for this wonderful event !                                                                                                                                                      |
| Metro Intergovernmental Committee            | Mayor Broughton, Eion Finn, the Intergovernmental Committee members                                 | June 13 <sup>th</sup> , 2014 | Presentation by Mr. Finn regarding LNG Supertanker Howe Sound shipping lane safety concerns                                                                                                                                                                                            |

## Village of Lions Bay

### REPORT Information Report to Council

Presented: July 22, 2014

From: Councillor Joanne Ronsley

| Portfolio                                         | Parties Involved                                                                                                 | Date                                                        | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcome Package                                   | Office Staff                                                                                                     | April 3<br>March<br>Feb<br>2014                             | <b>One new resident</b><br>No new residents recorded<br>One new resident (KG)<br>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) | <b>SSISC Board &amp; Advisors</b><br><br>SSISC Board, Advisors<br>SSISC Board & Advisors                         | <b>June 16 8:30-10:30 AM</b><br><br>April 2<br>Feb 17 10 AM | <b>I attended Board &amp; Advisors telephone Conference call meeting.</b><br><b>\$25,000 funding grant received from Squamish District. Grants applied for: Pemberton,&amp; Gaming Commission. Japanese Knotweed treatment available close to water. Invasive eradication on private property available @ \$ 500 per day.</b><br><br>Invasive Species Forum & Annual General Meeting ; Whistler Public Library 2-5 PM . Main Plants in Squamish area (directly relevant to LB) Japanese Knotweed , Giant Hogwood, Orange Hawkweed, Blueweed & Scotch Broom are being treated by early removal. Coleen Hougan highlighted importance of boat cleaning before entering another water avoid the spread of aquatic invasive species. I was elected to the Board of the Sea to Sky Invasive Species Council, commencing April 2, 2014.<br>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                                           | <b>Chair Annmarie Gates, Janet Cozens, LB Admin Mandy Koonts</b><br><br>Chair Annmarie Gates, Library Volunteers | <b>May-June<br/>April 17</b><br><br>Feb-March-April 2014    | <b>Roof replacement underway.</b><br><b>Plans confirmed: Library continues to share kitchen with Historical Society. Library to have new repainted plaster board walls. Cupboards removed. Bath room to remain as is. Request: small bar sink in kitchen. Main area to be repainted. Present shelves painted to be reused. Volunteers to pack up books with Office covering cost of packing materials. Boxes to be moved to safe dry storage area away from dampness, mold &amp; critters. Library furniture, shelves, computer, etc, to be stored in Works . Moving boxes due to arrive in about a week &amp; then the pack-up begins. Office staff may be able to assist volunteers. Moving day target, mid-May</b><br><br>Awaiting the new roof installation . Article , <i>Lions Bay Community News</i> Spring edition keeping residents in touch and that the Library will reopen.<br>Volunteers regularly check to ensure safety of books. CAO McRadu continuing to oversee roof tarp security against winter storms & rain.                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Portfolio             | Parties Involved                                                                                                                                                                         | Date                                           | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Garden      | Tina Schneider & Committee                                                                                                                                                               | <p>July</p> <p>June<br/>April-May<br/>Oct</p>  | <p><b>Some theft of plants. Animals are not a problem! Summer weather has been supportive to good growth ,including weeds.</b></p> <p>Verbal update<br/>Water is now turned on. Some plots already planted. \$25 fee being collected. One plot now vacant &amp; available. Contact Tina to reserve it.<br/>Readying plots for planting. \$25.00 annual fee now being collected. Waiting list for any vacant plots.<br/>Mostly closed down for the winter. A new compost container, yet to be installed, has been purchased for weed composting.<br/>Some garden structures and crops tampered with during the season likely to be the activities of unattended children.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| LMTAC Board Meeting   | Follow –up Board Meeting                                                                                                                                                                 | <p>April 2<br/>10-12 AM</p> <p>May 1, 2012</p> | <p>Decisions: LMTAC dissolved. All records &amp; files to be transferred to the GVRD (Metro Vancouver), Financial assets to be returned to the three funding partners: GVRD, SCRd, &amp; SLRD on the same pro rata basis used to requisition funds. LMTAC to send letter of endorsement to UBCM &amp; 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 &amp; aboriginal relations affairs. To be voted on May 12<br/><b>LMLGA Conference</b>, 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 &amp; aboriginal relations affairs. Resolution Carried</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| TransLink             | <p><b>Mayor’s Council Sub-Committee</b></p> <p>BC Govt elected officials MLAs, Municipal Mayors and Councillors, Administrators, Business, Academics, business executives and others</p> | <p>March 6</p> <p>Oct 31</p>                   | <p><b>Investment Planning presented by all Metro Municipalities which were grouped into 6 regions. North Shore included Bowen Island, Lions Bay, City &amp; District of North Vancouver &amp; West Vancouver. Need for a different approach: focusing on a more efficient investment approach than other municipalities: Translink not meeting transportation efficiency and safety planning. Communities focusing on walking and cycling. Transit has disappointed &amp; not delivered. Need to focus on buses, not vehicles. Need for another Sea Bus from the North Shore. When ridership is measured, Translink inadequacies can be the cause of pushback.</b></p> <p>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 &amp; medical costs, improved air quality, reduced family debts, etc.<br/>Translink’s activities called into question: focus on design of bus stops , lack of planning for long range demographic s &amp; unified regional approach. Federal Government must take the lead &amp; legislate partnership and more.</p> |
| Staff Council Liaison |                                                                                                                                                                                          | Feb-March-April<br>May-June                    | 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, Acct.Clerk Hayley Cook,                                                                                             | <p>March<br/>Feb 2014</p> <p>Dec-Jan</p>       | <p><b>Garbage Dumpster Removed</b><br/><b>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 &amp; “good neighbour” support.</b><br/>We will meet to determine best options for LB ‘s new 3 year Garbage/Waste Contract (2014-2017).<br/>Dumpster required extra emptying. Holidays caused additional garbage removal by Smithrite. Kudos to Office Staff for effective, prompt action taken. Reminder to be sent to residents on the purpose of the Dumpster and suggestions to avoid inappropriate usage in future.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Parking               |                                                                                                                                                                                          | Various times<br>and dates                     | Regular visits to KG, LB Ave. BB, etc. to monitor parking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Portfolio     | Parties Involved                                                                                                                                                                                                               | Date                              | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bear Smart    | LB Bear Smart Committee                                                                                                                                                                                                        | June-July                         | Late Thursday nights: LB street by street cruising <b>CONFIRMED</b> garbage compliance by-law rules are being complied with. Coyote information epost distributed. to understand the public's responsibility & assist residents with measures to be taken for their safety & understanding Coyote behaviour. August meeting planned.                                                                                                                                                                                                                                                                                                                 |
|               |                                                                                                                                                                                                                                | June 11                           | I attended LB Bear Smart Committee Meeting, Conservation Officer Sergeant Peter Busink reported coyote activity & information to avoid conflicts. Important that residents take responsibility to avoid difficulty: children, pets, etc. not at risk if appropriate measures are followed. Need to begin immediate education for LB residents with compliance to rules. Committee members will begin cruising LB to identify homes that place garbage for collection before 5 AM Fridays. Office to send first incident reminder letter to residents. 2 <sup>nd</sup> incident to be ticketed with fine. Bear resistant bins availability discussed. |
|               | North Shore Black Bear Network                                                                                                                                                                                                 |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | Birgitta Von Krosigk, Norma Rodgers, Office Admin Mandy Knoots, Acting CEO Grant McRadu                                                                                                                                        | May 21                            | Christine Miller returns to Lions Bay School for a two hour hands on education session with all the students and Staff, June 12, funded by Bear Smart Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               |                                                                                                                                                                                                                                | April 16                          | I attended the monthly meeting. Bear sightings have been low on the N Shore. Increase in coyotes. Discussed restoring habitat in areas between lower & upper Grouse Mountain Ash forests now restored available to bears , preventing need for movement to urban locations.                                                                                                                                                                                                                                                                                                                                                                          |
|               | Bear Smart Committee: Chair Norma Rodgers, Birgitta Von Krosigk, Ruth Simons<br>North Shore Black Bear Network <b>NSBBN</b><br>Bear Smart Committee<br>Norma Rodgers<br>North Shore Councillors, Office Staff & Reps: RCMP, BC | April 8                           | Planning in full swing as co-ordinated with Office Staff and Works. Kudos to Norma Rodgers, Birgitta Von Krosigk, Acting CEO Grant McRadu & Office Coordinator Mandy Koonts for their total co-operation resulting in immediate planning accomplishments.<br>Delegation: Bear Smart Funding for 2014. Funding Application to be submitted. Continued recognition of Lions Bay, a BC Bear Smart Community, supporting Bear Smart principles. Plans to educate Staff & Works set into motion. Sessions to be arranged and to begin soon.                                                                                                               |
|               |                                                                                                                                                                                                                                | March 19                          | Discussions centered on mitigating urban bear encounters. Author Sylvia Dolson Exec Director "Get Bear Smart Society", Whistler, shared her experiences. Minutes to be submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               |                                                                                                                                                                                                                                | Jan & Feb                         | Bear season has begun. Need to educate and remind everyone. Identified steps.. Birgitta to present to April 8 Council meeting . Arrangements for annual Lions Bay School presentation . Minutes to follow.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               |                                                                                                                                                                                                                                | Jan 2014<br><b>Nov 20</b>         | Discussion focus, effectiveness of new bear laws in municipalities and their effectiveness. Community strategic plans discussed.<br>Next meeting April 16<br>Meetings postponed                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               |                                                                                                                                                                                                                                |                                   | Jan. Lions Bay Bear Smart meeting postponed.<br>Meeting reviewed NSBBN Strategic Plan as accepted May 20, 2009. Report to be submitted.<br>Next meeting Jan.15<br>Discussions: Updates on BS Administration, BS Education Program, Village website and outreach for new members. Minutes to be submitted.                                                                                                                                                                                                                                                                                                                                            |
| Native Garden | Hari Suvarna, Councillor Ronsley, Mayor Broughton, Accounting Clerk Hayley Cook                                                                                                                                                | July 16                           | Meeting to clarify procedure to receive, distribute and recognize monies donated to the Native Garden . Procedures will also apply to certain other Volunteer groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | Mary Comber Miles, Louis Peterson, Volunteers                                                                                                                                                                                  | June 1<br>May 17<br>9:30AM- 12:30 | Garden open : Art in the Art & Garden Tour<br>Native Plant Sale fund raiser to realize funds for garden supplies and plants. Water line preparation needed now in anticipation of the annual dry summer season.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | Louis Peterson, Acting CEO Mandy Koonts                                                                                                                                                                                        | March-April<br><b>Feb 2014</b>    | Assisted with information required for Grant Application, deadline April 7.<br>Shed completed and installed.<br><br>Plans and site within the Native Garden approved for construction of shed, designed by Rob                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**July 21 Filming Review Committee 6-8 PM**

### June 26 Council Meeting Public Works Site

**June 21 CPR Course 9AM-1PM Level One Official Training Workshop: Excellent opportunity to retrain and update and be certified with my fellow ESS Members.**

**June16 Filming Review Committee Meeting School 6-8 PM**

**June 14 Reception honouring Michael & Alice Tickner**

**June 12 Attended AGM and reception for LB Graduates. Awards announced. Official Presentation July 1 at LB Canada Day celebration.**

May 27 ESS Meeting Reviewed ESS procedures when called out.. Planning CPR/ AED course for June. Emergency Centre Meeting Place plans during closure.

**May 13 Infrastructure Committee Meeting 7-9 PM**

**May 12 Filming Revue Committee 6-8 PM; Second Public Meeting. Minutes to be submitted.**

May 7-9 LMLGA Conference. Whistler. Summary Report attached

May 2 Howe Sound Community Forum Workshop Gleneagles 10-3 PM

April 29 ESS ; Formal Training for AED 7-9 PM

April 22 Meeting with acting CAO Grant McRadu to review & plan Suite and Filming Committees next meetings.

April 17 40 Isleview Pl. Follow-up visit, regarding delegation to Council Meeting : Removal of trees adjacent to their property.

April 16 Public Meeting . Proposed budget 5 Year Capital & Operating Plan 2014-2018

April 11 Brunswick North Village Parkland: Walked with Mayor Broughton to familiarize myself in preparation to report observations back to Public Council Meeting April 15.

April 12 Council of Councils: Oral Report to be presented at April 15 Council Meeting. Alerted members that Howe Sound needs to be included as expanded sites are researched for consideration, to dump waste. Sites presently being considered: Pt. Moon on the Sunshine Coast, Delta, Nanaimo. This needs to be brought to Metro Vancouver Board.

April 6-12 Volunteer Week.

March 11 Kay Meek: I attended the reception to welcome new Executive Director Jeanne LeSage. Plans are in place for her to visit to Lions Bay.

March 13 Childcare Meeting Lions Bay School Councillors Bain, McLaughlin and I attended meeting at LB School with Scott Wallace, Principal, Amber Pascal Head Teacher, Northshore Neighbourhood House Directors Lisa & Trudy, PAC Pres. Kim Thompson, LB Playschool moms Jeannie Cipolla, Jurgen Franke & Meighan Jury. Their mandate is to hire an administrator for District 5 with a cost recovery program, for Sept 2014 . Suggested presenting scope to Council with their business plan.

March 25 LB ESS Meeting Reviewed what we do if we get a call out. Grab & Go Bags discussed and updated. Reviewed and practised radio usage procedures.

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

Feb 25 ESSO 7-9 PM Klatch Building: Regular Monthly Meeting. Reviewed call out procedures & form filling out as required for emergency activities during the first 72 hours of support.

Rises, 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 Bars & Associates Kick-Off Meeting

Feb. 13 Infrastructure Committee Meeting: Council Chambers

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**MINUTES OF THE MEETING OF THE BOARD OF VARIANCE  
OF THE VILLAGE OF LIONS BAY  
HELD ON THURSDAY JUNE 19, 2014 at 6:30PM  
IN THE LIBRARY, 400 CENTRE ROAD, LIONS BAY**

**Present:** Ian Mackie  
Peter Wreglesworth  
Riche Mossakowski  
Recording Secretary Susan Loutet

William Berry – 195 Kelvin Grove Way, Lions Bay, B.C,

**1. Call to Order**

Riche Mossakowski called the meeting to order at 6:45pm.

**2. Application to be heard**

|                    |                                                                                                |
|--------------------|------------------------------------------------------------------------------------------------|
| Civic Address:     | 195 Kelvin Grove Way, Lions Bay, BC                                                            |
| Legal Description: | Lot 62, Block B, Plan 18530, DL 1575                                                           |
| Owner:             | William and Susanne Berry                                                                      |
| Request:           | Approval sort for relation of front yard setback to 5 feet<br>and side yard setback to 5 feet. |

**3. Discussion:**

Mr. Berry advised the Board that he is seeking approval for relaxation of the front yard setback to 10 feet, shown on his plans although it shows 5 feet on his application and a side yard setback to 5 feet, to accommodate a double garage of 20 feet by 22 feet. The carport access now is very steep, 18% on the driveway. There is approximate 10% slope to get up to the garage and dangerous in the winter. The proposed renovation would have a stairway from the garage up to the house entry. There will be an open pad under the garage.

The Board discussed the garage could be pushed back as far as possible, which would make for a more normal front yard and there would be more space to use as a turnaround. Mr. Berry thought this would be possible as his Geotech is going to excavate 4 feet at a time.

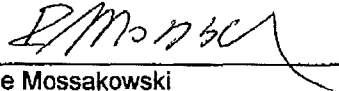
**4. Decision:**

The Board agreed that the applicant, Mr. Berry should make every best effort to have his Geotech, excavate as far back as structurally and geotechnically feasibly possible, so as to maximize the front yard setback to 15 feet, but not to be less than 10 feet. 5 feet side yard setback was agreed.

The Board requested a letter be sent to the Owners advising of the Board of Variance decision.

**5. Adjournment**

The meeting adjourned at 7:30pm.

  
Riche Mossakowski  
Chair of Board of Variance

  
Susan Loutet  
Recording Secretary

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To: Mayor and Council  
CC: Mandy Koonts  
From: Tony Cox  
Sent: June 20 2014  
Subject: Tree Application #49 for H.Duve

Application not approved.

The Tree Committee recently approved this applicant to proceed with his request to remove a large maple tree across the road, opposite his house.

However, due to two letters from neighbors vehemently opposing this work our earlier decision has been reversed.

We arrived at this decision from learning that considerable expense had been made on one home due to the steep bank and the occupants were very apprehensive about any future work being undertaken.

This steep bank is immediately to the left of their property.

Tony Cox  
Chair. Tree Committee.

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## **LBFD Monthly Report – June 30<sup>th</sup> 2014**

**June 1<sup>st</sup> – June 30th call outs = 8**

Breakdown of call outs:

1 x MVA – rescue required, 1 x MVA, 1 x Brush Fire, 2 x Residential Alarms, 3 x MESA D

| <b><u>Incident Begin Time</u></b> | <b><u>Street Name</u></b> | <b><u>Incident Type</u></b> |
|-----------------------------------|---------------------------|-----------------------------|
| 06/27/2014 15:09:17               | SEA TO SKY                | MVA                         |
| 06/26/2014 06:56:24               | HWY 99                    | BRUSH/GRASS FIRE            |
| 06/24/2014 14:06:34               | BRUNSWICK BEACH           | MESA-D                      |
| 06/24/2014 09:21:19               | BAYVIEW                   | MESA-D                      |
| 06/20/2014 09:42:03               | PERIWINKLE                | MESA-D                      |
| 06/12/2014 12:54:15               | UPPER BAYVIEW             | ALARMS - SF RESIDENTIAL     |
| 06/09/2014 09:43:35               | ISLEVIEW                  | CARBON MONOXIDE ALARMS      |
| 06/01/2014 13:13:18               | SEA TO SKY                | MVA - RESCUE REQUIRED       |

### **Fundraising:**

- Started planning for the Annual Firefighter day fundraiser

### **Miscellaneous:**

- The department is now 24 strong
- Recently hired three firefighters
- One Firefighter presently going thru recruiting evaluation

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Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

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

Your File Votre référence

N/A

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

Our File Notre référence

2014-07-03

To Whom it May Concern:

**LIONS BAY FALSE ALARM REPORT - June 2014**

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

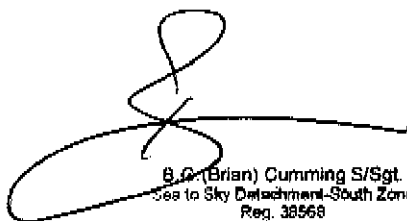
| DATE       | FILE #  | ADDRESS            | POLICE ATTENDANCE           | HISTORY 2012/13/14 |
|------------|---------|--------------------|-----------------------------|--------------------|
| 2014.06.08 | 14-3385 | 185 Highview Pl.   | No - Canceled enroute by PR | 0                  |
| 2014.06.14 | 14-3522 | 20 Ocean Point Rd. | Yes, Confirmed False        | 4                  |
| 2014.06.21 | 14-3891 | 60 Lions Bay Ave   | Yes, Confirmed False        | 3                  |

**TOTAL = 3**

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

Regards

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

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

:/kh



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

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

Your File      Votre référence  
n/a

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

Our File      Notre référence  
n/a

2014-07-03

To whom it may concern,

#### Lions Bay Activity Report - June 2014

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

#### HWY 99 (within limits of Lions Bay)

Traffic - Moving x 14  
Collision - Damage Over \$1000 x 2  
Collision - Damage Under \$1000 x 1  
Abandoned Vehicles x 1  
Fail to Remain/Stop x 1  
Impaired Op Motor Veh (Alcohol) x 1  
Assist Municipal Police Force x 1  
Possession - Methamphetamine x 1

22 calls for service

#### LIONS BAY VILLAGE

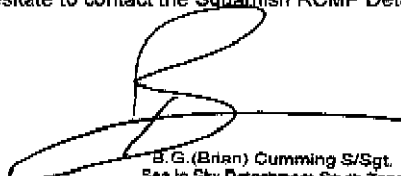
False Alarms x 3  
Mischief/Property Damage x 1  
911 - False/Abandoned Calls x 1  
Mental Health Act x 3  
Suspicious Occurrence x 1

9 calls for service

Total = 31

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

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

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

/kh



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                           |              |         |  |
|------------|-------------------------------------------|--------------|---------|--|
| Type       | REPORT TO COUNCIL                         |              |         |  |
| Title      | Resolution to Relocate September Meetings |              |         |  |
| Author     | M. Koonts                                 | Reviewed By: |         |  |
| Date       | July 15, 2014                             |              | Version |  |
| Issued for | July 22, 2014 Special Council Meeting     |              |         |  |

### Resolution:

***THAT the Village of Lions Bay Council approves the relocation of September Council, Committee and Land Use Master Plan meetings to a meeting facility located outside of Village boundaries with location details to be posted in accordance with the Village of Lions Bay Council Procedures Bylaw No. 453.***

### Rationale:

As Council is aware, it is highly probable the school strike action will continue into the fall. In the event the Community Centre meeting space is not yet available, we are suggesting tentative bookings be made outside of the Village for all scheduled September meetings.

The scheduled September meetings are as follows:

- September 2 (Regular Council Meeting)
- September 16 (Regular Council Meeting)
- Land Use Master Plan Public Forum (date TBD)

The Community Charter states the following with respect to meetings and hearings outside of the municipality:

*134.1(1) If authorized under subsection (2), the following meetings, hearings and other proceedings may be held, and all powers, duties and functions may be exercised in relation to those proceedings, outside the boundaries of the municipality:*

- (a) council meetings;*
- (b) council committee meetings;*
- (c) other public meetings conducted by or on behalf of the council or a council committee;*
- (d) council hearings that are required by law or authorized by an enactment;*
- (e) council proceedings in which a person is entitled under this Act to make representations to the council.*

*(2) A council may do either or both of the following:*

- (a) by bylaw, provide that meetings, hearings or other proceedings referred to in subsection (1) may be held outside the boundaries of the municipality;*
- (b) by resolution in a specific case, allow a meeting, hearing or other proceeding to be held outside the boundaries of the municipality.*

For Council's consideration.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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|            |                                       |              |         |  |
|------------|---------------------------------------|--------------|---------|--|
| Type       | REPORT TO COUNCIL                     |              |         |  |
| Title      | Resolution to Earmark Donated Funds   |              |         |  |
| Author     | M. Koonts                             | Reviewed By: |         |  |
| Date       | July 18, 2014                         |              | Version |  |
| Issued for | July 22, 2013 Regular Council Meeting |              |         |  |

**Resolution:**

**BE IT RESOLVED THAT** the Village of Lions Bay Council authorizes to issue a tax receipt to the donor and disbursement of donated funds may be applied to expenses specifically related to Native Plant Garden initiatives.

**Rationale:**

The Village is in receipt of a \$1000 donation with a request for the funds to be used towards Native Plant Garden initiatives.

In order to issue a tax receipt to the donor, the Village must retain control of the funds. We are therefore recommending Council to resolve that the donated funds may be disbursed by Village staff as reimbursement for project expenses of Native Plant Garden as submitted to the Village.

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](mailto:office@lionsbay.ca) Web: [www.lionsbay.ca](http://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;

**“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;  
or
- (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 Dog owners will maintain sight of their dog at all times while utilizing off-leash areas of the Village as designated under Section 6.7 of this Bylaw.
- 6.6.3 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.
- 6.6.4 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.
- 6.6.5 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.

6.6.6 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.

6.6.7 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 Designated Areas**

6.7.1 Dogs are prohibited at all times from the following areas in the Village:

- Brunswick Beach
- Lions Bay Beach

6.7.2 Subject to Section 6.7.1, dogs are required to be on-leash at all times within the Village except when utilizing the following areas, in accordance with the provisions of Section 6.7.3 of this Bylaw:

- Centennial Trail
- Crystal Falls Trail
- Harrison Trail
- Lions Trail
- Loggers Lane
- Marjorie's Meadows
- Soundview Trail
- Sunset Trail
- Tidewater / Kelvin Trail
- Totally Unnecessary Trail
- Trudi's Trail
- Upper Harrison Trail

6.7.3 The first 50 metres of all trails noted in Section 6.7.2 are designated as on-leash areas.

## **6.8 Control of Cats**

6.8.1 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.

6.8.2 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 any jurisdiction providing pound services to the Village.

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 pound 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, the Animal Control Officer shall cause notice of the seizure and impoundment to be posted on the public notice boards at the Village Post Office and the Village Office. 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 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;
- f) the amount of impoundment and maintenance fees, costs, and charges connected with each impounded animal; and
- 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**

**March 4, 2014**

**READ A SECOND TIME**

**June 17, 2014**

**READ A THIRD TIME**

**{}**

**ADOPTED**

**{ }**

\_\_\_\_\_  
**Mayor**

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

**Certified a true copy of  
Bylaw No. 461, 2014 as adopted.**

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

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Election Procedures Bylaw**

### **Bylaw No. 474**

**Adopted** \_\_\_\_\_

#### **Repealed Bylaw(s):**

Bylaw #220 Elections Regulations 1993

Bylaw #375 Lions Bay Register of Electors

Bylaw #429 Mail Ballot Authorization and Procedure Bylaw

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

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

Email: [office@lionsbay.ca](mailto:office@lionsbay.ca) Web: [www.lionsbay.ca](http://www.lionsbay.ca)

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

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

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

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

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

**PART 1 – CITATION, REPEAL AND INTERPRETATION**

**CITATION**

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

**REPEAL OF PREVIOUS BYLAWS**

- 1.2 The following bylaws are hereby repealed:  
Bylaw #220 *Elections Regulations 1993*;  
Bylaw #375 *Lions Bay Register of Electors*; and  
Bylaw #429 *Mail Ballot Authorization and Procedure Bylaw*.

**DEFINITIONS**

- 1.3 In this Bylaw,  
“*Chief Election Officer*” or “*CEO*” means the person appointed under section 41 of the *Local Government Act*, and in the absence or inability to act of the Chief Election Officer, the person appointed as deputy chief election officer;  
“*election*” *sign* means a sign promoting a political party or a candidate for office in a federal, provincial, municipal or school trustee election or by-election, or for a cause or part in relation to a referendum or other voting;  
“*General Voting Day*” means:  
the third Saturday of November in the year of a general local election;  
the Saturday set for a by-election or other voting under the *Local Government Act*;

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

"Village" means the Village of Lions Bay.

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

## **PART 2 - REGISTRATION OF ELECTORS**

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

## **PART 3 – GENERAL PROCEDURES**

### **Proceedings Before the Poll**

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

### **Access to Documents**

- 3.2 Public access to nomination documents will be available via the internet or other electronic means.
- 3.3 As authorized by Section 93(2) of the *Local Government Act*, public access to disclosure statements, signed declarations, and supplementary reports will be available via the internet or other electronic means.

Use of information contained in the documents described in sections 3.2 and 3.3 is subject to restrictions established under the *Local Government Act*, section 73 (8) and 93 (3) respectively.

### **Additional General Voting Opportunities**

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

#### **Required Advance Voting Opportunities**

- 3.5 An advance voting opportunity will be held on the 10<sup>th</sup> day (Wednesday) before General Voting Day, between the hours of 8 a.m. and 8 p.m.
- 3.6 Pursuant to section 97 (3) of the *Local Government Act*, no other advance voting opportunity will be held.

#### **PART 4 - MAIL BALLOT AUTHORIZATION & PROCEDURE**

##### **Mail Ballot Authorization**

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

##### **Mail Ballot Application Procedure**

- 4.3 A person wishing to vote by mail ballot, and to register as an elector for that purpose, must apply giving their name and address to the Chief Election Officer during the period commencing twenty-one (21) days before General Voting Day and ending at 4:00 pm on the Monday before General Voting Day.
- 4.4 Upon receipt of a request for a mail ballot, and the Chief Election Officer will, between the first day of advanced voting and 4:00 pm on the Monday before General Voting Day, make available to the mail ballot applicant, a mail ballot package as specified in Section 100 (7) of the *Local Government Act*, together with an application to register as an elector, if applicable, and a statement advising that the applicant must attest that he or she:
  - (a) meets the requirements for being an elector under the *Local Government Act*;
  - (b) meets the requirements of Section 4.1 of this Bylaw [section 100 (2) of the *Local Government Act*] for mail ballot voting; and
  - (c) has not previously voted in the election and will not afterwards vote again in the election.
- 4.5 The Chief Election Office will record and make available for inspection, upon request by any person, the name and address of the person to whom the mail ballot package was issued.
- 4.6 It is the obligation of the applicant for a mail ballot to ensure that the completed certification envelope and ballot is received by the Chief Election Officer before the close of voting on General Voting Day.

#### **Mail Ballot Voting Procedure**

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

#### **Mail Ballot Acceptance or Rejection**

- 4.9 Until 4 p.m. on the Thursday two days before General Voting Day, on receiving the outer envelope and its contents, the Chief Election Officer will, in the following order:
  - (a) immediately record the date of receiving the outer envelope;
  - (b) open the outer envelope and remove and examine the certification envelope and if applicable, the application for registration as an elector; and
  - (c) if satisfied as to:
    - i. the identity and entitlement to vote of the elector whose ballot is enclosed; and
    - ii. the completeness of the certification,mark the certification envelope as "accepted".
- 4.10 If, on reviewing a certification envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed or as to the sufficiency of the certification:
  - (a) the CEO shall mark that envelope as "rejected" and note the reasons for the rejection; and
  - (b) the rejected certification envelope and its contents must remain unopened and any ballot contained therein must not be counted in the election.
- 4.11 The Chief Election Officer must treat any certification envelope in an outer envelope received after the close of voting on General Voting Day in the same manner as for rejected envelopes in section 4.10.

#### **Custody and Counting of Mailed Ballots**

- 4.12 The certification envelopes marked as "accepted" will remain, unopened, in the custody of the Chief Election Officer until 4 p.m. on the Thursday two days before General Voting Day, in order to deal with any challenges brought under section 116 of the *Local Government Act*.

- 4.13 As soon as possible after 4 p.m. on the Thursday two days before General Voting Day, the Chief Election Officer will, at a place specified by the CEO and, in the presence of at least one witness, including any candidate representatives who are present, will open the certification envelopes, and remove the secrecy envelopes.
- 4.14 Unless the right of a person voting by mail ballot has been challenged and not resolved in favour of the person being permitted to vote, the Chief Election Officer will deposit all secrecy envelopes received into a ballot box specified for this purpose until after the close of voting on General Voting Day. For any outer envelope received thereafter and until the close of voting on General Voting Day, the CEO will follow the procedures of sections 4.9 and 4.10.
- 4.15 After the close of voting on General Voting Day, the Chief Election Officer will remove any secrecy ballots from accepted certification envelopes and deposit them into the ballot box for mailed in ballots. That ballot box may then be opened at a place specified by the CEO and, and the ballots counted in accordance with Part 3, Division 13, of the *Local Government Act*.
- 4.16 The Chief Election Officer will retain and treat all certification envelopes in the same manner as for a voting book.

## PART 5 ELECTION ADVERTISING

### Use of Municipal Logos

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

**Commented [MK1]:** Friendly amendment: changed "for" to "form"

### Election Signs

- 5.2 A person responsible for posting, erecting or otherwise displaying an election sign must ensure the sign:
  - (a) is not illuminated and does not flash;
  - (b) does not obstruct or otherwise interfere with sight lines or movement of vehicles, pedestrians, cyclists or any other highway traffic, or obstruct the visibility of regulatory signs or other traffic control devices;
  - (c) is not located within 0.5 metres of a sidewalk or walkway, within 15 metres of a fire hydrant or within 3.0 metres of a roadway;
  - (d) is not attached to a utility pole or apparatus or a street light pole;
  - (e) is not posted on or attached to the Village Hall or other Village structure or located on the lot thereof;
  - (f) is not located or displayed within 100 metres of a building, structure or other place where voting proceedings are being conducted;
  - (g) as part of a structure, does not stand higher than 2.5 metres above the ground supporting the structure; or
  - (h) is not, on any single side, more than 3.0 square metres in area.

- 5.3 A person must not post, erect or display an election sign earlier than 30 days before the date of a General Voting Day, and must remove any such signs within 72 hours after General Voting Day.

#### **PART 6 VOTING PLACE PROCEDURES**

- 6.1 As soon as an elector enters a voting place, he or she must proceed to an election official and follow any directions given by that official for producing identification, registering to vote, signing a written declaration, signing the list of electors or the voting book and obtaining assistance, as applicable.
- 6.2 After receiving a ballot, the elector must:
- (a) immediately proceed to a voting booth provided;
  - (b) while the ballot is screened from observation, mark it by making a cross or tick in the blank space opposite the name of the candidate or candidates for whom the elector wishes to vote; and
  - (c) in the case of other voting (on a bylaw or other matter for which the assent or an opinion of the electors is sought), place a mark beside either "yes" or "no" on the ballot;
  - (d) fold the ballot to conceal all marks made on it;
  - (e) deposit the ballot in the sealed ballot box to which the elector has been directed; and
  - (f) leave the voting place without delay.

#### **Replacement of Spoiled Ballot**

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

#### **PART 7 CLOSE OF VOTING**

- 7.1 Ballots will be considered and counted manually three times and in conjunction with the use of a tallying sheet to confirm accuracy of results.
- 7.2 If a recount is required it shall be conducted under the direction of the Chief Election Officer.

#### **Resolution of Tie Vote**

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

Village of Lions Bay  
Election Procedures Bylaw No. 474, 2014

Page 8

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|                           |                      |
|---------------------------|----------------------|
| <b>READ A FIRST TIME</b>  | <b>May 6, 2014</b>   |
| <b>READ A SECOND TIME</b> | <b>May 6, 2014</b>   |
| <b>READ A THIRD TIME</b>  | <b>June 17, 2014</b> |
| <b>ADOPTED</b>            |                      |

\_\_\_\_\_  
Mayor

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

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

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

## VILLAGE OF LIONS BAY

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### Correspondence - July 22, 2014

G - 140610 Office of the Prime Minister re LNG.pdf

G - 140612 Canadian Energy Pipeline Assoc - ltr & booklet.pdf

G - 140619 C Oakes Minister CSCD re Oaths.pdf

G - 140619 Columbia Institute Paper on Building Better Communities.pdf

G - 140619 MetroVancouver re Food out of Garbage .pdf

G - 140623 Members of Opposition Re-UBCM Conference meetings.pdf

G - 140624 John Oakley re Snow Survey & Water Supply Bulletin.pdf

G - 140624 Minister of Community, Sport & Cultural Dev. June newsletter.pdf

G - 140626 BC Agrifoods Export Program.pdf

G - 140626 Ministries re-Medical Marihuana Production in BC.pdf

G - 140627 CoastalFire Centre - Issue 5.pdf

G - 140630 MetroVancouver re 2040 Shaping our Future.pdf

G - 140702 City of Pitt Meadows re Unified Building Code.pdf

G - 140712 ltr to Council Re- LNG & Fracking Fact sheet.pdf

G - 140714 Metro Van. 2040 Shaping our Future Amendment Request-City of Port Moody.pdf

G - 140714 Metro Vancouver 2040 Shaping our Future -Amendment Request .pdf

G - 140714 Metro Vancouver 2040 Shaping our Future Attachments .pdf

G - 140717 City of Prince George Submission for UBCM Conference.pdf

G - 140717BC Coastal Fire Centre 0 July issue Wildfire News.pdf

R - 140610 Ltr Re- Past Councillor's files & records.docx

R - 140707 email re FOIPPA.pdf

Outgoing Correspondence - Follow Up to FOIPPA Correspondence

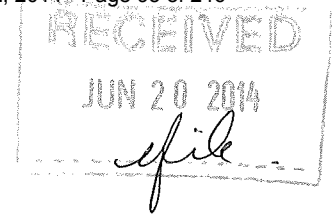
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Office of the  
Prime Minister



Cabinet du  
Premier ministre

Ottawa, Canada K1A 0A2



June 10, 2014

VILLAGE OF LIONS BAY  
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Her Worship Brenda Broughton  
Mayor  
The Municipality of the Village of Lions Bay  
P.O. Box 141  
400 Centre Road  
Lions Bay, British Columbia  
V0N 2E0

Dear Mayor Broughton:

I would like to acknowledge receipt of your correspondence addressed to the Prime Minister regarding the passage of LNG tankers in the waters of the Malaspina, Georgia, Juan de Fuca and Haro Straits, and Boundary Pass.

Please be assured that your comments, including the resolution of the Municipality of the Village of Lions Bay, have been reviewed and will receive due consideration from the Honourable Leona Aglukkaq, Minister of the Environment, who has already received a copy of your correspondence.

A copy of your letter has also been forwarded to the Honourable Lisa Raitt, Minister of Transport, for her information.

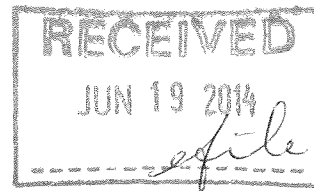
Thank you for writing.

Yours sincerely,

M. Bourque  
Executive Correspondence Officer



canadian energy pipeline association  
association canadienne de pipelines d'énergie



Suite 200, 505 – 3rd St. SW  
Calgary, Alberta T2P 3E6  
PHONE 403.221.8778  
FAX 403.221.8760

VILLAGE OF LIONS BAY  
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Mayor and Council  
Village of Lions Bay  
PO Box 141 400 Centre Rd  
Lions Bay, BC V0N 2E0

June 12, 2014.

Re: The Canadian Energy Pipeline Association (CEPA)

Dear Mayor and Council,

I am writing on behalf of the Canadian Energy Pipeline Association (CEPA). CEPA represents Canada's transmission pipeline companies who operate more than 130,000 kilometres of pipeline in Canada and the United States. These energy highways move approximately 1.2 billion barrels of liquid petroleum products and 5.1 trillion cubic feet of natural gas each year. Our members transport 97 per cent of Canada's daily onshore crude oil and natural gas from producing regions to markets throughout North America. CEPA's mission is to continually enhance the operating excellence, business environment and recognized responsibility of the Canadian energy transmission pipeline industry through leadership and credible engagement between member companies, governments, the public and stakeholders. **CEPA does not speak on behalf of any projects or advocate for proponents, we represent a technical and engaged industry voice committed to providing factual, straight forward and transparent information about the pipeline industry in Canada.**

Over the past two years, CEPA has focused on expanding its engagement to a more local level; including situating an outreach person in British Columbia, Ontario and Quebec. Part of our outreach and engagement commitments is working with local governments to ensure that access to reliable and factual data to help you understand the types of issues and questions your constituents are posing around pipeline safety, performance, environmental impact and socio-economic impacts.

CEPA has focused on developing outreach initiatives that combine the need for technical information about the pipeline energy system, coupled with addressing the pressing concerns and issues that communities are raising across the province. This letter and package today are meant to highlight some of the work CEPA is doing and also identify potential support mechanisms for your local government and community to increase pipeline literacy. CEPA's team is open to working with you and your communities needs in designing outreach presentations and discussions that meet the needs of your local community – we look forward to an opportunity to discuss this collaborative approach further.

A couple of key initiatives I would like to highlight about the current work at CEPA includes:

- **CEPA Integrity First Program®**: a management system approach that enables CEPA members to strengthen the pipeline industry's performance, communication and engagement by jointly developing and individually applying common practices and messages. The key pillars for the

program are: safety, environment and socio-economic. A fact sheet on this program is included in this outreach package.

- We offer local governments and communities **Pipeline 101** sessions that review these pillars within the industry and identify emerging best practices and technologies
- **Collaborative initiative between members:** CEPA facilitates a variety of work groups across the member companies working together to identify and establish best practices and sometimes formal agreements between the members. A couple of examples of recent work across members:
  - *Mutual Aid Agreement:* All the members at CEPA have committed, legally, to supporting each other with equipment, staff and resources necessary if a major incident is to occur. While this type of collaboration was a best practice but now a formal, legal agreement has been made between members
  - *Code of Conduct for Land Agents:* CEPA members have approved a land agents code of conduct including an ethics course requirement for certification. This code of conduct will streamline and create consistency for what communities can expect from CEPA's members when they are on their land.
- **Outreach to the Full Value Chain:** Understanding the full value chain of impacts from pipeline construction to operation is very import. At CEPA we are working with members to finalize a comprehensive list of local suppliers and businesses which serve directly and indirectly the pipeline industry, including specific information on the local businesses in your region. This information will be an important tool in understanding the full benefits of the pipeline industry.
- **Emergency Management:** CEPA and its members strive for zero incidents. Therefore emergency preparedness, response and restoration are everyday pillars of CEPA's members and the work of the association. CEPA is able to provide specific information to local governments regarding a variety of emergency management issues including air emissions, climate change, water impacts, response and reclamation, wildlife and importantly new technologies and best practices that prevent and respond to incidents.

We have put together a package of information about CEPA, the work we do with members and some of the key initiatives we are currently working on. As follow up to this information package Katie Shaw will be contacting you to discuss any questions you might have and also explore any further opportunities to work with you and your community.

Thank you for your time, we look forward to speaking with you soon.

Sincerely,

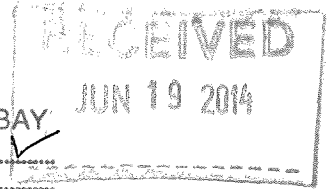


Philippe Reicher, MEdes  
 Vice President, External Relations  
[preicher@cepa.com](mailto:preicher@cepa.com)  
 403-221-8778

## Lions Bay Reception

**From:** Minister, CSCD CSCD:EX <CSCD.minister@gov.bc.ca>  
**Sent:** Thursday, June 19, 2014 1:42 PM  
**Subject:** Oath of Office and Local Government Elections  
**Attachments:** 155732 Enclosure Oath Examples.docx

VILLAGE OF LIONS BAY  
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Dear Mayors and Chief:

The Legislative Assembly of British Columbia recently passed legislation making changes to local elections campaign finance, and some targeted changes to other elections rules. Bill 21, the *Local Elections Statutes Amendments Act*, included amendments that enable regional districts to adopt their own, customized oath of office for members of their board by bylaw under the *Local Government Act*. I would like to take this opportunity to remind you that municipalities currently have this authority under s. 120 of the *Community Charter*.

Municipalities may use a customized oath of office to emphasize the powers and responsibilities of the office that reflect the values and priorities of their communities. This strengthens the accountability of council members to their electors. It is not mandatory for any local government to adopt its own oath of office and if a local government does not adopt its own oath of office, the standard oath of office contained in the Local Government Elections Regulation applies. However, I encourage all local governments to consider whether adopting their own oath of office would be beneficial in promoting accountability. Consideration of a new oath of office is timely given that successful candidates (and those who are acclaimed) in the November 2014 elections will need to make their oath of office in order to take their places at council and board tables.

The Province of British Columbia appears to be unique in Canada in providing local governments the authority to set their own oaths of office. As a result, there are not a large number of best practice examples to consider if you are interested in adopting your own oath of office. However, you may wish to refer to the customized oaths of office developed by your local government colleagues, Kelowna and Richmond, which are enclosed.

Sincerely,

Coralee Oakes  
Minister

## City of Richmond

### Oath of Office

#### Bylaw No. 8779

*I, .....[name of person elected or appointed]....., do [swear]/[solemnly affirm] that:*

- I will perform the duties of the office of [Mayor]/[Councillor] faithfully and with integrity and will not allow any private interest to influence my conduct in public matters;*
- I will abide by the statutes, bylaws and policies that govern the City and will promote openness, accountability, and responsible leadership; and*
- I will dedicate myself at all times to acting in the best interests of the residents of the City of Richmond.*

## City of Kelowna

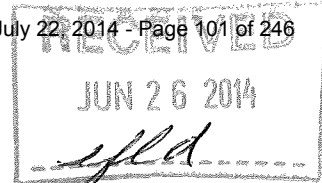
### Oath of Office

#### Bylaw No. 10750

*I, [insert name of person elected or appointed], do (swear)(solemnly) affirm as (Mayor)/(Councillor) for the City of Kelowna, that I shall:*

- *Perform the duties of the office of (Mayor)(Councillor) faithfully and with integrity;*
- *Abide by the statutes, bylaws and policies that govern the City and promote openness, accountability, and responsible leadership;*
- *Provide stewardship of the public assets through the development and evaluation of the City's policies and programs; and*
- *Always consider the well-being and interests of the community as a whole leading the development of a safe, vibrant and sustainable City.*

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**Columbia**  
I N S T I T U T E

June 19, 2014

Dear Brenda,

I was pleased to be at the FCM meeting in Niagara Falls earlier this month, along with Centre for Civic Governance staff. Core issues raised in the hallways and in the sessions there included cuts to postal delivery services, infrastructure funding and housing pressures. Action on climate change received a round of applause when it was raised by one of the federal political party leaders and if you liked our paper on Canadian Energy Strategy, then you'll be happy to know that the paper was referenced in a lively session by environment committee participants. I'm sending along a copy of our updated Climate Change briefing note for your reference.

In every conversation, limited resources were a factor. Municipalities are struggling to meet needs and expectations with a very limited range of tools.

I wanted to share with you a new paper launched in Niagara Falls by the Canadian Union of Public Employees. It's called *"Building better communities: A Fair Funding Toolkit for Canada's Cities and Towns"*. This short paper offers a comprehensive overview of municipal finances and a review of revenue tools employed across the country.

Since a municipality's ability to use particular revenue tool depends on Provincial rules, I think you'll find it instructive to see that there are variations from Province to Province--- and probably room for cross-pollination! If you are interested in additional copies or would like to see everyone on your council receive one, just drop Karin Jordan in the CUPE National Office Communications Branch a note at [kjordin@cupe.ca](mailto:kjordin@cupe.ca), and she'll organize them for you.

Kudos to the folks at CUPE National for their work on this issue. It's great to see such a well-written and useful snapshot on municipal finances and possible solutions.

Keep an eye out for our Centre for Civic Governance downloading study, due out this Fall, to add to the conversations on this topic.

Thanks for all you do,

  
Charley Beresford  
Executive Director  
Columbia Institute





# Climate Change

May 2014

## *Invest (a little) now...or a pay (a lot) later*

New reports from the Toronto Dominion Bank, the United Nations Intergovernmental Panel on Climate Change (IPCC) and the United States government --- released in April 2014 --- confirm that climate change will lead to massive and costly negative impacts on infrastructure and the economy.

The fix is relatively affordable if undertaken sooner rather than later. For every dollar invested in adaptation today, \$9 to \$38 of future damages are avoidable.

At 0.06% of global GDP, investments required to avoid the worst climate change impacts represent a small percentage of overall economic growth and a tiny fraction of what Canadians will pay in infrastructure losses, healthcare costs and reduced economic performance.

Left on our current path, Canadians can expect to pay \$43 billion annually by 2050 in infrastructure damages and reduced economic activity.

According to the Insurance Bureau of Canada, claim payouts from severe weather have doubled every five to ten years since the 1980s. They reached \$3.2 billion in 2013.

These costs will continue to grow. According to TD Economics, natural catastrophes could cost Canadians an estimated \$5 billion per-year in 2020 and \$21-\$43 billion by 2050 if no efforts are made to upgrade infrastructure to withstand harsh conditions.

The growing concentration of population, infrastructure and economic activity in urban areas mean that towns and cities will bear much of the brunt of such events.

### **Canada's Climate Change Targets:**

#### *Where we're supposed to be...and where we're at now*

Under international agreements, Canada has committed to reduce GHG emissions to 17% below 2005 levels by 2020.

At present, Canada is a long way from meeting these targets. By 2020, Canada's GHG emissions are projected to be 20 per cent above the targets --- almost the same as 2005 levels.

Canada pulled out of the Kyoto accord in 2010. It was the only signatory country to do so. A new international agreement is under development and countries across the world will meet in Paris in 2015 to sign a new accord.

### **Longer-term economic costs of climate change**

Financial losses from natural catastrophes are the most dramatic and immediate costs of climate change, but a growing body of research highlights the more gradual, long-term economic impacts of climate change.

The 2014 *National Climate Assessment* report of the government agency tasked

## The Costs of Climate Change

### **'Natural' Catastrophes**

Mounting evidence suggests that climate change related natural catastrophes are already impacting Canada's economy and government budgets.

Weather related phenomena, including heavy rains, winds, ice storms, and floods are costing a bundle. Research shows that in some regions of the country, storms that used to occur once every forty years are now occurring once every six, and that the average number of natural catastrophes has doubled over the past three decades, to about 20 per-year. The World Meteorological Organization says that this rise in extreme weather is consistent with the expected impacts of climate change.

with tracking climate change impacts in the United States highlighted rapid glacier loss in British Columbia as a danger to the US economy.

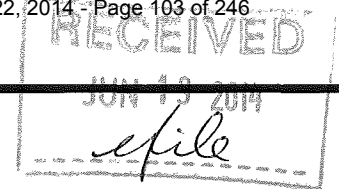
According to the US Global Change Research Program, the loss of glaciers in BC and Alaska is expected to negatively impact North America's energy supply by reducing reservoirs and river flow used for hydroelectric generators. In addition, the report found that reduced flows of glacial freshwater and nutrients may adversely affect fisheries along the Pacific coast of North America.

These findings are in keeping with earlier research from Canada's National Roundtable on the Environment and the Economy (NRTEE). A 2011 NRTEE report projected climate changes costs using a sectoral and regional lens.

## Lions Bay Reception

**From:** Mandy Koonts  
**Sent:** Thursday, June 19, 2014 9:44 AM  
**To:** Lions Bay Reception  
**Subject:** FW: Media Release - Together, we're keeping food out of our garbage

**Importance:** High



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Incoming correspondence please.

**From:** Metro Vancouver Media [mailto:MetroVancouver\_Media@metrovancover.org]  
**Sent:** Thursday, June 19, 2014 9:34 AM  
**Subject:** Media Release - Together, we're keeping food out of our garbage  
**Importance:** High



## MEDIA RELEASE

June 19, 2014



### Together, we're keeping food out of our garbage

Single-family homes in the Metro Vancouver region have reduced their garbage by 26 per cent during the last three years, mostly because residents are putting food scraps and leftovers into "green carts" instead of garbage cans.

"It's time to thank everyone who is taking the time to separate their food and other organic materials from the garbage," said Metro Vancouver Board Chair Greg Moore. "We're keeping hundreds of thousands of tonnes of organics out of landfills and reducing the environmental impact of our garbage."

In the oxygen-depleted environment of a landfill, rotting food, yard trimmings, wood and other organics produce methane, a greenhouse gas that can escape into the atmosphere. Methane is about 20 times more powerful than carbon dioxide, the main driver of our changing climate, extreme weather and rising sea levels.

Curbside collection programs divert food scraps and other away from regional disposal facilities, to industrial-scale composting facilities that turn this natural resource into nutrient-rich soil amendments and energy-rich biofuel.

“Together, we’re keeping our food out of our garbage,” said Malcolm Brodie, Chair of Metro Vancouver’s Zero Waste Committee. “Many people with backyards are composting yard trimmings and some kinds of waste food at home and returning this resource to the Earth. Organics collection programs for food scraps and yard trimmings are another great way to go green and recycle a valuable resource.”

In 2008, the City of Port Coquitlam became the first municipality in the region to encourage residents to add fruit, vegetables and other foods to “green carts” or containers designated for foods scraps and yard trimmings.

Today, this municipal service is available to more than 95 per cent of the single-family homes in our region. In addition, many municipalities are now starting to implement multi-family source separated organics collection programs.

The reduction of single-family disposal tonnages corresponds with the roll-out of expanded organics collection and adoption of every-other-week garbage collection in a number of municipalities across the region. Municipalities are reporting increased organics collection, along with increased blue box recycling.

Before 2011, the weight of disposed waste from single family homes had changed little for a number of years.

Since 2011, single family garbage disposal has dropped almost 30 per cent on a per capita basis. The weight of garbage disposed has declined by approximately 66,500 tonnes, to 188,000 tonnes in 2013 from 254,000 tonnes in 2011.

The typical municipal garbage “packer” truck has a carrying weight limit of eight metric tonnes. Therefore, 66,000 tonnes of waste – enough waste to fill more than 8,300 garbage trucks – was NOT disposed.

“Organics recycling conserves a valuable resource and will help our communities achieve the regional goals to reduce, re-use and recycle as much waste as we possibly can,” Director Brodie said.

Beginning in 2015, Metro Vancouver will further encourage the recycling of food and other organics by banning the disposal of food, yard trimmings and clean wood and from regional disposal facilities. This disposal ban will apply to all sectors, including homes, offices and food-related businesses like supermarkets and restaurants.

Please visit [www.metrovancouver.org](http://www.metrovancouver.org) to learn more about solid waste and recycling. Read about [food recycling](#) and the [2015 organics disposal ban](#).

Media contact:

Glenn Bohn, Media Relations, Metro Vancouver  
604-451-6697 office, 604-314-5964 mobile, [Glenn.Bohn@metrovancouver.org](mailto:Glenn.Bohn@metrovancouver.org)

Metro Vancouver is a partnership of 22 municipalities, one Electoral Area and one Treaty First Nation that collaboratively plans for and delivers regional-scale services. Its core services are drinking water, wastewater treatment and solid waste management. Metro

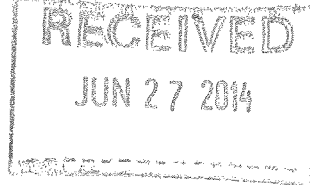
Vancouver also regulates air quality, plans for urban growth, manages a regional parks system and provides affordable housing. The regional district is governed by a Board of Directors of elected officials from each local authority.



Selina Robinson, MLA  
(Coquitlam-Maillardville)



**Province of  
British Columbia**  
Legislative Assembly



**Selina Robinson, MLA**  
(Coquitlam—Maillardville)  
Victoria Office:  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4

**Community Office:**  
102-1108 Austin Avenue  
Coquitlam, BC V3K 3P5  
Phone: 604 933-2001  
Facsimile: 604 933-2002

June 23, 2014

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

Dear Mayor Broughton and Councillors,

I thought I would reach out to you before the summer is fully upon us to remind you that the Members of the Official Opposition are willing and eager to meet with you at the upcoming Union of BC Municipalities annual conference in Whistler.

As the Opposition Critic for Local Government it's been a very full year in the Legislature. As you are likely aware, there has been tremendous activity on the local government file with election reform changes that will be tested out in a few short months as we head into the November municipal elections under the new legislation. I also travelled to four of the five area association meetings this year to hear directly from you about the decision-making and leadership challenges facing you and your communities.

Having been a City Councillor for Coquitlam from 2008-13 and on the Executive of the Lower Mainland Local Government Association, I must say that attending those area association meetings made me somewhat nostalgic for resolution debates, learning sessions, area tours and hallway discussions about our communities. No matter which area association meeting I was at I saw the passion and commitment that you all have for your communities. Thank you for bringing that to your role as an elected representative. It really does make a difference.

I continue to be very passionate about community development, strengthening our communities and our local leadership. I believe that local government is closest to our constituents and has the knowledge and flexibility to respond to community needs as they arise.

I would love the opportunity to meet with you at UBCM. I look forward to hearing about the needs of your local government, the challenges you are experiencing and to work with you on solutions and recommendations on how to address these challenges.

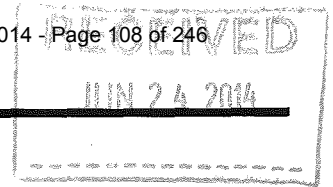
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Our Caucus will be hosting the Official Opposition UBCM breakfast at the Whistler Hilton in the Mt. Currie Ballroom, for all delegates on Friday September 26, at 6:45 am, and I invite you to join us for breakfast. If you would like to set up a time to meet with myself or any of our opposition critics at UBCM, please contact Jared Butcher at [jared.butcher@leg.bc.ca](mailto:jared.butcher@leg.bc.ca) or phone at 250-953-4607.

All the best,

A handwritten signature in cursive script that reads "Selina Robinson".

Selina Robinson, MLA  
Official Opposition Critic for Local Government



## Lions Bay Reception

**From:** Mandy Koonts  
**Sent:** Tuesday, June 24, 2014 9:10 AM  
**To:** Lions Bay Reception  
**Subject:** FW: Snow Survey and Water Supply Bulletin June 15th, 2014

**Importance:** High

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Incoming correspondence please.

**From:** Oakley, John JAG:EX [REDACTED]  
**Sent:** Monday, June 23, 2014 4:31 PM  
**To:** Oakley, John JAG:EX  
**Cc:** Oakley, John JAG:EX  
**Subject:** Snow Survey and Water Supply Bulletin June 15th, 2014  
**Importance:** High

The June 15<sup>th</sup> snow survey is now complete. Data from 2 snow courses and 51 snow pillows around the province and climate data from Environment Canada form the basis for the following report.

### Weather

June weather has featured episodes of cold upper low systems, which have delivered periods of wet weather, particularly through southern British Columbia. Despite this, precipitation over the first half of June has been below normal to normal across most of the province. Temperatures have been near normal through most areas.

### Snowpack

The first two weeks of June has seen on-going melt of the season's snow pack with 200 mm to 400 mm of snow water equivalent of melt observed at most snow pillows around the province. At high elevation sites (>1500m-1600m), particularly in the Upper Fraser, North Thompson, South Thompson, Columbia, Kootenay, Okanagan, Similkameen and Peace, snow packs are generally above normal. High elevation snow pillows have 20%-60% of the season's snow pack remaining. In mid-elevation sites, the season's snow pack has largely melted. This includes the Nechako, Middle Fraser, Lower Fraser, Columbia, Okanagan, South Coast, Vancouver Island, Peace, Skeena and Stikine.

### Streamflow Conditions

On the major river systems of the province (Fraser, Thompson, Skeena), approximately 50-60% of the forecasted seasonal runoff volume (April-September) has passed. In May, many rivers had above-normal flow due to warm weather. In the first half of June, depletion of mid-elevation snow packs has led to river levels dropping to near normal levels for the time of year. In the Peace, stream flow in many tributaries has dropped to below normal (50-80%). On Vancouver Island, stream flows have dropped to below or well-below normal levels (20-80% of normal).

### Outlook

Snow packs have now diminished to the level that flood risk due to snow melt is now unlikely across the province. Flood risk due to extreme rainfall remains a possibility.

In areas with depleted snow packs, stream flows have transitioned, or are expected to transition into lower than normal flow. This is particularly the case on Vancouver Island, South Coast, Middle Fraser, Lower Fraser, Central Coast, Nechako, Skeena, and Peace. These regions are at increased risk for potential low flows this year. With very low snow packs on Vancouver Island this year, watersheds are particularly vulnerable to low flows from hot and dry summer weather.

Seasonal forecasts from Environment Canada continue to indicate an increased likelihood of above normal temperatures across British Columbia, particularly through the south and south-west parts of the province.

This is the last Snow Survey and Water Supply Bulletin of the year. The River Forecast Centre continues to monitor snow pack, weather and stream flow conditions across the province. Updates on stream flow conditions will be made in the Water Supply and Stream flow Bulletins which will be released through the summer as conditions warrant. Low flow advisories will be issued if required.

Produced by: BC River Forecast Centre  
June 23, 2014



### Message from the Minister



It is my pleasure to connect with you in this Summer 2014 edition of our newsletter. As I continue to work with local governments and organizations, I am consistently impressed by British Columbia's strong, vibrant communities, urban and rural, throughout the province.

The Government of British Columbia is committed to helping B.C.'s strong communities continue to be great places to live, work, raise a family, invest and visit. There have been many success stories to reflect over in the past few months that are producing tangible benefits for B.C.'s local governments, communities, families and citizens.

As we look ahead to local government elections this Nov. 15, it is a good opportunity to reflect on how fortunate we all are to live in a strong democracy where all citizens can participate in elections freely and fairly. I encourage all citizens to stay informed about their local government and fully participate in local government elections.

I was proud to introduce and celebrate the passage of legislation to modernize local government elections in B.C. This legislation will maximize fairness, transparency and accountability in local elections. It represents the most significant reforms to B.C.'s local elections in 20 years. To help candidates better understand these new requirements, a new guide outlining the basics on running for office was developed through multi-party consultation. The guide is available online [here](#), and copies can also be found in local MLA offices.

My ministry, along with Elections BC, the Local Government Management Association, the Union of British Columbia Municipalities (UBCM) and other stakeholders will continue to work together to provide on-going education to help election participants comply with the new campaign finance rules.

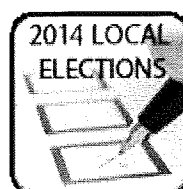
In other news, the Government of British Columbia, UBCM and the Government of Canada signed a new 10-year Gas Tax Agreement in May which will deliver

### 2015 Canada Winter Games Mascot Makes First Public Appearance



From left, Minister Coralee Oakes, 2015 Canada Winter Games mascot Nanguz, mascot designer Kaitlyn Muir and Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour enjoy festivities looking ahead to the games next winter. [Read more](#)

### Local Government Elections – What Every Candidate Needs to Know



The next general Local Elections are November 15, 2014. A new brochure outlining the basics of running for office is now available through MLA offices and [online](#). The brochure covers such topics as eligibility, getting nominated,

### Athletes, MLAs team up for bocce on the lawn



The lawn of the Legislative Buildings was transformed into a sport hub on May 27 as Special Olympics athletes played alongside MLAs in a series of bocce matches. [Read more](#)

### International figure skating event gets provincial support



*Premier Christy Clark visited the Kelowna Skating Club to announce \$100,000 in support of Skate Canada International, which will bring the world's best figure skaters and future Olympians to Kelowna this fall from Oct. 30-Nov. 1. Nearly 20,000 spectators are expected to attend the event at Prospera Place.*

### Almost \$13 million granted for arts and culture in B.C.

Key community cultural organizations and events, including local arts councils, art galleries, theatres, museums and arts festivals throughout British Columbia shared nearly \$13 million in BC Arts Council grants. [Read more](#)

### B.C. Government Arts Grants Now Open

Every year, the BC Arts Council approves about 2,000 grants through approximately 40 programs, funded by the Government of British Columbia, for arts groups,



Two new grant programs, valued at \$500,000 each, will help local governments update their bylaws and official community plans, as well as review and assess local infrastructure needs to prepare for LNG developments and industrial expansion.

[Read more](#)

### Open for Business Awards are still open for application

B.C.'s incorporated municipalities have until July 11 to apply for the Open for Business Awards. These awards recognize local government policies, projects and programs that support small business. The Government of British Columbia provides \$10,000 for each Open for Business Award-winner. Last year's winners were Central Saanich, Chilliwack, Coquitlam, Fort St. James, Kelowna, Langley and Penticton.

[Read more](#)

### B.C. helps showcase artists at 2015 Canada Winter Games

The Government of British Columbia is providing \$150,000 to help B.C.'s diverse artists, including First Nations, participate in a national arts and culture festival celebrating Canadian talent during the 2015 Canada Winter Games in Prince George, Community, Sport and Cultural Development Minister Coralee Oakes announced on June 1. [Read more](#)

### Apply for Community Gaming Grants

Upcoming gaming grant deadline applications are:

**Sept. 22-26** - Union of British Columbia  
Municipalities Conference, Whistler

**Sept. 26-28** - BC Culture Days -  
Provincewide

[www.gov.bc.ca/cscd/](http://www.gov.bc.ca/cscd/)

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RECEIVED  
JUN 26 2014

# Growing Forward 2

A federal-provincial-territorial initiative

## BC Agrifoods Export Program

Up to \$750,000 in federal and provincial government funding is available in 2014-15 for projects that enable BC's agriculture, food and seafood sectors to increase export sales and expand international market access through participation in international market development activities.

### Eligible activities include:

- Participation in export-focused trade shows, food fairs, sales exhibitions and other events or missions
- Advertisement in foreign electronic, print media or event support material
- Development of marketing and promotional material designed to generate export business (includes brochures, pamphlets, web-based items, videos and trade show display material)
- Meeting coordination with potential buyers in target markets
- Hosting incoming buyer missions to BC agrifoods events or customizing incoming buyer missions
- Hosting in-province visits by media and other influencers with the objective of increasing agrifoods exports from BC
- Identification and coordination of meetings with partners in target markets to cooperate on market access activity
- Participation in or presentations at conferences and other trade advocacy events
- Participation in provincial or federal government-led trade advocacy missions

Applicant organizations must have a head office or be registered in BC and market products grown or processed in BC. (BC processed food is any food, seafood or beverage product processed and packaged in BC with more than 85% of the product's main ingredients produced in BC. In cases where the main ingredients are not available in BC in sufficient quantities, the food must be processed and packaged entirely in BC.)

#### Eligible participants are:

- BC agrifood sector producers
- BC agrifood and seafood sector processors (excluding fishers (harvesters))
- BC agrifood and seafood sector associations/ organizations
- BC agrifood and seafood marketers

A maximum of \$50,000 in funding is available on a first-come, first-serve basis until funds have been fully allocated. Participants must contribute 50% in cash of the total project cost. Applications are accepted on an ongoing basis.

For more information, please visit our website or contact us to discuss your project idea:

T 250.356.1662

E [funding@iafbc.ca](mailto:funding@iafbc.ca)

W [www.iafbc.ca/export-market-dev.htm](http://www.iafbc.ca/export-market-dev.htm)

The Investment Agriculture Foundation is an industry-led not-for-profit organization that works with the agri-food industry to strategically invest federal and provincial funds toward projects that have the potential to transform ideas into solutions.



# Growing Forward 2

A federal-provincial-territorial initiative

## Canada-BC Agri-Innovation Program

From food production and food safety, to renewable fuels and reducing greenhouse gas emissions, agricultural innovation is crucial for developing solutions to some of today's most pressing issues.

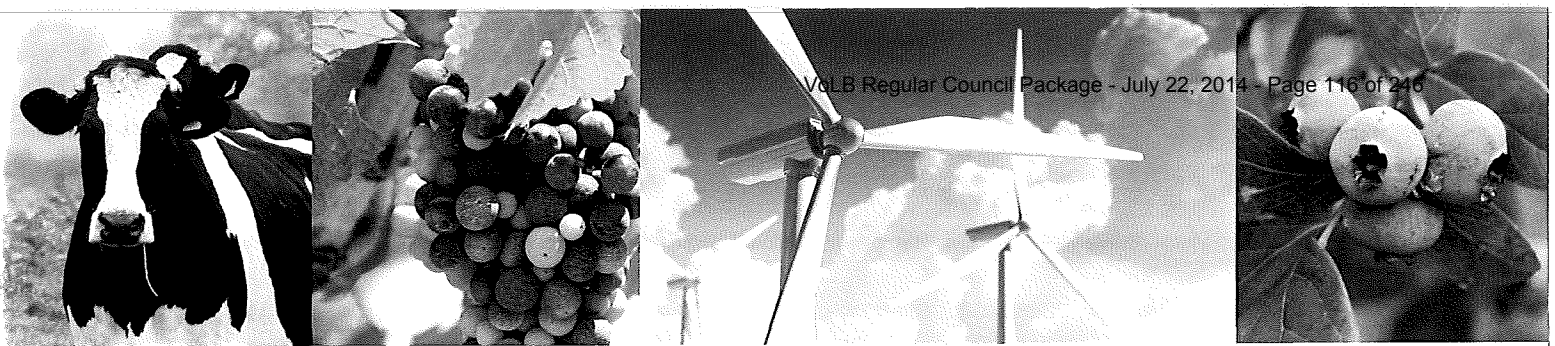
To help advance agricultural innovation and competitiveness in BC, the governments of Canada and British Columbia invested \$13.4 million to continue the Canada-BC Agri-Innovation Program (CBCAIP) under the federal-provincial-territorial *Growing Forward 2* initiative. The CBCAIP is being delivered by the Investment Agriculture Foundation (IAF) from 2013-2018.

The CBCAIP allows industry, academia, value-added food processors, retailers and others to access funding for projects involving late-stage research; pilots and demonstrations; as well as the commercialization and adoption of innovative products, technologies and practices for the agriculture, food or agri-products sector.

## Who Can Apply For Funding?

Applicant organizations must have a head office or be registered in BC. Eligible participants include:

- BC agri-food sector producers and processors
- Industry associations/organizations
- Retail and food service businesses
- Input, technology and support services providers
- Academic institutions and/or other organizations and private sector businesses
- Regional districts and local governments



## What Can Be Funded?

Priority for funding will be given to five areas of activity identified to advance innovation and competitiveness in BC, and include:

- Advancements in plant, animal and food science
- Energy and waste management
- New product development and commercialization
- Improvements in soil, water and air quality
- Climate change adaptation

## How Much Funding Is Available?

The CBCAIP is a cost-shared program. Depending on the benefit to producers and processors or British Columbians, you may be required to contribute up to 50% of the cash costs of your project. There are no prescribed funding limits in terms of dollar value, rather the scope and the level of cost sharing for the project will be used to determine the funding that IAF provides. However, the more innovative and beneficial the project, the more funding might be provided.

Applications are accepted on an ongoing basis until program funding has been fully allocated.

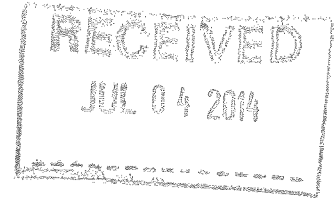
For more information, please visit our website or contact us to discuss your project idea:

**T** 250.356.1662

**E** [funding@iafbc.ca](mailto:funding@iafbc.ca)

**W** [www.iafbc.ca/agri-innovation.htm](http://www.iafbc.ca/agri-innovation.htm)

The Investment Agriculture Foundation is an industry-led not-for-profit organization that works with the agri-food industry to strategically invest federal and provincial funds toward projects that have the potential to transform ideas into solutions.



June 26, 2014

Ref: 155838

VILLAGE OF LIONS BAY  
FILE TO I/C  
FILE TO PROPERTY FILE  
OTHER  
**VILLAGE OF LIONS BAY**  
**PO BOX 141**  
**LIONS BAY, B.C.**  
**VON 2E0**

Her Worship Mayor Brenda Broughton  
Village of Lions Bay  
Box 141  
Lions Bay, BC VON 2E0

Dear Mayor Broughton:

We are writing in our capacities as Minister of Community, Sport and Cultural Development and Minister of Agriculture, regarding issues relating to medical marihuana production in British Columbia.

Many local governments have expressed concern regarding the potential establishment of medical marihuana production facilities in our communities, under the new federal regulations. Some local governments and stakeholders have written expressing an array of concerns, the most common messages concerning the exclusion of these facilities from qualifying for provincial farm class and if they would be considered an allowable farm use.

These concerns have been taken seriously and we understand that the establishment of these facilities within your communities will have a potential impact on services and costs. We brought your concerns to the attention of Honourable Christy Clark, Premier, and our Cabinet colleagues in the context of a larger discussion about medical marihuana production in the province.

After careful consideration, we are pleased to inform you that the Province of British Columbia has made a decision to implement a regulatory change that excludes medical marihuana, and any other federally regulated narcotic, from being eligible for farm classification for property assessment and tax purposes. This decision to treat medical marihuana as a restricted narcotic substance and a pharmaceutical is also consistent with the Province of Alberta. This change will apply to facilities located on both Agricultural Land Reserve (ALR) and non ALR lands.

In addition, please be advised that the Province will continue to view medical marihuana production facilities as an allowable farm use on ALR lands. The Ministry of Agriculture's policy position is that local governments should not prohibit medical marihuana production in the ALR. Any local government that has passed or is considering bylaws that address the issue of medical marihuana production within its boundaries may wish to seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government. This is consistent with the position of the Agricultural Land Commission's updated Information Bulletin from January 2014 ([http://www.alc.gov.bc.ca/publications/ALC Info Bulletin Marihuana Amended Jan 2014.pdf](http://www.alc.gov.bc.ca/publications/ALC%20Info%20Bulletin%20Marihuana%20Amended%20Jan%202014.pdf)).

.../2



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## INFORMATION BULLETIN

For Immediate Release  
2014CSCD0039-000862  
June 24, 2014

Ministry of Community, Sport and Cultural Development  
Ministry of Agriculture

### **B.C. preserves local governments' tax revenues from medical marijuana growers**

VICTORIA – The Government of British Columbia is excluding federally-licensed medical marijuana production from the list of agricultural uses that qualify for farm classification for assessment and property tax purposes.

The decision will ensure local governments do not lose potential property tax revenues from the Health Canada licensed-production facilities.

Medical marijuana is a federally-regulated narcotic produced by licensed operators in British Columbia. There are currently five federally-licensed facilities in British Columbia.

B.C.'s position takes into consideration the nature of the highly-regulated and secure facilities, and is consistent with the approach being taken in neighbouring Alberta.

The Government of British Columbia will also continue to view medical-marijuana production as an allowable farm use within the Agricultural Land Reserve that should not be prohibited by local government bylaws. This is consistent with the Agricultural Land Commission's interpretation of the Agricultural Land Commission Act.

Federal regulations for medical marijuana came into effect April 1, 2014. The exclusion from farm classification for property tax purposes will take effect for property assessments in the 2015 taxation year.

#### **Media Contacts:**

Shannon Hagerman  
Ministry of Community, Sport and Cultural  
Development  
250 953-3677

Robert Boelens  
Ministry of Agriculture  
250 356-1674

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



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## BACKGROUND

For Immediate Release  
2014CSCD0039-000862  
June 24, 2014

Ministry of Community, Sport and Cultural Development  
Ministry of Agriculture

### **Eligibility for farm classification for property tax purposes**

In British Columbia, the BC Assessment Act specifies which farm uses qualify for farm classification for property tax assessment purposes. If the income derived from these qualifying uses meets the prescribed levels, the land and buildings in which the activities are carried out may be eligible for certain tax benefits. Farm class confers significant benefits to a property through low land values, reduced tax rates, PST exemptions and exemptions on farm buildings of up to 87.5% of value.

The B.C. government has amended the farm class regulation to exclude federally-licensed medical marijuana production facilities as a qualifying farm product for assessment and taxation purposes. This means the facilities would not be eligible for the benefits of farm classification. The regulatory amendment will take effect in the 2015 property taxation year.

There are already approved activities on Agricultural Land Reserve (ALR) land that are not eligible for farm classification for assessment and property tax purposes. Excluded products and activities include farm or ranch tourism operations; sand and gravel extraction operations and winery and cidery facilities.

### **Facilities are accepted farm use within Agricultural Land Reserve**

Licensed medical marijuana production facilities may be located on both provincial ALR and non-ALR lands, subject to local government zoning and other site requirements. The Agricultural Land Commission has determined that medical marijuana production is consistent with the definition of a farm use under the Agricultural Land Commission Act. However, as a federally-regulated narcotic, it will not be eligible for farm classification for property tax purposes. Consistent with the federal government's direction and the Agricultural Land Commission's position, and based on legal guidance, the Province agrees local governments should not prohibit medical marijuana production in the ALR.

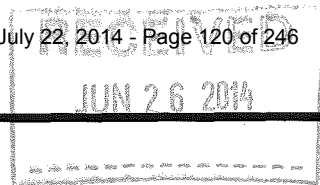
Local governments looking to propose a bylaw prohibiting medical marijuana may wish to seek legal counsel as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government.

### **Health Canada licensed facilities:**

Since 2001, Health Canada has granted access to marijuana for medical purposes to Canadians who have had the support of their physicians. In June 2013, the Government of Canada introduced new regulations that treat medical marijuana as a controlled narcotic and created a new commercial industry that is responsible for its production and distribution. As of April 1, 2014, the only way to access medical marijuana for medical purposes is through commercial, licensed productions.

**Lions Bay Reception**

**From:** Minister, CSCD CSCD:EX <CSCD.minister@gov.bc.ca>  
**Sent:** Thursday, June 26, 2014 2:54 PM  
**To:** Lions Bay Reception  
**Cc:** Sturdy.MLA, Jordan LASS:EX  
**Subject:** Medical Marihuana Production in British Columbia



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

We are writing in our capacities as Minister of Community, Sport and Cultural Development and Minister of Agriculture, regarding issues relating to medical marihuana production in British Columbia.

Many local governments have expressed concern regarding the potential establishment of medical marihuana production facilities in our communities, under the new federal regulations. Some local governments and stakeholders have written expressing an array of concerns, the most common messages concerning the exclusion of these facilities from qualifying for provincial farm class and if they would be considered an allowable farm use.

These concerns have been taken seriously and we understand that the establishment of these facilities within your communities will have a potential impact on services and costs. We brought your concerns to the attention of Honourable Christy Clark, Premier, and our Cabinet colleagues in the context of a larger discussion about medical marihuana production in the province.

After careful consideration, we are pleased to inform you that the Province of British Columbia has made a decision to implement a regulatory change that excludes medical marihuana, and any other federally regulated narcotic, from being eligible for farm classification for property assessment and tax purposes. This decision to treat medical marihuana as a restricted narcotic substance and a pharmaceutical is also consistent with the Province of Alberta. This change will apply to facilities located on both Agricultural Land Reserve (ALR) and non ALR lands.

In addition, please be advised that the Province will continue to view medical marihuana production facilities as an allowable farm use on ALR lands. The Ministry of Agriculture's policy position is that local governments should not prohibit medical marihuana production in the ALR. Any local government that has passed or is considering bylaws that address the issue of medical marihuana production within its boundaries may wish to seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government. This is consistent with the position of the Agricultural Land Commission's updated Information Bulletin from January 2014 ([http://www.alc.gov.bc.ca/publications/ALC\\_Info\\_Bulletin\\_Marihuana\\_Amended\\_Jan\\_2014.pdf](http://www.alc.gov.bc.ca/publications/ALC_Info_Bulletin_Marihuana_Amended_Jan_2014.pdf)).

Any applicant for a license must comply with all federal requirements including security and building standards, as well as local bylaws regulating site-specific requirements.

Consistent with British Columbia government policy, the Minister of Agriculture does not intend to approve any bylaw that would prohibit the production of medical marihuana in the ALR.

The Ministry of Agriculture will, however, offer guidance to local governments on the degree in which one of their farm bylaws could regulate medical marihuana production in the ALR through a Minister's Bylaw Standard specific to the production of medical marihuana on ALR land and will involve local governments in the development of those standards.

Minister's Bylaw Standards establish standards for the guidance of local government in the preparation of various bylaws affecting agriculture. Examples of current Minister's Bylaw Standards include:

- Building setbacks from lot lines
- Maximum lot coverage
- Maximum building heights

More information about Minister's Bylaw Standards is available on the Ministry of Agriculture's website at: [www.al.gov.bc.ca/resmgmt/sf/guide to bylaw development/Guide to ByLaw Dev index.htm](http://www.al.gov.bc.ca/resmgmt/sf/guide%20to%20bylaw%20development/Guide%20to%20ByLaw%20Dev%20index.htm).

Overall, we believe this decision reflects a balanced approach, which considers the interests of the federally licensed facility operators, the interests of the agricultural sector and the purpose of the Agricultural Land Reserve, and the concerns of local governments and communities. Also, please see [Information Bulletin and Backgrounder](#) for more information.

Sincerely,

Coralee Oakes  
Minister of Community, Sport and Cultural Development

Norm Letnick  
Minister of Agriculture



# Coastal Fire Centre

hot topics in Wildfire on the Coast

# Wildfire news

2014 ISSUE 5

JUNE 27, 2014

## In this Issue:

2013 - By The Numbers

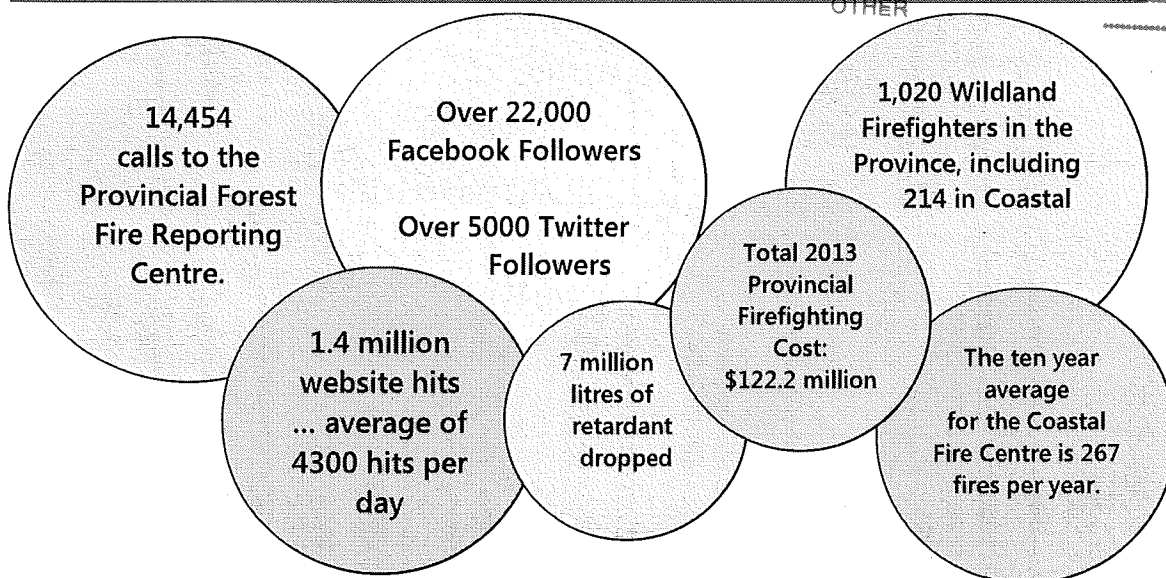
Fire Management Plan versus Fire Analysis

ICS—Finance

To Report a Wildfire:  
1-800-663-5555  
Or Cell  
\*5555

See detailed weather forecast  
page 4

## 2013 By The Numbers



## Fire Management Plan

A Fire Management Plan is a statement of policy with prescribed actions related to a specific piece of land. The plan is produced by the land manager to address potential fire activity on the land they are responsible for. This plan would include planning for both prescribed fires and wildfires.

Fire Management juxtaposes the effect of fire against potential values-at-risk, level of fire suppression warranted, cost of forest protection and other possible conditions and potential risks. A successful Fire Management Plan also takes into account fire prevention, detection and considers fire suppression capabilities.

A comprehensive Fire Management Plan may also include a Fire Suppression Plan. This document includes details about actions required to save human life and property and minimize any damage resulting from a fire. A Fire Suppression Plan may be more site specific than a Fire Management Plan. For example, a large provincial or federal park may have an overall Fire Management Plan with Fire Suppression Plans for areas of the park.

Simply put, a Fire Management Plan outlines the overall objectives and priorities of the land manager should a wildfire occur or (if conditions are favourable) a prescribed fire is conducted.

## Fire Analysis (FAs)

Unlike the Fire Management Plan, a Fire Analysis is site specific and produced in direct response to a wildfire. It outlines strategies, objectives, tactics, and values-at-risk, and includes several options for consideration of the land manager and the fire response agency.

The Fire Analysis describes the complexities involved in managing a wildfire once it has ignited. It describes the overall control objectives and strategies, and also substantiates the expenditure of resources and dollars required to monitor, control or extinguish a fire.

Typically, a Fire Analysis is drawn up if a fire moves beyond the initial attack phase and into expanded attack, modified response, or fires with unique values.

A Fire Analysis is undertaken to outline the actions to be taken, the resources required and the cost required to manage the event. A specific accounting of all values at risk (e.g. timber, infrastructure) must be documented in order to determine specific location, prioritize values and to aid in communicating these details to the Fire Centre and the Land Manager.

The Fire Management Plan ensures the values and the objectives of the land manager are understood before any actions are taken. It also ensures that expenditures are justified (given the values that are threatened) and that the desired objectives are achievable.

## Coastal Fire Centre

Wildfire  
News

To Report a Wildfire: 1-800-663-5555 Or Cell \*5555

## The Perils of Future Forecasting

"What will the fire season be like?"

You'd think this would be an easy question to answer. Wildfire is our business, so shouldn't the Wildfire Management Branch be able to predict how many fires this season will have, and approximately where?

The response back is "if you can tell us what key weather indicators (temperature, precipitation, wind speed, wind direction, relative humidity) will be like at noon every day - at every weather station in the province - until October 1, we could answer that for you".

Unfortunately, weather forecasting isn't that exact. Environment Canada can indicate general trends, but providing precise data is impossible beyond even a day or two. A few degrees' change in temperature and a few millimeters of rain can make a big difference.

It's not just how much rain will fall, it's also about when it falls. Precipitation that all falls on one day followed by a month of hot, dry weather could produce parched plants and extreme fire behavior. The same amount of precipitation spread out in weekly increments over the month could produce lush and moisture rich plants resistant to ignitions.

Of course, daily temperature, relative humidity and winds can either suck the moisture out of the soil and foliage of plants, or help to keep them hydrated.

The slope of the land, the aspect of the slope (south facing or north facing) are static - we know what these are. Forest cover changes slowly as trees are harvested or grow. The state of forest fuels, and their "willingness" to burn, is driven by the weather.

The Build Up Index (BUI) is watched closely by fire professionals at this time of year. It's a measure of how dry the forest fuels are, from the huge trees to large downed logs, shrubs, roots and humus in the soil. The BUI indicates how much fuel will be available to burn in the event of a wildfire.

**The BUI,  
and why it  
matters this  
summer**

The higher the BUI, the harder it will be to extinguish the fire. High BUIs may lead to extensive mop-up, as crews dig up roots and buried fuels, break apart large logs, then wet them down and, if needed, bury them to prevent re-ignition of the fire.

The BUI this year is about two weeks ahead of normal. In other words, forest fuels are as dry today (June 27) as they normally are on July 11. If we have a wet period in July, the question is moot - the BUI will reduce as forest fuels rehydrate. If we don't get substantial rain in July, we may enter into late summer with a dry forest. BUIs take a while to build, and also take a while to

decline. It takes steady precipitation to reduce them significantly, not isolated showers.

Being cautious with any ignition source in the forest is a habit that needs to be reinforced. Cultivating safe habits that are applicable any time of the year is work we can all do. Sparks come from lightning or human activity. Lightning is weather-driven and is unpredictable. The rest is dependent on people's actions. It all starts with you.

**It all starts  
with you:  
Ignitions**

When I was a kid, I watched my grandpa prime an old hand pump near the garden. The leather seal on the piston in the pipe had dried and shrunk, and the "prime" had leaked out. The seal no longer produced an air tight fit, and pumping the pump produced no water. A small pail of water, dribbled down the centre of the pump, re-primed the pump. Then it

just took my willing hands to pump the handle up and down, and out gushed water. It took two things to get the water running: a primed pump, and my efforts.

The priming of the forest fuels is done by weather. Hot days, dry air, wind and lack of precipitation all combine to produce forest fuels that are susceptible to ignition and prone to continue burning once they are lit.

But forest fires don't happen without a spark. Naturally occurring sparks are predominately lightning. Weather conditions (sufficient lift in a column of air to produce cumulonimbus clouds, and enough moisture to produce positive and negative charges) can produce electrical discharges between the ground and clouds.

If these discharges travel through susceptible trees, a forest fire can result. Often these fires are in remote locations (on tops of mountains for example), which might prove beneficial to forest health and be allowed to burn naturally.

People's activities in the forest can also produce sparks. Poorly situated campfires or ones that are not extinguished are likely culprits, but other activities can also produce ignition sources. Cigarettes, all-terrain vehicles (ATVs) and chainsaws all produce sparks. A huge problem with human caused fires is they happen where people are. These fires are often the costliest to extinguish, and can cause the most impact to people, families and communities.

We can't control lightning, but each of us can control what we do. As we experience drier forest fuels on the coast, we can all do our part to protect some of the most spectacular forested lands in the world. Don't be the spark!

**FYI:**  
The new Provincial Skimmer group worked an interface fire north of Kaslo mid June. Over a period of 75 minutes they delivered 224,361 litres of suppressant (foam/water). Turnaround times were 2 minutes, 101 loads in total.

## Coastal Fire Centre

Wildfire  
News

To Report a Wildfire: 1-800-663-5555 Or Cell \*5555

## Prescribed Fire

To understand where and why prescribed fires are undertaken, you must first familiarize yourself with what a **prescribed fire** is (and the fact that it is just one component of a **prescription**).

- **Prescription** – A written statement defining the objectives to be attained and the factors involved in aspects such as prescribed fire and silvicultural treatments. The objectives are generally expressed as acceptable ranges of the various indices being used, and the limit of the geographic area affected.\*
- **Prescribed Fire** – The planned use of carefully controlled fire to accomplish predetermined management goals (e.g., site preparation for planting, reduction of fire hazards or pest problems, improvement of the ease with which the site can be traversed, and creation of better quality browse for wildlife).\*

Traditional burning practices among aboriginal peoples were carefully orchestrated, paying close attention to season of the year, moisture levels, location, vegetation, habitats, weather and the accumulation of debris. These are some of the same factors wildland firefighters use to determine the timing, location and size of today's prescribed burns. Although many groups of aboriginal peoples within what is now known as the Coastal Fire Center, did not use fire to enhance or maintain their resources, a select few did.

\*Dunster, Julian and Katherine. *Dictionary of Natural Resource Management*. (Vancouver: UBC Press, 1996), 249-250.

## Pemberton - Haylmore Project

Prior to European settlement, the N'Quatqua First Nation implemented large-scale, low intensity burns to remove undergrowth and encourage berry production. This practice combined with the natural fire environment, resulted in significant fire history in the area. A large proportion of the landscape impacted by low-severity and frequent fires, consistent with documented fire regimes for this area. Practices over the last 100 years, including logging and fire suppression, have resulted in forest fuel accumulations and increased fire hazard.

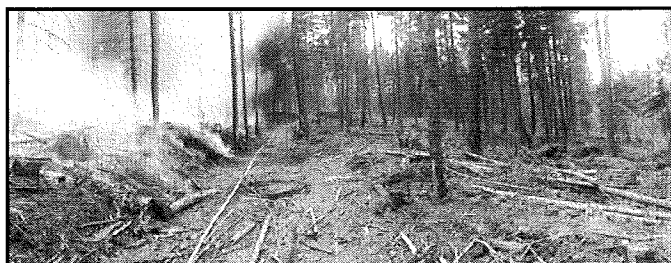
From May 7, 2014 to May 30, 2014, the Coastal Fire Centre's Pemberton Zone in concert with the N'Quatqua Band Council and the First Nations' Emergency Services Society of B.C., conducted a series of prescribed fires, which are defined as part of a larger prescription in the area known as Haylmore near the communities of D'Arcy and Devine. The burns covers approximately 40 hectares of the prescription. When complete, the prescribed fires will burn the forest understory, leaving larger trees intact, and will help restore open forest conditions to reduce fire behaviour and enhance berry production.

By mimicking naturally occurring ground fires the goal of this prescription is to reduce the level of combustible forest debris. The removal of this debris will help reduce the threat of catastrophic wildfires, discourage insect infestations and help a variety of fire-adapted plants reproduce. This prescribed burn will reintroduce fire into the ecosystem and return the area to a more natural state.

'Low and slow' were the watchwords as crews endeavoured to influence flame length, fire temperature and rate of spread. The goal was to target forest undergrowth while minimizing tree charring and mortality. Portable weather stations and crews monitored weather conditions closely, and crews were very involved in fire sciences to achieve objectives.

A total of 13 hectares of land were treated over 13 days that were suitable for burning. The burning was very successful, and fuel consumption targets were achieved.

The prescription will be revisited in the fall of 2014, or spring of 2015, to further achievements if possible.



## Coastal Fire Centre

Wildfire  
News

To Report a Wildfire: 1-800-663-5555 Or Cell \*5555

To Date  
in Coastal

## Fires to Date

|                                           |     |
|-------------------------------------------|-----|
| Person<br>Caused                          | 35  |
| Lighting<br>Caused                        | 4   |
| Total<br>Number<br>of Fires               | 39  |
| Number of<br>Incidents<br>Responded<br>to | 116 |

Fire Danger  
Rating todayCurrent  
Prohibitions  
(within WMB  
jurisdictional area)Category 2  
Open Fire

## ICS—Finance

During a fire where the Incident Command System is in use, the Finance Section on a fire takes on the role of coordinator, planner and controller for all aspects of finance and administration for the duration of the incident.

These responsibilities, under the Finance Section Chief, include: updating the Fire Analysis Cost Estimate, by submitting daily cost information, providing ongoing cost analysis, developing contracts, tracking time for personnel and maintaining financial records of the incident. The Finance Section also ensures that all financial policies and procedures are being adhered to on the incident.

On a large incident, Finance can be expanded to include: a Time Unit, a Procurement Unit, a Compensation and Claims Unit and a Cost Unit. Each Unit has a very specific task.

The Time Unit ensures that all documentation for pay is recorded and tracked. The Procurement Unit processes all documentation to do with equipment rental and supply contracts. The Compensation/Claims Unit handles all WorkSafe claims and any claims to damaged property which may be associated with the incident. The Cost Unit collects all information dealing with costs, provides estimates and recommends savings, wherever and whenever, suitable.

Large fires can cost millions of dollars to manage and they can produce thousands of documents, so it is up to the Finance Section to manage and document all financial matters on the incident.

**The identifying colour for Finance  
in ICS is Silver.**

## At Coastal



The Provincial Airtanker Centre (PATC) hosted a demonstration of its new Skimmer Group for fire crews in Campbell River on June 24, 2014. Besides a chance to tour the new aircraft, crews were able to witness drops with both water and foam to get a better understanding of how the machines deliver their loads.

Due to the weather, the number of fires has been down from our 10 year average of 54 fires to 39 fires, person-caused fires are down from 43 fires to 35 fires, and lightning-caused fires are down from 10 fires to 4 fires.

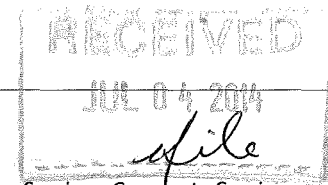
The Coastal Fire Centre has been assisting a number of Fire Departments as many of the 39 fires have occurred in fire department jurisdiction. One interesting side note is that in one of these fires, located near Triangle Mountain, was within a Gary Oak preserve, so no digging, foam or retardant, was used to put out the fire - only water. The fire has been turned back over to the Fire Department for patrol.

## Weather

**SYNOPSIS:** A fast moving front blasted through Coastal zones overnight bringing a few millimetres of rain, occasional gusty winds and wide spread lightning strikes many of them positive. Over the northern sections much of the lightning does not appear to have come with significant rainfall. In the wake of the front a low pressure centre spinning offshore brings a moist onshore flow both today and tomorrow. The air mass continues very unstable and its likely that widespread thunderstorms build up this afternoon and possibly tomorrow as well. These storms should bring locally intense showers with some stations seeing 5 to 10 millimetres or more. The onshore flow eases late Saturday as a new ridge develops and pushes the wet zone to the north.

**OUTLOOK:** A few showers continue, especially northern zones, on Sunday morning but as the ridge builds, and builds quickly, the skies clear by Sunday afternoon. Monday and Tuesday will see mostly sunny warm conditions with temperatures in the warmer interior valleys rising into the upper 20s.

**6 TO 10 DAY:** But by next Wednesday a new low deepens in the Gulf of Alaska and drifts southeast to the west coast bringing showers at first to Haida Gwaii and the Mid-coast but inevitably to the southern zones by later in the week. Models show a new strong ridge redeveloping over the weekend of July 6-7.



Board and Information Services, Corporate Services  
Tel. 604.432.6250 Fax 604.451.6686

JUN 30 2014

File: CR-12-01

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

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

Dear Mayor Broughton and Members of Council:

**Re: Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey - Central Newton Cultural Commercial District**

In accordance with section 857.1(2) of the *Local Government Act*, and sections 6.4.2 and 6.4.4 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, this letter provides notification to affected local governments and other agencies of a proposed amendment to the regional growth strategy. As per the sections noted, the Greater Vancouver Regional District (GVRD) Board is required to provide a minimum of 30 days to all affected local governments and relevant agencies to comment on proposed amendments.

On May 2, 2014, Metro Vancouver received a request from the City of Surrey for a Type 3 amendment to *Metro 2040* to change the regional land use designation of a 6.5 hectare site from Industrial to Mixed Employment to accommodate the proposed Central Newton Cultural Commercial District. A Type 3 amendment to *Metro 2040* requires an affirmative 50%+1 weighted vote of the GVRD Board at each reading of the bylaw; there is no regional public hearing. For more information on regional growth strategy amendment procedures, please see *Metro 2040* Sections 6.3 and 6.4. For more information on the proposed amendment, please refer to the attached report.

The proposed amendment was initiated by the GVRD Board on June 27, 2014 (see attached) and the corresponding bylaw was given 1<sup>st</sup> and 2<sup>nd</sup> reading. Following the comment period, the Board will review all comments received, and consider third reading and final adoption of the amendment bylaw.

You are invited to provide written comments on this proposed amendment to *Metro 2040*. **Please provide your comments in the form of a Council or Board resolution, as applicable, and submit to [chris.plagnol@metrovanancouver.org](mailto:chris.plagnol@metrovanancouver.org) by Monday August 11, 2014.** If you have any questions with respect to the proposed amendment, please contact Jaspal Marwah, Regional Planner at 604-436-6850 or [jaspal.marwah@metrovanancouver.org](mailto:jaspal.marwah@metrovanancouver.org).

Mayor Brenda Broughton and Members of Council

*Metro Vancouver 2040: Shaping our Future* Amendment Request from City of Surrey - Central Newton Cultural Commercial District

Page 2

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More information on the proposed amendment including the City of Surrey staff report and a copy of *Metro 2040* can be found on the Metro Vancouver website at:

<http://public.metrovancouver.org/planning/development/strategy/Pages/Amendments.aspx>

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Plagnol', written over the printed name.

Chris Plagnol  
Acting Corporate Officer

Encl: Report dated May 22, 2014 titled "*Metro Vancouver 2040: Shaping our Future* Amendment Request from the City of Surrey - Central Newton"

9653146


**metrovancover**

SERVICES AND SOLUTIONS FOR A LIVABLE REGION

**5.1**

To: Regional Planning and Agriculture Committee

 From: Jaspal Marwah, Regional Planner  
 Planning, Policy and Environment Department

Date: May 22, 2014

Meeting Date: June 6, 2014

 Subject: ***Metro Vancouver 2040: Shaping our Future*** Amendment Request from the City of  
 Surrey – Central Newton

### RECOMMENDATION

That the GVRD Board:

- a) Initiate the regional growth strategy amendment process for the City of Surrey's proposed amendment for the Central Newton Cultural Commercial District;
- b) Give 1<sup>st</sup> reading of Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1207, 2014;
- c) Give 2<sup>nd</sup> reading of Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1207, 2014; and
- d) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.

### PURPOSE

To provide the GVRD Board with the opportunity to consider initiating the proposed Type 3 minor amendment to *Metro Vancouver 2040: Shaping our Future* (*Metro 2040*) requested by the City of Surrey (the City).

### BACKGROUND

On May 2, 2014, Metro Vancouver received a request from the City of Surrey to amend *Metro 2040* for part of an area called the Central Newton Cultural Commercial District. The request consists of re-designating 6.5 hectares of regionally designated Industrial lands to Mixed Employment.

This is a Type 3 amendment which, as per *Metro 2040* 6.3.4 b) applies "for sites within the Urban Containment Boundary, amendments from Industrial, Mixed Employment or General Urban land use designations to any other such regional land use designations".

| Site Context                           |                                                                                                                                                                                                                                                  |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Metro 2040</i> Designation          | Industrial                                                                                                                                                                                                                                       |
| OCP Designation                        | Industrial (designated Mixed employment in the new OCP – not yet adopted)                                                                                                                                                                        |
| Proposed <i>Metro 2040</i> Designation | Mixed Employment                                                                                                                                                                                                                                 |
| Site Size:                             | Nine parcels totaling 6.5 hectares                                                                                                                                                                                                               |
| Proposed Development                   | No specific development proposal. Planning study for the area contemplates establishing a Central Newton Cultural Commercial District including a mix of small-scale manufacturing and repair, business and personal services, and retail sales. |

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton***  
 Regional Planning and Agriculture Committee Meeting Date: June 6, 2014  
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A Type 3 amendment requires an amendment bylaw that receives an affirmative 50%+1 weighted vote by the Metro Vancouver Board at every reading, including adoption, to proceed (Attachment 1).

A draft version of this report and its attachments was presented to the Regional Planning Advisory Committee for review on May 22, 2014, as required by RGS Procedures Bylaw No. 1148.

## **DISCUSSION**

### ***The Proposed Amendment***

The Central Newton Cultural Commercial District (the Cultural District) site is approximately 16 hectares in total, and is located around the intersection of 128th Street and 80th Avenue in an area that is predominantly surrounded by *Metro 2040* Industrial land (Figure 1). Within the Cultural District boundary, parcels totaling 6.5 hectares<sup>1</sup> are designated *Metro 2040* Industrial, and the rest is designated *Metro 2040* Mixed Employment (Figure 2, Attachment 2). No changes to the surrounding Industrial designations are proposed. The proposed amendment site consists of nine properties that are currently zoned for light industrial or business park uses, and are designated Industrial under the City's existing OCP. Development applications for commercial businesses in the Cultural District have been submitted to the City, pending the acceptance of the *Metro 2040* amendment.

In July 2012, after *Metro 2040* adoption, Surrey authorized a planning study to address the proliferation of commercial businesses around the intersection of 128th Street and 80th Avenue area and to consider the development of a new commercial district - the Central Newton Cultural Commercial District.

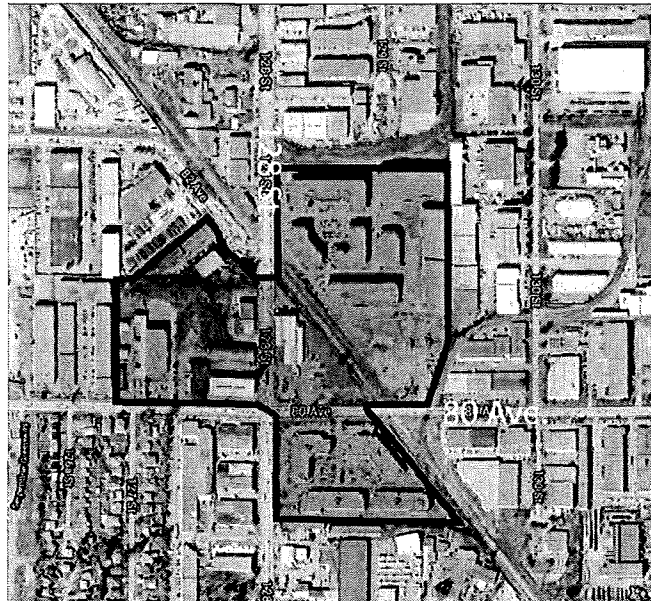


**Figure 1: Proposed CNCCD area**



**Figure 2: Proposed *Metro 2040* Amendment**

<sup>1</sup> Surrey's application requests an amendment to 8.5 hectares of *Metro 2040* Industrial land; however this area also includes road and utility right-of-ways. The area of the actual parcels subject to re-designation is 6.5 hectares.

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton**

Regional Planning and Agriculture Committee Meeting Date: June 6, 2014

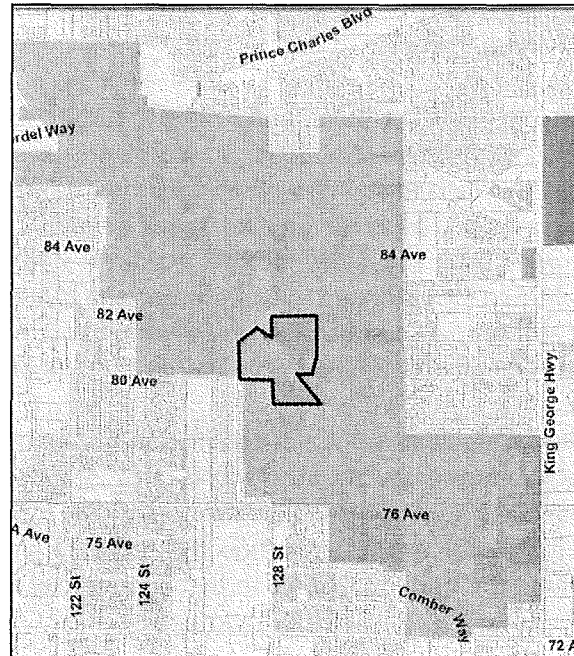
Page 3 of 8

The Cultural District planning process considered:

- OCP re-designation from Industrial to Commercial for the affected area;
- Developing design guidelines;
- Potential establishment of a Business Improvement Area for the new commercial district;
- Introduction of a community amenity contribution scheme; and
- A public consultation process.

**City of Surrey Rationale**

The proposed Cultural District area includes both *Metro 2040* Mixed Employment and Industrial lands. The Industrial lands within the Cultural District form the basis of this amendment. These lands are designated "Industrial" in the OCP and "General Industrial" in the Newton Local Area Plan. The Cultural District boundary incorporates properties around the intersection of 128th Street and 80th Avenue, and is drawn to include three major anchor sites: Payal Centre to the northeast, York Centre to the south and the Punjab Cloth House development site to the west and northwest.

**Figure 3 - Metro 2040 Industrial Context**

- CNCCD area
- Metro 2040 Industrial
- Metro 2040 Mixed Employment

The City's rationale for the amendment is to contain the existing commercial uses, protect surrounding industrial lands and establish a cultural district. The City's staff reports note a history of commercial uses evolving in the Cultural District area. Policy measures to curb the trend were adopted but were largely unsuccessful. Commercial uses continued to emerge due to permissive accessory use provisions in the zoning bylaw and difficulties with enforcement. Further measures were taken address the problem, and a new industrial zone is being proposed to avoid similar challenges in new development in other industrial areas. However, some commercial uses had established themselves as major anchor businesses prior to *Metro 2040* adoption, and continue to attract interest from other commercial users.

Through the Cultural District amendment, the City is proposing to draw boundaries around those industrial areas where commercial uses are already most prevalent to focus commercial interest, and to remove pressure to convert adjacent industrial lands. The Cultural District is intended to build on the existing presence of specialized commercial anchor businesses to create a cultural district that meets the needs of the South Asian community. Surrey staff reports and other materials are attached (Attachment 3).

**Metro 2040 Considerations**

Analysis of the proposal based on the relevant sections of *Metro 2040* is presented below, structured to respond to *Metro 2040* goals.

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton**

Regional Planning and Agriculture Committee Meeting Date: June 6, 2014

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Goal 2*Protect the supply of industrial land*

The protection of existing industrial lands is one of *Metro 2040's* core strategies. If industrial lands are converted to commercial and retail development, the result may be lost economic opportunity and pressures for securing additional industrial land for development within the region's rural and agricultural areas.

Despite municipal policy and zoning to protect industrial land, commercial uses have evolved in the Cultural District area. The amendment proposed is intended to help contain this existing commercial activity as well as to protect and retain industrial uses on surrounding lands. This outcome will be achieved by drawing boundaries around the locations where commercial uses are already most prevalent in order to direct and contain commercial interest within this area. The Cultural District boundaries are proposed as a means to dispel ambiguity about the future viability of surrounding Industrial lands by formalizing the commercial character of lands within the Cultural District and reaffirming the industrial intent of lands outside the boundaries.

The *Metro 2040* Industrial designation is also intended to provide greater certainty for existing and future businesses about the long term intention and economic viability of industrial activity. This stabilizing function is being impacted by the infiltration of commercial and retail type businesses in the Cultural District area, and the resulting change has affected the character of industrial land within the Cultural District so that commercial and service uses have become the dominant uses in this area.

The existing commercial uses have diminished the industrial capacity of these lands, which are presently more closely aligned with a *Metro 2040* Mixed Employment designation rather than Industrial. The prevalence of commercial activity in the Cultural District area is leading to ongoing and piecemeal pressure to convert nearby industrial lands to commercial. The Cultural District aims to re-stabilize the industrial functionality of the area by removing pressure to convert industrial lands outside of its boundaries.

*Risk of proliferation of future amendments*

When considering a re-designation from Industrial to Mixed Employment or any other designation, it is important to consider whether accepting this request will lead to additional requests to re-designate other industrial lands. The City sees the incursion of retail/commercial uses into industrial areas as problematic in this area and other locations in the city, and is taking steps to resolve this issue. Below is a summary of that policy work:

- The creation of a Cultural District establishes rational boundaries to contain the emergent retail/commercial uses in this area and to protect surrounding industrial uses from further encroachment.
- Surrey has started using specific provisions in Comprehensive Development zoning to prevent commercial infiltration in their OCP Industrial areas.
- The properties surrounding the Cultural District are zoned either IL (Light Impact Industrial) or IH (High Impact Industrial), and do not permit retail uses.
- Provisions in the existing industrial zoning that contributed to commercial encroachment in the Cultural District include the definitions of accessory retail/commercial uses in the 'Business Park (IB) zone' and specific 'Comprehensive Development (CD) zones'. The City is proposing that a new industrial zone (IB-3) be established to more specifically limit retail/

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton***  
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commercial uses and future commercial infiltration in industrial areas. This zone will come into effect once their new OCP is adopted in 2014, and be applied to future rezoning in the industrial areas.

- Retail/commercial encroachment in this area was partially due to challenges associated with bylaw enforcement, as some businesses operated contrary to the terms of their license, or without a license. The proposed measures are intended to provide more definition and clarity to City policies and bylaws, and will place increased focus on industrial encroachment in the area.
- In their new OCP, Surrey has revised OCP land use designations to more closely reflect the *Metro 2040* land use designations and provisions by adding a Mixed Employment designation and amending the Industrial designation to further restrict retail and office use.

The emergent retail/commercial uses in this area catered to particular cultural and community needs within the rapidly growing area. The success of those anchor businesses attracted other cultural-serving businesses. The Cultural District will formally recognize and accommodate this unique functional location.

Notwithstanding the City's efforts, there are no guarantees the proposed strategies will be successful. There is still a risk of future commercial encroachment, and acceptance of this amendment could be seen as a signal that future attempts to convert industrial land may also be successful. However, measures taken and proposed by the City of Surrey seem to provide an appropriate balance in attempting to resolve a conflicting land use issue in the community, and serve to further inhibit future encroachment on industrial lands.

***Concentrate major-trip generating uses in Urban Centres and FTDA's***

*Metro 2040* asks municipalities to define major trip-generating uses in their Regional Context Statements (RCSs), and to discourage these uses outside of Urban Centres and Frequent Transit Development Areas (FTDAs). The Cultural District staff reports suggest the area could become a regional shopping destination, but it does not meet the threshold as a major trip-generator (MTG) as defined in the City's new OCP and proposed RCS. However, Surrey's MTG definition is based on a floor area ratio, which does not accurately capture trip generating potential or impacts. *Metro 2040* does not define MTGs or specific criteria that have to be met in defining MTGs in an RCS. Given that commercial uses generate more trips than industrial, and the Cultural District is described as a potential regional destination in Surrey staff reports, it is reasonable to assume the Cultural District could function as a MTG outside of Urban Centres and FTDA's, even if it does not technically meet the definition in the RCS.

The Cultural District study includes direction for enhanced traffic and parking management within the site, as well as pedestrian and transit-supportive improvements. While these measures could have a nominal effect in reducing some anticipated traffic impacts, the proposed Cultural District will lead to an overall increase in trip-generation and related impacts, and is generally not consistent with the intent of this *Metro 2040* policy, even if it meets the MTG definition in the RCS.

***Promote a diverse regional economy and employment close to where people live***

The *Metro 2040* Mixed Employment land use designation is intended for industrial, commercial and other employment related uses to support the regional economy and industrial activity, and to complement the function of Urban Centres and FTDA's. The Cultural District proposes to add parcels

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton***  
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totaling 6.5 ha of Mixed Employment land to an area that already features commercial land uses, in order to create a contiguous node of Mixed Employment land. Commercial businesses in the Cultural District area are already popular among the South Asian community, and the City is proposing to build on the existing draw of this area to transform it into a regionally-unique cultural commercial district.

The City's economic analysis indicates businesses that are expected to be attracted to this area tend to offer specialized goods and services catering to the growing South Asian community, and would therefore have minimal impact on other commercial areas in Urban Centres and FTDAs. The proposed amendment would contribute to regional economic development activity, although some of it could be replacing economic activity that might otherwise occur from industrial use, or might otherwise occur elsewhere in more transit-supportive locations, such as the Newton Town Centre.

**Goal 4**

*Develop complete communities with access to a range of services and amenities*

The proposed Cultural District would formalize the emergence of a unique area to meet the needs and interests of Newton's growing South Asian community. The Cultural District includes design guidelines in support of place-making and creating a vibrant and safe pedestrian environment to provide increased opportunities for social interaction.

**Goal 5**

*Coordinate land use and transportation*

One of the key regional objectives for Goal 5 is to coordinate land use and transportation to facilitate transit, walking, cycling and multi-occupancy vehicle trips. The subject site is in an area identified as a potential corridor in the Frequent Transit Network Concept as shown on *Metro 2040* Map B.1). However, there is no planning work underway or certainty regarding future implementation. Currently, the site has limited transit service (20-30 minute service). It is not within walking distance of the existing Frequent Transit Network and there are no transit expansion plans along 80th Avenue. With limited transit service, the proposed Cultural District will increase traffic volumes and trips to and from the Mixed Employment area. The Cultural District study addresses parking and traffic considerations, and features design guidelines and proposed improvements to the public realm and access to and from transit services, including sidewalks, pedestrian connections, open space and landscaping. Although such improvements will contribute somewhat to the walkability and transit connectivity of the Cultural District area, the proposed amendment generally does not support this *Metro 2040* strategy.

*Safe and efficient movement of people and goods*

The proposed Cultural District encompasses a portion of the BC Hydro railway ROW. The current use of rail in the surrounding industrial areas, and potential impacts to future rail use are not addressed in the City's analysis. It is likely that rail use in this corridor will be constrained as a result of the proposed amendment, although City staff have informally indicated that rail use by industry in the area has been declining and mostly replaced by trucking.

**ALTERNATIVES**

1. That the GVRD Board:
  - a) Initiate the regional growth strategy amendment process for the City of Surrey's proposed amendment for the Central Newton Commercial Cultural District;

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton***  
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- b) Give 1<sup>st</sup> reading of Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1207, 2014;
  - c) Give 2<sup>nd</sup> reading of Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1207, 2014; and
  - d) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.
2. That the GVRD Board decline the requested *Metro 2040* amendment.

**FINANCIAL IMPLICATIONS**

There are no financial implications for the alternatives presented.

**REGIONAL PLANNING IMPLICATIONS**

The proposed amendment to *Metro 2040* is a Type 3 minor amendment. If the Metro Vancouver Board approves Alternative 1, initiates the amendment, and gives 1<sup>st</sup> and 2<sup>nd</sup> reading to RGS Amendment Bylaw No. 1207, 2014 (Attachment 1), notification will be sent to affected local governments, a notice will be placed on the Metro Vancouver website and an opportunity for all to comment will be provided. The intent would be to return to the Board in September 2014 with an opportunity to consider comments received and adoption of the Bylaw. Surrey's new RCS would be considered at the same meeting.

In terms of regional impacts, if the amendment is approved, there will be a loss of 6.5 hectares of industrial land parcels within the Cultural District area, and an increase in trip generation in an area with currently limited transit services outside of Urban Centres and FTDAs. However, the intent is to stabilize the long-term protection of industrial lands immediately outside of the Cultural District area, contain and focus commercial activity to where it is already occurring and most prevalent, and support a regionally and culturally unique economic generator.

If the Board approves Alternative 2, and declines the amendment, potential implications might include further destabilization of industrial land in the area via ongoing pressure for commercial conversion, and diminished opportunity for diversifying the regional economy. Similarly, if the Industrial designation remains in name only, and does not accurately reflect what's on the ground, the intent of the *Metro 2040* land use designations might be diminished. The regional benefits of not accepting the amendment would include a clear message that *Metro 2040* Industrial areas are to remain as a stable supply of land for industrial activity, and that, on balance, encouraging further commercial uses in the area will have significant regional impacts as a major trip generator out of centre and without adequate transit access.

**SUMMARY / CONCLUSION**

The City of Surrey has requested an amendment to *Metro 2040* to re-designate properties totaling 6.5 hectares from Industrial land to Mixed Employment. The amendment responds to ongoing challenges to curb the growth of retail/commercial uses in the Central Newton area by proposing to contain the existing commercial uses within a cultural commercial district.

The amendment aims to resolve the conflicting land use issue by acknowledging the existing commercial character of the subject lands; a re-designation to *Metro 2040* Mixed Employment would enable consistency among the establishment of the Central Newton Cultural Commercial District, the City's new OCP, the proposed Regional Context Statement and *Metro 2040*.

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Surrey – Central Newton***

Regional Planning and Agriculture Committee Meeting Date: June 6, 2014

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The amendment further articulates the City's ongoing efforts to curb the problem of commercial growth in the area, and provides a final step to resolve prior regulatory and administrative challenges with curbing commercial growth.

The proposed amendment addresses and provides a mechanism to contain the conversion of industrial land in the Central Newton Cultural Commercial District, and contributes to the broad *Metro 2040* objective of protecting industrial land by providing further stability and clarity to land use in industrial areas. Metro Vancouver staff recommends Alternative 1, that the proposed amendment should proceed. If the Board approves the recommendation, the amendment bylaw will return for consideration of adoption along with all comments from the referral period.

**Attachments (Doc. #9499012):**

1. Regional Growth Strategy Amendment Bylaw No. 1207, 2014.
2. Map of Proposed Amendment to Metro 2040 Land Use Designations.
3. City of Surrey Staff Reports.

9437746

## 5.1 Attachment 1

### **GREATER VANCOUVER REGIONAL DISTRICT REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1207, 2014**

#### **A Bylaw to Amend**

Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010.

WHEREAS the Board of the Greater Vancouver Regional District adopted the Greater Vancouver Regional District Regional Growth Strategy Bylaw No.1136, 2010 on the 29<sup>th</sup> day of July, 2011;

NOW THEREFORE, the Board of the Greater Vancouver Regional District in open meeting assembled ENACTS as follows:

1. The "Greater Vancouver Regional District Regional Growth Strategy Bylaw Number 1136, 2010" is hereby amended by revising the official regional land use designation maps numbered 2 (Regional Land Use Designations) and 6 (Industrial and Mixed Employment Areas) to record the changes in regional land use designation from Industrial to Mixed Employment, as shown in Schedule A of this Bylaw.
2. The official Citation for this bylaw is "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1207, 2014" This bylaw may be cited as "Regional Growth Strategy Amendment Bylaw No. 1207, 2014."

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

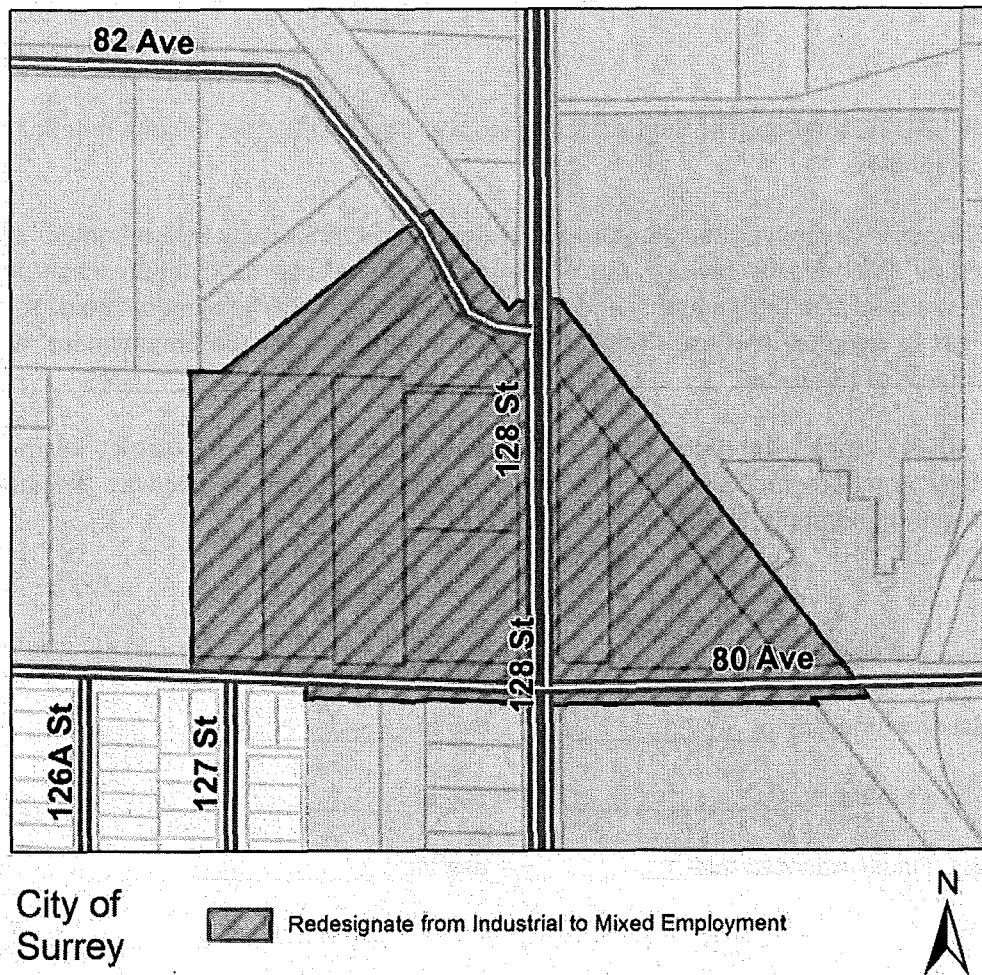
Read a Third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Passed and Finally Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

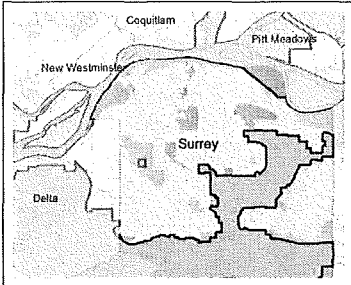
\_\_\_\_\_  
Chris Plagnol  
Acting Corporate Officer

\_\_\_\_\_  
Greg Moore  
Board Chair

**Schedule A - Map of Subject Site**  
**Metro 2040 Land Use Designation Amendment**



## 5.1 Attachment 2



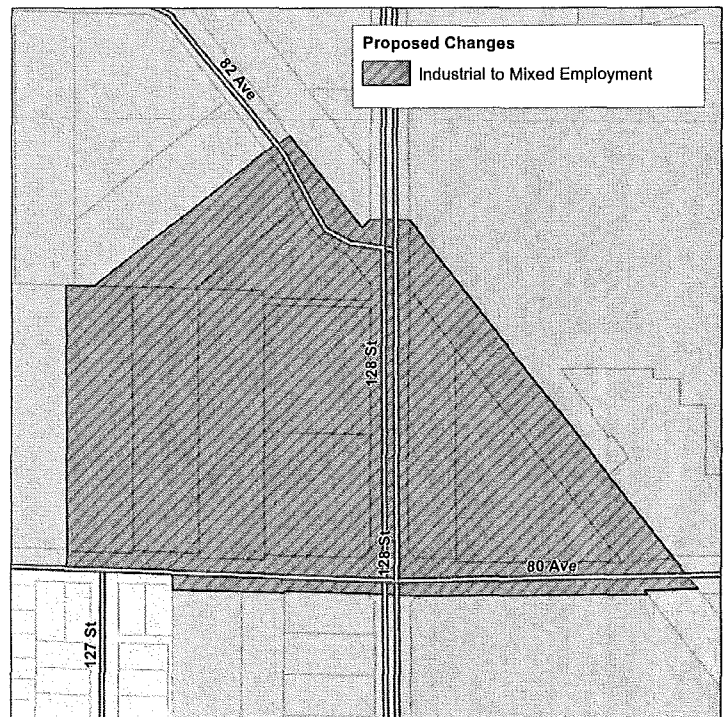
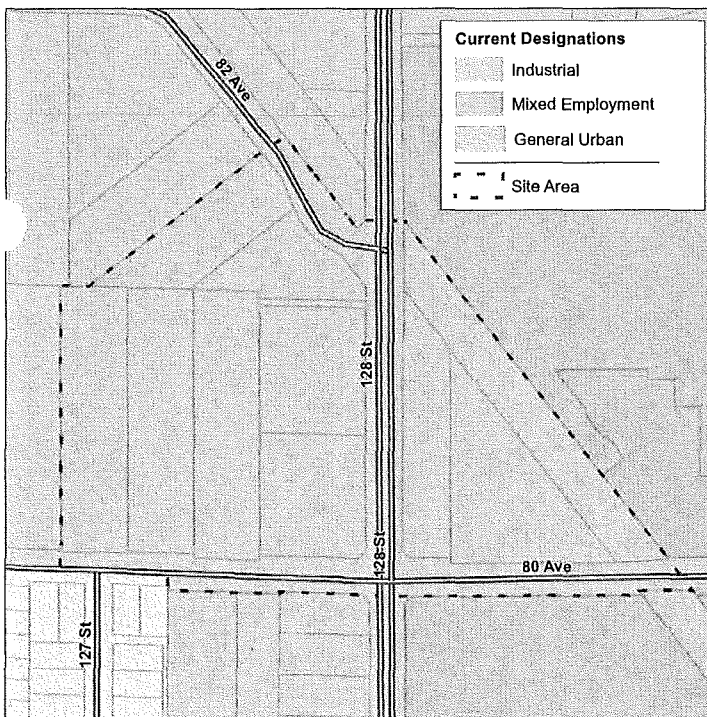
### Proposed Metro 2040 Land Use Designation Amendments

#### Metro 2040: Shaping our Future Amendment Request from Surrey - Newton Area

- Industrial to Mixed Employment (6.5 ha of parcel area, additional 2.8 ha in roads and right of ways)

Produced by Metro Vancouver  
May 14, 2014

**metrovancouver**  
SERVICES AND SOLUTIONS FOR  
A LIVABLE REGION



#### Metro 2040 Land Use Designations

Agricultural
  Conservation & Recreation
  Industrial
  Mixed Employment
  Rural
  General Urban
  Urban Containment Boundary (UCB)

RPA - 23

0 120 240 Meters

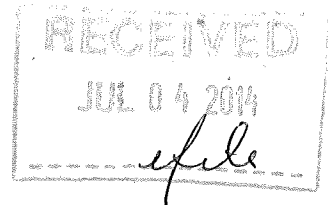






*City of Pitt Meadows*

OFFICE OF THE MAYOR



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

July 2, 2014

Honourable Coralee Oakes  
Minister of Community, Sport and Cultural Development  
PO Box 9056  
STN PROV GOVT  
Victoria, BC V8W 982

Dear Minister Oakes,

Re: Unified Building Code Effect on Local Governments Provision of Public Safety

The recent Ministerial release of the Province's intent to implement a Unified Building Code within the next 24 months is of significant concern to many, if not all, local governments. The removal of local ability to introduce concurrent authority in regard to aspects of construction, especially related to public safety, can only occur if it is replaced by significantly enhanced legislation from the Province to fill the void.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development, Minister Responsible for Housing and Deputy Premier. However, the Ministry of Communities, Sport and Cultural Development must be involved as the impacts of the UBC, as described currently, are likely to directly and negatively impact community safety. Public Safety is a primary role of all levels of government and must take priority over all other considerations. Reducing levels of safety through legislation designed to enhance business is unacceptable.

The City of Pitt Meadows has a highly successful fire sprinkler component to our Building Bylaw that has enhanced public safety, reduced fire service costs, and dramatically reduced fire losses (both human and structural). It has never experienced negative "push back" from home-owners, builders or developers for over 19 years! The positive results of the local fire sprinkler requirements above those contained within the current Building code are irrefutable. Removal of the ability for the City to continue to ensure such efficient and effective service is unacceptable without an alternative solution that, at minimum, provides the City with equal or better results to those obtained by the current system.

12007 Harris Road, Pitt Meadows, British Columbia V3Y 2B5

Phone: 604-465-5454 Fax: 604-465-2404

[www.pittmeadows.bc.ca](http://www.pittmeadows.bc.ca)

.../2

The Union of BC Municipalities (UBCM) has responded to the Province by agreeing to engage in open, consultative discussion related to acceptable alternatives that address these types of concerns for a number of different Code areas. At least one smaller Working Group, discussing fire sprinklers, is also underway and includes representatives from local government, the Provincial Building Safety and Standards Branch, the Office of the Fire Commissioner, fire services, building and sprinkler trades, engineering and architectural professionals, and others.

The Fire Chiefs Assoc of BC has also taken the position whereby any legislative changes to the Building Code which reduce the level of public safety related to fire protection in any community is unacceptable. There are approximately 30 local jurisdictions with local legislation similar to that utilized in Pitt Meadows, including the City of Vancouver. There is simply no evidence that has been presented which suggests that reducing public safety, through elimination of local concurrent regulation, can be justified in order to improve construction practices. In fact, the evidence indisputably points to the contrary and jurisdictions all across Canada and the USA are recognizing that increased requirements for safety are needed and desired by the public at large.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development and Minister Responsible for Housing and Deputy Premier. However, the Ministry of Communities, Sport and Cultural Development, as well as the Ministry of Justice, through EMBC and the Office of the Fire Commissioner (OFC), must be involved as the impacts of this proposed change are sweeping and directly affect public safety and community development.

Separate letters addressed to these Ministries will be sent describing the position of the City of Pitt Meadows related to introduction of a Unified Building Code and its apparent negative impact on our ability to provide highly efficient, effective and safe local government services.

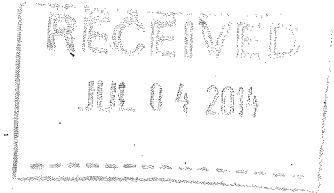
Mr. Minister, please understand that the City recognizes the challenges for business related to multiple, and oftentimes, conflicting local regulation. However, there are solutions that do not result in a reduction of public safety, such as increased Code requirements for things such as fire sprinkler use and building standards in interface locations. It is incumbent on the Province to work with local government on this issue, not to dictate standards which will negatively impact public safety and local government service delivery.

Respectfully,



Deb Walter  
Mayor

CC: Minister of Natural Gas Development and Responsible for Housing  
Minister of Justice and Attorney General  
Union of British Columbia Member Municipalities  
Doug Bing, MLA  
Pitt Meadows Council  
Don Jolley, Fire Chief



*City of Pitt Meadows*

OFFICE OF THE MAYOR

July 2, 2014

Honourable Suzanne Anton  
Minister of Justice and Attorney General  
PO Box 9044  
STN. PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Anton,

Re: Unified Building Code Effect on Local Governments Provision of Public Safety

The recent Ministerial release of the Province's intent to implement a Unified Building Code within the next 24 months is of significant concern to many, if not all, local governments. The removal of local ability to introduce concurrent authority in regard to aspects of construction, especially related to public safety, can only occur if it is replaced by significantly enhanced legislation from the Province to fill the void.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development, Minister Responsible for Housing and Deputy Premier. However, the Ministry of Justice, through EMBC and the Office of the Fire Commissioner (OFC), have a critical voice that must be heard and considered. The OFC, which is responsible for oversight of fire service delivery in the Province, must recognize the negative impact that elimination of local fire sprinkler and wildfire protection legislation will have. Public Safety is a primary role of all levels of government and must take priority over all other considerations. Reducing levels of safety through legislation designed to enhance business is unacceptable.

The City of Pitt Meadows has a highly successful fire sprinkler component to our Building Bylaw that has enhanced public safety, reduced fire service costs, and dramatically reduced fire losses (both human and structural). It has never experienced negative "push back" from home-owners, builders or developers for over 19 years! The positive results of the local fire sprinkler requirements above those contained within the current Building code are irrefutable. Removal of the ability for the City to continue to ensure such efficient and effective service is unacceptable without an alternative solution that, at minimum, provides the City with equal or better results to those obtained by the current system.

The Union of BC Municipalities (UBCM) has responded to the Province by agreeing to engage in open, consultative discussion related to acceptable alternatives that address these types of concerns for a number of different Code areas. At least one smaller Working Group, discussing fire sprinklers, is also underway and includes representatives from local government, the Provincial Building Safety and Standards Branch, the Office of the Fire Commissioner, fire services, building and sprinkler trades, engineering and architectural professionals, and others.

The Fire Chiefs Assoc of BC has also taken the position whereby any legislative changes to the Building Code which reduce the level of public safety related to fire protection in any community is unacceptable. There are approximately 30 local jurisdictions with local legislation similar to that utilized in Pitt Meadows, including the City of Vancouver. There is simply no evidence that has been presented which suggests that reducing public safety, through elimination of local concurrent regulation, can be justified in order to improve construction practices. In fact, the evidence indisputably points to the contrary and jurisdictions all across Canada and the USA are recognizing that increased requirements for safety are needed and desired by the public at large.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development and Minister Responsible for Housing and Deputy Premier. However, the Ministry of Communities, Sport and Cultural Development, as well as the Ministry of Justice, through EMBC and the Office of the Fire Commissioner (OFC), must be involved as the impacts of this proposed change are sweeping and directly affect public safety and community development.

Separate letters addressed to these Ministries will be sent describing the position of the City of Pitt Meadows related to introduction of a Unified Building Code and its apparent negative impact on our ability to provide highly efficient, effective and safe local government services.

Mr. Minister, please understand that the City recognizes the challenges for business related to multiple, and oftentimes, conflicting local regulation. However, there are solutions that do not result in a reduction of public safety, such as increased Code requirements for things such as fire sprinkler use and building standards in interface locations. It is incumbent on the Province to work with local government on this issue, not to dictate standards which will negatively impact public safety and local government service delivery.

Respectfully,



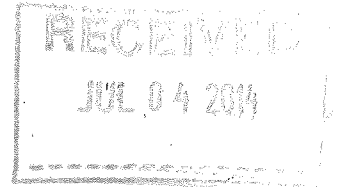
Deb Walter  
Mayor

cc: Minister of Natural Gas Development and Responsible for Housing  
Minister of Community, Sport and Cultural Development  
Union of British Columbia Member Municipalities  
Doug Bing, MLA  
Pitt Meadows Council  
Don Jolley, Fire Chief



*City of Pitt Meadows*

OFFICE OF THE MAYOR



July 2, 2014

Honourable Rich Coleman  
Minister of Natural Gas Development and Responsible for Housing  
PO Box 9052  
STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Coleman,

Re: Unified Building Code Effect on Local Governments Provision of Public Safety

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Respectfully,



Deb Walter  
Mayor

cc: Minister of Community, Sport and Cultural Development  
Minister of Justice and Attorney General  
Union of British Columbia Member Municipalities  
Doug Bing, MLA  
Pitt Meadows Council  
Don Jolley, Fire Chief

**Lions Bay Reception**

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

**From:** Bill Woollam <templelife@hotmail.com>  
**Sent:** Saturday, July 12, 2014 12:19 PM  
**To:** actionalerts@care2.com; ruth.paulsen@northcowichan.ca  
**Subject:** Council: Fracking Fact Sheet

JUL 13 2014

**Council Members:**

Advocates of the Liquid Natural Gas industry seem to ignore the toxic process with which natural gas is being extracted. This process is known as 'induced hydraulic fracturing' or 'fracking'.

There is growing peer-reviewed scientific evidence of the harmful effects of contamination to aquifers by shale gas development and deep coalbed methane extraction. 'Pro-fracking' opinions focus on the big bucks and ignore the detrimental effects on our limited fresh water systems.

This is relevant to valley residents because according to geologist David Hughes our provincial government is on the hook for 65,000 fracking sites over the next 25 years, to meet its gas export licenses granted by the National Energy Board.

The latest news is an LNG plant proposed for Port Alberni and an accompanying pipeline to transport the gas from northern BC to Port Alberni. That means the necessary fracking and resulting water contamination is going to move full steam ahead in BC to feed that Liquid Natural Gas Plant and proposed export facility. Search on your computer for the topic: First Nations sign Port Alberni project agreement

A fracking well in a shale formation can use between 7.5 million to 19 million litres of water. That water becomes toxic by the addition of: fracturing fluids mixed with friction-reducing additives; biocides; oxygen scavengers and stabilizers to prevent corrosion of metal pipes; and acids to remove drilling mud. 80 % of this fracking fluid comes back to the surface and 20 % stays in the shale excavation. High cancer rates and damaging side-effects to human and animal life occur where waste-water tailing ponds and fracking fluid has escaped into underground and above-ground waterways.

This is the part which outweighs the financial benefits. Toxifying our limited water resources is insanity to say the least. No amount of remuneration can justify contaminating underground aquifers and surface-water for coming generations.

For those in the immediate area of fracking sites, home water testing must take place both prior to and after seismic testing involved in fracking operations. If a well-owner does not test and show healthy conditions were present prior to nearby 'fracking', then there is no possibility of claiming damages when contamination does eventually occur.

Be wary of industry-backed politicians who do not mention the contamination factor at all. Just do a Google search on the following topics:

- Some states confirm water pollution from drilling
- What is in Frack Water? Watershed Sentinel
- Duke study on shale gas and fracking reveals contamination
- the documentary titled: 'Fracking Hell - The Untold Story'
- Ailing Shale Gas Returns Force a 'Drilling Treadmill'

The green house gas emission footprint of the Liquid Natural Gas industry is much greater than the burning of Coal according to Bob Conibear, engineer and former LNG operations manager. One must take into account the leaking gases during extraction, the fuel spent to transport, the cooling of the gas into a liquid for export by tanker, and the burning at the country of destination.

Sincerely  
Bill Woollam  
960 Marchmont Rd  
Duncan, BC V9L 2M5  
250-746-0290



JUL 14 2014

Board and Information Services, Corporate Services  
Tel. 604.432.6250 Fax 604.451.6686

JUL 14 2014

File: CR-12-01

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

Dear Mayor Broughton and Members of Council:

**Re: Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody - Moody Centre Transit Oriented Development Area and Murray Street Boulevard Area**

In accordance with section 857.1(2) of the *Local Government Act*, and sections 6.4.2 and 6.4.5 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, this letter provides notification to affected local governments and other agencies of a proposed amendment to the regional growth strategy. As per the sections noted, the Greater Vancouver Regional District (GVRD) Board is required to provide a minimum of 30 days to all affected local governments and relevant agencies to comment on proposed amendments.

In May 2014, Metro Vancouver received a request from the City of Port Moody for two Type 3 amendments to *Metro 2040* to change the regional land use designation for 8.3 hectares of land from Industrial and Mixed Employment to General Urban for the Moody Centre Transit Oriented Development Area and Murray Street Boulevard Area. This request also includes the addition of a Frequent Transit Development Area for part of the area. The requested amendment is associated with the City of Port Moody's proposed new Official Community Plan Bylaw 2014, 2955, which received third reading on April 22, 2014.

A Type 3 amendment to *Metro 2040* requires an affirmative 50%+1 weighted vote of the GVRD Board at each reading of the bylaw; there is no regional public hearing. For more information on regional growth strategy amendment procedures, please see *Metro 2040* sections 6.3 and 6.4. For more information on the proposed amendment, please refer to the attached report.

The proposed *Metro 2040* amendment was initiated by the GVRD Board on July 11, 2014, and the corresponding Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1209, 2014, was given first and second readings. Following the comment period, the Board will review all comments received, and will consider third reading and final adoption of the amendment bylaw.

**You are invited to provide written comments on this proposed amendment to *Metro 2040*. Please provide your comments in the form of a Council or Board resolution, as applicable, and submit to**

**chris.plagnol@metrovancover.org by September 17, 2014.** If you have any questions with respect to the proposed amendment, please contact Eric Aderneck, Senior Regional Planner, by telephone 778-452-2626 or email [eric.aderneck@metrovancover.org](mailto:eric.aderneck@metrovancover.org).

More information about the proposed amendment and a copy of *Metro 2040* can be found on the Metro Vancouver website at:

[www.metrovancover.org/planning/development/strategy/Pages/default.aspx](http://www.metrovancover.org/planning/development/strategy/Pages/default.aspx)

Sincerely,



Chris Plagnol  
Acting Corporate Officer

Encl: Report dated June 20, 2014 titled "*Metro Vancouver 2040: Shaping our Future* Amendment Request from the City of Port Moody - Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area", given first and second readings by the GVRD Board on July 11, 2014.


**metrovanancouver**

SERVICES AND SOLUTIONS FOR A LIVABLE REGION

**Section G 2.1**

To: Regional Planning and Agriculture Committee

From: Heather McNell, Regional Planning Division Manager  
Eric Aderneck, Senior Regional Planner  
Planning, Policy and Environment Department

Date: June 20, 2014 Meeting Date: July 4, 2014

Subject: ***Metro Vancouver 2040: Shaping our Future* Amendment Request from the City of Port Moody – Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area**

**RECOMMENDATION**

That the GVRD Board:

- a) Initiate the regional growth strategy amendment process for the City of Port Moody's proposed amendments for the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area;
- b) Give first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1209, 2014"; and
- c) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* section 6.4.2.

**PURPOSE**

To provide the GVRD Board with the opportunity to consider initiating the proposed Type 3 minor amendment to *Metro Vancouver 2040: Shaping our Future (Metro 2040)* requested by the City of Port Moody for the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area.

**BACKGROUND**

On April 22, 2014, the City of Port Moody gave Official Community Plan Bylaw 2014, 2955 third reading. On May 13 and June 10, 2014, Port Moody Council passed separate resolutions requesting amendments to *Metro 2040* for different sites to reflect their new designations in the proposed new OCP. Metro Vancouver will process and consider these applications separately, with individual reports and associated bylaws.

The Port Moody requests consist of the following sites with noted *Metro 2040* designations:

- Moody Centre TOD Area – 3.5 ha, Mixed Employment to General Urban and the addition of a Frequent Transit Development Area;
- Murray Street Boulevard Area – 4.8 ha, Industrial and Mixed Employment to General Urban;
- Andres Wines Site – 1.3 ha, Industrial to General Urban; and
- Mill and Timber Site – 14.7 ha, Industrial (with a Special Study Area overlay) to General Urban and removal of the Special Study Area overlay.

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody –  
Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area**  
Regional Planning and Agriculture Committee Meeting Date: July 4, 2014

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These are all Type 3 minor amendments, and require a regional growth strategy amendment bylaw receiving an affirmative 50%+1 weighted vote by the Metro Vancouver Board at each reading, including adoption, to proceed. This report considers the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area ('subject site') amendment applications together.

A draft version of this report and its attachments were presented to the Regional Planning Advisory Committee at its June 20, 2014 meeting, as required by the *Metro Vancouver Regional Growth Strategy Procedures Bylaw No. 1148, 2011*.

## DISCUSSION

### *Port Moody OCP Update Process*

In January 2011, Port Moody Council amended its Official Community Plan (OCP) to call for zero to minimal residential growth due to uncertainty around the Evergreen Line. In February 2012, Port Moody started the process to prepare an updated OCP. The focus of this OCP update was to determine appropriate land uses and development forms around the planned Evergreen Line rapid transit stations (Inlet Centre and Moody Centre, and a potential future western station) and the adjoining transit corridor (Attachments 1 & 2).

During the development of the OCP, which currently stands at 3<sup>rd</sup> reading, Metro Vancouver staff worked with Port Moody staff to provide comments on the draft Port Moody Regional Context Statement (RCS). Metro Vancouver will process Port Moody's updated Regional Context Statement pending the initiation of the amendment process for the proposed *Metro 2040* amendments.

### *Subject Site Information*

The subject site includes a number of different properties, generally smaller parcels with older industrial and commercial buildings. The surrounding lands include light industrial, commercial and retail uses, with a waterfront park and marina to the north. The table below provides information about the subject site and application (Table 1 and Figure 1).

| <b>Table 1: Subject Site Information</b> |                                                                                                                                                                             |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site Size (approx)                       | 8.3 hectares / 20.5 acres (including rights-of-way)                                                                                                                         |
| Area                                     | North – Rocky Point Park<br>West – Industrial (Mill and Timber site), and various light industrial and commercial uses<br>East – Electronic Avenue<br>South – Spring Street |
| Current Site Land Use                    | Mix of older low rise small scale commercial and light industrial uses. No residential uses currently exist.                                                                |
| Current OCP Designation                  | 2011 OCP: 'Industrial Business'<br>2014 OCP: 'Moody Centre Transit Oriented Development' and 'Mixed Employment'                                                             |
| Current Municipal Zoning                 | M1 - Light Industrial                                                                                                                                                       |
| Agricultural Land Reserve                | The site is not within the ALR.                                                                                                                                             |
| Regional Sewerage Area                   | The site is within the GVS&DD Sewerage Area.                                                                                                                                |
| Regional Urban Containment Boundary      | The site is within the Urban Containment Boundary.                                                                                                                          |
| Current <i>Metro 2040</i> Designation    | Mixed Employment (7.2 ha) and Industrial (1.1 ha)                                                                                                                           |
| Proposed <i>Metro 2040</i> Designation   | General Urban                                                                                                                                                               |
| Proposed Development                     | No specific development proposal, however the OCP envisions transit-oriented mixed-use development 4 – 12 storeys.                                                          |

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody –  
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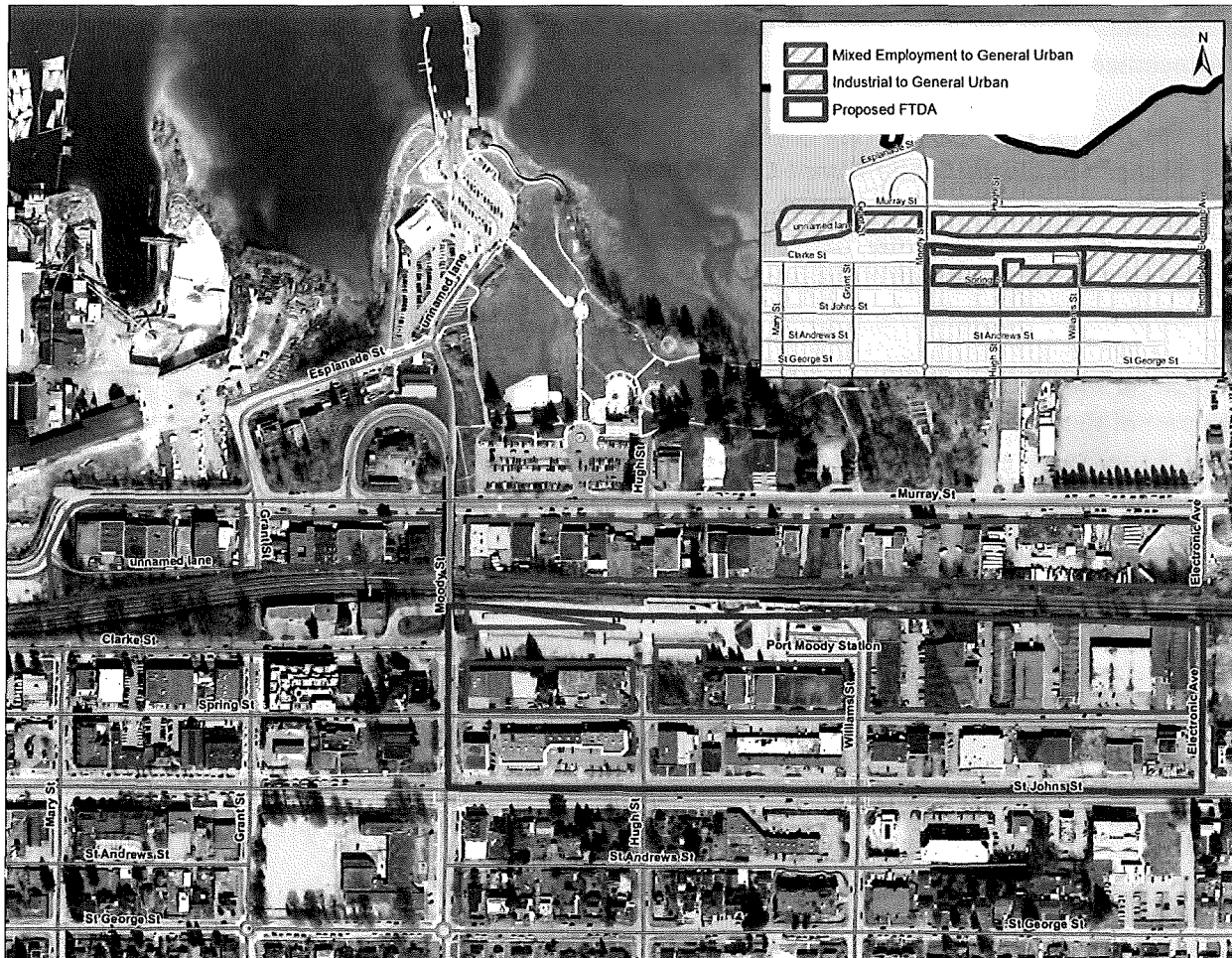


**Figure 1: Site Context**

The Port Moody amendment request is to change the regional land use designation from Mixed Employment to General Urban for 7.2 hectares / 17.8 acres of the site, and from Industrial to General Urban for 1.1 hectares / 2.7 acres. It is also requested to designate the southern part of this area as a Frequent Transit Development Area (FTDA). This amendment would accommodate the OCP vision for a mixed-use development with 4-12 storey buildings in the Moody Centre area and 6 storey buildings in the Murray Street area (Attachment 3).

The subject site and surrounding lands currently includes a variety of older lower density industrial and commercial related buildings. Some of the industrial buildings in the area were constructed decades ago, and could be considered to be functionally obsolete and under-utilized. The new OCP supports the redevelopment of this area to reflect the Evergreen Line. This OCP vision includes a mix of residential and commercial and other related uses, with substantial increase in densities, with buildings up to 4-12 storeys.

***Vision for the Moody Centre Transit Oriented Development Area***

As part of the updated OCP, a new vision for the Moody Centre Transit Oriented Development Area has been developed, which sees the area redeveloping with an increased concentration of commercial, office and residential uses, with the proposed Moody Centre rapid transit station at its

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody –  
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core. The vision for the area is described as follows according to the Port Moody Report (Attachment 4a):

*"As part of the updated OCP (Bylaw No. 2955), the land use designation for this area has changed to Moody Centre Transit-Oriented Development which applies to the development of a higher density mix of residential, retail, office, services, civic, institutional, recreational and cultural uses within a 400 metre radius of the proposed station. A maximum of 12 storeys is generally permitted within this area, however, additional density and height allowances will be considered in exchange for the provision of community open space."*

***Vision for the Murray Street Boulevard Area***

As part of the updated OCP, a new vision for the Murray Street Boulevard Area has been developed which sees the area evolving into an attractive, pedestrian friendly environment with a mix of uses including light industrial, commercial, office, as well as residential. The vision for the area is described as follows according to the Port Moody Report (Attachment 4b):

*"A new Mixed Employment land use designation has been applied to the south side of Murray Street between Mary Street and Electronic Avenue. This designation includes the development of a combination of uses including light industrial, commercial, office and residential."*

*"Building forms up to 6 storeys are permitted provided that the first storey consists of employment related non-residential uses. Second storey job space is strongly encouraged where feasible and where such uses are compatible with adjacent residential uses."*

***Transit-Oriented Development and Frequent Transit Development Area***

The Moody Centre Transit-Oriented Development Area is identified as a new *Metro 2040* Frequent Transit Development Area (FTDA). The OCP provides a high level vision statement for the area; no detailed area planning, however, has yet been completed nor has a development concept been proposed.

***Port Moody Application Rationale***

Given the area's proximity to the new rapid transit station, as well as other transit service and amenities, Port Moody proposes a variety of transit-oriented, relatively dense residential and commercial uses for the area. The subject site is bisected by the CPR rail right-of-way and at-grade Evergreen Line guideway, and encompasses the new Moody Centre rapid transit station and existing West Coast Express commuter train station.

The proposed *Metro 2040* amendment is intended to fulfill the vision and aspirations of the City to revitalize and redevelop this historic area reflecting new transportation infrastructure, as well as to assist in meeting growth objectives from *Metro 2040* through the creation of a high density mixed-use urban community close to transit and amenities. The City's rationale is based on the area's proximity to the Moody Centre Evergreen Line station and the West Coast Express station (generally within 400 metres), an aim to promote transit-oriented development, expansion of the range of employment generating uses to include commercial and other uses, and establishment of a residential population to support local businesses. In addition, Port Moody notes the small lot configurations with shallow depths within the Murray Street area presents challenges for redevelopment under the site's current designation.

***Metro Vancouver 2040: Shaping our Future*** Amendment Request from the City of Port Moody –  
**Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area**  
 Regional Planning and Agriculture Committee Meeting Date: July 4, 2014  
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### ***Metro 2040 Considerations***

Evaluation of the proposed amendments based on the relevant sections of *Metro 2040* is presented below.

#### **Goal 1 Create a Compact Urban Area**

##### ***Focus growth and development in Urban Centres***

A core concept of *Metro 2040* is that population and employment growth be contained within the existing urban area to 2040, and within the Urban Containment Boundary, and specifically that growth be focused to Urban Centres and Frequent Transit Development Areas (FTDAs) to support efficient regional land use patterns, the efficient provision of urban infrastructure, and the development of complete, transit-oriented communities.

Although the subject site is not within the Port Moody Municipal Town Centre (Inlet Centre), it is located in Moody Centre, the historic downtown of the community and is also partially within a proposed new Frequent Transit Development Area. The site is near a confirmed Evergreen Line rapid transit station (Moody Centre), existing West Coast Express station, and bus transit service. No detailed information about the potential development densities, yields, or designs has been provided other than a building height limit of 4-12 storeys.

*Metro 2040* advocates that, where possible, major development be located within Urban Centres and FTDAs. The proposed uses for the site are consistent with these *Metro 2040* objectives.

#### **Goal 2 Support a Diverse Regional Economy**

##### ***Promote land development patterns that support a diverse regional economy and employment close to where people live***

*Metro 2040* supports a diverse regional economy with employment close to where people live. Where possible, office, retail, institutional and other significant employers should be located within Urban Centres or FTDAs. The vision for the area is for mixed-use development, with both residential and commercial / employment uses. Locating these types of employment uses at a location such as this that is well serviced by transit is appropriate, although the extent of the commercial and employment component of the potential development is as yet unknown.

##### ***Protect the supply of industrial land***

Protecting the industrial land supply is a key *Metro 2040* strategy to maintain the region's ability to grow and attract investments and jobs. The Industrial and Mixed Employment designations protect lands for industrial uses, while major office and retail developments are directed to Urban Centres and Frequent Transit Development Areas.

The proposal is to re-designate from Industrial to General Urban for 1.1 hectares / 2.7 acres, and from Mixed Employment to General Urban on 7.2 hectares / 17.8 acres. The site is currently used for various light industrial and commercial activities. Active industrial operations are located to the north-west at the Mill and Timber saw mill.

Re-designating lands from Industrial and Mixed Employment to General Urban to accommodate a residential and commercial development would reduce the limited supply of industrial lands in the region, and should only be considered in unique cases based on a strong planning rationale. In this

***Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody –  
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case, the amount of land is small and is near a new rapid transit station and redeveloping area, providing for the opportunity for high density development of various forms. Conversion of these lands would recognize that Port Moody seeks to fundamentally change and redevelop this area to support the addition of rapid transit infrastructure. As such, although the requested amendment will result in a loss of 8.3 hectares of Industrial and Mixed Employment lands, the OCP vision for the area, its location in the historic centre of Port Moody, the proximity to a confirmed rapid transit station, and identification of a Frequent Transit Development Area to support the focusing of growth and density are all community and regional benefits. The location is appropriate to support growth, and municipal and *Metro 2040* objectives.

*Risk of proliferation of subsequent associated Metro 2040 amendments*

When considering an amendment to a regional land use designation, it is important to consider whether accepting this request will lead to a proliferation of additional associated requests. In the case of the subject site, it is one of multiple current requested land use designation changes in the Moody Centre area. The site is bounded by lands that are General Urban to the south, east, and part of the west, and Conservation and Recreation to the north. The Mill and Timber saw mill is located to the northwest, but is separated by a road. If the lands are developed and designed appropriately to minimize potential conflict with the active saw mill across the street, it is unlikely that the conversion of this site would lead to the proliferation of more applications in the area.

Goal 4 Develop Complete Communities

*Meeting housing demand*

*Metro 2040* supports the development of a diversity of housing supply options within each community to meet the demands of a growing population. There is currently no specific development proposal for the subject site, although the OCP indicates mixed-use in the range of 4-12 storeys. It is not clear what form, tenure or prices the housing units would be, although market ownership is typical for the area. Multi-family residential development on the site would contribute to an increased supply of housing close to amenities and rapid transit within the community, an essential part of building complete communities. Locating higher density development near the Evergreen Line stations is consistent with this *Metro 2040* strategy. Comprehensive planning and development should consider the entire area and be designed to integrate with the new rapid transit station to maximize transit utilization and urban design potential.

*Metro 2040* supports the development of compact, mixed-use, transit, cycling and walking oriented communities. Port Moody's new OCP recognizes the potential for revitalizing the Moody Centre area. It sets the policy basis for the continued evolution of this area to support the completion of the Evergreen Line in 2016 and to transform the area into a more diverse, mixed use, viable location through allowing for an increase in the local population base through densification. This vision for Moody Centre is consistent with *Metro 2040's* complete community objectives.

Goal 5 Support Sustainable Transportation Choices

*Encourage transit, walking and cycling*

The intention of *Metro 2040* is for a region supported by an efficient transit, walkway, and bikeway system to reduce vehicle use. Coordinating land use and transportation planning is required to maximize the benefits from transit investment. This means designing efficient and attractive

**Metro Vancouver 2040: Shaping our Future Amendment Request from the City of Port Moody –  
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stations and integrating surrounding land uses with the transit infrastructure. Where possible, high density development should be located near rapid transit stations.

The subject site is near a number of bus routes along St. John Street, as well as the Port Moody West Coast Express Station which provides commuter service to downtown Vancouver, and the new Evergreen Line Moody Centre Station (mostly built at-grade) which will be completed in mid-2016. This new rapid transit service is expected to increase transit ridership rates in the surrounding areas, and is within a 5 minute walk of the site. The proposed amendment is generally consistent with *Metro 2040* objectives to locate higher density development near rapid transit infrastructure.

### ALTERNATIVES

1. That the GVRD Board:
  - a) Initiate the regional growth strategy amendment process for the City of Port Moody's proposed amendments for the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area;
  - b) Give first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1209, 2014"; and
  - c) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* section 6.4.2.
2. That the GVRD Board decline the City of Port Moody's proposed amendments to *Metro Vancouver 2040: Shaping our Future* for the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area.

### FINANCIAL IMPLICATIONS

There are no financial implications for either of the alternatives presented.

### REGIONAL PLANNING IMPLICATIONS

This requested amendment to *Metro 2040* by the City of Port Moody is a Type 3 minor amendment. If the GVRD Board chooses Alternative 1, initiates the amendment process, and gives 1<sup>st</sup> and 2<sup>nd</sup> Reading to *Regional Growth Strategy Amendment Bylaw No. 1209, 2014* (Attachment 5), notification will be sent to affected local governments, a notice will be placed on the Metro Vancouver website and an opportunity to comment will be provided. The application could return to the Board in autumn 2014 with an opportunity to consider comments received and possible adoption of the Bylaw.

If the GVRD Board chooses Alternative 2, the proposed amendment to *Metro 2040* will not proceed. Port Moody's Regional Context Statement as presented in the new OCP, now at third reading, shows the subject site as General Urban. Therefore, if the amendment is declined, Port Moody will need to make changes to the Regional Context Statement to align it with the Board's decision prior to submitting it to Metro Vancouver for acceptance.

### SUMMARY / CONCLUSION

The City of Port Moody has requested an amendment to *Metro 2040* to re-designate the Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area from Mixed Employment and Industrial to General Urban and to add a Frequent Transit Development Area on part of the site.

***Metro Vancouver 2040: Shaping our Future* Amendment Request from the City of Port Moody –  
Moody Centre Transit-Oriented Development Area and Murray Street Boulevard Area**  
Regional Planning and Agriculture Committee Meeting Date: July 4, 2014  
Page 8 of 8

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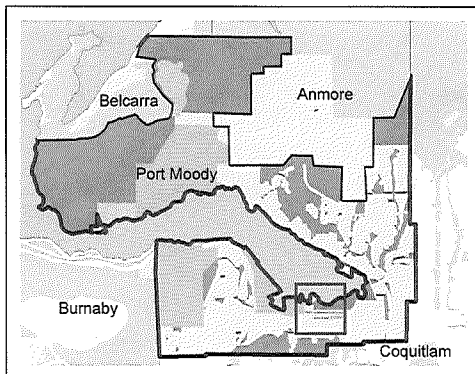
The request is a Type 3 minor amendment to the *Metro 2040* bylaw, requiring an affirmative 50%+1 weighted vote by the GVRD Board. Port Moody is also requesting other amendments to *Metro 2040*, which are being processed separately.

The 20.5 acre site currently contains various older buildings which are used as light industrial and for various forms of commercial activities. Although no detailed planning work has yet been completed for the area, Port Moody proposes a mixed-use development of between 4-12 storeys, signaling the intent for higher density, transit-oriented development. Although the requested amendment will result in a loss of 8.3 hectares of Industrial and Mixed Employment lands, the OCP vision for the area, its location in the historic centre of Port Moody, the proximity to a confirmed rapid transit station, and identification of a Frequent Transit Development Area to support the focusing of growth and density are all community and regional benefits. The location is appropriate to support growth, and municipal and *Metro 2040* objectives.

Staff recommends Alternative 1, that the requested amendment process be initiated. Staff supports the opportunity for municipalities and other agencies to provide comment through the notification process. The proposed amendment provides significant benefit to Port Moody and is generally consistent with *Metro 2040*'s goals and objectives.

**Attachments (Doc. #9606577):**

1. City of Port Moody Proposed Official Community Plan – Map 1: Overall Land Use Plan (Bylaw 2955 – 3rd Reading, April 22, 2014).
2. City of Port Moody Proposed Official Community Plan – Map 11: Evergreen Line Sub-Areas (Bylaw 2955 – 3rd Reading, April 22, 2014).
3. Map of City of Port Moody Requested Moody Centre TOD Area and Murray Street Boulevard Area *Metro 2040* Regional Land Use Designation Amendment.
4. Letter to Chris Plagnol, Acting Corporate Officer, Metro Vancouver, from Kelly Ridley, City Clerk, City of Port Moody, dated June 2, 2014 titled: "Request for Amendments to Regional Growth Strategy Resulting from Proposed Changes to the City of Port Moody's Official Community Plan", with attachments:
  - a. City of Port Moody Council Report dated May 4, 2014, titled: "Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented Development", passed by Council on May 13, 2014.
  - b. City of Port Moody Council Report dated May 4, 2014, titled: "Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area", passed by Council on May 13, 2014.
5. Draft Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1209, 2014.



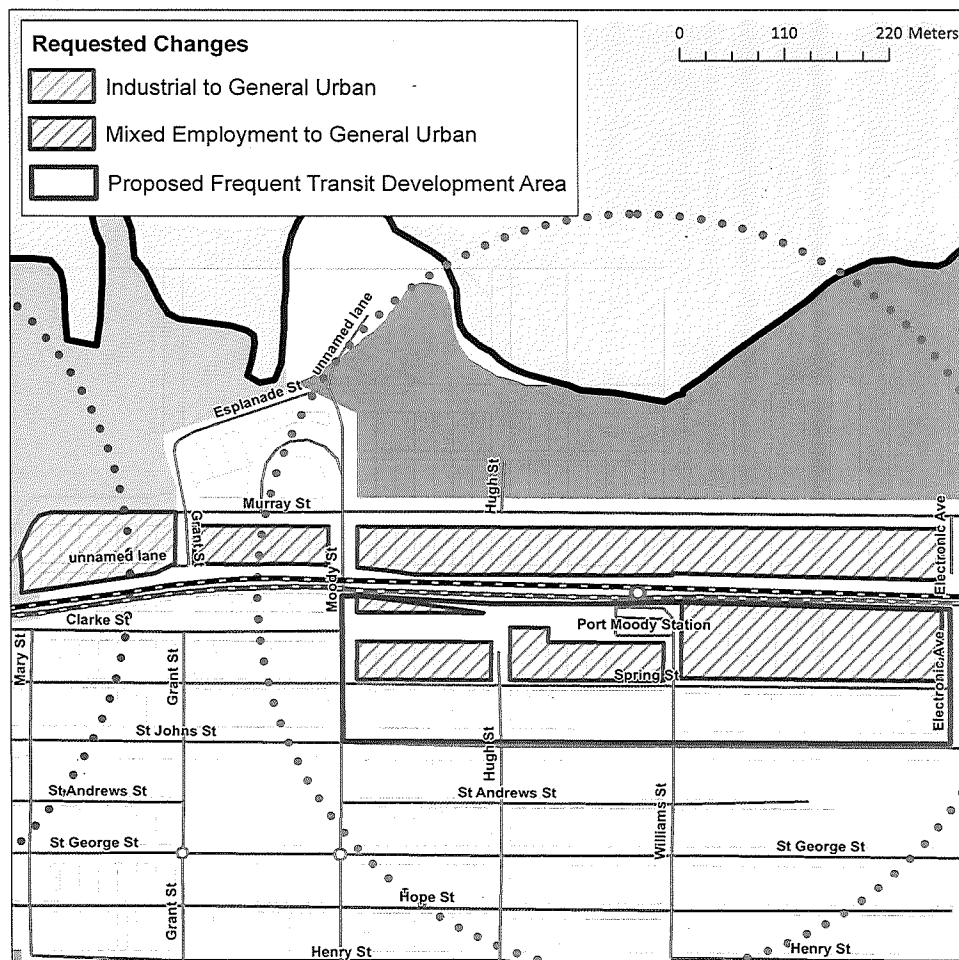
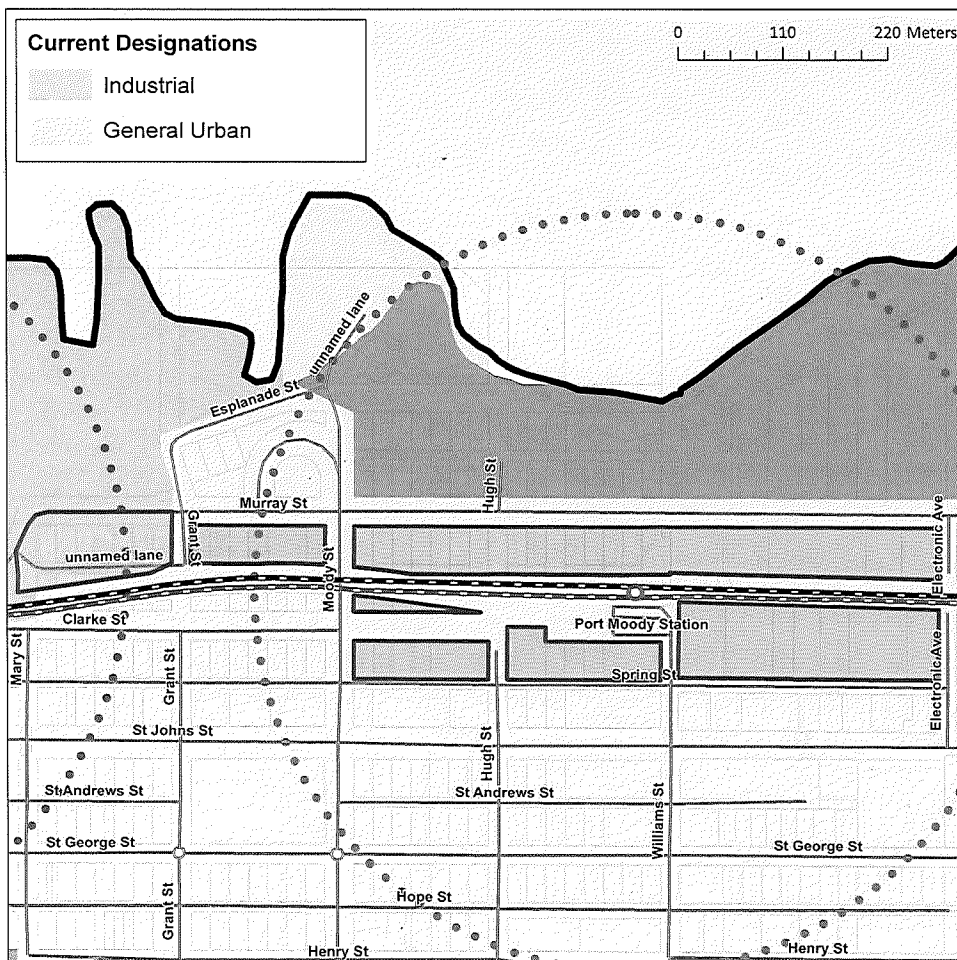
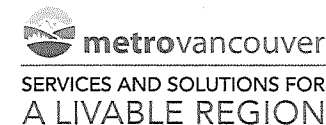
## Murray Street Boulevard Area and Moody Station Transit-Oriented Development Area

### *Metro 2040: Shaping our Future City of Port Moody Amendment Request*

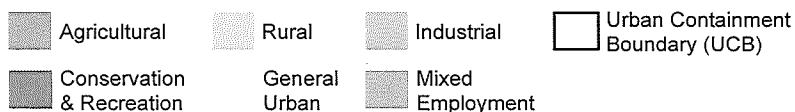
- Industrial to General Urban (approx. 1.1 hectares)
- Mixed Employment to General Urban (approx. 7.2 hectares)
- Add Frequent Transit Development Area

Produced by Metro Vancouver

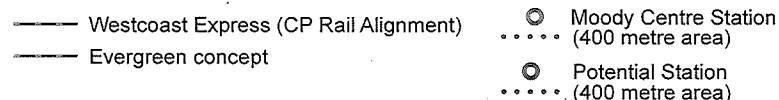
June 4, 2014



#### Metro 2040 Land Use Designations



#### Transit and Transportation





**PORT MOODY**  
CITY OF THE ARTS

100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1, Canada  
Tel 604.469.4500 Fax 604.469.4550  
www.portmoody.ca

June 2, 2014

File No. 13-6430-08

Chris Plagnol  
Acting Corporate Officer, Metro Vancouver  
4330 Kingsway  
Vancouver, BC V5H 4G8

Dear Mr. Plagnol:

**Re: Request for Amendments to Regional Growth Strategy Resulting from Proposed Changes to the City of Port Moody's Official Community Plan**

This is to advise that at the Regular Council meeting of May 13, 2014, Port Moody City Council passed the following resolutions:

***THAT the Metro Vancouver Board be requested to amend the Regional Growth Strategy by changing the regional land use designation of the Andres Wines site from Industrial to General Urban and that this report be forwarded to Metro Vancouver as part of this request.***

***THAT the Metro Vancouver Board be requested to amend the Regional Growth Strategy by changing the regional land use designations for Areas A and B identified in the Murray Street Boulevard in Attachment 1 of this report from Industrial to General Urban and Mixed Employment to General Urban, respectively, and that this report be forwarded to the Metro Vancouver Board as part of this request.***

***THAT the Metro Vancouver Board be requested to amend the Regional Growth Strategy by changing the regional land use designation of the Spring Street properties identified in Attachment 1 of this report from Mixed Employment to General Urban and that this report be forwarded to the Metro Vancouver Board as part of this request.***

Request for Amendments to Regional Growth Strategy Resulting from Proposed Changes to the City of  
Port Moody's Official Community Plan  
June 2, 2014

Council requests that Metro Vancouver consider amending the Regional Growth Strategy as outlined in the three attached reports dated May 4, 2014 from Mary De Paoli, Acting General Manager of Development Services.

Should you have any questions or require further information, please contact Mary De Paoli directly at 604-469-4702 or [mdepaoli@portmoody.ca](mailto:mdepaoli@portmoody.ca).

Yours truly,



Kelly Ridley  
City Clerk

cc: Heather McNell, Regional Planning Division Manager, Metro Vancouver (via email)  
Eric Aderneck, Senior Regional Planner, Metro Vancouver (via email)  
Kevin Ramsay, City Manager (via email)  
Mary De Paoli, Acting General Manager of Development Services (via email)



# City of Port Moody

## Report/Recommendation to Council

Date: May 07, 2014 File No. 6430-08

Submitted by: Development Services – Planning Division

Subject: Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented Development Area

### Purpose

To seek Council endorsement for a request to amend the Regional Growth Strategy, *Metro 2040*, for a portion of Spring Street to reflect this area's new Moody Centre Transit-Oriented Development designation in Official Community Plan Bylaw No. 2955, now at Third Reading.

### Background

At the April 22, 2014 Regular Council meeting, the following motions were passed:

**THAT City of Port Moody Official Community Plan Bylaw, 2014, 2955, being a bylaw to adopt an Official Community Plan for the City of Port Moody be now read a third time.**

**THAT pursuant to Section 866 of the Local Government Act, the City of Port Moody Official Community Plan Bylaw, 2014, No. 2955, be submitted to the Metro Vancouver Board for acceptance of the Regional Context Statement.**

**THAT the Regional Growth Strategy Amendment Process associated with the policies and land use designations in Official Community Plan Bylaw, 2014 No. 2955 be initiated.**

As there are four Regional Growth Strategy (RGS) land use designation amendments (all Type 3) associated with OCP Bylaw No. 2955, each is being submitted separately, as Metro Vancouver will process these concurrently with separate reports/bylaws in order to allow for individual consideration and decisions.

As per the Regional Growth Strategy Procedures Bylaw No. 1148, any member municipality may request an amendment to the RGS. Such requests shall be submitted to Metro Vancouver accompanied by a resolution of the member municipal Council endorsing the requested amendment and a report explaining the purpose of and rationale for the requested amendment.

### Analysis

#### OCP and RGS Land Use Designations

A map showing the location of the subject properties is included as **Attachment 1**. The area includes those properties on the north side of Spring Street between Moody Street and Electronic Avenue. It is bounded on the north by the Canadian Pacific Railway right-of-way and the Evergreen Line guideway. This area also encompasses the proposed Moody Centre SkyTrain station and the existing West Coast Express commuter train station. This portion of Spring Street was designated in the 2000 and 2011 OCPs as Industrial Business. As part of the

**Report/Recommendation to Council****Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented Development Area**

May 07, 2014

updated OCP (Bylaw No. 2955), the land use designation for this area has changed to Moody Centre Transit-Oriented Development which applies to the development of a higher density mix of residential, retail, office, services, civic, institutional, recreational and cultural uses within a 400 metre radius of the proposed station. A maximum of 12 storeys is generally permitted within this area, however, additional density and height allowances will be considered in exchange for the provision of community open space.

The RGS designation for this portion of Spring St. is Mixed Employment which is intended for industrial, commercial and other employment related uses to help meet the needs of the regional economy. Residential uses are not intended for RGS Mixed Employment areas. The new OCP Moody Centre Transit-Oriented Development land use designation for this area includes residential and therefore necessitates an amendment to the RGS to change the regional land use designation from Mixed Employment to General Urban. The RGS designation General Urban is defined as "areas intended for residential neighbourhoods and centres and are supported by shopping, services, institutions, recreational, facilities and parks."

The Moody Centre Transit-Oriented Development Area which includes the subject properties is also identified as a new Frequent Transit Development Area (FTDA) in the updated OCP.

The current and proposed land use designations for the north side of Spring St. identified in the Moody Centre Transit-Oriented Development area in **Attachment 1** are summarized below:

| <b>Site Context</b>               |                                           |
|-----------------------------------|-------------------------------------------|
| Proposed OCP Designation:         | Moody Centre Transit-Oriented Development |
| Current RGS Designation:          | Mixed Employment                          |
| Requested RGS Designation Change: | General Urban – approx. 3.5 ha            |
| Proposed Development:             | No specific development application.      |

**OCP Vision/Rationale for the Moody Centre Transit-Oriented Development Area**

The subject properties are part of a larger area designated as Moody Centre Transit-Oriented Development. They include properties along the north side of Spring St. between Moody Street and Electronic Avenue which are currently occupied by a mix of small scale commercial and light industrial uses. No residential uses currently exist here. As part of the updated OCP, a new vision for this area has been created which sees it redevelop with an increased concentration of commercial/office and residential uses and the proposed Moody Centre transit station at its core. The rationale for this vision is summarized below:

- Capitalizing on the area's proximity to the Moody Centre Evergreen Line station and the West Coast Express station (within 100-400 metres) to promote transit-oriented development;
- Expanding the range of employment generating uses to include commercial, office, civic, institutional, recreational and cultural uses;
- Establishing a residential population to support local businesses; and
- Co-locating a wide range of uses within a 5 minute walking distance to a transit and commuter train station to reduce reliance on vehicles.

**Report/Recommendation to Council**

Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented Development Area  
May 07, 2014

An excerpt of OCP Bylaw No. 2955 outlining the vision for the Moody Centre Transit-Oriented Development area is included as **Attachment 2**.

Timeline for RGS amendment process

Potential timeline targets for the RGS amendment process associated with this request are outlined below:

| Date        | Step in RGS Amendment Process                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 14      | Formal RGS amendment request submitted                                                                                                                                                                                            |
| June 20     | Referral to Regional Planning Advisory Committee for comment                                                                                                                                                                      |
| July 4      | Review by Regional Planning & Agriculture Committee                                                                                                                                                                               |
| July 25     | Presentation of RGS amendment bylaw to Metro Vancouver Board and initiation of notification and comment period to affected local governments (typically 30 days but may be extended to mid/late September given the summer break) |
| End of July | Submission of Regional Context Statement (start of 120 day response period)                                                                                                                                                       |
| October     | Metro Vancouver Board consideration of RGS amendment bylaw final readings (acceptance/denial)                                                                                                                                     |

Metro recommends that the Regional Context Statement be submitted for Metro Board consideration after the RGS amendment process has been initiated by the Board. The RGS amendment bylaw, with comments received from the notification process, could then go back to the Regional Planning & Agriculture Committee and Board for consideration of final bylaw readings, and if successful, also acceptance of the RCS. This sequencing will ensure that both processes can be completed in a timely and efficient manner.

The requested regional land use change for the identified properties is considered to be a Type 3 minor amendment to the RGS, requiring that an RGS amendment bylaw receive an affirmative 50%+1 weighted vote by the Metro Vancouver Board at every reading, including adoption, in order to proceed. Adoption of this RGS amendment, as well as the three other requested amendments associated with OCP Bylaw No. 2955, and the RCS would happen at the same Board meeting. This could occur in October and Council could adopt the OCP thereafter.

If not all four of the proposed RGS amendments are approved by the Metro Vancouver Board, a new RCS would need to be submitted. Depending on the nature of the resulting changes to the proposed OCP, an additional municipal public hearing process may be required. This would impact the timing of the OCP's final adoption.

**Communications**

Official Community Plan Bylaw No. 2955 is the result of a series of public input opportunities including a design charrette, a survey and feedback form, 6 public input sessions, four town hall meetings and hundreds of email and written submissions. A Public Hearing on Bylaw No. 2955 was held on April 22, 2014.

## **Report/Recommendation to Council**

Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented Development Area  
May 07, 2014

The RGS amendment requested in this report involves review by relevant Metro committees and Metro Board initiation of a notification and comment period to affected local governments. The requested regional land use change for the Mill and Timber site is considered to be a Type 3 minor amendment to the RGS which does not require a regional public hearing.

## **Budgetary Impact**

The OCP Update process has been funded through the Development Services operating budget which has now been spent.

## **Council Strategic Plan Objectives**

The 2012 OCP update process is consistent with the goals of Planning for the Future and Engaging the Community highlighted within the 2012 Port Moody Council Strategic Plan.

## **Sustainability Implications**

When completed, the updated OCP will provide a renewed vision for the future of areas affected by the Evergreen Line that is transit-oriented, allowing people to drive less and walk, cycle and use transit more.

## **Policy Implications**

The updated Official Community Plan will provide policies to guide the long term future of the City of Port Moody regarding land use.

## **Alternatives**

As directed by Council.

## **Recommendations**

**THAT** the Metro Vancouver Board be requested to amend the Regional Growth Strategy by changing the regional land use designation of the Spring Street properties identified in Attachment 1 of this report from Mixed Employment to General Urban and that this report be forwarded to the Metro Vancouver Board as part of this request.

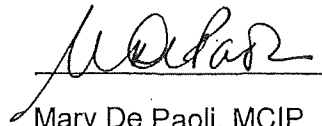
# **Report/Recommendation to Council**

Request for Regional Growth Strategy Amendment – Moody Centre Transit-Oriented

Development Area

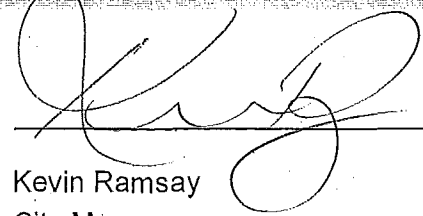
May 07, 2014

**Prepared by:**



Mary De Paoli, MCIP  
Acting General Manager of Development  
Services

**Approved for Submission to Council:**



Kevin Ramsay  
City Manager

| Corporate Review                                                                 | Initials |
|----------------------------------------------------------------------------------|----------|
| Corporate Services (Human Resources, Information Services, Legislative Services) |          |
| Corporate Communications                                                         |          |
| Financial Services                                                               |          |
| Community Services (Cultural Services, Facilities, Recreation)                   |          |
| Engineering and Parks Services (Engineering, Parks, Operations)                  |          |
| Fire Rescue                                                                      |          |
| Library                                                                          |          |
| Development Services (Planning, Building, Bylaws & Licencing)                    |          |
| Sustainability                                                                   |          |
| Police                                                                           |          |

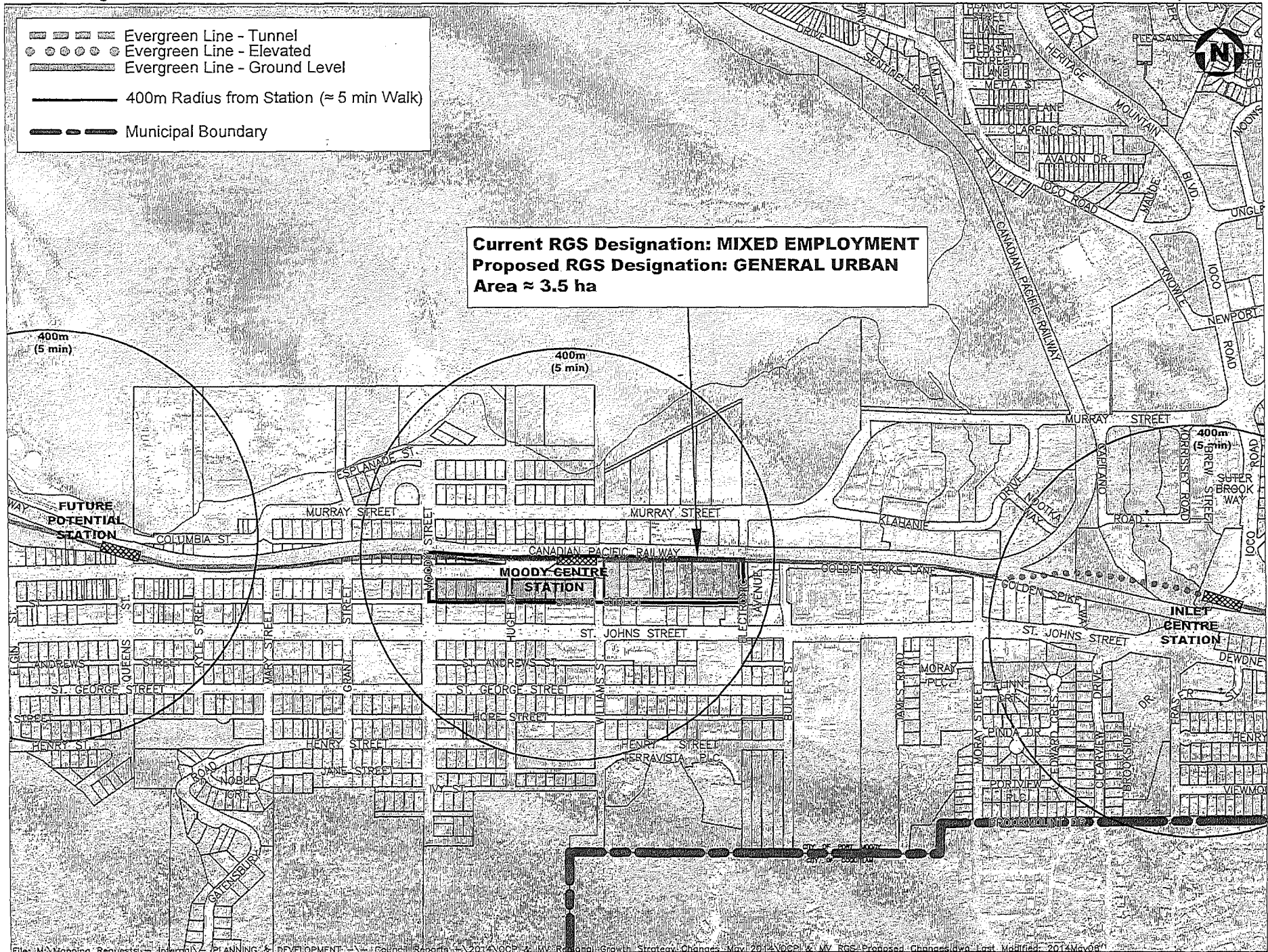
| Committee Review <i>List relevant committees</i> | Initials |
|--------------------------------------------------|----------|
|                                                  |          |
|                                                  |          |
|                                                  |          |

## **Council Agenda Information**

Regular Council Meeting

Date: May 13, 2014

# Moody Centre Transit Oriented Development Area - RGS Amendment Request



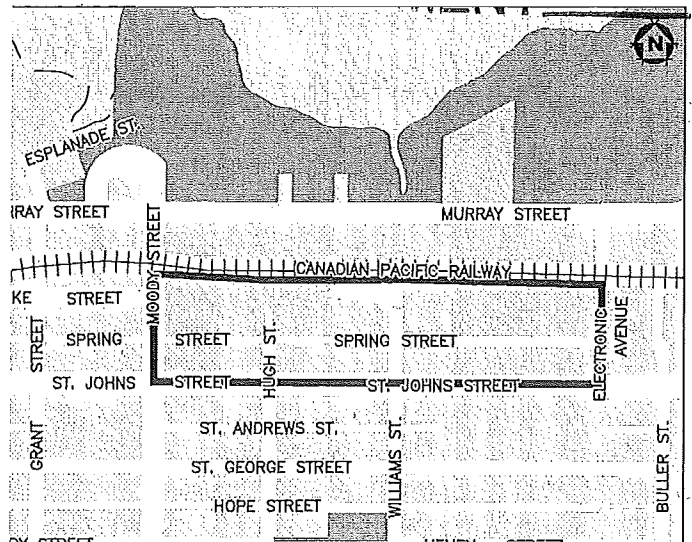
VolB Regular Council Package - JUNE 2014  
ATTACHMENT 1

## 15.5.6 MOODY CENTRE STATION TRANSIT-ORIENTED DEVELOPMENT

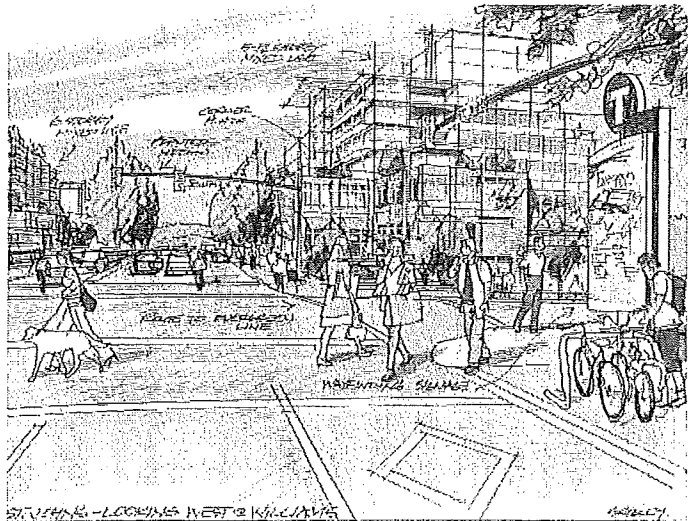
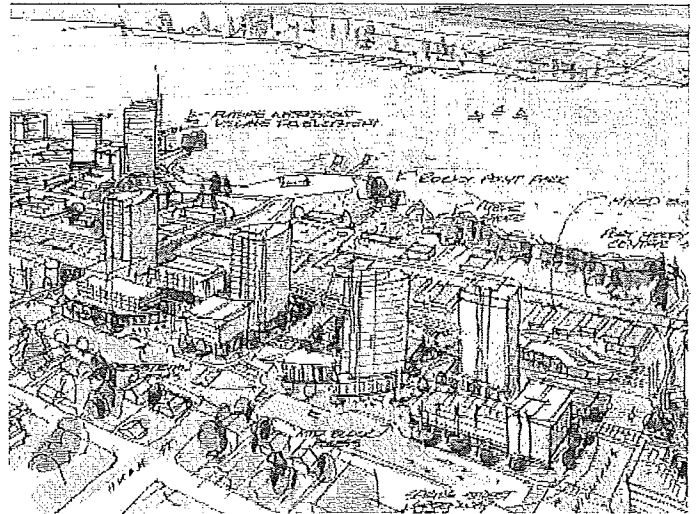
The focal point of this area is the proposed Moody Centre station. An increased concentration of commercial and residential uses is located here and identified as those properties designated as Moody Centre Station Transit-Oriented Development. This designation calls for the development of higher density, mixed use, pedestrian friendly development within a 400 metre radius of the proposed station. Building forms include low and mid rise forms and a mix of residential, retail, office, service, civic, institutional, recreational and cultural uses. A variety of building heights is permitted to a maximum of 12 storeys. Lot consolidation into a minimum of one acre parcels is encouraged as part of any rezoning. Additional density and height allowances will be considered in exchange for community open space designations.

The vision for this area includes:

- Creating flexible outdoor spaces that can accommodate a variety of uses
- The creation of urban plazas and the careful orientation of uses around this public space
- Integration of public art into public spaces
- Providing mid-block pedestrian/cyclist links along longer blocks to break down the scale of the block and create additional links to provide access from existing streets to existing and planned amenities
- Encouraging opportunities to integrate mini parks as part of larger developments
- Encouraging a range of housing options – housing that is accessible, affordable, and suitable for all income levels, seniors, families and those with mobility challenges
- Encouraging upper floors to be set back from St. Johns Street
- Providing weather protection and pedestrian scaled amenities to facilitate walking
- Providing at-grade shops and services creating active edges
- Encouraging a significant amount of employment related uses in upper storeys
- Incorporating landmark features as part of larger scale developments
- Careful attention to incorporating landscaping to create a softer, green edge to the built environment
- View corridors shall be encouraged as part of any new development application for this area
- All new developments will include parking to support their own building, commuter parking and visitor parking for Rocky Point Park.



Policy directions in this section apply to the area outlined in the map above.





# City of Port Moody

## Report/Recommendation to Council

Date: May 04, 2014 File No. 6430-08

Submitted by: Development Services – Planning Division

Subject: Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area

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### Purpose

To seek Council endorsement for a request to amend the Regional Growth Strategy, *Metro 2040*, for the Murray Street Boulevard area to reflect its new Mixed Employment designation in Official Community Plan Bylaw No. 2955, now at Third Reading.

### Background

At the April 22, 2014 Regular Council meeting, the following motions were passed:

***THAT City of Port Moody Official Community Plan Bylaw, 2014, 2955, being a bylaw to adopt an Official Community Plan for the City of Port Moody be now read a third time.***

**THAT pursuant to Section 866 of the Local Government Act, the City of Port Moody Official Community Plan Bylaw, 2014, No. 2955, be submitted to the Metro Vancouver Board for acceptance of the Regional Context Statement.**

**THAT the Regional Growth Strategy Amendment Process associated with the policies and land use designations in Official Community Plan Bylaw, 2014 No. 2955 be initiated.**

As there are four Regional Growth Strategy (RGS) land use designation amendments (all Type 3) associated with OCP Bylaw No. 2955, each is being submitted separately, as Metro Vancouver will process these concurrently with separate reports/bylaws in order to allow for individual consideration and decisions.

As per the Regional Growth Strategy Procedures Bylaw No. 1148, any member municipality may request an amendment to the RGS. Such requests shall be submitted to Metro Vancouver accompanied by a resolution of the member municipal Council endorsing the requested amendment and a report explaining the purpose of and rationale for the requested amendment.

### Analysis

#### OCP and Regional Land Use Designations

A map showing the location of the Murray Street Boulevard area is included as **Attachment 1**. The area extends approx. 1 km along the south side of Murray Street from Mary St. eastward to Electronic Avenue. It is bounded on the south by the Canadian Pacific Railway right-of-way and the Evergreen Line guideway and to the north by Rocky Point Park. The entire Murray Street Boulevard area was designated in the 2000 and 2011 OCPs as Industrial Business. As part of the new OCP (Bylaw No. 2955), the land use designation for this entire area has changed to

**Report/Recommendation to Council****Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area**

May 04, 2014

Mixed Employment which applies to the development of a combination of uses including light industrial, commercial, office as well as residential. Redevelopment up to a maximum of 6 storeys is permitted, provided that the first storey includes employment related non-residential uses.

The RGS designation for the western section of the Murray Street Boulevard (Area A in **Attachment 1**) is Industrial which applies to areas primarily intended for heavy and light industrial activities. Limited commercial uses that support industrial activities are considered appropriate; however, residential uses are not intended within RGS Industrial areas. As a result, the new OCP Mixed Employment designation for Area A necessitates an RGS amendment to change the RGS designation from Industrial to General Urban. The RGS General Urban designation applies to "areas intended for residential neighbourhoods and centres and are supported by shopping, services, institutions, recreational, facilities and parks."

The RGS designation for the eastern section of the Murray Street Boulevard (Area B in **Attachment 1**) is Mixed Employment which is intended for industrial, commercial and other employment related uses to help meet the needs of the regional economy. Residential uses are not intended for RGS Mixed Employment areas. The new OCP Mixed Employment designation for Area B does include residential uses and therefore necessitates an RGS amendment from Mixed Employment to General Urban for this area.

The current and proposed land use designations for Areas A and B in the Murray Street Boulevard area are summarized below:

| <b>Site Context – Area A</b>      |                                      |
|-----------------------------------|--------------------------------------|
| Proposed OCP Designation:         | Mixed Employment                     |
| Current RGS Designation:          | Industrial                           |
| Requested RGS Designation Change: | General Urban – approx.0.67 ha       |
| Proposed Development:             | No specific development application. |
| <b>Site Context – Area B</b>      |                                      |
| Proposed OCP Designation:         | Mixed Employment                     |
| Current RGS Designation:          | Mixed Employment                     |
| Requested RGS Designation Change: | General Urban – approx.3.7 ha        |
| Proposed Development:             | No specific development application. |

**OCP Vision/Rationale for the Murray Street Boulevard**

The Murray Street Boulevard area is currently occupied by a strip of small scale light industrial uses along a busy arterial, Murray Street, which serves as a major commuter route for traffic between the northeast sector and Burnaby/Vancouver. As part of the updated OCP, a new vision for this area has been developed which sees the area evolve into an attractive, pedestrian friendly environment with a mix of uses including light industrial, commercial, office, as well as residential. The rationale for this vision is summarized below:

- Recognition of property constraints in this area including small lot configurations with shallow depths (41-53 metres) and the limitations this imposes on future light industrial growth;
- Expanding the range of employment generating uses in the area to include commercial and office uses, in addition to light industrial;

**Report/Recommendation to Council****Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area**

May 04, 2014

- Establishing a residential population to support local businesses;
- Co-locating residential, employment, commercial and recreational activities to reduce reliance on vehicles;
- Capitalizing on the area's proximity to the Moody Centre Evergreen Line station (within 100-400 metres) to promote transit-oriented development;
- Capitalizing on the area's proximity to Rocky Point Park and the setting's status as a desirable place to work, live and play.

An excerpt of OCP Bylaw No. 2955 outlining the vision for the Murray Street Boulevard and supporting policies is included as **Attachment 2**.

Timeline for RGS amendment process

Potential timeline targets for the RGS amendment process associated with this request are outlined below:

| Date        | Step in RGS Amendment Process                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 14      | Formal RGS amendment request submitted                                                                                                                                                                                            |
| June 20     | Referral to Regional Planning Advisory Committee for comment                                                                                                                                                                      |
| July 4      | Review by Regional Planning & Agriculture Committee                                                                                                                                                                               |
| July 25     | Presentation of RGS amendment bylaw to Metro Vancouver Board and initiation of notification and comment period to affected local governments (typically 30 days but may be extended to mid/late September given the summer break) |
| End of July | Submission of Regional Context Statement (start of 120 day response period)                                                                                                                                                       |
| October     | Metro Vancouver Board consideration of RGS amendment bylaw final readings (acceptance/denial)                                                                                                                                     |

Metro recommends that the Regional Context Statement be submitted for Metro Board consideration after the RGS amendment process has been initiated by the Board. The RGS amendment bylaw, with comments received from the notification process, could then go back to the Regional Planning & Agriculture Committee and Board for consideration of final bylaw readings, and if successful, also acceptance of the RCS. This sequencing will ensure that both processes can be completed in a timely and efficient manner.

The requested regional land use changes for the Murray Street Boulevard area are considered to be Type 3 minor amendments to the RGS, requiring that an RGS amendment bylaw receive an affirmative 50%+1 weighted vote by the Metro Vancouver Board at every reading, including adoption, in order to proceed. Adoption of this RGS amendment, as well as the three other requested amendments associated with OCP Bylaw No. 2955, and the RCS would happen at the same Board meeting. This could occur in October and Council could adopt the OCP thereafter.

If not all four of the proposed RGS amendments are approved by the Metro Vancouver Board, a new RCS would need to be submitted. Depending on the nature of the resulting changes to the proposed OCP, an additional municipal public hearing process may be required. This would impact the timing of the OCP's final adoption.

## **Report/Recommendation to Council**

Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area

May 04, 2014

## **Communications**

Official Community Plan Bylaw No. 2955 is the result of a series of public input opportunities including a design charrette, a survey and feedback form, 6 public input sessions, four town hall meetings and hundreds of email and written submissions. A Public Hearing on Bylaw No. 2955 was held on April 22, 2014.

The RGS amendment requested in this report involves review by relevant Metro committees and Metro Board initiation of a notification and comment period to affected local governments. The requested regional land use change for the Mill and Timber site is considered to be a Type 3 minor amendment to the RGS which does not require a regional public hearing.

## **Budgetary Impact**

The OCP Update process has been funded through the Development Services operating budget which has now been spent.

## **Council Strategic Plan Objectives**

The 2012 OCP update process is consistent with the goals of Planning for the Future and Engaging the Community highlighted within the 2012 Port Moody Council Strategic Plan.

## **Sustainability Implications**

When completed, the updated OCP will provide a renewed vision for the future of areas affected by the Evergreen Line that is transit-oriented, allowing people to drive less and walk, cycle and use transit more.

## **Policy Implications**

The updated Official Community Plan will provide policies to guide the long term future of the City of Port Moody regarding land use.

## **Alternatives**

As directed by Council.

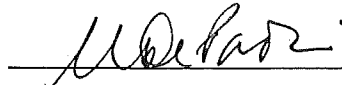
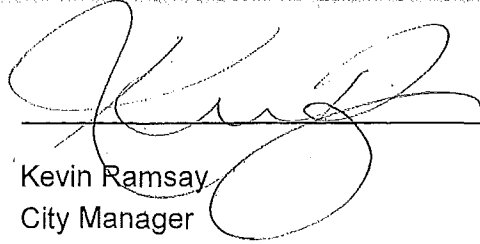
## **Recommendations**

**THAT** the Metro Vancouver Board be requested to amend the Regional Growth Strategy by changing the regional land use designations for Areas A and B identified in the Murray Street Boulevard in Attachment 1 of this report from Industrial to General Urban and Mixed Employment to General Urban, respectively, and that this report be forwarded to the Metro Vancouver Board as part of this request.

**Report/Recommendation to Council**

Request for Regional Growth Strategy Amendment – Murray Street Boulevard Area

May 04, 2014

**Prepared by:**Mary De Paoli, MCIP  
Acting General Manager of Development  
Services**Approved for Submission to Council:**Kevin Ramsay  
City Manager

| Corporate Review                                                                 | Initials |
|----------------------------------------------------------------------------------|----------|
| Corporate Services (Human Resources, Information Services, Legislative Services) |          |
| Corporate Communications                                                         |          |
| Financial Services                                                               |          |
| Community Services (Cultural Services, Facilities, Recreation)                   |          |
| Engineering and Parks Services (Engineering, Parks, Operations)                  |          |
| Fire Rescue                                                                      |          |
| Library                                                                          |          |
| Development Services (Planning, Building, Bylaws & Licencing)                    |          |
| Sustainability                                                                   |          |
| Police                                                                           |          |

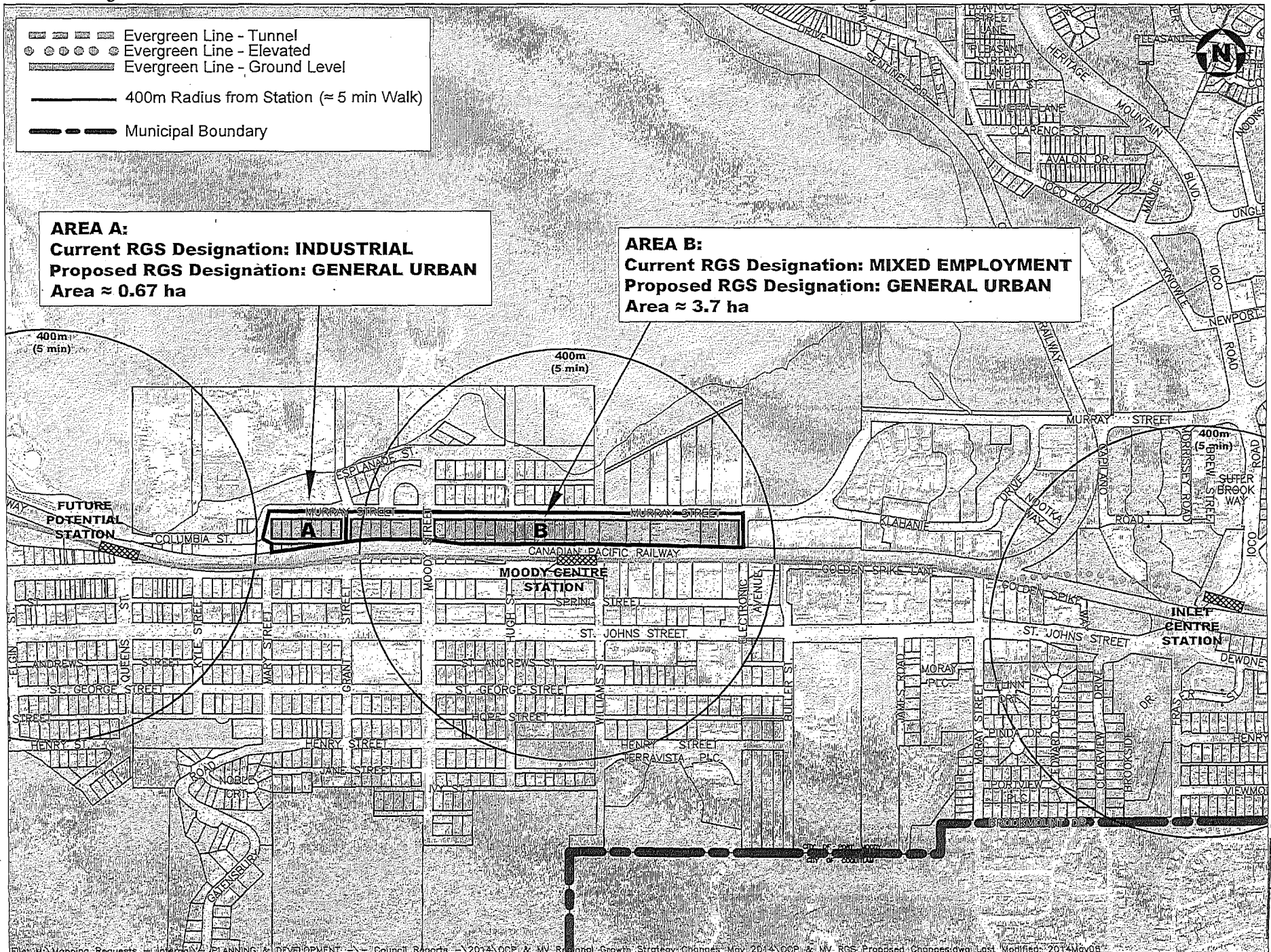
| Committee Review <i>List relevant committees</i> | Initials |
|--------------------------------------------------|----------|
|                                                  |          |
|                                                  |          |
|                                                  |          |

**Council Agenda Information**

Regular Council Meeting

Date: May 13, 2014

# Murray Street Boulevard Area - RGS Amendments Request



VolB Regular Council Pack 2014-2015  
ATTACHMENT 2  
7/6/246

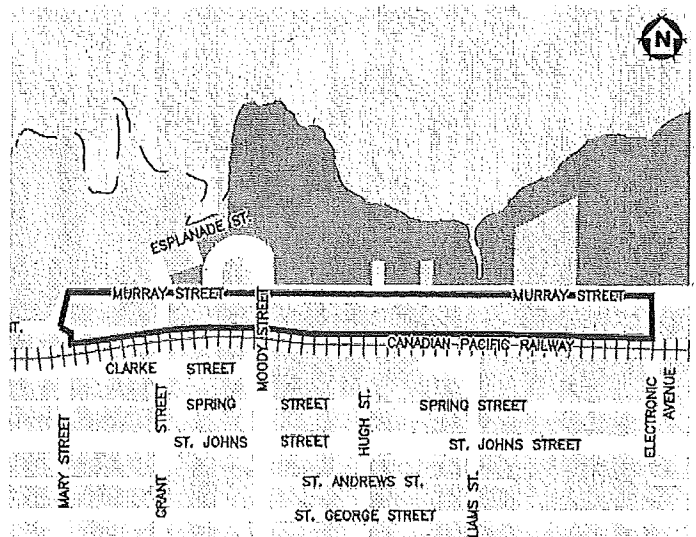
3. Opportunities for the creation of a Cultural Plaza will be pursued on city-owned land around the existing Arts Centre with consideration of a range of uses including residential, retail, performance/cultural centre.

## 15.5.4 MURRAY STREET BOULEVARD

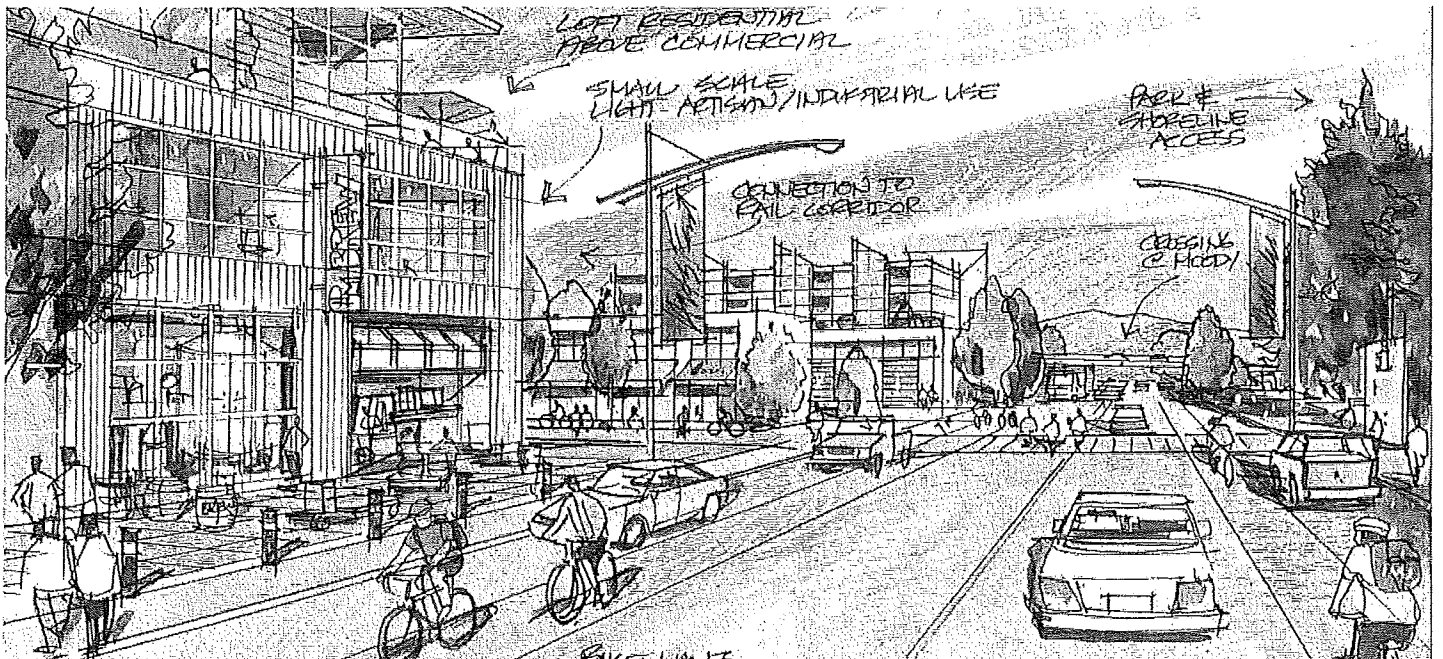
A new Mixed Employment land use designation has been applied to the south side of Murray Street between Mary Street and Electronic Avenue. This designation includes the development of a combination of uses including light industrial, commercial, office and residential.

In this area:

1. Building forms up to 6 storeys are permitted provided that the first storey consists of employment related non-residential uses. Second storey job space is strongly encouraged where feasible and where such uses are compatible with adjacent residential uses.
2. Above 2 storeys upper floors will be set back from Murray Street to provide opportunities for outdoor spaces and allow a buffer from street level activities.
3. Weather protection along the building face fronting Murray Street is encouraged as are other pedestrian scaled amenities. In order to facilitate walking and provide an attractive pedestrian environment.
4. Lot consolidation for new development in the Murray Street Boulevard sub-area is encouraged to reduce the number of driveways off of Murray Street and provide for a more continuous pedestrian environment.
5. Opportunities for additional N-S pedestrian connections between Murray St and the proposed Moody Central station will be pursued as part of new development in this area.
6. As part of new development, focus will be placed on improving Murray Street so that it is more accessible, safe and attractive for pedestrians and cyclists of all ages and abilities. These improvements include, but are not limited to, designated continuous bike lanes, continuous sidewalks, street furniture, public art, traffic calming measures and additional signalized crossings.
7. For new development, access to the properties on the south side of Murray Street is required through rear laneway access.



Policy directions in this section apply to the area outlined in the map above.



**GREATER VANCOUVER REGIONAL DISTRICT  
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1209, 2014**

**A Bylaw to Amend  
Greater Vancouver Regional District Regional Growth Strategy Bylaw No.1136, 2010.**

WHEREAS the Board of the Greater Vancouver Regional District adopted the Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010 on July 29, 2011;

AND WHEREAS the Board wishes to amend the official regional land use designation maps in *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy;

NOW THEREFORE, the Board of the Greater Vancouver Regional District in open meeting assembled enacts as follows:

1. The Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010 is hereby amended:
  - a) By revising the official regional land use designation maps numbered 2, 3, 4, 6, and 12, to record the changes in regional land use designations described in the table below and shown in Schedule A of this Bylaw;

| SITE DESCRIPTION                                                                | From DESIGNATION | To DESIGNATION | Affected Land Area (approx.) |
|---------------------------------------------------------------------------------|------------------|----------------|------------------------------|
| Moody Centre Transit Oriented Development Area and Murray Street Boulevard Area | Mixed Employment | General Urban  | 7.2 hectares                 |
| Moody Centre Transit Oriented Development Area and Murray Street Boulevard Area | Industrial       | General Urban  | 1.1 hectares                 |

- b) By revising the official regional land use designation map number 4 to record the creation of one Frequent Transit Development Area at Moody Centre as shown in Schedule A of this Bylaw.
2. The official citation for this bylaw is "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1209, 2014." This bylaw may be cited as "Regional Growth Strategy Amendment Bylaw No. 1209, 2014."

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a Third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

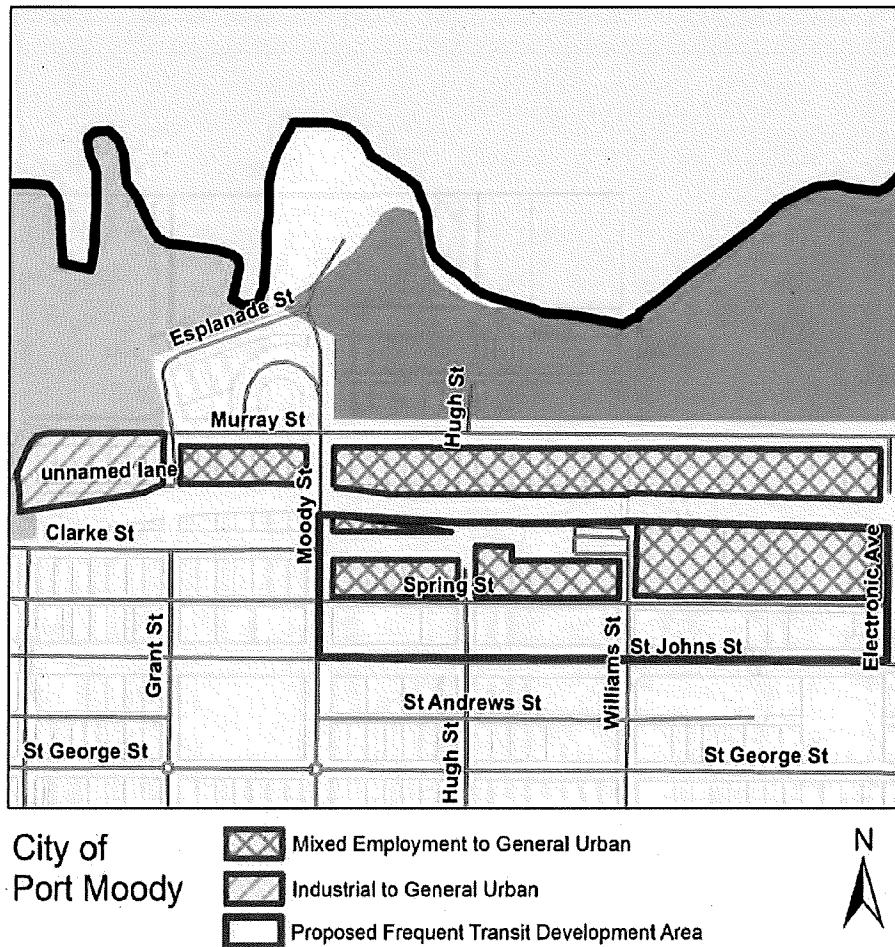
Passed and Finally Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chris Plagnol  
Acting Corporate Officer

\_\_\_\_\_  
Greg Moore  
Chair

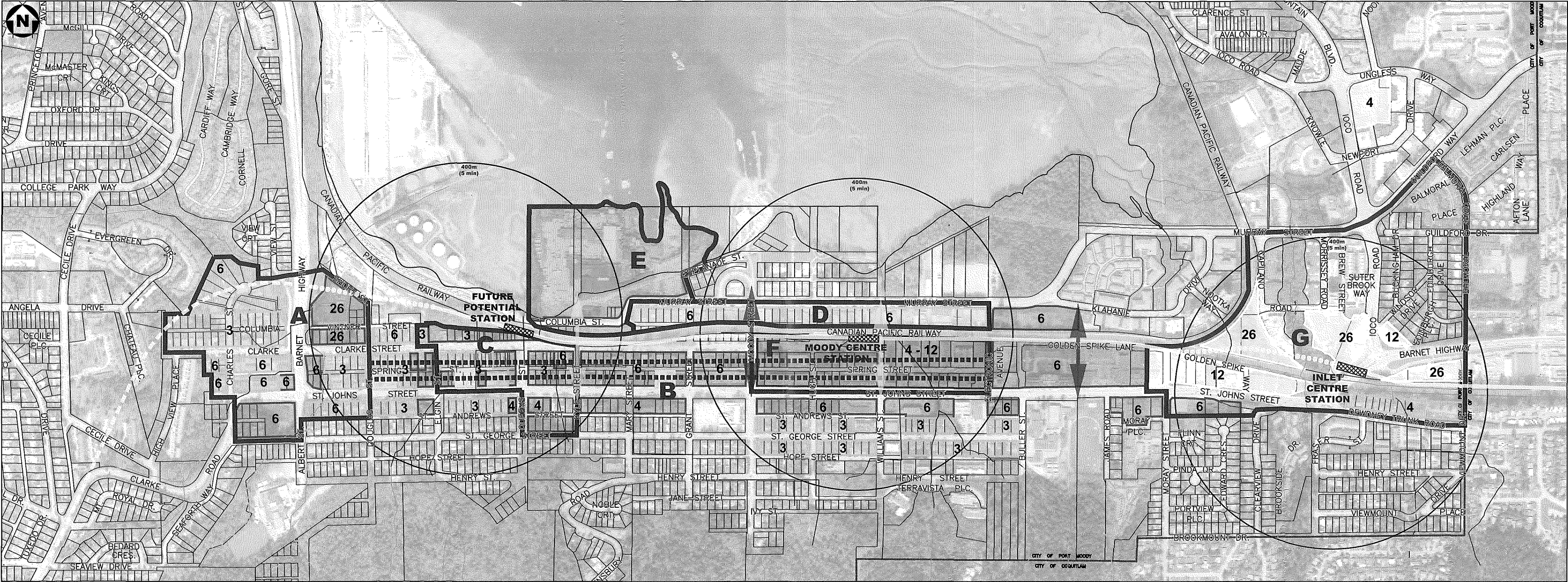
### Schedule A - Map of Subject Site

*Metro 2040: Shaping Our Future City of Port Moody Amendment Request*



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EVERGREEN LINE SUB-AREAS



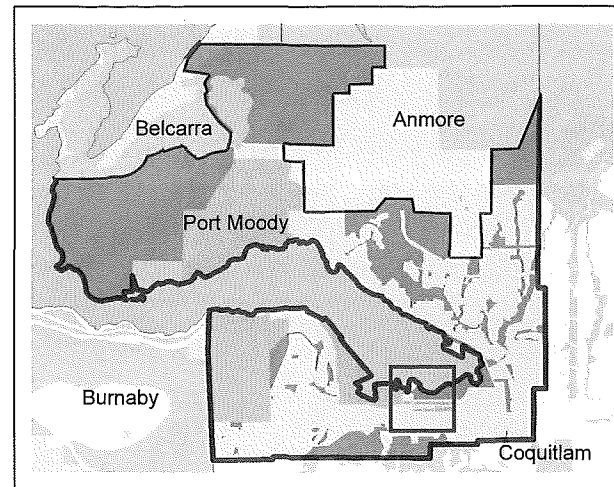
EVERGREEN LINE SUB AREAS

- A** Westport
- B** Spring Street Promenade
- C** Heritage Commercial District
- D** Murray Street Boulevard
- E** Oceanfront District
- F** Moody Centre Station Transit Oriented Development
- G** Inlet Centre Station Transit Oriented Development

LEGEND

- Multi-Family Residential
- Mixed Use - Inlet Centre
- Mixed Use - Moody Centre
- Mixed Employment
- Moody Centre Station Transit-Oriented Development
- Oceanfront District
- Public and Institutional
- 3** Proposed Number of Storeys
- Evergreen Line - Tunnel
- Evergreen Line - Elevated
- Evergreen Line - Ground Level
- 400m Radius from Station (≈ 5 min Walk)
- Municipal Boundary
- Existing Connections
- Future Connections
- Stream / Creek
- Culvert
- Ditch
- Other Water Features

\*NOTES: This map shows the amended locations of the Evergreen Line Stations and Future Potential Station. Evergreen Line projected completion date of 2016. The stream/creek, culverts, ditches, and other water features shown on this map shall be used only as a guideline.

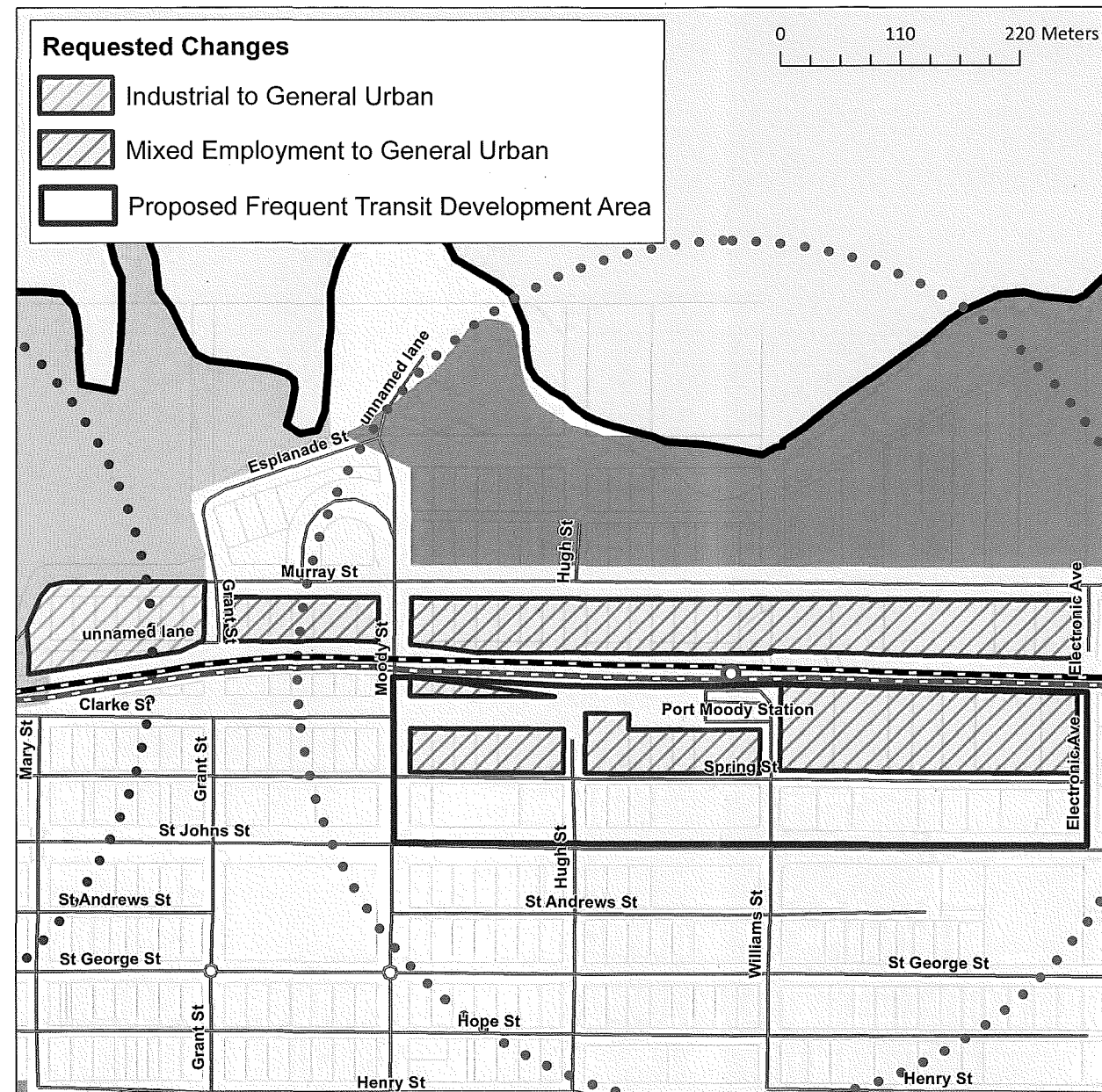
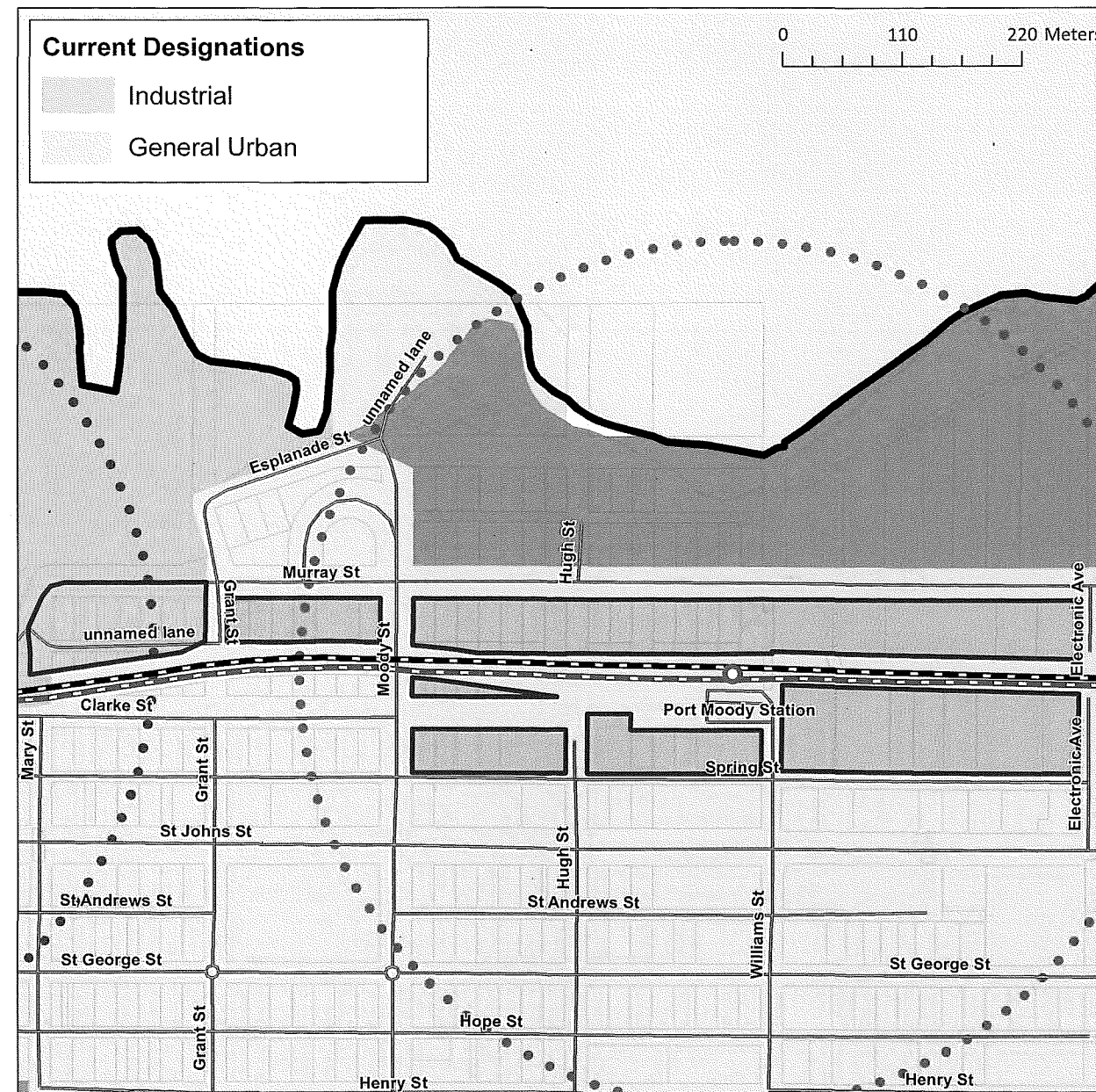


# Murray Street Boulevard Area and Moody Station Transit-Oriented Development Area

## Metro 2040: Shaping our Future City of Port Moody Amendment Request

- Industrial to General Urban (approx. 1.1 hectares)
- Mixed Employment to General Urban (approx. 7.2 hectares)
- Add Frequent Transit Development Area

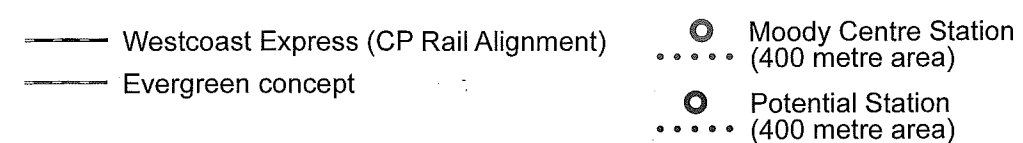
Produced by Metro Vancouver  
June 4, 2014



### Metro 2040 Land Use Designations



### Transit and Transportation

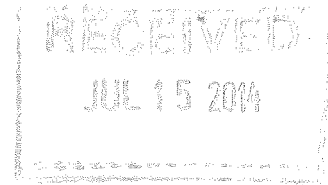




**OFFICE OF THE MAYOR**

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7609 | f: 250.561.0183 | [www.princegeorge.ca](http://www.princegeorge.ca)

*Official Host City - 2015 Canada Winter Games*



June 26, 2014

Dear Mayor and Council:

**Subject: Submission for the 2014 Union of British Columbia Municipalities Conference –  
Resources to Support Sexually Exploited Children & Youth**

At the City of Prince George Regular Council Meeting held on June 9, 2014, Council received a report from the Standing Committee on Intergovernmental Resolutions regarding 2014 Union of British Columbia (UBCM) Resolutions and unanimously resolved to send the following resolution to UBCM for inclusion with the 2014 UBCM Convention materials.

**RESOURCES TO SUPPORT  
SEXUALLY EXPLOITED CHILDREN & YOUTH**

**CITY OF PRINCE GEORGE**

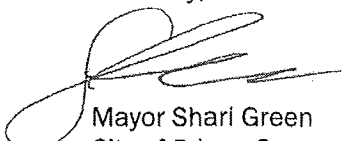
**WHEREAS** the issue of sexual exploitation of children and youth is an increasing problem in communities throughout the province;

**AND WHEREAS** the provincial government has ceased funding toward services that support communities to develop prevention, education, enforcement and intervention strategies to address the sexual exploitation of children and youth:

**THEREFORE BE IT RESOLVED** that UBCM request the provincial government to identify the issue of sexual exploitation of children and youth as a priority and reinstate long term, dedicated funding for communities throughout the province to develop and maintain services for sexually exploited children and youth.

The Council of the City of Prince George encourages you to pass a similar resolution and support this resolution at the UBCM convention in Whistler this September.

Sincerely,



Mayor Shari Green  
City of Prince George



## Coastal Fire Centre

### hot topics in Wildfire on the Coast

# Wildfire news

2014 ISSUE 6

JULY 11, 2014

### In this Issue:

Calling for Caution

Logistical Challenges

ICS—Logistics

## Calling for Caution

JUL 17 2014

With summer conditions finally here, and lightning in the forecast, we are asking everyone to be cautious if they are working or recreating in the forest. Our weather technicians are telling us to expect a prolonged period of warm, dry conditions. There is also a potential for lightning over the weekend.

We are asking everyone to remember that Category 2 open fires are prohibited in the Coastal Fire Centre. Campfires are still permitted but we ask that if you are in an area that allows campfires that you make sure that the fire is well-situated, it is on mineral soil and in a rock ring, or in an established firepit. Make sure you look above, as well as around the fire site before starting your campfire.

This is also a reminder to keep your campfire small and manageable. The legal size for a campfire in the Province of British Columbia is 0.5 metres wide X 0.5 metres high. If you light a fire, you are responsible for its supervision and for extinguishing it. Please monitor your campfire at all times and if you leave the campsite for any reason - put it out!

If you spot a wildfire, please call it in. Don't assume that someone else has. To report a wildfire call: 1-800-663-5555 or \*5555 on your cellphone.

As we swing into fire season please remember that the Coastal Fire Centre relies on all citizens to actively help protect our forested lands.

## Coastal's Logistical Challenges (Or From Soup to Nuts)

The main logistical challenge in the Coastal Fire Centre is the terrain, making transportation to, and from a fire, an additional hurdle to contend with when being dispatched to a fire. Choosing the most efficient and economical mode of transportation, when taking into consideration the number of people, the amount of equipment and the amount of time it requires to get deployed to a fire is always paramount for the Logistics Section.

Some fires are large enough that firefighting staff would equal the population of a small village. Now think of all the necessities that the people in that village require for daily living.

On a large fire, Logistics arranges or selects a site to operate from. It may be a site where staff will camp, or maybe they will be staying in the local hotels, motels, B&B's, or be billeted in private homes. And when fire crews are out on a fireline for 14-16 hours they need to be fed. This may involve finding caterers, local restaurants or even engaging local organizations to provide meals. If

crews are camping on a site, things like Porta-Potties and water are required. Laundry services, and other mundane things must be arranged.

Are there other special considerations? Many fire sites do not have cell coverage. Are there enough radios on site? First Aid must be available. What about fuel?

Take for example the fires in Bella Coola in 2009, which virtually cut off road access and limited air travel in and out of the community. With little available accommodation, a barge was brought in to house crews. Groceries were limited because of the increased numbers of workers in the community while at the same time grocery delivery was tenuous; the airport was shut to most outside traffic and travel ground travel was intermittent due to the smoke.

With the cooperation of the community, groceries were self-regulated. The airport was eventually opened to some outside traffic and at specific times the highway was managed with flaggers and pilot cars.

All of this required coordination by Logistics to allow for necessary transports with consideration of the communities' needs, while dealing with two fires in proximity to the town.

In 2006, Logistics dealt with a completely unique set of problems with a fire on Galiano Island. Transferring equipment and people to a small island, with limited accommodation, meant that crews were billeted in local homes.

Using porta-potties meant waste disposal on the island and waste had to be shipped off the island as 'dangerous goods'. The local ferry, with the cooperation of BC Ferries was utilized to handle this 'hazardous material' and used to give priority to the shipment of crews and equipment. Fighting fire on islands always creates unique challenges.

Although Logistics is responsible for procuring and arranging goods and services on a fire, it is really about building relationships with suppliers, communities and local citizens.



Bella Coola - 2009

# Coastal Fire Centre

# Wildfire News

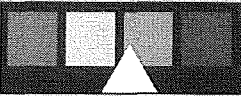
To Report a Wildfire: 1-800-663-5555 Or Cell \*5555

## To Date in Coastal

### Fires to Date

|                                  |     |
|----------------------------------|-----|
| Person Caused                    | 44  |
| Lighting Caused                  | 4   |
| Total Number of Fires            | 48  |
| Number of Incidents Responded to | 180 |

### Fire Danger Rating today



Current Prohibitions  
(within WMB  
jurisdictional area)

Category 2 Open Fire

Please remember that a 'dry-enough-for-a-fire-ban' camping weekend always beats a 'too-wet-to-start-a-campfire' camping weekend'.

- Anonymous

## ICS—Logistics

The role of Logistics on an incident is to supply the materials, facilities and services so that everyone working on a fire can accomplish their goals.

The Logistics Section Chief reports directly to the Incident Commander while building a section large enough to support the incident. Think of Logistics as the people who 'get stuff'. They will arrange facilities, hotels and secure sites. They will arrange for food, transportation and request personnel as required. They will also arrange equipment such as water trucks, heavy machinery, copiers and paper clips. There is no physical materials on an incident that Logistics is not responsible for acquiring.

As well as procuring things, Logistics is responsible for documenting all items it obtains. It must itemize everything procured and is responsible for packing up, and returning any items that are rented. Logistics staff may work long after an incident has been demobilized.

On a small incident, the Incident Commander may take on the role of Logistics Chief but on large incidents there may be as many as 15 to 20 persons working in Logistics.

Logistics on a large incident is often broken into two branches: Service Branch and Support Branch. The Service Branch Director will oversee a Communications Unit, a Medical Unit and the Food Unit. The Support Branch Director will be responsible for the Supply Unit, the Facilities Unit and the Ground Support Unit.

Each of these Units has very specific functions and an individual may be responsible for more than one function. It entirely depends on the size of the fire, its complexity, personnel and equipment needs, as well as any overriding obstacles.

**The identifying colour for Logistics in ICS is Yellow.**

## Weather

**SYNOPSIS:** The strong warming and drying trend continues today and Saturday under the influence of a large upper ridge extending from California to the Northwest Territories. Winds each day should remain generally light in most areas, driven primarily by strong surface heating and local topography. Patchy subtropical moisture over southern Oregon introduces an increasing chance of afternoon thunderstorms over parts of the Fraser zone Saturday afternoon/evening.

**OUTLOOK:** Patchy subtropical moisture should push further north on Sunday, bringing a good chance of thunderstorms to much of the Island and areas of the mainland south of Hwy 99. Meanwhile, hot & dry conditions continue in most areas as winds remain generally light. The threat of lightning continues overnight (potentially including the Sunshine and Mid Coast zones) as a shortwave trough tracks northeastward over the region. The most active thunderstorm activity should shift east of the region on Monday as a more stable (but still hot & dry) southwesterly flow gains control over the coast. Bands of moisture and instability spilling over the Coast Mountains will continue to threaten eastern sections of the Fraser and Pemberton zones with lightning (likely dry) on Monday. Hot, dry & stable conditions should return on Tuesday. Temperatures Sunday through Tuesday remain well above average (low to high thirties) with humidities in many areas in the teens and twenties.

## At Coastal

The Coastal Fire Centre is a provincial organization and as such, deploys personnel from here to wherever they are needed. This week two initial attack crews (3 crew persons each) and eight single resources (including one Logistics Officer) have been deployed to fires in the Prince George Fire Centre, while four more single resources (including one Logistics Officer) were sent to the Northwest Territories. While these people will be working far from home, their training and skills are valuable and will carry them forward.

The potential for lightning is imminent with our forecasters seeing Saturday as possible, but Sunday most likely, for strikes within Coastal.

Campfires are still permitted but this is monitored on a daily basis. A campfire ban is dependent upon a number of factors with positive lightning strikes and human-caused fire starts being heavily weighted. Follow us on BCWildfire.ca for the latest news.

June 10, 2014

Mayor and Council, Village of Lions Bay

Dear Mayor and Council

This is to clear up any misapprehensions floating around to the effect that I might have in my possession original materials belonging to the Village on major Infrastructure studies done in 2005-06, and other materials decision-relevant for Council. I have explained all this to Village contacts several times, but am not sure the facts are registering. So I am writing to put this on the record, more officially.

After I ceased serving on Council in the fall election of 2011, I went through every Council file I had and stacked up anything that looked original or essential, plus various files of my own that I thought Councillors might need in a hurry. A long-time public servant, I was particularly concerned about any reports, background, correspondence, presentations - *anything* that could possibly have been an original. I shouldn't have been passed any originals by staff, obviously. But if I had, I wanted them in the right place.

I carried this large pile of stuff over to the Village office, early in the new Council's term. It might actually have been in December, 2011. Or, since I was away from January to early March in 2012, it might have been just after my return. At any rate, I piled the material in front of staff, saying, "Councillors may be looking for this material soon, and some of it may be originals. Please re-file it so it's findable." The staff certainly understood the importance of the material and seemed glad to have it, but I recall there was no CAO in the office at that time and the staff seemed very busy. I have some recall that Anne-Marie Koiner was one of the ones I spoke to.

I retained my own binders with my own annotated copies of meetings, and odds and sods of photocopied sections from the 2005 infrastructure reports, material on the Community Centre and Underground Wiring. These were no longer complete files but I retained them as "refresher material" for myself. Given the amount of churn in staff, I suspected the new CAO or Councillors might want to talk to a former Councillor who had the infrastructure portfolio. However, questions didn't come, the leftover material was voluminous and by mid-summer 2012, I felt it belonged in a place where it might be more useful.

I wrote to Village staff saying, "I still have some background on infrastructure. This might be of some use; someone might want to sort through it. Where should it sit?" The Manager of Public Works, Chuck Partridge got back. He said, "bring it direct to me at Public Works." So I drove over to the Works building. I went up to the second floor where his office is, and left binders and all on his desk. Again, that was mid-2012.

When the new office manager Farouk Zaba came on board, he got in touch, asking me about the original reports on infrastructure. I felt quite concerned, getting the impression from him that a number of things were just not findable in the office. I went and saw him, explained all of the above and advised that he search the office files and contact Mr Partridge. Then in March, 2014 while I was away, I

received an e-mail query from Councillor Ando, asking me once again about the original reports on infrastructure. I e-mailed him the same information as above and so that the CAO would be aware as well, upon my return I called Acting CAO Grant McRadu. Once again, I stressed that anything I had was long gone to the office or Public Works. To both Mssrs Zaba and McRadu, I offered my electronic files and I sent off a few to Mr McRadu; I also offered to go with anyone over to Public Works and see if I could recognize the binders I'd left. However, in late June or so, Councillor Bain mentioned this matter to me yet again. So I thought I had better write, officially.

I hope this puts the misapprehensions to rest.

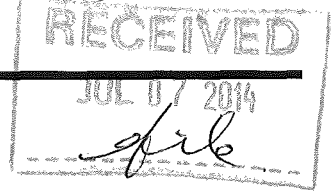
On a related matter, Councillor Bain also said that Lisa Turpin had mentioned having passed me some materials from her time on Council. Indeed, Lisa kindly did; before she pitched stuff out, she offered to let me look through it. Most of it was notes and files on matters no longer decision-relevant for the Council on which I was serving; I also figured the Office would have originals on file, so I pitched a lot, myself. Anything that looked useful for portfolios I held – infrastructure, bylaws, parking, etc – I picked out and put into my own files as background. Thus, when I left Council, if it looked original or valuable, it went either to the office or Public Works. A few things from Lisa I still have around in a binder – odd things such as background on Lions Bay possibly joining the Squamish Regional District. Anyone wanting to look through this material is free to do so; just let me know.

My best regards,

Peach Akerhielm  
PO Box 46  
35 Oceanview Road, Lions Bay

## Lions Bay Reception

**From:** Mandy Koonts  
**Sent:** Monday, July 07, 2014 3:13 PM  
**To:** Lions Bay Reception  
**Cc:** Carole Conlin  
**Subject:** FW: Letter to OPIC and Director, Privacy Reviews - Request for Investigation and review of the misuse of FOIPPA information - Village of Lions Bay (VOLB)  
**Attachments:** July 7, 2014 to OPIC and Privacy & Legislation Branch Director re VOLB misuse of FOIPPA.pdf



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

Susan,

Ms. Conlin has not copied Reception but she has copied all of Council so this should go into Incoming Correspondence, please and thank you.

Mandy Koonts

Municipal Coordinator

(604) 921-9333 ext. 103  
www.lionsbay.ca

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

**From:** Carole Conlin [mailto:conlin@sfu.ca]  
**Sent:** Monday, July 07, 2014 7:19 AM  
**To:** info@opic.bc.ca; Sharon plater  
**Cc:** info@lionsbay.ca; Grant McRadu; Mandy Koonts; Council @ Lions Bay  
**Subject:** Letter to OPIC and Director, Privacy Reviews - Request for Investigation and review of the misuse of FOIPPA information - Village of Lions Bay (VOLB)

Dear Commissioner Denham and Director Plater,

Please find enclosed my letter requesting an investigation and review of the misuse of FOIPPA information by staff, council members and a council committee member in the municipal Village of Lions Bay (VOLB).

Please contact me if you require additional information.

Carole Conlin  
PO Box 91, Lions Bay, BC V0N 2E0  
Email: conlin@sfu.ca  
Telephone: 604-921-7260

copies to: Village of Lions Bay Reception, Administration (CAO), Office (Manager Koonts) and Mayor and Council and separate copy to Finance Advisory Committee member, Kim Mailey.

July 7, 2014

Office of the Information & Privacy Commissioner  
PO Box 9038, Stn. Prov. Govt.  
Victoria, BC V8W 9A4  
Via: Email: [info@oipc.bc.ca](mailto:info@oipc.bc.ca)

And

Director, Privacy Reviews and Investigations in  
The Privacy and Legislation Branch,  
Ministry of Technology, Innovation and Citizens' Services  
PO Box 9493, Stn. Prov. Govt.  
Victoria, BC V8W 9N7  
Via: Email: Sharon Plater, A/Executive Director [Sharon.Plater@gov.bc.ca](mailto:Sharon.Plater@gov.bc.ca)

**Re: Request for investigation and review of the misuse of FOIPPA information  
by Staff, Council Members and a Council Committee Member in the  
municipal Village of Lions Bay (VOLB)**

Dear Commissioner Elizabeth Denham and Director Sharon Plater,

I write to request your offices investigate the misuse of personal information under section 33 of the FOIPPA by staff, council members and a committee member of the municipality of the Village of Lions Bay (VOLB).

Since November 5, 2013 the residents of this municipality have been subjected to verbal and written attacks by members of Council because they request information that is, or should be, in the public domain. In particular, residents are singled out for abuse when they choose to file FOI requests with the municipality after they have been unable to obtain the information by (1) questions at Council Meetings or (2) in writing or (3) in person at the Village office. (Attachments A: November 5, 2013 Councillor McLaughlin; B: Spring (March) 2014, Mayor Broughton and Councillor McLaughlin; and C: Summer (June) 2014 edition of Lions Bay Community News, Committee member Kim Mailey, Mayor Broughton and Councillor McLaughlin).

I, along with other concerned residents in an informal group which questions Council's actions, are the ones referred to by the Council and a Committee member as residents who waste taxpayers' money by filing requests for information through FOI (see attachments A, B and C). As Lions Bay is a small community of 1500 residents and this informal group is the only one that is addressing the residents and Council as a group, everyone knows who they are talking about.

The seven residents in the informal group write informative flyers to fellow residents on the subject of the Community Centre Renewal (CCR) project, a topic that is controversial in our village. We have issued three flyers over two years, the last one on

September 19, 2013 (Attachment D). The flyers are signed by myself and six other residents so that the source of the information and contact information is known to all who read the flyers.

The village council/office require that I and other residents make FOI requests for information that should be freely available in the public domain and openly communicated to residents. As a result, I have not been charged for my requests by the VOLB FOI Officer, Mandy Koonts. When the Village refuses to disclose or indicates they need a longer time frame to respond to FOI requests, I do exercise my right to question the delay. The public body has a duty to assist in obtaining information from the public body (FOIPPA, Section 6).

I attend Council Meetings and Committee Meetings frequently and, on occasion, write a column "Around the Village" that is published either on-line at [www.lionsbay.net](http://www.lionsbay.net) or in the quarterly magazine, Lions Bay Community News. I have also written Opinion pieces that provide information on Council statements or discussions made in public (Attachments E, Around the Village and F: Opinion piece: Council Overwhelmed by the CCR. Other residents, some of them in this informal group, also write Opinion pieces for the Lions Bay Community News magazine and on-line at [www.lionsbay.net](http://www.lionsbay.net) and may also make FOI requests to the Village of Lions Bay.

The Mayor has indicated that there are "**community terrorists** (another Council's term) in each community, who want to create a challenge when the last public consultations are taking place and the challenge is to not give ground to the few and remember to listen to the many" (Brenda Broughton email to Council and senior staff, February 13, 2013). In Peter Stevenson's article "Intolerance" page 8 of the Spring 2014 Lions Bay Community News magazine, he uses this quotation and suggests the "mayor was undermining those with objections or questions demanding accountability about the project in the minds of council and staff, and equating to terrorism. Stevenson goes on to write "Several months later at the October 1, 2013 council meeting (just after the September 19, 2013 Flyer was distributed, attachment D) an audio recording records **the mayor** suggesting that an informal group of residents, attempting to encourage public discussion of project costs and priorities, "**should roll up your sleeves and ease the pain someplace else; go out and weed the berms**". (<http://www.lionsbay.net/index.php/201401072652/intolerance.html>)

The staff member who is the Village FOI Officer, Council Members and a Committee Member need to be investigated for their poor practices with regard to disclosing FOI requests and be advised of the personal harm they are doing with the misuse of FOIPPA information as provided for under section 33 of the Act. (Attachment G: Section 33).

The Mayor is a seventeen year veteran of municipal government and has had FOIPPA training – most recently in January 2012 at Newly "Elected Official Seminars" (Attachments H) and at the Council meeting of January 14, 2014 (Attachment I) where Interim CAO Grant McRadu spent more than 20 minutes advising Council Members of

their duty to assist in FOI requests regarding public business and the public's right to know under Freedom of Information legislation. Other members of Council also attended the same training session and the council advisory referenced above.

I ask that your offices investigate the staff, council members and a committee member for misuse of FOIPPA information. The public body needs to be reminded it has a duty to assist with FOI requests and are not to misuse the personal information obtain through FOI requests. I further ask that your office apply the remedies under section 33 of the Act (Attachment G).

Respectfully submitted,



Carole Conlin  
PO Box 91, Lions Bay, BC V0N 2E0  
Email: [conlin@sfu.ca](mailto:conlin@sfu.ca)

cc: via email: [info@lionsbay.ca](mailto:info@lionsbay.ca), [admin@lionsbay.ca](mailto:admin@lionsbay.ca);  
[office@lionsbay.ca](mailto:office@lionsbay.ca), [council@lionsbay.ca](mailto:council@lionsbay.ca)

Enclosures: Attachments A to I follow

Attachment A: November 5, 2013 Councillor McLaughlin;

*On November 5, 2013, Councillor McLaughlin's preamble to the Motion to cease work on the CCR project as the three tenders had come in way over the construction budget of \$1,050,000, prefaced his Motion with remarks that indicated residents who ask for FOI requests use up staff resources and compared them to being comparable of those who are "emptying garbage cans from a window of a car going 60 miles an hour" ([www.lionsbay.net](http://www.lionsbay.net), opinion section :*

*"Wednesday, 06 November 2013 13:54Written by Councillor Ron McLaughlin*

**Address made by Councillor McLaughlin at the *Council meeting of November 5<sup>th</sup> during the Agenda item, Unfinished Business Community Center Renewal Project.***

Mayor Broughton, Councillors, Mr. McRadu, Mr. Longston, and fellow villagers:

The continual noise in the community created by Councillor Ando and a core self- interest group operating under the guise of being concerned citizens, whether it is on the topic of the Community Centre renewal or other matters needs to stop. It needs to stop now as it detracts from all facets of the very serious business of running the day to day affairs of the Village of Lions Bay. These individuals are incredibly high maintenance and **occupy an extremely disproportionate amount of administrative staff** and the balance of council's time. **The comparison would be to that of the regular emptying of a garbage can** from a window of a car going 60 miles per hour. **The result is that it takes many people, many times, and many hours to clean up the mess."**

Attachment B: Spring (March) 2014 edition of Lions Bay Community News, Mayor Broughton and Councillor McLaughlin plus on-line June 21, 2014, Councillor McLaughlin

Mayor's Spring Update on-line at Municipal, [www.lionsbay.net](http://www.lionsbay.net) and in print, page 29, Spring edition.

Friday, 21 March 2014 00:00 Written by Mayor Brenda Broughton

....."When I was attending the Newly Elected Officials training in January, 2012, one of the presenters referred to 'Ruppies - Retired Urban Professionals' and said that unexpectedly, they were causing harm to many communities.

I put up my hand and said 'au contraire' that in Lions Bay 'Ruppies' are the backbone of our Village, they are part of the gold infrastructure of our volunteer network. I had not thought that we might also have 'Ruppies' that would behave in a manner that created a kind of anarchy in our municipality. A group that seemed to have no motive beyond objecting to everything, despite time and effort to provide information, use of Staff time that has become unaffordable to the Village taxpayer, requiring responses to questions repeatedly asked, despite receiving responses to the questions for which Staff have answers. The approach used has had a negative tone. This has proven to be a significant expense in the 2013 budget of time and energy of both Staff and Council. "

This is not sustainable. This group needs to reign in the amount of Staff time used, tension created in the community, and attention that they request and seem to require. It is an unexpected significant budget expense. ...."

Village of Lions Bay Finances & Operations – 1st Quarter - 2014

Friday, 21 March 2014 00:00 Written by Councillor Ron McLaughlin

*This article appears on-line at lionsbay.net, under Municipal, and in the Lions Bay Community News Magazine, page 35 of the Spring (March) 2014 edition.*

See page 37,

**General Remarks**

*I appreciate healthy debate and welcome everyone to voice their opinions and ideas to confirm that a matter is fully investigated. As a trend though, **I observe a few Villagers are occupying a disproportionate amount of staff and Council's time.** Attraction and retention of skilled, bright, and committed personnel takes effort. We are fortunate to have the team now in place. Any loss of staff comes at a financial cost as well as loss of continuity and knowledge. The professionalism of our employees is recognized but to my point **I feel they are frequently being side tracked from main stream activities. To get the most benefit from our personnel, for the most Lions Bayers, frequent users of Village resources are requested to think carefully each time they make a request that will impact our staff.** This has been mentioned by me before.*

Attachment C: Summer 2014 edition of Lions Bay Community News Magazine, June 2014, Volume XXVIII and on-line at [www.lionsbay.net](http://www.lionsbay.net), Committee member Kim Mailey, Mayor Broughton and Councillor McLaughlin).

**C(1): On page 9, Kim Mailey, member of the Finance Advisory Committee** that is co-chaired by the Mayor and Councillor McLaughlin, Mr. Mailey writes with intimate knowledge of the same Freedom of Information requests indicated by the Mayor and Councillor McLaughlin. His article "**Constructive change versus Destructive Attacks**" states ... "There is an active group within Lions Bay that disagree with the decisions our current elected mayor and council are making. They appear to be expressing their discomfort in a disruptive ways **such as making numerous freedom of information requests** that are keeping the administration of our village from doing their tasks. They also appear to be making personal attacks on the individuals whose views they oppose." This statement by Mr. Mailey indicates that the Mayor and Council member at the Finance Advisory Committee are giving FOI information that identifies the citizens who are filing FOI requests.

**C (2): On page 33 Mayor Brenda Broughton's Summer update starts and quotes on Page 34, section 8. Misuse of Staffs Time, paragraph 2:**  
"The ongoing use of Staff time by a small group of citizens has become very expensive. **There have been 11 Freedom of Information requests in 2014 up to May 2014.** As Mayor, I accept that we don't get everything right 100% of the time, but with the new interim CAO, and other staff we are making forward progress. We are a small Village and I have never experienced this type of staff time waste or appearance of misleading information. Perhaps this is political, but what is simply wrong is the waste of staff time correcting inaccurate information; **the waste of our valued and valuable resources, when there are so many other more pressing matters to address.** **This is now a fiduciary issue for the Lions Bay Tax Payer. This is an unexpected significant budget expense and to my knowledge not ever previously experienced in Lions Bay.**"

**C (3): Councillor McLaughlin, Co-Chair of the Finance Advisory Committee**  
Article under Municipal, on-line, by Councillor McLaughlin, June 21, 2014  
and in Lions Bay Community News, page 40  
Village of Lions Bay Finances & Operations – 2nd Quarter - 2014  
Saturday, 21 June 2014 00:00 Written by Councillor Ron McLaughlin  
"It is important for .....

**General Remarks**

As can be observed from the many pending news releases things that have been worked on over the past year are coming to fruition.

I have had contact questioning the validity of financial commentary that has been published by residents.

These articles have inaccuracies or are written with a **political spin** in mind. Please call or email me if you have any concerns and would like an accurate answer.

As I have commented on previously, **to get the most benefit from our personnel, for the most Lions Bayers, frequent users of Village resources are requested to think carefully each time they make a request that will impact our staff.** "

Attachment D: September 19, 2013 Flyer "To the Residents of Lions Bay" signed by seven residents

September 19th, 2013

Page 1

## To the Residents of Lions Bay

**The Community Centre Project is almost  
\$300,000 over budget before construction begins.**

We believe fellow residents deserve to know where things stand.

|                                                                                                      |                  |
|------------------------------------------------------------------------------------------------------|------------------|
| <b>Published Project Budget</b>                                                                      | <b>\$950,000</b> |
| (Council Resolution March 5 <sup>th</sup> , 2013; WEDC grant contract March 22 <sup>nd</sup> , 2013) |                  |

### Actual Budget

|                                                     |                  |
|-----------------------------------------------------|------------------|
| <b>Soft costs to date (mainly architect's fees)</b> | <b>\$120,000</b> |
|-----------------------------------------------------|------------------|

|                                                                 |                 |
|-----------------------------------------------------------------|-----------------|
| <b>Additional architect's fees</b>                              | <b>\$65,900</b> |
| (Proposal for Consulting Approved June 25 <sup>th</sup> , 2013) |                 |

|                                                                                                |                    |
|------------------------------------------------------------------------------------------------|--------------------|
| <b>New construction budget</b>                                                                 | <b>\$1,050,000</b> |
| (Prequalification documents (RFIs) July 30 <sup>th</sup> and September 5 <sup>th</sup> , 2013) |                    |

|                      |                           |
|----------------------|---------------------------|
| <b>Total to date</b> | <b><u>\$1,235,900</u></b> |
|----------------------|---------------------------|

|                               |                           |
|-------------------------------|---------------------------|
| <b>Budget overrun to date</b> | <b><u>- \$285,900</u></b> |
|-------------------------------|---------------------------|

### Additional Costs Not Yet Known

- Actual cost to build current design (not yet tendered)
- Additional costs due to changes or unexpected issues during construction, etc
- Project manager/Owner's representative fees, additional meetings, administration fees and disbursements
- Other professional fees that may be required (engineers, consultants, etc)
- Contingency
- Cost of moving office and staff
- Fixtures, furniture, etc for new building
- Tree work and landscaping
- Installation of elevator

|                    |                       |
|--------------------|-----------------------|
| <b>Final Total</b> | <b><u>Unknown</u></b> |
|--------------------|-----------------------|

September 2013, 2013

Page 2

## Concerns About the Prequalification of Contractors (RFIQs)

A first RFIQ was published on July 30th. Several applications were received in time for the August 15th deadline. A second RFIQ was published on September 5. A key change is:

- Council has relaxed the requirement that the general contractor be bonded and has allowed for a letter of credit. This does not provide the level of protection normally required for a taxpayer funded project and is not best practice.

**The requirement for bonding was relaxed, because a specific, preferred contractor is not bonded.**

- On the second RFIQ, Council has also made allowance for the job to be done on a reimbursable (time & materials) basis if they so decide. This could lead to high cost overruns.

A full list of questions we raised about the 2nd RFIQ can be seen on [www.lionsbay.net](http://www.lionsbay.net).

Council still has time to resolve the concerns we have raised and we are asking that they address them before awarding a contract.



© Condit, © Miller, J. Hughes, P. Nelson, P. Stevenson, E. Wicks, N. Wicks and others

Council is spending hundreds of thousands of \$\$\$ we did not authorize them to borrow in last year's AAP...

... they are instead "borrowing" money from taxpayers at the expense of other work in the village that is not getting done.

Some sorely needed projects include:

- Installing filters on our water system to enable the UV reactors to work properly, and reduce maintenance costs and boil water advisories.
- Repairing water tanks so that all can be used or used to capacity to reduce the duration of water restrictions and provide enough water to fight fires.
- Repairing drainage to prevent homes and yards being flooded and roads being undermined.
- Fixing roads that are in dangerous shape.
- Comprehensive repairs to the Kelvin Grove sewerage treatment plant (not partial pump outs).
- Urgent engineering work that should already have been done on Magnesia Creek to prevent a debris torrent.
- Doing the seismic up-grades to our water tanks called for in engineering reports as far back as 2003.

## Attachment E: Opinion piece, "Around the Village"

Opinion Around the Village on March 4, 2014

### Around the Village on March 4, 2014

Thursday, 13 March 2014 10:54 Written by Carole Conlin

Mayor Broughton, Councillors Ando, Bain, McLaughlin and Ronsley all attended the Regular Meeting of March 4, 2014.

Council raised two conflict matters still needing to be addressed.

#### 1. Conflict of Interest – Councillor Ron McLaughlin

CAO Grant McRadu reported an item verbally, not in his written report, that since January 23, 2014 Council has been discussing, **In Camera**, the matter of an undisclosed conflict of interest by Councillor Ron McLaughlin **during the two year period of the CCR project, December 2011 to November 5, 2013.**

(No report on whether Councillor McLaughlin was present at these In Camera Council meetings or not.) The CAO, at Council's request, had obtained a legal opinion re the question of non-pecuniary interest and tie voting by Councillor McLaughlin in this regard. The Council Package of March 4th (item 12B, pages 107 to 130), included a timely article by Young & Anderson law firm on the issues and requirements surrounding Conflict of Interest for the Council members.

*Councillor McLaughlin remained silent on why he did not disclose or declare a conflict of interest before now, or what his next steps will be to comply with the requirements of the Community Charter. Ron's wife, Mary McLaughlin, is an Accountant who has provided bookkeeping services since 2009 to Russ Mieklejohn, Millenia Architecture, architect on the CCR project. See Community Charter, Ethical Conduct(click here).*



#### 2. Conflict - Council provides a free service of snow clearing to a local business contrary to the Community Charter, Chapter 26, Part 3 (25).

Council Meetings since January 2014 have had residents raise questions at Council about why the Village staff are providing snow clearing on private property of the Strata lot where the federal Canada Post Outlet/Mailboxes are located (Jan 14, 2014 minutes in January 28th council package, pages 3 and 4; February 18 council package, page 19, agenda item 6A, 2004 letter authorizing one free snow clearing pass and additional clearing at \$100 per hour).

At the March 4th meeting the CAO produced a more recent letter, dated 2009 (council package, page 13, item 6A), to Council for receipt, no action. This 2009 letter continues to provide one free snow clearing pass and is silent on charges for additional clearing. The 2009 letter is now on the website of the Village under "Policies" as a MOU (memorandum of understanding).

The Canada Post Outlet/Mailbox service operators (the Broughton's and the Strata) are paid to clear snow as part of their contract, when the snow is 5 cm or higher. Their contract is with a Federal Government agency, Canada Post, who provides mail service. Federal mail service is not a local government service, nor is clearing snow on private property a municipal service. This Council continuing to allow provision of this service is contrary to the Community Charter, Chapter 26, Part 3 (25) (click here)

Other Agenda items Council discussed that are of note include:

3. 7A – added to agenda - **CCR Resolution** – That Council authorize the CAO to engage (read here hire/new contract with, no details provided) Gerry Longson and a structural engineer to develop the scope of work and tender package for the replacement of the existing roof membrane and existing cedar mansard roof for the Community Centre and Village Office; and to obtain at least 3 competitive bids and to report back with a recommendation at the earliest opportunity. **CARRIED.**

4. 7B – added to agenda - **CCR upgrading and renovation project moving forward** - (read the March 2014 Village Update on the website for details); completion expected by early summer.

5. Report on the second **Land Use Master Planning (LUMP)** Workshop held February 26, 2014 for a focussed group of residents and for the plans for Council and staff to review the next steps. Workshop report will be on the Village website when

available. (Note: The Local Government Act, Part 26, Planning and Land Use Management, Div. 2, OCP, Effect of OCPs, Section 884 states: (1) An official community plan **does not commit or authorize a municipality, regional district or improvement district to proceed with any project that is specified in the plan** (click here). The CCR project, the LUMP and Secondary Suites review currently under discussion at Council are all items under the OCP Land Use / Building sections, h) Provide for secondary suites within single family dwellings through changes to the Zoning Bylaw pursuant to Policy 4.3(a). i) Explore options for new housing opportunities pursuant to Policy 4.3(b) and k) Support the development of an expanded or new community center in a central location to function as a community gathering point pursuant to Policy 4.4(a).)

The CAO report (Council package page 17; listen to audio at website) had the following items:

6. **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 (no details of the amendment were given);
7. Hiring and appointment of **Bylaw Officers**;
8. Plans for how Council can **better communicate** with residents with consideration of what will be the Return on Investment;
9. **Public Works** items including **overtime for snow removal** (balancing safety and budget; it was reported that overtime for February snow clearing was 36 hours, at time and a half or double time equivalent to 61 hours plus the cost of salt and vehicles);
10. Options for dealing with **green waste**; **there was a decision to burn**, and
11. Rock removal at the Harvey intake road will be conducted.
12. Committee reports, including the Infrastructure Committee, were reviewed by Council (please listen to the audio on the website).
13. The Public Participation and the Question and Comment periods heard from residents who are concerned about any changes being made to the current **Filming Policy** and **there was a question on the decision to burn the green waste**.

*I would like to congratulate Village Staff and Council for having the Council Meeting packages and audio recordings of the meetings on the Village Website in 2014. This move keeps residents better informed of the public business at the Council and Committee meetings.*

*Reported by Carole Conlin*

## Attachment F: Opinion: Council Overwhelmed by CCR Council Overwhelmed by CCR

Friday, 20 December 2013 00:00Written by Carole Conlin

Council has repeatedly said there was "overwhelming community" support for their various visions of the community hall renovations beyond Phase I that would have utilized the two grants totalling \$690,000 and \$260,000 of village funds for a total of \$950,000 for Phase I. The \$950,000 figure was passed by a Resolution of Council in March 2013. I asked in March 2013 to review the CCR documents, including ones that indicated residents responded to the Village office and/or Council members in support or against spending beyond Phase I, and by September 30, 2013, the Village staff provided access to thirteen files consisting of 2,650 pages.

Village documents indicate that ONLY sixty-one residents contacted the Village office and/or Council members to give their opinion on the proposed Community Centre Renewal (CCR) as various plans were presented by Council to renovate the community hall from October 2011 to September 30, 2013. This small number of respondents could not possibly be construed as overwhelming support. How did the majority of Council get it so wrong?

Of the 61 respondents, fourteen of them asked questions for clarification. Three of the residents attached a letter to their emails that were not placed with the documents I was permitted to review so I do not know if they were voting Yes or No, or asking questions. The remaining 44 residents were equally split between voting NO, to not spend beyond the Phase I scheme that called for an amount up to \$950,000, and YES, to go beyond Phase I planning and increase taxes and other means to pay for the various visions beyond Phase I (subsequently called combined Phase I & 2, Third Floor Alternative and finally, the Unified Plan that involved a new building consisting of Village office space and multipurpose space).

Counted in the meager number of positive respondents was an email message from the Mayor to Council dated January 28, 2013 stating "... saw LA, JD and BS and each had positive comments...". Even with counting such evidence as three votes In Favour of spending beyond Phase I, I could only tally 22 positive votes. This small number of respondents could not possibly be construed as overwhelming support! How did the majority of Council get it so wrong?

From March 2013 to November 2013, the various phases over Phase I were explored by Council (combined Phase I & 2; Third Floor Alternate, and finally, Unified Plan). The Architect assured them their \$1,050,000 construction budget was valid as they went to Tender. The Oversight Committee said the CCR project planned by the Design Team would be short at least \$1 Million and has been proved to be right.

On November 5, 2013, Councillor McLaughlin who has the finance portfolio of Council, introduced a motion to stop the CCR because all the tenders that came in were not viable. Most of Council and the Architect had got it wrong, they could not build their CCR vision beyond Phase I for \$1,050,000. The first and second tenders came in at \$1.9 and \$2.4 Million respectively, but they either could not be bonded or meet Worksafe BC requirements as the CAO,

*Grant McRadu, reported on November 5, 2013 and as Councillor McLaughlin noted in his opening remarks to the Motion of November 5, 2013 to cease the CCR project. The third and final tender bid met the requirements, but came in at \$3.5 Million, more than two million dollars over the construction budget planned by Council and the Architect. Councillor McLaughlin's motion of November 5, 2013 that was passed by a vote of 3-2 is curious, particularly for two points he made in the motion:*

*His point 2 in the Motion calls for "all activity on the project cease".*

*His point 4 in the Motion calls for "Mayor Broughton in coordination with staff to favourably renegotiate the WEDC grant before its maturity on April 1<sup>st</sup>".*

*Does Councillor McLaughlin have a plan to,*

*Really listen to the resident feedback, including the AAP results and the 61 respondents in the CCR documents at the Village office, and the Oversight Committee,*

*Work with the available funds (\$950,000),*

*Complete the grant deliverables before the provincial grant of \$440,000 expires in March 2015, and*

*Finally get it right?*

*The Village documents in the thirteen files I reviewed and summarized are in the public domain and open to all residents who wish to examine them.*

## **Attachment G: Freedom of Information, Sections 30, 31 and 33:**

### **Protection of personal information**

**30** A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

### **Unauthorized disclosure prohibited**

**30.4** An employee, officer or director of a public body or an employee or associate of a service provider who has access, whether authorized or unauthorized, to personal information in the custody or control of a public body, must not disclose that information except as authorized under this Act.

### **Application to employees and others**

**31.1** The requirements and restrictions established by this Part also apply to

- (a) the employees, officers and directors of a public body, and
- (b) in the case of an employee that is a service provider, all employees and associates of the service provider.

**33** A public body may disclose personal information in its custody or under its control only as permitted under section 33.1, 33.2 or 33.3.

[http://www.cio.gov.bc.ca/cio/priv\\_leg/manual/sec30\\_39/sec33.page?](http://www.cio.gov.bc.ca/cio/priv_leg/manual/sec30_39/sec33.page?)) :

1. If a public body discovers that it has accidentally disclosed an individual's personal information, and the disclosure was not authorized by section 33.1 or 33.2, the public body must:
  - take steps to recover the personal information from all sources to which it has been disclosed;
  - determine the impact of the disclosure, and advise senior staff as appropriate;
  - advise, where appropriate, the individual whose information has been disclosed of the disclosure, explain the steps being taken to recover the information, and inform the individual of his/her right to complain to the Information and Privacy Commissioner;
  - advise both the Legislation, Privacy and Policy branch and the Office of the Information and Privacy Commissioner (OIPC) in situations where the disclosure may have a serious public or personal impact;
  - examine policies and processes that may have led to the breach of privacy and revise if necessary; and
  - provide staff education regarding privacy issues involved in the breach to reduce the potential of a future occurrence.

## Appendix H:

### Training in FOIPPA by Council Members, January 2012:

While this training was never Reported Out by Council at any Council meeting, I received confirmation monies paid for Council to attend the EOS training in Richmond, BC, January 11-13 (through a FOI request) and obtained a copy of the program on-line. All five members of Council attended this training as well as staff members who are no longer employed at the Village. The Mayor confirmed her attendance when she wrote:

**Mayor's Spring Update** on-line at Municipal, [www.lionsbay.net](http://www.lionsbay.net) and in print, page 29, Spring edition.

Friday, 21 March 2014 00:00 Written by Mayor Brenda Broughton

....."When I was attending the Newly Elected Officials training in January, 2012, one of the presenters referred to 'Ruppies - Retired Urban Professionals' and said that unexpectedly, they were causing harm to many communities.

**LGLA**  
LOCAL GOVERNMENT LEADERSHIP ACADEMY

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### 2012 Elected Officials Seminar (EOS)

LGLA hosted the 2012 Elected Officials Seminars following the November 2011 local government elections. These seminars were designed for both new and returning elected officials and their senior staff.

**2012 EOS Seminar Dates/Locations:**

- SHUGA:** January 18 - 20, 2012, Kelowna
- AMICET:** January 24 - 26, 2012 (Group 1), Kelowna & January 25 - 27, 2012 (Group 2), Kelowna
- LA Directors:** February 6 - 10, 2012, Richmond
- AKBILG:** February 15 - 17, 2012, Nelson
- Large Communities (> 10,000):** February 22 - 24, 2012, Richmond
- NELGA:** February 28 - March 1, 2012, Prince George
- Small Communities (< 10,000):** January 11 - 13, 2012, Richmond

**LGLA**  
LOCAL GOVERNMENT LEADERSHIP ACADEMY

### Elected Officials Seminar for Small Communities < 10,000

January 11 - 13, 2012, Richmond, BC

**Registration Information**

**Location:** Delta Vancouver Airport  
3600 Cassara Drive  
Richmond, BC  
V6X 3K7 + HST

**Cost:** \$200.00 + HST

**Payment Methods:** Registration is Limited  
Payment MUST be made online at the time you register using Credit Card

**Registration Deadline:** January 4, 2012

**Refund Policy:** Full refunds up to December 12, 2011. No refunds after this date except in extraordinary circumstances. Substitutions allowed.

**Documents:** [Elected Officials Training Seminar - Agenda PDF](#)  
[Elected Officials Training Seminar - Agenda PDF](#)  
[Elected Officials Training Seminar - Registration Form PDF](#)

**Instructions**

- Complete this online registration form. Fields marked with \* are required. Once the form is complete, click the "Register" button at the bottom of this page.
- After clicking "Register", your registration will be confirmed.
- After you have registered, refer to the instructions for your payment options. Payment is accepted by credit card only.

If you have questions, please contact Elyse Fraser at 250-366-6276 or [info@lglabcm.ca](mailto:info@lglabcm.ca).  
If you experience any difficulties with this form, please contact Caledon BC at 250-383-4866.

**Delegate Information**

\*Delegate First Name: Ron  
\*Surname: McLennan  
\*Representing: Village of Lions Bay  
\*Position: Councilor  
\*Mailing Address: PO Box 141, 400 Centre Road  
\*City: Lions Bay

**Total Fees**

Registration: \$200.00  
GST/HST (5%): \$10.00  
**TOTAL PAYMENT DUE: \$210.00**

**LGLA**  
LOCAL GOVERNMENT LEADERSHIP ACADEMY

### 2012 Training Seminars

### Elected Officials Seminar for Small Communities < 10,000

January 11 - 13, 2012, Richmond, BC

**Registration Information**

**Location:** Delta Vancouver Airport  
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V6X 3K7 + HST

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**Delegate Information**

\*Delegate First Name: Ron  
\*Surname: McLennan  
\*Representing: Village of Lions Bay  
\*Position: Councilor  
\*Mailing Address: PO Box 141, 400 Centre Road  
\*City: Lions Bay

Appendix I:

CAO advice to Council re FOIPPA on January 12, 2014 Council Meeting.

Hear audio at [www.lionsbay.ca](http://www.lionsbay.ca) Municipal Government, Calendar, and click on date for audio and council package. The Interim CAO spent more than 20 minutes advising Council on the requirements of FOIPPA. The approved minutes have the Agenda item 12C for FOIPPA fees and charges approved.

*As often happens with this administration, the link doesn't always work or Public Notices are removed so that residents can't see them after some controversy.* This is the case today when an attempt to listen to the audio gives the following message:



Fortunately, a number of residents have taken to video taping council meetings so that the records don't "disappear". I have a copy of the video of this meeting that I can produce as evidence. Among the things Mr. Grant McRadu, Interim CAO told Council over the 20 minutes were the following:

*Grant said Council is not allowed to move business through electronic or other means; that it is the role of this table (Council table) to do the people's business. Messages on system won't be deleted even if Council delete from their Corporate email. Grant also **told Council all public business is in the public realm. He emphasized that FOI is a strong encouragement for people to be public and has good standards.** All business is open to public scrutiny (FOIPOP) and local governments should be open and transparent; electronic communications are covered by FOI. He said he wanted to correct Council habits and that all responses to corporate business should be on corporate email accounts, not council members' private email accounts.*

*He indicated that many of the Villages policies are antiquated, to be polite. They often have not been touched in a decade or more. Councillor McLaughlin said three free hours searching for records is lots of staff time.*

**Grant said Provincial Legislation requires compliance with FOI. He stressed that the Public have right to Information, and we have to provide it.**

*Grant said constant change over of staff meant it was sometimes difficult to locate documents requested.*



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

July 7, 2014

Office of the Information and Privacy Commissioner  
PO Box 9038, Stn. Prov. Govt.  
Victoria, BC, V8W 9A4  
[info@oipc.bc.ca](mailto:info@oipc.bc.ca)

Director, Privacy Reviews and Investigations in  
The Privacy and Legislation Branch  
Attn: Sharon Plater, A/Executive Director  
Ministry of Technology, Innovation and Citizens' Services  
PO Box 9493, Stn. Prov. Govt.  
Victoria, BC, V8W 9N7  
[sharon.plater@gov.bc.ca](mailto:sharon.plater@gov.bc.ca)

Dear Commissioner Denham and A/Director Plater:

**Re: Submission by [REDACTED]  
Request for investigation and review of the misuse of FOIPPA information by Staff, Council Members  
and a Council Committee Member in the municipal Village of Lions Bay (VOLB)**

After reading the submission by [REDACTED], particularly in respect of [REDACTED] allegations that staff have acted improperly in their handling of personal information, I felt compelled to provide clarification on behalf of the Municipality as [REDACTED]'s comments lack clarity in several instances and border on libelous.

Page 1, paragraph 3:

*"...this informal group is the only one that is addressing the residents and Council as a group, everyone knows who they [Council] are talking about."*

This informal group has elected to become a very outspoken and prominent voice in the community, regardless of how positive, negative or accurate their comments are and with very little regard for the aftermath that ensues with a lack of fact-checking. It is reasonable for Council to publicly address issues that become a focal point for the community, as is the case with comments and documents circulated publicly by this group. The fact that [REDACTED] feels that "everyone knows" to whom Council is referring when discussing such matters does not in any way substantiate the allegation that Council has somehow violated anyone's privacy by doing so.

Page 2, paragraph 1:

*"The flyers are signed by [REDACTED] so that the sources of the information and contact information is known to all who read the flyers."*

[REDACTED] has further disclosed [REDACTED] own name publicly, acknowledging [REDACTED] association to this group and its views by circulating flyers Village-wide. It therefore seems quite unreasonable for [REDACTED] to expect any right to

.../2

privacy in this regard after having willfully signed [REDACTED] name to publicly circulated information to which [REDACTED] has also spoken in public venues (noted in public minutes of various Village of Lions Bay Council meetings).

Page 2, paragraph 5:

*"The staff member who is the Village FOI Officer...need to be investigated for their poor practices with regard to disclosing FOI requests..."*

This statement is borderline libelous. [REDACTED] acknowledges previously in [REDACTED] letter (page 2, paragraph 2) that [REDACTED] has never been charged for information that needs to be provided freely to the public under FOI legislation however, we do sometimes request residents to give us a day or two to locate archived information.

[REDACTED] further alleges that *"the Village...require that I and other residents make FOI requests for information that should be freely available in the public domain..."* What [REDACTED] has conveniently failed to disclose is that there have been occasions where [REDACTED] has emailed office staff to request access to archive documents [REDACTED] wished to review and that these documents were provided to [REDACTED] as soon as they could be located without requiring [REDACTED] to submit an FOI request and clearly noting future such requests would also not require an FOI request [attachment #1].

A review of the [REDACTED] Freedom of Information requests submitted by [REDACTED] so far in 2014 reveals that on only one occasion was information withheld from [REDACTED] – under FOIPPA Division 2, Section 14 Legal Advice. After receiving notice of [REDACTED]'s subsequent OIPC complaint, we reviewed the matter with legal counsel and released the one-page document initially withheld. It appears to be [REDACTED]'s position that there is additional material available however, [REDACTED] is wrong. In short, [REDACTED]'s claims of improper disclosure are completely without merit.

Page 2, paragraph 6:

*"The Mayor...has had FOIPPA training – most recently in January 2012..."*

The Mayor, like all members of Council, has attended the LGMA Newly Elected Official Seminars where, rather than extensive FOIPPA training, they were likely to have been given a very basic and broad overview of Freedom of Information since the topic of FOIPPA is not noted as a specific agenda item [attachment #2]. A basic overview of any subject matter hardly qualifies as technical training. The same applies for [REDACTED]'s later comment in the same paragraph, *"...Interim CAO McRadu spent more than 20 minutes advising Council members of their duty to assist in FOI requests..."* On January 14, 2014 Interim CAO McRadu provided an overview on FOIPPA as it related to the Electronic Communications Policy that council was reviewing for adoption.

[REDACTED] also alleges in [REDACTED] attachment (page 5, attachment C1), that Council and staff have improperly disclosed information to a Finance Committee member ([REDACTED]). Given [REDACTED]'s participation in a very vocal community group, [REDACTED] signature on documents circulated Village-wide, the information contained in [REDACTED] numerous submissions to Council (contained in public Council packages) and statements [REDACTED] has made during Public Participation sessions of Council meetings and on the community-run website (Source: lionsbay.net - comments made [REDACTED] in response to article titled "[REDACTED]"; comments made [REDACTED] in response to article titled "[REDACTED]"; article [REDACTED] dated [REDACTED]), any resident of the Village could, and likely would, come to the same conclusion as [REDACTED] did.

.../3

██████████ has also spoken freely with certain residents about ██████████ Freedom of Information requests as well as submitted a lengthy article to the community website in ██████████ directly referencing ██████████ Freedom of Information request. Lions Bay is a small village and word of mouth among its residents is a key form of communication, whether rightly or wrongly so. In no way does this substantiate any claim that staff or Council have improperly disclosed personal information of any kind.

Page 12, Appendix I:

*"As often happens with this Administration, the [web] link doesn't always work or Public Notices are removed..."*

As ██████████ is fully aware, our website has gone through, and continues to go through, a major overhaul. Uploading of Council audio to YouTube is a new practice, implemented with the sole purpose of quickly and meaningfully providing the public with fast access to Council business. Since the resolution was passed by Council on January 28, 2014, only audio from this date forward is posted on our public channel (I note ██████████ correspondence refers directly to a link dated January 14, 2014). Audio prior to the resolution date is available on recorded media, which ██████████ has requested and obtained in the past. The clickable link on the website was merely a formatting oversight which has since been removed.

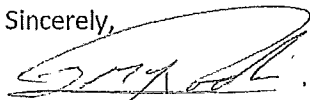
Public Notices are only removed once the content has expired or is no longer meaningful – ie: the date of an event has lapsed or the content is contained elsewhere. This is done for two reasons – to avoid confusion by only posting meaningful content and to ensure available web space is utilized effectively (extra space incurs additional fees).

The "missing" information to which ██████████ is specifically alluding to relates to a conflict of interest matter ██████████ has raised in many different venues to date, though interestingly not through any of the available channels noted in the BC Community Charter. The specific documentation was removed from our website for two reasons – firstly that the information respecting the main issue is aptly summarized in the Council minutes of March 4, 2014 and secondly, the resident to whom the documentation relates submitted not only a written apology [attachment #3] but also a written request for us to remove the document from the website [attachment #4], which we honored given the key issue's notation in the aforementioned minutes.

While ██████████ seems content to believe some conspiracy theory is at work in an effort to withhold important information from residents, this is simply not the case. The reality is that being bogged down by repeated information requests has hampered the ability of our handful of staff to move forward with the strategic goal of creating policies and procedures specifically related to proactive and timely public disclosure of information.

Thank you for receiving our comments.

Sincerely,



Grant McRadu, MBA

Interim CAO

Village of Lions Bay

Enclosures

Cc: Village of Lions Bay Council

#1



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

www.villageoflionsbay.bc.ca

[Redacted]

May 6, 2014

Dear [Redacted]

Re: **Freedom of Information and Protection of Privacy Act (the "Act")**  
**Request for Access to Records - Reference No. [Redacted]**

I am writing with respect to your FOIPPA request for the following documentation:

[Redacted]

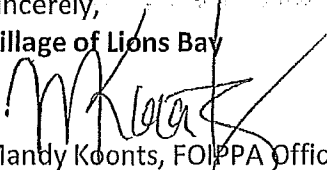
Please note, access to public documentation does not require a FOIPPA request. I have located the specific information to ensure it is available for public review at the Village Hall during normal business hours. Please feel free to attend our office at your convenience to review the information.

Should you wish to obtain scanned or photocopied copies of the documents, fees will apply under Fees & Charges Bylaw No. 462, Schedule 1 – General Administration: Locating, retrieving, producing or preparing records for disclosure.

Please contact our office at 604-921-9333 or [office@lionsbay.ca](mailto:office@lionsbay.ca) if you have any questions regarding the processing of your request.

Sincerely,

Village of Lions Bay

  
Mandy Koonts, FOIPPA Officer  
Municipal Office Coordinator

#2



## 2012 ELECTED OFFICIALS SEMINARS

### Day One

|         |                                                                                                                            |  |
|---------|----------------------------------------------------------------------------------------------------------------------------|--|
| 6:00 pm | <b>Registration</b><br>(LOCATION)                                                                                          |  |
| 7:00 pm | <b>Plenary Session<br/>Opening and Welcome</b><br>(LOCATION)                                                               |  |
| 7:15 pm | <b>The "W's" of Elected Officials:</b><br><i>Who you are, why you are here, what you wish to accomplish?</i><br>(LOCATION) |  |
| 8:00 pm | <b>Decision Making in Local Government: Keynote</b><br>(LOCATION)                                                          |  |
| 9:00 pm | <b>Reception</b><br>(LOCATION)                                                                                             |  |

### Day Two

|         |                                                                                                                           |  |
|---------|---------------------------------------------------------------------------------------------------------------------------|--|
| 7:00 am | <b>Breakfast Buffet</b><br>(LOCATION)                                                                                     |  |
| 7:15 am | <b>Clinic Session - Making Meetings Work – Meeting Procedures 101</b><br><i>For newly elected officials</i><br>(LOCATION) |  |
| 8:30 am | <b>Orientation to the Day</b><br>(LOCATION)                                                                               |  |

|          |                                                                                                                                                                                                                                                   |  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 8:35 am  | <b>Roles &amp; Responsibilities</b><br><i>The roles and responsibilities of councillors/board members; staff/elected official relations &amp; the art of working together.</i><br>(LOCATION)                                                      |  |
| 10:00 am | <b>LGMA Presents</b><br>(LOCATION)                                                                                                                                                                                                                |  |
| 10:15 am | <b>An Elected Official Comments on Roles and Responsibilities</b>                                                                                                                                                                                 |  |
| 10:30 am | <b>Coffee Break</b><br>(LOCATION)                                                                                                                                                                                                                 |  |
| 10:50 am | <b>Concurrent Sessions</b>                                                                                                                                                                                                                        |  |
|          | <b>Newly Elected: Local Government Law</b><br><i>Overview of Community Charter and Local Government Act; statutory requirements, what you can do - what you can't; responsibilities, by-Laws and resolutions; types of meetings</i><br>(LOCATION) |  |
|          | <b>Returning Elected: Decision Making, Priority Setting and Thinking Strategically</b><br><i>The importance of good decision making and the value of priority setting.</i><br>(LOCATION)                                                          |  |
| 12:15 pm | <b>Lunch Buffet</b><br>(LOCATION)<br><br><b>Sponsor:</b>                                                                                                                                                                                          |  |
| 1:30 pm  | <b>Plenary Session</b><br><b>Communications and the Media</b><br><i>The art of media relations</i><br>(LOCATION)                                                                                                                                  |  |
| 2:30 pm  | <b>Coffee</b><br>(LOCATION)                                                                                                                                                                                                                       |  |
| 2:50 pm  | <b>UBCM Presents</b><br>(LOCATION)                                                                                                                                                                                                                |  |
| 3:20 pm  | <b>Municipalities and Regional Districts</b><br><i>Overview of Regional Districts</i><br>(LOCATION)                                                                                                                                               |  |
| 4:10 pm  | <b>Council in Partnership and Collaboration</b><br>(LOCATION)                                                                                                                                                                                     |  |
| 5:00 pm  | <b>Supper Break – On Your Own</b>                                                                                                                                                                                                                 |  |
| 7:15 pm  | <b>Mentoring Panel</b><br>(LOCATION)                                                                                                                                                                                                              |  |

|         |                |
|---------|----------------|
| 8:30 pm | <b>Adjourn</b> |
|---------|----------------|

**Day Three**

|          |                                                                                                                                                                             |                                                                                       |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 7:00 am  | <b>Breakfast Buffet</b><br>(LOCATION)                                                                                                                                       |                                                                                       |
|          | <b>Concurrent Clinics</b>                                                                                                                                                   |                                                                                       |
| 7:30 am  | <b>Clinic Session 1: Local Governments &amp; First Nations: Working Together</b><br>(LOCATION)                                                                              |                                                                                       |
|          | <b>Clinic Session 2: Municipal Insurance Association &amp; Risk Management</b><br>(LOCATION)                                                                                |                                                                                       |
| 8:30 am  | <b>Concurrent Sessions</b>                                                                                                                                                  |                                                                                       |
|          | <b>Newly Elected: Local Government Financial Management I</b><br><i>Budgeting - everything you want to know, need to ask ... and more</i><br>(LOCATION)                     |                                                                                       |
|          | <b>Returning Elected: Financial Management II</b><br><i>Strategic financial planning.</i><br>(LOCATION)                                                                     |                                                                                       |
| 10:30 am | <b>Coffee Break</b><br>(LOCATION)                                                                                                                                           |                                                                                       |
| 10:50 am | <b>Concurrent Sessions, Continued</b>                                                                                                                                       |                                                                                       |
|          | <b>Newly Elected: Local Government Community Planning</b><br><i>Why &amp; how we plan, the role of council &amp; staff</i><br>(LOCATION)                                    |                                                                                       |
|          | <b>Returning Elected: Citizen Engagement</b><br>(LOCATION)                                                                                                                  |                                                                                       |
| 12:15 pm | <b>Lunch Buffet</b><br>(LOCATION)                                                                                                                                           |                                                                                       |
|          | <b>The Minister of Community, Sport and Cultural Development</b>                                                                                                            | Honorable Ida Chong, Minister of Community, Sport and Cultural Development (Invited). |
| 1:30 pm  | <b>Plenary Session - Legal Clinic</b><br>Public Hearing Skit<br><i>Legal clinic and discussion on conflict of interest, liabilities, in-camera confidence</i><br>(LOCATION) |                                                                                       |
| 3:00 pm  | <b>Closing Comments and Adjourn</b>                                                                                                                                         |                                                                                       |

#3

**Mandy Koonts**

---

**Subject:** FW: Message sent on behalf of Interim CAO Grant McRadu

**From:** [REDACTED]

**Sent:** Friday, March 14, 2014 9:59 AM

**To:** Mandy Koonts; [REDACTED]

**Cc:** Council @ Lions Bay; Grant McRadu

**Subject:** RE: Message sent on behalf of Interim CAO Grant McRadu

To the residents of Lions Bay, Grant McRadu, Lions Bay Councilors and especially Ron McLaughlin,

My sincerest apologies for forwarding the email that I had received. Grant is 100% correct that I should have checked the factual content of the email that I had received.

[REDACTED]

**Mandy Koonts**

---

**Subject:** FW: Removal of Public Notice

**From:** [REDACTED]  
**Sent:** Saturday, March 22, 2014 10:54 AM  
**To:** Mandy Koonts  
**Cc:** Council @ Lions Bay; Grant McRadu  
**Subject:** Removal of Public Notice

Dear Acting CAO Koonts,

I respectfully request that the Village of Lions Bay remove the Notice [Letter to Residents](#) regarding perceived Conflict of Interest by Council member posted on March 14th, 2014.

Sincerely,

[REDACTED]

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|        |            |         |           |          |
|--------|------------|---------|-----------|----------|
| Type   | POLICY     |         | Policy No | POL-1402 |
| Title  | Volunteers |         |           |          |
| Author | M. Koonts  | Version | 1         |          |

### PURPOSE

The purpose of this policy is to ensure that the use of volunteers benefits the Village and the Volunteer while protecting both parties from potential risk and liability associated to the execution of volunteer tasks.

### DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

“Village” means the Village of Lions Bay

“Volunteer” means a person who, of their own free will, provides services to the community while under the general supervision of the Village or as a member of a committee or group appointed by Council, without compensation or other consideration

### POLICY

#### 1. Use of Volunteers

The Village believes that volunteerism is a key component of community development. Volunteers and the contributions they make through their efforts and activities significantly enhance the quality of life, increase community connections, and promote an environment of harmony and togetherness within the Village.

Volunteer placements will be flexible to allow the best fit with the talents, skills, and limitations of each volunteer. Where possible and appropriate, the assignments will be tailored to match the volunteer's skills and interests. Volunteer placements will be meaningful and significant.

Volunteers will not receive compensation of their work, but pre-approved expenses will be reimbursed. Employees may volunteer in direct service volunteer activities beyond their paid work if they so choose, but they cannot be directed to perform volunteer work and all volunteer activities must be clearly defined and agreed to in advance.

**This policy does not apply to volunteer firefighters or special interest groups operating in the Village.**

#### 2. Volunteer Environment

To ensure a rewarding experience, the Village is committed to meeting the following conditions for volunteers:

- An opportunity to make meaningful contributions to the Village;
- Recognition of efforts;
- Mutually respectful relationships;

- Clearly defined roles and responsibilities;
- Support and direction; and
- A positive volunteer environment.

### 3. Volunteer Recruiting

Volunteer recruitment efforts will target broad community involvement and will seek to represent the diversity within the population as a whole. Volunteers younger than 18 years of age must submit written consent from their parent or guardian before volunteering.

When volunteers are to be engaged in assignments that demand professional or technical expertise, they may be required to submit evidence of the following before being accepted as a volunteer:

- Technical ability;
- Relevant professional qualifications;
- Relevant experience; and
- Appropriate licensing or membership.

All volunteers must complete a Volunteer Information, Conduct & Waiver Form to be retained by the Village for the duration of the Volunteer's tenure. The Village may require the Volunteer to update this form periodically.

### 4. Categories

There are three types of Volunteer categories in the Village:

- i. Council-appointed volunteers
- ii. Volunteer groups
- iii. Individual volunteers

#### i. Council-Appointed Volunteers

This category applies to volunteers appointed to Standing and Select Committees of Council in accordance with the Village's Council Procedures Bylaw. Generally, these appointments are of an administrative nature and are considered to be low risk.

#### ii. Volunteer Groups

This category applies to specific community groups (refer to Appendix C – List of Groups) performing volunteer tasks in the Village, often independent of direct Village supervision. Generally, these appointments are of an operational nature and are considered to be medium risk.

#### iii. Individual Volunteers

This category applies to volunteers appointed to a unique and specific volunteer role with the Village, such as special project work. Generally, these appointments are of an administrative nature and are considered to be low risk. Individual volunteers will report directly to Village staff and will be provided with a clear outline of their responsibilities as well as orientation prior to commencement of their duties.

## 5. Reporting Requirements

The following reporting requirements apply to Council-Appointed Volunteers and Volunteer Groups:

- Must draft a Terms of Reference document, complete with mandate, to be reviewed on an annual basis;
- Must provide an annual workplan to Council each January for pre-approval (by resolution) prior to any project commencement; and
- Must report back to Council, on a quarterly basis at minimum, using the Committee Report Template.

Individual volunteers will report directly to the Village staff member supervising their assignment.

## 6. Insurance and Liability

The Village's municipal insurance policy protects both the Village and the Volunteer against claims from third parties, while the Volunteer is performing volunteer activities. Municipal coverage is in excess of any insurance already carried by the Volunteer. There is no cost to the Volunteer for this liability insurance coverage. The municipal insurance policy does not cover loss of, or damage to, the Volunteer's property (including vehicles).

Volunteers will be informed of any known, foreseeable, or relevant hazards which may be encountered while engaged in their assignments. Volunteers will not be exposed to, or asked to enter, situations that could reasonably be expected to be hazardous.

In certain circumstances, another level of government may legally protect volunteers from liability, and provide insurance. For example, a provincial insurance policy covers volunteers to the Provincial Emergency Program in some instances.

The Village provides insurance for the accidental death or disability of volunteers under the age of 85, and for certain medical or dental expenses as a result of an accident, as well as limited wage loss replacement applicable under specific conditions (refer to Appendix D). Insurance provided by the Village will not necessarily be sufficient to cover all costs or losses incurred by a volunteer as the result of an accident. Volunteers are encouraged to purchase additional private insurance coverage.

Any volunteer who becomes injured as a result of non-compliance with either the Code of Conduct or direction from Village staff will be disqualified from coverage under the municipal insurance policy.

## 7. Status

While on an assignment with the Village, volunteers will not represent themselves as anything other than a volunteer.

Volunteers must obtain written approval, from the Chief Administrative Officer or the Council, before taking any action or making any statement that might significantly affect or obligate the Village. Under no circumstances are volunteers to interact with members of the media at any time.

**8. Termination of Duties**

Any volunteer found to be acting in a manner not consistent with this policy will be immediately released from volunteer status with the Village.

**9. Other**

Volunteers are responsible for the safety and security of all their own personal property and possessions while volunteering with the Village.

**APPENDICES:**

- Appendix A: Volunteer Information, Code of Conduct and Waiver Form
- Appendix B: Committee Report Template
- Appendix C: Lions Bay Committees and Groups – Coverage Listing
- Appendix D: Schedule of AD&D Insurance Coverage

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

\_\_\_\_\_  
Mayor or Delegate

|                     |  |
|---------------------|--|
| Adopted by Council: |  |
|---------------------|--|



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

# VOLUNTEER INFORMATION FORM

### Policy Statement:

The Village believes that volunteerism is a key component of community development. Volunteers and the contributions they make through their efforts and activities significantly enhance the quality of life, increase community connections, and promote an environment of harmony and togetherness within the Village.

### Personal Information:

|                |                                                                                     |
|----------------|-------------------------------------------------------------------------------------|
| Name:          | Birthdate:                                                                          |
| Address:       |                                                                                     |
| City/Province: | Postal Code:                                                                        |
| Phone (H):     | Phone (C):                                                                          |
| Email:         | Add to Village ePost list? <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Volunteer Assignment:

|                             |
|-----------------------------|
| Committee or Group*:        |
| Appointment Date:           |
| Relevant Training (if any): |

☐ \*Check here if you participate on more than one committee. If so, list other participation on reverse

### Emergency Information:

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| Emergency Contact #1                                                                         |
| Name:                                                                                        |
| Relationship:                                                                                |
| Contact Phone:                                                                               |
| Emergency Contact #2                                                                         |
| Name:                                                                                        |
| Relationship:                                                                                |
| Contact Phone:                                                                               |
| Do you suffer from any medical conditions we should be aware of in the case of an emergency? |

**Consent to Use of Image**

I hereby give the Village of Lions Bay (the "Village") permission to use images of me in my volunteer role for any purposes in connection with reporting out on the Village and its activities, which may include annual reports, Village publications and/or postings on the Village website. The Village may crop, alter or modify images of me and combine such images with other images, text and/or graphics without notifying me.

I understand that my personal information, including images of me, is being collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, for the purposes noted above. I consent to my name and any other information provided by me to the Village being displayed in connection with the appearance of my image. I consent to any of my personal information, including images of me, being stored, accessed or disclosed in accordance with the terms noted herein.

- ☐ I give consent for the Village to use my image under the terms noted above.
- ☐ I **do not** give my consent for the Village to use my image in any way.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

**Volunteer Code of Conduct and Waiver**

As a volunteer with the Village of Lions Bay:

- ☐ I will display respect and courtesy for other employees, volunteers, clients and property of the Village.
- ☐ I will provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other negative actions.
- ☐ I will hold in confidence all sensitive, private and personal information obtained through the course of my volunteer duties.
- ☐ I will report unsafe conditions to the Village as soon as possible.
- ☐ I will keep Village staff informed of progress, concerns and problems within the area(s) in which I participate as a volunteer.
- ☐ I will work cooperatively as a team member with employees and other volunteers.
- ☐ I will keep personal opinions and actions separate from those made as a representative of this organization.
- ☐ I will not solicit gratuities, gifts or bequests for personal or professional benefit.
- ☐ I will not use or be under the influence of illegal drugs or alcohol while performing volunteer duties with the Village.
- ☐ I will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.
- ☐ **I will not participate in any work not previously authorized to be undertaken and I understand that, should I become injured as a result of participating in unauthorized projects, I will be disqualified from coverage under the Village's municipal insurance policy.**
- ☐ **I understand that non-compliance with these terms and conditions will result in the immediate termination of my volunteer duties with the Village of Lions Bay.**

I have read the Village of Lions Bay Code of Conduct and agree to abide by the statements above.

Volunteer:

Staff/Council Member:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Witnessed



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### COMMITTEE REPORT

Committee Name: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Projects This Period:

| Project Name | Status (delayed, in progress, completed) | Comments |
|--------------|------------------------------------------|----------|
|              |                                          |          |
|              |                                          |          |
|              |                                          |          |
|              |                                          |          |

New Projects Added to Workplan since last report (to be approved by Council resolution):

| Project Name | Details (include details of any additional funding requests, extra resources required, expected timeline, any other anticipated issues) |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|              |                                                                                                                                         |
|              |                                                                                                                                         |
|              |                                                                                                                                         |
|              |                                                                                                                                         |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### Schedule C: List of Village of Lions Bay Committees, Community Groups and Users

| <b>Volunteer Groups</b>           | <b>Coverage Required?</b> | <b>Coverage Level</b> |
|-----------------------------------|---------------------------|-----------------------|
| Board of Variance                 | Yes                       | 1                     |
| LB Reading Centre (library)       | Yes                       | 1                     |
| Bear Smart Committee              | Yes                       | 1                     |
| Filming Committee                 | Yes                       | 1                     |
| Infrastructure Committee          | Yes                       | 1                     |
| Secondary Suites Committee        | Yes                       | 1                     |
| Tree Committee                    | Yes                       | 2                     |
| Climate Action Task Force         | Yes                       | 1                     |
| Finance Advisory Committee        | Yes                       | 1                     |
| Emergency Social Services         | No                        | OI                    |
| Search & Rescue                   | No                        | OI                    |
| Emergency Operations Centre (EOC) | No                        | OI                    |
| Lions Bay Arts Council            | No                        | OI                    |
| <b>Special Interest Groups</b>    | <b>Coverage Required?</b> | <b>Coverage Level</b> |
| Trailblazers                      | N/A                       | N/A                   |
| Native Plant Garden Group         | N/A                       | N/A                   |
| Block Watch                       | N/A                       | N/A                   |
| Community Garden Group            | N/A                       | N/A                   |
| Historical Society                | N/A                       | N/A                   |
| LB Seniors Guild                  | N/A                       | N/A                   |
| Lions Bay PAC                     | N/A                       | N/A                   |
| Events Committee                  | N/A                       | N/A                   |

#### Coverage Level Notes:

1. Basic – for volunteers working primarily on an administrative basis
  2. Enhanced – for volunteers working within the Village under minimal supervision
- SI: Special Interest Groups – excluded from policy as they operate independently within the community; no staff participation, no oversight by Village
- OI: Outside Insurance – these groups are covered by other insurance policies (ie: provincial)

**Aon AD&D Insurance Program**  
*provided by SSQ Insurance*

**Village of Lions Bay**

**Accidental Death & Dismemberment**

|         |            |    |           |
|---------|------------|----|-----------|
| Class 1 | Volunteers | \$ | 50,000.00 |
|---------|------------|----|-----------|

|                         |                 |
|-------------------------|-----------------|
| Paralysis / Loss of Use | YES             |
| Aggregate Limit         | \$ 2,500,000.00 |

**Home-Maker Weekly Indemnity \* applicable to class 1**

|                            |                                   |    |        |
|----------------------------|-----------------------------------|----|--------|
| Total Disability - Class 1 | Maximum Period Payable - 13 weeks | \$ | 150.00 |
|----------------------------|-----------------------------------|----|--------|

\* *only available to active employed persons who are under the age of 65 years at the time of accident*

|                                         |                        |              |
|-----------------------------------------|------------------------|--------------|
| Blanket Medical/Accident Reimbursement  | \$                     | 10,000.00    |
| Accidental Dental Expense Benefit       | \$                     | 2,000.00     |
| Funeral Expense Benefit                 | \$                     | 5,000.00     |
| Occupational Training Benefit           | \$                     | 15,000.00    |
| Family Transportation Benefit           | \$                     | 15,000.00    |
| Home Alteration & Vehicle Modification  | \$                     | 15,000.00    |
| Repatriation Benefit                    | \$                     | 15,000.00    |
| Rehabilitation Benefit                  | \$                     | 15,000.00    |
| Hospital Indemnity                      | \$                     | 2,500.00     |
| Fracture, Dislocation, Tendon Severance | \$                     | 1,000.00     |
| Seat Belt Benefit                       | 10% to a maximum of \$ | 20,000.00    |
| Eyeglasses or Contact Lenses            | \$                     | 2,000.00     |
| Aircraft Coverage                       |                        | Yes          |
| Exposure and Disappearance              |                        | Yes          |
| Aggregate Limit                         | \$                     | 2,500,000.00 |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                            |              |           |          |
|------------|--------------------------------------------|--------------|-----------|----------|
| Type       | POLICY                                     |              | Policy No | POL-1403 |
| Title      | Conflict of Interest                       |              |           |          |
| Author     | M. Koonts                                  | Reviewed By: |           |          |
| Date       |                                            |              | Version   |          |
| Issued for | Regular Meeting of Council – July 22, 2014 |              |           |          |

### PURPOSE

The purpose of this policy is to protect Village of Lions Bay (“the Village”) from allegations of a conflict of interest and to establish guidelines for recognizing, disclosing, and responding to real or apparent conflicts of interest.

### POLICY

#### What is a Conflict of Interest?

A conflict of interest occurs when a Staff member’s professional or personal obligations, or personal or financial interests, compete with or differs from those of the Village. The size or nature of the benefit is not relevant to determining whether or not a conflict exists. An interest or benefit may be either direct, accruing directly to the Staff member, or it may be indirect, accruing to someone in a close relationship with the Staff member, such as a family member or friend.

Examples of conflicts of interest include:

- Soliciting work or resources in competition with the Village (whether for the Staff member or for an organization where the Staff member is employed/involved)
- Directly establishing, managing, recommending or terminating an employment relationship between the Village and a person with whom the Staff member is in a close personal relationship, such as family member, spouse, or friend
- Participating in decisions that may directly or indirectly benefit the Staff member

#### Disclosure of Conflict of Interest

Staff members will avoid conflicts of interest wherever possible.

If a real or apparent conflict of interest occurs or may occur, Staff members will fully disclose the conflict to the Chief Administrative Officer. The disclosure may be verbal or in writing and should include:

- the nature and extent of the conflict of interest; and
- the nature and amount of benefit that may be received either directly or indirectly.

The appearance of a conflict of interest will not result in summary action by the Village but will be explored further to determine the substance of the conflict.

#### Responding to Conflicts of Interest

Staff members will not participate in discussions or decision-making with respect to issues that place them in a real or apparent conflict of interest.

Staff members will abide by the Village's advice, obtained by legal opinion if necessary, regarding the resolution of a real or apparent conflict of interest.

*Receiving or Exchanging Gifts*

Accepting or exchanging gifts with members of the public is generally discouraged while acting in a professional role associated to the Village.

Staff members will not accept gifts where it might be inferred that the gift was intended to influence, or possibly would influence, Staff members in the performance of their duties.

All gifts given or received must be of nominal value, be appropriate to the circumstances, and must be declared to the Village CAO by submitting a completed Statement of Gift Disclosure form.

*Post-Employment*

Staff must not allow themselves to be influenced by plans for, or offers of, outside employment. Staff must not disclose any information obtained in the course of their employment that is not publicly available. This obligation continues even after a staff member leaves the employ of the Village.

**For matters involving Council members, the provisions of the BC Community Charter, Division 6 – Conflict of Interest will apply.**

*Appendices*

- Appendix A: Statement of Gift Disclosure

SEE ALSO:

- [BC Community Charter: Division 6 – Conflict of Interest](#)

Adopted by Council On:

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Corporate Officer

---

Mayor or Delegate



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

# Statement of Gift Disclosure

Complete this form when:

- A gift (or personal benefit) valued at more than \$30 is received and accepted as:
  - An incident of protocol,
  - A Municipal representative at speaking engagements, business meetings, technical presentations, or
  - A social obligation related to role with the Municipality
- A gift (or personal benefit) of any value is received and accepted for reasons other than listed above

|                                          |                |
|------------------------------------------|----------------|
| Name of staff member in receipt of gift: |                |
| Description of Gift:                     |                |
|                                          |                |
| Estimated value:                         | Date received: |
|                                          |                |

Source of gift or personal benefit:

|                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| Individual, group or corporation:                                                                |
| If from a corporation or group, provide the full name and address of the CEO/Executive Director: |
|                                                                                                  |

Circumstances under which the gift or personal benefit was received:

- ☐ Incident of protocol
- ☐ Municipal representative (e.g. speaking engagement, business meeting)
- ☐ Social obligation related to role with Municipality
- ☐ Other

Explain circumstances – indicate nature and date of protocol event, event and date where representing Municipality, or nature and date of social obligation. If received for other reasons, please explain

|  |
|--|
|  |
|--|

How was the gift disposed of:

- ☐ Submitted to CAO
- ☐ Remains in possession of gift recipient
- ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member in Receipt of Gift

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Disclosure Received By

\_\_\_\_\_  
Date Received

## Quick Reference Guide for Staff

### **A Statement of Gift Disclosure MUST be completed when:**

1. A gift is received as an incident of protocol, Municipality representative, or social obligation related to role with the Village of Lions Bay, and
  - the gift is kept by staff and is valued at more than \$30; OR
  - more than one gift is received and kept by a staff member from one source and the total value of the gifts in a calendar year exceeds \$30.
2. A gift of any value is received for reasons other than those listed above and is not returned to the donor. Such gifts must be immediately turned over to the CAO and require gift disclosure.

### **A Statement of Gift Disclosure is NOT required if:**

- The value of a gift received and kept is under \$30 and was received as an incident of protocol, a Municipal representative, or social obligation.
- A gift of any value is received for reasons other than as an incident of protocol, Municipality representative, or social obligation but the gift is immediately returned to the donor.

## Division 6 — Conflict of Interest

### Disclosure of conflict

**100** (1) This section applies to council members in relation to

- (a) council meetings,
- (b) council committee meetings, and
- (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].

(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.

(3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].

(4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

- (a) return to the meeting or attend another meeting of the same body,
- (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
- (c) after this, participate and vote in relation to the matter.

(5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].

(6) When a declaration under subsection (2) or a statement under subsection (4) is made,

- (a) the person recording the minutes of the meeting must record
  - (i) the member's declaration or statement,
  - (ii) the reasons given for it, and
  - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
- (b) unless a statement is made under subsection (4), the person

presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

### **Restrictions on participation if in conflict**

**101** (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.

(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.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Restrictions on inside influence**

**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.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Restrictions on outside influence**

**103** (1) In addition to the restriction under section 102, a council 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.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Exceptions from conflict restrictions**

**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.

(2) Despite sections 100 to 103, if a council member

- (a) has a legal right to be heard in respect of a matter or to make representations to council, and
- (b) is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

### **Restrictions on accepting gifts**

**105** (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) 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.

(3) A person who contravenes this section is disqualified from holding office as

described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

## **Disclosure of gifts**

**106** (1) This section applies if

- (a) a council member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds \$250 in value, or
- (b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

- (a) the nature of the gift or benefit,
- (b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,
- (c) when it was received, and
- (d) the circumstances under which it was given and accepted.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

## **Disclosure of contracts with council members and former council members**

**107** (1) If a municipality enters into a contract in which

- (a) a council member, or
- (b) a person who was a council member at any time during the previous 6 months,

has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.

(2) In addition to the obligation under section 100[disclosure of conflict], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

(3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 [disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

**Restrictions on use of insider information**

**108** (1) A council member or former council member must not use information or a record that

(a) was obtained in the performance of the member's office, and

(b) is not available to the general public,

for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1[disqualification for contravening conflict rules] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

**Disqualification from office for contravening conflict rules**

**108.1** A person disqualified from holding office under this Division is disqualified from holding office

(a) on a local government,

(b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*, or

(c) as a trustee under the *Islands Trust Act*

until the next general local election.

**Court order for person to give up financial gain**

**109** (1) If a council member or former council member has

(a) contravened this Division, and

(b) realized financial gain in relation to that contravention,

the municipality or an elector may apply to the Supreme Court for an order under this section.

(2) Within 7 days after the petition commencing an application under this section is filed, it must be served on

(a) the council member or former council member, and

(b) in the case of an application brought by an elector, the municipality.

(3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.

(4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Supreme Court Civil Rules.

- (5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

# Village of Lions Bay - Communications Survey 2014

Tuesday, July 15, 2014

Powered by  SurveyMonkey

**Total Responses: 147**  
**Web Submissions: 93**  
**Paper Submissions: 54**

Date Created: Wednesday, May 14, 2014

Complete Responses: 142

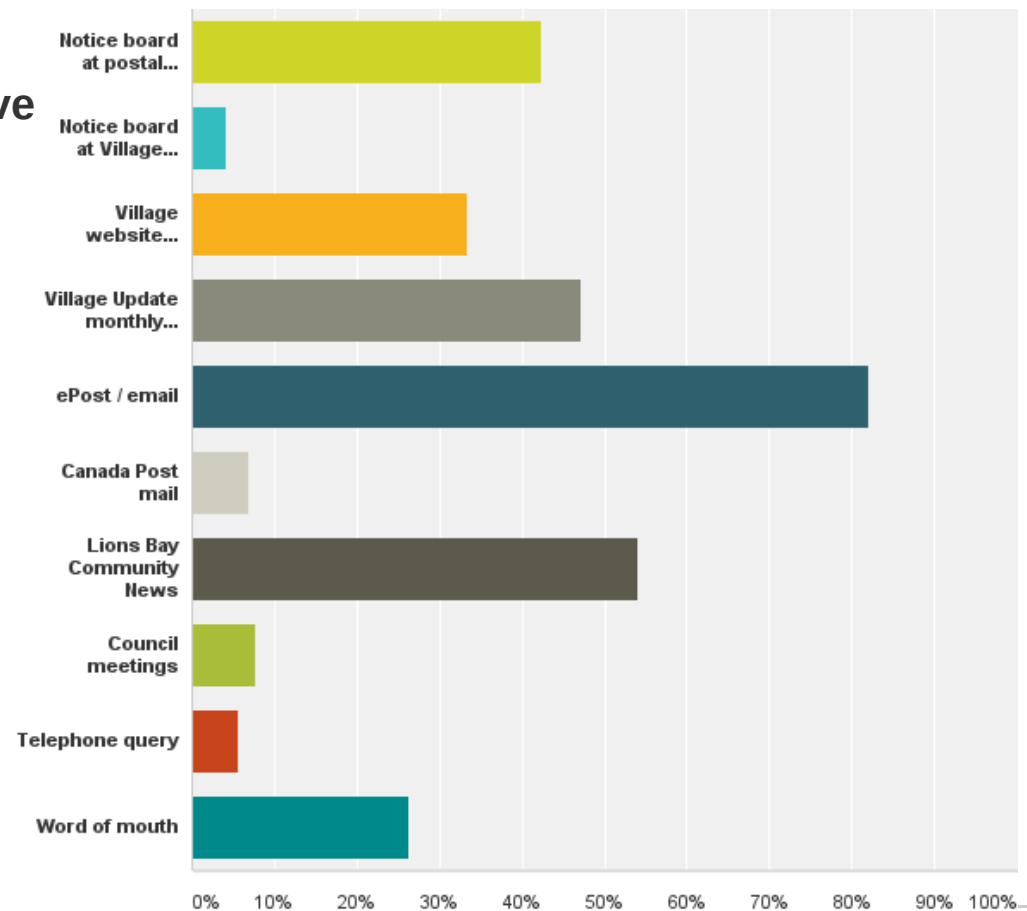
Powered by  SurveyMonkey

## Q1: How do you currently receive most Village communications? Check all that apply:

Answered: 144 Skipped: 3

### Top 3 Answers:

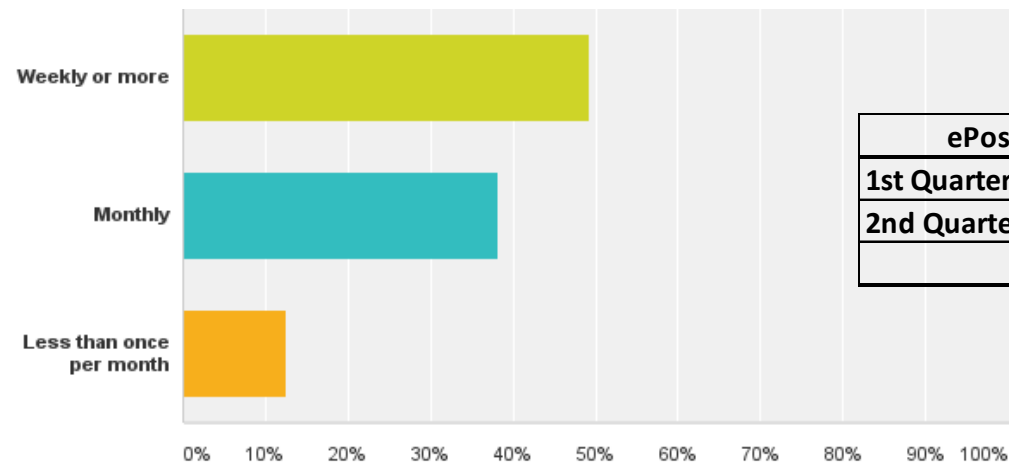
1. ePost / email (81.94%)
2. Lions Bay Community News (54.17%)
3. Village Update (47.22%)



Powered by  SurveyMonkey

Q2: How often do you receive communications from the Village?

Answered: 136 Skipped: 11



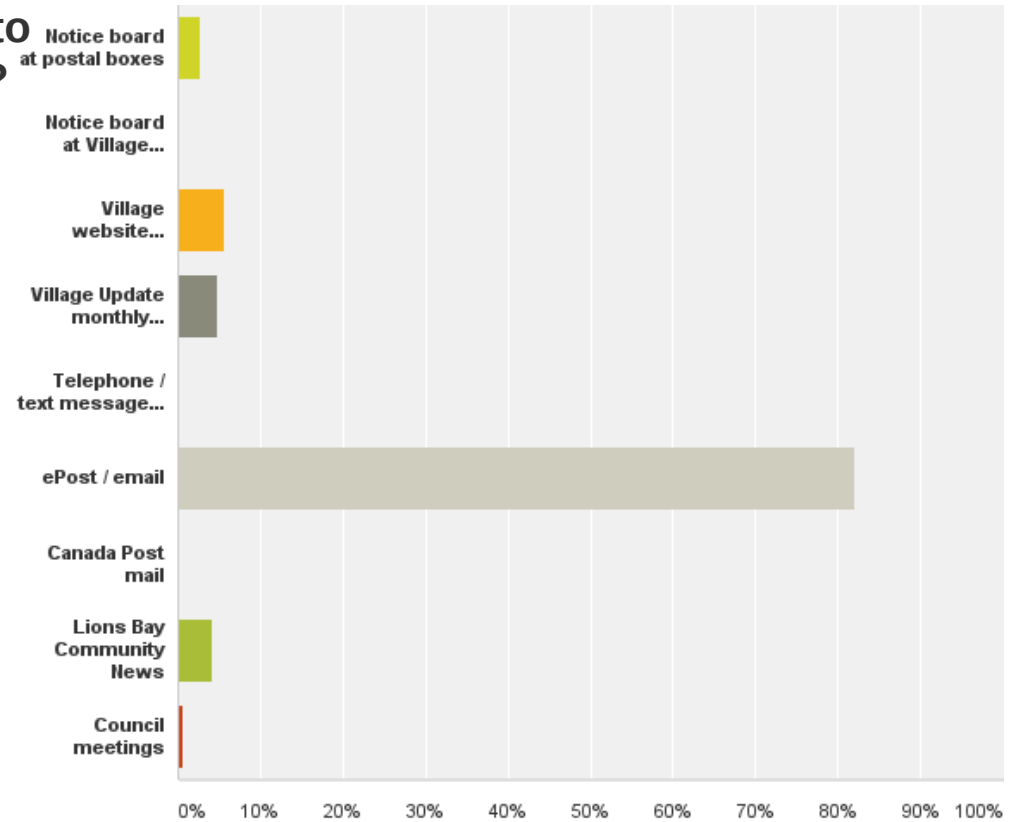
| ePosts sent | 2013 | 2014 |
|-------------|------|------|
| 1st Quarter | 12   | 22   |
| 2nd Quarter | 19   | 22   |
| Totals      | 31   | 44   |

### Q3: How would you most prefer to receive Village communications? Check one.

Answered: 144 Skipped: 3

#### Top 3 Answers:

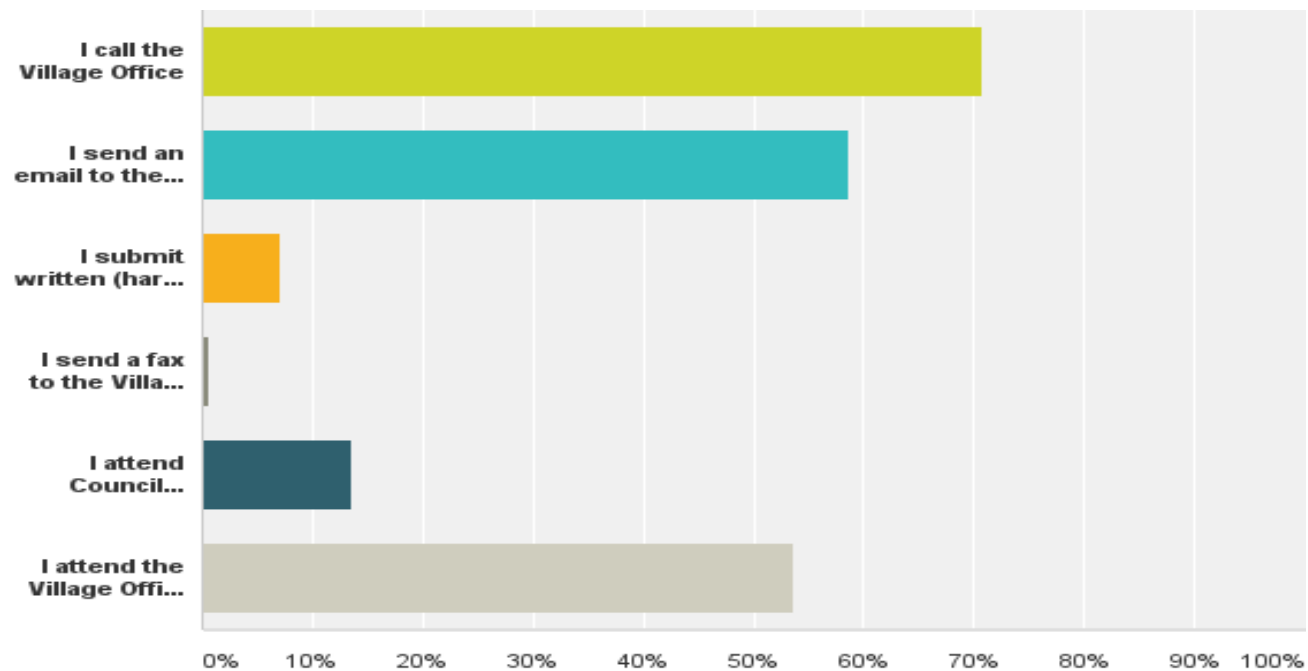
1. ePost / email (81.94%)
2. Village Website (5.56%)
3. Village Update (4.86%)



Powered by  SurveyMonkey

## Q4: How do you initiate communication with the Village? Check all that apply.

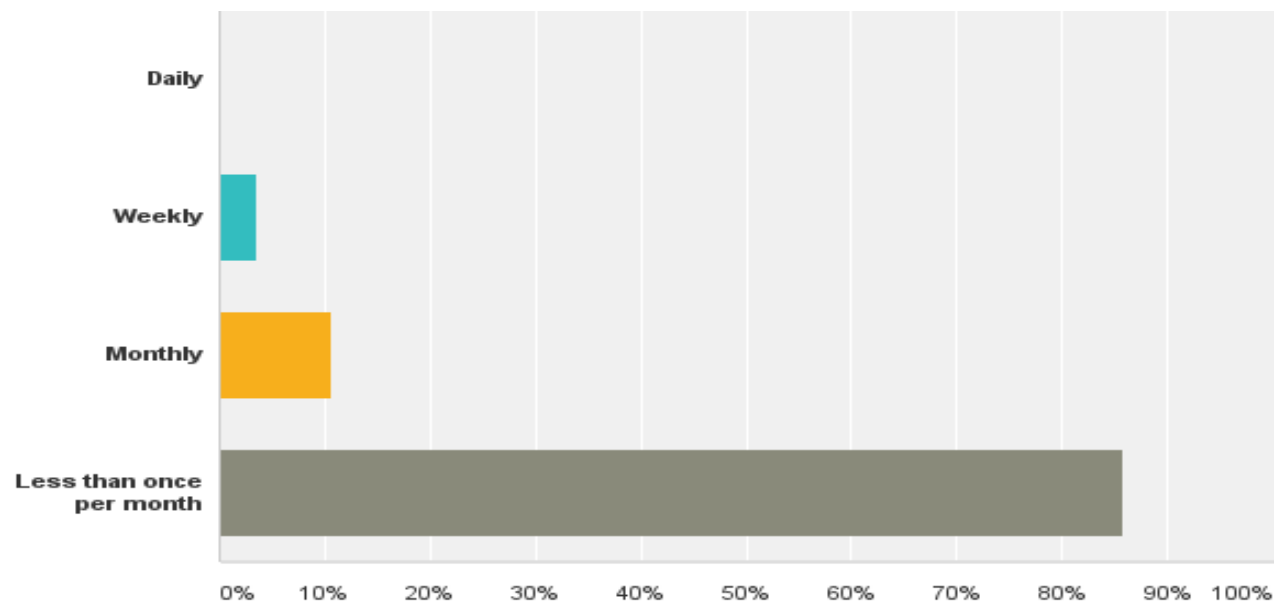
Answered: 140 Skipped: 7



Powered by  SurveyMonkey

## Q5: How often do you communicate with the Village? Check one.

Answered: 141 Skipped: 6



Powered by  SurveyMonkey

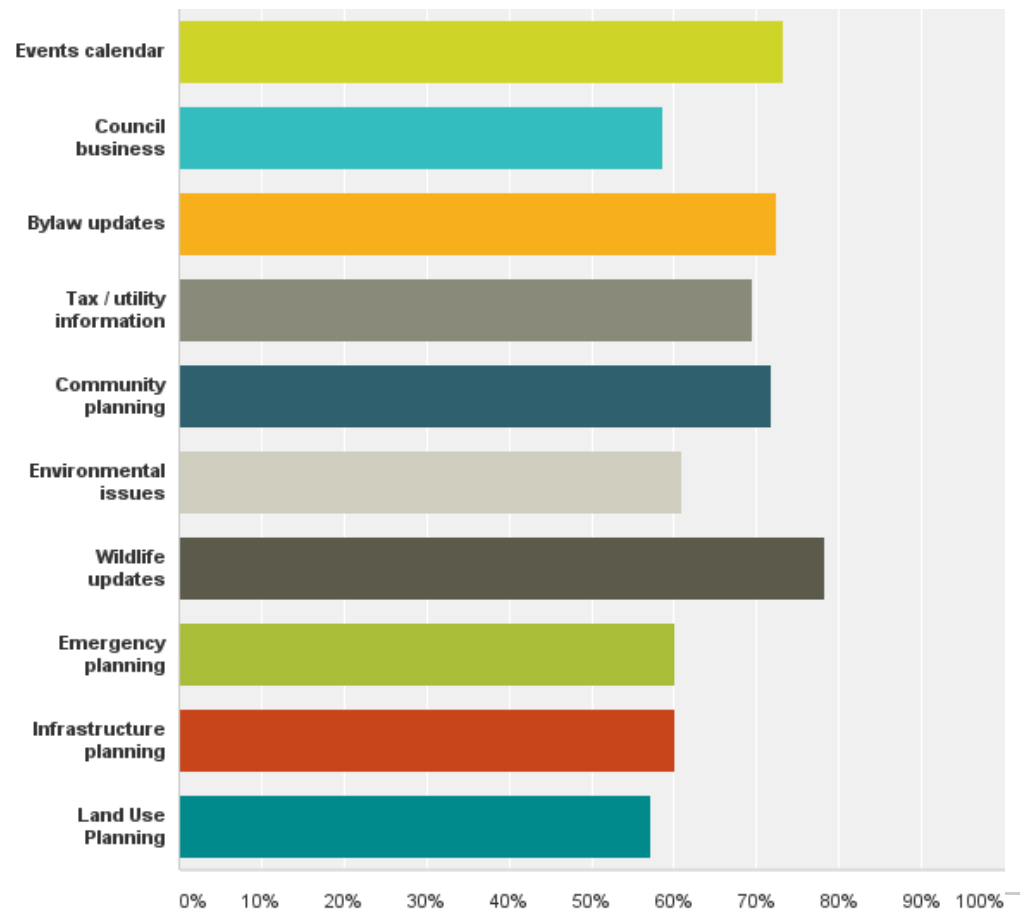
## Q6: What type of Village communication is/are most useful to you?

Check all that apply.

Answered: 138 Skipped: 9

### Top 3 Answers:

1. Wildlife Updates (78.26%)
2. Events Calendar (73.19%)
3. Bylaw Updates (72.46%)



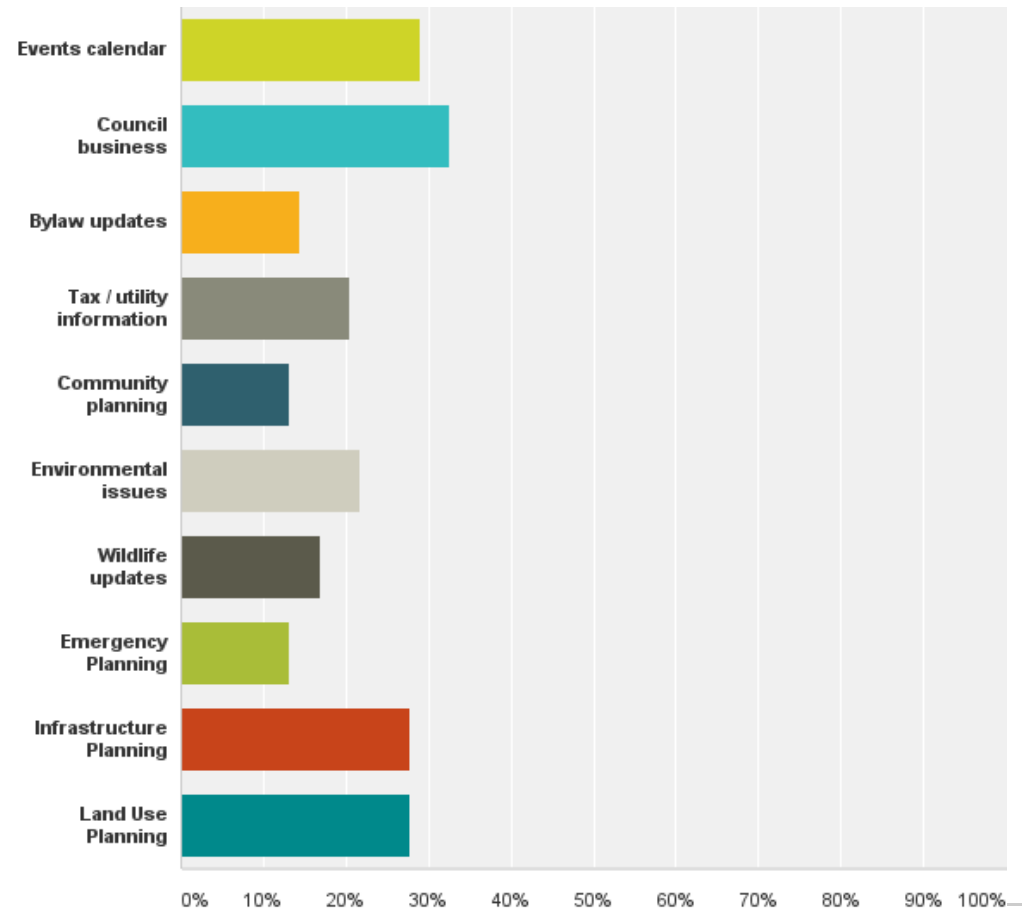
Powered by  SurveyMonkey

## Q7: What type of Village communication is/are least useful to you? Check all that apply.

Answered: 83 Skipped: 64

Top 3 Answers:

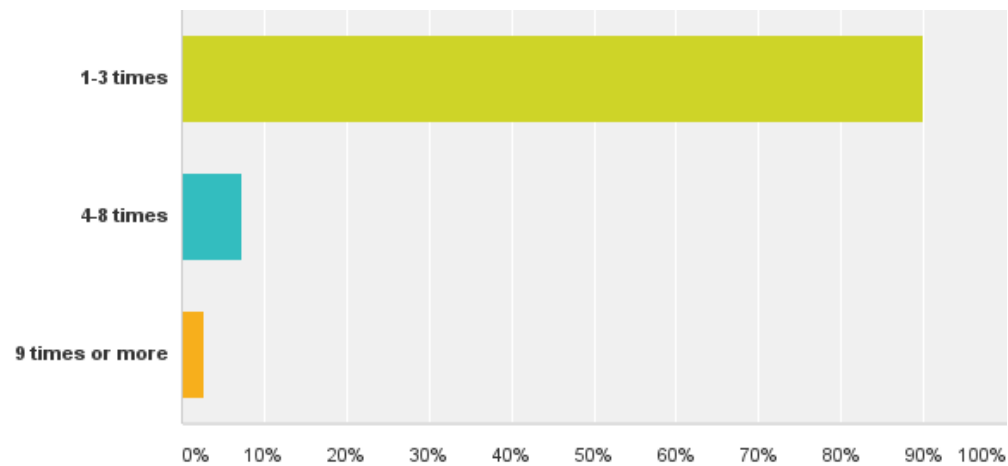
1. Council Business (32.53%)
2. Events Calendar (28.92%)
3. Infrastructure Planning (27.71%)  
Land Use Planning (27.71%)



Powered by  SurveyMonkey

## Q8: How often have you visited the Village website in the last month?

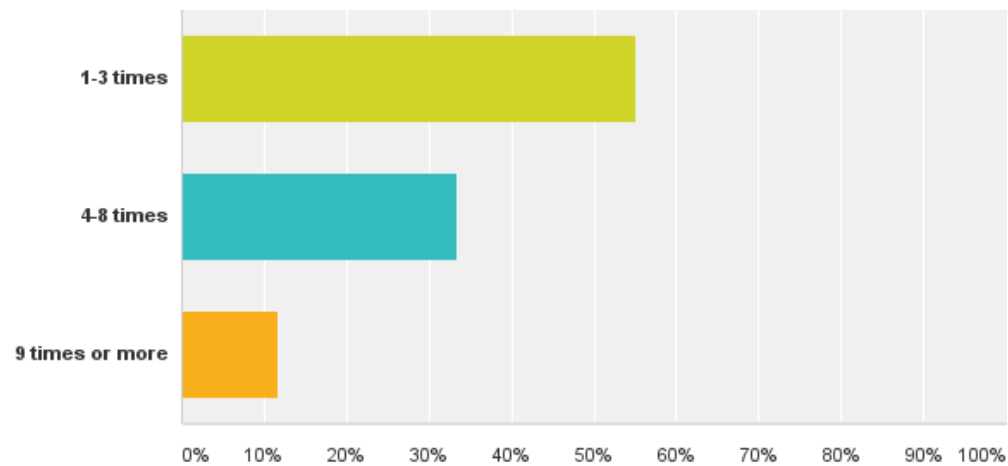
Answered: 109 Skipped: 38



Powered by  SurveyMonkey

## Q9: How often have you visited the Village website in the last 6 months?

Answered: 129 Skipped: 18



Powered by  SurveyMonkey

## Website Statistics

| Unique Web Visits | 2012 | 2013                   | 2014                                   |
|-------------------|------|------------------------|----------------------------------------|
| 1st Quarter       | 0    | 2879                   | 3004                                   |
| 2nd Quarter       | 1798 | 3283                   | 3501                                   |
| 3rd Quarter       | 3194 | 3999                   | TBD                                    |
| 4th Quarter       | 2696 | 3311                   | TBD                                    |
| <b>Totals</b>     | 7688 | 13472                  | 6505                                   |
|                   |      | up 54.67%<br>over 2012 | up 5.41%<br>over first half<br>of 2013 |
|                   |      |                        |                                        |
|                   |      |                        |                                        |

## Next Steps

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- Continue to use ePost and website as primary forms of Village communication
- Place hard copies of public web notices at postal office
- Research phone/text message software options for urgent communications
- Phase out of Village Update monthly newsletter
- Consider increased open hours for public assistance

Intentionally Blank

| Comments/Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No website visits in last month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Have never used the website. Village trees are out of control - hanging over roadways - obstructive views - are dangerously tall and MUST be thinned or REMOVED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Never used the website in last 6 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| no website visits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Since I am not interested in digital communication, providing links is important in terms of additional info - connecting and integrating the communication is essential in disseminating information widely.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| sound block of hwy noise, higher fence, control of city parkers who block parking space in local parking areas in lower Kelvin Grove.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Have a nice day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Have never visited the website. More email communication: events/deaths. Things that concern our Village.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| More communication is needed in advance of Council meetings - ie. more info re business to be discussed @ least a week in advance of meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| email reminder that taxes are due.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| I used lionsbay.net and the community magazine to keep updated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| The Village website is terrible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| There needs to be an advisement given at the post office of the following. Residents need to be clearly warned that if they fill out a form refusing junk mail, they will not be receiving any Village communications by paper - no notices of drinking water problems, hydro shutdowns, etc. If they want to refuse junk mail, they should MAKE VERY SURE they are on the e-mail/e-post list at the Village office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| You have very poor contact with the citizens. Please add my email to your list otherwise I rely on my neighbours to keep me informed (eg. the robbery 2 houses up from me on Bayview Rd.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| No website use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Never used website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| email works best for key and current communications otherwise post. News letter next then website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Placing frequent No Parking signs on our street without reason or notice was very poor communication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Please add me to epost list: (email address redacted)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Have never used the website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| These online surveys are great, quick and easy, thanks for asking!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| excellent for immediate/urgent notices (e.g. water turbidity or fire), the magazine helps us to feel more connected to our community, post office notices are easy to access for updates, the office is a handy central hub for questions/payments/etc...they are all useful tools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| There is a much room for improvement. The website improvements are a step in the right direction but information is out of date in many cases and information is missing. This may be an issue with Council planning and staff resources. e-posts about important events is the best form of communication for me, but even more advanced warning in of planned events would be better. For instance, the 5 year capital planning public meeting, more than the required notice would be helpful for an important meeting. Most information received is after the fact and long articles by Council members in the Lions Bay Community News quarterly issue are too long! We do not receive the print version of the Village Update in the mail as we do not get ad mail. I do go on-line if I really need to know. More direct personal communication by Council members to the community would be helpful and appropriate in a small village like this. Signing up for different type of e-posts may be a way for people to decide what information they want to receive electronically. Video recording of Council meetings in a professional manner would be a great help. Squamish does an excellent job of this. Thanks for asking! |
| notice boards should be accessible and secured so notices are not removed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Contact us on the Village website should be either names or department specific. It's quite confusing now.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| the more communication from the village the better!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Just keep us on the email list please (email address redacted)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Comments/Suggestions**

Regular emails - you determine the frequency but then stick to it. (Weekly or monthly). If there is no news - send out the email saying "nothing to report". If the email could be a brief (one sentence) update in each area (council news, bylaw updates, land use, etc.) and then a link to learn more on the topics of interest - the body of what you send out would seem too wordy and have people avoid reading it. Call if you need more specifics: (name vetted)

Posting at the mail box area is not enough when it comes to important requests affecting Community. Written disclosure to all should be given by email or letter form to ensure transparency and that all are informed. So many people do NOT read the postings at the mail as it is not known to be a legal site or way of informing public.

We think that you are doing a fine job of communicating!

excellent in format and contents.

What about the chemtrails we see everyday????is everyone blind or just in total denial ??? Who is spraying, what are THEY spraying ,; and WHY???

I would like to have more of a 'push' mechanism about Council business and agendas. I never go looking for it so if something is relevant it's by word of mouth. Would like to get emails with this info.

Would love it if the monthly update could be emailed out. Thanks!

We have not visited the village website, we just receive the e-mails.

Thank you for your efforts and for providing this Survey. Regards, (name vetted)

Letters submitted by residents when they are not dealing with personal issues but of personal concerns or interest should be posted in the minutes.

I would like to receive alerts and Emergency situations separate from everything else

I love getting email messages.

On the whole the information is fine. I do want to hear if people need help, are sick, need shopping done

Move to an email only communication policy. Assist luddites by providing training and PCs at the Library.

You should have an option on "visits to website" question of "1 or less in last 6 months" because that is how often I use the website. I'm in IT and I have always found the website very difficult to use and have given up trying unless there is absolutely no other choice. Even then I rarely find what I need.

editing minutes, by not sending out pertinent fact, by bringing in outsiders (consultants) to decide our fate and by attacking residents who try to bring some commonsense to the issues we are facing. Communications? What a complete joke, just like this survey. I hope we didn't pay someone to do it. And stop spending our taxes on some glossy magazine that is full of utter drivel - I don't need to hear about Ron's family, thanks. And most of the content has nothing to do with the village at all. Bring back The Seagull!!

Website could use improvement. Even when you know what you are looking for, it can be difficult to find it. Also not the most engaging layout.

Great stuff. Big thanks and please keep up the great work.

# MEMO

|              |                                                                          |
|--------------|--------------------------------------------------------------------------|
| <b>TO:</b>   | Mandy Koonts, Brenda Broughton - Village of Lions Bay                    |
| <b>CC:</b>   | Lindsay Carswell - Communications, GranFondo Canada                      |
| <b>FROM:</b> | Brianna Waldman - Event Lead, GranFondo Canada                           |
| <b>DATE:</b> | September 6, 2014                                                        |
| <b>RE:</b>   | <b>RBC GranFondo Whistler - Traffic Pattern Changes on September 6th</b> |

## Introduction

The fifth annual RBC GranFondo Whistler, which will take place on Saturday, September 6, 2014, will start in Vancouver's Stanley Park and finish at Whistler Olympic Plaza. As in past years, upwards of four thousand participants will be riding north through Lions Bay on Highway 99 during the morning.

This memo details the impacts to motorists who wish to travel north or south on Highway 99, during this morning period.

## Traffic Pattern Changes in Lions Bay on Saturday, September 6<sup>th</sup>

- Cyclists will ride through Lions Bay on the two northbound lanes of Hwy 99 from 7:15 am to 10:15 am.
- Counterflow vehicle traffic adjacent to cyclists will be in effect from Horseshoe Bay to Tunnel Point, with one lane northbound and one lane southbound available for motorists.
- Exiting and exiting Kelvin Grove, Lions Bay Ave and Centre Road will be accessible during this time from the west side of Hwy 99.
- Southbound Hwy 99 vehicle traffic will be re-routed at the Pasco Road exit, via the Old Highway 99 route (Horseshoe Bay Drive), to Marine Drive in West Vancouver, from 6:00 am to 11:00 am.

The map below illustrates the traffic pattern changes. A comprehensive list of traffic impacts and maps are available at [www.september13.ca](http://www.september13.ca).

It is our hope that you can publish this information on your website and share with your constituents. If you have any questions, please also feel free to contact me with any questions at 604-990-2510 x230.

