



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 19, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
 - A. Mr. Catalin Vlad (Page 5)
- 5. Adoption of Minutes**
 - A. December 15, 2015 – Regular Council Meeting (Page 11)
RECOMMENDATION: THAT the Village of Lions Bay Regular Council Meeting Minutes of December 15, 2015 be approved as circulated.
 - B. January 7, 2016 – Special Council Meeting (Page 17)
RECOMMENDATION: THAT the Village of Lions Bay Special Council Meeting Minutes of January 7, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
 - A. Action Items Report (Page 21)
- 7. Unfinished Business**
- 8. Reports**
 - A. Staff
 - i. Review of Tree Committee and Application #64 – Request for Decision (Page 23)
RECOMMENDATION: THAT Village of Lions Bay Tree Bylaw No. 393, 2007 (the “Tree Bylaw”) Terms of Reference, attached to the Tree Bylaw as Schedule D, be amended to provide that the presence of any 3 members of the Tree Committee at an open meeting thereof shall constitute quorum;

THAT Tree Cutting Application #64 be referred back to the Tree Committee to formulate a valid recommendation after posting a notice of open meeting;

THAT the draft minutes of the Tree Committee meetings be appended

to future Council meeting agendas for information; and

THAT the Tree Committee consider whether and how it may be able to address the issues identified in sections 3 (a) to (j) of this report for this and future Tree Cutting Applications.

ii. BDO Planning Report (Page 65)

RECOMMENDATION: THAT this report be received for information purposes.

iii. Rock Stack Wall at Magnesia Water Intake (Page 103)

RECOMMENDATION: THAT Council receive this report for information purposes.

B. Mayor

i. Standing Committee Appointments

C. Council

D. Committees

E. Emergency Services

i. RCMP Report (Page 105)

ii. LBFD Report (Page 107)

9. Resolutions

A. Appointments (Page 109)

RECOMMENDATION: THAT Peter DeJong be appointed as Chief Administrative Officer;

THAT Peter DeJong be appointed as Corporate Officer;

THAT Peter DeJong be appointed as Approving Officer;

THAT Peter DeJong be appointed as a Bylaw Enforcement Officer;

THAT Peter DeJong be appointed as a Bylaw Enforcement Screening Officer;

THAT Peter DeJong be appointed as the Head for the purposes of the Freedom of Information and Protection of Privacy Act (FOIPPA);

AND THAT Peter DeJong be added as a banking signatory in accordance with the requirements of the Bank of Nova Scotia;

WITH ALL appointments effective immediately.

B. Acting Mayor Schedule (Page 111)

RECOMMENDATION: THAT the following 2016 schedule for the Office of Acting Mayor, in the event the Mayor is absent, is approved:

January – March: Fred Bain

April – June: Jim Hughes

July – September: Ron McLaughlin

October – December: Helen Waterson

10. Bylaws

- A. Official Community Plan Amendment Bylaw No. 493 – Adoption (Page 113)
RECOMMENDATION: THAT the Official Community Plan Amendment Bylaw No. 493, 2015 be adopted.
- B. Fees and Charges Bylaw No. 497, 2016
RECOMMENDATION: Verbal Update from CAO DeJong

11. Correspondence

- A. List of Correspondence to January 14, 2016 (Page 127)
RECOMMENDATION: THAT the correspondence be received for information.

12. New Business

13. Public Questions & Comments

14. Resolution to Close Meeting

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (c), (e), (f), (i) and (n).

15. Reporting Out from Closed Portion of Meeting

16. Adjournment

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



DELEGATION REQUEST FORM

*Please forward your Delegation Request Form to the Village Office
by 12:00 pm, the Thursday prior to the regular Council meeting.
Delegations may speak for a maximum of 10 minutes total.*

Today's Date: JANUARY 12, '16 Council Meeting Date: JANUARY 19, '16

SUBJECT OF DELEGATION I wish to speak before the Council regarding:

1. THE NATIVE PLANT GARDEN
2. LANDSCAPING IMPROVEMENT
3. THE ADDITION OF TRAFFIC SIGNS ON SOUTHVIEW.

SUPPORTING MATERIAL I will provide additional information in advance of the Council meeting:
(by 4:00 pm the Wednesday prior to the Council meeting so that the material can be included in Council package.)

1. LAND SURVEY DRAWINGS
2. PICTURES FOR ABOVE SUBJECTS

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

- # 1. LIMITS AND HOURS OF OPERATION ON NATIVE PLANT GARDEN.
- # 2. ADDING ~~NO~~ PARKING SIGNS ON SOUTHVIEW ^{PL}
- # 3. APPROVAL OF IMPROVEMENT OF LANDSCAPE SURROUNDING OUR PROPERTY AT OUR OWN COST.

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: CATALIN VLAD

Signature: [Signature]

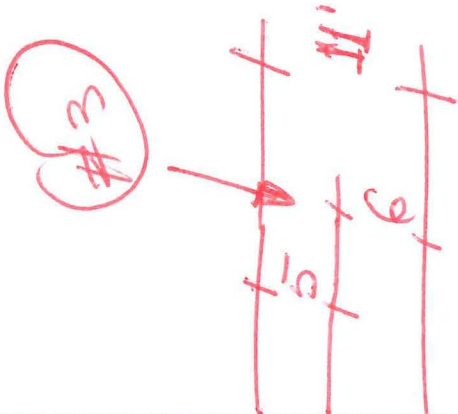
Organization (if any):

Address: 15 Southview Place

Phone: 7786687458 Fax:

Email: wcem@shaw.ca

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

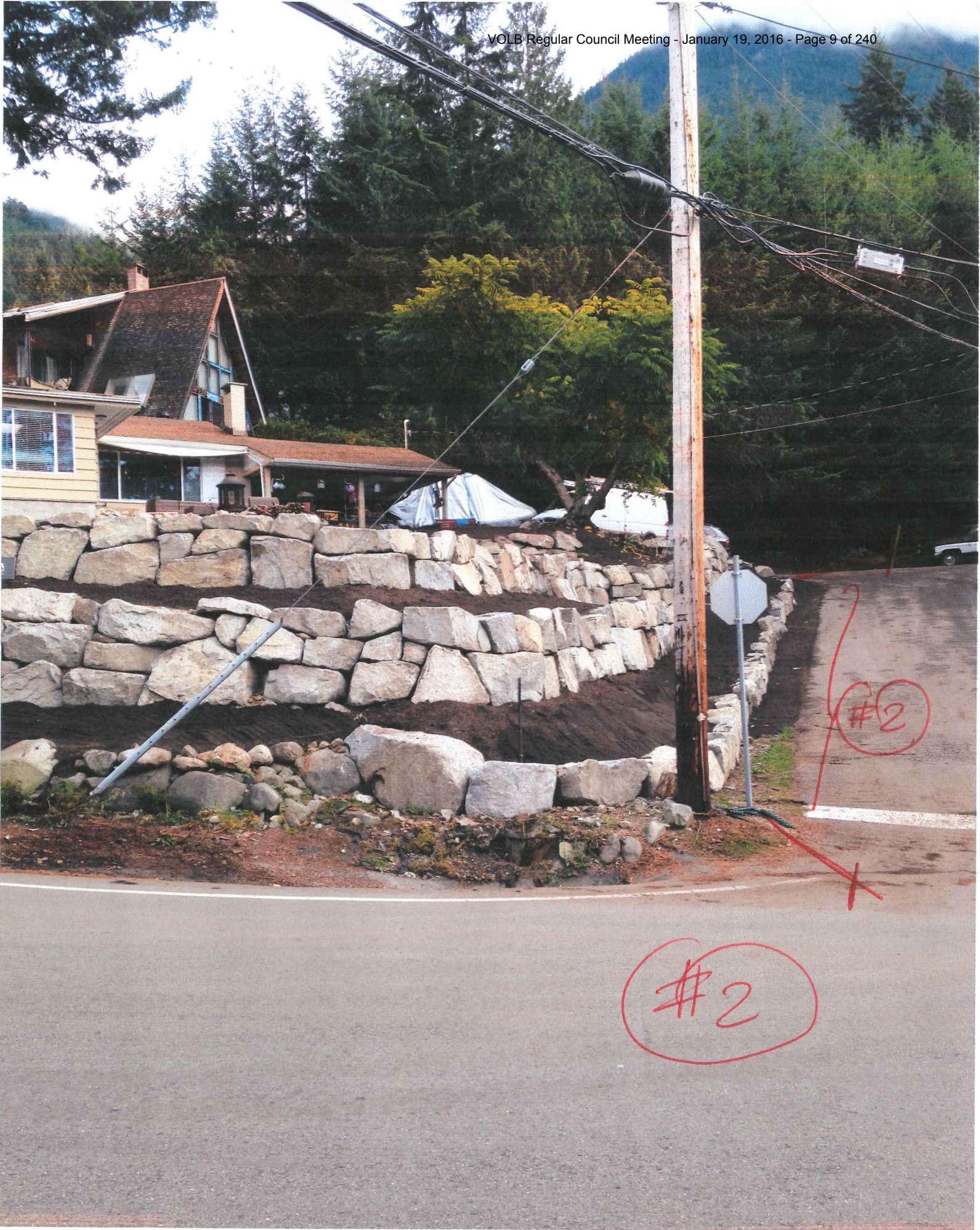


#3



#3





Pursuant to Section 68(1) of the Land Title Act
BCGS 92G.044

THE INTENDED PLOT SIZE OF THIS PLAN IS 280 MM IN WIDTH BY 432 MM IN HEIGHT (B SIZE)
WHEN PLOTTED AT A SCALE OF 1:500.

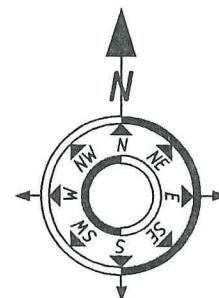
GRID BEARINGS ARE DERIVED FROM DUAL FREQUENCY GNSS RTN OBSERVATIONS
ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED.
TO COMPUTE GRID DISTANCES, MULTIPLY GROUND LEVEL DISTANCES BY
THE AVERAGE COMBINED FACTOR OF 0.99959889.

THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 30.2 METRES.

¹TM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED ARE DERIVED DUAL FREQUENCY GNSS RTN OBSERVATIONS TO PLEIADES RTN BASE STATION RTCM-REF0028.

VOLB Regular Council Meeting - January 19, 2016 - Page 10 of 240



- DENOTES LEAD PLUG FOUND
- DENOTES LEAD PLUG SET
- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET

PP DENOTES POSTING PLAN

NF DENOTES NOT FOUND

U. DENOTES UNREGISTERED

+ DENOTES UNMARKED MEASURED POINT

NOTE: THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S).

DATUM: NAD83 (CSRS) 4.0.0.BC.1.GVRD., ZONE 10
UTM NORTHING = 5,478,348.65
UTM EASTING = 482,757.90
POINT COMBINED FACTOR = 0.9995989
ESTIMATED POSTIONAL ACCURACY = 0.04M
CONVERGENCE = -0° 10' 50"

IRVEYING LTD

ADWAY
15T 1W0
22

www.360surveys.ca

JOB: 2014090
PID: 009-488-456

FILE: 2014090.DWG

FB: 007 (13-14)

THIS PLAN LIES WITHIN THE GREATER
VANCOUVER REGIONAL DISTRICT
(LIONS BAY)

THE FIELD SURVEY REPRESENTED
BY THIS PLAN WAS COMPLETED ON
THE 17TH DAY OF AUGUST, 2014
EVGENY PETUSHKOV, BCLS (919)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 15, 2015 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin
Councillor Helen Waterson
Chief Financial Officer Pamela Rooke
Office Coordinator Shawna Gilroy (Recorder)

Attendees in Gallery: 7

1. Call to Order

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

2. Approval of Agenda

The following items were added on-table:

- Item 9B – Water User Rates and Parcel Tax Restructure
- Item 9C – 2016 Budget Considerations
- Item 9D – Santa's Breakfast Reimbursement Request
- Item 9E – Trailblazers Reimbursements
- Item 14 – Closed Resolution
- Item 15 – Reporting Out

Item 12B was removed from the agenda.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the December 15, 2015 Regular Council meeting, as amended.

CARRIED

3. Public Participation

4. Delegations

A. Lions Bay Playschool Association

The Lions Bay Playschool Association presented their reasoning for a request of reimbursement for work completed at the Village Hall.

Councillor Hughes joined the meeting at 7:06 p.m.

B. My Sea to Sky – Woodfibre LNG Proposal

My Sea to Sky presented Council with a slideshow presentation on the LNG Pipeline which has been proposed for Howe Sound and the concerns with the project. They queried whether Council amend the resolution passed last year and to inform Minister McKenna.

5. Adoption of Minutes

A. November 17, 2015 – Regular Council Meeting

Item 9A – Second Alternate for Metro and Mayor's Council

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the November 17, 2015 Regular Council meeting, as amended.

CARRIED

B. November 26, 2015 – Special Council Meeting

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the November 26, 2015 Special Council meeting, as submitted.

CARRIED

6. Business Arising from the Minutes

A. Action Items Report

Council reviewed the action items report.

7. Unfinished Business

A. Parking Plan Committee – Terms of Reference Update

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approve the amended Terms of Reference for the Lions Bay Parking Plan Committee.

CARRIED

8. Reports

A. Staff

i. Public Works Manager Report

Council reviewed the Public Works Manager report.

ii. Interim CAO Exit Report

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the Interim CAO Exit Report.

CARRIED

B. Mayor

None

C. Council

i. Emergency Preparedness & Business Continuity Report

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the Emergency Preparedness and Business Continuity report.

CARRIED

ACTION: Mayor Buhr to produce a resolution on explicit action on the rail line.

D. Committees

i. Lions Bay Parking Survey

Councillor Waterson updated Council on the number of completed parking survey's which were provided to the village.

E. Emergency Services

Council reviewed the Emergency Services reports.

ACTION: Staff to request that the report indicates whether the MVA was in the Village or on the highway.

9. Resolutions

A. Repeal "Second Alternate for Metro & Mayor's Council" Resolution

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council repeal the resolution passed on November 17, 2015, called "Second Alternate for Metro and Mayor's Council".

CARRIED

B. Water User Rates and Parcel Tax Restructure

This item was brought forward from the December 15, 2015 Council Strategy Committee Meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receive the Water User Rates and Parcel Tax Restructure report as presented in the Council Strategy Committee Meeting on December 15, 2015 for information purposes and directs staff to commence the process to repeal Bylaw 130, in order to consolidate user rates and parcel tax for water services within the Village of Lions Bay (VOLB) and apply the consolidated water rate to all residents of the VOLB including residents of Brunswick Beach.

CARRIED

C. 2016 Budget Considerations

This item was brought forward from the December 15, 2015 Council Strategy Committee Meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council review the items highlighted over the Christmas break, in conjunction with the staff's concurrently presented overview budget, to begin the 2016 budget discussion in earnest starting January.

CARRIED

D. Santa's Breakfast Reimbursement Request

This item was brought forward from the December 15, 2015 Council Strategy Committee Meeting.

Councillor McLaughlin recused himself from the meeting at 8:04 p.m.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council agree to reimburse \$500 costs paid to the Village of Lions Bay for rental of tables and chairs, labor costs to move and return the items, and damage deposits to support the Playschool Association's Santa's Breakfast held at Lions Bay School on December 5, 2015, in lieu of a 2015 Municipal Grant.

CARRIED

Councillor McLaughlin rejoined the meeting at 8:08 p.m.

E. Trailblazers Reimbursement

This item was brought forward from the December 15, 2015 Council Strategy Committee Meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council agree to waive the table rental fees for the Trailblazer's Erin Moore Memorial event as an addition to their 2015 Municipal Grant.

CARRIED

10. Bylaws

A. Fees & Charges Bylaw No. 497 – First and Second Reading

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council pass first and second reading of Fees and Charges Bylaw No. 497.

CARRIED

ACTION: CAO DeJong to review the Fees and Charges Bylaw No. 497 before it comes to third reading at the January 19, 2016 Regular Council Meeting.

B. Official Community Plan Amendment Bylaw No. 493 – Third Reading (Tabled)

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council accept the requested changes made by Metro Vancouver to the Regional Context Statement of the Official Community Plan Amendment Bylaw No. 493;

AND THAT Council review the proposed amendments made by TransLink;

AND THAT Council approve third reading of Official Community Plan Amendment Bylaw No. 493, as amended.

CARRIED

C. Indemnification Bylaw No. 496 – Third Reading (Tabled)

The Indemnification Bylaw No. 496 was tabled until CAO DeJong can review it and bring it forward at a future Council meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council tabled third reading of the Indemnification Bylaw No. 496.

TABLED

ACTION: Indemnification Bylaw No. 496 was tabled until CAO DeJong reviews it.

11. Correspondence

Council reviewed the correspondence inclusive to December 10, 2015.

12. New Business

A. 2016 Council Meeting Schedule

Council agreed to cancel the January 5, 2016 Regular Council meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the 2016 Council Meeting Schedule, as amended.

CARRIED

13. Public Questions & Comments

14. Closed Resolution

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the December 15, 2015 Regular Council Meeting to the public at 8:35 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:

- e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

15. Reporting Out

Council reported out that staff has been directed to provide a recommendation on an offer to purchase a portion of Village-owned esplanade, and that staff was directed to pay an additional \$1000 plus GST to Ideal Property Works Inc. in respect of work done in the Playschool facility at the Village Hall.

16. Adjournment

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the December 15, 2015 Regular Council meeting at 9:08 p.m.

CARRIED

Mayor

CAO

Date Adopted by Council:	
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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, JANUARY 7, 2016 at 5:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Karl Buhr
Councillor Fred Bain
Councillor Ron McLaughlin
Councillor Helen Waterson

Regrets: Councillor Jim Hughes

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Office Coordinator Shawna Gilroy (Recorder)
Municipal Accountant Hayley Cook
Administrative Assistant Susan Loutet

1. Call to Order

Mayor Buhr called the meeting to order at 5:00 p.m.

2. Approval of Agenda

Moved/Seconded

THAT the 2016 Budget Requests spreadsheet be added and the agenda be approved.

CARRIED

3. Public Participation

None

4. Delegations

None

5. Adoption of Minutes

None

6. Business Arising from the Minutes

None

7. Unfinished Business

None

8. Reports

None

9. Resolutions

None

10. Bylaws

None

11. Correspondence

None

12. New Business

A. Introduction of CAO

CAO DeJong was welcomed to the Village of Lions Bay.

B. Budget Discussion

Moved/Seconded

THAT the items attached to the minutes as Schedule A be received as placeholders for further discussion in the budget process.

CARRIED

C. Meeting with MP Pamela Goldsmith-Jones

CAO DeJong and Mayor Buhr will meet with MP Goldsmith-Jones on Friday, January 8, 2016 and queried whether Council had any requests for discussion at the meeting.

13. Public Questions & Comments

None

14. Closed Council Meeting

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following section of the *Community Charter*:

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

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

CARRIED

Mayor Buhr Opposed

The meeting was closed to the public at 6:18 p.m.

The meeting was re-opened to the public at 6:24 p.m.

15. Reporting Out
None

16. Adjournment
Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:25 p.m.

Mayor

Corporate Officer

Date Adopted by Council:	
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SCHEDULE A - Special Council Meeting - January 7/16

Project	Cost Estimate	Notes
Poster printer and cartridges	2,000	
Central Beach remediation, other than washrooms	10,000	
Renovate or replace all village notice boards, sandwich boards	3,000	
Install thermostat in Council Chambers	250	
Install fixed geo-spatial (not reference marker) survey markers on creep-prone slopes	2,000	
PW radio equipment	2,000	
Omni-directional podium mike	500	
Inspection drone for intakes	4,000	
Community center sound system	2,000	
Transfer to Roads and Drainage Fund	53,000	
Central Beach washroom rebuild (lipstick on a pig format)	20,000	
New sign/signage as a result of the Parking Committee recommendations	17,500	
Evacuation planning	20,000	
Arbourist to review public drought-stressed trees	2,500	
OCP, incorporating landscape architect's report, land use report	65,000	
June 8/15 tree cut recommendations at Central Beach	5,000	
Potential increased professional fees - ongoing legal	15,000	
Communication improvement - update website, alternative to Municipal Update	5,000	
Communication Policy and staff training	5,000	
Wildlife Working Group Community Grant (New)	500	
Long Term Community Service Awards (New)	500	
Emergency Planning/EOC training and excercises	5,000	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Action Items Report		
Author	S. Gilroy	Reviewed By:	
Date	December 15, 2015	Version	
Issued for	January 19, 2016 Regular Council Meeting		

For Council's review, these are the action items carried over from all previous Council meetings, including the most recent meeting.

#	Meeting Date	Action Item Details
1	September 1, 2015	<i>4B – Delegations – Mr. David Shore</i> (No fixed deadline) Staff to craft a report to evaluate the existing suite of bylaws to see if a loophole exists against residential zoning; Council to then look at changing bylaws to close loopholes.
2	September 1, 2015	<i>8Div – NBCF and DFA Funded Works at Magnesia</i> Ms. Hoglund to research what contractor completed the previous construction of the rock wall and if the design included anchor bolts. <i>Added on October 6, 2015: Staff to bring forward a report on when, who and what was supposed to be done.</i>
3	October 6, 2015	<i>8Ai – Reports – CAO</i> Item 9 – Emergency Planning Committee to be struck and the emergency siren to be deferred to that time.
4	November 17, 2015	<i>8Di – Reports – Trees, Views & Landscapes Committee – Tree Application #63</i> Staff to bring forward the Terms of Reference for the Trees, Views & Landscapes Committee.
5	December 15, 2015	<i>8Ci – Reports – Emergency Preparedness & Business Continuity Report</i> Mayor Buhr to produce a resolution on explicit action on the rail line.
6	December 15, 2015	<i>8E – Reports – Emergency Services</i> Staff to request that the report indicates whether the MVA was in the village or on the highway.
7	December 15, 2015	<i>10A – Bylaws – Fees & Charges Bylaw No. 497 – First and Second Reading</i> CAO DeJong to review the Fees and Charges Bylaw No. 497 before it comes to third reading at the January 19, 2016 Regular Council Meeting.
8	December 15, 2015	<i>10C – Bylaws – Indemnification Bylaw No. 496 – Third Reading (Tabled)</i> Indemnification Bylaw No. 496 was tabled until CAO Dejong reviews it.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council – Request for Decision			
Title	Review of Tree Committee and Application #64 – Request for Decision			
Author	P. DeJong	Reviewed By:		
Date	January 14, 2016		Version	
Issued for	January 19, 2016 Regular Council Meeting			

1. Recommendation

- (a) THAT Village of Lions Bay Tree Bylaw No. 393, 2007 (the “Tree Bylaw”) Terms of Reference, attached to the Tree Bylaw as Schedule D, be amended to provide that the presence of any 3 members of the Tree Committee at an open meeting thereof shall constitute quorum;
- (b) THAT Tree Cutting Application #64 be referred back to the Tree Committee to formulate a valid recommendation after posting a notice of open meeting;
- (c) THAT the draft minutes of the Tree Committee meetings be appended to future Council meeting agendas for information; and
- (d) THAT the Tree Committee consider whether and how it may be able to address the issues identified in sections 3 (a) to (j) of this report for this and future Tree Cutting Applications.

2. Attachments

- (a) Village of Lions Bay Tree Bylaw No. 393, 2007 (the “Tree Bylaw”);
- (b) Recommendation of Tree Committee dated January 7, 2016;
- (c) Application materials regarding Tree Cutting Application #64; and
- (d) Correspondence related to Application #64.

3. Key Information and Issues

Staff has reviewed the Tree Cutting Application #64 in conjunction with a review of the Tree Bylaw. A number of perceived issues have been noted with the application vis-à-vis the Tree Bylaw including:

- (a) The trees proposed to be cut or topped have not been fully described per the Tree Bylaw;
- (b) There is no reference to the heights or diameters of the subject trees per the Tree Bylaw;
- (c) There is no confirmation that none of the trees are “Significant Trees” as defined by the Tree Bylaw;
- (d) There is no reference to whether a replanting plan should be required or whether, in the circumstances it is inapplicable or irrelevant and why;
- (e) There is no analysis by the Tree Committee of the objections of the neighbour at 395 Oceanview Drive or whether the recommendation to Council satisfactorily addresses her

concerns;

- (f) There is evidence that the neighbour does not fully comprehend the Tree Cutting Permit Application process or her right to be heard;
- (g) The Tree Bylaw, section 3.4.3, is ambiguous about how an application will be published and to whom or to what body a neighbour may provide comment in writing;
- (h) There is no explanation as to why the Tree Cutting Permit should be held open until January 1, 2019;
- (i) There is no reference by the Tree Committee to the concerns expressed by the Public Works Department regarding topping of trees as opposed to cutting them at their base or an analysis or discussion as to the rationale for these concerns;
- (j) It is unclear as to when and where the Tree Committee held an open meeting with due notice to the public or that such meeting met the quorum requirements of the Tree Bylaw and there are no draft minutes for the benefit of Council's review.

With respect to issue 3 (j), it should be noted that the Tree Bylaw, Schedule D, requires that the Tree Committee be composed of 1 Councillor and 4 residents of Lions Bay. A meeting of this select committee of Council must, to meet quorum as stipulated in the Terms of Reference, have at least 2 resident members and 1 Councillor present at the meeting. It would appear that Councillor McLaughlin would have had to recuse himself from that portion of the meeting where a vote would be taken on the recommendation to Council with respect to this application. At that point in time, the Committee would've lost quorum and would've been unable to formulate a valid recommendation to Council. Under section 3.4.2 of the Tree Bylaw, Council is to make a decision after receiving the recommendation of the Tree Committee.

4. Options

- (a) Appoint someone other than Councillor McLaughlin to the Tree Committee. It should be noted that appointments are stated in the Terms of Reference to be for a 3 year term – but staff has only been able to find resolutions appointing Simon Waterson (January 6, 2015) and Mike Jury (November 26, 2015) so there is some concern about the other appointments in any event;
- (b) Amend the Terms of Reference for the Tree Committee to appoint a 2nd Councillor or to only require *any* 3 members to be present for there to be a quorum for meeting purposes;
- (c) Refer the matter back to the Tree Committee to formulate a valid recommendation after posting a notice of open meeting - Council may also wish to ask the Tree Committee to address all, or some, of the issues with the application as identified above;
- (d) Approve the Tree Committee Recommendation presently before Council notwithstanding the issues noted above – staff would caution against this course of action.

5. Preferred Strategy

Options 4 (b) and (c) are encompassed by the recommendations of staff at this time.

Respectfully Submitted:

*Peter DeJong
Chief Administrative Officer
Village of Lions Bay*

VILLAGE OF LIONS BAY

BYLAW No. 393, 2007

TREE BYLAW

**A Bylaw to manage the preservation and replacement of,
and to regulate the pruning and removal of, trees on municipally owned lands.**

WHEREAS the Council wishes to manage trees on municipal lands in order to protect the natural environment of Lions Bay for the future of the Village, while at the same time taking into account the need to protect public safety, as well as wherever feasible the preservation of scenic views;

AND WHEREAS, given the conflict that may at times arise between individual interest and the public good on issues concerning the management of trees on municipal lands, it is desirable that a consistent approach be articulated;

AND WHEREAS the Community Charter gives Council the authority, by Bylaw, to preserve trees, regulate the pruning and removal of trees, charge a fee for a permit to allow the cutting and removal of trees and require the replacement of trees cut down;

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

CITATION

1. This Bylaw may be cited for all purposes as "Village of Lions Bay Tree Bylaw No. 393, 2007".

PART I DEFINITIONS

2. In this Bylaw:

"Village" means the Municipality of the Village of Lions Bay.

"Council" means the elected Council of the Village.

"Administrator" means the person appointed by Council as the Administrator for the Village.

"Works Manager" means the Manager of Public Works and Services for the Village.

"Bylaw Enforcement Officer" means an individual appointed from time to time by Council to enforce Village Bylaws.

"Certified Arborist" means a person certified by the International Society of Arboriculture or the National Arborist Association as an arborist.

"Municipal Lands" means all lands within the boundaries of the Village of Lions Bay that are owned by the Village, including all Village parks.

"Lot" is defined as a parcel of land registered in the Land Title Office.

"Owner" means in respect of real property (a) the registered holder of the last registered agreement for sale; or (c) an agent authorized in writing by the owner to act on his/her behalf.

"Tree" means any woody plant of any species where the diameter of the trunk when measured 1.4 metres above natural grade is greater than 20 centimetres, or in the case of *Arbutus (Arbutus menziesii)*, Pacific Dogwood (*Cornus nuttallii*), and Western Yew (*Taxus brevifolia*) trees, where the diameter of the trunk when measured 1.4 metres above level grade is greater than 10 centimetres. The diameter of a tree shall be determined by dividing the circumference of the trunk measured 1.4 metres above the ground by 3.142. The diameter of a tree having multiple trunks 1.4 metres above the ground shall be the sum of 100 per cent of the diameter of the largest trunk and 60 per cent of the diameters of each additional trunk.

“Significant Tree” means any tree that is of particular significance to the Village, due to size, age, landmark value, cultural, ecological or social import, trees planted by the Village on boulevards, and any tree that is protected as wildlife habitat for an egg or a nest under Section 35 of the Wildlife Act. (*See Schedule C.*)

“Hazardous Tree” means any tree which, due to its location, condition or any other circumstance, has been determined, by a Certified Arborist or the Administrator on advice from the Works Manager and/or the Tree Committee, to present a hazard to the safety of persons, private property or any other tree(s).

“Replacement Tree” means any tree, regardless of size, that is shown on a Tree Cutting and Replacement Plan as a replacement for a tree which has been cut down.

“Cut” means to cut down or remove a tree by any means and includes the cutting of a tree trunk, the topping of a tree, or the removal of a tree branch where the branch has a diameter of 7 centimetres or greater.

“Tree removal” means the cutting down of the entire tree.

“Pruning” means the trimming of living or dead parts from a tree in order to reduce size or to maintain the shape and health of the tree.

“Tree Topping” means the removal of the top of a tree to leave the trunk level with lateral branches.

“Drip Line” means the outermost perimeter of the canopy of a tree, seen as a line on the ground around the trunk of a tree directly beneath the ends of the outermost twigs and branches.

“Tree Survey” means a plan of a subject site showing the location, species and trunk diameter of all existing trees as defined by this Bylaw.

“Tree Cutting Permit” means a permit issued by the Administrator in accordance with this Bylaw, which will allow cutting of trees under conditions stipulated in the Bylaw. An example of the permit is contained in Schedule B. A permit is only a permission pursuant to this Bylaw, and does not relieve the permit holder from complying with all other laws, regulations and requirements of any public authority having jurisdiction, nor relieve the holder from complying with civil, common law or contractual obligations.

“Tree Cutting and Replacement Plan” means a plan which shows the trees proposed to be cut and the location, size (height and diameter) and species of replacement trees to be planted upon a subject site.

“Tree Committee” means a Select Committee appointed from time to time by the Council to provide advice on the application of this Bylaw and to make recommendations to Council on applications that are made for permission to cut or prune trees. The Terms of Reference and General Guidelines for this Committee are contained in Schedule D.

PART II

APPLICATION OF BYLAW

- 3.1. This Bylaw applies to all municipal lands within the Village.
- 3.2. No person shall obstruct or attempt to obstruct any Bylaw Enforcement Officer, official, employee or agent of the Village in the exercise of any of that person’s duties under this Bylaw.

TREE CUTTING PERMIT

- 3.3. No person may cut, prune or remove a tree on municipal land without first having applied for and having obtained a Tree Cutting Permit, an example of which is appended as Schedule A.
- 3.4. An application in writing for a Tree Cutting Permit, appended as Schedule B, shall be made to the Village Office.
 - 3.4.1 The application will include the following:
 - 3.4.1.1 A detailed description of the proposed work including a statement of purpose and rationale.
 - 3.4.1.2 A description of the species of tree to be cut, including location and height of tree, and amount to be cut. A clearly labelled photograph must be provided, and if pruning is required, a line must be drawn on the photograph indicating the extent of the proposed pruning; the subject tree must also bear a ribbon marker.
 - 3.4.1.3 If relevant, a proposed replanting plan indicating: location, species and size of tree, bush and shrub that is to be planted to replace the removed tree. The tree, bush or shrub may be planted in the same location or in another area agreed upon by the Village on the advice of the Tree Committee.
 - 3.4.1.4 A non-refundable permit application fee of \$20, paid prior to the issuance of a permit.
 - 3.4.1.5 The name of the tree cutting contractor, if applicable, together with the date and time of the planned work.
 - 3.4.1.6 A plan for tree planting if applicable. The Village will not allow to be planted on municipal land trees that will grow to a height that could impede utilities and signage visibility, safety and the enjoyment of views.
 - 3.4.2. All applications for a Tree Cutting Permit, including applications for cutting or pruning for view, as well as pruning for aesthetic reasons, will be considered by Council on an application-by-application basis. They will be referred in the first instance to the Tree Committee. The Tree Committee, acting in light of the Terms of Reference and General Guidelines in Schedule D, will make recommendations to Council, which will make a final decision, and may approve or deny any application.
 - 3.4.3. Notice of all applications for tree pruning or cutting will be published by the Village, and all residents will have 30 days to comment in writing. Adjacent property owners in the area of the proposed tree pruning or cutting will be specifically consulted, and all expressed opinions will be considered prior to Council making a final decision. (In the event that the Village needs to prune or cut a tree for any reason covered by clauses 3.6.4 and 3.6.5, notice is not required.)
 - 3.4.4. As a general practice requests by residents for the removal or cutting of any Significant Tree shall only be allowed by special exemption, and when no other compromise can be found. The Council will review each request on its merit. Exceptions can also be made in cases where such cutting or pruning is unavoidably required for reasons of safety or through exceptional circumstances such as the installation of roads or services. However, all trees on municipal property, including Significant Trees listed in Schedule C, shall be included in the Village's routine of tree maintenance.
 - 3.4.5. A final decision on an application for a Tree Cutting Permit will be provided in a timely manner, and in any case within 60 days of the date of application.
 - 3.4.6. The Tree Cutting Permit applicant will be responsible for all costs associated with cutting and clean up of the tree for which the Permit was taken out. Clean up will be done to the satisfaction of the Village.
 - 3.4.7. Any expense of an inspection by a Certified Arborist for tree evaluation will be borne by the Tree Cutting Permit applicant, unless the tree is found to be diseased or hazardous.

TREE DAMAGING ACTIVITIES

- 3.5. No person shall carry out any of the following tree damaging activities in respect to any tree to which this Bylaw applies unless a permit is first obtained and the activity is carried out strictly in accordance with the permit:
- 3.5.1 Cutting, damaging or undermining the roots growing inside the drip line of a tree;
 - 3.5.2. Placing fill, building materials or structure upon land inside the drip line of a tree;
 - 3.5.3. Operating trucks, backhoes, excavators or other heavy equipment over the roots of a tree inside the drip line;
 - 3.5.4. Denting, gouging or damaging the trunk of a tree;
 - 3.5.5. Removing bark from a tree;
 - 3.5.6. Sabotaging a tree with intent to kill it, including but not limited to using chemical or mechanical means;

EXEMPTIONS

- 3.6. The following are general exemptions from this Bylaw:
- 3.6.1. Removal or pruning by acceptable arboriculture practices of dead, diseased or damaged trees as identified by a Certified Arborist or the Works Manager in consultation with the Tree Committee;
 - 3.6.2. Emergency removal by acceptable arboriculture practices of hazardous trees and branches, as identified by a Certified Arborist or the Works Manager in consultation with the Tree Committee;
 - 3.6.3. Cutting or pruning of brush and trees under 20 centimetres in diameter (excepting the species mentioned under the definition "Tree") on Village property by owners between their residential property line and the road. Removal of cuttings and clean up is the responsibility of the individual or individuals who undertake(s) the work;
 - 3.6.4. Cutting of trees by the Village, through its employees, agents or contractors for safety or any other reasons, including but not limited to visibility of hydrants and signs, traffic sight lines, accessibility for emergency vehicles and to facilitate parking;
 - 3.6.5. Regular maintenance to manage tree growth on a schedule created and executed by the Works Manager in consultation with the Tree Committee and other expert advice as from time to time deemed advisable and approved by Council.
- 3.7. Pruning for utility wire clearance is the responsibility of the utility company concerned, in concert with a representative of the Tree Committee, utilizing standard arboriculture practices.

CONTRAVENTION OF BYLAW

- 3.8. Where a tree is cut in contravention of this Bylaw or conditions of a permit are breached:
- 3.8.1. An offence is committed under this Bylaw, and
 - 3.8.2. The cutting of each tree shall constitute a separate offence.
- 3.9. Any person who contravenes any provision of this Bylaw, or who wilfully damages or cuts a tree on municipal property, contrary to or without a Tree Cutting Permit,
- 3.9.1 Is guilty of an offence and is liable to the penalties imposed by this Bylaw and the Offence Act R.S.B.C. 1996, C.338, as follows:
 - 3.9.1.1 The minimum penalty for each tree: a fine of not less than
 - (a) \$1,500 for a first offence, and
 - (b) \$3,000 for a second or subsequent offence;

3.9.2 And will be required to undertake the following remedial measures:

- 3.9.2.1 Present a replacement plan for any trees that were cut in contravention of this bylaw;
- 3.9.2.2 Replace trees that were cut with replacement trees in accordance with good arboriculture practice as determined by a qualified person approved by Council;
- 3.9.2.3 Ensure that replacement trees are of a minimum size approved by Council.

REGULATIONS AND ENFORCEMENT

- 3.10. Any Bylaw Enforcement Officer, or authorized agent appointed by the Village, may enforce this Bylaw. By issuing a municipal ticket for any offence against this Bylaw pursuant to the Village's Municipal Ticket Information Bylaw in force and amended from time to time.

DELEGATION

- 3.11. Council hereby delegates to the Administrator authority to administer this Bylaw and to make any orders necessary under it, always provided that any applicant for a Tree Permit, or other individual affected by the issuance of a permit, is entitled present his or her case in person or in writing to the Council at its next reasonably convenient meeting, where Council will provide a final ruling on the matter.

READ A FIRST TIME this 17th day of September, 2007

READ A SECOND TIME this 17th day of September, 2007.

READ A THIRD TIME this 17th day of September, 2007.

ADOPTED this 20th day of September, 2007.

Mayor

Administrator

Certified a true copy of
Bylaw No. 393 as adopted.

Administrator

SCHEDULE "A"**Tree Cutting Permit Application Form**

Full Name: _____

Address: _____

Telephone: _____

E-mail: _____

Name of Contractor: _____

Telephone: _____

Location: _____

Description of trees: _____

Rationale for Application: _____

Replanting Plan: _____

FOR OFFICE USE ONLY:

Neighbours contacted: _____

Responses Received: _____

Permit Fee: \$20.00 _____

Tree fees: _____

Authorized: _____

Tree Committee comments:**Recommendation:** _____

SCHEDULE "B"

Permit for Tree Cutting

TREE CUTTING PERMIT NO. _____

This Permit is hereby issued to:

(name of owner - individual or company - the Permittee)

for tree cutting on

(insert legal description)

(insert municipal address)

pursuant to the provisions of the Municipality of the Village of Lions Bay, Tree By - Law No... , 2007,
subject to tree cutting being undertaken strictly in accordance with all plans and specifications being
attached hereto as part of this permit.

THIS PERMIT EXPIRES ON:

(Date)

Administrator

Dated this _____ day of _____, 20__.

SCHEDULE "C"**Tree Categories**

The following trees are designated Significant Trees in the meaning and spirit of this Bylaw:

NATIVE TREE SPECIES

Pseudotsuga menziesii Douglas Fir, exceeding 70 cm diameter
Picea sitchensis Sitka Spruce, exceeding 70 cm diameter
Abies grandis Grand Fir, exceeding 60 cm diameter
Thuja plicata Western Red Cedar, exceeding 70 cm diameter
Tsuga heterophylla Western Hemlock, exceeding 70 cm diameter
Arbutus menziesii Arbutus, exceeding 10 cm diameter
Taxus brevifolia Western Yew, exceeding 10 cm diameter
Cornus nuttallii Pacific Dogwood, exceeding 10 cm diameter

MEMORIAL TREES

The memorial dogwood tree planted at the centre of Wade Park;
The memorial oak tree planted at Marjorie Meadows;
Any other tree designated by the Tree Committee as a memorial tree, or of other social or cultural significance.

ORNAMENTAL TREES

Any trees that have been or will be planted to ornament Municipal lands, including boulevards.

SPECIMEN TREES

Any unusual specimen tree as designated and registered by a Certified Arborist upon inspection.

ANCIENT GROWTH TREES

Trees greater than 90 centimetres in diameter are considered ancient growth and should be protected under any circumstances unless they become a hazard to life, homes or services.

SCHEDULE "D:**Tree Committee****Terms of Reference**

The purpose of the Tree Committee is to act in an advisory capacity to Council on matters related to the development, interpretation, enforcement and future direction of tree management in the Village of Lions Bay. It is the first point of reference for Tree-Cutting Permit applications under the Tree Bylaw, and is expected to provide balanced and objective advice to Council on these applications.

The Tree Committee is a select committee of Council. It consists of four residents of Lions Bay, appointed by Council, one of whom is Chair, plus one member of Council. Quorum consists of two resident members and one Councillor. Appointed members will preferably have special knowledge or expertise in tree management, and be willing and able to take an impartial and objective view of applications that come before them. The recommendation recorded and forwarded to Council will be that of the majority of the members of the Committee. The appointments are for a three-year term, and are renewable.

General Guidelines

While it is understood that the specifics of each application for pruning or tree removal under the Bylaw will be different, the following general considerations should apply:

1. *The natural character in the area of the Village in which an application is made.* Differentiation among the various distinct neighbourhoods should be allowed for. The nature of Village parkland and the need to protect it for future generations should also be a factor. Environmental arguments, such as the value of the contribution made by trees to air quality and the "greenness" of the planet, deserve consideration, but, given the immediate proximity of dense forest wilderness, should not carry undue weight.
2. *The effect on neighbours.* Lions Bay residents are consistently divided between those for whom a distant view is most important, and those for whom the trees and forest take precedence. Both have viable, legitimate claims, which should be respected. The resident who bought his or her home for the view and has seen that view slowly disappear because of maturing trees on municipal property has reasonable cause to seek a remedy. However, the simple fact that, over time, trees grow should not be ignored. It is also important to give appropriate weight to expressed concerns. For instance, persons who enjoy the sight of a stand of trees as they pass on their daily commute might be thought to have less say in the matter than those whose home overlooks the same trees, and whose enjoyment of a view is impacted by them. However, while a view of Howe Sound will be given serious consideration in the decision-making process, this consideration will be in the context of other factors such as the overall Village environment and appearance, the number of trees in the vicinity, and the value of the trees themselves as part of our environmental heritage.
3. In contentious situations it is important to consider options other than wholesale removal, providing always that retention of large trees does not endanger property, create a fire hazard or compromise the safety of utility lines. A number of compromise alternatives exist for opening up our woodland to light, air and views. Such opportunities include:
 - thinning out smaller trees to open the view and enhance the aesthetic value of the remaining trees,
 - selectively limbing up trees by removing lower branches to improve both light and view, always providing that views enjoyed by residents at higher elevations or to the rear of the subject lot are not compromised,
 - spiralling – that is, thinning out branches, with approximately alternate ones removed, circling the tree
 - windowing – removing several branches from a given area along the trunk, providing a window through which to see a distant view
 - topping – while this is not considered a preferred treatment of tall trees, it should remain an option, where appropriate, for consideration by the Tree Committee. Previously topped trees may be re-topped, if on the advice of a Certified Arborist or the Tree Committee the re-topping is considered a suitable prescription.
4. In cases involving unresolved conflict, all parties will have the opportunity to present their views directly to Council, which may request additional information and meetings, including the advice of a Certified Arborist, in the process of reaching common ground and making its final decision.

SCHEDULE “E”**Tree Care and Maintenance Policy****TRIMMING PROGRAM**

The Public Works Department follows a flexible Tree Maintenance Program. Based on current budget and labor allocations, all of the municipal trees in the Village will be inspected annually and receive routine care and attention, including trimming, as appropriate.

EMERGENCY WORK

In the event of an emergency situation, the Public Works Department personnel will perform emergency trimming and removals of downed trees providing it is safe to do so. Brush pickup, trimming, and removals are conducted on a rotational basis following the end of the emergency.

TREE REPLACEMENT

The Department of Public Works replaces municipal trees that are lost through accident, disease, or other causes. Every effort is made to replace each tree; however, a variety of factors - standards of spacing with regard to existing trees, driveways, fire hydrants, proximity to street intersections, underground utilities, etc. – can prohibit replacement.

TREE PRUNING

Trees will be pruned, if it is found to be necessary, by the Department of Public Works, in conformity with standard arborist practice. Pruning may occur for purposes of public safety, road access, sign visibility or other concerns as defined by the manager of Public Works. Residents are asked to inform the Village if a tree dies or appears to be in poor health so that corrective action can be taken.

TREE TRIMMING BY PRIVATE PARTY

The maintenance of trees on private property is the responsibility of the land owner. Municipal trees will be maintained by the Department of Public Works.

If you have any further questions, please feel free to contact the Department of Public Works at 604-921-9833.

To: Mayor and Council
Cc: Peter DeJong
From: Simon Waterson
Sent: 7th January 2016
Subject: Tree Application # 64

Recommendation:

Application Approved – subject to council agreement

The Tree committee comprised of Ron McLaughlin, Mike Jury and Simon Waterson.

The application for 375 Oceanview Road (McLaughlin) was agreed as follows: The cluster of trees as described within the application photo, can be removed completely, and all debris must be removed.

The application for 385 Oceanview Road (Bradbury) was agreed as follows: Trees # 3 & 4 to be cut & cleaned, all debris removed. Trees # 1 & 2 to be Topped with the height being reduced to no lower than the lowest line of the five lines (telephone/power). Work must be carried out by 1st January 2019. For all work carried out, all debris must be removed.

Simon Waterson

Simon Waterson Chair.
Tree Committee



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: <u>Ron McLaughlin & Charlene Bradbury</u>	
Address: <u>375 OCEANVIEW ROAD / 385 OCEANVIEW ROAD</u>	
Phone: <u>(604) 921-7138</u>	Email: <u>ronmclaughlin@telus.net</u>
Contractor Name (if applicable): <u>Stark's Trees / Silverback</u>	
Contractor Phone: <u>778-231-5091 / 604 312 7399</u>	

Description of Trees:

primarily cedars as well as miscellaneous species.

Location of Trees:

Backside respective resident driveway.
See detailed colour photographs & background info.

*Trees must be clearly marked with marking tape in time for the Tree Committee's site visit.

Reason for Removal:

- ☒ Too close to property (foundation, garage, fence, etc.)
☐ Dead or dying
☒ Unattractive
☒ Blocking sunlight
☐ Attracting wildlife

Other:

- ☐ Interfering with infrastructure (roads, sidewalks, etc.)
☐ Leaves causing problems
☐ Blocking site access
☒ Affecting house value
☐ Hazardous
☒ Interfering with view

Description of work to be done (and additional comments which may be helpful):

Please refer to detailed colour photographs with commentary.

need signature

Dec 19/15 trees tagged. advised PW



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Replanting Plan, if any (please include anticipated timeframe for completion):

(Handwritten: 0)

I have verified the information contained within this application is correct.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with the recommendations of the Tree Committee, as endorsed by Council, and that failure to comply with the recommendations may result in fines, penalties and/or legal action.

(Handwritten signature)

Signature of Applicant

(Handwritten signature: C. Brakley)

(Handwritten: Nov 17/15)

Date Signed

Date Received by Office:



Received by:

*(Handwritten: [Signature]
\$40.00 cash
rec # 596424)*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

① REFER EMAILS to / from

~~Form letter for affected neighbour canvass (print as many copies as may be necessary)~~

Sent electronically to ULB on NOV 16/15

Date: Sent / rmc'd NOV 15

Neighbour's Name: _____

Address: _____

* Phone/Email: _____

Dear _____:

Re: **Tree Cutting Application**

I intend to make an application for a permit to cut trees on municipal property and, as part of the application process, I am required to notify other property owners whose line of sight may be affected by this work. The specifics of the application are as follows:

Location:	Details in Email + PDF of pictures and background / request!
Type(s) of Tree(s):	
Description of Work:	
Rationale for Application and Replanting Plan (if applicable):	

* Email ~~intended~~
 ADDRESSES included for contact
 re information



#5

#4

#3

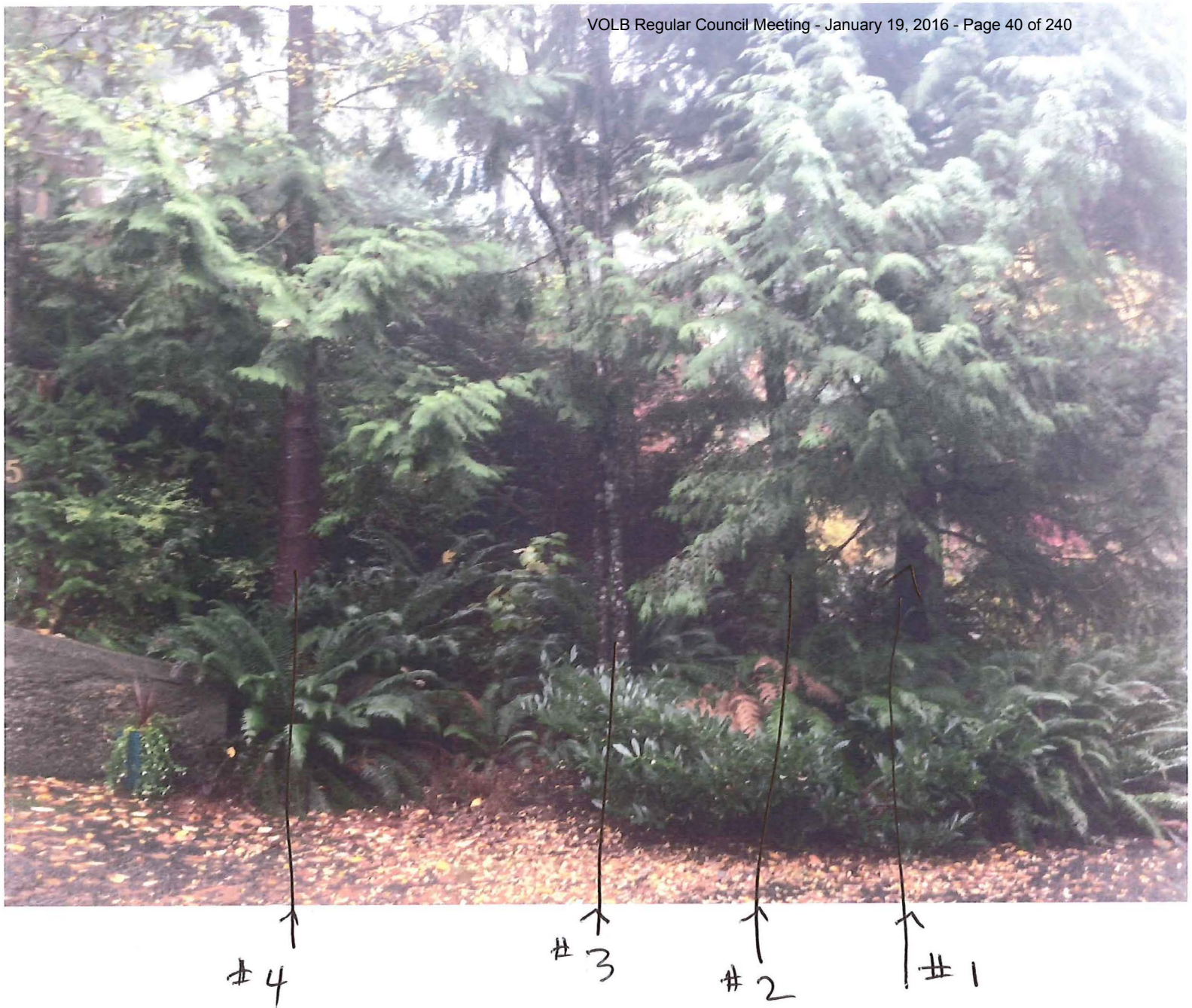
#2

#1

McLaughlin Residence:

Request #1 - #5 inclusive - cut & clean

Purpose - increase sun light to the property
 - clean up parking area for
 Upper Oceanview Road trail
~~See~~ hikers
 - Firewood



Request: #1's 1 + 2 - * Top to Hydro Line + clean
 #1's 3 + 4 - Cut & clean

* maybe cut & clean at the homeowner's discretion.

Bradbury Residence

- cut to improve view by retaining it.

- Trunk #1 & #2 previously topped

- Trunk #4 is likely on the homeowner's property

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:10 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: FW: Tree cut neighborhood approval - #3

Approvals
365, 370, 373
and 380 Oceanview
Rd.

From: Lucian Dinu [mailto:lucian.dinu@mail.mcgill.ca]
Sent: Sunday, November 15, 2015 3:37 PM
To: Ron McLaughlin
Subject: Re: Tree cut neighborhood approval

365 Oceanview Rd.

Dear Ron,

Thanks for asking - we have no problem with this.

Hope you and Mary are doing well!

Kindest regards,
Lucian & Claudia

Sent from my Samsung device

----- Original message -----

From: Ron McLaughlin <ronmclaughlin@telus.net>
Date: 2015-11-15 2:06 PM (GMT-08:00)
To: Lucian Dinu <lucian.dinu@mail.mcgill.ca>
Cc: Ron McLaughlin <ronmclaughlin@telus.net>
Subject: Tree cut neighborhood approval

Dear Lucian and Claudia:

I will be submitting a tree cut application to the Village next week with respect to trees that are near my driveway, and at the bottom of Charlie & Simon's driveway. The trees to be cut near my driveway are more about firewood and cleaning up the area for parking. Charlie's aim is to get back to the view that they had when they bought the house in 2007.

If you have any questions give me a call.

I would appreciate your electronic advise (its part of the application) that you are fine with the proposal or opposed and why.

Thanks and regards.....Ron (604) 921 7138

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:13 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: FW: Treee cut neighborhood approval requested - #4

From: Bruce Signs [mailto:brucesigns@shaw.ca]
Sent: Sunday, November 15, 2015 3:46 PM
To: Ron McLaughlin
Subject: Re: Treee cut neighborhood approval requested

no problem. Chop away!

Many thanks to you and Mary for dinner last night. Food and company was excellent! Hope we didn't hang around too long – it was a lot later than we thought.

Thanks, again,

Heather and Bruce

370 Oceanian Rd.

From: Ron McLaughlin
Sent: Sunday, November 15, 2015 2:38 PM
To: brucesigns@shaw.ca
Cc: Ron McLaughlin
Subject: Treee cut neighborhood approval requested

Dear Bruce and Heather:

I will be submitting a tree cut application to the Village next week with respect to trees that are near my driveway, and at the bottom of Charlie & Simon's driveway. The trees to be cut near my driveway are more about firewood and cleaning up the area for parking. Charlie's aim is to get back to the view that they had when they bought the house in 2007.

If you have any questions give me a call.

I would appreciate your electronic advice (its part of the application) that you are fine with the proposal or opposed and why.

Thanks and regards.....Ron (604) 921 7138

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:15 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: FW: Tree cut neighborhood approval - #6

From: Iris Kaessler [mailto:iris.goo@web.de]
Sent: Monday, November 16, 2015 6:14 AM
To: Ron McLaughlin
Cc: Charlie Bradburry
Subject: Aw: Tree cut neighborhood approval

373 Oceanview Rd.

Dear McLaughlin family,
as your neighbour at the other side of your property I give my approval to cut the trees as provided in the pictures you sent me with your request.
Best regards
Iris Kaessler

Gesendet: Sonntag, 15. November 2015 um 14:02 Uhr
Von: "Ron McLaughlin" <ronmclaughlin@telus.net>
An: iris.goo@web.de
Cc: "Ron McLaughlin" <ronmclaughlin@telus.net>
Betreff: Tree cut neighborhood approval

Dear Iris:

I will be submitting a tree cut application to the Village next week with respect to trees that are near my driveway, and at the bottom of Charlie & Simon's driveway. The trees to be cut near my driveway are more about firewood and cleaning up the area for parking. Charlie's aim is to get back to the view that they had when they bought the house in 2007.

If you have any questions give me a call.

I would appreciate your electronic advise (its part of the application) that you are fine with the proposal or opposed and why.

Thanks and regards.....Ron (604) 921 7138

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:10 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: FW: Tree cut neighborhood approval requested - #2

From: Rose Dudley [mailto:rosedudley1941@gmail.com]
Sent: Sunday, November 15, 2015 3:28 PM
To: Ron McLaughlin
Subject: Re: Tree cut neighborhood approval requested

Good idea Ron,

John and Rose

380 Oceanview Rd.

On Sunday, 15 November 2015, Ron McLaughlin <ronmclaughlin@telus.net> wrote:

Dear John and Rose:

I will be submitting a tree cut application to the Village next week with respect to trees that are near my driveway, and at the bottom of Charlie & Simon's driveway. Cutting the trees near my driveway are more about firewood and cleaning up the area for parking. Charlie's aim is to get back to the view that they had when they bought the house in 2007.

If you have any questions give me a call.

I would appreciate your electronic advise (its part of the application process) that you are fine with the proposal or opposed and why.

Thanks and regards.....Ron (604) 921 7138

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:15 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: FW: Tree cut neighborhood approval requested - #5

** NOTE:*
neighbor with
concerns &
limitations
on application
as requested
in

395 Oceanview Rd.

From: Cheryl McKelvey [mailto:cheryldmckelvey@gmail.com]
Sent: Sunday, November 15, 2015 8:34 PM
To: Ron McLaughlin; Mary McLaughlin
Subject: Re: Tree cut neighborhood approval requested

Thanks Ron, ccing this to Mary as well.

I will be putting in my input on the request, thanks for the head's up.

I have no concerns whatsoever about the trees in or around your own driveway located at 375 Oceanview, to be cut or removed, they are certainly not even in my sightline.

That being said, I will be voicing my complete objection to the tree committee, for **any tree in front of my own property**, 395 Oceanview, to be cut or topped, or removed.

The fence line between 395 Oceanview and 385 Oceanview lies directly on the property line between 395 Oceanview and 385 Oceanview.

If you carry that line out to the street, it's easy to see which trees are in front of my own property, 395 Oceanview, that I will not agree to be cut or topped,

and which trees lie in front of 385 Oceanview, which I have no objection to be cut or topped.

The trees located in front of the 385 Oceanview property are in fact quite a bit taller than the ones that lie in front of my own property, 395 Oceanview. There is a reason for that: the trees in front of my home have **already** been topped at the neighbour's request, by **their** tree company.

To top the trees in front of my own property any further would make them even more out-of-synch in height with the surrounding trees, and thus more unsightly than they already are.

I believe any more cutting of the trees in front of my home, since it will increase the unsightliness of this group of trees, would affect both the ability to sell my home, and also decrease the home value.

I'm sorry the neighbours' view has been affected, but since I have already agreed to their tree company topping the trees in front of my property a few years ago, they are already significantly shorter than they once were, and certainly shorter than the neighbouring trees that lie on their own property.

There are legions of people in the village whose view has been impacted by trees on village land, including myself.

Once this reason becomes a valid reason to cut or top or remove trees in front of a property, on Village land, despite objection from the home owner whose house is located proximal to the trees in question, I will then be citing this same right to having trees that block my **own** view to be topped, that lie in front of other residents' homes, which were either not here when I first moved in or were shorter in height.

My own view has been adversely affected to what it once was, because of trees that were planted on village property that lie in front of other residents' homes.

I believe that I have the right to refuse any cutting of trees on Village land, that lie within my sightline, and will continue to assert this right vigorously, and I will not hesitate to get a lawyer's assistance in this matter in order to prevent any further cutting or topping of trees in front of my home. Enough damage has been done, already.

I certainly hope that you will be able to top the trees in front of your own property, despite my refusal to allow the trees in front of my own property to be cut.

You both have been an absolutely terrific, great neighbors and have without question been adversely affected by tree height that has furthered the threat against your property, life, and limb.

For that reason, I am going to urge the tree committee, by a separate letter that I will cc to you, to allow you to top or remove the trees bordering your own driveway, without having to go through the existing request process, on the basis that your home has **already been completely destroyed** by unmanaged trees. Both your lives were so ill-affected over many years; necessitating you having to move and endure significant expense. The tree committee should, I believe, take this into consideration, and allow your request to stand as valid, without having to gain permission from your neighbours to have any threatening tree topped.

However, I see absolutely no advantage to me, whatsoever, in allowing the trees in front of my own property to be cut. In fact, I see great disadvantage.

These include, but are not limited to: the negative effect on value of my property, a negative affects on noise level, a negative affect on my ability to maintain the temperature of my home in the summer, and a negative affect on my privacy. Plus, any more cutting would be yield an even more unsightly group of trees in front of my home, than the cutting which I previously allowed the neighbours to perform has already produced.

To reiterate:

I have absolutely no objection to the trees in front of 385 Oceanview being cut.
I have absolutely no objection to the trees in front of 375 Oceanview being cut.

However, I do not want the trees in front of my own property of 395 Oceanview to be cut.
I will delineate those trees I do not want topped or removed that are in line with the property line, just so there is no confusion as to what I am agreeing to.

But as the fence line subscribes to the border between
395 Oceanview and 385 Oceanview , this should help keep things clear.

Thanks so much, and good luck.

Cheers
Cheryl

On Sun, Nov 15, 2015 at 2:35 PM, Ron McLaughlin <ronmclaughlin@telus.net> wrote:

Dear Cheryl:

I will be submitting a tree cut application to the Village next week with respect to trees that are near my driveway, and at the bottom of Charlie & Simon's driveway. The trees to be cut near my driveway are more about firewood and cleaning up the area for parking. Charlie's aim is to get back to the view that they had when they bought the house in 2007.

If you have any questions give me a call.

I would appreciate your electronic advice (its part of the application) that you are fine with the proposal or opposed and why.

Thanks and regards.....Ron [\(604\) 921 7138](tel:6049217138)

Lions Bay Reception

From: Lions Bay Reception
Sent: Tuesday, November 17, 2015 5:22 PM
To: 'ronmclaughlin@telus.net'
Subject: Tree Application for 375 & 385 Oceanview Road

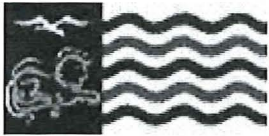
Ron

Just a reminder that we will require Charlie Bradbury's signature on the Tree Application. Please have her come into the office to sign. 

Also - Please clearly mark all trees affected, with marking tape in time for the Tree Committee's site visit. (as per Tree Cutting Application)

Thank you

Susan Loutet
Administrative Assistant



The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Tel: (604) 921-9333 ext. 100 | Fax: (604) 921-6643

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Lions Bay Reception

From: Cheryl McKelvey <cheryldmckelvey@gmail.com>
Sent: Friday, November 20, 2015 1:37 PM
To: Lions Bay Reception
Subject: re : tree photo

Follow Up Flag: Follow up
Flag Status: Flagged

In regards to the tree application, thanks for handling this, Fran .

I would rather not get into any 'it's ok if you cut here, but not here' discussion, I think it is unhelpful, and probably unnecessary. I think it probably makes better sense to at first complete the first step, which is to understand what the applicants want to do.

I can't really comment on the application officially to the tree committee, until I have some idea of what the job entails, how much they want to cut from the tree, which line...etc. . I also don't really understand the whole process because there was no accompanying information? Just the application emailed to me, asking me to comment.

Thanks again... I actually think it should be quite easy for this to all go through, but I need to have some basic understanding of the proposed work. .

Cheryl

#64.

TREE APPLICATION

Lions Bay Reception

From: Ron McLaughlin <ronmclaughlin@telus.net>
Sent: Monday, November 16, 2015 3:08 PM
To: Lions Bay Reception
Cc: Ron McLaughlin
Subject: Pending tree cut applicxation, background information (neighborhood input) -#1
Attachments: McLaughlin and Bradbury tree cut.pdf

375 Oceanview Rd.

Dear Susan: Per our telephone conversation I am going to send several emails to go with the tree cut application that I will be filing tomorrow. Attached is the photo representation of the request. Emails # 2-6 inclusive are the immediate neighbors (all around the cul de sac and 2 houses down from me) that would see the trees proposed to be cut.

Best regards.....Ron

Lions Bay Reception

From: Lions Bay Reception
Sent: Tuesday, December 01, 2015 3:50 PM
To: Public Works
Subject: Tree Application #64 375 & 385 Oceanview Rd.
Attachments: 20151201152139302.pdf

Hi Nikii,

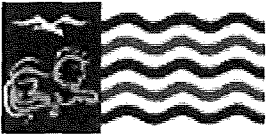
I am sending a new tree cutting application received from Ron McLaughlin & Charlie (Charlotte) Bradbury. It is ready to go to the Tree Committee and just needs your review to insure that they are targeting trees on municipal property. I only included the comments from an objecting neighbor; the other 4 gave their approval.

In agreement with Simon Waterson, Tree Committee Chairperson, we have changed the process a bit. Once the package has been "cleared" by the Office it will be sent to Public Works with any questions, comments or request for PW inspection. Once PW gets back to me the completed application package will be sent to the Tree Committee for their review and recommendation.

We're hoping this will eliminate some of the time delays in the process.

Thanks
Fran

Fran McNichol
Administrative Assistant



The Municipality of the Village of Lions Bay. www.lionsbay.ca
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Lions Bay Reception

From: Lions Bay Reception
Sent: Friday, December 11, 2015 12:33 PM
To: Lions Bay Reception
Cc: Shawna Gilroy
Subject: Susan: Tree Applications

Follow Up Flag: Follow up
Flag Status: Flagged

I have filed this in the Tree Permit file and dealt with the outstanding Tree Apps to date. Shawna has #65 and it is booked for Dec 19th Agenda. #64 is in our tray and is waiting for Works' inspection. Once it is done please forward the file to the Tree Committee.

If you receive any new ones during my absence they should be processed and sent to PW and the Tree Committee . The TC recommendation would then be sent to the Jan. 19th Agenda and Shawna will hold the file till then.

Thanks
Fran

From: Ron McLaughlin
Sent: Tuesday, December 08, 2015 11:45 AM
To: Shawna Gilroy; Council @ Lions Bay
Cc: Pam Rooke; Public Works; ronmclaughlin@telus.net
Subject: RE: Council meeting of Dec 1st and meetings of Dec 15

Dear All: Have chatted with Simon about the tree committee paperwork this morning to bring him in to the loop as the Chair. Tree Committee will be at a site tomorrow and submitting a recommendation thereafter. With Peter not arriving until the 4th and a regular Council meeting scheduled for the 5th that he will not have had input into, this item (tree committee paperwork) will not be addressed until the 19th at the earliest, and all outstanding committee recommendations deferred until that time.

Regards.....Ron

From: Shawna Gilroy
Sent: Tuesday, December 8, 2015 11:05 AM
To: Council @ Lions Bay
Cc: Pam Rooke; Public Works
Subject: RE: Council meeting of Dec 1st and meetings of Dec 15

Dear Council,

Regarding the Tree Committee paperwork to be presented, as stated below, I would suggest that we wait until Peter is here in the New Year in order to bring it forward accurately at the Council meeting.

Shawna Gilroy
Office Coordinator

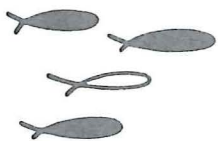
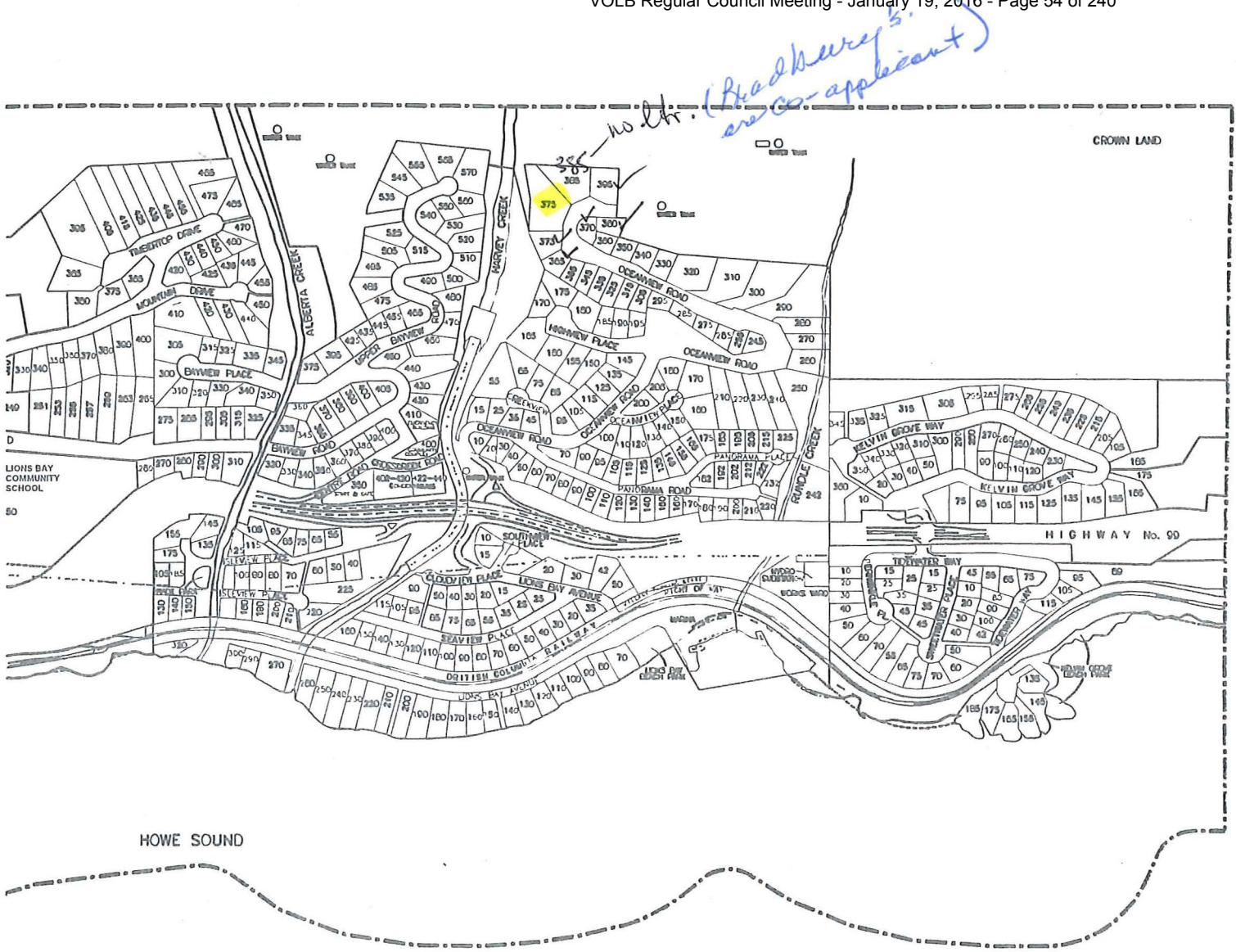
From: Ron McLaughlin
Sent: Thursday, November 26, 2015 12:09 PM
To: Council @ Lions Bay
Cc: Shawna Gilroy; Anne Yanciw; Agenda
Subject: Council meeting of Dec 1st and meetings of Dec 15

Dear Anne: Per our discussion this morning the agenda for Dec 1st's Council meeting is very light, and representing Council, I advised that on our behalf we request that the meeting be cancelled. You concurred and will arrange for the appropriate steps to be taken.

With respect to Dec 15th, it may be such that (Karl to concur) a Strategy meeting occur. This might be the time (Shawna please place on the agenda) for :

- * Fred to arrange for the emergency services (Village wide warning system) sales people to make their pitch.
- * Pamela to hand out to Council the very preliminary (background bones) budget, in concert with my ("Council concentric") budget items, for Council to take away for the Christmas break.
- * Tree Committee paperwork to be presented and discussed to ensure the appropriate standing

Best regards.....Ron



t. thompson ltd.

MANUFACTURERS' REPRESENTATIVES
OCEANOGRAPHIC & OFFSHORE EQUIPMENT

email: sales@ttltd.com
www.ttltd.com

P.O. Box 478
Lions Bay, B.C.
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Fax: (604) 921-8301

11/9/2015

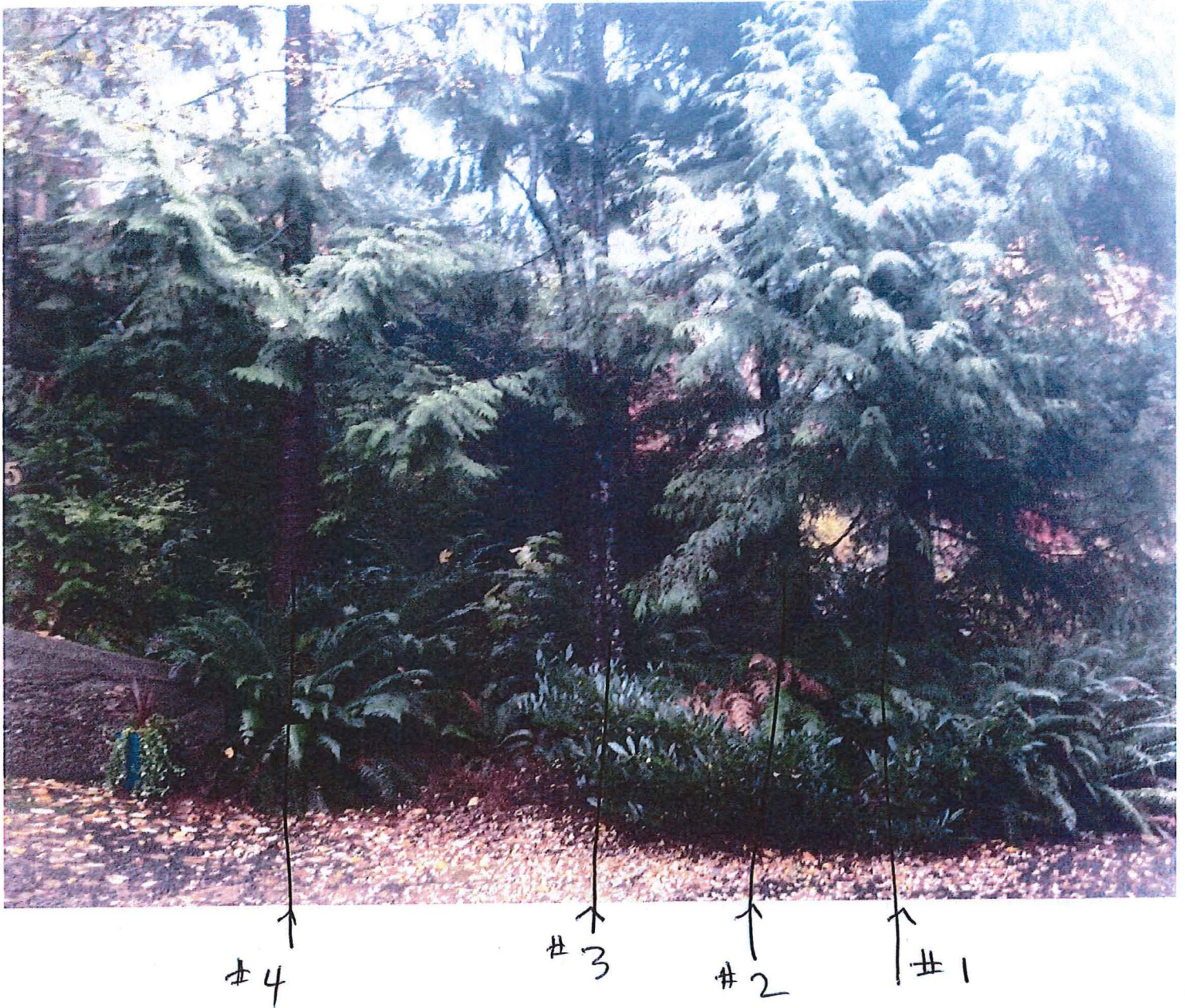
~ (1632x1224)



McLaughlin Residence:

Request #1 - #5 inclusive - cut & clean

Purpose - increase sun light to the property
 - clean up parking area for
 Upper Oceanview Road trail
~~for~~ hikers
 - Firewood



Request: #1's 1 + 2 - Top to Hydro Line + clean
 #1's 3 + 4 - Cut & clean

* may be cut & clean at the homeowner's discretion.

Bradbury Residence

- cut to improve view by retaining it.

- Trunk #1 & #2 previously topped

- Trunk #4 is likely on the homeowner's property

*please contact
to get other site
from - please mark
cut level for
trees - not to be
than 10 ft.
clearly which
line is to be
used as cut
side



395 Oceanview

Lions Bay Reception

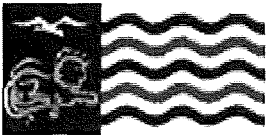
From: Public Works
Sent: Thursday, December 17, 2015 10:17 AM
To: Lions Bay Reception
Subject: tree application No. 64

Good morning Susan,

Public Works has reviewed the trees flagged by the proponents of tree application no. 64. Works would prefer that the trees noted be removed entirely, as opposed to topped, if possible.

Cheers, Nikii

Nikii Hoglund
Public Works Manager



The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Tel: (604) 921-9833 | Fax: (604) 921-6643

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Lions Bay Reception

From: Lions Bay Reception
Sent: Thursday, December 17, 2015 3:14 PM
To: ? — Jim Cannell (muy_gusto@hotmail.com); Jim Hughes; Ron McLaughlin; 'Tony Clayton';
'waterson@shaw.ca' & mikegjury@yahoo.ca
Cc: Public Works
Subject: FW: tree application No. 64
Attachments: 151117 McLaughlin Tree Permit Neighb ltr of concern .pdf; 151117 McLaughlin Tree Permit Appl.pdf; 151201 Photo of cut level for trees.pdf

Tree Committee

Attached is Tree Cutting application #64 – McLaughlin & Bradbury.
Please see email below for Public Works comments.
There is one neighbour with concerns, see email attached.
Also attached is a photo of 'cut level for trees'

Thank you for your consideration.

Susan Loutet
Administrative Assistant



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From: Public Works
Sent: Thursday, December 17, 2015 10:17 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: tree application No. 64

Good morning Susan,

Public Works has reviewed the trees flagged by the proponents of tree application no. 64. Works would prefer that the trees noted be removed entirely, as opposed to topped, if possible.

Cheers, Nikii

Nikii Hoglund

Lions Bay Reception

From: Lions Bay Reception
Sent: Thursday, December 31, 2015 10:56 AM
To: 'Simon Waterson'
Cc: Public Works
Subject: RE: Tree application upper Oceanview

Simon

Just for your information, on December 14 Ron McLaughlin brought the orange tree tagging tape back into the office, advising he had tapped the trees. Don't know who had used survey tape on the trees.

Thank you

Susan Loutet
Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA

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

From: Simon Waterson [mailto:hswaterson@gmail.com]
Sent: Wednesday, December 30, 2015 4:33 PM
To: Cheryl McKelvey <cheryldmckelvey@gmail.com>
Cc: Ron McLaughlin <ronmclaughlin@telus.net>; Lions Bay Reception <reception@lionsbay.ca>
Subject: Tree application upper Oceanview

Hi Cheryl

I received the tree application on Dec 17th. End of school term, Christmas, and most importantly, members of the tree committee away on vacation meant that there has been NO tree committee visit carried out. Furthermore, it's my intention to wait for Ron to return from his holidays before we visit the site. I'm not sure who put new tape around the trees, however, I can re-assure you that we will look at the application, as submitted. I will also ensure we identify which power line is to be measured against.

I hope this helps to clarify the status. Happy New Year Cheryl and all copied on the email.

Regards

Simon

> On Dec 30, 2015, at 3:02 PM, Cheryl McKelvey <cheryldmckelvey@gmail.com> wrote:

>

>

December 30, 2015

>

> Hi Simon (Fran, and Ron)...

>

> I see someone has roped survey tape around the trees in front of my property over the past few days. .

>

> I feel it may perhaps useful at this point to write a letter to your committee. The initial tree work application provided by email to me by one of the applicants, was worded in such vague terms that I asked over a month ago for it to be clarified.. It describes the work to be done as 'trees cut to hydro line' - with no mention of which hydro line. There are FIVE separate hydro lines in front on the trees - all lying at completely different heights to the trees. There is no mention as to which line is to serve as the guide.

>

> I went to some effort to take a color photo of the trees in question, which showed the trees in relation to the five hydro lines. I had it blown up to 8 x 11"- and I dropped it off with Fran on the morning of November 20, as Fran said she was in charge of tree applications. I pointed out the description of the work said 'cut to hydro line' but I explained to Fran that there were actually five hydro lines lying in front of the trees, which are all lying at different heights in relation to the trees, and there was no mention as to which line the trees would be topped to. The description of the work on the application, as it is worded, therefore, means very little. It could be anything - it's impossible to interpret.

>

> All I have asked for, is the applicants to provide some clarification of the work to be done in front of my home, by marking on the photo I left at the hall, the proposed topping line. This should be a relatively easy request. However, it's been over a month, and there has been no response. I thus am still completely unaware of what is going to be done, but by the looks of the survey tape that has been placed over the last couple of days, that, somebody is getting ready for something ?.

>

> As the trees are in front of my property, I think it only courteous that the description of the work that is to be done be understandable to the parties affected prior to undertaking the work, so those affected can understand what is to be done, and can comment. This is really not the case in this situation.

>

> As a long term resident, I really am not happy with this work occurring at all -

>

> Right at the beginning, I was told by a member of the tree committee that likely as not the work would be rubber-stamped, due to various reasons - the height of the trees, the width of the trees, and the fact that one of the trees was topped already. (Not by me, but I have given permission for the neighbours to top one of the trees in the past.) The tree that was topped in the past has clearly no bearing whatsoever on my view. It was topped by my neighbours' tree service company after they moved in. so to improve their view, during the first year they had arrived in their home.

>

> Despite these misgivings about how this process has been undertaken, I do recognize that people do stand to lose a lot in home value, by having trees grow into the view that lie on village land.. I myself (and countless others in the Village and West Vancouver) have had this happen, and may well be wanting to prevail upon the tree committee with similar requests in the future..

>

> I also understand in West Vancouver that trees of any nature (unless saplings) can no longer be cut or removed, unless the tree is diseased or it is deemed a safety risk by BC Hydro and others. Perhaps this is a bit extreme, but it is interesting to ask why West Vancouver arrived at this policy. Perhaps too many people have been left feeling they have little control over what happens in front of their own properties, and there was ill-feeling produced by that, so the Municipality decided a 'no cut' policy would reign supreme. I do think it important for the nature of the work to be

done, to be understood by the parties concerned - as how can one express any feedback when the work is not understandable? There is not really much point in an application with a description of work that does not actually describe what the proposed work involves.

>

> The tree application as it now stands is ambiguous, and thus holds very little meaning - I respectfully ask that the applicants be a little more forthcoming about the work that is to take place, so I feel I can give feedback to your committee, for the work to be done in front of my home.

>

> Thank you Simon, and I hope we can solve this at this level.

>

> Cheryl McKelvey

> 395 Oceanview

Lions Bay Reception

From: Lions Bay Reception
Sent: Friday, January 08, 2016 9:50 AM
To: 'Simon Waterson'
Subject: RE: Application #64

Thanks for the explanation I will insure it is recorded in the file.

Fran McNichol
Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA

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

From: Simon Waterson [mailto:hswaterson@gmail.com]
Sent: Friday, January 08, 2016 9:39 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Application #64

Yes, she wasn't sure when she would do the work, so we said it must be carried out within three years or needs to re-apply.

Cheers

Simon

> On Jan 8, 2016, at 9:31 AM, Lions Bay Reception <reception@lionsbay.ca> wrote:

>

> Happy New Year Simon!

>

> I am just confirming that the completion date for the approved tree work, as stated in your letter, is indeed January 1, 2019? Once Council approval is received I will send a letter to the applicants.

>

> Thanks,

> Fran

>
> Fran McNichol
> Administrative Assistant
>
> The Municipality of the Village of Lions Bay. www.lionsbay.ca PO Box
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>
>
>
>
> -----Original Message-----
> From: Simon Waterson [mailto:hswaterson@gmail.com]
> Sent: Thursday, January 07, 2016 6:33 PM
> To: Lions Bay Reception <reception@lionsbay.ca>
> Cc: Peter DeJong <admin@lionsbay.ca>
> Subject: Application #64
>
> Dear Susan/Fran
>
> Please find attached the tree committee report for application #64.
>
> Kind regards
>
> Simon
>



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – BDO Planning Report		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 14, 2016	Version	-
Issued for	January 19, 2016 Regular Council Meeting		

1. RECOMMENDATION

THAT this report be received for information purposes.

2. ATTACHMENTS

1. The Municipality of the Village of Lions Bay
Planning Report to the Members of Mayor and Council

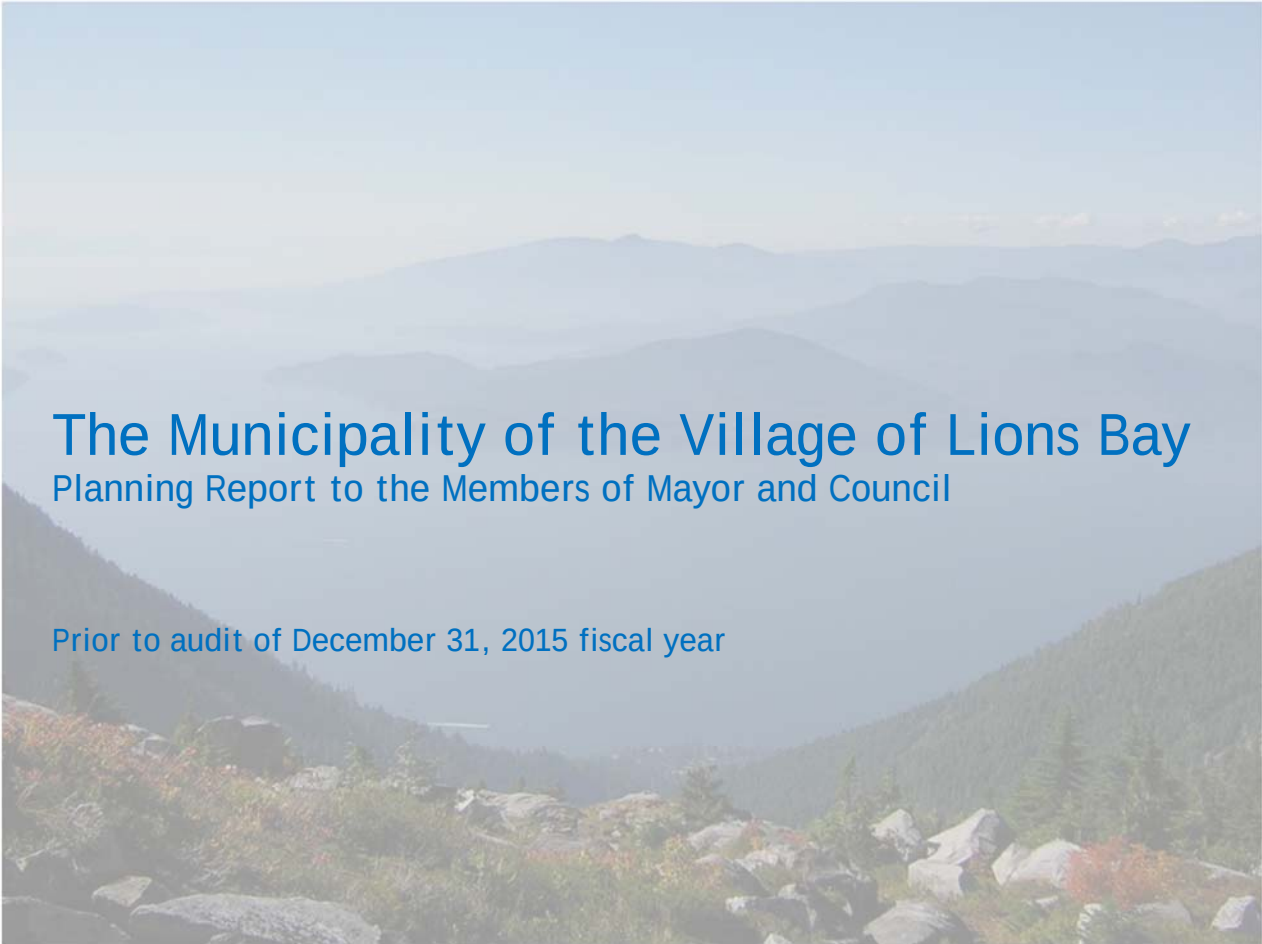
3. BACKGROUND

As part of the annual audit process, BDO issues an audit planning report to Mayor and Council for their review. The report highlights and explains key issues relevant to the audit of the financial statements for the year ended December 31, 2015.

4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.



The Municipality of the Village of Lions Bay

Planning Report to the Members of Mayor and Council

Prior to audit of December 31, 2015 fiscal year



Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
www.bdo.ca

BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2 Canada

Direct Line: 604-443-4716

E-mail: bcox@bdo.ca

January 7, 2016

Mayor and Council
The Municipality of the Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor and Council Members:

We are pleased to present our audit plan for the audit of the financial statements of the Village of Lions Bay ("the Village") for the year ended December 31, 2015.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Mayor and Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Mayor and Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Mayor and Council meeting and the preparation of our final report to the Council.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Mayor and Council play an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

A handwritten signature in blue ink that reads "Bill Cox". The signature is stylized with a large, looped "B" and a cursive "Cox".

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/lcz



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EXECUTIVE SUMMARY

ENGAGEMENT LETTER

The terms and conditions of our engagement are included in the most recent engagement letter, dated February 3, 2014. This engagement letter is applicable for three years and is therefore in effect for the year ending December 31, 2015.

RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the most recent engagement letter, dated February 3, 2014. The oversight and financial reporting responsibilities of Council as they pertain to the annual audit are summarized below.

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Report on any non-audit services to be provided to the Village by the external auditor.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters, if any.
- Refer to Appendix E for full details on the responsibilities of Council.

ENGAGEMENT OBJECTIVES

- Express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in its net debt, and cash flows of the Village in accordance with Public Sector Accounting Standards ("PSAB").
- Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide opinions on the C2 - Home Owner Grant/Treasure/Audit Certificate and the compliance with agreement relating to Part 8 of the School Act (British Columbia).
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit. (See Appendix K for prior year's management letter.)
- Consult regarding accounting, indirect taxes and reporting matters as requested throughout the year.
- Read the other information included in the Village's Annual Report to identify material inconsistencies, if any, with the audited financial statements.



AUDIT STRATEGY

Changes in auditing standards now require auditors to document all significant manual and computer systems. Overall, balance will be tested based on substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items) in combination with analytical review and testing due to the issues we have noted in the past relating to the reliability of the internal control.

Refer to Appendix B for a high level overview of our audit strategy.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$54,000 for the Village and a preliminary performance materiality at \$40,500.

Our materiality calculation is based on the Village's prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Village's operations, our past experience, and knowledge gained from management and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following key risks and whether there are any other areas of concern that the Council have identified.

RISKS AND PLANNED AUDIT RESPONSES (CONTINUED)

	Audit Risk	Proposed Audit Approach
Recognition of Revenue	Accounting standards have changed in this area and are complex and open to interpretation. There is a risk that revenue may be incorrectly deferred into future periods.	Grant funding will be confirmed through a review of the agreements, which ensures that the amounts recorded exist, are complete and are recorded accurately. Grant expenditures will also be reviewed to ensure that they meet the requirements per the grant agreement. Other revenues streams also contain revenue recognition issues which will be reviewed in accordance with latest revenue recognition standards.
Management Override of Internal Controls	The Village's current internal control systems could be subject to an override of existing controls by management resulting in unauthorized transactions or unauthorized adjustments to the accounting records.	Review of significant transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.

Other areas that may be considered higher risk are as follows:

	Audit Risk	Proposed Audit Approach
Cash and Investments	Cash planning and investment management are important aspects of good financial controls. Due to its nature, cash and investments are almost always considered to be a risk area in any audit.	Our planned audit procedures include review of reconciliations, substantive testing of transactions and confirmations of end of period balances. We will also review reports on return and investment strategies.
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (taxpayers).	Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing. We will also perform systems testing, tests of controls and analytical review of staff salary and levels.

Tangible Capital Assets and Accumulated Amortization	With continuous changes in technology and innovation, the useful lives of tangible capital assets owned by the Regional District will need to be re-evaluated to determine if they are still accurate. This involves a high level of estimation and coordination of the finance department with other departments.	We will perform substantive testing of additions and disposals in the year and amortization calculations. Useful lives of existing assets will be reviewed for changes in estimates, if applicable. Repairs and maintenance ledgers will also be reviewed for possible capital items that have been expensed.
Contaminated Sites	The Village is required to adopt the new standard PS 3260 – Liability for Contaminated Sites for the year ending December 31, 2015. There is a risk that the liability may not be complete or appropriately estimated at year end.	We will review management's process on identifying the potential contaminated sites and management's assessment on whether a liability exists. If applicable, we will review management's rationale for the estimated liability.

FRAUD RISK

Canadian generally accepted auditing standards require us to discuss fraud risk with Council on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Council
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: • Annual Council meeting with management to discuss fraud • Discussions at regular Council meetings and our attendance at some of those meetings; • Review of related party transactions; and • Consideration of tone at the top.	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Village?

Refer to Appendix F for our considerations of possible fraud and illegal activities during the performance of our audit.

FINAL ENGAGEMENT REPORTING

As part of our final reporting to Council, we will provide a communications package to support Council in discharging their responsibilities. This communication will include any identified significant deficiencies in internal controls. See Appendix H for a comprehensive list of communication requirements throughout the audit.

OTHER MATTERS

Timing	The following schedule has been agreed to with management: • Interim audit fieldwork - November 25, 2015 • Year-end audit fieldwork – April 18 - 24, 2016 • Review of draft financial statements with Council or delegates – to be determined (approximately May 2016) • Finalization of financial statements – Immediately subsequent to approval by Mayor & Council
Independence	Our annual independence letter has been included as Appendix G.
Management Representations	As part of our audit finalization we will obtain written representation from management, a copy of these representations will be included as part of our final report.
New Accounting Standards	Refer to Appendix J for changes in standards. The most significant standards on the horizon include "Contaminated Sites" (which will be adopted in the current year) and "Financial Instruments" (effective for 2020).

APPENDIX A - Your BDO Engagement Team

Name	Title	Email	Phone
Bill Cox, FCPA, FCA	Engagement Partner	bcox@bdo.ca	604.443.4716
Cecilia Shen, CPA, CA	Manager	cshen@bdo.ca	604.646.4419
Kelvin Wong	Audit Senior	kwong@bdo.ca	604.688.5421 ext. 4843
Christine Liu	Audit Staff	cliu@bdo.ca	604.688.5421 ext. 4790
Angela Liu	Audit Staff	anliu@bdo.ca	604.688.5421 ext. 8900

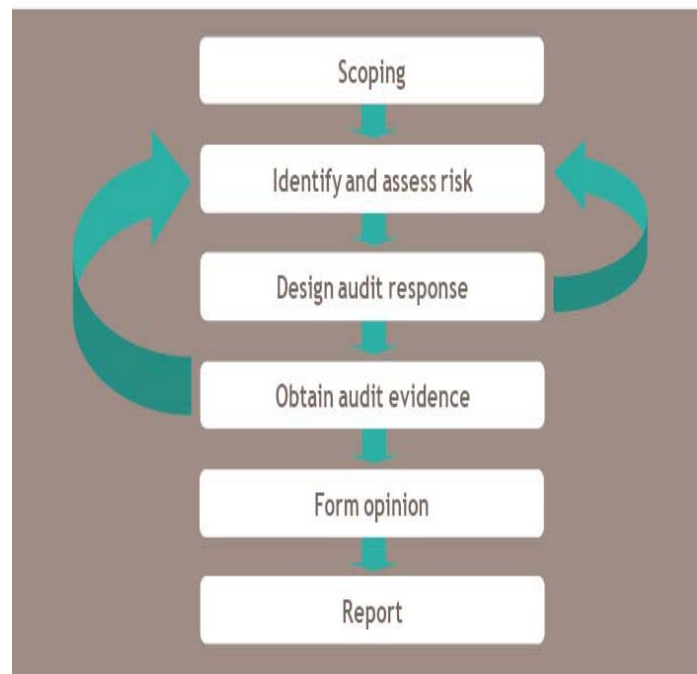
APPENDIX B – Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Village.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Council.

To assess risk accurately, we need to gain a detailed understanding of the Village's operations and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements. We then determine whether adequate accounting records have been maintained and assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptably low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

APPENDIX C- Management Responsibilities

All facets of the Village's internal controls including those governing the accounting records, systems and financial statements will be impacted by the organization's complexity, the nature of risks, and the related laws, regulations, or stakeholder requirements. It is management's responsibility to determine the level of internal control required to respond reasonably to the Village's risks.

The preparation of the Village's financial statements including all disclosures in accordance with Canadian public sector accounting standards is the responsibility of management. Among other things, management is responsible for:

1. Designing and implementing internal controls over financial reporting to enable the preparation of financial statements that are free of material misstatements;
2. Informing the Village's auditors of any deficiencies in design or operation of internal controls;
3. Updating the Village's auditors for any material change in the Village's internal controls including if the individuals responsible for the controls that have changed;
4. Identifying and complying with any laws, regulations, and/or agreements which apply to the Village;
5. Recording any adjustments required to the financial statements to correct material misstatements;
6. Safeguarding of assets;
7. Providing the auditor with all financial records, and related data which may be related to the recognition, measurement and or disclosure of transactions in the financial statements;
8. Providing accurate copies of all minutes of the regular and closed meetings of Council;
9. Providing timely, accurate information as requested for the completion of the audit;
10. Allowing unrestricted access to persons or information as requested as part of the audit;
11. Notifying the auditor of any circumstances which arise between the date the audit work is completed and the approval date of the financial statements.

Representation Letter

We will make specific inquiries of the Village's management about the representations embodied in the financial statements and internal control over financial reporting. During the completion of our audit documentation, we will require management to confirm in writing certain representations in accordance with Canadian generally accepted auditing standards. These representations are to be provided to us in the form of a representations letter which will be provided as near as practicable to, but not after the date of our auditor's report on the financial statements.

APPENDIX D - Circumstances Affecting Timing and Fees

Our professional fee for the audit is based on careful consideration of the time required to complete the required work. Circumstances may arise during the engagement which could significantly impact the targeted completion dates and or the extent of work required to complete the audit. As a result, additional fees may be necessary. Such circumstances include, but are not limited to, the following:

Significant Issues

1. Changes in the design or function of internal controls can impact the audit and result in additional substantive testing;
2. Significant number of proposed adjustments which are identified during the audit work;
3. Significant changes are required to the format or information contained in the financial statements;
4. New issues resulting from changes to:
 - a. Accounting standards, policies or practices
 - b. Special events or transactions which were not contemplated in the original budget
 - c. The financial reporting process or systems involved
 - d. Accounting personnel or availability of accounting personnel
 - e. The requirement to include specialists in the audit work
5. Changes to the scope of the audit.

Audit Execution

1. Audit schedules are not provided in a timely manner, are not mathematically correct, or do not agree to the underlying accounting records.
2. There are significant delays in responding to our requests for information or responses require significant further investigation.
3. The quality of the supporting information for the audit work has deteriorated from our previous experience.
4. A complete working paper package is not provided on the agreed upon date.
5. There is a limitation of access to the financial staff required to complete the audit.

APPENDIX E – Council Responsibilities

General Responsibilities

It is Council's responsibility to provide oversight of the financial reporting process. This includes management's preparation of the financial statements, monitoring of the Village's internal controls, overseeing the work of the external auditor, facilitating the resolution of disagreements between management and the auditor, as well as the final review of the financial statements and other annual reporting.

Significant Audit Findings

Based on the work we perform, any significant identified deficiencies in internal control will be reported to you in writing. The purpose of our audit is to express an opinion on the financial statements. While our audit includes a consideration of the internal control structure of the Village, our work is focused on those controls relevant to financial reporting. As such, our work was not designed to provide an opinion on the effectiveness of the internal controls.

We will communicate our views regarding any significant qualitative aspects of the Village's accounting practices. This would include the selection and application of accounting policies, estimates and financial statement disclosure. If during our audit we feel that the selected policies, estimates or disclosures are not appropriate for the Village under its reporting framework, we will communicate these matters to Council.

In addition, we will communicate:

- Any significant difficulties which arose during the audit;
- Any reasons identified which may cause doubt as to the Village's ability to continue as a going concern;
- The written representations we will request from management;
- Any identified unadjusted misstatements;
- Any identified or suspected fraudulent activities.

APPENDIX F – Auditor’s Considerations of Possible Fraud and Illegal Activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion, as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Village’s internal control system, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management’s assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management’s process for identifying and responding to the risks of fraud in the Village, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management’s communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Village; and
- Management’s communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiring of management, members of Council and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performing disaggregated analytical procedures and considering unusual or unexpected relationships identified in the planning of our audit;
- Incorporating an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and

- Performing additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.



APPENDIX G - Independence Letter

January 7, 2016

Mayor and Council
The Municipality of the Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Mayor and Council Members:

We have been engaged to audit the financial statements of the Village of Lions Bay (the "Village") for the year ended December 31, 2015.

Canadian generally accepted auditing standards (GAAS) no longer require that we communicate formally to you in regard to Independence Matters, however we consider it to be a good practice. As such, we are reporting to you regarding all relationships between the Village (and its related entities) and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants British Columbia and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We are not aware of any relationships between the Village and our firm that, in our professional judgment, may reasonably be through to bear on our independence.

We hereby confirm that we are independent with respect to the Village within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants British Columbia as of the date of this letter.



This letter is intended solely for the use of Mayor and Council and management and should not be used for any other purposes.

Yours truly,

A handwritten signature in blue ink that reads "Bill Cox". The signature is fluid and cursive, with the first and last names clearly distinguishable.

Bill Cox, CPA, FCA
Partner through a corporation of
BDO Canada LLP
Chartered Professional Accountants

BC/lcz

APPENDIX H - Communication Requirements

Required Communication	Audit Planning Letter	Audit Results Letter	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with management in regards to retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence	✓		Y
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N

APPENDIX I - Resources and Services

OTHER BDO SERVICES

Solutions	BDO Solutions provides accounting software management tools need to run a better operation. Our expert team understands the complex reporting requirements government entities must adhere to, as well as the limited resources they have to address these needs. Spend more time serving your constituents, better manage budgets, allocate time and resources more effectively and improve your ability to focus on the work that really matters to your organization. For more information, please visit the following link: http://www.bdosolutions.com/ca/
Succession Planning	Having a strong strategic plan, such as a succession plan for key employees and strategic planning for the Board, is critical to an organization's success. With our succession planning services, we can help your organization with: • Planning for a change in leadership • Setting a strategic direction for the Board • Develop a strategic business plan for operations • Aligning all three groups of stakeholders (Board, employees and members) and enhancing communication For more information, please visit the following link: http://www.bdo.ca/en/Services/Advisory/Business-Transition/pages/default.aspx
Risk Advisory	As Canada's leading financial advisory firm, BDO helps organizations and their management teams effectively assess, develop and manage strategic initiatives. Visit the following link to find out more: http://www.bdo.ca/en/Services/Advisory/Financial-Advisory/pages/default.aspx



Outsourcing

Our dedicated team of professional bookkeepers across Canada combined with our powerful Microsoft cloud technology platform can provide you and your organization with a world class bookkeeping solution that gives you anytime access to your financial information. Our BDO Client Portal provides you with access to comprehensive business management functionality and enables you to make proactive and informed decisions for your organization.

Visit the link below to find out how we can create a customized bookkeeping solution for your organization:

<http://www.bdo.ca/en/Services/Outsourcing/Bookkeeping/pages/default.aspx>

Indirect Tax

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link:

<http://www.bdo.ca/en/Services/Tax/Indirect-Tax/pages/default.aspx>

BDO PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the transition and application of Public Sector Accounting Standards. In addition, we offer a wide array of publications on Accounting Standards for Private Enterprises (ASPE), International Financial Reporting Standards (IFRS), and Accounting Standards for Not-for-profit organizations (ASNPO).

For additional information on PSAS, including links to archived publications and model financial statements, refer to the link below:

<http://www.bdo.ca/en/library/services/assurance-and-accounting/pages/default.aspx>.

MYPDR

Class is in session! Meeting Your Professional Development Requirements (MYPDR) is an educational program designed to support our clients, contacts and alumni in achieving their ongoing professional development requirements.

Through the MYPDR program, we are committed to providing timely, relevant topics that can support you in meeting your ongoing professional development needs. For more information on the MYPDR program or to register, please visit <http://www.cvent.com/d/34qqxp>.

APPENDIX J – Changes in Accounting Standards With Potential to Affect the Village

The following summarizes the status of new standards and the changes to existing standards as of the fall of 2015. The Appendix also reviews Exposure Drafts, Consultation Papers, Statements of Principles, projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.

NEW STANDARDS – PUBLIC SECTOR ACCOUNTING STANDARDS (“PSAS”)

Section PS 3260, Liability for Contaminated Sites

This new Section is in force for the 2015 fiscal year and changes are reflected in your current year financial statements.

This standard establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites of governments and those organizations applying the CPA Public Sector Accounting Handbook.

This Section applies to government assets **no longer in productive use** and **non-government assets for which the government is responsible and to unexpected events**. It does not apply to tangible capital assets (however, the PSAB GAAP hierarchy would require consideration of Asset Retirement Obligations in regard to tangible capital assets).

The main features of the new Section are as follows:

- A liability should be recognized when contamination exceeds an accepted environmental standard and the entity is directly responsible, or accepts responsibility for, the damage;
- A liability should be measured at the entity's best estimate of the costs directly attributable to remediation of the contamination; and
- Outstanding site assessments do not negate the requirement to assess whether a liability exists.

This Section is effective this year and may be applied prospectively or retrospectively. The Section requires that the estimates be revisited each year to ensure that it reflects information available at the financial statement date.

NEW STANDARDS - PSAS (NOT YET EFFECTIVE)

Amendments to the Introduction

PSAB amended the introduction to Public Sector Accounting Standards to clarify the applicability of the CPA PSA Handbook for various public sector entities. In the case of a government component, for example a provincial Ministry, that prepares standalone statements, would be directed to use PSAB effective on or after January 1, 2017.

Section PS 1201, Financial Statement Presentation

This Section revises and replaces Financial Statement Presentation, Section PS 1200. The following changes have been made to the Section:

- Remeasurement gains and losses are reported in a new statement;
- Other comprehensive income that can arise when a government includes results of government business enterprises and government business partnerships in its summary financial statements is reported in the statement of remeasurement gains and losses; and
- The accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

Part of this standard will not have much of an impact until Section PS 3450 - Financial Instruments has been adopted.

The standard is effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 2200, Related Party Disclosures

This new Section defines a related party and establishes disclosures required for related party transactions.

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include individuals that are members of key management personnel and close family members.

- Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Two entities that have a member of key management personnel in common may be related depending upon that individual's ability to affect the policies of both entities in their mutual dealings.
- Disclosure is only required when transactions and events between related parties have or could have a material financial effect on the financial statements.
- Determining which related party transactions to disclose is a matter of judgment based on the assessment of certain factors.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 2601, Foreign Currency Translation

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of remeasurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed and are now effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3041, Portfolio Investments

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

This Section is to be applied for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3420, Inter-Entity Transactions

This new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features are:

- Inter-entity transactions involving the transfer of assets or liabilities should be recognized by both a provider and a recipient at carrying amount, exchange amount or fair value depending on the particular circumstances of each case.
- Inter-entity transactions in the normal course of operations or under a policy of cost allocation and recovery should be recognized on a gross basis at the exchange amount.



- A recipient may recognize unallocated costs as a revenue and expense at carrying amount, fair value or another amount based on existing policy, accountability structure or budget practice depending on the particular circumstances of each case.
- Information about inter-entity transactions would be disclosed in accordance with the new Section on related party disclosures.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3210, Assets

This new Section provides additional guidance on the definition of assets and establishes general disclosure standards for assets. Disclosure of types of assets that are not recognized is required.

However, this standard does not address intangible assets which are still not recognized under the PSAB accounting framework.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3320, Contingent Assets

This new Section defines and establishes disclosure standards on contingent assets. Disclosure about contingent assets is required when the occurrence of the confirming future event is likely.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3380, Contractual Rights

This new Section defines and establishes disclosure standards on contractual rights. Disclosure about contractual rights is required including the description about their nature and extent and the timing.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3430, Restructurings

This Section addresses a problem area for public sector accounting. In the past there was no Canadian standard that addressed acquisition of services and service areas, therefore, accountants looked to the US and international standards for guidance.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities, that does not involve an exchange of consideration based primarily on the fair value of the individual assets and liabilities transferred.

- The net effect of the restructuring transaction should be recognized as a revenue or expense by the entities involved.
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. For entities with a December year, end this means that 2019 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3450, Financial Instruments

PSAB approved amendments to *Section PS 3450, Financial Instruments*, to align the reporting of income on externally restricted assets that are financial instruments with the requirements in Section PS 3100, Restricted Assets and Revenues. The amendments clarify the application of Section PS 3100 (paragraphs PS 3100.11 - .12) when accounting for:

- A change in the fair value of a financial asset in the fair value category that is externally restricted;
- Income attributable to a financial instrument that is externally restricted; or
- A gain or loss associated with a financial instrument that is externally restricted.

These amendments recognize the importance of the nature of restrictions and the terms of contractual agreements in reporting such transactions and events when externally restricted assets and income are involved.

This new Section, although not as demanding as the private sector section, establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost;
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value;
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market;
- Other financial assets and financial liabilities are generally measured at cost or amortized cost;
- Until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the statement of remeasurement gains and losses;
- Budget-to-actual comparisons are not required within the statement of remeasurement gains and losses;
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category;
- New requirements clarify when financial liabilities are derecognized;



- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously; and
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed, mainly due to concerns of the senior government, and are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.

Note also the exposure draft “Financial Instruments: Transition” (discussed below) that proposed clarification of some detailed aspects of the Financial Instruments standard.

EXPOSURE DRAFTS - PSAS

Financial Instruments: Transition (Closed for comment)

This exposure draft deals with technical details related to the standard by providing two amendments and a few clarifications.

The first amendment proposed definitively states that unless a contractual right or contractual obligation underlies a receivable or a payable, the Financial Instruments standard does not apply. There must be a contract for there to be a financial instrument.

The second amendment removes a correct, but redundant, paragraph that notes the Financial Instrument Standard does not apply to a receivable under a lease.

Clarifications are made in areas related to transfer of collateral pursuant to a credit risk management mechanism in a derivative contract, treatment of unamortized discounts or premiums related to debt buy-backs, associated unamortized discount or premium on initial adoption, and derivatives not recognized or recorded at fair value on initial adoption.

These detailed technical changes will likely have most impact to senior governments and it is not expected that many local governments will be affected.

PSAB has deferred considering amendments proposed in the October 2014 Exposure Draft until a later date.

CONSULTATION PAPERS - PSAB

Concepts Underlying Financial Performance

This project considers the concepts underlying the measure of financial performance. The review may result in amendments to the conceptual framework and could also affect Section PS 1201, Financial Statement Presentation. Three different consultation papers have been issued on this project with the last one, Conceptual Framework Fundamentals and the Reporting Model, having closed for comment on August 31, 2015. In the third consultation paper, there has been about

face on concepts stated in the second consultation in regards to having financial statements that did not clearly articulate. Main features of this consultation paper suggests removing the Statement of Remeasurement Gains and Losses, separating capital grants and other unusual items out of the main revenue and expenses to a separate category (below the net result of services) on the Statement of Operations, revisions of assets and liabilities definitions, required use of historical cost except in rare cases and allows the use of an amended approved budget if the government has changed. PSAB is deliberating comments received.

STATEMENTS OF PRINCIPLES - PSAB

Asset Retirement Obligations (PSAB is deliberating comments received)

In 2014, PSAB issued a Statement of Principles called "Retirement Obligations". This caused some confusion to readers as the title sounded as if it might relate to employee retirement obligations. To clarify the project is now called Asset Retirement Obligations. This statement of principles proposes a new section on retirement obligations associated with tangible capital assets controlled by a public sector entity. The statement includes retirement obligations associated with tangible capital assets resulting from legal, constructive and equitable obligations which include post-retirement operation, maintenance and monitoring. Retirement costs would increase the carrying amount of the related tangible capital asset or a component thereof and would be expensed in a rational and systematic manner. The subsequent remeasurement of the liability can result in either a change in the carrying amount of the related tangible assets or a component thereof, or an expense, depending on the nature of the remeasurement or whether the asset remains in productive use. Often the best method with which to estimate the liability is a present value technique. An exposure draft is to be developed.

Revenue (PSAB is deliberating comments received)

In this Statement of Principles, PSAB proposes to focus on two areas of revenue which are exchange and unilateral (non-exchange) transactions with the presence of performance obligations being the distinguishing feature. Developments in this area will be worth following as there could be significant changes from current practice.

Performance obligations are enforceable promises to provide goods or services. Revenue from an exchange transaction is recognized as the performance obligation is satisfied whereas unilateral transactions are recognized when there is the authority and past event that gives rise to a claim of economic recourses. Examples of unilateral revenue are fines and business licenses. In these examples the payor receives no direct economic benefit in return. However, some revenues (for example, dog licenses) will not be as clear cut. Using the dog license example, there could be a question about whether a service is provided, as most local governments would have a dog catcher, a response for barking dogs, and would fund the local SPCA. A question arises as to whether these services are provided to the person paying the license or the public at large.

The goal of this project is to enhance consistency of revenue recognition among public sector entities. An exposure draft is to be developed.



PROJECTS - PSAB

Employment Benefits

PSAB approved an Employment Benefits project. The objective is to review Section PS 3250, Retirement Benefits, and Section PS 3255, Post-employment Benefits, Compensated Absences and Termination Benefits. Key issues include, but are not limited to, deferral of experience gains and losses, discount rate, shared risk plans, multi-employer defined benefit plans and vested sick leave benefits.

Impairment of Non-Financial Assets

PSAB approved an Impairment of Non-Financial Assets project. The objective of the project is to issue a standard that address the impairment of tangible capital assets that have service potential. The objective is to define impairment as well as providing guidance on assessment, recognition, measurement and disclosure of impairment losses.

POST IMPLEMENTATION REVIEW

Government Transfers

PSAB conducted its first post-implementation review to determine whether the standard, Section PS 3410, Government Transfers, has been implemented and achieved the intended objectives. PSAB will consider the responses to the Request for Information regarding the post-implementation review at the end of 2015 or in early 2016.

STATUS OF CURRENT PROJECTS - PSAB

Standards for public sector organizations	2015	2015	2016	2016	2016
	Q3	Q4	Q1	Q2	Q3
Asset Retirement Obligations				Exposure draft	
Concepts Underlying Financial Performance					Stmt of Principles
Employment Benefits				Invitation to comment	
Financial Instruments – Subsequent Issues	Handbook section				
Impairment of Non-Financial Assets	(project deferred)				
Not-for-Profit Organizations (see Joint Not-for-Profit Review)					
Post Implement Reviews – Section PS3410, Government Transfers			Feedback statement		
PSA Handbook Terminology	(project deferred)				
Revenue				Exposure draft	

NEW STANDARDS - AUDITING AND ASSURANCE STANDARDS BOARD (AASB)

CSRS 4460, Reports on Supplementary Matters Arising from an Audit or Review Engagement

This new Related Services Standard establishes the various types of information reported to a third party (for example, regulators or funding bodies). It is common in this sector for funders, regulators, or other governments to require specific reporting from the auditor or accountant (known as “derivative reports”). This standard requires the auditor or accountant to expand the level of work required in many cases. Many of the existing types of reports requested by funders, regulators or other governments would not be able to be signed under these new proposals. Instead, a more fully explained report using standard wording would be issued in its place. This standard will be effective for reports dated on or after April 1, 2016.

CSAE 3000 Attestation Engagement other than Audits or Reviews of Historical Financial Information and CSAE 3001 Direct Engagements

CSAE 3000 and CSAE 3001 replaces Sections 5025 Standards for Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information, Section 5030 Quality Control Procedures for Assurance Engagement Other than Audits of Financial Statements and Other Historical Financial Information, Section 5049 Use of Specialists in Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information and Section 5050 Using the Work of Internal Audit in Assurance Engagements Other than Audits of Financial Statements and Other Historical Financial Information. CSAE 3000 is adopted from ISAE 3000 however the Canadian Standards have some differences including:

- narrowing the scope of CSAE 3000 to address attestation engagements only;
- references to relevant ethical requirements; and
- terminology.

Canadian Standard on Assurance Engagements (“CSAE”) 3001 is based on CSAE 3000 but is revised, as necessary, to reflect the differences between attestation engagements and direct engagements. CSAE 3000 and 3001 are effective for attestation engagements where the assurance report is dated on or after June 30, 2017.

EXPOSURE DRAFTS - AASB

Financial Statement Disclosures (Closed for comment)

The AASB issued an exposure draft related to the audit of financial statement disclosures to obtain clarification of the existing requirements. They are proposing to revise International Standards on Auditing (“ISA”) 200, *Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with International Standards on Auditing*; ISA 210, *Agreeing the Terms of Audit Engagements*; ISA 240, *The Auditor’s Responsibilities Relating to Fraud in an Audit of Financial Statements*; ISA 260, *Communication with Those Charged with Governance*; ISA 300, *Planning an Audit of Financial Statements*; ISA 315, *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*; ISA 320, *Materiality in Planning and Performing an Audit*; ISA 330, *The Auditor’s Responses to Assessed Risks*; ISA 450, *Evaluation of Misstatements Identified during the Audit*; and ISA 700, *Forming an Opinion and Reporting on Financial Statements*.

It is expected that the AASB will approve the final Handbook material in 2016.

*Special Reports — Assurance on Compliance with Agreements, Statutes and Regulations
(Open for comments until December 23, 2015)*

The AASB issued an exposure draft that proposes to issue a CSAE 3530 *Reports on Compliance with Agreements, Statutes and Regulations*, which would replace 5800, *Special Reports — Introduction*, 5815, *Special Reports — Audit Reports on Compliance with Agreements, Statutes and Regulations*, 8600 *Reviews of Compliance with Agreements and Regulations*. The standard would not be a “standalone” section, but rather provide additional requirements and application material to assist practitioners in the application of CSAE 3000 or CSAE 3001.

Communications with Law Firms (Closed for comment)

The AASB conducted a project to revise the “*Joint Policy Statement Concerning Communications with Law Firms Regarding Claims and Possible Claims in Connection with the Preparation and Audit of Financial Statements*” appended to CAS 501, *Audit Evidence — Specific Considerations for Selected Items*, including:

- whether the revised Joint Policy Statement should include illustrations of how the evaluation of claims and possible claims under different financial reporting frameworks could be described in the inquiry letter or whether such illustrations should be issued separately as non-authoritative guidance;
- whether any consequential amendments would be necessary to CAS 501; and
- what the effective date of the revised Joint Policy Statement should be and whether early implementation should be permitted.

The responses to the AASB exposure draft indicated strong support for the revised Joint Policy Statement. The AASB discussed issues including:

- how to provide greater clarity in CAS 501 that the revised Joint Policy Statement applies to communications with in-house legal counsel acting in a legal capacity;
- whether amendments should be made to address respondents’ concerns that it is not clear what the auditor’s work effort should be when using evidence provided by in-house legal counsel acting in a legal capacity; and
- how to appropriately reflect in CAS 501 and the revised Joint Policy Statement the circumstances when an auditor may request communication with legal counsel in situations when there are no claims or possible claims.

The AASB expects to approve the final Joint Policy Statement at its fall 2015 meeting.

Association (Closed for comment)

The AASB issued an exposure draft for comments with CSOA 5000 replacing *Section 5020, Association*, which addressed the following issues:

- which circumstances would be scoped into the proposed standard and in which circumstances the practitioner would refer to other standards;
- how the practitioner’s consent to the use of the practitioner’s name or report is defined; and
- what the practitioner’s responsibilities would be when information on which the practitioner reported is issued in more than one language.

The AASB is deliberating comments received on its Exposure Draft.

Standards for Review Engagements (Closed for comment)

The AcSB issued a re-exposure draft proposing a new Canadian Standard on Review Engagements (CSRE) 2400, *Engagements to Review Historical Financial Statements*. This standard will replace *Public Accountant's Review of Financial Statements, Section 8200; Reviews of Financial Information Other Than Financial Statements, Section 8500; Assurance and Related Services Guidelines AuG-20, Performance of a Review of Financial Statements in Accordance with Sections 8100 and 8200; and Assurance and Related Services Guideline AuG-47, Dating the Review Engagement Report of Financial Statements*. The result would be a self-standing standard for review engagements.

The AASB is deliberating comments received on its re-exposure draft and the new section is expected to be approved in the fall of 2015.

Auditor Reporting – Special Considerations (Closed for comment)

The International Auditing and Assurance Standards Board (“IAASB”) is proposing amendments to ISA 800, *Special Considerations – Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks*, and ISA 805, *Special Considerations – Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement*, resulting from significant revisions to its auditor reporting standards.

The IAASB will address the voluntary communication of key audit matters and naming the engagement partner in the auditor's report on a single financial statement or an element of a financial statement.

Revisions that the IAASB makes to these standards will be reflected in the equivalent CASs with limited Canadian-specific amendments, if necessary. The AASB issued an exposure draft and are currently deliberating comments. The final handbook material is expected to be approved in the fall of 2015.

Auditor Reporting – Summary Financial Statements (Closed for comment)

The AASB issued an Exposure Draft that proposes to adopt IAASB revisions to ISA 810, *Engagements to Report on Summary Financial Statements*, resulting from significant revisions to its auditor reporting standards.

Issues addressed are related to key audit matters, going concern and other information. The final handbook release is expected in 2016.

Responding to Non-compliance or Suspected Non-compliance with Laws and Regulations (Closed for comment)

The AASB issued an Exposure Draft that parallels proposed limited changes to International Standards on Auditing and International Standard on Quality Control. The proposed changes are in response to the International Ethics Standards Board for Accounts' Re-exposure Draft, *Responding to Non Compliance with Laws or Regulations*.

INVITATION TO COMMENT

Reporting on Audited Financial Statements (Closed for comment)

The AASB issued an exposure draft that proposed a new ISA 701, *Communicating Key Audit Matters in the Independent Auditor's Report*; and revising ISA 260, *Communication with Those Charged with Governance*; ISA 570, *Going Concern*; ISA 700, *Forming an Opinion and Reporting on Financial Statements*; ISA 705, *Modifications to the Opinion in the Independent Auditor's Report*; ISA 706, *Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report*; and conforming amendments to other ISAs, issued by IAASB. The result would be new and revised respective Canadian Auditing Standards (CASs) that would provide more information to users of audited financial statements.

After reviewing comments on the exposure draft the AASB has issued an invitation to comment to discuss among other things, Canadian implementation considerations and Canadian amendments to the auditor reporting.

PROJECTS - AASB

Agreed-Upon Procedures

An invitation to comment is being developed on this project to update *Section 9011, Reports on the Results of Applying Specified Auditing Procedures to Financial Information Other than Financial Statements*. The project will address:

- whether an umbrella standard is needed for agreed-upon procedures engagements;
- whether the concept that an agreed-upon procedures engagement does not result in the provision of assurance is still appropriate;
- whether a practitioner should be required to use professional judgment when determining or modifying the procedures to be performed;
- whether the practitioner should apply materiality to design procedures or assess factual findings; and
- the form and content of the practitioner's report.

It is expected that the invitation to comment document will be approved in April 2016.

CSA 720, Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements

The IAASB finalized the revised ISA 720, *The Auditor's Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements*. This section addresses the auditor's involvement with financial and non-financial information, other than the audited financial statements, included in entities' annual reports. Possible Canadian amendments include:

- the definition of what constitutes the annual report in a Canadian context; and
- the reporting requirements dealing with other information received after the date the financial statements are issued.

An exposure draft will be issued for comment in the fall of 2015.



Responding to Non-compliance or Suspected Non-compliance with Laws and Regulations

The IAASB has issued an Exposure Draft that proposes changes to international standards necessary to resolve actual or perceived inconsistencies or to clarify key aspects of proposed revisions to the IESBA Code of Ethics. Canadian stakeholders are encouraged to provide their comments to the IAASB by October 21, 2015. The AASB is expected to issue their exposure draft in 2015.

Compilation Engagements

Canadian practitioners have indicated that there is a need for a clarified standard that would better meet their needs by providing requirements and guidance on specific matters that have caused confusion and ambiguity in performing compilation engagements. This project will include determining the nature and extent of revisions that should be made to *Section 9200, Compilation Engagements*. This may involve adoption of International Standard on Related Services (ISRS) 4400, *Compilation Engagements*. A task force is currently being recruited.

Future-Oriented Financial Information

A project proposal has been approved to determine what authoritative guidance, if any, is needed in the Handbook to address assurance matters pertaining to future-oriented information.

Reports on the Application of Accounting Principles

A project proposal has been approved to determine what the appropriate course of action for Section 760, Reports on the Application of Accounting Principles, as opinion shopping services, as described in the section, are rarely performed in practice today.

APPENDIX K - Prior Year's Management Letter (for information)

May 4, 2015

Ms. Pamela Rooke, CPA, CMA
Chief Financial Officer
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Ms. Rooke:

As your external auditors, we are engaged to provide an audit opinion on your year end financial statements. An external audit requires testing of transactions and balances and review of those internal control systems upon which we may place reliance. A positive opinion on the financial statements does not necessarily mean that your internal control systems are all operating effectively. This is because we review only those internal control systems where we feel that failure in those systems could result in a material error on the financial statements. With those systems that we do review, our focus is on the assertions necessary to meet our financial statement audit objectives.

Our review of systems, transactions and balances as well as discussions with staff at various levels gives us a unique insight into your operations. While conducting this work we make note of items that come to our attention where we feel that improvement could be made or alternatives could be considered. We are fortunate in that we work with a great number of clients and observe a wide variety of processes. We see firsthand any procedures that are emerging as best practices.

As matters come to our attention, we make note of these for subsequent follow-up. For minor matters we discuss directly with the staff involved. More important matters are brought forward in this management letter.

It is worth noting that we have management letter comments for virtually all audits of all clients. The existence of points does not mean that there are significant problems with your systems or staff. They are just recommendations to make good systems better.

Status of Prior Year Recommendations

1. Liability for Contaminated Sites

We recommended that the Village begin work on the new requirements per Section 3260 of the Public Sector Accounting Board handbook, which establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites of local governments.

Although the requirements do not come into effect until 2015, the identification and assessment of all potentially contaminated properties will be an arduous task, and should be planned for early.

We are pleased to report that preliminary plans are underway for the implementation of PS3260 "Liability for Contaminated Sites" and the need to work on this has been incorporated into the business plans of departments that will play a role in its implementation. We continue to recommend that the Village work on the process for the adoption of PS3260 for 2015.

2. Capital Asset Amortization Policy and TCA Schedule

In order to ensure that tangible capital assets are properly recorded and properly amortized, we recommended that the TCA policies and TCA schedules be regularly reviewed and updated.

Furthermore, we recommended that any formulas in the TCA summary schedule and supplementary schedules should be reviewed and updated regularly (at least annually) to ensure their accuracy.

It was noted that some capital items (e.g. road) were amortized for 2014 even though they had already been fully amortized (this was corrected as a result of audit adjustment). We continue to recommend a review of capital asset schedule to ensure amortization has been correctly taken.

3. Segregation of Duties

We noted last year that when an organization is too small to effectively institute segregation of duties controls in a particular area, it is possible to have Council member(s) act in a control capacity.

Non-routine journal entries are transactions that fall outside of the normal accounting processes and can be used to manipulate budgets and expenditures. We therefore recommended that a Council member review the non-system generated journal entries monthly looking particularly for large or unusual transactions. The reviewer should ask the clarification as to the purpose of the adjustment and follow-up further is satisfactory answers are not obtained. In case of uncertainty, the reviewer may wish to contact the auditors for assistance.

During our audit, we noted that not all the manual journal entries have been appropriately approved. As such, we continue to make this recommendation.

Management's comments:

Journal entries are only prepared by either the CFO or the treasurer. We have implemented an internal control policy in 2015 that the CFO and the treasurer will approve the journal entries prepared by one another to ensure the segregation of duties.

4. Reserve Account Reconciliation

We recommended that a continuity schedule should be prepared for the reserve funding amount to track the reserve balances and ensure the proper use of the reserve funding.

We are pleased to observe that a reserve continuity schedule has been prepared for 2014. We continue to recommend that a detailed reserve funding schedule separated by each category of reserve should be prepared to track the balances for each specific reserve.

5. Restrictions on Debts Funds

Comment was made last year in regard to the unspent funds from the water treatment debt funding for a water related project. We were concern that these amounts were not being appropriately tracked.

We recommended that the Village carefully review the debt agreements including all the restriction, stipulations, terms and liability and establish bylaw to specify the detailed purpose of the project for every single restricted debt received.

The Village did not receive any debt funding in 2014 and so we continue to recommend this point as a reminder when the Village receives new debt.

6. Approval of Timesheets

To ensure that employees are being paid fairly for time worked and payroll expenses are accurate, we recommended that all timesheets should be reviewed and approved by employees' respective supervisors for each pay period.

During our field work, we noticed that some timesheets were not appropriately approved. As such, we continue to recommend this.

Management's comments:

A new internal control policy has been implemented in 2015 requiring all timesheets to be approved by the appropriate personnel.

7. Banked Employee Vacation

We recommended that to smooth payroll expenses and ensure compliance with CUPE 389 agreement, vacation banked should be reviewed and assessed during the year to ensure that employees are taking sufficient vacation time.

We are pleased to observe that management has reviewed the employees' banked vacation, and all banked vacation for employees under CUPE 389 is within the vacation carry forward limit per CUPE agreement.

Current Year Observations

1. Fire Department Bank Account and Recording of Transactions

During the audit, we noted that the Village does not have any control of the fire department bank account and does not have easy access to the banking records such as the deposit book or cheque book. Also, the fire department's bank statements are not provided to the Village's office on a monthly basis. We noted that some expenses were booked twice because expenses that were directly paid from the fire department's bank account were also submitted for expense reimbursement. This makes it difficult for the Village's accounting department to reconcile the banks on a monthly basis and account for all of the transactions in a timely

manner. There is also a risk of unrecorded expenses and/or revenue since the appropriate supporting documentation is not provided.

We noted that although the fire department cheques require two signatures, both signatories are fire department personnel and since the fire department account is under the fire department name, there is a risk of potential fraud since this could allow for non-legitimate expenses or non approved expenses to be paid.

We recommend the following:

- The bank account name be changed to the Village of Lions Bay with the CFO and CAO added as signatories.
- Fire department cheques continue to require two signatures with one signatory from the Village office.
- The bank statements be sent to the Village office directly from the bank and the cheque books and deposit books be kept and maintained by the Village.
- All vendor invoices are submitted to the Village for processing payments.
- The Village prepares the monthly bank reconciliation to account for all the transactions in the fire department bank account.
- All other records or paper trails (e.g. receipt and donations received from residents) related to the fire department bank account should be provided to the Village's accounting department in a timely manner for recording.

These will also ensure the fire department can monitor its cash position for the related month and for upcoming budget planning for its operations.

Management's comments:

We plan to perform a detailed review of the fire department's accounting procedures in 2015 and make changes that will include the implementation of the auditor's recommendations as part of the process.

This communication is prepared solely for the information of management and those charged with governance and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the co-operation and assistance which we received from you and all of the staff during the course of the audit.

We shall be pleased to discuss with you further any matters mentioned in this letter at your convenience.

Yours truly,



Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/lcz



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – Action Item: Previous Rock Stack Wall at Magnesia Water Intake		
Author	N. Hoglund	Reviewed By:	P. DeJong
Date	January 13, 2016	Version	-
Issued for	January 19, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

1. None

3. BACKGROUND

At the September 1, 2015 Regular Council Meeting, the following Action Item was minuted:

Ms. Hoglund research what contractor completed the previous construction of the rock wall and if the design included anchor bolts

This report is simply to apprise Council of the results of the requested research.

4. DISCUSSION

Considerable Staff time has been expended in an effort to locate actual contract documentation for the original rock stack fillslope at the Magnesia Intake, which failed in late 2014 due to a combination of being undermined by high creek flows and considerable overbank scour. The contractor for the aforementioned section was G.E. Koba Enterprises Inc.

Despite the aforementioned effort, no design drawings nor contract documents for this work could be located. As such, Staff cannot confirm whether the original design included explicit instructions with regard to the inclusion of anchor bolts.

For Council's consideration.

Intentionally Blank



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS
OIC Sea to Sky RCMP
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

2016-01-04

To whom it may concern,

Lions Bay Activity Report - December 2015

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 11
Traffic - Non-Moving x 1
Collision - Damage Under \$1000 x 3
Collision - Damage Over \$1000 x 2
Animal Calls x 2
Possession - Cannabis Under 30g x 1
Traffic Hazard x 1

21 calls for service

LIONS BAY VILLAGE

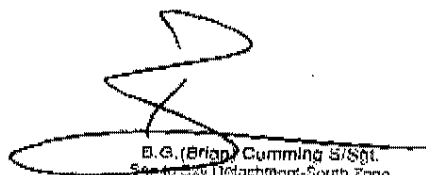
False Alarms x 2
Traffic - Moving x 1
Traffic - Non-Moving x 1
Utter Threats x 1
Assault x 1
911 - False/Abandoned x 2
Assist EHS x 1
Mental Health Act x 1
Suspicious Person/Vehicle/Occurrence x 1
Breach of Probation x 1

12 calls for service

Total = 33

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. 35506

/kh



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross
OIC Sea to Sky RCMP
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

2016-01-04

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - December 2015

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

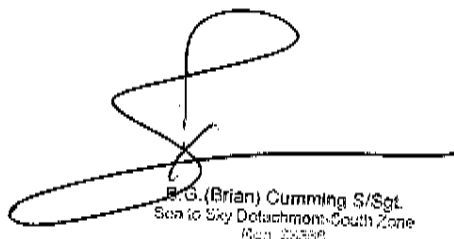
DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2014/15
2015.12.23	2015-8541	[REDACTED]	No - Cancelled by PR	0
2015.12.28	2015-8654	[REDACTED]	No - Cancelled by PR	3

TOTAL = 2

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. 26358

/kh

LBFD Monthly Report – December 1st – December 31st 2015**Dec 1st – Dec 31st call outs = 18**

Breakdown of call outs:

7 x MVA – rescue required, 3 x Hydro Pole Fire, 1 x Lines Down, 1 x Assist call, 2 x MESA C, 1 x Electrical, 3 x MESA D

<u>Incident Begin Time</u>	<u>Incident Type Description</u>	<u>In LB</u>
12/31/2015 14:00:57	MESA-D	NO
12/29/2015 15:47:48	MVA - RESCUE REQUIRED	YES
12/21/2015 18:50:07	MVA - RESCUE REQUIRED	YES
12/19/2015 23:36:01	MESA-D	YES
12/19/2015 00:19:37	MESA-D	YES
12/17/2015 09:52:51	ELECTRICAL	YES
12/16/2015 06:03:43	MESA-C	YES
12/15/2015 17:09:24	MVA - RESCUE REQUIRED	YES
12/12/2015 13:21:51	MESA-C	YES
12/08/2015 21:33:58	MVA - RESCUE REQUIRED	YES
12/06/2015 20:34:15	HYDRO POLE FIRE	YES
12/06/2015 20:28:07	WIRES DOWN	YES
12/06/2015 20:06:26	HYDRO POLE FIRE	YES
12/06/2015 10:26:53	MVA - RESCUE REQUIRED	NO
12/06/2015 09:46:52	ASSIST CALL	YES
12/05/2015 18:34:59	MVA - RESCUE REQUIRED	NO
12/05/2015 03:47:22	HYDRO POLE FIRE	YES
12/02/2015 18:02:40	MVA - RESCUE REQUIRED	NO

Fundraising:

- All members worked shifts selling Christmas Trees in Ambleside

Miscellaneous:

- The department has currently 26 members
- PEP claimed thus far for 2015 = \$26,296
- West Coast Fire & Britannia – (Wildland) claimed thus far for 2015 = \$7,400

2015 – approx. total claimed from sources OUTSIDE the village = \$33,696

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Appointments		
Author	S. Gilroy	Reviewed By:	P. DeJong
Date	December 17, 2015	Version	
Issued for	January 19, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Peter DeJong be appointed as Chief Administrative Officer;

THAT Peter DeJong be appointed as Corporate Officer;

THAT Peter DeJong be appointed as Approving Officer;

THAT Peter DeJong be appointed as a Bylaw Enforcement Officer;

THAT Peter DeJong be appointed as a Bylaw Enforcement Screening Officer;

THAT Peter DeJong be appointed as the Head for the purposes of the Freedom of Information and Protection of Privacy (FOIPPA) Act;

AND THAT Peter DeJong be added as a banking signatory in accordance with the requirements of the Bank of Nova Scotia;

WITH ALL appointments effective immediately.

2. BACKGROUND

Peter DeJong was hired by Council in December 2015; his official start date was January 4, 2016. The above officer titles have been covered by various staff during the absence of a permanent CAO.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Resolution to Adopt 2016 Acting Mayor Schedule		
Author	S. Gilroy	Reviewed By:	P. DeJong
Date	January 13, 2016	Version	
Issued for	January 19, 2016 Regular Council Meeting		

1. RECOMMENDATION

THAT the following 2016 schedule for the Office of Acting Mayor, in the event the Mayor is absent, is approved:

January – March:	Fred Bain
April – June:	Jim Hughes
July – September:	Ron McLaughlin
October – December:	Helen Waterson

2. DISCUSSION

The Acting Mayor Schedule is in alphabetical order per quarter.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	OCP Amendment Bylaw			
Author	S. Gilroy	Reviewed By:		
Date	December 17, 2015		Version	
Issued for	January 19, 2016 Regular Council Meeting			

RECOMMENDATION

THAT the Official Community Plan Amendment Bylaw No. 493, 2015 be adopted.

ATTACHMENTS

- OCP Amendment Bylaw No. 493, 2015

BACKGROUND

Council passed third reading of the OCP Amendment Bylaw No. 493 at the December 15, 2015 Regular Council Meeting.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	OCP Amendment Bylaw			
Author	S. Gilroy	Reviewed By:		
Date	December 17, 2015		Version	
Issued for	January 19, 2016 Regular Council Meeting			

RECOMMENDATION

THAT the Village of Lions Bay Council adopt the Official Community Plan Amendment Bylaw No. 493.

ATTACHMENTS

- OCP Amendment Bylaw No. 493

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Official Community Plan Amendment Bylaw

Bylaw No. 493, 2015

Amending Official Community Plan Bylaw No. 408, 2008

Adopted:

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

Bylaw No. 493, 2015**Official Community Plan Amendment Bylaw 2015****A bylaw to amend Official Community Plan Bylaw No. 408, 2008**

WHEREAS the Council of the Village of Lions Bay has adopted Official Community Plan Bylaw No. 408, 2008;

AND WHEREAS Section 877(3) of the *Local Government Act* requires local governments to incorporate within their official community plans targets, policies, and actions for the reduction of greenhouse gas emissions;

AND WHEREAS a Public Hearing has been held in accordance with Section 890 of the *Local Government Act*;

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

1. This Bylaw may be cited as “Village of Lions Bay Official Community Plan Amendment Bylaw No. 493, 2015.”
2. “Village of Lions Bay Official Community Plan Bylaw No. 408, 2008” is hereby amended by:
 - a) replacing section 6.0 Regional Context Statement with the attached Schedule A: Regional Context Statement.

READ A FIRST TIME	June 2, 2015
READ A SECOND TIME	June 2, 2015
PUBLIC HEARING held on	September 16, 2015
READ A THIRD TIME	December 15, 2015
ADOPTED	

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 493, 2015 as adopted.**

Corporate Officer

Schedule "A"

Regional Context Statement

Municipality of Lions Bay Amended Regional Context Statement

Section 866 of the BC *Local Government Act* requires that every municipality's Official Community Plan (OCP) include a Regional Context Statement (RCS) to demonstrate how the OCP supports the local Regional District's Regional Growth Strategy (RGS). Lions Bay is unique in its Regional District, Metro Vancouver, in that it is located within the defined Urban Containment Boundary but outside the Greater Vancouver Sewerage and Drainage District and Greater Vancouver Water District. Lions Bay completed its current OCP in 2009. The next iteration is planned for 2016. This amended RCS therefore includes work-towards statements that will inform the next OCP.

At the 2011 federal census, Lions Bay had 1,318 people living in 556 private dwellings, a slight decline in population, and increase in age, from the censuses of 2006 and 2001. Lions Bay seeks to reverse this trend, to maintain a thriving "complete community." In mid-2015, the Village had four commercial enterprises (a marina, a boat service centre, a general store & café, and a real estate office), plus numerous home-based businesses. Due to topography and limited supply of land, there are limitations to growth. Long term (2040) potential population may be 1600-1800 residents and 700-800 residences. Village attributes include:

- Magnificent views
- Abundant trees
- Adequate clean water
- A modern highway accessing downtown Vancouver in 30 minutes (and Squamish in 40, Whistler in 70)
- School District 45's Lions Bay Elementary School with capacity for 60 K-3 students (enrollment in 2015 was 32).

Municipally-owned assets include:

- Lions Bay Village Hall
- Klatt Public Safety Building¹
- Frank Smith Works Yard
- Lions Bay Field (a joint use soccer-size playing field shared with the school)
- Sand or gravel beaches at Main Beach (up to 50 resident parking spaces, 30 potentially paid non- resident parking spaces, washroom and three separate play structures), Kelvin Grove (15 free parking spaces, washroom, off leash dogs allowed) and Brunswick (limited non-resident parking).

¹ Which houses Lions Bay Fire & Rescue's Fire Hall 1 (2 engines, 1 rescue truck and a wildfire trailer), a BC Ambulance station, and Lions Bay Search and Rescue.

- Three buildable lots, plus six in the Crystal Falls neighbourhood currently overlaid by a private road and bridge
- A single unlit tennis court (limited on-street parking, single, recently resurfaced and unlit)
- Centennial Trail, Pride Trail, Isleview Trail and numerous volunteer-maintained trails outside the Village limits.
- Wade Park
- A small secondary WWTP serving 100 of the Village's 550 homes.
- A fire-training facility on Crown leased land at the "Upper Brunswick" gravel pit.

The Greater Vancouver Regional District's RGS, *Metro Vancouver 2040: Shaping Our Future*², outlines a regional vision—unanimously endorsed by all member municipalities--of achieving "the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment." *Metro 2040* lays out five fundamental goals to achieve this vision. Lions Bay's current OCP and future update addresses these goals with the following approaches:

GOAL 1: Create a Compact Urban Area. Metro Vancouver's growth is concentrated in compact communities with access to a range of housing choices, and close to employment, amenities and services. Compact transit-oriented development patterns help reduce greenhouse gas emissions and pollution, and support both the efficient use of land and an efficient transportation network.	The intent of this goal is to focus urban development within the "Urban Containment Boundary" in "Urban Centres" and "Frequent Transit Development Areas," with access to a range of housing choices close to employment, amenities and services. Although Lions Bay is designated "General Urban" in <i>Metro 2040</i>, it has no Urban Centres or Frequent Transit Development Areas. Lions Bay is surrounded by Electoral Area A, and is separated from its nearest Metro neighbour municipality, West Vancouver, by 12 km of highway. With its small size (2.53 sq.km) Lions Bay's impact on regional growth is low, and it is unlikely to draw significant urban development. Nevertheless, Lions Bay is open to densify, both to increase the tax base, and to produce a more complete community, and has recently formalized secondary suites. The 2016 OCP update will explore if there are suitable parts of Lions Bay for rezoning to multi-family, Crown lands to extend municipal boundaries into, and land grants and swaps to achieve. The future OCP will consider steps that are consistent with this goal, considering development applications in the Upper
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² Metro Vancouver's Regional Growth Strategy: *Metro Vancouver 2040 – Shaping our Future* was adopted in July 2011 after unanimous acceptance by the 23 local governments in the region.

	Brunswick, Crystal Falls, and Kelvin Grove neighbourhoods.
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STRATEGY 1.1: Contain urban development within the Urban Containment Boundary	While Lions Bay will attempt to densify its housing stock within the existing urban Village boundary there is very limited undeveloped land within the boundary for new development (RCS Map 1: Lions Bay Regional Land use Designations and Goods Movement Network). Therefore, Lions Bay may elect to expand its municipal boundaries through the provincially administered boundary adjustment process and possible <i>Metro 2040</i> Urban Containment Boundary amendment application.			
	<i>Municipal Population, Dwelling and Employment Projections</i>			
	Year	Population	Dwellings	Employment
	2011	1,318	556	310 ³
	2021	1425	600	350
	2031	1650	675	460
STRATEGY 1.2: Focus growth in Urban Centres and Frequent Transit Development Areas	2041	1700	750	570
	Most RGS policies are not applicable in Lions Bay, which has no Urban Centres and no Frequent Transit Development Areas. However, the existing OCP does encourage secondary suites and exploration with the community of modest increases in residential density (policy 4.3 a, b).			
STRATEGY 1.3 Protect Rural areas from urban development	Not applicable in Lions Bay: no Rural areas.			
GOAL 2: Support a Sustainable Economy. The land base and transportation systems required to nurture a healthy business sector are protected and supported. This includes supporting regional employment and economic growth. Industrial and agricultural	Lions Bay’s location, small population and limited infrastructure constrain its ability to contribute to the larger regional economy. Lions Bay has no industrial or agricultural lands. However, many people in Lions Bay work from home (185 according to the 2011 census ³) and there is a policy in the current OCP (4.3d) that encourages home-based businesses. Nonetheless, recognizing that residential is the lowest property tax rate classification, the 2016 OCP update will seek to encourage opportunities for business and			

³ 2011 National Household Survey shows that 175 Lions Bay residents worked from home and 85 had no fixed place of work.

land is protected and commerce flourishes in Urban Centres throughout the region STRATEGY 2.1 Promote land development patterns that support a diverse regional economy and employment close to where people live STRATEGY 2.2 Protect the supply of industrial land STRATEGY 2.3 Protect the supply of agricultural land and promote agricultural viability with an emphasis on food production	commercial development in suitable spaces.
GOAL 3: Protect the Environment and Respond to Climate Change Impacts. Metro Vancouver's vital ecosystems continue to provide the essentials of life – clean air, water and food. A connected network of habitats is maintained for a wide variety of wildlife and plant species. Protected natural areas provide residents and visitors with diverse recreational opportunities. Strategies also help Metro Vancouver and member municipalities meet their greenhouse gas emission targets, and prepare for, and mitigate risks from, climate change and natural hazards. STRATEGY 3.1 Protect Conservation and Recreation lands STRATEGY 3.2 Protect and enhance natural features and their connectivity STRATEGY 3.3 Encourage land use and transportation infrastructure that reduce energy consumption and	Regional strategies to achieve this goal focus on protecting Conservation and Recreation lands, which includes enhancing natural features and their connectivity. The intent is also to encourage land use and transportation patterns that reduce energy consumption and greenhouse gas emissions and enable municipalities to mitigate and adapt to climate change and withstand risk of natural hazards. As identified on RCS Map 1, there are no regionally-designated Conservation and Recreation areas within Lions Bay, but Lions Bay is surrounded by regionally-designated 'Conservation and Recreation' lands and supports the principles behind the designation, including a buffer for urban growth as stated in OCP Policy 4.2. Lions Bay plans to explore expanding its municipal boundary to provide more municipal influence over its 'green belt' in meeting environmental protection objectives, not for urban development. Policies 4.2 (a) and (b) of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries. Lions Bay's three watersheds with provincial water licenses on Magnesia, Alberta and Harvey Creeks are designated Conservation and Recreation in <i>Metro 2040</i>. Harvey and Magnesia creeks have wide riparian areas designated as Conservation/Watershed Protection on the 2008 OCP Land Use Map. None of these streams are salmon-bearing, and all three were channelized in the 1980s with large debris catchment basins built on

greenhouse gas emissions, and improve air quality	Harvey and Magnesia. The 'Watershed' zone in the Zoning Bylaw is now obsolete since the water intakes have moved higher upstream. The 2016 OCP update will further address how the streams will be protected to prevent erosion and provide a channel for potential debris flows. Since Lions Bay is not supplied with natural gas, home heating is a combination of oil furnace, electric baseboard and wood. Both wood and oil produce GHGs, so Learn to Burn, woodstove upgrade and oil furnace replacement campaigns will be undertaken as resources allow. With the advent of the BC Hydro Net Metering program, mini- and micro-hydro projects become more feasible, and Lions Bay will investigate opportunities for generating energy using its water intake piping and nine large pressure- reducing valves. Policy 4.7i of the current OCP commits the municipality to explore opportunities for small-scale renewable power generation. Policy 4.7i states a continued focus on reduction, re-use and recycling of solid waste resources, aimed at addressing GHGs from solid waste, focusing on increasing waste diversion through recycling and organics pickup, now a mandatory part of Metro Vancouver solid waste bylaw. Through protection policies and implementation tools to be implemented in a new "Trees, Views and Landscapes Bylaw," Lions Bay will address the management of its significant tree resources. Climate change impacts are hard to quantify, but Lions Bay is aware of the risks of sea-level rise, more intense flooding, erosion, subsidence, mudslides, and fire. The 2016 OCP update will work towards policies that address the management of riparian areas, ravines, steep slopes, other hazard areas, and intertidal areas through the application of Development Permit Areas. The 2016 OCP update will also consider additional non-vehicular GHG reduction targets and actions.
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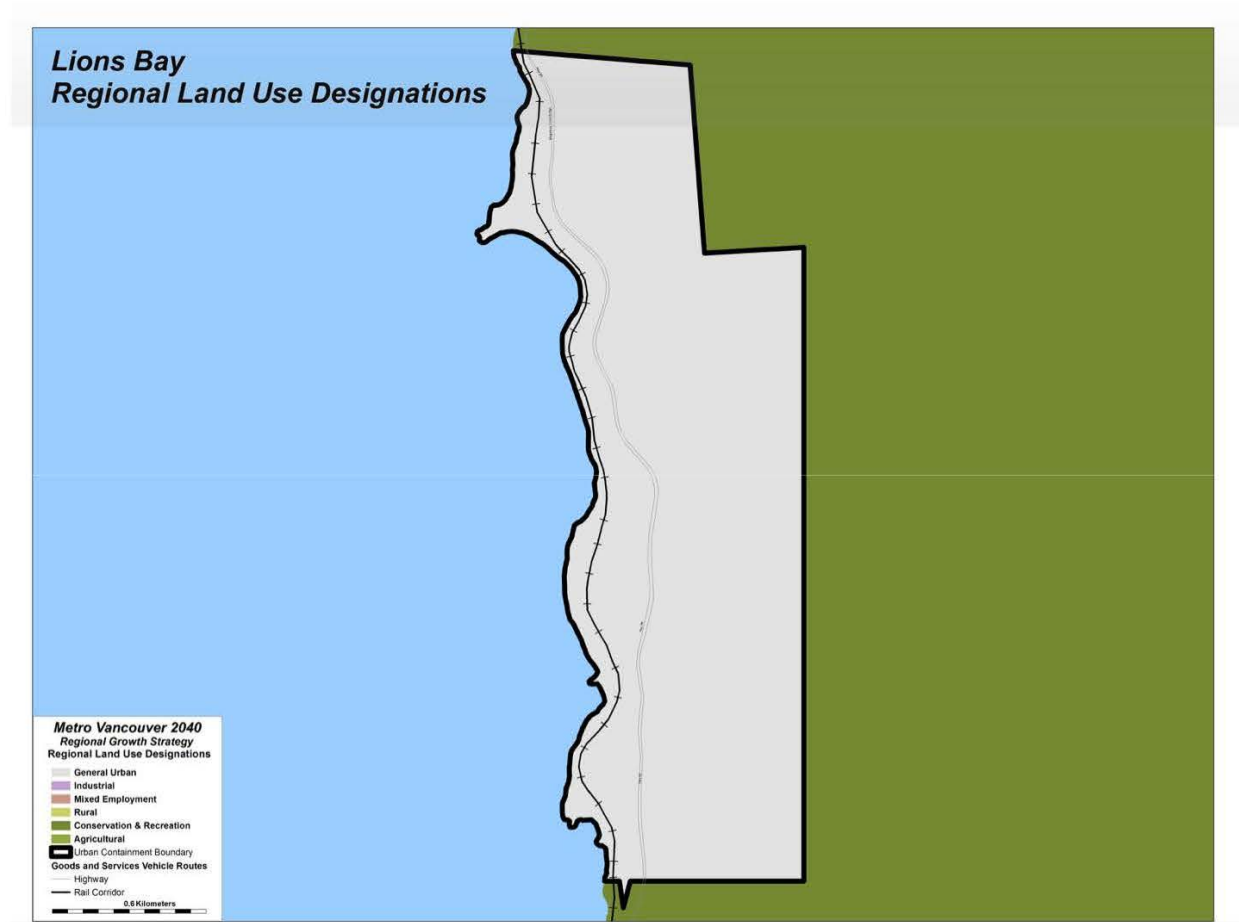
STRATEGY 3.4 Encourage land use and transportation infrastructure that improve the ability to withstand climate change impacts and natural hazard risks	Policies 4.2a and b of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries. Policy 4.2d states the municipality should create a plan for Wildfire Interface protection. Through policy changes in the OCP update, Lions Bay will encourage modest intensification of its existing residential areas and avoid development of areas associated with landslide and wildfire risk. Update(s) will also address flood control and oceanside setback requirements to address risks of sea-level rise. As stated in policy 4.2 n, Lions Bay will continue to protect the riparian area of its creeks and the creeks themselves as channels for potential debris flows. As funding permits, Lions Bay will continue to consider improvements to road drainage to address potential increases in storm-water runoff resulting from higher rainfall intensities associated with climate change.
GOAL 4: Develop Complete Communities. Metro Vancouver is a region of communities with a diverse range of housing choices suitable for residents at any stage of their lives. The distribution of employment and access to services and amenities builds complete communities throughout the region. Complete communities are designed to support walking, cycling and transit, and to foster healthy lifestyles. STRATEGY 4. 1 Provide diverse and affordable housing choices STRATEGY 4. 2 Develop healthy and complete communities with access to a range of services and amenities	<i>Metro 2040</i> identifies a need for complete communities, with a balance of jobs, housing opportunities, and services. Lions Bay is largely residential, and most residents access employment and services outside the Village. Currently, the housing stock is largely single-detached and 86% is owner occupied with the remaining 14% rented. Only 25 of 550 units are condominium. 23% of tenant households spend 30% or more of household total income on shelter⁴. Policies 4.3a and 4.3b of the current OCP speak to providing for secondary suites and exploring limited opportunities for development to increase housing options. A draft land use strategy explores a variety of additional housing forms and will be considered as part of the 2016 OCP update. Lions Bay's 2016 OCP update may designate new development areas, consider redevelopment of the Public Works yard, and possible long term use of the Upper Brunswick, Crystal Falls and Brunswick Hill (the "gravel pit") for a range of municipal and residential alternatives. The 2016 OCP will further consider providing for secondary

⁴ 2011 National Household Survey

	suites, rezoning single family to duplex, and limited development opportunities that will enhance housing options. Policy 4.4(e) of the OCP provides for enhancing school viability and the provision of other social, recreational, and cultural activities for an increased population. Lions Bay's vision is of residents living out their whole lives here, with in-Village shuttle assisting people to get around the steep terrain, aged- and assisted living facilities, entry-priced housing, and enhanced hiking trails. The 2016 OCP update will set out a vision for Lions Bay that seeks to: • Define and foster community values • Grow tax base, and accommodate a wider cross-section of population. Possible avenues include amalgamation, encouraging selective development and densification. • Promote active lifestyles • Become financially sustainable. • Clarify land use and rezoning policy for new housing options
GOAL 5: Support Sustainable Transportation Choices. Metro Vancouver's compact, transit-oriented urban form supports a range of sustainable transportation choices. This pattern of development expands the opportunities for transit, multiple-occupancy vehicles, cycling and walking, encourages active lifestyles, and reduces energy use, greenhouse gas emissions, household expenditure on transportation, and improves air quality. The region's road, transit, rail and waterway networks play a vital role in serving and shaping regional development, providing linkages among the region's communities and providing vital goods movement networks.	<i>Metro 2040</i> promotes land use and transportation planning that enables alternative choices to the private automobile, such as transit, cycling and walking, while ensuring the efficient movement of people and goods throughout the region. Due to Lions Bay's location, most residents depend on private vehicles, but the municipality has worked and will continue to work with TransLink to enhance transit service to the Village. The municipality will also look at an in-Village on-demand shuttle service to enhance mobility. A ride-share parking program is in place, and Lions Bay will look to add paid parking lots. Section 4.6 of the current OCP includes policies that recognize the role, jurisdiction and access to the Sea to Sky Highway 99 (4.6a), encourage multi-modal transportation solutions in the corridor (4.6b), greater transportation choice including car pooling, park & ride, shuttle buses (4.6c) and further development of linked pathways (4.6e) and hiking trails (4.6f). The 2016 OCP update will consider policies related to goods movement.

	The 2016 OCP update will consider policies related to electric vehicle charging stations and an anti-idling policy or bylaw. CN's rail line that runs through the Village provides an important corridor for goods movement and may provide a future opportunity for a passenger rail service with a station at Lions Bay.
STRATEGY 5. 1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking STRATEGY 5. 2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods and services	The 2016 OCP update will work toward enhancing the in-Village trail network. The 2016 OCP update will work toward enhancing bus service provided by TransLink

Map 1: Lions Bay Regional Land Use Designations and Goods Movement Network



VILLAGE OF LIONS BAY

Incoming Correspondence - January 19, 2016

General Correspondence:

- G-1: UBCM Year Review
- G-2: Update on Syrian Refugees Settlement Plans
- G-3: Speeding in Lions Bay
- G-4: Spill Response
- G-5: Government Child Care
- G-6: Regional Food System Action Plan
- G-7: Cannabis Inquiry
- G-8: Emergency Program Act Consultation and Engagement
- G-9: Preliminary 2016 UBCM Convention Program

Resident Correspondence:

- R-1: Lions Bay Parking Survey
- R-2: Municipal Grant Issues



December 14, 2015

UBCM Members

Attn: Mayors of Municipalities over 5,000 in Population that Receive Policing Services from the RCMP

RE: 5-Year Review of the RCMP Police Service Agreements

Dear Mayor,

We write to follow up on information regarding the Five Year Review of the RCMP Police Services Agreements that was included in [The Compass](#) following a meeting of the Local Government Contract Management Committee on April 30, 2015.

Article 22 of the Provincial Police Service Agreement (PPSA) provides Canada and the Provinces and Territories (P/Ts) with a Five Year Review mechanism to analyze and address any substantive issues, including financial issues, arising out of the implementation of the PPSA. The review process is intended to ensure the policing agreements meet the evolving needs of the parties, and assists to maintain their currency over the 20-year term. In accordance with Article 21.1 of the Municipal Police Unit Agreement (MPUA), amendments resulting from the review will be applicable to and binding on the MPUA.

In order for the Five Year Review process to be concluded by April 2017 as indicated in the PPSA, issues that may require attention must be received approximately 16 months in advance of that date. At this time, we would like to solicit your feedback so that we may effectively represent municipal interests to the federal order of government.

Please be advised that the Five Year Review is governed by rules that impact which issues will be included in the review; however, it is important to identify all issues as they may be addressed through other means. Two rules of particular note are:

- 1) For a matter to be included in the Five Year Review, it must be raised by and involve more than one P/T.
- 2) The National Contract Management Committee must agree on the matters to be reviewed and the intent of the review.

Thus far we have heard concerns regarding: the potential impacts of the impending new RCMP labour relations model; cost implications of the national programs (i.e. Police Dog Service Training Centre, the Cadet Training Program); clarification around the ability to provide provincially established/governed integrated teams; having stronger language related to the federal commitment to local policing; and other cost drivers.

Please note that the negotiations for Green Timbers accommodation costs, severance and the cost share for the Integrated Homicide Investigation Team are bi-lateral in nature and are proceeding separately from the Five Year Review. Issues such as DNA analysis services costs are not part of the RCMP police services agreements.

Please provide your feedback to Bhar Sihota (bsihota@ubcm.ca) by January 22, 2015. We appreciate your participation and attention to this request.

Sincerely,

Councillor Sav Dhaliwal
UBCM Past President
Co-Chair LGCMC

Clayton Pecknold
ADM, Ministry of Justice
Co-Chair LGCMC

From: radamson@ubcm.ca
To: [Shawna Gilroy](#)
Subject: Update on Syrian Refugee Settlement Plans
Date: Wednesday, December 16, 2015 3:55:46 PM
Attachments: [111458 Richmond Signed.pdf](#)
[111458 Contact List for Municipalities Refugee Settlement.pdf](#)
[111458 Eligible Services for Refugees.pdf](#)
[111458 EN Syrian Population Profile.pdf](#)

Dear ,

To: UBCM Members

Attn: Mayor and Council/Chair and Board

Please find attached a letter from the Honourable Shirley Bond to myself with an update on the settlement plans for Syrian refugees and three additional documents that will provide further information about contacts, services and additional background from Citizenship and Immigration on the Syrian refugees. Minister Bond asked that I share this with UBCM members to keep you apprised of this evolving situation.

Thank you.

Sent on behalf of

Chair Al Richmond

UBCM President

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.





Ref: 111458

December 15, 2015

Mr. Al Richmond, President
Union of BC Municipalities
525 Government Street
Victoria, BC V8V 0A8

Dear Al Richmond: *Al:*

I am writing to provide you with an update on the recent teleconference that was held with a group of British Columbia (BC) Mayors on December 4, 2015, regarding refugee settlement. The teleconference offered an opportunity for the Ministry of Jobs, Tourism and Skills Training to provide an update on the refugee resettlement process with Mayors whose communities are most likely to welcome a number of refugees.

During the call, I informed Mayors that the federal commitment to resettle 25,000 Syrian refugees by March 2015 will be supported by \$678 million over six years – \$377 million of which will go towards settlement services to address refugees' needs once they are in Canada. I further highlighted the fact that refugees are permanent residents and have access to all the provincial programs that other British Columbians have access to. Within government, we are actively planning for this and have set up an Assistant Deputy Minister level committee of all impacted ministries to exchange information and plan for readiness. I further notified Mayors that the province is working closely with the federal government (who have full jurisdiction over the refugee resettlement program) to identify which BC communities have the capacity to welcome and support refugees.

As part of our commitment to ensure community readiness, the province has launched a \$1 M Refugee Readiness Fund to develop province-wide refugee services and supports, as well as fund five Refugee Response Teams in regions across the province – including the Lower Mainland, Fraser Valley, Vancouver Island, Thompson-Okanagan and Cariboo. We have also developed a BC Plan for proposed refugee settlement locations, volumes, and flow rates. In refining this plan, we want to work closely with municipalities to better understand communities' capacity and willingness to accept government-assisted refugees.

.../2

Mr. Al Richmond
Page 2

I would like to take this opportunity to follow up on a few of the items that we discussed during the meeting. Enclosed is a contact list so that UBCM members know whom to contact should they have questions about the refugee process. In addition, enclosed is a document that outlines the federal and provincial supports already available to refugees as well as a profile of Syrian refugees prepared by Immigration, Refugees, and Citizenship Canada.

At the meeting we discussed housing registries, and I have confirmed that the federal government is not coordinating housing offers at a national level. Rather, settlement service agencies in various provinces are managing their own registry processes. In BC, a registry of private housing offers is being led by the Immigrant Services Society of BC. You can access their housing registry and direct individuals in your community to enter housing offers by following this link: <http://issbc.org/prim-corp-nav/our-work-with-refugees/refugee-crisis/how-can-i-help-refugees>.

Lastly, I will commit to providing you with summary notes from weekly calls between the provinces and the federal Government Operations Centre. I invite you to circulate these notes through UBCM so that Mayors can stay up-to-date on the latest information.

I know that municipalities would like to stay apprised of how many refugees will be arriving in their communities. The refugee numbers are continually evolving and the federal government has created a website to provide information on refugee volumes and settlement locations. The website is available at: www.cic.gc.ca/english/refugees/welcome/map.asp. As of December 10, 2015, there are between 228 and 232 privately sponsored refugees destined for 12 BC communities. The federal government plans to update the website weekly, and provincial staff will be using the website as their primary source of information on refugee volumes. I also encourage you and your staff to check the website regularly to stay up-to-date on the impact to your communities.

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,



Shirley Bond
Minister

Enclosures

BC's Refugee Response: Contact List for Municipalities

Refugee Readiness Fund

Province-wide Supports	Refugee Response Teams
As part of the \$1 million Refugee Readiness Fund, the province is working with the Immigrant Services Society of B.C. to develop a new online hub to track volunteer offers, in-kind donations, and housing and employment leads. You can learn more on their website at: http://www.issbc.org/prim-corp-nav/our-work-with-refugees/refugee-crisis/how-can-i-help-refugees	Half of the Refugee Readiness Fund will support Refugee Response Teams across BC to proactively plan for the settlement of refugees. These teams will have representatives from the refugee service provider community as well as local employers. Teams are anticipated in the Lower Mainland, Fraser Valley, Vancouver Island, Okanagan and Cariboo – although locations are contingent on where refugees ultimately settle. Further information is available on BC Bid at: www.bcbid.gov.bc.ca.

Contacts for all stakeholders

For general questions related to the provinces refugee response please contact the Government of British Columbia Call Centre: 1-877-952-6914 (toll free)
For offers to provide accommodation, employment, in-kind donations, or volunteer capacity, please contact the Immigrant Services Society of B.C 1-844-447-9742 (toll-free) refugee.crisis@issbc.org

Contacts for Municipality Staff

Contact Details	Area of Responsibility
Carling Helander A/Director, Immigration Policy Carling.Helander@gov.bc.ca (p) 250-886-5632	- Overall BC Response for Syrian Refugees, including the Refugee Readiness Fund - Federal Resettlement Plans
Joni Rose Program Manager, Immigration Integration Joni.Rose@gov.bc.ca (p) 604-660-3463	- Refugee Readiness Fund Procurement - BC Government's contract with ISSofBC
Robyn Uhl Senior Policy Analyst, Immigration Policy Robyn.uhl@gmail.com (p) 250-889-2361	- BC Stakeholder Engagement - BC's Cross-Ministry ADM Committee - Analysis of Proposed Resettlement Communities

SUPPORTS AND SERVICES FOR REFUGEES IN B.C.

Federal Funding - Resettlement Assistance Program

- Income support for up to 1 year - single person approx. \$7,300/yr; family of four with both parents who can work \$13,200/yr and family of four where both parents have a disability \$20,900/yr.
- Resettlement services for the first 4-6 weeks, including:
- Reception services.
- Temporary accommodation and assistance w/ permanent accommodations.
- Additional allowances (mostly one-time; similar allowances are usually available to provincial income assistance clients):
 - Staple allowance –to set up a household with basic food and cleaning supplies (\$175 for a single plus \$75 for each additional family member)
 - Basic household needs allowance – to set up a household with furniture, window coverings, pots/pans, etc (\$1,330 for a single, \$2,945 for family of four; the government may provide in-kind in place of cash payment)
 - Utility installation allowance – covers actual cost of phone and utility hook-ups
 - Clothing allowances – \$325 per adult, \$250 per dependent; additional amounts for winter clothing may be available
 - Transportation allowance – based on current cost of monthly public transit or \$50 per month if not public transport available (rates are per adults only)
 - Dietary allowance – supplements for clients with specific dietary needs confirmed by doctor or nurse (max \$100 per month)
 - Maternity – additional monthly food allowance of \$75 and \$200 one-time allowance for clothes for pregnant women
 - Newborn – one-time, \$750 allowance for purchasing baby supplies
 - School start up - \$150 for school supplies (generally one-time unless Rap spans two school years)
 - Funeral – equivalent to social assistance rates
- Orientation on financial information and life skills training

** Privately sponsored refugees receive the above supports from their sponsors*

- Interim Federal Health Care
- Canada Child Tax Benefit
- Student Aid

Provincial Funding

- Health (MSP)
 - Refugees are eligible for immediate enrolment upon arrival
- Education – funded per pupil
- Employment Program of BC
- Child Care Subsidy – up to \$850 a month
- BC Early Childhood Tax Benefit- up to \$55 per month per child under age 6.
- BC Basic Family Bonus- up to \$111 per child per month when combined with the [National Child Benefit Supplement](#)
- Student Aid



November 2015

Population Profile: Syrian Refugees



Citizenship and Immigration Canada



Executive Summary

The conflict in Syria, which began in 2011, has caused widespread displacement with more than 4 million Syrian refugees fleeing, mainly to neighbouring countries such as Lebanon, Turkey, Jordan and Iraq.

Conditions in asylum countries vary but overall are quite poor. Iraq, Jordan and Turkey are the only three countries that have formal refugee camps; however, the majority of Syrian refugees (85 percent) live in non-camp environments such as urban centers or makeshift dwellings. Syrian refugees resettled to Canada will come primarily from asylum countries such as Jordan and Lebanon where local integration is not possible due to the overwhelming number of refugees residing in those countries.

In order to prepare for the arrival of refugees, CIC compiled available information on demographics and health characteristics of Syrian refugees. Some of the most common medical conditions found include: hypertension, diabetes and visual or hearing impairment. In addition, mental illness and trauma are common given the experiences in Syria, in transit and in asylum countries. Symptoms may not appear right away and therefore, follow-up is crucial. In terms of languages, of the Syrian refugees resettled to Canada in 2014, 46 percent reported knowing at least one of Canada's official languages, making language skills training an important factor in integration.

It is essential that cultural considerations are given to Syrian refugees when providing services as there are a number of important aspects to consider such as providing culturally appropriate health care, understanding family dynamics, religious beliefs and food and dietary restrictions.

Current information on how Canada is helping Syrian refugees is available on the CIC website: <http://www.cic.gc.ca/english/refugees/crisis/canada-response.asp>.

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Background

Introduction

Since early 2011, armed conflict in the Syrian Arab Republic has led more than 4 million Syrians to seek refuge in the neighbouring countries of Jordan, Lebanon, Iraq, Turkey and Egypt, resulting in significant humanitarian needs. According to the United Nations Refugee Agency (UNHCR), as of July 2015, an additional 7.6 million Syrians are internally displaced, with numbers increasing as the crisis continues unabated.

Situational Overview

Syrian President Bashar al-Assad and the ruling Ba'ath Party have been in power since 2000. Protests began after many years of political repression and government corruption. Protestors called for democratic reforms, the release of political prisoners, multi-party elections and, in many cases, the end of the regime. The Syrian government responded to anti-regime activity with widespread arrests, beatings, interrogations, torture, and the use of live ammunition and snipers on protestors as well as barrel bombs and chlorine gas on areas viewed as anti-regime strongholds.

Since 2011, an estimated 1,500 armed rebel groups, with ever-changing alliances and factions—some secular and some Islamist—have become active in Syria.

Two notable Islamist groups also vying for territorial control in Syria are Jabhat al-Nusra, an arm of Al Qaeda, and the Islamic State of Iraq and the Levant (ISIL).



Figure 1: Map of Syria. Source: Central Intelligence Agency (CIA), 2014.

Syrian Communities in Canada

According to the 2011 National Household Survey, there were 40,840 people in Canada reporting Syrian ethnic origin. The largest percentage of people of Syrian origin live in Quebec (44 percent), followed by Ontario (39 percent). The cities with the highest percentages of people of Syrian origin are Montréal (40 percent), Toronto (20 percent), Ottawa-Gatineau (7 percent), and London (3 percent). Similarly, the majority of Syrian refugees resettled to Canada reside in

Quebec and Ontario, particularly in Montreal and Toronto. These communities could be important sources of emotional support for newly arrived refugees.

Demographic Characteristics

This section provides an overview of general characteristics and demographics of Syrians in their country of origin. In addition, Citizenship and Immigration Canada (CIC) has provided demographic information on Syrian refugees who have resettled to Canada.

Age

As shown in Figure 2, 33 percent of people in Syria are under 15 years old, 20 percent are between 15 and 24 and 43 percent are between 25 and 64 years old. See Figure 2 for the age proportions in Syria. Comparatively, refugees who have resettled to Canada had similar numbers. Of the Syrian refugees resettled to Canada in 2014, 34 percent were under 15 years old, 15 percent were between 15 and 24 years old, and 48 percent were between 25 and 64 years old. See Figure 3 for the ages of resettled Syrian refugees.

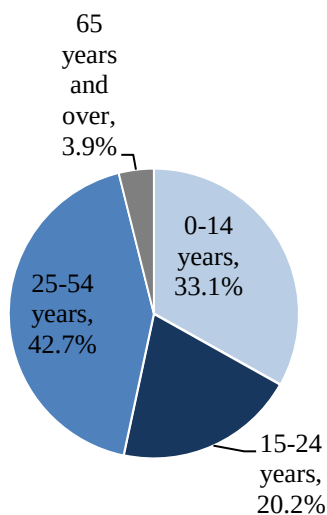


Figure 2: Age distribution in Syria. Source: CIA, 2014.

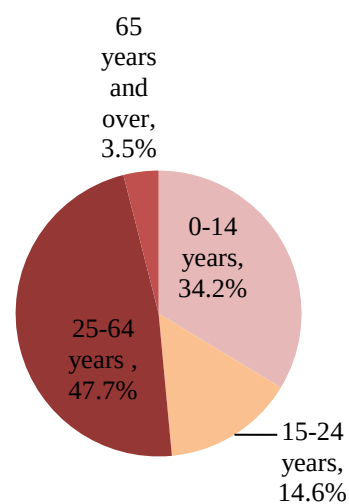


Figure 3: Age distribution of Syrian refugees resettled to Canada in 2014.

Languages

Languages spoken in Syria include Arabic (official language), Kurdish, Armenian, Aramaic, and Circassian (widely understood). French and English are somewhat understood. According to the Cultural Orientation Resource Center, an organization that has provided cultural backgrounders to the U.S. government, Arabic is the native language of 90 percent of the population.

Of the Syrian refugees resettled to Canada in 2014, approximately 46 percent spoke at least one of Canada's official languages.

Literacy

Universal literacy was a major goal of the Syrian government before the conflict. As a result, 84 percent of the population is literate (90 percent of men and 77 percent of women).

Ethnic Groups

Prior to the conflict, Syria's ethnic groups consisted of Arabs (90 percent) and Kurds, Armenians and others (10 percent).

Urbanization

Approximately 56 percent of Syria's population resided in urban areas prior to the conflict, particularly in Damascus, Aleppo, Hama, and Homs, which are the country's four largest cities. Drought and demographic shifts resulting from a rural exodus have been identified as key reasons behind the start of protests and the onset of the crisis.

Religion

The majority religion in Syria is Islam, which makes up 87 percent of the population, including 74 percent who are Sunni Muslim, and 13 percent who are Alawi, Ismaili and Shia Muslim. Approximately 10 percent practice Christianity, with individuals identifying as Orthodox, Uniate and Nestorian Christians. The remaining 3 percent are Druze. The conflict has taken on sectarian dimensions as political opinion has become ascribed based on religious affiliation. For example, individuals who are Alawi are assumed to be pro-Assad, which further exacerbates tensions between opposing groups.

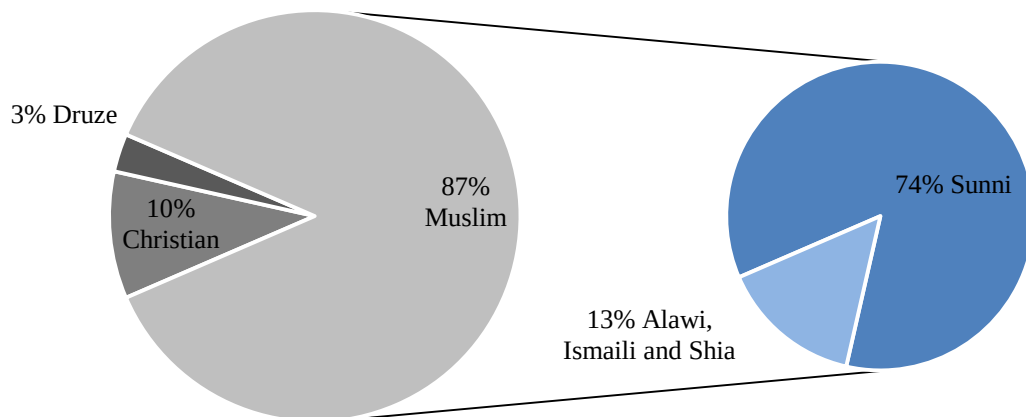


Figure 4: Religions in Syria. Source: CIA, 2014.

Access to Education

In pre-conflict Syria, high rates of primary school attendance were achieved due to free public education. However, rates of primary school attendance in rural areas were significantly lower than the national average, and there were high dropout rates at the secondary school level, especially among girls. Furthermore, the Ba'ath party used Syria's education system as a tool to indoctrinate children with party ideologies, and teachers were generally not permitted to express ideas that opposed government policy.

According to the Cultural Orientation Resource Center, 72 percent of Syrians of secondary school age were enrolled in school before the uprising. The current conflict situation has taken a severe toll on the education system, with school attendance rates down to 6 percent in some areas due to general insecurity, damaged buildings and a lack of teachers.

Prior to the conflict, a combination of public and private universities existed to provide higher education access to men and women in Syria. However, as with primary and secondary school, restrictions on academic and political freedom were largely present. According to the World Bank, post-secondary school enrollment steadily increased over the years prior to the conflict and in 2010, 26 percent of the population in the five-year age group following secondary school had enrolled in post-secondary education. It is highly likely that enrollment has dropped by a large percentage since then.

Countries of Asylum

Size and Demographics of the Refugee Population

In 2015, the number of registered Syrian refugees reached 4 million. The majority of refugees reside in the neighbouring countries of Iraq, Turkey, Lebanon, Jordan and Egypt. The number of refugees in neighbouring asylum countries is illustrated in Figure 5. These countries are most affected by the influx of Syrian refugees across their borders and are struggling to meet the needs of refugees in addition to those of their own populations.

Figure 6 shows the percentage breakdown by age and gender of



Figure 5: Size of refugee population as of August 2015

Syrian refugees based on data from the United Nations Refugee Agency (UNHCR). This chart shows that 52 percent of Syrian refugees are under the age of 18 and are therefore especially vulnerable.

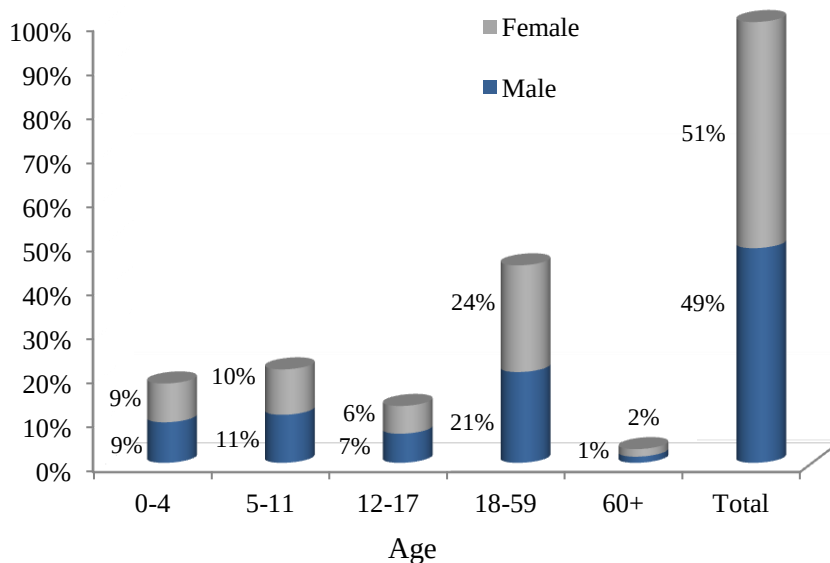


Figure 6: Age and gender breakdown of Syrian refugees, Source: UNHCR

Conditions in Asylum Countries

Living conditions in asylum countries vary greatly but overall are poor, particularly in Lebanon. For example, inadequate shelter during the winter of 2015 resulted in some refugees and their children freezing to death in camps. Iraq, Jordan and Turkey are the only three countries that have formal refugee camps; however, the majority of Syrian refugees (85 percent) live in non-camp environments such as urban centers or makeshift dwellings.

Syrian refugees often lack access to adequate shelter, clean water, health care, schools and income-generating activities. As the conflict continues and refugees deplete their own financial resources, their situation becomes increasingly precarious and tensions with refugee-hosting communities are rising. Access to education is a major challenge and the majority of Syrian children living outside of Syria continue to miss critical educational milestones. About 89 percent of children living in refugee camps are attending school; however, given that the majority of Syrian refugees do not live in camps, overall 68 percent of children living outside of Syria are not attending school.

Lebanon

With a population of almost 6 million people and over 1 million Syrian refugees, Lebanon has the most refugees per capita in the world. Lebanon maintains a no-camp policy, so Syrians are dispersed among 1,700 localities in apartments or houses, abandoned buildings and informal

tented settlements. Adequate shelter, access to health care, and water and sanitation are the greatest challenges in the humanitarian response.

Jordan

Jordan is a country of 8 million people and is host to 628,000 Syrian refugees. Jordan has three official Syrian refugee camps in the northern areas (near the border with Syria): Za'atari Refugee Camp, Azraq Camp and Emirates Jordanian Camp. Within Jordan, 16 percent of refugees live in camps and 84 percent live outside of camps. Health care is available in clinics and hospitals in the largest camps. Outside of camps, it is reported that 38 percent of refugees live in sub-standard shelter. Adequate water, sanitation and hygiene facilities have been particularly challenging in Jordan especially in the congested Za'atari camp.

Turkey

Turkey is a country of 82 million people and is host to 1.9 million Syrians, in addition to other asylum populations such as Iraqis and Afghans (as of August 2015). There are 23 camps across the south of Turkey that are home to approximately 260,000 refugees, while the remaining refugees live outside of camps in housing units such as rented houses or apartments. About 56 percent of the refugees in the camps often live four to six people per housing unit (e.g., a tent or container). Close to 30 percent of refugees in the Turkish camps live with seven people or more in a housing unit. Many refugees are living in insecure dwellings, and 75 percent of families are struggling to meet their basic food needs.

Iraq

Iraq has a population of over 32 million people and is also host to 247,000 Syrian refugees. The majority of refugees live outside of camps (62 percent), mostly in urban centres with little access to assistance, while 38 percent live in camps. Refugees in Iraq receive free medical and educational services, but the country's infrastructure is overwhelmed by the needs of Syrians and Iraqis alike. Much like the other asylum countries, there is low school attendance for Syrian refugee children in Iraq.

Egypt

There are 132,000 Syrian refugees residing in Egypt, while the population is close to 87 million people. Like Lebanon, Egypt does not have refugee camps. Syrians live in urban neighborhoods, renting and sharing accommodation. In general, refugees have access to Egyptian public health and education but face discrimination in accessing these services.

Health Characteristics

The following section includes information from open-source reports on the prevalence of diseases, as well as other health issues impacting resettlement and integration (e.g. immunizations, mental health issues, injuries and disabilities, and sexual violence) among Syrian refugees mostly those living in Lebanon and Jordan. Following this general health section,

aggregate data on health conditions amongst Syrian refugees resettled to Canada is provided. This information is taken from the Department's immigration medical exam (IME).

General Health Conditions among Syrian Refugees

Communicable and Non-communicable Diseases

In 2013, the UNHCR conducted health care consultations in Lebanon, Jordan and Iraq and produced a report outlining some of the most prevalent diseases among Syrian refugees. While the majority of diseases in this report are consistent with CIC's data on resettled refugees, some of the conditions mentioned are not identified in CIC's data but are worth noting. Medical conditions mentioned in the UNHCR research include respiratory tract infections, chronic respiratory diseases, diarrhea, skin infections, urinary tract infections and eye or ear infections.

Vaccine-Preventable Diseases

Vaccine-preventable diseases are particularly difficult to assess, as the majority of refugees will not have their personal documents, such as immunization and medical records. Mass vaccination campaigns for polio and measles were undertaken in Lebanon, Turkey, Iraq and Jordan in 2013; however, an exact estimate of how many Syrian refugees received these vaccines is not available. Therefore, health-care providers should be prepared to provide vaccinations to some refugees.

Trauma and Mental Illness

Mental health and psychosocial support services will be essential for many Syrians after arriving in Canada. Mental health is one of the most prevalent health concerns, as much of the Syrian refugee population has experienced some form of trauma, including losing family members, being subject to or witnessing violent acts, or suffering from conflict-induced physical disabilities due to the use of barrel bombs and torture. According to the UNHCR, 43 percent of Syrian refugees referred for resettlement were submitted under the Survivor of Violence and/or Torture category in 2013 and 2014.

The UNHCR reports a high prevalence of mental health conditions particularly among children and adolescents. The UNHCR (2013) found that mental health is the most prevalent health concern for people ages 5 to 17 in both Lebanon and Jordan. Mercy Corps conducted focus group discussions with adolescents in Jordan and Lebanon and found that trauma is causing high physical and social isolation of refugees, particularly amongst adolescent girls. As a result, 20 percent of the children and adolescents interviewed left their home once a week or less. Boys mentioned broken social networks and a growing sense of hopelessness. They also described their humiliation due to tension between Syrian refugees and the host community.

Syrian attitudes toward mental health have shifted a great deal according to the Cultural Orientation Resource Center. Prior to the crisis, receiving treatment for mental illness had a negative stigma, making people more reluctant to seek treatment or discuss issues. However, as

large numbers of Syrian men, women and children are in psychological distress, they are more open to receiving mental health support. The need for treatment is difficult to predict, as symptoms can arise several months after arrival in the country of resettlement. Therefore, follow-up on mental health issues is crucial.

Injuries and Disabilities

UNHCR research also shows a large number of Syrian refugees with injuries. In 2013, 5 percent of health care consultations in Jordan and 1 percent in Lebanon were for injuries. In Jordan, 11 percent of those injuries were war-related. Some injuries may have caused a physical disability, which will need increased attention upon arrival in a resettlement country. With regard to disabilities, the UNHCR noted that one in 10 refugee households in Jordan have at least one family member who has a disability and that 41 percent of those with a disability are children.

Sexual Violence

Sexual violence and the threat of sexual violence was a concern for many women and girls in Syria before fleeing, if not one of the reasons for fleeing. Rape and other forms of violence affect women and girls as well as men and boys. It is often committed in detention facilities, in the context of household searches or military raids and checkpoints. Sexual violence is also a concern in asylum countries. According to the Cultural Orientation Resource Center, the fear of sexual violence in asylum countries from other refugees or host country nationals causes refugee women and girls to stay home, venturing outside only when accompanied by other family members. Delayed reporting and underreporting are common and, therefore, the magnitude and severity of the situation is unknown. While support, such as counselling, may be required, talking about the subject is often socially unacceptable, and women are unlikely to discuss the matter in front of male family members.

Health Conditions Identified During the Immigration Medical Exam (IME) among Syrian Refugees Resettled to Canada

The IME is conducted prior to resettlement to Canada to screen and detect a limited set of medical conditions applicable to medical requirements. The purpose of the IME is to determine admissibility on the basis of public health/safety and demand on social/health services. It is a single health assessment at a specific point in time, and the data cannot be used to draw conclusions on the health status of a group of individuals nor be generalized to other refugees. Most conditions are not systematically assessed and data relies heavily on self-report. Many individuals may not have received treatment for – or even be aware of – a health condition. In addition, CIC might not be aware of conditions a refugee may have developed between the time of their medical assessment and their arrival in Canada. As well, certain conditions like mental health issues can arise several months after arrival in Canada.

Syrian refugees receive the same medical assessment as all other immigrant categories, which consists of a medical history, physical examination, age-specific laboratory tests and age-specific chest x-ray. Mandatory age-specific laboratory and radiologic tests include:

1. Urinalysis for clients over five years of age
2. Chest x-ray (posterior-anterior view) for clients over 11 years of age
3. Syphilis test for clients over 15 years of age
4. HIV test for clients over 15 years of age

The tables provided below describe aggregate health-related data on a specific group of Syrian refugees who underwent the IME prior to being resettled in Canada. CIC makes every effort to safeguard personal information while also complying with privacy legislation.

Of the Syrian refugees assessed overseas (total=1,439), a little over 16 percent had at least one health condition detected during the IME (see Table 1). Among them, 55 percent were male. The highest proportion of health conditions is found in those 65 years and older – 80 percent of people in that age group had at least one health condition.

Table 1: Syrian refugees with at least one health condition at the time of IME

Age Group (years)	Had at least one condition listed*			Total Individuals		
	Male	Female	All	Male	Female	All
Less than 15	12	12	24 (5%)	255	193	448
15 to under 25	8	3	11 (5%)	126	112	238
25 to under 45	31	24	55 (12%)	227	219	446
45 to under 65	65	41	106 (41%)	151	109	260
65 and older	14	24	38 (80%)	17	30	47
Total	130	104	234 (16%)	776	663	1439

* Although someone may have no condition identified at the time of the IME, it is not a guarantee that the individual does not have some type of health condition, or will not by the time of their arrival in Canada.

The most prevalent health conditions detected during the IME were hypertension, diabetes, visual or hearing impairments and cardiovascular disease (see Table 2). Hypertension had the highest frequency and mostly affected Syrians between 25 and 65 years of age. In addition, the majority of those with a cardiovascular disease were aged 65 years and over. Other chronic health conditions detected among Syrians 45 years and over included diabetes, osteoarthritis and cancer.

Three main communicable diseases are screened during the IME: tuberculosis (TB), syphilis and HIV, with lower proportions of communicable diseases reported than non communicable diseases (or chronic health conditions) (see Table 2).

Although information on the severity of a disease is not systematically collected at the time of the IME, each of the health conditions presented here requires various levels of clinical management and follow-up care. However, certain health issues are worth noting due to their

impact on integration and settlement, either because they require access to specialized care or because they can affect daily living if not managed in a timely manner. These include those with mental health illnesses/mood disorders, vision and hearing impairments, dental conditions and intellectual deficiencies categories. Ten percent of the overall group were represented in this category.

Table 2: Proportion of health conditions among resettled Syrian refugees

Health Condition*	Proportion of Syrian refugee group (%) (n=1,439)
Hypertension	7.6%
Non-specific abnormal findings**	5.0%
Diabetes	2.2%
Visual or hearing impairment	1.5%
Cardiovascular disease	0.9%
Cognitive/behaviour/nervous system disorder	0.8%
Mental illness/mood disorder	0.8%
Cancer	0.6%
Other	0.5%
Communicable disease	0.4%
Osteoarthritis	0.3%
Renal disorder	0.3%

* A more detailed table providing frequencies of health conditions as well as a table describing the specific conditions have been included in the Annex.

** Non-specific abnormal findings relate to medical findings during the medical assessment that were inconclusive or not related to any specific health condition.

Cultural Considerations

Food and Dietary Restrictions

Syrian food consists of a wide range of grains, meat and fruits and vegetables. Common dishes include pita and hummus (chickpea dip), baba ganoush (eggplant spread), mahshe (stuffed grape leaves, zucchini and bell peppers), shawarma (gyro), and salads such as tabouleh and fattoush. Lunch is usually the largest meal of the day, often eaten at 2:00 pm. Syrian Muslims have dietary restrictions that do not allow them to eat pork; additionally, some will not consume alcohol or eat shellfish.

Families

As mentioned, the majority of resettled Syrian refugees who have arrived in Canada are family units consisting of a couple with three or more children. Families are quite extended in Syria; they include not only parents and children but also grandparents, aunts, uncles and cousins. It is

not uncommon for extended and immediate family members to live together in a single dwelling. In general, Syrian society is patriarchal, with the family under the authority of the oldest man.

Religion

In Syria, devout Muslims pray five times a day, in private and at scheduled times. Syrian Muslims may fast during the lunar month of Ramadan, during which eating, drinking and smoking is prohibited from sunrise to sunset. At the end of Ramadan, Muslims celebrate Eid by feasting with family. Devout Christians wear crosses around their necks and attend church regularly. All Muslim and Christian holidays are official holidays in Syria.

Health Care

Health care providers should consider religious and cultural beliefs when providing services. This includes practices such as providing long hospital gowns that cover the lower legs and same-sex health-care providers. This is especially important for women's reproductive health, as it would be more culturally appropriate for female gynecologists and nurses to provide care for Syrian refugee women.

Employment

The Agency for Technical Cooperation and Development (ACTED) recently conducted a labour market analysis on Syrian refugees in Lebanon. ACTED's research provides other resettlement countries with a general idea of job opportunities and challenges for Syrian refugees.

This ACTED study determined that the majority of Syrians worked in the construction and agriculture sectors in Syria. The study found that 70 percent of the Syrian refugees interviewed were working in construction before leaving Syria and were able to find construction jobs in Lebanon. Research conducted by the International Labour Organization (ILO) in 2013 found that the occupational distribution among Syrian refugees residing in Lebanon included domestic/personal services such as driving or housekeeping (27 percent), agricultural activities (24 percent), and construction (12 percent). In addition, Syrians with previous jobs that require higher qualifications such as engineering, finance or education were either not employed or had found jobs in other sectors while living in Lebanon.

ACTED asked interviewees why they could not find employment. The responses varied but included a disability/injury or the reluctance of employers to hire Syrians. When asked which skills would help them find a job, or a better job, improved communication skills (including language, communication and computer skills) were mentioned the most.

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Annex

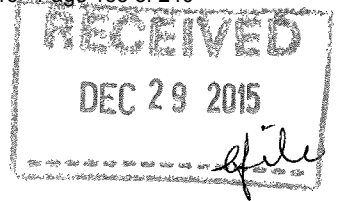
Table 3: Frequency and rates of health conditions among refugees

Health condition*	Total frequency	Proportion of individuals with at Least One condition (n=234)	Proportion of entire Syrian Refugee Group (%) (n=1439)
Hypertension	110	47.0%	7.6%
Non-specific abnormal findings	72	30.8%	5.0%
Diabetes	32	13.7%	2.2%
Visual or hearing impairment	21	9.0%	1.5%
Cardiovascular disease	13	5.6%	0.9%
Cognitive/ behavioural/ nervous system disorder	11	4.7%	0.8%
Mental illness or mood disorder	11	4.7%	0.8%
Cancer	9	3.8%	0.6%
Other	7	3%	0.5%
Communicable disease	6	2.6%	0.4%
Osteoarthritis	5	2.1%	0.3%
Renal disorders	5	2.1%	0.3%

*If someone had two diagnoses that went into the same group, they were only counted once in the frequency. Cell counts of less than 5 (including 0) have been suppressed as per data protocol for privacy and confidentiality. Non-specific abnormal findings relate to medical findings during the medical assessment that were inconclusive or not related to any specific health condition.

Table 4: Health groupings and categories

Cancer	Cardiovascular disease	Cognitive, behavioural and nervous system disorders	Communicable diseases
• Endocrine Gland - Malignant Neoplasm • Female Breast - Malignant Neoplasm • Genitourinary Organs- Malignant Neoplasm • Lymphoid and Histiocytic Tissue - Malignant Neoplasm • Melanoma - Malignant Neoplasm • Nervous System - Malignant Neoplasm • Neoplasm of Unspecified Nature	• Aortic Valve Disease • Cardiomegaly • Cardiomyopathy • Cerebrovascular Disease • Heart - Congenital Anomaly • Heart Failure • Ischemic Heart Disease	• Behaviour Disorder • Infantile Autism • Mental Retardation • Nervous System Disorder	• Hepatitis B • Pulmonary Tuberculosis Infection • Early Syphilis
Vision and hearing impairments	Mental illness and mood disorders	Non-specific abnormal Findings	Other Health Conditions
• Impaired Hearing or Deafness • Impaired Vision or Blindness	• Bipolar Disorder • Depression • Schizophrenia	• Non-specific Abnormal Findings • Non-specific Abnormal Results of Function Studies • Non-specific Abnormal Findings on Radiological and Other Examination of Body Structure	• Developmental Delay • Congenital Anomaly • Connective Tissue Disorder • Blood, and Blood-Forming Organ, Disease



VILLAGE OF LIONS BAY
FILE TO I/C☒
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OTHER

DEC 16 2015

His Worship Karl Buhr
Mayor of the Village of Lions Bay
PO Box 141
Lions Bay BC V0N 2E0

Dear Mayor Buhr:

Your November 3, 2015 e-mail addressed to the Honourable Suzanne Anton, Attorney General and Minister of Justice, regarding the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver, has been referred to me. In your correspondence, you reiterate concerns about speeding and request universal enforcement as a means for garnering compliance to posted limits.

The annual UBCM Convention and meetings with municipalities are considered to be an integral forum for dialogue between local governments and the Ministry. It is my understanding that through the course of Minister Anton's meetings with delegations this year, as well as meetings that took place with senior provincial staff, there was a common theme of discussion with respect to policing. This included police resourcing and the question of equitable funding between municipal and provincial policing jurisdictions.

As you know, under BC's *Police Act*, municipalities with 5,000 population and over are responsible for, and bearing the expenses necessary of, providing policing within their municipal boundaries. These municipalities pay for local police services through municipal taxes. Municipal governments have direct input into police resourcing and have the ability to increase financial contributions to fund additional officers and ensure policing is in line with specific community priorities.

The Province is responsible for providing policing to unincorporated/rural areas and to municipalities under 5,000 population; Lions Bay is within provincial policing responsibility. Ministry staff continually work with the RCMP to ensure that adequate and effective policing services are provided to these areas throughout BC. However, while residents in these areas contribute to their policing costs through the Police Tax, these areas do not have the same ability as municipalities to increase their financial contributions to add resources to their local policing units.

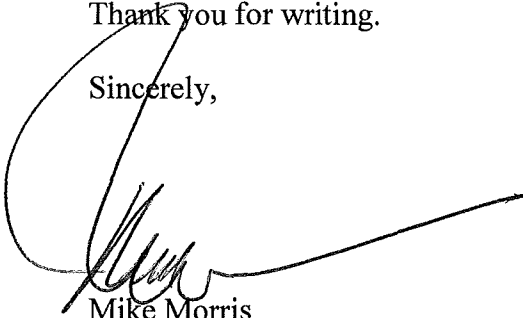
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His Worship Karl Buhr
Page 2

The Province understands that some communities and local governments wish to start a dialogue about ways in which unincorporated areas and municipalities under 5,000 population could alternatively be funded. I welcome any feedback from your municipality and other local governments in the region on potential solutions to this issue. I have asked Ms. Sophie Mas, Director, RCMP Contract Management Unit, Policing and Security Branch, to be available to you or your staff as a resource for this topic. Ms. Mas may be reached by e-mail at Sophie.Mas@gov.bc.ca or by telephone at 604 660-4451.

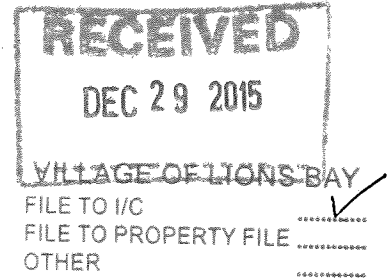
Thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Morris', with a long horizontal flourish extending to the right.

Mike Morris
Minister of Public Safety
and Solicitor General

pc: Ms. Sophie Mas



Reference: 293776

December 21, 2015

His Worship Mayor Karl Buhr
and Councillors
Village of Lions Bay
Box 141
Lions Bay BC V0N 2E0

Dear Mayor Karl Buhr:

On June 15, 2015, the Honourable Mary Polak, Minister of Environment, announced that British Columbia will be creating a world class spill response regime to address a wide range of potential land and marine-based spills. We intend to build that new regime collaboratively with First Nations, communities, local governments, industry and other regulators.

I am sending this letter to provide you with an update on the regime progress and notice of our upcoming engagement efforts. We will be engaging a broad range of First Nations, industry organizations, communities, stakeholders and regulators on a new report which will set out the details of our proposed new spill response regime.

I encourage your organization to provide detailed comments on the new report through our online information portal on the ministry's Land Based Spill Preparedness and Response in British Columbia website at www.gov.bc.ca/spillresponse. From this webpage, you can subscribe to receive updates which will notify you when new content is posted, including the new report. As noted, we anticipate the new report being available mid-January 2016 and we will provide you with another notice just prior the commencement of our formal engagement.

In the meantime, we invite you to review the previously published intentions papers and the results of a past Spill Response Symposium posted on the portal.

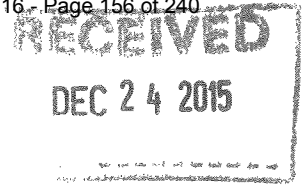
If you have any questions about the new proposal or the engagement process, I encourage you to contact Ms. Sara Bacic, Logistics Coordinator for the Spill Response Regime. She can be contacted at Sara.Bacic@gov.bc.ca.

Sincerely,

Anthony Danks
Executive Director
Spills Response Regime Project
Environmental Protection Division



BRITISH
COLUMBIA



December 18, 2015

Ref: 224653

His Worship Mayor Karl Buhr and Council
Village of Lions Bay
Box 141
Lions Bay BC V0N 2E0

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

Dear Mayor Buhr and Council:

The Provincial Office for the Early Years (EYO) participated at the 2015 Union of BC Municipalities convention by hosting a table during the "Tools, Resources and Funding" session. The EYO table focused on sharing resources developed over the past year designed to support local governments to increase their capacity to undertake local planning, projects and development related to child care.

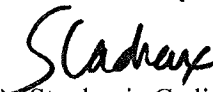
The Provincial Government of British Columbia strives to increase quality, affordability, and accessibility of child care through a variety of initiatives.

Over the past year, the EYO has worked with local governments to explore local government "policy tools" that can help ensure availability of quality child care spaces across British Columbia. This has culminated in a number of resources that can assist local governments in understanding their role and opportunities to exercise their unique levers to support local child care expansion.

One of the resources shared at the convention was the brochure "*Municipalities: Top 13 Actions to Support Local Child Care Needs*". This document was developed in collaboration with local government representatives and the local government division of the Ministry of Community, Sport, and Cultural Development. It provides a concise description of 13 actions that local governments can take to support child care in their community including streamlining. I have enclosed the pamphlet for your perusal. It can also be accessed on-line at: <http://goo.gl/93l2iY> along with a number of other resources for local government.

Should you be interested in further information regarding the resources available to municipalities to support the expansion of child care programs in your community, please contact the EYO at 250 387-5942 or send your e-mail to: EarlyYearsOffice@gov.bc.ca.

Sincerely,


Stephanie Cadieux
Minister

Attachments



Office of the Chair

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

JAN 04 2016

File: CR-12-01

Ref: RD 2015 Nov 27

Mayor Karl Buhr
Village of Lions Bay
400 Centre Road
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.buhr@lionsbay.ca

Dear Mayor Buhr:

Re: For Review and Comment: Draft Regional Food System Action Plan

At its November 27, 2015 meeting, the GVRD Board of Directors adopted the following resolution:

That the GVRD Board:

- a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and*
- b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.*

The draft Regional Food System Action Plan (Action Plan) identifies concrete actions that local governments plan to take over the next three to five years to advance achievement of a sustainable and resilient regional food system. It also identifies a number of new initiatives that provide an opportunity to advance local government collaboration and to expand innovative practices across the region.

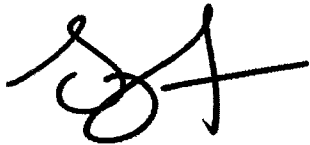
Staff were directed to prepare an Action Plan as a means of implementing the *Regional Food System Strategy* that was adopted by the GVRD Board in 2011. Consistent with this direction, a Task Force was struck by the Regional Planning Advisory Committee to develop the attached Action Plan (Attachment 1). The Task Force consists of representatives from eleven municipalities, the Tsawwassen First Nation and the BC Ministry of Agriculture. Those municipalities that were not represented on the Task Force were consulted and provided opportunity to contribute to the Action Plan.

At this time, Metro Vancouver is seeking comments related to the Action Plan. The period for comment is intended to ensure there is opportunity to consult with community groups, Agricultural Advisory Committees and other stakeholders as part of the review. After the consultation period, the Action Plan will be finalized, taking into account any feedback received. The Action Plan will then be considered for adoption by the GVRD Board, and conveyed to municipalities for consideration. The adoption process is detailed further in the attached report (Attachment 2).

Please provide any comments to Metro Vancouver by Friday, January 22, 2016. Comments can be sent to Jaspal Marwah, Regional Planner, at jaspal.marwah@metrovancover.org.

Thank you for your ongoing efforts to advance the Metro Vancouver region towards a healthy and sustainable food system.

Yours truly,

A handwritten signature in black ink, appearing to be 'GM' with a stylized flourish.

Greg Moore
Chair, Metro Vancouver Board

GM/AN/jm

cc: Regional Planning Advisory Committee Members and Associate Members
Regional Food System Action Plan Task Force

Attachments:

1. Draft Regional Food System Action Plan.
2. Staff report to Regional Planning Committee, dated October 15, 2015.



To: Regional Planning Committee

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

Date: October 15, 2015

Meeting Date: November 6, 2015

Subject: **Draft Regional Food System Action Plan**

RECOMMENDATION

That the GVRD Board:

- a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and
- b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.

PURPOSE

The purpose of this report is to provide the GVRD Board with the draft Regional Food System Action Plan, and request that it be conveyed to member municipalities for review and comment.

BACKGROUND

When the Regional Food System Strategy (RFSS) was adopted by the GVRD Board in February 2011, staff were directed to prepare a RFSS Action Plan to implement the strategy. Metro Vancouver's main contributions to achieving the goals of the RFSS continue to be focused on actions to implement *Metro Vancouver 2040: Shaping Our Future*, the regional growth strategy (i.e., protection of farmland) and the Integrated Solid Waste and Resource Management Plan (i.e., diversion of organics). However, the scope of the RFSS extends beyond these regional plans and relies on efforts by municipalities, the Province, non-governmental organizations, post-secondary institutions and other stakeholders. The Regional Food System Action Plan is focused on the role of local government in achieving a sustainable and resilient food system.

Metro Vancouver staff have been working with a Task Force consisting of municipal staff to develop the draft Regional Food System Action Plan (Action Plan). The Action Plan highlights actions that local governments are planning to pursue in the near term that can advance implementation of the Regional Food System Strategy (RFSS) in tangible ways. It also proposes a small number of 'new' initiatives for local governments to collaboratively undertake to address aspects of the RFSS in need of greater attention. The draft Action Plan will continue to evolve with feedback from Regional Planning Committee, member governments and other stakeholders. A copy of the Action Plan is attached to this report (Attachment 1) for review and comment.

DRAFT REGIONAL FOOD SYSTEM ACTION PLAN

To develop the draft Action Plan, Metro Vancouver convened four meetings over the course of 2015 with the Task Force and one meeting with Metro Vancouver department representatives.

Staff from Metro Vancouver and the Task Force identified actions within their respective local governments; discussed the role of local government; identified challenges in responding to the RFSS; and reviewed the preferred adoption process for the Action Plan. The draft Action Plan includes feedback from Task Force, the Agricultural Advisory Committee and the Regional Planning Advisory Committee. Other member municipalities that are not part of the Task Force also participated by submitting content individually.

Action Plan Highlights

The Action Plan specifically focuses on the role of local governments and actions that are planned for the next five years, as well as new initiatives that are proposed in response to gaps where more local government action is desirable. The intent of the plan is to recognize local government efforts on agri-food issues and to strengthen collaboration as local governments continue to strive to build a resilient regional food system.

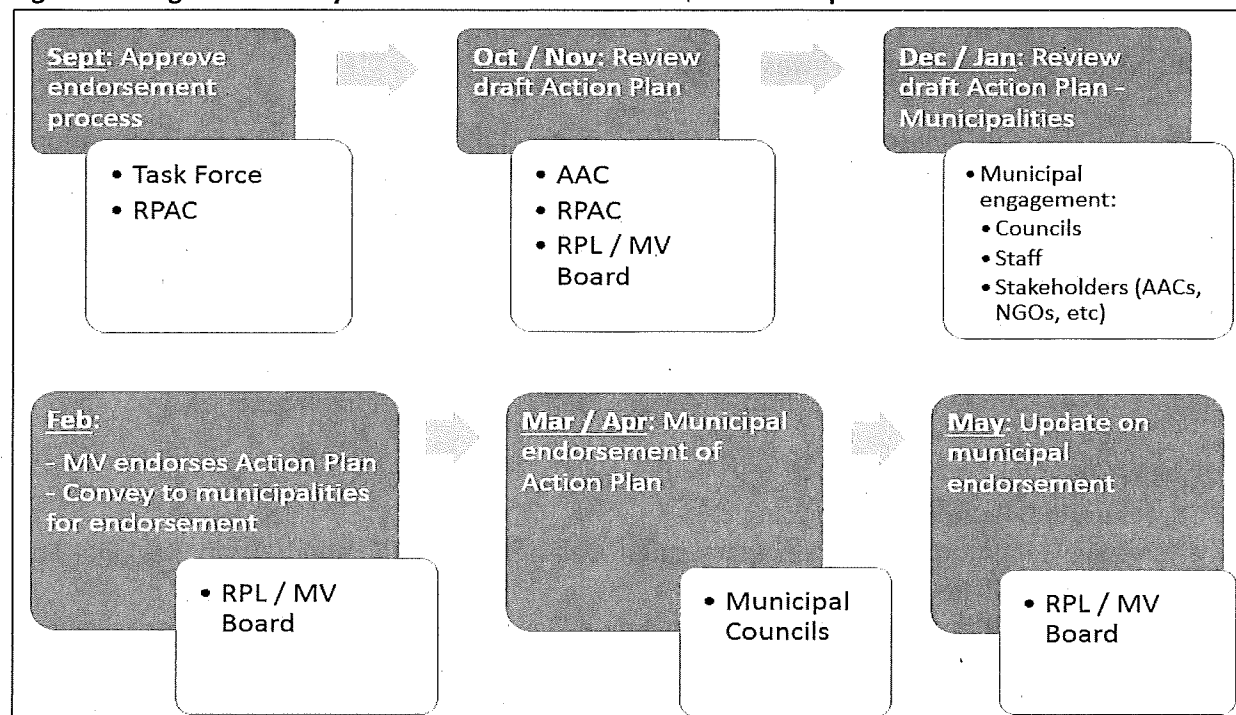
The Action Plan is structured according to the RFSS goals and strategies. Each goal describes the local government role, examples of completed activities, summarizes planned actions, identifies gaps and proposes new initiatives. A summary of new initiatives is included in Attachment 2. In addition, three emerging issues not addressed in the RFSS are identified; these have become more pertinent to local governments since 2011.

Local governments identified 175 actions planned to advance RFSS implementation. The top areas of activity are: protecting agricultural land, supporting direct marketing, aligning policies to food system goals, enabling food access for vulnerable groups, and encouraging urban agriculture. The gaps in RFSS implementation that require further local government efforts include: enabling farmland for food production, supporting new farmers, facilitating local food processing capacity, increasing awareness of local food, promoting food recovery, and preparing for impacts of climate change.

A key finding is that the regional federation of local governments working in collaboration is the most effective way to build a resilient and sustainable regional food system. The Action Plan's success is reliant on the complementary relationships that allow each community to build on its own strengths and unique circumstances to address food issues, but also to work together on cross-cutting actions. Collective actions are more effective at resolving regional issues than if each municipality pursues actions in isolation. This Action Plan provides the opportunity to learn from the experiences of others, expand innovative approaches across the region and embark on new innovative initiatives to address the persistent challenges and emerging regional food system issues.

Adoption and Approval Process

At its September 18 meeting, the Regional Planning Advisory Committee endorsed the Action Plan approvals process, as shown in Figure 1 below.

Figure 1 – Regional Food System Action Plan Endorsement and Adoption Process

The approvals process reflects Task Force and RPAC interest in an extended period for municipal review and consultation on the Action Plan, prior to endorsement. Metro Vancouver staff will also circulate the draft Action Plan to external stakeholders for review during this consultation period.

The draft Action Plan includes both planned actions, which have already been considered by decision makers, as well as a small number of new initiatives that have not been considered by Councils or the GVRD Board. As a result, the Task Force and staff are proposing a phased adoption process where local governments endorse the Action Plan, but adopt only the actions that pertain to their own jurisdiction. To facilitate this approach, staff propose that after the municipal review period, the Action Plan first be endorsed by the GVRD Board, and then conveyed to municipal Councils for: endorsement of the plan as a whole, confirmation of the planned actions they've submitted, consideration of applicable new actions, and ongoing assignment of staff resources to implement the plan. This approach follows an adoption process that is similar to past projects in which Metro Vancouver and member municipalities have jointly adopted a plan with commitments for specific actions to be undertaken by various local governments.

Input and Feedback to Date

Members of the Task Force provided further comments on the draft Action Plan on September 9, 2015. Comments centred primarily on minor clarifications, amendments or additions to the actions for individual local governments, and in some cases, support for increased resourcing to address agri-food issues at the local level.

The Agricultural Advisory Committee (AAC) received the draft Action Plan for information, and also endorsed it with comments at its regular meeting on October 16, 2015. The AAC provided

comments on: the need for ensuring food safety among urban commercial and community food producers and providers; increasing food processing capacity in ALR and non-ALR jurisdictions; engaging large buyers to support local food; and advocating for senior government support for irrigation/drainage infrastructure investments.

The Regional Planning Advisory Committee (RPAC) received the draft Action Plan for information at its regular meeting on October 23, 2015. The RPAC provided comments indicating support for: the general intent of the draft Action Plan; the inclusive process in which local government staff played an integral role and the extended period for municipal review; and the flexible framework proposed for adoption that allows local government to choose the actions most appropriate to their jurisdictions. There was some comment on the challenges of increasing processing capacity on ALR land without impacting the viability of ongoing farming. There was also broad support for the regional and collaborative approach that underpins the Action Plan's implementation.

ALTERNATIVES

1. That the GVRD Board:
 - a) receive for information the report dated October 15, 2015, titled "Draft Regional Food System Action Plan"; and
 - b) convey the draft Regional Food System Action Plan to member municipalities for review and comment.
2. That the GVRD Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

SUMMARY / CONCLUSION

The draft Regional Food System Action Plan presents the local government actions planned for the next five years to advance the implementation of the 2011 Regional Food System Strategy as well as new initiatives that can strengthen collaboration within the regional federation. The draft Action Plan reflects feedback from the Task Force, AAC and RPAC. The Task Force and RPAC have endorsed an approval process that facilitates a common approach to local governments jointly adopting the Regional Food System Action Plan. Staff recommends Alternative 1, that the GVRD Board receive the draft Regional Food System Action Plan for information and convey it to member municipalities for review and comment.

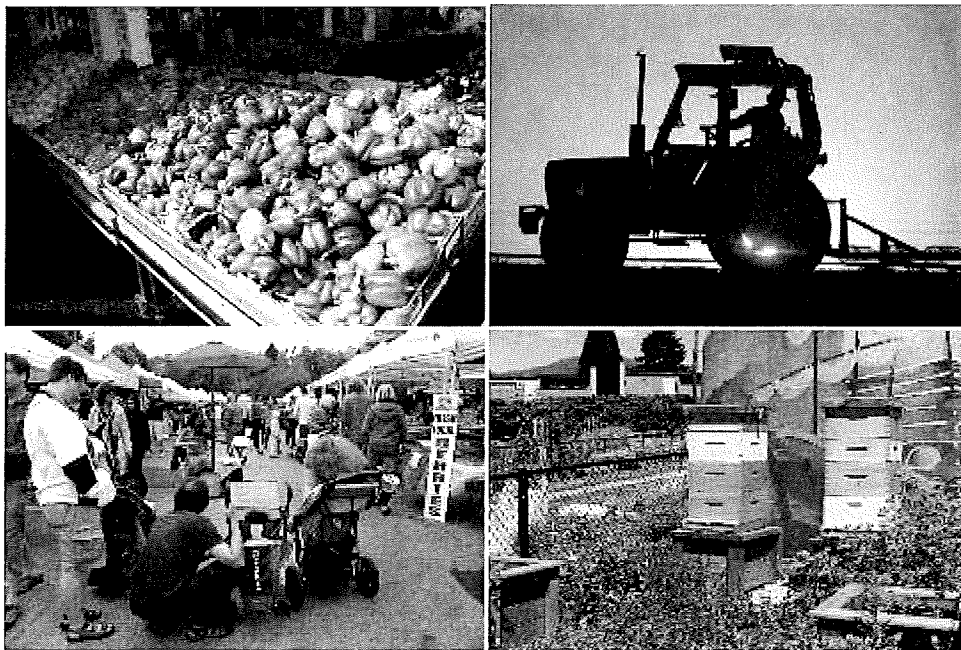
Attachments (Doc. #12192776):

1. Draft Regional Food System Action Plan dated October 6, 2015.
2. Summary of New Initiatives for Local Governments (excerpt from the draft Action Plan).

12090203

October 30, 2015

Regional Food System Action Plan - Draft



DRAFT

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Overview

The *Regional Food System Strategy* (RFSS) was adopted by Metro Vancouver in 2011, with a vision to create, *“a sustainable, resilient and healthy food system that will contribute to the well-being of all residents and the economic prosperity of the region while conserving our ecological legacy.”* This food system approach illustrates the multiple ways food reaches our plates and the linkages among agencies, the private sector and communities working on food issues. The RFSS contains five goals and twenty-one strategies (Table 1) that highlights opportunities for all levels of government, the private sector and civil society to advance actions that support the vision and public benefits derived from the regional food system.

The Action Plan recognizes what municipal governments and the regional district are doing to advance the RFSS goals and strategies and through new initiatives strengthen collaboration on actions to address agri-food issues. The plan takes stock of the great work undertaken to date by local governments in Metro Vancouver, and charts a course for where the region is headed over the next five years. Local governments have identified the actions in this plan and the new initiatives being proposed respond to gaps and emerging directions.

The Action Plan:

- Demonstrates the local government role through current and planned actions;
- Identifies areas of the RFSS where more local government efforts are desirable;
- Recommends opportunities for collaborative action;
- Highlights actions that could be expanded across the region; and
- Provides a resource to learn from each other as well signals where new partnerships can be pursued to address food system issues.

The Action Plan was developed by Metro Vancouver and its members through a Task Force under the direction of the Regional Planning Advisory Committee, with participation from eleven municipalities, the Tsawwassen First Nation and the BC Ministry of Agriculture. Input was also provided by other municipalities, the Metro Vancouver Agricultural Advisory Committee a series of three Roundtable events hosted by Metro Vancouver in 2013 and 2014.

The results of the consultation with municipalities have produced an Action Plan that highlights:

- Over 175 planned actions planned by local governments to advance RFSS implementation;
- Where local governments are most active in the food system: protecting agricultural land, supporting direct marketing, aligning policies to food system goals, enabling food access for vulnerable groups, and encouraging urban agriculture;
- Reveals gaps and activities that are not widely pursued such as: using farmland for food production , supporting new farmers, facilitating local food processing capacity, increasing awareness of local food, promoting food recovery, and preparing for impacts of climate change; and
- Emerging issues that have become more pertinent since the RFSS was completed in 2011 and requires local government attention: food emergency planning; linking poverty, food & health issues; and establishing a forum for municipal staff to share information and collaborate on new initiatives.

Table 1: The Regional Food System Strategy Framework

GOALS	STRATEGIES
Goal 1: Increased Capacity to Produce Food Close to Home	1.1 Protect agricultural land for food production
	1.2 Restore fish habitat and protect sustainable sources of seafood
	1.3 Enable expansion of agricultural production
	1.4 Invest in a new generation of food producers
	1.5 Expand commercial food production in urban areas
Goal 2: Improve the Financial Viability of the Food Sector	2.1 Increase capacity to process, warehouse and distribute local foods
	2.2 Include local foods in the purchasing policies of large public institution
	2.3 Increase direct marketing opportunities for local foods
	2.4 Further develop value chains within the food sector
	2.5 Review government policies and programs to ensure they enable the expansion of the local food sector
Goal 3: People Make Healthy and Sustainable Food Choices	3.1 Enable residents to make healthy food choices
	3.2 Communicate how food choices support sustainability
	3.3 Enhance food literacy and skills in school
	3.4 Celebrate the taste of local foods and the diversity of cuisines
Goal 4: Everyone has Access to Healthy, Culturally Diverse and Affordable Food	4.1 Improve access to nutritious food among vulnerable groups
	4.2 Encourage urban agriculture
	4.3 Enable non-profit organizations to recover nutritious food
Goal 5: A Food System Consistent with Ecological Health	5.1 Protect and enhance ecosystem goods and services
	5.2 Reduce waste in the food system
	5.3 Facilitate adoption of environmentally sustainable practices
	5.4 Prepare for the impacts of climate change

Role of Local Governments in the Regional Food System

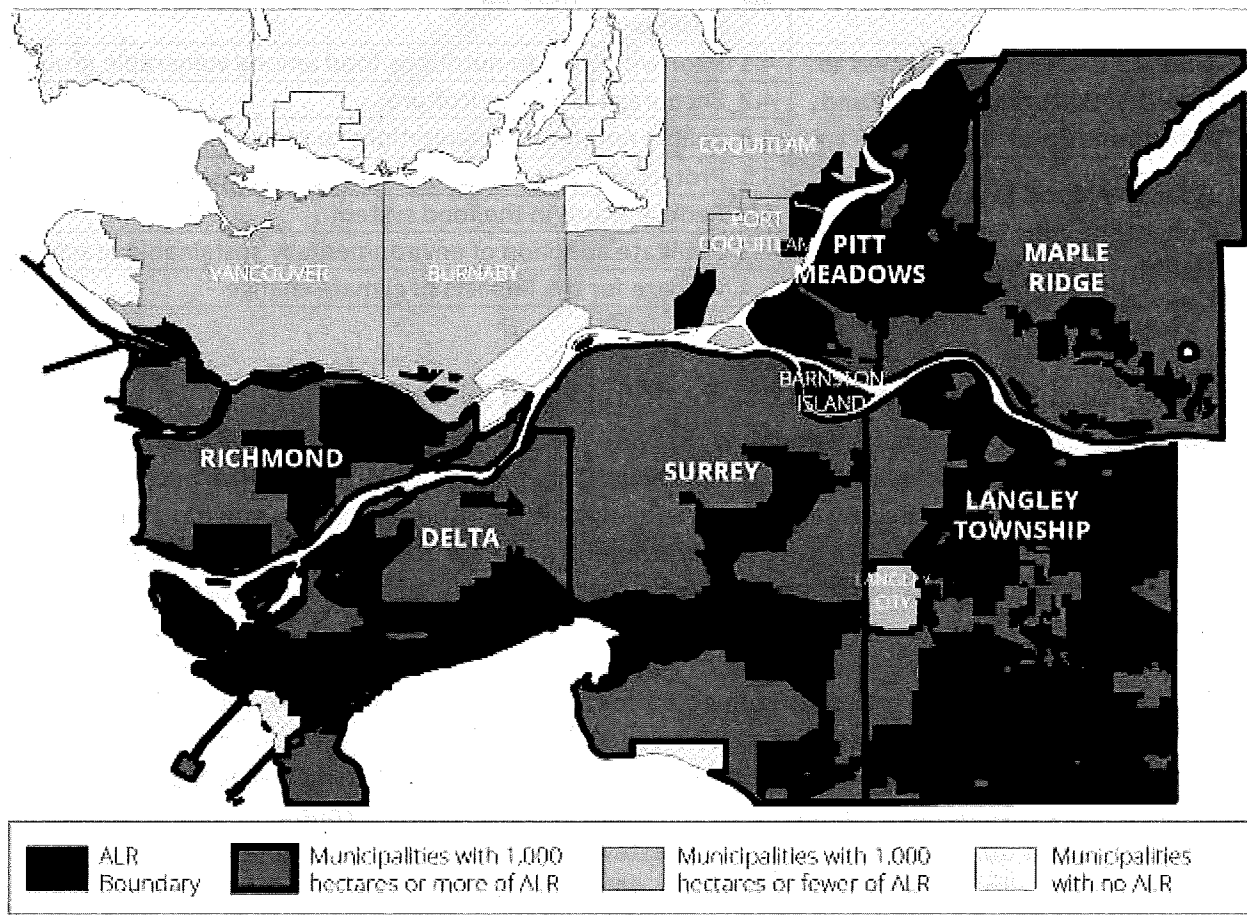
Food system policy spans government, private sector and community organizations, yet necessitates government leadership at all levels. The federal government has authority over national and international issues related to trade, agriculture, fisheries, health, and food safety. The Province of British Columbia shares the government mandate for agriculture and health, while having authority over economic growth, job creation, social welfare, transportation and the environment.

Local governments are more directly connected to communities and therefore are well-positioned to address food system issues related to land use, utilities and community services. Municipalities capitalize on their strengths to manage growth and development, diversify the economy, educate residents, support vulnerable communities and adapt to a changing environment. Metro Vancouver provides regional utility services for water, wastewater and solid waste and undertakes regional planning with an aim to directing growth to the right places, support the development of complete communities, protect important lands and support the provision efficient infrastructure, including transportation.

In Metro Vancouver, the combined efforts of the regional district, the 21 member municipalities and Tsawwassen First Nation creates a collective approach that can effectively address a wide range of food system issues. There remains a strong reliance on the provincial government to enable the policy, regulatory and fiscal framework. Partnerships with business, community organizations and educational institutions are also essential to advancing innovative solutions to address the challenges in the regional food system.

The Action Plan acknowledges a distinctive role for local governments in Metro Vancouver, but recognizes that each local government has unique characteristics and circumstances and therefore addresses food issues in its own way. For example, local governments with significant agricultural land play a crucial role in protecting farmland and promoting the viability of agriculture. The map below illustrates that six municipal governments retain 95% of the region's agricultural land (Delta, Langley Township, Maple Ridge, Pitt Meadows, Richmond, and Surrey). For the purposes of the Action Plan, these municipalities are referred to as the "Agricultural" municipalities. Although other municipalities are also stewards of the Agricultural Land Reserve, most of the remaining lands are located with the Urban Containment Boundary, as defined by *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy.

Distribution of Agricultural Land Reserve in Metro Vancouver



Challenges

The challenges identified in the RFSS remain pertinent today - supporting healthier diets, reducing the carbon footprint of food, preparing for uncertain global food supplies, and creating opportunities for local food businesses. The ability of government agencies to work across multiple jurisdictions to capture synergies also remains a challenge as governments wrestle with new and emerging impacts on the food system.

Through the development of the Action Plan, municipalities expressed a strong desire to ensure that: healthy food is available to everyone, local agri-food businesses thrive, agricultural land is protected, and associated ecological goods and services are maintained over the long term. Additional challenges faced by local governments in responding to local food issues identified during the development of the Action Plan include the following:

- local governments having many competing priorities and obligations;
- there is a lack of adequate resources committed to food and agricultural issues;
- there is a lack of consistency in terms of where and how agri-food issues are addressed municipally, which makes it more difficult to coordinate among departments and across the region; and
- the range and diversity of levels of political commitment to a food system approach results in actions being completed only when staff time and funding become available, rather than being a strategic priority.

Key Findings

A number of notable themes emerged through the development of the Action Plan. First, it has been noted that the regional federation of local governments working collaboratively is an effective mechanism for building a resilient, sustainable regional food system. The Action Plan's success is reliant on the complementary relationships that allow each community to build on its own strengths and unique circumstances to address food issues, but also to work together on cross-cutting actions. Collective actions are more effective at resolving regional issues than if each municipality pursues actions in isolation. This Action Plan provides the opportunity to learn from the experiences of others, expand innovative approaches across the region and embark on new innovative initiatives to address the persistent challenges and emerging regional food system issues.

Next, the importance of the interdependent relationship between the 'feeder' communities who are producing local food, and the 'eater' communities who are primarily the consumers, cannot be overstated. For example, Agricultural municipalities are focused on protecting agricultural land and expanding commercial food production, while the remaining municipalities are engaged more in the social and educational benefits of urban agriculture. Together, local governments complement one another and allow the region to effectively, and jointly, advance local food production.

This approach still supports consistent actions across the region. For example, more effort could be made by all local governments to promote local food, which in turn supports the viability of agriculture. The best way to protect agricultural land is to farm it. Concurrently, Agricultural municipalities need to consider food insecurity issues that tend to be felt most in more urban communities that are struggling to enable an affordable, healthy food supply for vulnerable

populations. Strong connections among all communities can increase understanding of the issues that will confront the region in the future especially as climate change and emergency management take a higher priority on all government agendas.

Lastly, there is a wide range and diversity policies, plans and programs being implemented by local governments that directly engage with food and agriculture, yet these initiatives are often not labelled as such. In addition to the agriculture plans, food strategies and food charters prepared by municipalities, actions in support of a food system approach have emerged from a broad range of other policy tools such as Official Community Plans, zoning bylaws and development permit area guidelines. There are also supportive actions embedded in Local Area Plans, Park Plans, Climate Action Plans, Environmental and Social Sustainability Strategies, and Healthy Built Environment initiatives. Municipalities are responding to the growing interest in local food issues by using whatever tools and resources are available. While this less structured approach is quite nimble and flexible, it does hinder the ability to have a more strategic, integrated long-term approach that includes dedicated staff, funding, and partnerships.

A Special Mention – Community Groups, Non-governmental Organizations & Health Agencies

In addition to local governments, key players in the regional food system include non-governmental organizations, community groups, educational institutes, and the private sector. These groups are leading actions in support of the Regional Food System Strategy, and are crucial partners for local governments. Health Authorities also deserve special mention for their role in putting food on the public agenda and enabling communities to tackle food issues.

Most local governments rely on community organizations to be on the front lines for food insecurity issues. With senior governments continuing to reduce support for research and extension, agricultural producers are increasingly reliant on the educational institutions for job training and skills development. The University of British Columbia has been active in supporting changes in institutional procurement practices to include local foods. The connections between the private sector and local government are traditionally regulatory in nature, but are becoming more collaborative as businesses recognize social obligations and opportunities to be agents of change and as food issues become more complex. In addition, charitable organizations and foundations are providing critical community services and conducting public engagement and education activities.

What's In the Action Plan

The Action Plan uses the RFSS goals and strategies to present local government actions. Each of the five RFSS goals has a chapter that includes:

- **Local Government Role** – describes the current state of RFSS implementation in 2015 and the types of actions that have been completed since the adoption of the RFSS in 2011.
- **Planned Actions** – identifies specific actions local governments are planning to undertake within the next five years. These actions are occurring on an ongoing basis, in the short term (1-3 years) or in the medium term (3-5 years). The planned actions were identified by local government staff for their own jurisdictions. *These planned actions have been previously approved by local government decision-makers.*
- **New Initiatives for Local Governments** – identifies actions to address the current gaps in RFSS implementation, many which can be achieved collaboratively. *These recommended actions have not yet been endorsed by local government decision-makers.* There are two types of collaborative recommendations:
 - New actions. These actions harness the collaborative potential of local government to jointly address the identified gaps in the RFSS; and
 - Expansion of practices currently underway in one or more jurisdictions. These are initiatives that have the potential for broader application throughout the region.

Emerging Issues in the Regional Food System

The last chapter addresses actions that were not included in the original scope of the RFSS, but since 2011 have become more pertinent to local governments throughout the region.

What's not in the Action Plan

While the Action Plan focuses on what lies ahead, it is important to acknowledge that local governments have already adopted, funded and implemented a wealth of programs, upgrades and initiatives that support the regional food system. Such past actions have contributed to the strength of the regional food system today, and set the stage for the future actions identified in this plan. The past actions that were implemented prior to 2015 are not included in the scope of this plan.

Goal 1 *Increase Capacity to Produce Food Close to Home*

Goal 1 aims to expand the amount of food that can be commercially produced in the region. The five strategies under this goal address: agricultural land, fish habitat, avenues to invest in future farmers and the expansion of commercial food production in rural and urban areas. Protecting the agricultural land base is critical, but is only the first step – equally important is enabling farmers to operate a viable business and the use of agricultural lands for food production.

Local Government Role

Local governments are strongly engaged in responding to Goal 1 through policy and regulations for managing land use issues within their jurisdictions. Agricultural municipalities and Metro Vancouver are leading the way by protecting the region's agricultural land base, in support of the provincial Agricultural Land Reserve (ALR) and the *Metro 2040* Agricultural land use designation. There are also ongoing efforts to expand the region's food production capacity both in rural and urban areas.

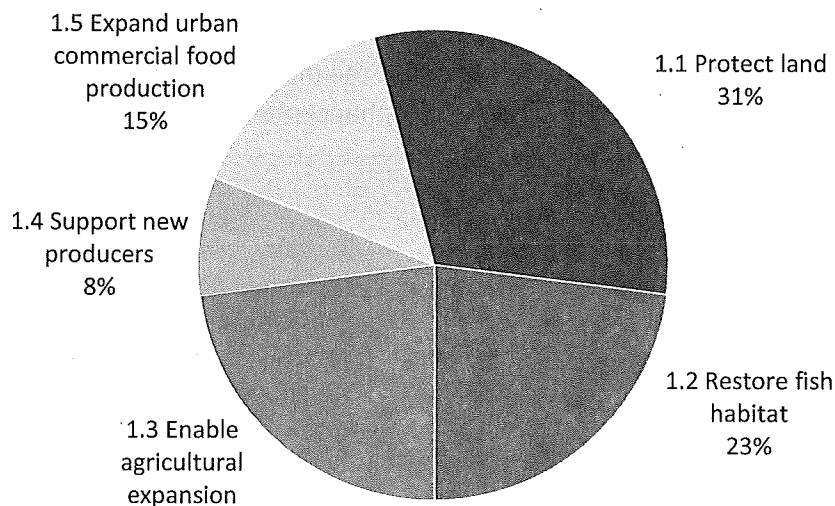
Since the adoption of the RFSS, local governments have undertaken actions such as:

- protecting agricultural land through the implementation of *Metro 2040*, including the policy limiting sewer connections on *Metro 2040* Agricultural and Rural designated lands, yet much of their efforts are spent addressing the everyday threats of non-farm use of agricultural lands.
- adopting guidelines to restore and enhance fish habitat;
- investigating options to increase actively farmed land or discourage non-farm uses in the Agricultural Land Reserve (ALR);
- continuing to address the deposition of illegal fill on farmland through municipal bylaws and enforcement activities;
- investing in irrigation and drainage infrastructure, at a cost of hundreds of thousands of dollars, to enable farmers to maintain expand food production in the ALR; and
- continuing to seek ways to facilitate commercial food production in urban areas.

Planned Actions

Local governments have identified 36 actions that are planned for the next five years to advance implementation of Goal 1. These planned actions include a mix of short-term, long-term and ongoing initiatives. The chart below illustrates the distribution of the actions planned in response to Goal 1 by local governments. Due to the combined efforts of the regional district, Agricultural and other municipalities, most of the activity is evenly distributed among the five strategies except for actions to support new producers.

Goal 1 - Planned Actions (2015-2020)



1.1 Protect agricultural land for food production

Local governments with agricultural lands continue to protect the region's farmland.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Respond to ongoing threats to agricultural land as a result of transportation and other infrastructure developments (e.g. South Fraser Perimeter Road)	Delta, Richmond	
Ensure the zoning and farm bylaws are consistent with the provincial "Guide for Bylaw Development in Farming Areas"	Langley Township, Port Coquitlam, Richmond	
Address truck parking on agricultural land by investigating the feasibility of designated parking areas		Surrey
Conduct research and implement Farm Home Plate regulations		Surrey
Advocate for the preservation and enhancement of the ALR for food production and economic development	Burnaby, Surrey Vancouver, Richmond	
Lead a pilot project to seek preventative solutions to illegal fill deposition on farmland in partnership with all municipalities	Metro Vancouver	
Partner with the Ministry of Agriculture to update the Regional Agricultural Land Use Inventory with participation from member municipalities	Metro Vancouver	
Represent regional interests in regulatory and policy changes to provincial legislation and federal development proposals impacting agriculture.	Metro Vancouver	

1.2 Restore fish habitat and protect sustainable sources of seafood

Protecting, restoring and enhancing fish habitat is essential to sustaining commercial fisheries as well as protecting salmon for community and ceremonial use by First Nations. These actions represent only a small component of the broader aim to support sustainable sources of fish and seafood. Most local government with fish-bearing streams recognize the multiple values associated with protecting fish habitat and are actively involved in streamside enhancement projects.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Restore and enhance riparian and fish habitat, including partnering with community organizations	Burnaby, Langley Township, Maple Ridge, New Westminister, North Vancouver District, Port Moody, Richmond, Surrey, White Rock, Metro Vancouver	
Host, fund and in-kind support for celebratory and educational public events drawing attention to importance of fish habitat	Burnaby, Maple Ridge, New Westminister, North Vancouver District, Port Coquitlam, Port Moody, Surrey	
Implement Environmentally Sensitive Areas (ESA) guidelines and watercourse protection regulations to protect fish bearing streams	Burnaby, Maple Ridge, New Westminister, Port Moody	
Develop new Riparian Area Development permit Guidelines to protect fish bearing streams		New Westminister, Surrey
Maintain fish programs for Capilano smolt trap and truck program to transport salmonid populations around Cleveland Dam)	Metro Vancouver	
Establish a fish migration & capture facilities (e.g. at Metro Vancouver new proposed hydroelectric facility at Cleveland Dam; sites in Maple Ridge)		Maple Ridge, Metro Vancouver
Establish, support or maintain fish hatcheries	Maple Ridge, Port Moody	

1.3 Enable expansion of agricultural production

There is much interest by all local governments in expanding commercial food production. Agricultural municipalities are continuing to invest in irrigation, drainage and other infrastructure projects and advance their agricultural plans, while many urban municipalities are supporting research to expand local food production on small lots.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Kwantlen Polytechnic University's Southwest BC Bio-Region Food System Design Project that will explore the economic, environmental stewardship and food self-reliance of a bio-regional food system	Burnaby, Delta, Langley City, Langley Township, Maple Ridge, New Westminister, North Vancouver City, North Vancouver District, Pitt Meadows, Port Coquitlam, Port Moody, Tsawwassen First Nation, White Rock	Metro Vancouver
Continue to improve water infrastructure upgrades including activities such as dyke and pump upgrades and maintaining ditch conveyance	Pitt Meadows, Richmond, Delta	Surrey
Implement Farm Protection Development Permit guidelines and develop road design criteria for farmland		Surrey
Complete and implement Integrated Stormwater Management Plans for the entire City to prevent flooding of farmland		New Westminister, Surrey
Advance the Garden City Lands Legacy Landscape Plan phase one that focuses on detailed design and on-site water management to enable farming activity		Richmond
Investigate farm property tax policies to identify options to encourage actively farmed land or discourage non-farm use of the ALR		Metro Vancouver

1.4 *Invest in a new generation of food producers*

The major barrier for new producers to starting a farm business is access to agricultural land and capital. Few local governments have identified taking a direct role in encouraging new farmers, except for three Agricultural municipalities that have put resources into establishing incubator farms and supporting business and skills training.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Langley Sustainable Agriculture Foundation to host workshops to assist new farmers		Langley Township
Advance the Gardens Agricultural Park Plan for incubator farms and community gardens		Richmond
Advance the Garden City Lands Legacy Landscape Plan through the development of the Agricultural Management Strategy using a "one farm, multiple farmers" approach		Richmond

Create a Virtual Incubator Farm Project Online system to connect potential farmers with agri-related resources		Surrey
Establish Agri-business Financial Literacy Program to provide accredited ag-business financial training for the John Volken Academy BioPod students		Surrey
Implement the Colebrook Park Master Plan that aims to create a leasing program for incubator farms on the agricultural land		Surrey
Host the Kwantlen Polytechnic University's Farm School initiative		Tsawwassen First Nation

1.5 *Expand urban commercial food production in urban areas*

Most municipalities are supporting increased commercial food production in urban areas.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Zoning and regulatory updates to further encourage agricultural production and allow urban farming		Burnaby, New Westminster, Vancouver
Secure tenure for the existing Loutet Farm in the Loutet Park and support the establishment of a new farm in the Sutherland Schoolyard	North Vancouver City	
Establish the Bio-Pod Initiative which is an Agricultural Training and Research Demonstration Greenhouse		Surrey
Support an Ag-Research Program to develop agri-technology and crop science R&D for the commercial greenhouse industry		Surrey
Support research and development into new food production methods / models		Surrey, Vancouver
Establish a Research and demonstration training facility		Surrey
Create policy to enable commercial food production in the City including a farming business license		Vancouver
Increase the number of urban farms in Vancouver from 17 to 35 by the year 2020 (backyard farms to mid-scale operations)		Vancouver
Facilitate development of Klee Wyck commercial food production facility through business licensing and other in-kind support		West Vancouver

New Initiatives for Local Governments

Local government responses to Goal 1 suggest that although there is significant activity across the region to protect agricultural land and expand commercial agricultural production, some gaps exist that can be addressed by increased collaboration among municipalities and Metro Vancouver, including:

- funding to support irrigation and drainage infrastructure necessary to maintain and expand food production in the Agricultural Land Reserve, especially in the face of climate change;
- few designated point of contact within municipalities to coordinate planning, programs and responses to local agricultural and food issues; and
- the ability of new farmers to access land and start a farm business.

The recommended actions to collaboratively address the gaps identified by local governments are:

New Actions	Agency	Timeline
1. Collectively advocate to senior governments for funding programs to expand investments in irrigation and drainage infrastructure necessary to adapt to climate change.	Metro Vancouver and Agricultural municipalities	1-3 years
Investigate feasibility of regional land trust to enable new farmers to access agricultural land.	Metro Vancouver and Agricultural municipalities	1-3 years
2. Expand municipal involvement in programs that enable new farmers to start a business such as Surrey's Virtual Incubator Farm Project Online system	All local governments	1-3 years

Goal 2 *Improve the Financial Viability of the Food Sector*

The aim of Goal 2 is to strengthen economic prosperity for farmers and the food industry by creating opportunities to distribute and sell primary and value-added products to residents and institutions. The five strategies under this goal address facilities for processing and distribution, institutional food procurement policies, direct marketing, a collaborative approach to marketing as well as a review of government policies and programs.

Local Government Role

Actions to support the financial viability of the agri-food sector often fall beyond the sphere of local government, yet there is a role to enable the expansion of the local food businesses. This is achieved by considering ways to increase private investment and procurement by public institutions, while also ensuring that existing policies, programs and regulations help foster local food activities. Metro Vancouver also has less of a direct role in Goal 2, but can promote the agri-food sector's contribution to regional economy.

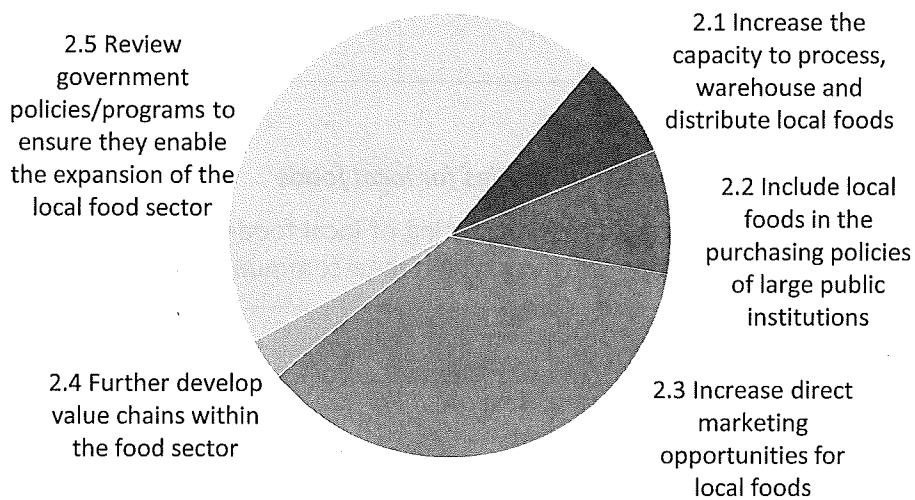
Since the adoption of the RFSS, local governments have undertaken actions such as:

- reviewing their procurement policies and investigating ways to include local food in purchasing agreements where appropriate;
- expanding efforts to support direct marketing of local foods by enabling farmers markets through leases on city owned lands, providing access to utilities and municipal services, and improving signage and promotion of farm tours and events; and
- developing plans to address food related issues and reviewing regulations, bylaws and policies to remove obstacles and to create a more enabling business environment for local food enterprises.

Planned Actions

Local governments have identified 33 actions that will be undertaken over the next five years to advance implementation of Goal 2. The greatest activity planned is to increase direct marketing opportunities and to review and align government policies and programs. Few actions are planned for increasing capacity to process and distribute local food and leveraging purchasing policies of public institutions. Creating value chains of collaborative networks among industry stakeholders is not addressed as it is largely outside the scope of local government jurisdiction. The distribution of these planned actions by RFSS strategy is illustrated in the following chart.

Goal 2 - Planned Actions (2015-2020)



2.1 *Increase the capacity to process, warehouse and distribute local foods*

Only a few municipalities have identified actions to address the lack of facilities for processing and distributing locally produced food.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Conduct or fund a food hub feasibility study		Langley Township, Richmond, Vancouver
Examine the feasibility of creating farming co-ops and Surrey-based wholesaling		Surrey
Identify opportunities for multi-purpose structures and other infrastructure to be used for farmers markets and other community events		Vancouver

2.2 *Include local foods in the purchasing policies of large public institutions*

A number of municipalities have adopted a 'buy local' policy to facilitate increased purchasing of local foods by public institutions. However, their experience to date suggests there may be challenges to overcome, including defining 'local food', and an increase in scope to address health, sustainability and other considerations as part of the process.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Review purchasing agreements and integrate local food options where appropriate	Burnaby, Pitt Meadows	

Explore opportunities for mobile food business, schools & City facilities to increase local food purchases	Vancouver	
Measure the percentage of local food procured by the City and make recommendations for an appropriate target		Vancouver

2.3 *Increase direct marketing opportunities for local foods*

Most municipalities are supporting direct marketing of local foods through farmers' markets, farm tours, tourism, and other education activities within their communities.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Investigate and clarify regulations for retail sale of agricultural products directly from farms and investigate the feasibility of small scale pocket markets		Burnaby
Ensure local zoning / regulations align with liquor sale permits at farmers markets		Burnaby, New Westminster, Port Coquitlam
Provide in-kind support or direct incentives for farmers' markets (e.g. space, infrastructure, advertising, discounted leases)	Burnaby, Coquitlam, Delta, Maple Ridge, New Westminster, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver, White Rock	
Develop and promote local farm tours and agri-tourism opportunities	Langley Township, Richmond	Burnaby, Surrey
Enable farm signage on municipal boulevards to help direct the public to local farm stands	Delta	
Explore local street vending opportunities through an existing pilot program, or by adopting pilot program policy.		New Westminster, Richmond
Support alternative food / retail distribution models including Community Supported Agriculture programs and fresh food deliveries to recreation and civic facilities	New Westminster, Surrey	Vancouver
Explore farm gate sales for urban farms		Vancouver
Support day trips to agri-food tourism destinations that encourage the purchase of local food products	White Rock	

2.4 Further develop value chains within the food sector

There is a limited role for local governments in developing connections between food businesses.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
No actions related to local government		

2.5 Review government policies and programs to ensure they enable the expansion of the local food sector

There's a clear trend of municipalities across the region making a concerted effort to review and align policies to be deliberately supportive of businesses producing and distributing local food. Equally important, many municipalities are also developing new environmental, economic and community plans and strategies that incorporate agriculture and food issues, an approach commonly referred to as adding a "food lens".

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Bylaws and regulatory updates:		
• Review zoning bylaws to expand support for local food		Anmore, New Westminster, Surrey
• Explore regulatory revisions to allow urban agriculture / 'market food gardening' in residential areas		Burnaby, New Westminster
• Update regulations to support local craft brewing and distilling		Coquitlam, New Westminster, Port Coquitlam, Port Moody
• Amend / promote bylaw changes that support bee keeping in some residential and other zones.		Burnaby, Maple Ridge, North Vancouver District
• Prepare draft Development Permit Application Sustainability Checklist that includes a food sustainability category		New Westminster, North Vancouver City
• Review current policies for protecting agricultural lands		North Vancouver District
• Amend the Procedure Bylaw to permit staff authority to issue Flood Hazard Lands Development Permits in ALR		Surrey
• Host staff education activities to ensure consistent implementation of agricultural legislation	Surrey	
Develop or incorporate food policy into plans		
• Explore developing a community based food strategy		Burnaby, New Westminster
• Develop or revise Sustainability Strategy to include a food systems theme		Burnaby

• Conduct an Economic Sustainability Strategy that will include promoting Delta's rural character and farmland		Delta
• Set short term goals for local food activity in the Urban Agriculture & Food Security Action Plan and revise policies/regulations as needed		North Vancouver City
• Provide funds to support development of a business case for integrating local food into municipal plans and policies and develop a food policy		North Vancouver District
• Adopt / implement a Food Charter and fund organizations to assist staff to integrate a food lens into municipal policies and processes	North Vancouver City	New Westminster, North Vancouver District
• Include policies for new development that encourages on-site green space, community gardens and urban agriculture in the draft Parks and Recreation Master Plan		Port Moody
• Update the Sustainability Charter to guide development and corporate decisions related to agricultural production and access to food		Surrey
• Prepare the West Clayton and Grandview Neighbourhood Concept Plans to support the protection of agricultural land		Surrey
• Update Official Community Plan to include or revise food security and related policies		New Westminster, West Vancouver
• Apply a 'food systems lens' to planning processes by creating a food system checklist to assist in reviewing development applications, rezoning and/or community plans and a toolkit to help development applicants incorporate food system elements in new developments		Vancouver

New Initiatives for Local Governments

Local government responses to Goal 2 partly reflect a minor role in directly supporting value-added processing of primary agricultural products, with the exception of some engagement with provincial regulatory requirements. Other gaps in implementing this goal include:

- avenues to increase capacity for local food processing/ storage both within the Agricultural Land Reserve and in Urban Centres;
- the lack of success in developing robust local food purchasing policies indicates that more effort is required to share information and lessons learned from current practices and investigations;
- support the local food economy by putting more emphasis on agriculture and food in economic development strategies and by explicitly considering impacts on the regional food system when embarking on other local government planning processes (referred to as a *food lens*); and

- ability to take a proactive role in supporting local food availability by advocating to the private sector about the importance of agriculture viability through local food consumption when dealing with businesses on other issues.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Develop policies to expand processing, storage and distribution of local food (e.g. revitalization tax exemptions).	All local governments	1-3 years
2. Share information on the potential opportunities to increase local food purchasing strategies at municipal forums to support farms in the region	Vancouver and UBC to lead the first event	1-3 years
3. Profile and incorporate agri-food business ventures into regional and municipal economic development plans	Metro Vancouver and Agricultural municipalities	3-5 years
4. Work with bulk food purchasers to increase local food purchasing to expand amount and diversity of local food available to consumers.	Metro Vancouver to facilitate with participation from all local governments	1-3 years

Goal 3 *People Make Healthy and Sustainable Food Choices*

The aim of Goal 3 is to help citizens build knowledge and skills around local food, healthy eating and the connection to sustainability. Four strategies from the RFSS address healthy food choices, promoting local food, education and celebrating our international cuisines. A key dimension lies in increasing awareness of the opportunities to promote the local food.

Local Government Role

Local government has a role in raising awareness about local, healthy food and why it is important to communities. This role is often delivered through public education and partnerships with civil society groups. Municipalities are connecting residents to fresh, locally grown products through, outreach, tourism, and other community events. They also facilitate skills development opportunities for residents and for vulnerable groups through social service providers. Metro Vancouver has developed avenues to engage students and youth through curriculum development, fostering experiential learning, and teacher training.

Since the adoption of the RFSS, local governments have undertaken actions such as:

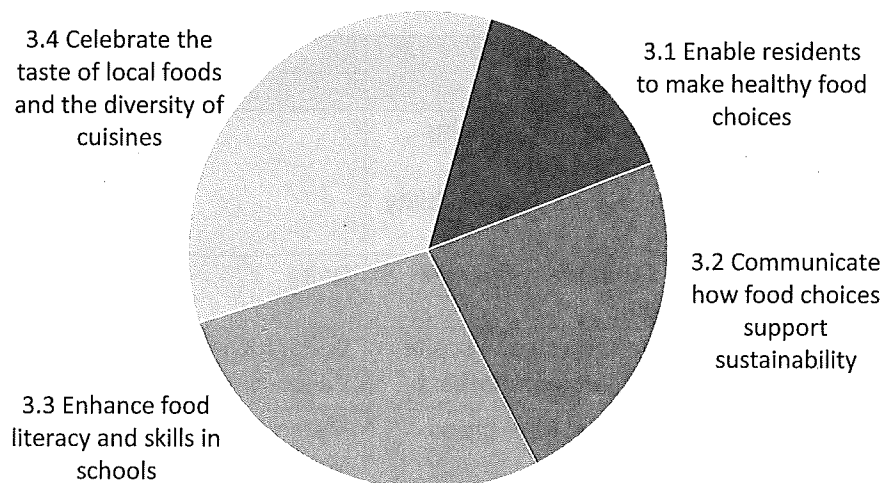
- ongoing outreach and educational activities within their communities including hosting annual events;
- initiating a program to increase student capacity to manage and expand teaching gardens, and supporting agricultural-related content and programming at the local museum; and
- developing new curriculum resources to support k-12 teachers and students on integrating 'food systems' thinking into the classroom.

Of all five RFSS goals, Goal 3 seems to be the one with the least amount of local government activity associated with it. This reflects the supportive role local governments often play in funding non-governmental organizations, community groups, and educational institutions to increase knowledge, build capacity and make the community connections.

Planned Actions

Local governments have identified 40 actions that will be undertaken over the next five years to advance implementation of Goal 3. The majority of these planned actions are ongoing activities. The strategy receiving the most attention for local governments is the celebration of local food, followed by planned actions related to education. The distribution among the four RFSS strategies is illustrated in the chart below.

Goal 3 - Planned Actions (2015-2020)



3.1 *Enable residents to make healthy food choices*

Some local governments are educating the public about healthy eating, but for the most part, other social service providers have taken on this role.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support the Golden Ears Feast that provides cooking education programs for parents of low income families and host an Educational Speakers Series	Maple Ridge	
Continue involvement in Table Matters that provides education, public engagement and community development	North Vancouver City, North Vancouver District	
Support the Tasty Connections Program and cooking classes that helps individuals prepare a diversity of healthy nutritious meals at the Kent Street Centre	White Rock	
Develop partnerships with community groups to deliver outreach and workshops on healthy eating and growing food.	Burnaby, New Westminister, North Vancouver District, Port Moody, Richmond, Surrey, Vancouver	
Provide workshops teaching people to grow their own food, reduce their waste and support their local wild edible ecology.	North Vancouver District	
Develop an implementation strategy that supports the Blue Dot movement, which includes the right to eat healthy food.		New Westminister

3.2 *Communicate how food choices support sustainability*

Providing information about locally produced food is the most common practice to increase awareness about food choices and sustainability.

Planned Actions	Agency Timeline	
	Ongoing	1-3 years
Implement a social media campaign that explains the connection between sustainability and nourishment, as part of Environmental Sustainability Strategy		Burnaby
Help fund signage on farmland that identifies the crops being produced in the fields	Delta	
Promote local agriculture on the municipal website with information on local food event and markets	Delta, Richmond, Vancouver	
Promote the 'True North Fraser' local food brand and agricultural experience	Maple Ridge, Pitt Meadows	
Promote local farm tourism through Circle Farms Tours, a self-guided tour of local farms and food producers	Pitt Meadows	
Prepare Surrey version of the Farm Fresh guide that highlights organic, u-pick and crop information on Surrey farms and support the Food for Thought Program that showcases farm and food producer information	Surrey	
Increase access to food resources and information through materials in multiple languages	Vancouver	

3.3 *Enhance food literacy and skills in schools*

There is a strong response to student and youth education from local governments.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
In kind-support to promote the Youth Connection School Learning Gardens Project to increase capacity of students to manage and expand school learning gardens at all 8 secondary schools	Burnaby	
Host the Barn Kids Program that includes children in gardening and cooking food produced at Hawthorne Grove/Harris Barn	Delta	
Support the Neighbourhood Champions program "More peas please" that teaches children how to grow food	Maple Ridge	
Develop the Green Ambassadors program for high school students to apply what they learn at City events	Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Host the Stewart Farm Day Camp where children can experience what it's like to be a farmer, "Farmhand Fever"	Surrey	
Encourage integration of community food markets into Vancouver School Board programming as part of healthy food options for youth and families	Vancouver	Metro Vancouver
Update and develop new curriculum resources to support K-12 teachers, and students to be "Food Systems Thinkers and Leaders and incorporate Food Systems Thinking (literacy) into ongoing Metro Vancouver School & Youth Leadership Programs	Metro Vancouver	
Collaborate with K-12 schools and partners to increase food literacy of students and/or parents	Metro Vancouver, New Westminster	
Contribute a Metro Vancouver component to the BC Agriculture in the Classroom Summer Institute for Teachers		Metro Vancouver

3.4 *Celebrate the taste of local foods and the diversity of cuisines*

Most municipalities are continuing to host food and agriculture related festivals and events and there are also planned actions to award funding to civil society groups to support awareness and community events.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Host or partner on food related events and educational activities that celebrates food:		
Multiple Festivals (including funding)	Burnaby	
Aldergrove Festival Days	Langley Township	
Country Celebration in Campbell Valley Regional Park	Langley Township	
Fort Langley Cranberry Festival	Langley Township	
Country Fest and 4H clubs	Maple Ridge	
Golden Harvest event	Maple Ridge	
Front Yard Food Garden Contest	Maple Ridge	
Heritage Apple Festival at Derby Reach Regional Park	Metro Vancouver	
Garlic Festival	Richmond	
Feast of the Fraser	New Westminister	
StrEAT Festival	New Westminister	
Queensborough Urban Fall Fair	New Westminister	
Family Fusion Dinner	New Westminister	
Fingerling Festival	Port Moody	
Chefs to Field	Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
• Cloverdale Rodeo • Flavours of Surrey • Party for the Planet on Earth Day • Olde Harvest Festival at Stewart Farm • Surrey Salmon Run • Harvest Fall Festival • Taste White Rock	Surrey	
	Surrey	
	Surrey	
	Surrey	
	Surrey	
	Surrey	
	White Rock	
Award agricultural awareness grants to non-profit organizations across the region.	Metro Vancouver	

New Initiatives for Local Governments

Local government responses to Goal 3 reveal the following gaps in actions to support the RFSS that can be addressed by local governments through collaboration:

- communicating the connection between food choices and sustainability; and
- coordinating consistent messaging and activities about the importance of local food to sustainability.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Develop a communication strategy with common messaging for local governments to educate residents about the connection between farmland, food insecurity, climate change and sustainability.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
2. Recommend to Health Authorities the types of initiatives desired by municipalities to expand food- related programs in urban communities.	All local governments	1-3 years
3. Work with Health Authorities and appropriate agencies to ensure appropriate food safety training for commercial and community food production in urban communities.	All local governments	1-3 years
4. Distribute multi-lingual information on local food to new immigrants through community organizations using resources developed by Surrey and Vancouver	Surrey and Vancouver to share resources with other local governments	1-3 years

Goal 4 *Everyone Has Access to Healthy, Culturally Diverse & Affordable Food*

The aim of Goal 4 is to address food insecurity, ensuring both physical and economic access to healthy food for all residents. This goal also encompasses some of the broader dimensions of an equitable food system including the indirect social benefits (e.g. health, place-making, education, community-building) that accompany the more direct economic and nutrition dividends of urban agriculture. The three strategies from the RFSS target vulnerable groups, urban agriculture and the necessity to recover nutritious food.

Local Government Role

Local governments are taking a strong leadership role in ensuring equitable access to healthy food by delivering programs, financing assets and supporting outreach to vulnerable or low income groups. Much has been achieved by working closely with community organizations, funding initiatives and by helping these groups navigate regulatory processes. Of all the RFSS goals, Goal 4 has the strongest response in terms of the range and number of local government actions.

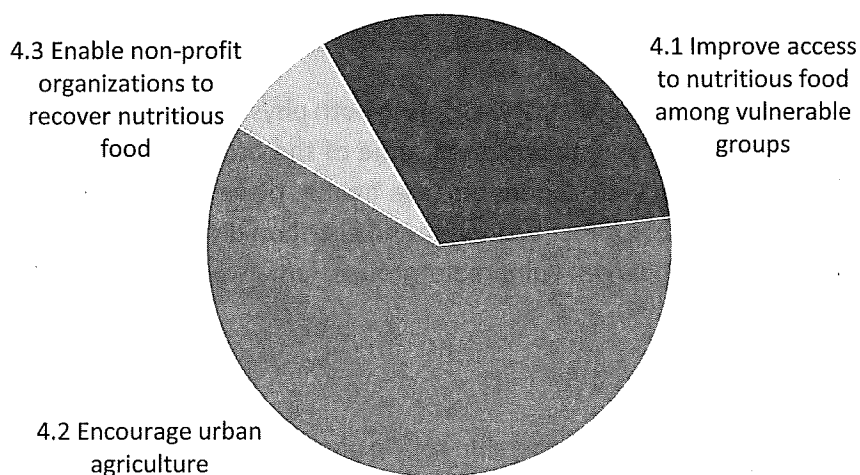
Examples of actions completed since the adoption of the RFSS include the following:

- initiating pilot projects to allow residential bee keeping (apiculture) and urban chickens in selected areas and under specific circumstances;
- completing research on how to improve food security in social housing sites; supporting programs to facilitate food access for vulnerable groups; and
- creating community gardens for residents, with plans for continuing to add new gardens.

Planned Actions

Local governments have identified 25 actions that will be undertaken over the next five years to advance implementation of Goal 4. Although the majority of these planned actions focus on urban agriculture, more than a third of activities under Goal 4 target food insecurity in the region. The chart below illustrates the types of actions committed to by municipalities across the region.

Goal 4 - Planned Actions (2015-2020)



4.1 *Improve access to nutritious food among vulnerable groups*

Many municipalities have programs or partnerships with community associations to provide food access to vulnerable groups.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support hosting of the bi-annual Empty Bowls Fundraising Gala to raise money for food programs	Burnaby	
Support education, skill building and cooking activities for vulnerable and low income residents	Burnaby, Langley Township, New Westminster, Richmond	Surrey
Offer discounted nutritious meals for seniors, immigrant or refugee families	Burnaby, Langley City, Langley Township, New Westminster, Richmond, Surrey, White Rock	
Provide grants to social service groups to ensure vulnerable residents have healthy meals	Burnaby, Langley Township, Maple Ridge, New Westminster, North Vancouver District, Port Coquitlam, Richmond, Surrey	
Investigate options for increasing access to healthy food through mobile produce stands or food hubs with the Greater Vancouver Food Bank Society		Burnaby, New Westminster

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Support trips to local farms for refugee families to enable direct access to fresh, local food and compile information on low cost sources of food	Surrey	
Improve access to information on participating in community gardens for under-represented ethno-cultural groups	Vancouver	
Analyze current opportunities and challenges facing community kitchens and compile an inventory of under-utilized kitchens		Vancouver
Increase the number of community food markets in Vancouver from 4 to 15 by 2020		Vancouver
Offer grocery shopping support programs for seniors and persons with disabilities	Burnaby, New Westminster	

4.2 *Encourage urban agriculture*

One noticeable trend is that urban agriculture is being pursued across the region, by both Agricultural and other municipalities. While a substantial amount of municipal effort goes toward improving the availability of community gardens for residents, or adding new gardens, there is a wide array of other activities being planned to encourage urban agriculture and connect residents with the social benefits of local food.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Encourage, via in-kind support, backyard sharing programs that match homeowners with residents looking for gardening space	Burnaby	New Westminster
Continue outreach and launch pilot projects to test the feasibility of permitting new types of urban agriculture (e.g. bee keeping, backyard chickens, container gardening, fruit bearing trees on public land)	Port Moody, Vancouver	Pitt Meadows, Surrey
Review development applications for opportunities to incorporate urban agriculture activities	Burnaby, New Westminster, North Vancouver City, North Vancouver District, Port Moody	Vancouver
Host annual programs celebrating gardening and urban agriculture	Delta, Maple Ridge	
Establish a new Langley Urban Agriculture Demonstration Project		Langley City
Support the Maple Ridge Garden Club	Maple Ridge	
Update Community Poverty Reduction Strategy to include policies related to poverty reduction and food security.		New Westminster

Community gardens: • Review and improve the approval process for community gardens • Fund, support or maintain residents' access to community gardens • Establish new community gardens, and in some circumstances with an intent to improve access for vulnerable groups (e.g. wheelchair accessible)	Burnaby, Coquitlam, Delta, Langley City, Langley Township, Maple Ridge, Metro Vancouver, New Westminster, North Vancouver City, North Vancouver District, Port Coquitlam, Port Moody, Richmond, Tsawwassen First Nation, Vancouver, White Rock	Burnaby, New Westminster, Surrey Pitt Meadows, Surrey New Westminster, North Vancouver District, Richmond, Surrey, Vancouver, West Vancouver
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4.3 *Enable non-profit organizations to recover nutritious food*

Food recovery efforts are being led by urban municipalities and Metro Vancouver, although much of the future work requires better coordination among all levels of government, health agencies and civil society groups.

Planned Actions	Agency Timeline	
	Ongoing	1-3 years
Continue to support the "Food Runners" pilot project at two selected sites, and investigate opportunities for pilot project expansion	Burnaby	
Fund the "Scaling Up Food Rescue Project" that encourages partnerships between potential donors and recipients (social agencies)		North Vancouver City, North Vancouver District
Explore pilot food recovery programs and initiatives to channel surplus edible food to people.		Vancouver
Participate in development & promotion of food recovery guidelines with the Centre of Disease Control		Metro Vancouver
Advocate for tax incentives to support food recovery		Metro Vancouver
Educate the public on how to reduce unnecessary discards of edible food		Metro Vancouver

New Initiatives for Local Governments

While there is some activity underway across the region, specific aspects of food insecurity require further attention from local governments. Gaps in implementing this goal include:

- a lack of coordination among all levels of government, the private sector and civil society groups to respond to poverty and increasing numbers of residents that are reliant on food banks and social services for nutritious food; and
- actions in response to opportunities for the recovery of nutritious and edible food.

The recommended actions to collaboratively address gaps identified by local governments are:

New Actions	Agency	Timeline
1. Promote the Food Donation Guidelines (developed by BC Centre for Disease Control and other partners) to food distribution and food service sectors through municipal and regional business correspondence and events.	All local governments	1-3 years
2. Draw from Surrey's experience to create and share information on culturally relevant local food availability for refugee and new immigrants	All local governments	1-3 years
3. Learn from Vancouver's study on community kitchens to identify opportunities and challenges for expanding food preparation and processing in under-utilized kitchens	All local governments to undertake analysis; Metro Vancouver to provide regional database	1-3 years

Goal 5 *A Food System Consistent with Ecological Health*

Goal 5 focuses on actions that contribute to sustaining our natural systems and resources and encouraging better land stewardship. The four strategies from the RFSS address ecosystem goods and services, food and packaging waste, best management practices and adaptation to climate change. A systems approach ensures environmental impacts are minimized across all functions of the regional food system: from production, to distribution, consumption and waste.

Local Government Role

Local governments are responding to this goal through programs and projects aimed at protecting and enhancing wildlife habitat, pollination, and soil quality, while concurrently reducing impacts from waste, pesticides, water and air contaminants. Unlike other goals, most actions are being undertaken directly by local government with less involvement of community organizations and other groups. Municipalities are vigilant in protecting ecological assets and the Agricultural municipalities shown leadership by promoting best management practices on agricultural land. Metro Vancouver has a leadership role in addressing food waste across the region.

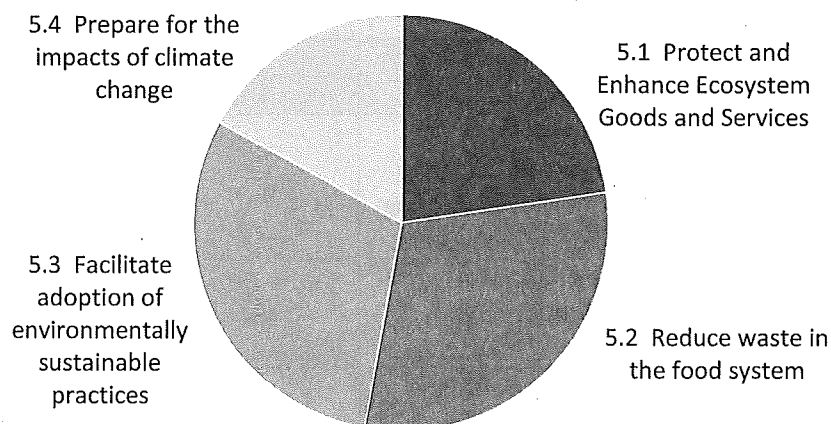
Since the adoption of the RFSS, local governments have undertaken actions such as:

- supporting pollinator species by encouraging habitat enhancement projects;
- conducting Integrated Stormwater Management Plans to manage water flowing from urban areas and the impact on aquatic and terrestrial species, vegetation manage, and groundwater recharge;
- educating residents and businesses about the disposal ban on food wastes through media campaigns and advising on ways reduce organics and food waste as part of the regional Organic Waste Ban;
- launching initiatives in support of Best Management Practices for stream crossings, and land management for horse and small-lot owners; and
- developing climate change adaptation strategies that considers impacts on local food production.

Planned Actions

Local governments have identified 32 actions that will be undertaken over the next five years to advance implementation of Goal 5. Approximately a third of these planned actions are focused on food waste and another third on minimizing environmental impacts of development and business activities. These planned actions were categorized based on the RFSS strategies and the distribution is illustrated in the chart below.

Goal 5 - Planned Actions (2015-2020)



5.1 Protect and Enhance Ecosystem Goods and Services

Local governments are continuing to maintain and enhance wildlife habitat, flood protection, pollination and other services provided by nature.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Continue significant dyke upgrades by maintaining flood protection through pump stations, flood boxes, river and shoreline dykes	Burnaby, New Westminster	
Investigate avenues for connecting existing high value habitat areas with habitat corridors		Burnaby, New Westminster
Support the Day at the Farm event hosted by the Delta Farmland and Wildlife Trust, an organization that promotes the protection of migratory bird habitat through soil conservation and farm practices	Delta	
Implement a pilot Ecological Services Initiative for three years		Langley Township
Create and enhance pollinator habitat through research, new policies and on-the ground projects		Metro Vancouver, North Vancouver District, Richmond, Surrey
Implement the Winter Crop Cover Program as part of the snow geese management program	Richmond	
Engage agriculture representatives in the Biodiversity Farm Trust regarding dykes and waterways		Surrey
Adopt an Urban Forest Management Strategy with a focus on food systems		New Westminster

5.2 Reduce waste in the food system

As waste management is part of Metro Vancouver's mandate, the regional district has a leading role in directing research, education and awareness on food waste as well as developing initiatives to support municipal efforts in reducing organic waste and food packaging in their communities.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Complete a technical review of options for businesses and multi-family residential buildings to manage organic wastes on-site (storage, dewatering, composting, anaerobic digestion) and share results.		Metro Vancouver
Develop a position statement on residential & commercial garburators including commercial digesters and macerators		Metro Vancouver
Develop a new bylaw for fermentation operations (grains/fruits, breweries, wineries and distilleries) discharging to the sewer system		Metro Vancouver
Promote the use of LeanPath, to enable restaurants to measure, and then reduce food waste by improving food purchasing, storage and preparation methods		Metro Vancouver
Develop outreach programs for residential and commercial operations to keep grease out of the sewer		Metro Vancouver
Participate in the National Zero Waste Council's food working group in revising food labelling (best before/use by/sell by dates)		Metro Vancouver
Initiate the "Love Food Hate Waste" to help residents reduce food waste through menu planning, buying local and seasonal foods		Metro Vancouver
Provide equipment and/or programming support for residents and schools to support organics collection and composting	New Westminster, North Vancouver District	
Support community composting education programs	New Westminster	

5.3 Facilitate adoption of environmentally sustainable practices

Local governments are integrating best management practices into their plans/policies and are educating the public on ways to reduce water consumption, air and other contaminants in the environment.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Minimize environmental impacts from pesticides through Integrated Pest Management educational programs	Burnaby, Richmond	Surrey, Metro Vancouver
Provide workshops for residents on natural pest control and composting	Delta, Richmond	

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Develop a Stream Crossing Guide and promote a Land Management Guide for agricultural landowners demonstrating best management practices		Langley Township
Promote Environmental Farm Plan Workshops organized by community associations to increase awareness of the Environmental Farm Plan program	Langley Township	
Identify opportunities through community energy planning to address transportation emissions from imported food		North Vancouver District
Explore parks programming around native plant foraging for edible and medicinal plants		North Vancouver District
Identify opportunities for recycling greywater and reducing water use for parks, gardens and farms	North Vancouver District	Pitt Meadows
Promote the Council resolution to ban genetically modified crops	Richmond	
Promote the Seed Sale and Exchange to increase plantings of heritage vegetable, flower and herb seeds, fruit trees and nursery plants	Surrey	
Create healthy soil guidelines for urban farms		Vancouver
Determine whether to exempt pest management and weed control from the proposed outdoor burning regulation		Metro Vancouver
Conduct outreach to the agricultural sector regarding visual air quality issues through the BC Visibility Coordinating Committee		Metro Vancouver
Conduct outreach to food processors on reducing energy use through the Small and Medium Size Enterprise Greenhouse Gas Emissions Program		Metro Vancouver

5.4 Prepare for the impacts of climate change

Agriculture is on the forefront of experiencing impacts from climate change and therefore are taking direct action to understand and mitigate the risks to the region's food producing lands.

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Develop climate change adaptation strategies for the agricultural community, share results of an agro-economic flood study, support a flood preparedness toolkit and research into drainage and salinity implications for soil-based farms		Delta
Complete an agricultural communication strategy that will raise awareness of the changing climate and local food production		Delta
Include urban agriculture considerations as part of the Climate Change Adaptation Strategy		New Westminster, North Vancouver District

Planned Actions	Agency Timeline	
	Ongoing	Next 5 Years
Refurbish old pump stations to increase capacity, improve the electrical system, and adding new pump stations		Pitt Meadows
Plan to accommodate up to 1metre of sea level rise by 2100	Richmond	
Work on dyke upgrades, pump upgrades and ditch conveyancing as part of the Nicomekl and Serpentine Rivers Dyke Strategy	Surrey	

New Initiatives for Local Governments

Local government responses to Goal 5 reveal that in many instances, the region is just starting to recognize the ecological assets available from agricultural land, in addition to the ecological benefits derived from the natural environment. Gaps identified in responding to Goal 5 include:

- recognition of the range of benefits provided by ecological goods and services (such as water, purification, climate regulation and nutrient cycling);
- awareness and actions to prepare for the impacts of climate change on local food production and ecosystem services in urban environments.

The recommended actions to collaboratively address the gaps identified by local government are:

New Actions	Agency	Timeline
1. Prepare a climate adaptation strategy for agriculture and coordinate implementation of the priority actions with senior governments	Metro Vancouver and Agricultural municipalities	3-5 years
2. Expand pollinator habitat through new policies and field projects based on results from Metro Vancouver, North Vancouver District and Richmond	All local governments	1-3 years

Emerging issues in the regional food system

The actions identified by local governments in the preceding sections demonstrate how each of the RFSS goals are being addressed and where further action is warranted by local governments. Through the development of the Action Plan, three new strategies emerged that were not addressed in the RFSS, but will become more pertinent to local governments in the future.

1. *Food access and safety in emergency planning*

Local government is responding to legislative requirements to engage in emergency management planning. These efforts help address and mitigate some of the risks associated with natural disasters or the impacts of climate change. In many cases emergency plans lack process and protocols to address food related issues such as availability of food in an emergency and food safety risks. This disconnect is more pronounced in Non-Agricultural municipalities, although Agricultural municipalities also have an opportunity to broaden the focus of emergency planning to more broadly consider food insecurity implications (e.g. access to food, transportation and supply chain disruptions, etc.) in emergency plans and procedures.

New Action	Agency	Timeline
1. Identify how food security and emergency food issues are being addressed in each local government's emergency management plans and processes	All local governments	1-3 years

2. *Recognizing the linkages among poverty, health and food*

The RFSS addresses some aspects of food insecurity by focusing on improving food access among vulnerable groups, and by facilitating community groups to recover nutritious food. This approach provides an initial direction for local government action, however, it does not sufficiently advance the region towards actions to address the root of food insecurity, poverty and the impacts on physical and mental health. There is a need to strengthen the capacity to engage with the interconnection of social planning and food system planning throughout the region

New Action	Agency	Timeline
2. Recommend policies and programs to address health outcomes of poverty and food insecurity to senior governments	All local governments	1-3 years

3. *Strengthen local government collaboration to address agri-food issues*

One of the greatest barriers to tackling the challenges in the regional food system is the lack of coordination among local government on agri-food issues. While there is some effective collaboration with non-profit organizations and health agencies, more effort to create linkages among municipalities and with the regional district can help advance actions in a more effective and efficient way.

New Action	Agency	Timeline
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3. Assign a staff member to be the local government contact person for agriculture and food related actions and to participate in meetings on the Regional Food System Action Plan twice a year. Working groups may be struck to advance collaborative actions.	All local governments	1-3 years
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Monitoring Progress

The Regional Food System Action Plan is a snapshot of planned and proposed local government actions toward advancing Regional Food System Strategy implementation over the next 3-5 years. It is presented as a living resource to be updated on an ongoing basis, as local government actions are executed on the ground.

The indicators below are proposed to measure the Action Plan's progress. These indicators were selected based on their relevance to tracking progress in addressing the gaps in RFSS implementation identified in this plan and the potential availability of data from existing local government sources. Metro Vancouver staff will establish a process with designated local government staff across the region to share information and data to update the indicators on an annual basis.

Goal 1
- The amount of dollars invested region-wide on irrigation and drainage infrastructure that will be necessary for the agricultural industry to adapt to a changing climate - The number of new farmers that have received access to public land for commercial food production
Goal 2
- The number of new facilities established to process, warehouse or distribute food for a group of local farmers - The number of new institutional purchasing policies that focus on local food
Goal 3
Number of local food communication initiatives that are being promoted by two or more local governments
Goal 4
The amount of edible food recovered and distributed to low income for vulnerable populations
Goal 5
The number of actions identified and implemented by local government to support food producers adaptation to climate change
Emerging Issues
- The number of emergency plans that address food access or food safety issues in the region - The number of advocacy actions completed to address the linkage between poverty, health and food

Attachment 2

OCT 23 - New Initiatives for Local Governments (excerpt from the draft Action Plan)

New Actions	Agency	Timeline
Goal 1		
1. Collectively advocate to senior governments for funding programs to expand investments in irrigation and drainage infrastructure necessary to adapt to climate change.	Metro Vancouver and Agricultural municipalities	1-3 years
2. Investigate feasibility of regional land trust to enable new farmers to access agricultural land.	Metro Vancouver and Agricultural municipalities	1-3 years
3. Expand municipal involvement in programs that enable new farmers to start a business such as Surrey's Virtual Incubator Farm Project Online system.	All local governments	1-3 years
Goal 2		
1. Develop policies to expand processing, storage and distribution of local food (e.g. revitalization tax exemptions).	All local governments	1-3 years
2. Share information on the potential opportunities to increase local food purchasing strategies at municipal forums to support farms in the region.	Vancouver and UBC to lead the first event	1-3 years
3. Profile and incorporate agri-food business ventures into regional and municipal economic development plans.	Metro Vancouver and Agricultural municipalities	3-5 years
4. Work with bulk food purchasers to increase local food purchasing to expand amount and diversity of local food available to consumers.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
Goal 3		
1. Develop a communication strategy with common messaging for local governments to educate residents about the connection between farmland, food insecurity, climate change and sustainability.	Metro Vancouver to facilitate with participation from all local governments	1-3 years
2. Recommend to Health Authorities the types of initiatives desired by municipalities to expand food-related programs in urban communities.	All local governments	1-3 years
3. Work with Health Authorities and appropriate agencies to ensure appropriate food safety training for commercial and community food production in urban communities.	All local governments	1-4
4. Distribute multi-lingual information on local food to new immigrants through community organizations using resources developed by Surrey and Vancouver	Surrey and Vancouver to share resources with other local governments and Metro Vancouver	1-3 years

Goal 4 1. Promote the Food Donation Guidelines (developed by BC Centre for Disease Control and other partners) to food distribution and food service sectors through municipal and regional business correspondence and events.	All local governments	1-3 years
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New Actions	Agency	Timeline
2. Draw from Surrey's experience to create and share information on culturally relevant local food availability for refugee and new immigrants	All local governments	1-3 years
3. Learn from Vancouver's study on community kitchens to identify opportunities and challenges for expanding food preparation and processing in under-utilized kitchens	All local governments to undertake analysis; Metro Vancouver to provide regional database	1-3 years
Goal 5 1. Prepare a climate adaptation strategy for agriculture and coordinate implementation of the priority actions will senior governments	Metro Vancouver and Agricultural municipalities	3-5 years
2. Expand pollinator habitat through new policies and field projects based on results from Metro Vancouver, North Vancouver District and Richmond	All local governments	1-3 years
Emerging Issues 1. Identify how food security and emergency food issues are being addressed in each local government's emergency management plans and processes.	All local governments	1-3 years
2. Recommend policies and programs to address health outcomes of poverty and food insecurity to senior governments	All local governments	1-3 years
3. Assign a staff member to be the local government contact person for agriculture and food related actions and to participate in meetings on the Regional Food System Action Plan twice a year. Working groups may be struck to advance collaborative actions.	All local governments	1-3 years

12216055

From: [Chris Horlacher](#)
To: [Council @ Lions Bay](#); [Shawna Gilroy](#)
Subject: Cannabis Inquiry
Date: Tuesday, January 05, 2016 2:01:09 PM

Greetings Mayor and Councillors,

I'm reaching out to you in the hopes that you may be able to answer a few questions. I'm with Jade Maple and we're a communications firm working in the cannabis industry. As you may know, a number of municipalities have or are planning to adopt by-laws with respect to retail establishments selling medical cannabis. With the anticipated end of cannabis prohibition coming soon we wanted to reach out to policy makers at the municipal level to see what their thoughts are on cannabis, and the people and businesses making use of this plant.

If you would be so kind as to provide some responses to our questions below (individually or as a group) we would greatly appreciate it! This information will be used to help us better serve our clients and the communities they operate in and will not be publicly disclosed. My contact information is below should any of you wish to speak with me directly.

1. Should the use of cannabis to treat medical conditions be prohibited? If yes, why?
2. Should the use of cannabis for recreational purposes be prohibited? If yes, why?
3. Should individuals be prohibited from growing cannabis at home for their own use? If yes, why?
4. Should companies be prohibited from growing cannabis for commercial sale? If yes, why?
5. Should the sale of cannabis from retail storefronts be prohibited? If yes, why?
6. Should your municipality decline permits for cannabis businesses that grow and ship their product by mail? If yes, why?
7. Should your municipality decline permits for cannabis businesses that sell product from a retail storefront? If yes, why?
8. Should by-laws specific to cannabis businesses be enacted in your municipality? If yes, why?
9. Relative to the alcohol industry, should cannabis businesses face stricter controls and regulation? If yes, why?

Thank you very much in advance for your time and input!

Regards,

Chris Horlacher, CPA, CA

President & CFO

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January 11, 2016

Reference: 252888

Dear Union of B.C. Municipalities and Local Governments:

Re: Discussion of the Emergency Program Act

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*.

This document is intended to support an online consultation and engagement with British Columbians through a dialogue about the current *Emergency Program Act* (the Act), which sets out the key responsibilities and authorities to guide and enable experts at the local and provincial levels in preparing for, responding to and recovering from emergencies and disasters.

It is our intention to review the Act to ensure that it provides a solid legal foundation to meet whatever challenges that may come our way here in this province, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

The Act was first introduced in 1993 and has undergone few changes since. While legislation may not be top of mind when we think about being prepared for an emergency or disaster, it is the key source of responsibilities and authorities required to empower elected officials and emergency management personnel to take the right actions at the right time.

Prepared and Resilient describes challenges in the current legislation as well as proposals for possible changes. The challenges and proposals reflect recent changes some Canadian jurisdictions have made to modernize their emergency management laws, as well as the findings and recommendations of two recent reports here in B.C.—the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria.

The input we receive from you and other stakeholders through this consultation will be a key component to informing our government's review of the Act and, ultimately, any decision to move forward with the introduction of possible legislative changes.

.../2

- 2 -

The consultation period begins on January 11, 2016, with the release of the paper, and will continue until February 19, 2016, at 4:00 p.m. Please submit your formal responses to citizenengagement@gov.bc.ca before the end of the consultation period.

In order to promote that transparency of this review, any submission from your organization, or other stakeholders who have been invited to participate, may be posted on <http://engage.gov.bc.ca/emergencyprogramact/>. The web site contains a list of all stakeholders who have received invitations to participate. Please include the name of your organization in your submission. To protect your privacy or the privacy of any other members of your organization, please do not include your personal phone number or e-mail address in your submission.

Emergency management is fundamentally about partnerships. We must all continue to work together to ensure a prepared and resilient B.C. I am therefore looking forward to hearing the feedback and thoughts you and the members of your organization may have for possible improvements to the legislative framework for emergency management in B.C.

Sincerely,

A handwritten signature in black ink, appearing to read 'Naomi Yamamoto', with a stylized flourish at the end.

Naomi Yamamoto
Minister of State



BRITISH
COLUMBIA

Prepared and Resilient

*A discussion paper on the legislative framework for
emergency management in British Columbia*

JANUARY 2016



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Message from the Minister

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*. This document is intended to support a consultation that will engage stakeholders in a dialogue about emergency management legislation in British Columbia.

When we think about being prepared for an emergency or disaster I think it is fair to say that legislation is not top of mind. Nevertheless, we must recognize that the coordination and synergies of emergency management experts in this province—whether at the local or provincial level—starts with understanding and fulfilling key emergency management responsibilities and having the appropriate authority to take the right actions at the right time when faced with an emergency or disaster. That’s where legislation comes in: to establish the legal framework for a prepared and resilient British Columbia.

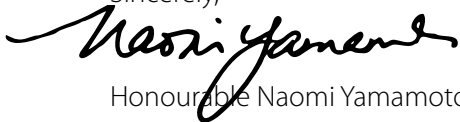
The *Emergency Program Act* is the key piece of legislation for emergency management in British Columbia. The Act, which was introduced in 1993, sets out roles and responsibilities for local authorities and the provincial government in preparing for, responding to and recovering from emergencies and disasters. The Act also sets out the authority for local government or the province to declare a state of emergency and to use emergency powers to protect the health, safety or welfare of people and to limit damage to property.

A key challenge with the Act and its regulations—and a principal reason for this consultation and engagement—is that while best practices in the field of emergency management in B.C. and elsewhere have evolved significantly over the past two decades, the *Emergency Program Act* has remained largely unchanged since its introduction and has never been the subject of a full and open review as proposed herein. The time has therefore come for us to examine the Act to ensure it provides the solid legal foundation we need here in B.C. to meet whatever challenges may come our way, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

This consultation acknowledges recent changes some other Canadian jurisdictions have made to modernize their emergency management laws. The engagement has also been shaped by findings and recommendations of the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria, the former head of California’s Office of Emergency Services who consulted with stakeholders on earthquake preparedness issues and priorities.

Ultimately, though, it is the input and feedback that we receive from interested British Columbians on the challenges and proposals outlined herein that will best inform the development of any changes to the law. It is my hope that this consultation will engage British Columbians in a dialogue so that together we can create legislation that supports a prepared and resilient B.C.

Sincerely,



Honourable Naomi Yamamoto
Minister of State for Emergency Preparedness

Executive Summary

The Premier's mandate letter to Minister of State for Emergency Preparedness Naomi Yamamoto directs the Minister to lead a review of the *Emergency Program Act* (Act) to ensure the legislation is up to date and effective in managing the impacts of emergencies in British Columbia, providing a report back to Cabinet Committee on Secure Tomorrow on or before March 31, 2016.

This engagement is intended to be a key component of the review of the legislation. It highlights several key challenges in the Act and seeks input from stakeholders on proposals for possible legislative changes so that government may better understand what improvements if any may be needed to ensure the Act is up to date and effective.

The specific examples of challenges presented in this consultation fall into one of the following three discussion areas, with each including proposals for possible changes to the Act for consideration and input of stakeholders:

A. Modernizing fundamental concepts and structure of the Act:

1. Phases of emergency management (prevention, preparedness, response and recovery);
2. Definition of emergency and disaster; and
3. Definition of local authority.

B. Clarifying roles and responsibilities:

4. Emergency Management BC;
5. Provincial emergency planning, response and recovery responsibilities;
6. Ministerial authority to direct emergency planning; and
7. Provincial authority for private sector and non-government agencies.

C. Supporting emergency response and recovery:

8. Shared responsibilities for emergency response;
9. State of Emergency;
10. Evacuation orders; and
11. Employment protection.

Stakeholder input on the identified challenges and discussion questions may be submitted to citizenengagement@gov.bc.ca by Feb. 19, 2016. In order to promote the transparency of the review and engagement process, submissions received from stakeholders who Minister Yamamoto invited to provide input may be posted to Emergency Management BC's website. Submissions from members of the public posted to the website forum will be reviewed and incorporated into the review process along with the other stakeholder submissions.

Context of a Review of the *Emergency Program Act*

OVERVIEW OF THE LEGISLATIVE FRAMEWORK

The *Emergency Program Act* provides the legislative framework for the management of disasters and emergencies within British Columbia. This framework defines responsibilities of local authorities, provincial ministries and crown corporations along with the responsibility for the Province's emergency management program. It requires local authorities, ministries, crown corporations, and government agencies to develop plans and programs to prepare and respond to emergencies and disasters in the Province. It also provides local authorities, the Minister responsible for the Act, and the Lieutenant Governor in Council, with the ability to declare a state of emergency in order to access the extraordinary powers required to co-ordinate emergency responses.

Supporting the *Emergency Program Act* are three regulations made under the authority of the statute:

- ▶ *Emergency Program Management Regulation* identifies duties and responsibilities of provincial ministries and government corporations in relation to specific hazards and generally in the event of an emergency;
- ▶ *Local Authority Emergency Management Regulation* outlines roles and responsibilities of Local Authorities; and
- ▶ *Compensation and Disaster Financial Assistance Regulation* establishes the framework for the provisions of disaster financial assistance.

WHY REVIEW THE ACT?

The time is ripe to review the *Emergency Program Act* to ensure it is effective in supporting the management of emergencies in British Columbia. The current iteration of the *Emergency Program Act* dates back to 1993 and has been subject to a small number of limited amendments since then. Over the last two decades various events and operational responses have prompted the provincial government and other partners in emergency management to consider and revise operational practices and procedures.

A further factor contributing factor are the 2014 reports of the Office of the Auditor General and Henry Renteria on earthquake preparedness. These reports further highlighted where changes may be necessary to improve the preparedness of British Columbians in relation to the possible occurrence of a catastrophic event.

Finally, the Premier's July 30, 2015 mandate letter to Minister Yamamoto directs the Minister to lead a review of the Act to ensure the legislation is up to date and effective in managing the impacts of emergencies in British Columbia and reporting back to Cabinet Committee on Secure Tomorrow on or before March 31, 2016. This consultation is intended as a key step in achieving a review as envisioned in the mandate letter by engaging stakeholders in a discussion about what improvements if any may be needed to ensure the Act is up to date and effective.

SCOPE OF REVIEW

This engagement identifies 3 main challenges in the Act and broken out into the following discussion areas:

- A. Modernizing fundamental concepts and structure of the Act**
- B. Clarifying roles and responsibilities**
- C. Supporting emergency response and recovery**

The list of challenges and examples presented for discussion and consideration are focussed on the Act and not the regulations. However, this does not preclude comments and input on any of the regulations as potential changes to the Act could also have implications for matters set out under the regulations.

Finally, the discussions presented here are not intended to be an exhaustive list. It is hoped that the items raised here will generate thought and discussion that will result in a broad range of items for government to consider.

OVERVIEW OF REVIEW PROCESS

Minister Yamamoto sent letters to key stakeholders on the release date of this engagement to invite them to provide submissions on the challenges and proposals outlined herein. In order to promote the transparency of the review and engagement process, submissions received from stakeholders who received invitations may be posted to Emergency Management BC's website. A list of these stakeholders is also provided on the website.

Other interested stakeholders, including members of the public, may also make submissions.

Any submissions received from individuals or organizations who did not receive invitation letters from Minister Yamamoto will also be reviewed and incorporated into the review process; these submissions will be collected via the EMBC website forum.

Submissions will be received up to Feb. 19, 2016, at 4 p.m. At the closing of the consultation period, all submissions will be reviewed and analyzed for themes and suggestions that can be compiled and presented by Minister Yamamoto to the Cabinet Committee on Secure Tomorrow on or before March 31, 2016, in accordance with the Minister's mandate letter.

Challenges and Proposals

Discussion Area A:

Modernizing fundamental concepts and structure of the Act

Discussion 1:

The phases of emergency management

Background:

Emergency management is a universal term for the systems and processes used for preventing or reducing the impacts of disasters on communities. Emergency management is conceptualized in four phases: prevention/mitigation, preparedness, response and recovery.

This phased approach is an internationally recognized standard for defining and understanding different aspects of emergency management and is integral to the systems and processes in BC that local authorities and government use to minimize vulnerability to hazards and for coping with disasters. For example, over the last two decades local authority and government emergency plans, which are a central feature of the *Emergency Program Act*, have come to be understood as plans related to preparedness for, prevention and mitigation of, response to and recovery from an emergency and its effects.

Challenge in the current legislative framework:

While the *Emergency Program Act* references aspects of the phased approach to emergency management, it is important that the terms prevention, preparedness, response and recovery are used consistently throughout the legislation. Consideration should be given to structuring the Act

to reflect the distinct subject matter of the phases whereby separate parts are established for each phase, with powers and duties for local authorities and the provincial government set out in each part.

The Act's current name should also better reflect the emergency management focus of the act. The current name reflects the role of the Provincial Emergency Program, which has been superseded by Emergency Management BC. See Discussion Area B, Discussion 4. As well, "emergency program" is not defined and, while the term "program" is used in numerous sections in the Act, it may be unclear in some sections as to what this term means in relation to the phases of emergency management.

A further consideration is the definition of "local authority emergency plan" and "provincial emergency plan". These definitions do not currently emphasize that emergency planning involves all phases of emergency management.

Relevant sections in the legislation:

- ▶ Title of the Act
- ▶ Part 1—Definitions and Application
- ▶ Part 2—Administration
- ▶ Part 3—Emergencies, Disasters and Declared Emergencies

Proposal:

Consideration should be given to the following potential changes to the Act:

- 1.** Renaming it the *Emergency Management Act*.
- 2.** Restructuring the Act so that it contains parts reflecting the phases of emergency management (i.e. a part dedicated to preparedness, a part dedicated to response etc.)
- 3.** Removing the term “emergency program” and references to “program” or “programs” throughout.
- 4.** Defining an “emergency plan” as a plan under the Act to prepare for, prevent, mitigate against, respond to and recover from an emergency and its effects.

**Discussion 2:
Definition of “emergency”****Background:**

A definition of an “emergency” is essential to emergency management legislation. In the *Emergency Program Act*, the term “emergency” gives meaning to other important concepts such as emergency plans, emergency programs, emergency measures, and states of emergency.

The current definition of emergency in the Act provides that it is a “present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature ...”. A “disaster”, on the other hand, is a subset of an emergency. The Act defines a disaster as a calamity that is caused by accident, fire, explosion or technical failure or by the forces of nature and has resulted in serious harm to people or widespread damage to property.

**Challenge in the current
legislative framework:**

BC’s legislation limits the definition of an emergency to a specific set of causes, which raises a question as to whether some events or circumstances may fall outside the scope of the Act. Similar legislation in other provincial jurisdictions generally uses broader language that puts an emphasis on defining an emergency based on what could or does result from an event, situation, or condition. Many other jurisdictions have also included damage to the environment in the definition of emergency.

Relevant sections in the legislation:

- ▶ Section 1 of the *Emergency Program Act*

Proposal:

- 1.** Consider removing the potential causes in the definition of ‘emergency’ and clarify that an emergency includes a disaster. The following definitions from other Canadian jurisdictions may be a helpful guide in revising the definition of ‘emergency’ in BC:
 - Manitoba’s *Emergency Measures Act* defines ‘emergency’ as follows:
“a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life; or (b) harm or damage to the safety, health or welfare of people; or (c) damage to property or the environment”
 - Alberta’s *Emergency Management Act* defines ‘emergency’ as follows:
“an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property”
 - Ontario’s *Emergency Management and Civil Protection Act* defines emergency as follows:
“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”
- 2.** Consider including damage to the environment in the definition of emergency.

Additional information for consideration:

- ▶ Manitoba’s *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>
- ▶ Alberta’s *Emergency Management Act*:
<http://www.qp.alberta.ca/documents/Acts/Eo6P8.pdf>
- ▶ Ontario’s *Emergency Management and Civil Protection Act*:
<http://www.ontario.ca/laws/statute/90e09>
- ▶ Nova Scotia’s *Emergency Management Act*:
<http://nslegislature.ca/legc/>

Discussion 3: Definition of “local authority”

Background:

Four treaties have been ratified to date under the BC Treaty Process with the Maa-Nulth First Nations, Tsawwassen First Nation, Tla’amin Nation, and Yale First Nation. In addition, a treaty was implemented outside of the treaty process with the Nisga’a in 2000.

All of the modern treaties implemented or ratified provide that Treaty First Nations and the Nisga’a Lisims Government have the “rights, powers, duties and obligations of a local authority under federal and provincial law in respect of emergency preparedness and emergency measures” on Treaty Lands. This includes specific law making authority in relation to emergency preparedness and emergency measures, as well as authority to declare a state of local emergency and exercise the powers of a local authority in accordance with federal and provincial laws in respect of emergency measures.

Challenge in the current legislative framework:

The *Emergency Program Act* defines a ‘local authority’ as one of the following:

- ▶ A municipality
- ▶ Regional district
- ▶ National park subject to an agreement between the province and the government of Canada

The definition does not currently include Treaty First Nations or the Nisga’a Lisims Government. As the Treaty First Nations have the status of local authorities for the purposes of the *Emergency Program Act*, consideration needs to be given to modernizing the definition of ‘local authority’ in the Act to ensure proper alignment with the provisions

of the treaties. This change will further reinforce the continued coordination of activities and shared responsibilities between the provincial government, Treaty First Nation governments, local governments, and other institutions to work together to mitigate, prepare for, respond to and recover from disasters.

Relevant sections in the legislation:

- ▶ Sections 1, 5, 6, 8, 10, 12, 13, 14, 15, 18, 19 of the *Emergency Program Act*
- ▶ Local Authority Emergency Management Regulation
- ▶ Compensation and Disaster Financial Assistance Regulation

Proposal:

1. Consider changing the definition of ‘local authority’ to include Treaty First Nations, including the Nisga’a Lisims Government.
 - Consider the impact of this proposal in relation to all provisions in the Act that are applied to local authorities.
 - This proposal is subject to provincial government consultation with the Treaty First Nations and the Nisga’a Lisims Government in accordance with treaty obligations.

Additional information for consideration:

BC Treaties:

- ▶ Under the BC Treaty Process:
<http://www.bctreaty.net/files/treaties-and-agreements-in-principle.php>
- ▶ Nisga’a Final Agreement:
<http://www.nnkn.ca/files/u28/nis-eng.pdf>

Discussion Area B: Clarifying roles and responsibilities

Discussion 4: Emergency Management BC

Background:

Emergency management requires cross-agency, cross-government and inter-jurisdictional coordination and integration to ensure effective delivery of emergency management services.

Emergency Management British Columbia (EMBC) was established in 2006 to take on the responsibilities of its predecessor, the Provincial Emergency Program (PEP), and to take on the role as the lead coordinating agency in the provincial government for all emergency management activities.

EMBC provides executive coordination, strategic planning, and multi-agency facilitation and strives to develop effective working relationships in an increasingly complex emergency management environment. EMBC works with local governments, First Nations, federal departments, industry, non-government organizations and volunteers to support the emergency management phases of mitigation/ prevention, preparedness, response and recovery. Additionally, EMBC engages provincial, national and international partners to enhance collective emergency preparedness.

Challenge in the current legislative framework:

The *Emergency Program Act* does not currently reference Emergency Management BC. Instead, the Act continues to reference the Provincial Emergency Program.

Relevant sections in the legislation:

- ▶ Section 2 of the *Emergency Program Act*
- ▶ Section 2 of the Emergency Program Management Regulation

Proposal:

1. Establish Emergency Management BC in legislation and remove references to the Provincial Emergency Program.
2. Clarify the responsibilities of the director of EMBC to include the following:
 - Lead the coordination of all provincial government emergency management activities,
 - Provide advice and assistance to other authorities—provincial and local authorities—in their emergency management responsibilities,
 - Establish and maintain a provincial emergency management system to standardize provincial emergency response activities, and
 - Reduce risk by promoting and supporting emergency preparedness, prevention and mitigation, response and recovery initiatives.

Additional information for consideration:

- ▶ EMBC website:
<http://www.embc.gov.bc.ca/index.htm>
- ▶ EMBC's strategic plan:
<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/embc-strategic-plan.pdf>

Discussion 5:

Assigning provincial emergency planning, response, and recovery responsibilities

Background:

Under section 4(1) of the *Emergency Program Act*, the Minister responsible for the Act is required to prepare provincial emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

The Act also provides authority under section 28(2) (a) for the Lieutenant Governor in Council (LGIC) to assign responsibilities to ministries, boards, commissions or government corporations or agencies for the preparation and implementation of emergency plans, including arrangements to deal with emergencies and disasters.

The Emergency Program Management Regulation contains requirements for ministers and government corporations to develop emergency plans. The responsibility for ministers to make provincial emergency plans for specific hazards is assigned in Schedule 1 of the Regulation. Schedule 2 of the regulation sets out duties of ministers and government corporations in the event of an emergency.

Challenge in the current legislative framework:

The Ministerial responsibility under the Act for preparing provincial emergency plans and the LGIC authority to assign responsibility for provincial emergency plans requires clarification. The Minister responsible for the Act does not prepare all provincial emergency plans respecting preparation for, response to and recovery from emergencies and disasters. This responsibility is distributed across government ministries and agencies, a process that

is more accurately reflected in schedule 1 of the EPM Regulation.

However, the feasibility of assigning emergency planning and other duties by way of regulation is questionable. Emergency management practices have evolved considerably over the last two decades and will continue to do so. The process of updating and changing provincial emergency responsibilities through amendments to a regulation can be cumbersome and not well suited to responding to changes in the dynamic emergency management environment.

A further matter in the context of provincial emergency management responsibilities is the extent to which the legislative framework should capture public organizations such as school boards and health authorities, which do not fall under the definition of Government Corporation. Henry Renteria acknowledged concerns of many stakeholders respecting emergency management plans and capacities across specific sectors (p. 19). While other public bodies with various degrees of independence from government engage with government ministries in emergency planning processes, the question of government's responsibility to ensure coordination of planning, response and recovery duties when and where necessary should be considered.

Relevant sections in the legislation:

- ▶ Sections 4 and 28 of the *Emergency Program Act*
- ▶ See the *Emergency Program Management Regulation*

Proposal:

- 1.** Consider removing the current scheme from the Act whereby the Lieutenant Governor in Council (LGIC) assigns emergency planning, response and recovery duties by regulation and provide for the following in the Act:
 - An authority for the minister responsible for the Act to require other ministers, after consulting with them, to prepare emergency plans in relation to specified hazards.
 - An authority for the Minister responsible for the Act to require, after consultation, that a minister, government corporation, or other prescribed public bodies prepare emergency plans in relation to carrying out specific emergency response and recovery duties.
- 2.** In order to support the proposed changes outlined above, other amendments would be required, including the following:
 - Define ‘hazard’ as something that may cause, or contribute substantially to the cause of, an emergency.
 - Move the existing requirements in section 3 of the Emergency Program Management Regulation respecting emergency planning to the Act.
 - Provide an LGIC regulation creating the authority to prescribe public bodies for the purposes of the Act.

Additional information for consideration:

- ▶ Henry Renteria’s 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf

Discussion 6: Ministerial authority to direct emergency planning

Background:

Effective emergency planning is essential to emergency management. In B.C., local governments lead the initial response to emergencies and disasters in their communities and, as required under the Act, they prepare emergency plans and maintain an emergency management organization to ensure the safety of citizens when a situation escalates beyond the first responder level.

Under section 4(2)(f) of the Act, the Minister has the authority to review and recommend changes to a local emergency plan. Currently, Emergency Management BC works with its partners in local governments to provide advice and guidance on the development of local emergency plans.

Challenge in the current legislative framework:

While the Minister has authority under the Act to review and recommend changes to a local emergency plan, the minister does not have authority to require that a local authority make changes to their plans in situations where a cooperative approach has not been productive to address a significant issue with a plan.

Most other jurisdictions in Canada provide the Minister responsible with authority to review and, if necessary, require changes to emergency plans. Manitoba has a clear and comprehensive scheme

under section 8 of that province's Act for the Minister to require revisions to local authority emergency plans as well as those across the provincial government. Ontario's Act provides authority for the Minister to set standards for plans under section 14 of that province's Act. Section 9 of Alberta's Act provides that the Minister responsible may "review and approve or require the modification of provincial and emergency plans and programs".

Henry Renteria referenced the expectation many stakeholders in British Columbia have with respect to provincial government leadership in setting standards respecting emergency plans and programs. Specifically, he stated that Emergency Management BC must "provide more clarity regarding the expectations of local authorities in the area of emergency management" in support of his recommendation that EMBC's authority be augmented to set minimum standards for emergency management programs.

Relevant sections in the legislation:

- ▶ Section 4 of the *Emergency Program Act*

Proposal:

1. Consider the addition of authority to provide that the Minister responsible for the Act may make an order requiring a local authority to change its local emergency plan where the minister has reviewed the plan and recommended modifications.
 - The authority should only be available to the Minister after the Minister has recommended modifications to an emergency plan and this authority should parallel the authority of the Minister to require revisions/changes to provincial emergency plans established by other ministries, government corporations and other agencies.

Additional information for consideration:

- ▶ Alberta's *Emergency Management Act*:
<http://www.qp.alberta.ca/documents/Acts/Eo6P8.pdf>
- ▶ Manitoba's *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>
- ▶ Ontario's *Emergency Management and Civil Protection Act*:
<http://www.ontario.ca/laws/statute/90e09>
- ▶ Henry Renteria's 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf

Discussion 7:

Private sector and non-government agencies

Background:

It is vital that critical infrastructure function through an emergency—a community's ability to respond and recover from a disaster requires restoration of and access to water, food, electricity, communications and other critical infrastructure.

In his 2014 *British Columbia Earthquake Preparedness: Consultation Report*, Henry Renteria wrote that entities such as private sector organizations and NGOs have a responsibility to those that depend on their services, particularly those organizations that provide critical goods and services, which, if disrupted or destroyed, would have a serious impact on the health, safety, security or economic well-being of citizens.

While Renteria's report acknowledges the efforts to date of Emergency Management BC to work with critical infrastructure (CI) partners through the establishment of a cross sector CI Steering Committee, he recommended the following key action to enhance the engagement of private sector and non-government organizations in emergency management as well support province-wide risk analysis:

"As a backdrop to voluntary engagement, the provincial and federal government must mandate appropriate private sector preparedness, including sharing of CI information and engagement in joint planning with emergency management organizations" (p. 28).

Private sector and non-governmental emergency management responsibilities is an emergent topic in other provincial jurisdictions. For example, in 2013, Manitoba introduced changes to its *Emergency Measures Act* to require private sector critical service

providers to prepare business continuity plans, as well as authority for the minister responsible to order these providers to take required measures during a state of emergency, including the implementation of any part of a business continuity plan.

Challenge in the current legislative framework:

In BC, the *Emergency Program Act* provides some specific powers during a state of emergency to local authorities and government in relation to the restoration of essential facilities and the distribution of essential supplies.

However, the Act does not set out responsibilities of private sector and non-government organizations respecting planning for and the prevention/mitigation of emergencies, nor any requirements for owners of critical infrastructure assets to provide information about their assets or their emergency plans regarding those assets.

Relevant sections in the legislation:

- ▶ Sections 5, 10 and 13 of the *Emergency Program Act*

Proposal:

1. Consider changes to the *Emergency Program Act* similar to Manitoba's to define "critical services" and require providers of these services to undertake business continuity planning as prescribed by regulation.
 - Manitoba's Act requires that critical service providers submit business continuity plans to the co-ordinator of the province's Emergency Measures Organization for review and approval.

2. Consider an authority to require owners of critical infrastructure assets to provide information about these assets as prescribed by regulation for the purposes of supporting efficient and effective emergency planning, prevention/mitigation, response and recovery.
 - Any change to the legislation in this regard would need to be supported by a definition of "critical infrastructure assets"; outline how such information would be provided; and provide for the confidentiality of the information.
 - Henry Renteria referred to "critical infrastructure" as "those physical and information technology facilities, networks, services and assets, which, if disrupted or destroyed, would have a serious impact on the health, safety, security, or economic well-being of Canadians or the effective functioning of governments in Canada" (p. 26).

Additional information for consideration:

- ▶ Henry Renteria's 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf
- ▶ Manitoba's *Emergency Measures Act*:
<http://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>

Discussion Area C:

Supporting emergency response and recovery

Discussion 8:

Shared responsibility for emergency response

Background:

The *Emergency Program Act* provides that local authorities and the provincial government are to prepare emergency plans and implement them when “an emergency exists or appears imminent or a disaster has occurred or threatens.”

Section 7 of the Act provides that the Minister or designated person in a provincial emergency plan may cause the plan to be implemented if, in the opinion of the Minister or the designated person, an emergency exists or appears imminent. Section 8 provides that a local authority or a person designated in the local authority’s local emergency plan may cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears to exist.

The *Emergency Program Management Regulation* sets out that provincial emergency plans may include plans and procedures to assist local authorities with response and recovery from emergencies that “are of such magnitude that the local authorities are incapable of effectively responding to and recovering from them.”

Challenge in the current legislative framework:

A key aspect of emergency management is the sharing of responsibilities between local authorities and the province. In general, provincial government policy is that a local authority is responsible for planning for and responding to any emergency in its jurisdictional area with local resources and resources available to them through mutual aid/assistance agreements. This approach acknowledges that a

local authority’s knowledge about its community—its people, history, risks, vulnerabilities, operational requirements and services—is critical to planning for, responding to and recovering from emergencies.

The province provides advice and support to the local authority responding to an emergency. Where the scope of an emergency exceeds a local authority’s resources, the province coordinates the provision of provincial resources to assist the local authority. In some cases, the provincial government has statutory obligations with respect to emergencies. For example, when it comes to wildfires under the *Wildfire Act* that do not affect developed areas, the provincial government responds, not local authorities.

While this ‘shared responsibility’ framework to emergency response is generally understood and accepted by stakeholders, it is not reflected in the Act. One consequence of this, in combination with the current scheme in the legislative framework for assigning provincial emergency responsibilities, is that from time to time confusion may result as to whether a local authority or the province should be implementing emergency plans in certain circumstances. Such confusion can undermine the coordinated and collaborative approaches essential for effective emergency management.

Relevant sections in the legislation:

- ▶ Sections 7 and 8 of the *Emergency Program Act*
- ▶ Section 3 of the *Emergency Program Management Regulation*

Proposal:

- 1.** Consider the addition of provisions in the Act that set out the following in respect of local authorities:
 - Establish that a local authority is responsible for:
 - Assessing the threat to health, safety, or welfare of people or damage to property and the environment posed by an emergency;
 - Assessing the resources required to respond to and recover from the emergency; and
 - Implementing its local emergency plan and using local authority resources to respond to and recover from the emergency.
 - Provide that a local authority may implement one or more provisions of its local emergency plan in relation to responding to and recovering from an emergency if:
 - If the local authority is of the opinion that an emergency exists or is imminent in the local authority's jurisdictional area; the local authority has declared a state of emergency; or a provincial state of emergency has been declared.
- 2.** Consider the addition of provisions in the Act that set out the following in respect of the provincial government:
 - A Minister (or designate) is responsible for implementing one or more provisions of the Minister's provincial emergency plan to provide provincial assistance and support to a local authority's response to and recovery from an emergency if the following occur:
 - The scale of the emergency exceeds the response and recovery resources of the local authority and/or
 - The Minister is required under provincial law to provide provincial resources for emergency response and recovery.
 - Emergency Management BC is responsible for:
 - Communicating with a local authority in relation to an emergency within the jurisdictional area of the local authority, which includes:
 - Monitoring the needs of a local authority in responding to and recovering from emergencies;
 - Providing advice when necessary to local authorities responding to and recovering from emergencies; and
 - Communicating and providing advice when necessary to a Minister in relation to an emergency in the jurisdictional area of a local authority.

Discussion 9: State of emergency

Background:

The *Emergency Program Act* authorizes both local authorities and the province to declare a state of emergency. Once a state of emergency is declared, the level of government making the declaration may do “all acts and implement all procedures” that it considers necessary to prevent, respond to or alleviate the effects of an emergency or disaster, including one or more of the following:

- ▶ Acquire or use any land or personal property considered necessary;
- ▶ Authorize or require any person to render assistance of type the person is qualified to provide or that otherwise is or may be required;
- ▶ Authorize the entry into any building or on any land, without warrant;
- ▶ Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered necessary; and
- ▶ Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies, or other essential supplies.

Challenge in the current legislative framework:

The authority for a local government or the province to undertake “all acts and implement all procedures” it considers necessary to address an emergency or disaster is a very broad and sweeping power. While legislation in most other Canadian jurisdictions provides a similar approach to the declaration of emergencies and the exercise of emergency powers as BC’s Act, Ontario’s Emergency Management and Civil Protection Act notably establishes criteria to guide when a state of emergency should be

declared, as well as criteria for the making of orders during declared emergencies.

The emergency powers in the *Emergency Program Act* are generally consistent with those powers provided in similar legislation in other Canadian jurisdictions; however, some jurisdictions have recently included additional powers. Ontario’s legislation provides authority to require a person to collect, use or disclose information and this authority is contingent on the information collected only being used for the purpose of preventing, responding to or alleviating the effects of an emergency. Other BC legislation aimed at addressing specific emergency situations, such as the Public Health Act, also contains a similar general emergency power to collect, use and disclose information.

Relevant sections in the legislation:

- ▶ Sections, 9 to 15 of the *Emergency Program Act*

Proposal:

1. Consider the addition of criteria or a test to guide local authorities or the provincial government in the declaration of a state of emergency and the making of orders during a declared emergency.
 - For example, criteria could include that a head of a local authority or the Minister responsible for the Act must believe that the declaration of a state of emergency is required because the use of one or more emergency powers under the Act is necessary and essential to protect the health, safety or welfare of persons or to limit damage to property.

2. Consider the addition of emergency powers not currently provided under section 10 of the *Emergency Program Act*. Some additional emergency powers that should be considered are as follows:
 - Authority to collect, use or disclose information during a state of emergency that could not otherwise be collected, used or disclosed under any enactment.
 - Consideration must be given to including limits on any additional power respecting the collection, use and disclosure of information during an emergency. For example, in Ontario the information must only be collected, used or disclosed for the purpose of preventing, responding to or alleviating the effects of an emergency and for no other purpose.
 - Authority to fast track the accreditation of medical or other essential personnel from other Canadian jurisdictions who may arrive to provide assistance during a state of emergency.
 - A further potential emergency power to be considered is the authority for a local authority or the province to vary a licence, permit or other authorization the local authority or province, as applicable, has issued under an enactment.

Additional information for consideration:

- ▶ Ontario's *Emergency Management and Civil Protection Act*: <http://www.ontario.ca/laws/statute/90e09>
- ▶ BC's *Public Health Act*: http://www.bclaws.ca/civix/document/id/complete/statreg/08028_01

Discussion 10: Evacuation orders

Background:

The current Act provides authority for local authorities or the government to declare a state of emergency. A 'state of emergency', once declared, authorizes the local or authority or the Minister to undertake acts and procedures to prevent, respond to or alleviate the effects of an emergency or a disaster, which includes ordering the evacuation of persons from an area that may be affected by the emergency or disaster.

Challenge in the current legislative framework:

While the Act provides authority for local governments or the Minister to make an evacuation order and "cause the evacuation" of people from an affected area, it says little of anything about how such an order is to be understood and carried out to ensure people are out of harm's way. There is currently no authority under the Act or in other legislation to compel competent adults to leave their private property after an evacuation order is made—emergency responders warn people of the imminent risks of remaining in an area subject to evacuation, but ultimately rely on people to voluntarily evacuate.

While leaving one's property in a very short period of time leading up to or following an emergency or disaster is extremely difficult to do, it is important to understand that an individual's decision not to heed an evacuation order can have serious implications not only for themselves, but also other people in the affected area. There have been numerous instances in Canadian jurisdictions and elsewhere where persons who refuse to evacuate require subsequent rescue, creating additional and unnecessary risk to themselves and emergency response personnel,

who are extremely burdened in times of crisis providing round-the-clock assistance to ensure the safety of the public.

The issue of enforcing evacuation orders has emerged as a recent topic of discussion in numerous Canadian jurisdictions. Manitoba became the first jurisdiction in Canada to address the issue in legislation, with amendments to its *Emergency Measures Act* in 2013. The changes provide authority to the police to apprehend any person who refuses to comply with an evacuation order issued under a declared state of emergency for the purpose of taking the person to a place of safety, as well as an ability to recover the costs of relocating the person.

As evacuation orders are rare and, when they do occur, are followed by the vast majority of people in an affected area, changes such as those introduced in Manitoba are intended to provide further support to voluntary evacuations by encouraging people to recognize the serious and grave nature of an evacuation order and to voluntarily comply with directions to leave their property without delay.

Relevant sections in the legislation:

- Sections 9, 10, 12 and 13 of the *Emergency Program Act*

Proposal:

1. Consider adding authority for police to apprehend any person who refuses to comply with an evacuation order issued under a declared state of emergency for the purpose of taking the person to a place of safety similar to sections 18.1 to 18.3 of the Manitoba *Emergency Measures Act*.
- As part of this proposal, also consider the following supporting provisions:
 - Providing police with a right of entry and use of reasonable force to enforce an evacuation order;
 - Limiting the period of apprehension to be no longer than reasonably required to take a person to a place of safety; and
 - Authority for the province (in a state of provincial emergency) or a local authority (in a state of local emergency) to order a person who was apprehended to pay the costs incurred by police in taking the action to enforce the evacuation order.

Additional information for consideration:

- Manitoba's *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>

Discussion 11: Employment protection

Background:

The *Emergency Program Act* provides authority in a state of emergency for a local authority or the provincial government to require a person to provide emergency assistance that the person is qualified to provide or may be required in order to prevent, respond to or alleviate the effects of an emergency or disaster.

The Act also provides (under section 25) that where a person is ordered to provide assistance under a state of emergency, that person's employment may not be terminated because of their being required to provide assistance.

Challenge in the current legislative framework:

A person who is ordered to provide assistance under a state of emergency is providing a civic service similar to jury duty; however, the Act currently does not provide a similar level of employment protection.

The scope of protection under s. 25 of the Act also appears to be specifically limited to a person who has been the subject of an order requiring the person to provide assistance in a declared state of emergency and, as such, does not appear to apply to a person who acts voluntarily (i.e. not under an order) or who acts in an emergency for which no state of emergency or local emergency has been declared.

Relevant sections in the legislation:

- ▶ Section 10(1)(e) and section 25 of the *Emergency Program Act*

Proposal:

1. Consider whether employment protection should be limited only to the duration of a state of emergency or whether the protection should extend to cover, for example, travel to and from the emergency or a time period after an emergency if the person is still required to provide assistance.
 - A further consideration here could include situations where a person is recovering from illness or injury as a result of providing assistance during an emergency.
 - Consideration should also be given to whether volunteers or other persons who assist in responding to and recovering from an emergency or disaster are entitled to employment protection in circumstances where they have not been ordered to provide assistance.
2. Consider expanding the protection against loss of employment in section 25 of the Act to include the same protections as those provided for a person on jury duty under section 56 of the *Employment Standards Act*.
 - This would add protection for employment benefits and benefits based on seniority, as well as provide that a person who is providing assistance is deemed to be on leave and must not be terminated as a result of being required to provide assistance or because the person is absent or unable to perform employment duties while on deemed leave.

Additional information for consideration:

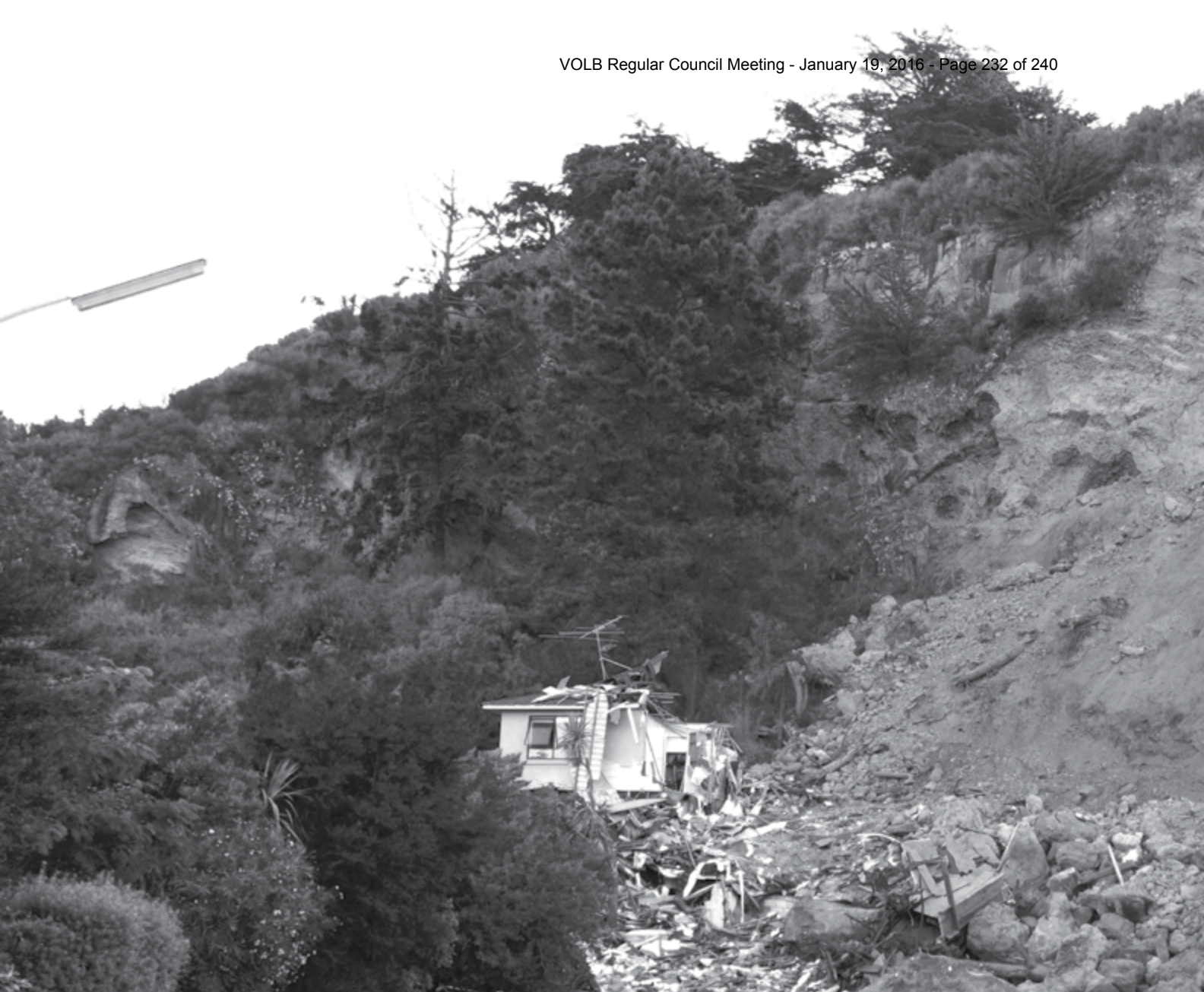
- ▶ BC's *Employment Standards Act*:
http://www.bclaws.ca/civix/document/id/complete/statreg/96113_01

Conclusion

In order to solidify and maintain cooperative and effective approaches to emergency management in British Columbia, partners across the emergency management spectrum in British Columbia and the citizens of this province must engage in thoughtful and meaningful discussions so that we are ready when challenged by known and emergent threats to public safety. This consultation and engagement is but one of many steps we are taking together to ensure we are prepared and resilient.

Submissions may be made on the contents herein on or before Feb. 19, 2016. At the closing of the consultation period, all submissions will be reviewed and analyzed for themes and suggestions that can be compiled and presented by Minister Yamamoto to the Cabinet Committee on Secure Tomorrow on or before March 31, 2016, in accordance with the Minister's mandate letter.

Thank you to all who took time to consider this document's contents and submit feedback.



BRITISH
COLUMBIA

From: radamson@ubcm.ca
To: [Shawna Gilroy](#)
Subject: Preliminary 2016 UBCM Convention Program
Date: Tuesday, January 05, 2016 2:49:53 PM

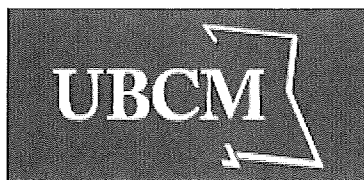
Please distribute accordingly
Dear ,

Hello,

Please be advised in an effort to assist local governments with travel arrangements, delegate accommodations and overall general planning around the 2016 UBCM Convention, being held in Victoria BC September 26-30, a Preliminary Program has been uploaded to the UBCM home page - www.ubcm.ca
Check it out!

Thank you!

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.



Preliminary Program

The preliminary program below is tentative. Details will be confirmed closer to convention.

Monday, September 26

7:00 am - 5:00 pm	Registration
8:00 am - 5:30 pm	Study Sessions / Tours
5:30 pm - 6:30 pm	Young Elected Officials Meet & Greet
7:00 pm - 8:00 pm	Electoral Area Directors Meet & Greet

Tuesday, September 27

7:00 am - 5:00 pm	Registration
7:00 am - 8:30 am	Continental Breakfast (<i>Clinic attendees only</i>)
7:30 am - 8:30 am	Clinics
9:00 am - 12:00 pm	Forums
12:00 pm - 1:30 pm	Forum Lunches
1:45 pm - 2:45 pm	Plenary Session
3:15 pm - 4:45 pm	Provincial Policy Sessions
4:00 pm - 5:30 pm	Municipal Insurance Association of BC AGM
4:00 pm - 5:00 pm	Municipal Finance Authority of BC Semi-Annual Meeting
5:30 pm - 6:30 pm	Municipal Insurance Association of BC Reception
6:30 pm - 8:30 pm	Welcome Reception

Wednesday, September 28

7:00 am - 4:30 pm	Registration
7:00 am - 8:30 am	Continental Breakfast
7:30 am - 8:15 am	Clinics
8:30 am	Convention Opening Session
	<i>O Canada</i>
	<i>Invocation</i>
	<i>Welcome from the Host Community</i>
9:00 am	Annual Meeting
	<i>President's Opening Address</i>
	<i>Adoption of Conference Rules and Procedures</i>
	<i>Adoption of Minutes of 2015 Convention</i>
	<i>Annual Report</i>
	<i>Question-and-Answer Period</i>
	<i>Adoption of Financial Statements</i>
	<i>Appointment of Auditors</i>
	<i>Appointment of Convention Committees</i>
9:20 am	First Report of the Nominating Committee for the Positions of Table Officers
	Keynote Address
9:25 am - 10:25 am	Principal Policy Session: Resolutions
10:30 am - 11:55 am	Nominations from the floor for Table Officer positions

11:55 am	Area Association Lunches <i>(optional)</i>
12:00 pm - 1:30 pm	Address by FCM President
1:45 pm - 2:00 pm	Address by the Minister of Community, Sport and Cultural Development
2:00 pm - 2:30 pm	Candidate speeches <i>(as necessary)</i>
	Election of Table Officers <i>(as necessary)</i>
2:30 pm - 2:45 pm	Provincial Cabinet Panels
2:45 pm - 5:00 pm	Presentation of 2016 Climate & Energy Action Awards
3:00 pm - 4:15 pm	BC Government Reception
4:15 pm - 4:30 pm	Consulate-General of the People's Republic of China in Vancouver Reception
5:30 pm - 7:00 pm	CUPE BC Reception
6:30 pm - 8:00 pm	
8:00 pm - 12:00 am	

Thursday, September 29

7:00 am - 8:30 am	Continental Breakfast
	Community Excellence Awards Breakfast Reception <i>(invite only)</i>
	Clinics
7:30 am - 8:15 am	Election of Table Officers continues <i>(as necessary)</i>
8:00 am - 9:00 am	Second Report of the Nominating Committee for Executive positions
8:30 am - 8:35 am	Address by Leader of the Official Opposition
	Resolutions Session Continues
8:35 am - 8:55 am	Nominations from the Floor for Executive Positions
8:55 am - 11:25 am	Candidate Speeches <i>(as necessary)</i>
11:25 am - 11:30 am	Address by Leader of the Green Party
11:30 am - 11:55 am	Delegates Lunch
11:55 am - 12:00 pm	Workshops
12:00 pm - 1:30 pm	Election of Executive Positions <i>(as necessary)</i>
2:30 pm - 4:30 pm	UBCM Reception
2:30 pm - 5:00 pm	UBCM Banquet
6:30 pm	<i>Presentation of Long Service, Special Long Service and Life Member Awards</i>
7:30 pm	

Friday, September 30

7:00 am - 8:30 am	Continental Breakfast
7:30 am - 8:30 am	Election for Executive Positions continues <i>(as necessary)</i>
8:00 am - 10:45 am	Resolutions Session Continues
	<i>Consideration of:</i>
	<i>Report on Resolutions Received after the Deadline</i>
	<i>Remaining Section "B" Resolutions</i>
10:45 am - 11:00am	Installation of President Elect
	Port Metro Vancouver Cruise Draw
11:00 am	Provincial Address
12:00 pm	Adjourn

Follow Us On

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From: [bree.stoddart](#)
To: [Shawna Gilroy](#); [Council @ Lions Bay](#)
Subject: RE: Lions Bay Parking Survey
Date: Thursday, December 17, 2015 4:15:50 PM

Good afternoon,

I think this is a bad survey. It doesn't address the parking problems at all. In fact, it ignores the cause completely.

Parking has become an issue because of the number of tenants who live in the Village. There are several houses which have many suites. A house with 3 suites can have 6 or more extra people which means 6 or more extra vehicles. Even two secondary suites in one home can easily stretch the comfort level of neighbouring households.

There is one just down the street from me...several suites and many cars. Not uncommon at all in our Village now.

Guests and visitors are not the problem. Yet guests and visitors face problems occasionally because available street parking and even that at the Park and Ride is being used by tenants.

It should be required for owners who have suites to also have adequate parking on their own properties for their own vehicles and those of their tenants.

I am not against having a secondary suite but the situation is now out of control...not only for parking but water use and services in general. Limits need to be set and enforced on number of suites, number of tenants and number of vehicles. And the owners must pay a significant extra amount in tax to cover the services used by their tenants.

Also many of these suites have not been reported so rental revenue goes only to the owners. One such unreported suite has two adults and 3 children living in it.

Therefore, those of us without rental income are paying the extra costs and trying to cope with the issues the tenants bring.

Sincerely,

Bree Stoddart
50 Isleview Place.

Date: Mon, 14 Dec 2015 18:00:38 -0500

From: [Louis Peterson](#)
To: [Council @ Lions Bay](#); [Shawna Gilroy](#)
Subject: Municipal grant issues
Date: Tuesday, December 15, 2015 9:35:03 PM
Attachments: [Letter to Council re SSC 2016 Grant edited.doc](#)
[SSC Grant Application 2016,Consolidated Estimates Draft #5.xls](#)

Please see the attachments (Letter and Financials) outlining difficulties associated with the Application for a Municipal Grant being proposed by the "ad hoc Seniors Social Circle" committee. Advice would be welcomed and appreciated.

Louis K Peterson, "pro tem chair".

DRAFT

To: Mayor Karl Buhr
Councillors Fred Bain, Jim Hughes, Ron McLaughlin, Helen Waterson.

From: "ad hoc" volunteer Seniors Social Circle committee:
Louis Peterson, Tony Cox, Hilda Mayo, Maria Morden, John Phillips.

Date:

Re: 2016 Municipal Gant

The above "ad hoc" committee, which initially had a few other members and was known as the "ad hoc 55+ committee", came about following the award of a Grant of \$20,000 to the Village of Lions Bay from the UBCM ("Age Friendly Program") for year 2015. Thanks are due to former CEO Mandy Giesbrecht (formerly Koontz) and Councillor Helen Waterson for "getting the ball rolling". The terms of the Grant were based upon "age friendly" and "inclusiveness" concepts and principles. The Grant contributed \$8000 toward the improvement of a wheelchair accessible ramp/walkway into the Community Hall, Council Offices and Council Chambers. The remaining funds have been utilized to develop a new community and recreational program (see below), based on rather ambitious Grant parameters and community feedback via questionnaires. The Village oversees and approves the fiduciary requirements of the Grant, and will produce a final Report. The program complements the community & recreational activities that already exist organized by other groups within the Village.

[The 2015 Seniors Social Circle Program:](#)

[Adult Health and Exercise classes \(Tai Chi/Qigong; Stretch & Strengthen "chairobics"\);](#)

[Adult Speaker program \(Nutrition; Travel Advice; Security & Safety; Howe Sound's Glass Sponges; Garden talk; Canadian Association of Retired Professionals talk\);](#)

[Social activities/outings \("chocolatiere evening"; pizza & cards event; "mini golf" outing; "Jake's Gift" play at Bowen Island; "Tea & Trumpets" symphony\).](#)

The current "ad hoc" volunteer Seniors Social Circle committee wishes to continue a community program similar to the one initiated in 2015, to begin in January 2016 or as soon as practical thereafter. An Application for a Municipal Grant will be submitted before December 31, but given that the processing of such Applications may take considerable time, we would greatly appreciate interim funding pending the final allocations of grants. In addition, a provision for the carry-over of remaining UBCM funds would greatly alleviate the funding dilemma and facilitate the tasks of developing the various parts of the program. A draft of our proposed budget is attached for your information. The Application will contain several line items, with identified "facilitators" willing to act as volunteer coordinators for various activities (see attachment). Other line items may develop over time. We would be happy to provide any additional details or clarifications if needed at this stage.

Yours truly,

Louis K. Peterson.

John Phillips.

Tony Cox.

Hilda Mayo.

Maria Morden.

Financial Estimates

	SENIORS SOCIAL CIRCLE MUNICIPAL GRANT APPLICATION 2016								
	<u>REVENUE</u>								
	Adult Tai Chi (income 40 classes)	John Phillips*	2400						
	Adult Stretch/Strengthen (12 classes)	Louis Peterson*	720						
	<u>Total income♦</u>			3120					
	<u>EXPENSES</u>								
	Tai Chi instructor's fee (40 classes)					5000			
	Chairotics♦♦ instructor's fee (12 classes)					900			
	<u>Total instructor fees</u>					5,900			
	Other expenses								
	Hall rental (Tai Chi, Chairotics, speakers, workshops, cards, 72 events) in kind**	Maria Morden	(cards)*			720			
	Outings, special events	Tony Cox*, Hilda Mayo*				800			
	Speakers program, Honoraria + Hall; 4 events	Louis Peterson*				400			
	Workshops 4 sessions + Hall					400			
	Hospitality					800			
	Publicity, Office time, flyers					600			
	Miscellaneous					400			
	Village Offices Services in kind					3600			
	<u>TOTAL EXPENSES (cash)</u>					9,300			
	<u>TOTAL INCOME (cash)</u>			3120					
	<u>TOTAL cash GRANT REQUESTED</u>								<u>\$6,180</u>
	Total in kind Expenses					4320			
	<u>TOTAL in kind GRANT REQUESTED</u>								<u>\$4,320</u>
	*Facilitators (volunteers)								
	**Assuming \$40 per 4 weeks								
	♦Based on 52 sessions with average attendance of 12 people and a \$5.00 fee per person per session								
	♦♦"Chairotics" = Stretch/Strenthen exercises								
	xxx Date: 15 December 2015								

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