



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JUNE 7, 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**
- 5. Minutes**
  - A. Regular Council Meeting – May 17, 2016 (Page 3)  
RECOMMENDATION: THAT the Regular Council Meeting Minutes of May 17, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Town Hall Meeting Discussion
  - B. Information and Resource Requests (IRRs) (Page 11)  
RECOMMENDATION: THAT staff deal with the following items accordingly from the IRR sheet:
- 8. Reports**
  - A. Staff
    - i. CFO – First Quarter Financial Review (Page 21)  
RECOMMENDATION: THAT the information report “First Quarter Financial Review” be received for information purposes.
    - ii. CFO – Cash Flow – On Table
    - iii. CAO – Website Status Report – On Table
    - iv. CAO – Request for Decision: Bylaw Enforcement Policy and Towing Policy (Page 39)  
RECOMMENDATION: THAT Policy No. 1603 – Village of Lions Bay Bylaw Enforcement Policy be approved by Council; and  
THAT Policy No. 1602 – Village of Lions Bay Towing Policy be approved by Council.

## Agenda – Regular Meeting of Council – June 7, 2016

Village of Lions Bay

Page 2 of 2

---

## v. Public Works Manager – Lions Bay Beach Park Garbage – On Table (Page 47)

B. Mayor

C. Council

## i. Councillor Bain – Request for Decision – Emergency Plan (Page 49)

RECOMMENDATION: THAT Council adopt the draft Emergency Plan; and  
 THAT an Emergency Plan Steering Committee consisting of Mayor Buhr,  
 Councillor Bain, CAO DeJong and Public Works Manager Jaffer, be struck  
 to consider approaches to potential additional updates to the Plan and  
 interaction of the Plan with other strategic and operational documents.

D. Committees

E. Emergency Services

**9. Resolutions****10. Bylaws**

## A. Board of Variance Bylaw No. 502, 2016 – Third Reading (Page 153)

RECOMMENDATION: THAT Board of Variance Bylaw No. 502, 2016 be given  
 third reading; and

THAT staff post notice of a Request for Expressions of Interest to sit on the  
 Board of Variance and to bring any such Expressions of Interest back to Council  
 for the June 21, 2016 meeting.

**11. Correspondence**

## A. List of Correspondence to June 2, 2016 (Page 171)

**12. New Business**

## A. Canada 150 Grant – Beach Park Washrooms Discussion

## B. Water and Waste Water Infrastructure Grant Funding Discussion – MP Submission

**13. Public Questions & Comments****14. Closed Council Meeting**

THAT the meeting be closed to the public under the authority of the Community Charter,  
 section 90 (1) (a), (b), (c), (e) and 90 (2) (b).

**15. Reporting Out From Closed Portion of Meeting****16. Adjournment**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MAY 17, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

#### MINUTES

In Attendance:

Council: Councillor Fred Bain  
Councillor Jim Hughes  
Councillor Ron McLaughlin (Acting Mayor)  
Councillor Helen Waterson

Regrets: Mayor Karl Buhr

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Office Coordinator Shawna Gilroy (Recorder)  
Public Works Manager Nai Jaffer

Delegations: 0

Public: 3

#### 1. Call to Order

Acting Mayor McLaughlin called the meeting to order at 7:01 p.m.

#### 2. Approval of Agenda

Moved/Seconded

THAT item 12C – “Bylaw Enforcement Officers” be added, and the agenda be approved as amended.

**CARRIED**

#### 3. Public Participation

A. Mr. Scott Ando

Mr. Ando queried the following items:

- If the draft Infrastructure Committee Meeting minutes could be approved first by the committee before coming forward to Council, and that the minutes included in the package did not have a “draft” watermark, which could be misleading to the public as one may think they were approved;

- o CAO DeJong responded that it is important to have committee minutes in a timely way for Council's information, particularly when considering the subject matter of the committee meeting at the Council meeting. He also noted that the draft minutes are vetted by committee members and should therefore be quite accurate, but using a draft watermark would be a good idea in the future.
- That he had made an FOI request asking for correspondence between AECOM and the Village regarding the Infrastructure Master Plan not meeting its requirements; there was no prior concern before January 2015 and was therefore concerned if that was in fact the case;
- Whether the Village received PCI information from Terra Tech through AECOM or not as the report received was incomplete; and
- Whether the draft Infrastructure Master Plan could be made easily accessible on the Village website as currently it sits in the Infrastructure Committee's previous agenda package.

#### 4. Delegations

None

#### 5. Minutes

A. Regular Council Meeting – May 3, 2016

Moved/Seconded

THAT the Regular Council Meeting Minutes of May 3, 2016 be approved as circulated.

**CARRIED**

B. Special Council Meeting – May 10, 2016

Moved/Seconded

THAT the Special Council Meeting Minutes of May 10, 2016 be approved as circulated.

**CARRIED**

#### 6. Business Arising from the Minutes

A. Regular Council Meeting Minutes – May 3, 2016

Moved/Seconded

THAT Council move/second and carry the IRR's listed under item 7A in the Minutes of the Regular Council Meeting, May 3, 2016, to correct the procedural deficiency of not having done so at that meeting.

**CARRIED**

#### 7. Unfinished Business

A. Parking Plan Recommendations

This item was discussed with item 8Ai ahead of item 7B.

*The meeting was recessed at 7:15 p.m.*

*The meeting was reconvened at 7:20 p.m.*

Audio: 00:20

B. Information and Resource Requests (IRRs)

This item was considered after item 8Ai.

Moved/Seconded

THAT staff deal with the following items accordingly from the IRR sheet:

- ID 103: CAO to work on a Communication Policy framework as time permits;
- ID 102: Councillor Waterson will research Volunteer Recognition policies, obtain Council input and create a first draft for discussion;
- ID 97: amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda;
- ID 89: retain on the IRR for input from Mayor Buhr;
- ID 38: retain on the IRR for input from Mayor Buhr.

**CARRIED**

**8. Reports**

A. Staff

i. CAO – Request for Decision – Parking Plan Recommendations – On Table

The Parking Plan Committee brought forward 13 Parking Plan Program recommendations at the May 3, 2016 Council meeting; staff reviewed the recommendations and provided feedback and recommendations to each of the numbered Parking Plan Programs.

Moved/Seconded

THAT all of the staff recommendations be approved as follows, with the exception of number 3(c), for which the cost of a Daily Guest Parking Pass will decrease from \$1.00 to No Charge:

- (1) Parking Type: THAT the Parking Plan Committee continue with this work until it is complete;
- (2) Resident Permit Decal: THAT further research be undertaken by the Committee for a new design for resident decals (and other temporary passes) for next year. [Clear stickers already ordered for this year];
- (3) Guest Pass: THAT:
  - (a) The name of the Guest Pass be changed to “Daily Guest Parking Permit” or “Daily Guest Parking Pass”;
  - (b) Online sales of the Daily Guest Parking Pass be terminated;
  - (c) Increase the cost of the Daily Guest Parking Pass to \$2.00 each; [Not passed – resolution decreases cost from \$1.00 each to No Charge];
  - (d) Clarify that the Daily Guest Parking Pass is not valid in Visitor Parking stalls as these are very limited in number and are, or should be, time restricted (eg: 3 hours); and
  - (e) Clarify that it is the Daily Guest Parking Pass that should be used for a resident’s party, not an “Event Pass” (indeed, there should be no such thing as an “Event Pass” – just make the defined events “free parking” anywhere that a Resident or Visitor could park;

- (4) Towing Policy: THAT the 2016 Towing Policy be deferred to the June 7, 2016 Council meeting;
- (5) Metered Parking and Reallocation of Space at the Lions Bay Beach Parking Lot: THAT the Committee undertake further research and formulate a proposal with detailed revenue and expense projections that can be worked into the 2017 budget, if adopted by Council;
- (6) Lions Bay Beach Parking Lot: THAT:
  - (a) The daily rate for the Lions Bay Beach Parking Lot blue passes be increased to \$15;
  - (b) The Committee work with the Marina to improve the process by which they sell these passes and record the sales data, including a requirement that a boat trailer counts as a separate vehicle requiring a pass, whether attached to a motor vehicle or not and that the pass is only valid for the Lions Bay Beach Parking Lot;
  - (c) Visitor parking be limited to 3 hours in order to produce more turnover and align with the same time limit at Kelvin Grove Beach Park; and
  - (d) Council consider increasing the number of free, 3 hour Visitor stalls by moving the current signage;
- (7) Sunset Drive: THAT Resident Permit Parking Only be eliminated at the Sunset Drive entrance to the Lions Trail;
- (8) Lower Kelvin Grove Parking Lot: THAT:
  - (a) An additional 2 (or more) visitor spaces be created in the Lower Kelvin Grove Parking Lot to help alleviate on-street parking issues; and
  - (b) Staff and the Parking Plan Committee continue to study the issues at this particular location to determine the best approach;
- (9) Brunswick Beach: THAT:
  - (a) Given the lack of Village jurisdiction, staff continue to work with MOTI and their contractor, Miller Capilano, to manage parking in the Highway 99 Rights of Way adjacent to the Brunswick Beach neighbourhood;
  - (b) Staff install a sign at the entrance to the Brunswick Beach neighbourhood saying “Resident Parking Only – Permit Required”; and
  - (c) Staff continue to educate residents as to the jurisdictional issue at the Brunswick Beach location;
- (10) Communication: THAT 2016 parking changes be promoted through the website and the Village Update;
- (11) Overhaul Signage: THAT overhauling signage await completion and adoption of Type designations by the Parking Plan Committee;
- (12) Improved Enforcement: THAT staff work to ensure clear and consistent enforcement of Village bylaws; and
- (13) Parking Related Policies: THAT staff continue to review all parking related policies as aforesaid and ongoing, as time permits.

**CARRIED**

*Audio: 01:00*

ii. CAO – Information Report – CAO Forum

Moved/Seconded

THAT the Information Report “CAO Forum, February 24-26, 2016” be received.

**CARRIED**

iii. CAO – Website Status – On Table

This item will be brought forward to the June 7, 2016 Regular Council Meeting.

B. Mayor

None

C. Council

Council discussed delivering their piece to staff for the Annual Report before May 30, 2016.

Councillor McLaughlin read aloud a letter from the library regarding a lack volunteers and several who are ready to retire, and it was suggested that Councillor Waterson attend the open house on May 24, 2016 in order to promote future volunteers.

*Audio: 01:20*

D. Committees

i. Infrastructure Committee Meeting Draft Minutes – May 9, 2016

Moved/Seconded

THAT staff be directed to get back to AECOM and insist on them completing the items outline above [in the body of the Infrastructure Committee minutes] that they agreed to do which were not delivered, with specific emphasis on two items we asked for: drainage and water intakes. (The Infrastructure Committee recommends the Village address a long term solution to our water intake safety issue). If AECOM can't or won't address these significant items, that staff be directed to seek options to do it per the contract.

Moved/Seconded

THAT the motion be amended to read as follows:

THAT staff be directed to go back to AECOM and insist on them completing the items they agreed to do which were not delivered, with specific emphasis on two items we asked for: drainage and water, including a long term solution to our water intake safety issue; and

THAT if AECOM can't or won't address these significant items, that staff be directed to explore options to do it as per the contract.

AMENDMENT

**CARRIED**

MAIN MOTION AS AMENDED

**CARRIED**

E. Emergency Services

i. RCMP Monthly Report

Council reviewed the RCMP's monthly report.

ii. Lions Bay Fire Rescue Monthly Report

Council reviewed the Lions Bay Fire Rescue's monthly report.

**9. Resolutions**

None

*Audio: 01:40*

**10. Bylaws**

A. Board of Variance Bylaw No. 502, 2016

Moved/Seconded

- (1) THAT Board of Variance Bylaw No. 502, 2016 be given first and second readings;
- (2) THAT Board of Variance Bylaw No. 502, 2016 be referred to the current Board of Variance members for comment;
- (3) THAT the current Board of Variance members be invited to re-apply to sit on the Board; and
- (4) THAT staff post notice of the opportunity for any member of the community to apply to sit on the Board of Variance.

Moved/Seconded

THAT the be amended as follows:

(a) reword recommendation (3) to say:

(3) THAT the current Board of Variance members be asked if they are interested in being reappointed to the Board;

(b) delete recommendation(4).

AMENDMENT

**CARRIED**

MAIN MOTION AS AMENDED

**CARRIED**

**11. Correspondence**



Item G3 was deferred to the June 7, 2016 Council meeting regarding funding a donation of \$1,000 to the City of Fort McMurray as Council appeared to be deadlocked in the absence of Mayor Buhr.

*Audio: 02:10*

## **12. New Business**

### **A. Town Hall Meeting**

Council discussed the idea of a Town Hall Meeting to present the completed Annual Report and other potential topics such as the Infrastructure Master Plan, the Outdoor Water Use restrictions, the Parking Plan changes and any other appropriate matters. This item was deferred to the June 7, 2016 Council meeting in order to discuss further and set a date when Mayor Buhr returns.

### **B. Lions Bay Photo Contest**

Councillor Waterson intends to run the Lions Bay Photo Contest again this year from May 27 to June 15 and is requesting a small budget of \$300 for marketing, promotional materials and printing/displaying of images.

Moved/Seconded

THAT Councillor Waterson proceed with the Lions Bay Photo Contest, “It Takes a Village”; and

THAT Council supports the \$300 budget to fund marketing, promotional materials and printing/displaying of images.

**CARRIED**

### **C. Bylaw Enforcement Officers**

CAO DeJong briefed Council on the two Bylaw Enforcement Officers who have just been hired and will be in the office next week for orientation, and begin work the following weekend.

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

### **Mr. Scott Ando**

Mr. Ando expressed the following points:

- Regarding the resolution that was passed during the Infrastructure Committee item 8Di, he feels reservoirs are also very important and very little information about it was provided in the Infrastructure Master Plan, such as the seismic upgrade, and a request should be made for reservoirs.
- The Board of Variance appointments do not appear to be at arm’s length anymore.
- Queried the statutory requirements with regards to posting notice of the Annual Report and whether it also needs to be included in the North Shore News.

## **14. Closed Council Meeting**

Moved/Seconded

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (a), (b), (c) and (g) and 90 (2) (b)

**CARRIED**

*The meeting was closed to the public at 9:18 p.m.*

*The meeting was re-opened to the public at 9:59 p.m.*

**15. Reporting Out From Closed Portion of Meeting**

None

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 9:59 p.m.*

\_\_\_\_\_  
Mayor

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

|                          |  |
|--------------------------|--|
| Date Adopted by Council: |  |
|--------------------------|--|

REQUESTS FOR COUNCIL

| Request ID | Date of Request | Requester | Subject                              | Issue and Information/Resources Requested                                                                                                                                                                                                                                                                                                           | Requester's Priority 1 (lo) - 5 (hi) | Rationale                        | Personnel and/or Financial Resources Est'd by Requester                              | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                                                                                                              | Committee Recommendation and/or Council Disposition |
|------------|-----------------|-----------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|--------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 25         | 4/Jan/16        | Buhr      | Secondary Suites bylaw               | Please report on how many people have filed for inspection of their Secondary Suite and how many have been done?                                                                                                                                                                                                                                    | 3                                    | Council priority (communication) | Staff time                                                                           | CAO         | Reviewing with BI.                                                                                                                                                                                                                                                                                                                               |                                                     |
| 38         | 8/Jan/16        | Buhr      | Tax bill                             | Can we effect any changes to the tax bill layout and wording?                                                                                                                                                                                                                                                                                       | 2                                    | Council priority (communication) | Staff time                                                                           | CFO         | Minimal changes only can be made in MAIS.                                                                                                                                                                                                                                                                                                        |                                                     |
| 60         | 15/Feb/16       | Buhr      | Anti-encroachment marketing          | Can we undertake an Anti-Encroachment campaign?                                                                                                                                                                                                                                                                                                     | 2                                    |                                  | Staff time                                                                           | CAO         | Let's discuss what this should look like, resources to be devoted to it, timing, communication plan, etc.                                                                                                                                                                                                                                        |                                                     |
| 61         | 15/Feb/16       | Buhr      | Deadfall fire hazard                 | Can we get a tracked chipper or other means to deal with deadfall and trimmings building up between the highway and the Centennial Trail over years of volunteer trail maintenance, not only on municipally-owned land, but on the school parcel to the south, and the MOTI lands to the north, which pose an imminent threat in the summer months? | 3                                    | Safety                           | Staff time and there should be grant funding for interface wildfire risk mitigation. | PWM         | Perhaps a Firesmart Community Cleanup Day would be a good start. And maybe Trail Blazers could organize cutting up larger things to be dragged to roadside for disposal. Staff can look into funding for Interface Wildfire Risk Mitigation. Current grant funding appears to be limited to helping to fund Community Wildfire Protection Plans. |                                                     |
| 63         | 15/Feb/16       | Buhr      | 2016 water shortage plan             | Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan                                                                                                                                                                                                                                            | 4                                    | Water supply                     | Staff time                                                                           | PWM & CAO   | Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans                                  |                                                     |
| 70         | 15/Feb/16       | Buhr      | Communications                       | Place large information signage at capital projects (to Communications Policy standard). For example, highway tank roof removal, Oceanview open culvert, mid-Bayview PRV installation                                                                                                                                                               | 3                                    | Council priority (communication) | Staff time, \$45 per project                                                         | CAO         | We do not yet have a Communications Policy or standard for this, but can likely look to sign standards in other communities. Should be part of discussion around a larger Communications Strategy                                                                                                                                                |                                                     |
| 76         | 15/Feb/16       | Buhr      | Fire                                 | Preliminary fire services Review, utilising in-house skills and existing reports                                                                                                                                                                                                                                                                    | 4                                    | Fire                             | Staff report                                                                         | CAO         | Pending budget allocation                                                                                                                                                                                                                                                                                                                        |                                                     |
| 83         | 15/Feb/16       | Buhr      | Clean air 1                          | Learn to Burn campaign                                                                                                                                                                                                                                                                                                                              | 2                                    | Public health                    |                                                                                      | CAO         | Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.                                                                                                                                                                                                                    |                                                     |
| 85         | 16/Feb/16       | Buhr      | Official noticeboard location change | Can we place the official noticeboard in the triangle formed by the ramp handrails, spotlight and rain sheltered                                                                                                                                                                                                                                    | 4                                    | Council priority (communication) |                                                                                      | CAO         | I see some bulbs in the dirt there - would the gardeners be upset? Public consultation? Would have to assess electrical and possible interference with handrail                                                                                                                                                                                  |                                                     |
| 88         | 16/Feb/16       | Buhr      | AV suite                             | Do we want to televise Council meetings? If yes, can we work w. Telus, Shaw and/or Bell to sponsor an AV suite and provide a local cable channel to televise Council meetings.                                                                                                                                                                      | 3                                    | Council priority (communication) |                                                                                      | CAO         | Need to consider logistics of filming in small space and personnel required to film and edit/upload to website. Would likely also require technical upgrade of website.                                                                                                                                                                          |                                                     |
| 89         | 29/02/16        | Buhr      | Meeting Minute Enhancements          | Can we please place approximate timestamps in the Minutes so that the pertinent section can be found on the audio?                                                                                                                                                                                                                                  | 4                                    | Governance                       | Staff Time                                                                           | CAO         | Will review with staff for discussion with Council. See also ID 29                                                                                                                                                                                                                                                                               |                                                     |
| 94         | 17/Feb/16       | Buhr      | Searchable minutes                   | Please report on what's involved in making all Council proceedings (agendas and Minutes) searchable on the website.                                                                                                                                                                                                                                 | 2                                    | Council priority (communication) |                                                                                      | CAO         | A new website would take into account the desirability of having searchable materials.                                                                                                                                                                                                                                                           |                                                     |
| 96         | 13/Apr/16       | Buhr      | Procedure Bylaw                      | Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.                                                                                                                                                                                                                                         |                                      | Governance                       | Staff time                                                                           | CAO         | Agreed. Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw (see also #29 and 39)                                                                                                                                                                             |                                                     |

RESOLUTIONS

| Request ID | Date of Request | Requester | Subject                          | Information Provided and/or Requested                                                                                                                      | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                        | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                   | Committee Recommendation and/or Council Disposition                                                                                                                                                         |
|------------|-----------------|-----------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|---------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | 1/Jan/15        | Buhr      | Oceanview creep                  | Can we install millimeter-accuracy survey markers on mid-Oceanview?                                                                                        | 4                                    | Infrastructure                   | Contractor, \$2000                                      | PWM         | PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April                                                                                                                                     | THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget. |
| 2          | 1/Jan/15        | Buhr      | Illuminate flagpoles             | Can we spotlight the flags, utilising either one of the existing soffit light sockets for a spotlight fixture, or from the base of the poles?              | 2                                    | Showing pride in our Village     | Staff, \$250                                            | PWM         | PWM can obtain quotations from electrical companies for wiring and installation of spotlights.                                                                                                                                                        | THAT staff investigate the cost of spotlights for the flags outside Village Hall, and if the cost is \$500 or less, to proceed.                                                                             |
| 6          | 1/Aug/15        | Buhr      | Hi-user water metering           | Can staff look into feasibility of installing water meters at school and Marina?                                                                           | 3                                    | Water supply                     | Contractor, \$4000                                      | CAO         | IMP noted that <u>each</u> meter would likely cost \$3,500 plus labour; must be integrated with strategic planning prior to execution; would require amendments to Bylaw No. 2, 1971 - entire bylaw should be re-written by new Public Works Manager. | THAT staff proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.                                                                 |
| 7          | 1/Aug/15        | Buhr      | Plaque screws                    | Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads?                         | 1                                    | Showing pride in our Village     |                                                         | CAO         |                                                                                                                                                                                                                                                       | THAT Mayor Buhr discuss with Tony Cox                                                                                                                                                                       |
| 12         | 18/Dec/15       | Buhr      | Outdoor Water Use Signs for 2016 | Please arrange for 2 more Outdoor Water Use signs for Brunswick Beach and Kelvin Grove for installation by the end of April and take down end of September | 4                                    | Council priority (communication) | Staff time and cost of signs (\$800?)                   | PWM         | PWM can seek quote for 2 more signs to be made and installed or rely on the fact that all residents need to go past the current sign to get mail at PO Box.                                                                                           | THAT staff provide Council with quotes, final design options, and location options for the Outdoor Water Use signs.                                                                                         |
| 16         | 18/Dec/15       | Buhr      | Street Sweeping Service Level    | Can we vacuum up needles etc. rather than sweep the roads?                                                                                                 | 2                                    | Showing pride in our Village     |                                                         | PWM         | We already sweep the streets; PWM can solicit quotes from contractors to do the same work with a different machine.                                                                                                                                   | THAT staff pursue a quote for vacuuming the debris off the side of the roads within the Village.                                                                                                            |

RESOLUTIONS

| Request ID | Date of Request | Requester  | Subject                                     | Information Provided and/or Requested                                                                                                                                                                                  | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                        | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                                                                                               | Committee Recommendation and/or Council Disposition                                                                                                                                                                                                                                                                                                                                   |
|------------|-----------------|------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|---------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17         | 18/Dec/15       | McLaughlin | Beach Trash and Washroom at Lions Bay Beach | Can we do twice daily trash pick-up at beaches in summer?<br><i>Add: Regular, daily week end/holiday clean up and maintenance of the washroom is requested from May long weekend to the September Fireman's event.</i> | 4                                    | Showing pride in our Village     | Contractor                                              | PWM         | Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract. <i>See also: Request ID #101. I think we also need to consider what trash and recycling facilities are available and whether they are adequate. Perhaps more facilities will result in manageable containment until Mondays.</i> | THAT staff obtain quotes from Smithrite for additional garbage pick-up on the weekends at the Lions Bay Beach Park from June to August; and THAT staff deal with the ants at the LB Beach washroom; and THAT staff explore all options to deal with summer garbage issues, including additional garbage/recycling bins at the LB Beach Park, and bring a report with recommendations. |
| 18         | 18/Dec/15       | Buhr       | Festive Lighting                            | Can we consider permanent festive lighting in one designated Village tree (similar to Whistler but smaller scale).                                                                                                     | 4                                    | Showing pride in our Village     | Contractor, \$1500                                      | CAO         | Would lights be on throughout the year? Options for power source? Solar? Elec. backup? A tree in mind? Neighbour impacts? Consultation?                                                                                                                                                                                           | THAT staff take no action.                                                                                                                                                                                                                                                                                                                                                            |
| 20         | 1/Jan/16        | Buhr       | Temp. PRV                                   | Please report on the LT plan for the temporary PRV near the school. Can it be vinyl wrapped with a woodland pattern?                                                                                                   | 2                                    | Showing pride in our Village     | Contractor, \$500                                       | PWM         | The long term plan is to insulate the kiosk and maintain this PRV full-time. The PWM can check to see if DWV sign shop or CNV sign shop can vinyl wrap the kiosk (most cost effective solution)                                                                                                                                   | THAT staff explore the cost and available designs for the vinyl wrap on the PRV and barrier protection near the school, and report back to Council.                                                                                                                                                                                                                                   |
| 22         | 1/Jan/16        | Buhr       | SOFI changes                                | Can changes to wording of the SOFI report be accomodated?                                                                                                                                                              | 2                                    | Council priority (communication) |                                                         | CFO         | Please advise what changes are being requested. Legislation is very prescriptive.                                                                                                                                                                                                                                                 | THAT, if permitted, staff to add description of who are the payees on the list of contractors.                                                                                                                                                                                                                                                                                        |
| 23         | 2/Jan/16        | Buhr       | Municipal land                              | Please report on Vestergaard land use application situation                                                                                                                                                            | 2                                    |                                  | Staff report                                            | CAO         | Investigating                                                                                                                                                                                                                                                                                                                     | THAT staff report back on the status of the Vestergaard Land Use Application by the April 19, 2016 Regular Council Meeting.                                                                                                                                                                                                                                                           |
| 26         | 4/Jan/16        | Buhr       | Community Centre Renewal                    | Please advise if we have enough information to produce a final Community Centre Renewal project report?                                                                                                                | 2                                    | Council priority (communication) | Staff report                                            | CFO         | We presented the final report last Fall with an estimate of the Fire Alarm costs which came in under budget. We have re-budgeted \$6k for light ballasts in the Village Hall.                                                                                                                                                     | THAT staff provide a final wrap up reporting on the Community Centre Renewal project for the 2015 Annual Report.                                                                                                                                                                                                                                                                      |
| 29         | 4/Jan/16        | Buhr       | Consent agendas                             | Can we change Council Procedures Bylaw to allow consent agendas?                                                                                                                                                       | 2                                    | Efficiency                       | Staff time                                              | CAO         | Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw                                                                                                                                                                                            | THAT no action be taken.                                                                                                                                                                                                                                                                                                                                                              |

RESOLUTIONS

| Request ID | Date of Request | Requester | Subject                 | Information Provided and/or Requested                                                                                                                                     | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                        | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                            | Committee Recommendation and/or Council Disposition                                                                                         |
|------------|-----------------|-----------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|---------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 30         | 4/Jan/16        | Buhr      | Schedule of resolutions | I would like to see a rolling schedule of Council resolutions and their disposition, from 2 Dec. 2014.                                                                    | 3                                    | Council priority (communication) | Staff time                                              | CAO         | This will be created soon for January 1, 2016 going forward.                                                                                   | THAT staff create a resolutions index for all resolutions passed since December 2, 2014.                                                    |
| 34         | 5/Jan/16        | Buhr      | Bylaws                  | Can we get a staff report and recommendations regarding regulation of marijuana facilities in Lions Bay?                                                                  | 3                                    | Council priority (communication) | Staff report                                            | CAO         | This is a complicated issue requiring careful research and legal advice. I'll see what I can find out from colleagues at CAO Forum in Kelowna. | THAT staff report back to Council with recommendations for regulating marijuana facilities in Lions Bay.                                    |
| 35         | 5/Jan/16        | Buhr      | Municipal land          | Can we please get a report summarizing BCAA's 2016 assessments for Lions Bay (eg: medians, averages, Lions Bay v. Province, long term changes, etc.)                      | 1                                    | Council priority (communication) | Staff report                                            | CFO         | Staff can complete a report after final roll is received (and after completion of budget and yearend audit).                                   | THAT staff produce a report summarizing BCAA's 2016 assessments for Lions Bay to be added to the Supplementals section of the Annual Report |
| 39         | 8/Jan/16        | Buhr      | Agendas, Minutes        | Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution                                                                    | 3                                    | Council priority (communication) | Staff time                                              | CAO         | Per Mar.1st meeting, CAO will review along with Consent Agendas and other potential changes to Procedure Bylaw.                                | That CAO review potential changes.                                                                                                          |
| 44         | 25/Jan/16       | Buhr      | Highway Water Tank      | Please develop a plan to run a "Decorate the Tank" competition thru the Arts Council mural?                                                                               | 2                                    | Showing pride in our Village     | Staff report                                            | CAO         | Staff can prepare a report with options for Council to consider.                                                                               | THAT staff be directed to prepare report and liaise with Arts Council                                                                       |
| 46         | 4/Feb/16        | Buhr      | Business licenses       | Can staff look into feasibility of business licences for the Village of Lions Bay?                                                                                        | 3                                    |                                  | Staff report                                            | CAO         | Staff can bring a report in due course, depending upon Council's priority.                                                                     | THAT staff look into the feasibility of implementing business licenses for the Village                                                      |
| 55         | 15/Feb/16       | Buhr      | Rainfall data           | Can we make public the rainfall data PW gathers?                                                                                                                          | 2                                    | Council priority (communication) | Staff time                                              | CAO         | Reviewing how much time is involved with adding this to website and in what format.                                                            | THAT staff add the rainfall data to the weekly water graph notes                                                                            |
| 58         | 15/Feb/16       | Buhr      | Communications          | Refurbish notice boards at all Village gathering points                                                                                                                   | 3                                    | Council priority (communication) | Staff time                                              | PWM         | Clarification and resources required through budget process and/or review of Levels of Service report in Q2                                    | THAT staff refurbish Village notice boards, as previously budgeted for                                                                      |
| 87         | 16/Feb/16       | Buhr      | Move Bear Smart sign    | Can we move the Bear Smart Community sign to a more highly visible location?                                                                                              | 3                                    | Council priority (communication) |                                                         | CAO         | Requires investigation and consultation.                                                                                                       | THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.                                   |
| 97         | 13/Apr/16       | Buhr      | Procedure Bylaw         | Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda; and remove 18(1)(d) so Mayor doesn't have to certify minutes. |                                      | Governance                       | Staff time                                              | CAO         | Mayor doesn't certify minutes - only CO does that. Mayor or Councillor presiding signs only after adoption of minutes by Council.              | THAT staff amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda.                            |
| 98         | 14/Apr/16       | Waterson  | Office Hours            | I would like to request a review of the hours that the office is open to the residents.                                                                                   |                                      |                                  |                                                         | CAO         | Will review with staff for discussion with Council.                                                                                            | THAT staff to bring a report to Council by the first week of June regarding office hours of operation.                                      |

RESOLUTIONS

| Request ID | Date of Request | Requester  | Subject                    | Information Provided and/or Requested                                                                                                                                                                                                                                                                                                                                                    | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                     | Personnel and/or Financial Resources Est'd by Requestor                                                  | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                                                                                                      | Committee Recommendation and/or Council Disposition                                                                                                                                                  |
|------------|-----------------|------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 99         | 14/Apr/16       | Waterson   | Village Website            | I would like a report regarding the status of the new website and amount budgeted/remaining.                                                                                                                                                                                                                                                                                             |                                      |                               |                                                                                                          | CAO         | Been trying to get to this. Will bring a report to next CSC.                                                                                                                                                                                                                                                                             | THAT staff bring a report regarding the status of the new website to the May 17, 2016 Council Strategy Committee Meeting.                                                                            |
| 101        | 14/Apr/16       | McLoughlin | Lions Bay Beach            | Request that painting the washroom be undertaken before the May long weekend and that insect eradication is undertaken monthly.<br><br>Request that a policy be drafted regarding Volunteer recognition. Willing to do the initial research to see what other municipalities do and consult with Volunteer organizations. Will report back to Council with a first draft for discussion. |                                      |                               |                                                                                                          | CAO         | Checking PW schedule. See also: Request ID #17                                                                                                                                                                                                                                                                                           | THAT staff undertake having the Lions Bay Beach Park washrooms painted before the May long weekend and to notify Councillor McLaughlin beforehand for input regarding paint color and other details. |
| 102        | 25/Apr/16       | Waterson   | Volunteer Recognition      |                                                                                                                                                                                                                                                                                                                                                                                          | ?                                    | Council Priority (Volunteers) | Time to check research and tweak/format draft policy. Consider if there should be any budget allocation. | CAO         | Normally, staff would take direction from Council and report back with a draft, but I agree that this is important and support Councillor Waterson's proposed methodology, given my workload. If Council approves, please provide her with input at the outset regarding your thoughts so she can incorporate them early in the process. | THAT Councillor Waterson research Volunteer Recognition policies, obtain Council input and create a first draft for discussion.                                                                      |
| 103        | 12/May/16       | Waterson   | Communications Policy/Plan | Request that a policy/plan be drafted regarding communications.                                                                                                                                                                                                                                                                                                                          |                                      | Communications                | Staff time required to properly draft a Communications Policy and Plan                                   | CAO         | Agreed that one is required, but this will take some time to pull together amidst all the other matters requiring my attention.                                                                                                                                                                                                          | THAT the CAO work on a Communication Policy framework as time permits.                                                                                                                               |



COMPLETED RESOLUTIONS

| Request ID | Date of Request | Requester  | Subject            | Issue and Information/Resources Requested                                                                                                                                                                                                                                      | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                             | Personnel and/or Financial Resources Est'd by Requester | Admin Owner | Preliminary Administration Response                                                                                                                    | Committee Recommendation and/or Council Disposition | Requestor satisfied and OKs archiving |
|------------|-----------------|------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| 4          | 31/Jul/15       | Buhr       | Web stats          | Track (and disseminate) web traffic and weekly ePost stats to influence development of the new website                                                                                                                                                                         | 3                                    | Council's top priority, communication | Staff report                                            | CAO         |                                                                                                                                                        | Staff report                                        | DUPLICATE                             |
| 5          | 1/Aug/15        | Buhr       | KPIs               | Please report disposition of Council's resolution to publish certain KPIs by the end of 2015                                                                                                                                                                                   | 2                                    | Council priority (communication)      | Staff report                                            | CFO         | Done - additional report on further KPIs to come in Q2-3.                                                                                              | Passed resolution                                   |                                       |
| 14         | 18/Dec/15       | Buhr       | Lions Bay Field    | Aerate Lions Bay field twice per year. Current SL is apparently once a year (but we didn't do even that). A field maintained to League standards can be offered to WVSC and WVLL, both to share in costs, and to add to the completeness of the Village by having League games | 2                                    |                                       | Staff time                                              | PWM         | Joint Use Agreement with SD45 provides for aeration 1x per year. Cost is not shared with SD45                                                          |                                                     | PART OF 2016 BUDGET DISCUSSION        |
| 19         | 31/Dec/15       | Waterson   | Village News       | Can we re-rename Municipal Update back to Weekly Village News? Will supply further input when requested                                                                                                                                                                        | 3                                    | Council priority (communication)      | Staff                                                   | CAO         | Council has my suggestion and rationale in my email of February 22, 2016, to rename it the Village Update. Please review and vote at next opportunity. | THAT the ePost be renamed the Village Update        | DONE                                  |
| 43         | 25/Jan/16       | McLaughlin | Financial Calendar | Please provide a calendar of financial due dates for 2016                                                                                                                                                                                                                      | 2                                    | Finance                               | Staff report                                            | CFO         |                                                                                                                                                        | Receive information                                 | DONE                                  |
| 47         | 10/Feb/16       | Buhr       | Leak Rate Test     | Is a leak rate test (to IC spec) in the workplan and budget or does PW need a resolution for budget add?                                                                                                                                                                       | 4                                    |                                       | Staff time                                              |             |                                                                                                                                                        | Council res.                                        | DONE                                  |
| 48         | 11/Feb/16       | Buhr*      | Municipal Land     | <del>Remove medium tree stump fallen in the last 24-hours onto Centennial Trail 150 m south of Harrison Steps</del>                                                                                                                                                            | 4                                    | Safety                                | Contractor                                              |             |                                                                                                                                                        | <del>Done already by unknown party</del>            | DONE                                  |
| 62         | 15/Feb/16       | Buhr*      | Temp. PRV          | Report on the LT plan for the temporary PRV near the school.                                                                                                                                                                                                                   |                                      |                                       | Staff time                                              |             |                                                                                                                                                        |                                                     | DUPLICATE                             |
| 68         | 15/Feb/16       | Buhr       | Communications     | 1909 subdivision map for Chambers?                                                                                                                                                                                                                                             | 1                                    | Taking pride in our Village           |                                                         |             | Size? Colour? Framed? Discussion?                                                                                                                      | Staff time, \$200                                   | DON'T NEED MORE DECORATION            |



PRE-EMPTED REQUESTS

| Request ID | Date of Request | Requester | Subject                  | Issue and Information/Resources Requested                                                                                                                                                                                                    | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                                                                                                                                         | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                                                                                                                                                                           | Committee Recommendation and/or Council Disposition          |
|------------|-----------------|-----------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 3          | 1/Jun/15        | Buhr      | Annual report            | My goal for the Annual Report, which is Council's report to the community, is that it is the document of record of the the year. To be frameworked by Council (Mayor), with KPIs supplied by staff<br>Can we make the conference phone work? | 2                                    | Mandatory. Buhr will do most of the work.                                                                                                         | Staff time to fill in stats                             | CAO         |                                                                                                                                                                                                                                                                                                                                                                                                               | Not required.                                                |
| 8          | 1/Oct/15        | Buhr      | Speakerphone             |                                                                                                                                                                                                                                              | 1                                    | Council priority (communication)<br>Future development                                                                                            |                                                         | CAO         | I believe we have a new, working speakerphone.                                                                                                                                                                                                                                                                                                                                                                | Not required.                                                |
| 9          | 15/Dec/15       | Buhr      | Zoning Bylaw quick fix?  | Is there a decimal point error in the zoning bylaw and if so, is there a quick fix for that? (i.e. 2.0 acre min. lot size vs. 0.2 acres) Can staff review the zoning bylaw(s) and advise next steps?                                         | 3                                    |                                                                                                                                                   | Staff report                                            | CAO         | We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s). We'll want to bring Brunswick Beach Zoning under a single VolB Zoning Bylaw. Secondary Suites are also covered under Zoning Bylaw so we'll want to consider if any changes required. |                                                              |
| 10         | 15/Dec/15       | Buhr      | Encroachments            | Request report on Council's denial of encroachments at 555 Upper Bayview. Have the encroachments been removed? Also, one on Lions Bay Ave?                                                                                                   | 3                                    | Council resolution                                                                                                                                | Staff report                                            | PWM         | 555 Bayview is no longer encroaching. Unsure of other reference re. Lions Bay Ave.                                                                                                                                                                                                                                                                                                                            | Not required.                                                |
| 11         | 15/Dec/15       | Buhr      | FD Fund                  | What is disposition of Council's passed resolution to handle FD accounting in a separate fund?Will supply further input when requested                                                                                                       | 4                                    | Council resolution                                                                                                                                | Staff report                                            | CFO         | Need to clarify what is desired and how best to accomplish it. CFO will review with auditor and bring report.                                                                                                                                                                                                                                                                                                 | Passed resolution - this may have come from a CLOSED meeting |
| 13         | 18/Dec/15       | Buhr      | Air Quality              | Can we clean Metro Visual camera lens monthly?                                                                                                                                                                                               | 1                                    | Having reliable VAQ images allows Lions Bay to address its OCP and RGS carbon targets, and improves quality of life in the Village and Howe Sound | Staff time                                              | PWM         | Metro should be responsible for upkeep of their own infrastructure                                                                                                                                                                                                                                                                                                                                            | Not required.                                                |
| 15         | 18/Dec/15       | Buhr      | Park Irrigation          | Please report why the grass at Main Beach died last year, even though OWU guidelines allow it to be irrigated as much as necessary?                                                                                                          | 5                                    | Showing pride in our Village                                                                                                                      | Staff time                                              | PWM         | CAO will send PWM's answer to Mayor upon receipt.                                                                                                                                                                                                                                                                                                                                                             | Not required.                                                |
| 21         | 1/Jan/16        | Buhr      | PW service levels        | Please report budget impact of changes to PW service levels per email to PW Manager                                                                                                                                                          | 2                                    |                                                                                                                                                   | Staff report                                            | PWM         | No impact unless change in staffing levels. Otherwise, it's simply a question of priorities and having time to get done or not. Suggest bringin a report on Regulatory vs. Non-regulatory service levels in Q2.                                                                                                                                                                                               | Done - report brought to April 5, 2016 CSC meeting           |
| 24         | 4/Jan/16        | Buhr      | Development bylaws suite | Please review Building Bylaw, Development Charges Bylaw, Subdivision Bylaw, POL-0401, and more. See items 9 and Mayor's suggestions for Building Bylaw changes.                                                                              | 3                                    | See item 9                                                                                                                                        |                                                         | CAO         | We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s)                                                                                                                                                                                       |                                                              |
| 28         | 4/Jan/16        | Buhr      | Intake access            | Please report on appropriateness of safety protocols at the intakes                                                                                                                                                                          | 4                                    | Water supply                                                                                                                                      | Staff report                                            | PWM         | Operational matter which has been asked and answered.                                                                                                                                                                                                                                                                                                                                                         | Not required.                                                |
| 32         | 4/Jan/16        | Buhr      | Smell                    | From the front counter, the Village office always smells like stew. Can we consider an extraction fan?                                                                                                                                       | 2                                    | Showing pride in our Village                                                                                                                      | Contractor                                              | CAO         | An extraction fan would be expensive and noisy and staff do not have issues with smells in office.                                                                                                                                                                                                                                                                                                            | Not required.                                                |

PRE-EMPTED REQUESTS

| Request ID | Date of Request | Requester  | Subject                      | Issue and Information/Resources Requested                                                                                                                                                                                                                                       | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                             | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                        | Committee Recommendation and/or Council Disposition |
|------------|-----------------|------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 33         | 4/Jan/16        | Buhr       | Staff only in office         | Please review, and then publish, the policy that dictates members of Council may not enter the office, etc. Review of policy is what I'm looking for. Maybe when it goes away of its own accord will be the day that we have fixed our organisation                             | 1                                    | Council priority (communication)      | Staff time                                              | CAO         | Mayor and Council are welcome to come through the front entry to meet with me in my office.                                                                                | Not required.                                       |
| 36         | 8/Jan/16        | Buhr       | Budget presentation          | Please report which, if any, of the requests in my "My further asks for 2016 budget presentation" email can be done in time. Not a multi-request. Just want to know which will happen and which won't                                                                           | 4                                    | Council priority (communication)      | Staff report                                            |             | Pam will review email to see if anything still relevant - if so, will give them new, unique Request IDs.                                                                   | Not required.                                       |
| 37         | 8/Jan/16        | Buhr       | Utility bill                 | Can we affect the changes to the utility bill layout and wording I have requested?                                                                                                                                                                                              | 2                                    | Council priority (communication)      | Staff time                                              | CFO         | Moot                                                                                                                                                                       | Not required.                                       |
| 39         | 8/Jan/16        | Buhr       | Agendas, Minutes             | Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution                                                                                                                                                                          | 3                                    | Council priority (communication)      | Staff time                                              | CAO         | Needs review and consideration along with Consent Agendas and other potential changes to Procedure Bylaw. See also: #29 in Requests.                                       |                                                     |
| 40         | 11/Jan/16       | Buhr       | Building bylaw               | As we commence work, please consider Incorporate the laundry list of items I provided, along with updates to accommodate the new Code and other legislation                                                                                                                     | 3                                    | Future of the Village                 | Staff time                                              | CAO         | Incorporated into ID 24. Please provide laundry list.                                                                                                                      | Not required.                                       |
| 41         | 11/Jan/16       | Buhr       | Tour                         | Let's have that backstage tour of the Village with all members of Staff, Council and ICYes, Council, IC AND inside staff. About 2 hours                                                                                                                                         | 4                                    | Team building, awareness              | Staff time                                              | CAO         | Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see. | Not required.                                       |
| 42         | 12/Jan/16       | Buhr       | Approve agendas              | Please have Mayor as Chair approve meeting agendas                                                                                                                                                                                                                              | 2                                    | Efficiency                            | Staff time                                              | CAO         | Yes, admin procedure needs to be ironed out to ensure it happens in a timely way                                                                                           | Not required.                                       |
| 43         | 25/Jan/16       | McLaughlin | Financial Calendar           | Please provide a calendar of financial due dates for 2016                                                                                                                                                                                                                       | 2                                    | Finance                               | Staff report                                            | CFO         | Done                                                                                                                                                                       | Receive information                                 |
| 45         | 1/Feb/16        | Buhr       | IMP                          | Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not adress our requirements? | 5                                    |                                       | Staff report                                            | PWM         | Discussed by CAO at Mar.2nd meeting                                                                                                                                        | Not required.                                       |
| 49         | 11/Feb/16       | Buhr       | Municipal land               | Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJJBBAIGCDXoSPdOoa?dl=0)           | 3                                    | Safety                                | Contractor                                              | CAO         | Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.                                                     | Not required.                                       |
| 50         | 15/Feb/16       | Buhr       | Klatt Building National Flag | Can Klatt Building National Flag be fixed or removed?                                                                                                                                                                                                                           | 3                                    | Showing pride in our Village          | Staff time                                              | CAO         | Will discuss with Fire Chief and others.                                                                                                                                   | Not required.                                       |
| 51         | 15/Feb/16       | Buhr       | Remove RCMP sign from Klatt  | <--Hasn't been an RCMP station for years                                                                                                                                                                                                                                        | 2                                    | Showing pride in our Village          | Staff time                                              | CAO         | Will discuss with FC                                                                                                                                                       | Not required.                                       |
| 52         | 15/Feb/16       | Buhr       | Sign removals                | Can we implement my sign removal requests (email of Jan 18)                                                                                                                                                                                                                     | 4                                    | Council priority (communication)      | Staff time                                              | CAO         | See Request ID 12                                                                                                                                                          | Not required.                                       |
| 53         | 15/Feb/16       | Buhr       | Municipal land               | When does the Crystal Fall residents meeting happen?                                                                                                                                                                                                                            | 3                                    | Council's top priority, communication |                                                         | CAO         | Staff time                                                                                                                                                                 | Not required.                                       |

PRE-EMPTED REQUESTS

| Request ID | Date of Request | Requester | Subject                    | Issue and Information/Resources Requested                                                                                                                                                                                                                                                                                                                                           | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                                                               | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                                                                                                                                                                                                                      | Committee Recommendation and/or Council <b>Disposition</b>                 |
|------------|-----------------|-----------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 56         | 15/Feb/16       | Buhr      | Communications             | Community communication re. Lower-Oceanview. I'm talking about putting up a sign, and mailing all affected residents.                                                                                                                                                                                                                                                               | 3                                    | Council priority (communication)                                        | Staff time                                              | PWM         | Communications is part of operational aspect of road work. Once actual work has been scheduled, appropriate signage and other communications will be implemented.                                                                                                                                                                                                        | Temp paving project completed                                              |
| 57         | 15/Feb/16       | Buhr      | Communications             | Plan location and training for wide-bed poster printer likely to come from 2016 budget; standard template for posters, and protocol for what information is posterised and where displayed.                                                                                                                                                                                         | 3                                    | Council priority (communication)                                        | Staff time                                              | CAO         | Staff strongly recommend vs purchasing for a few reasons including lack of space and more suitable inexpensive alternatives                                                                                                                                                                                                                                              | Superfluous to information in budget process                               |
| 59         | 15/Feb/16       | Buhr      | Parking BB interchange     | Data from Miller-Cap on cars towed at BB                                                                                                                                                                                                                                                                                                                                            | 2                                    |                                                                         | Staff time                                              | CAO         | Not sure if they'll have this but we can inquire, although Mayor has just done so.                                                                                                                                                                                                                                                                                       | Not required.                                                              |
| 65         | 15/Feb/16       | Buhr      | Bayview driveway bridge    | Report on disposition of driveway bridge over Alberta. Salient issues: was it built to the design? If the design specified lumber bearing pads, that would be substandard. Whether MOTI ceded it de facto (it wasn't dejure) to us or the homeowner is irrelevant: we can't maintain a private bridge. They should have expropriated the property when they redesigned the channel. | 2                                    | infrastructure                                                          | Staff time                                              | CAO         | While the bridge may lead to private property, it leads from public property and for the most part spans public property. What the Province should have done doesn't help us much now, so we will need to look for options to deal with the issue. This will require staff time and ultimately, funding. In the interim, we need to consider the risks of doing nothing. | Already removed from 2016 budget process, other than minor risk mitigation |
| 67         | 15/Feb/16       | Buhr      | Centennial users           | Can Metro provide us some of the measuring units they use to measure traffic on hiking trails, for Centennial Trail? Staff time to make the ask, Metro for the units, volunteers to retrieve data                                                                                                                                                                                   | 2                                    | Community amenity (I saw 20 non-Lions Bay hiking parties on Family Day) |                                                         | CAO         | I'll send them an email to inquire.                                                                                                                                                                                                                                                                                                                                      | Not required.                                                              |
| 69         | 15/Feb/16       | Buhr      | Derelict cars              | Can MOTI be asked to remove cars from their ROW at 10 Southview?                                                                                                                                                                                                                                                                                                                    | 3                                    | Showing pride in our Village                                            | Staff time                                              | CAO         | Will review and send an email to MOTI - also will determine options for consideration.                                                                                                                                                                                                                                                                                   | Not required.                                                              |
| 71         | 15/Feb/16       | Buhr      | Planning                   | Recommendation on securing a permanent, non-consultant planner. Staff? Shared with Anmore, Belcarra?                                                                                                                                                                                                                                                                                | 2                                    |                                                                         | Staff time                                              | CAO         | Will review for potential discussion re. options, pros/cons, budget, etc.                                                                                                                                                                                                                                                                                                | Not required.                                                              |
| 72         | 15/Feb/16       | Buhr      | NBCF funding impact        | Please report on impact on NBCF funding, if any, of delay in start of project                                                                                                                                                                                                                                                                                                       | 4                                    | Finance                                                                 | Staff time                                              | PWM         | None                                                                                                                                                                                                                                                                                                                                                                     | Not required.                                                              |
| 73         | 15/Feb/16       | Buhr      | IPG/IMP                    | Please report why we did not apply for even the single IPG in the 2015 budget (the original plan for the IMP was to break it up into undable projects)                                                                                                                                                                                                                              | 4                                    | Finance                                                                 | Staff time                                              | PWM         | Not available at the time.                                                                                                                                                                                                                                                                                                                                               | Not required.                                                              |
| 74         | 15/Feb/16       | Buhr      | Revenue                    | Please report on Marina assessments per my email                                                                                                                                                                                                                                                                                                                                    | 2                                    | Finance                                                                 | Staff report                                            | CFO         | Email reply pending                                                                                                                                                                                                                                                                                                                                                      | Not required.                                                              |
| 77         | 15/Feb/16       | Buhr      | Signage                    | Replace the handmade "Office" sign tacked to the outside wall and replace with fingerpost for Office/Hall/Chambers/Library                                                                                                                                                                                                                                                          | 4                                    | Showing pride in our Village                                            | Staff time                                              | CAO         | What is a "fingerpost"? Details?                                                                                                                                                                                                                                                                                                                                         | Not required.                                                              |
| 78         | 15/Feb/16       | Buhr      | Signage                    | Replace the handmade office hours sign pinned to the door with something that looks a little more professional                                                                                                                                                                                                                                                                      | 3                                    | Showing pride in our Village                                            | Staff time                                              | CAO         | Replacement of front door signage already in progress                                                                                                                                                                                                                                                                                                                    | Not required.                                                              |
| 79         | 15/Feb/16       | Buhr      | Generator location         | Move the generator away from the front door: gives the wrong impression                                                                                                                                                                                                                                                                                                             | 2                                    | Showing pride in our Village                                            | Staff time                                              | CAO         | Where would we move it to? I think the idea is to have it close by in the event it's needed.                                                                                                                                                                                                                                                                             | Not required.                                                              |
| 80         | 15/Feb/16       | Buhr      | Leftover building material | Remove the pile of bricks outside Chambers: gives the wrong impression                                                                                                                                                                                                                                                                                                              | 1                                    | Showing pride in our Village                                            | Staff time                                              | CAO         | 6-7 bricks being removed per CSR                                                                                                                                                                                                                                                                                                                                         | Done - Not required.                                                       |
| 81         | 15/Feb/16       | Buhr      | Mailroom                   | Work with strata to spruce up mailroom. May be, but neither is doing anything. Since it's a municipal amenity, and used by the municipality as an official notice area, can the municipality request it?                                                                                                                                                                            | 3                                    | Showing pride in our Village                                            | Volunteers                                              | CAO         | May be a matter between commercial landlord and Canada Post tenant, but I will ask. Concern they may start charging us for use if we are too demanding.                                                                                                                                                                                                                  | Not required.                                                              |
| 84         | 16/Feb/16       | Buhr      | Harvey sign                | Hang the mounted Harvey Creek sign in the office, Chambers or Hall                                                                                                                                                                                                                                                                                                                  | 2                                    | Council priority (communication)                                        |                                                         | CAO         | ??? Not sure what this sign is?                                                                                                                                                                                                                                                                                                                                          | Not required.                                                              |

PRE-EMPTED REQUESTS

| Request ID | Date of Request | Requester | Subject       | Issue and Information/Resources Requested                                                                                                                    | Requestor's Priority 1 (lo) - 5 (hi) | Rationale                        | Personnel and/or Financial Resources Est'd by Requestor | Admin Owner | Preliminary Administration Response                                                                                                                                                                         | Committee Recommendation and/or Council <b>Disposition</b> |
|------------|-----------------|-----------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|---------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 86         | 16/Feb/16       | Buhr      | Move bus stop | Can we work with Translink to move the bus stop at the Hall 30 meters south in preparation for the Parking Plan recommendation, and to install a bus shelter | 3                                    | Parking plan                     |                                                         | CAO         | Too soon. We don't know what the PP recommendation will be or the logistics/rationale. Current location is close to stop sign. Suggested location may interfere with parking. Shelters cost about \$15,000. | No shelter in 2016 budget                                  |
| 92         | 17/Feb/16       | Buhr      | Parking plan  | Please plan for implementation of initial phases of parking plan in time for summer                                                                          | 5                                    | Council priority                 |                                                         | CAO         | Hard to plan for implementation without seeing a plan                                                                                                                                                       | Part of budget process                                     |
| 95         | 18/Feb/16       | Buhr      | ePost users   | Please report how the 500+ ePost users reported in early 2015 has dropped to "300" reported today                                                            | 4                                    | Council priority (communication) |                                                         | CAO         | In January 2016, about 575 updates were sent each week but only about 375 opened each week                                                                                                                  | Not required.                                              |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                             |                     |                     |
|-------------------|---------------------------------------------|---------------------|---------------------|
| <b>Type</b>       | <b>Report to Council</b>                    |                     |                     |
| <b>Title</b>      | <b>First Quarter Financial Review</b>       |                     |                     |
| <b>Author</b>     | <b>Pamela Rooke</b>                         | <b>Reviewed By:</b> | <b>Peter DeJong</b> |
| <b>Date</b>       | <b>May 27, 2016</b>                         | <b>Version</b>      | <b>-</b>            |
| <b>Issued for</b> | <b>June 7, 2016 Regular Council Meeting</b> |                     |                     |

### RECOMMENDATION

THAT the Information Report “First Quarter Financial Review” be received for information purposes.

### ATTACHMENTS

- First Quarter Financial Review

### KEY INFORMATION

The attached first quarter financial review includes:

- (1) the Consolidated Financial Results;
- (2) the General, Water and Sewer Fund Financial Results; and
- (3) Capital Expenditures.

The General Fund has been further broken down by department:

- (a) General Government (Administration and Council);
- (b) Protective Services (Fire Department, Bylaw Services and EOC);
- (c) Public Works;
- (d) Planning and Development;
- (e) Parks, Recreation and Facilities;
- (f) Solid Waste.

The reports compare the actual results at March 31, 2016 to the 2016-2020 Five Year Financial Plan Bylaw which was adopted on May 10, 2016.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

### **FOLLOW UP ACTION**

Staff will be available to respond to any questions at the June 7, 2016 Council meeting.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| <b>Consolidated Financial Results</b> |                   |                  |              |                   |
|---------------------------------------|-------------------|------------------|--------------|-------------------|
|                                       | <b>2016</b>       |                  |              | <b>2015</b>       |
|                                       | <b>YTD Actual</b> | <b>Budget</b>    | <b>%</b>     | <b>YTD Actual</b> |
| <b>Revenues</b>                       |                   |                  |              |                   |
| Fees, Licenses, Permits and Fines     | 24,549            | 93,836           | 26.2%        | 12,702            |
| Small Community Grant                 | -                 | 285,000          | 0.0%         | 105,934           |
| Other grants                          | 97,424            | 422,613          | 23.1%        | 1,365             |
| Other                                 | 4,985             | 87,205           | 5.7%         | 7,786             |
| Taxation                              | -                 | 1,410,611        | 0.0%         | -                 |
| Utility Fees and Rates                | 1,030,874         | 1,033,030        | 99.8%        | 634,346           |
|                                       | <b>1,157,833</b>  | <b>3,332,295</b> | <b>34.7%</b> | <b>762,133</b>    |
| <b>Expenditures</b>                   |                   |                  |              |                   |
| Amortization                          | 138,447           | 553,787          | 25.0%        | 128,473           |
| General Government                    | 188,305           | 665,549          | 28.3%        | 137,568           |
| Protective Services                   | 39,949            | 325,872          | 12.3%        | 38,660            |
| Public Works                          | 88,802            | 408,818          | 21.7%        | 71,271            |
| Planning and Development              | 6,420             | 60,319           | 10.6%        | 5,839             |
| Parks, Recreation and Facilities      | 37,909            | 160,899          | 23.6%        | 44,537            |
| Solid Waste                           | 52,079            | 200,125          | 26.0%        | 36,678            |
| Sewer Fund                            | 12,548            | 71,534           | 17.5%        | 9,446             |
| Water Fund                            | 183,360           | 744,856          | 24.6%        | 154,214           |
| Interest Payments                     | 633               | 90,241           | 0.7%         | 11,058            |
|                                       | <b>748,452</b>    | <b>3,282,000</b> | <b>22.8%</b> | <b>637,744</b>    |
| <b>Surplus/(Deficit)</b>              | <b>409,381</b>    | <b>50,295</b>    |              | <b>124,389</b>    |
| Amortization                          | 138,447           | 553,787          |              |                   |
| MFA Actuarial Gain on Debt            | (4,376)           | (17,505)         |              |                   |
| <b>Cash Surplus</b>                   | <b>543,451</b>    | <b>586,577</b>   |              |                   |
| Capital Expenditures                  | (114,640)         | (569,313)        |              |                   |
| Repayment of Debt Principal           | -                 | (96,102)         |              |                   |
| Transfer from (to) Reserves           | (428,812)         | 78,838           |              |                   |
| <b>Transfer (from) to Reserves</b>    | <b>-0</b>         | <b>0</b>         |              |                   |

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| <b>General Fund Financial Results (including Solid Waste)</b> |                   |                  |              |                   |
|---------------------------------------------------------------|-------------------|------------------|--------------|-------------------|
|                                                               | <b>2016</b>       |                  |              | <b>2015</b>       |
|                                                               | <b>YTD Actual</b> | <b>Budget</b>    | <b>%</b>     | <b>YTD Actual</b> |
| <b>Revenues</b>                                               |                   |                  |              |                   |
| Fees, Licenses, Permits and Fines                             | 24,549            | 93,836           | 26.2%        | 12,702            |
| Small Community Grant                                         | -                 | 285,000          | 0.0%         | 105,934           |
| Other grants                                                  | -                 | 59,450           | 0.0%         | 1,365             |
| Other                                                         | 1,272             | 71,152           | 1.8%         | 4,742             |
| Taxation                                                      | -                 | 1,374,680        | 0.0%         | -                 |
| Utility Fees and Rates                                        | 199,187           | 199,925          | 99.6%        | 195,990           |
|                                                               | <b>225,008</b>    | <b>2,084,043</b> | <b>10.8%</b> | <b>320,734</b>    |
| <b>Expenditures</b>                                           |                   |                  |              |                   |
| Amortization                                                  | 88,640            | 354,561          | 25.0%        | 83,946            |
| Communications                                                | 29,383            | 123,401          | 23.8%        | 24,546            |
| Interest Payments                                             | 633               | 15,016           | 4.2%         | 9,280             |
| Fiscal Charges                                                | 838               | 3,950            | 21.2%        | 775               |
| Grants                                                        | 3,479             | 34,829           | 10.0%        | 898               |
| Insurance                                                     | 29,351            | 56,332           | 52.1%        | 33,982            |
| Internal Allocations                                          | (14,750)          | (59,000)         | 25.0%        | (14,750)          |
| Maintenance                                                   | 37,700            | 204,416          | 18.4%        | 25,067            |
| Materials, supplies, and equipment                            | 10,887            | 90,913           | 12.0%        | 18,861            |
| Professional Fees / Contract Services                         | 68,995            | 365,686          | 18.9%        | 38,047            |
| Salaries and benefits                                         | 222,451           | 888,856          | 25.0%        | 185,353           |
| Sundry                                                        | 6,694             | 19,264           | 34.7%        | 5,156             |
| Training / Professional Development                           | 12,635            | 77,636           | 16.3%        | 11,137            |
| Utilities                                                     | 5,801             | 15,297           | 37.9%        | 5,482             |
|                                                               | <b>502,737</b>    | <b>2,191,157</b> | <b>22.9%</b> | <b>427,779</b>    |
| <b>Surplus/(Deficit)</b>                                      | <b>(277,729)</b>  | <b>(107,114)</b> |              |                   |
| Amortization                                                  | 88,640            | 354,561          |              |                   |
| MFA Actuarial Gain on Debt                                    | (663)             | (2,652)          |              |                   |
| <b>Cash Surplus</b>                                           | <b>(189,752)</b>  | <b>244,795</b>   |              |                   |
| Capital Expenditures                                          | (15,275)          | (158,550)        |              |                   |
| Repayment of Debt Principal                                   | -                 | (43,375)         |              |                   |
| Transfer from (to) Water Fund                                 | 601,564           | (85,341)         |              |                   |
| Transfer from (to) Sewer Fund                                 | 32,274            | (36,366)         |              |                   |
| <b>Transfer (from) to Reserves</b>                            | <b>428,812</b>    | <b>-78,837</b>   |              |                   |



**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| <b>Water Fund Financial Results</b>                        |                   |                  |              |                   |              |
|------------------------------------------------------------|-------------------|------------------|--------------|-------------------|--------------|
|                                                            | <b>2016</b>       |                  |              | <b>2015</b>       | <b>Notes</b> |
|                                                            | <b>YTD Actual</b> | <b>Budget</b>    | <b>%</b>     | <b>YTD Actual</b> |              |
| <b>Revenues</b>                                            |                   |                  |              |                   |              |
| Parcel Tax Brunswick Beach                                 | -                 | 10,585           | 0.0%         | -                 | 1            |
| Water User Rates                                           | 786,865           | 788,283          | 99.8%        | 438,356           |              |
| Grants                                                     | 64,700            | 219,595          | 29.5%        | -                 |              |
| Disaster Financial Assistance (EMBC)                       | 32,724            | 143,568          | 22.8%        | -                 |              |
| Other                                                      | 3,713             | 16,053           | 23.1%        | 3,044             |              |
|                                                            | <b>888,002</b>    | <b>1,178,084</b> | <b>75.4%</b> | <b>441,400</b>    |              |
| <b>Expenditures</b>                                        |                   |                  |              |                   |              |
| Amortization                                               | 40,292            | 161,167          | 25.0%        | 37,428            |              |
| Communications                                             | 693               | 2,538            | 27.3%        | 532               |              |
| Interest Payments                                          | -                 | 75,225           | 0.0%         | 1,778             | 2            |
| Emergency Repairs                                          | 32,724            | 143,568          | 22.8%        | 30,006            |              |
| Insurance                                                  | 23,077            | 23,077           | 100.0%       | 7,105             | 3            |
| Maintenance                                                | 8,640             | 35,647           | 24.2%        | 1,652             |              |
| Material, Supplies and Equipment                           | 1,175             | 14,921           | 7.9%         | 651               |              |
| Professional Fees / Contract Services                      | 4,331             | 130,627          | 3.3%         | 10,719            |              |
| Salaries and Benefits                                      | 86,372            | 303,676          | 28.4%        | 80,169            | 4            |
| Sundry                                                     | 9,967             | 16,891           | 59.0%        | 6,653             |              |
| Training / Professional Development                        | 2,512             | 5,075            | 49.5%        | -                 |              |
| Utilities                                                  | 119               | 13,838           | 0.9%         | 2,977             |              |
| Internal Allocations                                       | 13,750            | 55,000           | 25.0%        | 13,750            |              |
|                                                            | <b>223,652</b>    | <b>981,250</b>   | <b>22.8%</b> | <b>193,420</b>    |              |
| <b>Surplus / (Deficit)</b>                                 | <b>664,351</b>    | <b>196,834</b>   |              |                   |              |
| Amortization                                               | 40,292            | 161,167          |              |                   |              |
| MFA Actuarial Gain on Debt                                 | (3,713)           | (14,853)         |              |                   |              |
| <b>Cash Surplus</b>                                        | <b>700,929</b>    | <b>343,148</b>   |              |                   |              |
| <b>Cash items NOT included in Annual Surplus (Deficit)</b> |                   |                  |              |                   |              |
| Repayment of Debt Principal                                | -                 | (52,726)         |              |                   |              |
| Capital Expenditures                                       | (99,365)          | (375,763)        |              |                   |              |
| <b>Transfer (from) to General Fund</b>                     | <b>601,564</b>    | <b>(85,341)</b>  |              |                   |              |

**Notes:**

- 1 Parcel taxes are due July 14.
- 2 MFA debt payments are made twice a year in April and October.
- 3 Annual property insurance premium was paid in January.
- 4 Salaries appear to be tracking over budget due to the annual vacation accrual which is booked in January. The accrual will be reduced as employees take vacation throughout the year.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| <b>Sewer Fund Financial Results</b>    |                   |                 |              |                   |              |
|----------------------------------------|-------------------|-----------------|--------------|-------------------|--------------|
|                                        | <b>2016</b>       |                 |              | <b>2015</b>       | <b>Notes</b> |
|                                        | <b>YTD Actual</b> | <b>Budget</b>   | <b>%</b>     | <b>YTD Actual</b> |              |
| <b>Revenues</b>                        |                   |                 |              |                   |              |
| Taxation (Parcel Tax)                  | -                 | 25,346          | 0.0%         | -                 | 1            |
| Utility Fees and Rates                 | 44,822            | 44,822          | 100.0%       | -                 |              |
|                                        | <b>44,822</b>     | <b>70,168</b>   | <b>63.9%</b> | <b>-</b>          |              |
| <b>Expenditures</b>                    |                   |                 |              |                   |              |
| Amortization                           | 9,515             | 38,059          | 25.0%        | 7,100             |              |
| Insurance                              | 2,230             | 2,230           | 100.0%       | 1,240             | 2            |
| Maintenance                            | 540               | 30,450          | 1.8%         | 1,123             |              |
| Material, Supplies and Equipment       | -                 | 1,015           | 0.0%         | 552               |              |
| Professional Fees / Contract Services  | 2,055             | 8,981           | 22.9%        | -                 |              |
| Salaries and Benefits                  | 5,115             | 20,374          | 25.1%        | 4,865             |              |
| Sundry                                 | 1,130             | 1,622           | 69.7%        | -                 |              |
| Training / Professional Development    | -                 | 761             | 0.0%         | -                 |              |
| Utilities                              | 477               | 2,101           | 22.7%        | 665               |              |
| Internal Allocations                   | 1,000             | 4,000           | 25.0%        | 1,000             |              |
|                                        | <b>22,063</b>     | <b>109,593</b>  | <b>20.1%</b> | <b>16,545</b>     |              |
| <b>Surplus / (Deficit)</b>             | <b>22,760</b>     | <b>(39,425)</b> |              |                   |              |
| Amortization                           | 9,515             | 38,059          |              |                   |              |
| <b>Cash Surplus / (Deficit)</b>        | <b>32,274</b>     | <b>(1,366)</b>  |              |                   |              |
| Capital Expenditures                   | -                 | (35,000)        |              |                   |              |
| <b>Transfer (from) to General Fund</b> | <b>32,274</b>     | <b>(36,366)</b> |              |                   |              |

**Notes:**

- 1 Parcel taxes are due July 14.
- 2 Annual property insurance premium was paid in January.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

**Revenue Summary**

|                                      | 2016       |           |        | 2015       | Notes |
|--------------------------------------|------------|-----------|--------|------------|-------|
|                                      | YTD Actual | Budget    | %      | YTD Actual |       |
| Taxation                             |            |           |        |            |       |
| General Municipal Property Tax       | -          | 1,105,811 | 0.0%   | -          | 1     |
| Fire Levy - from Municipal Taxation  | -          | 231,703   | 0.0%   | -          | 1     |
| Parcel Taxes                         | -          | 35,931    | 0.0%   | -          | 1     |
| Grants in Lieu                       | -          | 34,366    | 0.0%   | -          | 1     |
| Admin Fees - Schools Taxes           | -          | 2,800     | 0.0%   | -          | 1     |
|                                      | -          | 1,410,611 | 0.0%   | -          |       |
| Utility Fees and Rates               |            |           |        |            |       |
| Water User Rates                     | 786,865    | 788,283   | 99.8%  | 438,356    |       |
| Sewer User Rates                     | 44,822     | 44,822    | 100.0% | -          |       |
| Solid Waste User Rates               | 199,187    | 199,925   | 99.6%  | 195,990    |       |
|                                      | 1,030,874  | 1,033,030 | 99.8%  | 634,346    |       |
| Fees, Licenses and Permits           |            |           |        |            |       |
| Building Permits                     | 4,521      | 12,000    | 37.7%  | 375        |       |
| Board Of Variance Application Fee    | -          | 3,000     | 0.0%   | 1,500      |       |
| Secondary Suite Surcharge Fees       | 1,425      | 16,500    | 8.6%   | (919)      |       |
| Dumpster Bin Permit Fees             | 770        | 200       | 385.0% | -          |       |
| Fire Training Programs               | -          | 1,500     | 0.0%   | -          |       |
| Recreation Programs                  | 1,375      | 4,500     | 30.6%  | 1,140      |       |
| Hall Rental                          | 2,595      | 6,000     | 43.3%  | 1,587      |       |
| Boat Space Rentals                   | 1,600      | 4,500     | 35.6%  | 800        |       |
| Rental Agree - BC Ambulance          | 6,278      | 25,113    | 25.0%  | 5,473      |       |
| Parking Fines                        | 1,365      | 5,000     | 27.3%  | 105        |       |
| Parking Passes - Annual              | 80         | 1,500     | 5.3%   | 40         |       |
| Parking Passes - Temporary           | 322        | 4,800     | 6.7%   | 75         |       |
| Dog Licences / Animal Control Fines  | 2,880      | 3,350     | 86.0%  | 1,950      |       |
| Filming Revenue                      | 550        | 1,500     | 36.7%  | -          |       |
| Tree Cutting Applications            | -          | 508       | 0.0%   | 80         |       |
| Tax Information Charges              | 630        | 1,800     | 35.0%  | 260        |       |
| FOI/PA Fees                          | -          | -         | n/a    | 97         |       |
| Miscellaneous                        | 158        | 2,065     | 7.7%   | 140        |       |
|                                      | 24,549     | 93,836    | 26.2%  | 12,702     |       |
| Grants                               |            |           |        |            |       |
| Small Community Grant                | -          | 285,000   | 0.0%   | 105,934    | 2     |
| Grant - New Build Canada             | 64,700     | 219,595   | 29.5%  | -          |       |
| Gas Tax Funding                      | -          | 54,600    | 0.0%   | -          | 3     |
| Disaster Financial Assistance (EMBC) | 32,724     | 143,568   | 22.8%  | -          |       |
| Other Grants                         | -          | 4,850     | 0.0%   | 1,365      |       |
|                                      | 97,424     | 707,613   | 13.8%  | 107,299    |       |
| Other Revenue                        |            |           |        |            |       |
| Fire Department Callouts Highway     | -          | 20,000    | 0.0%   | 414        |       |
| Donations to LB Fire Department      | -          | 20,000    | 0.0%   | -          | 4     |
| Tax Penalties and Interest           | (922)      | 20,500    | -4.5%  | 136        |       |
| MFA Actuarial Interest               | 4,376      | 17,505    | 25.0%  | 3,675      |       |
| Bank Return on Investment            | 1,520      | 7,000     | 21.7%  | 832        |       |
| Miscellaneous                        | 11         | 1,000     | 1.1%   | 2,804      |       |
| Water Connection Fees                | -          | 1,200     | 0.0%   | (75)       |       |
|                                      | 4,985      | 87,205    | 5.7%   | 7,786      |       |
| Total Revenues                       | 1,157,833  | 3,332,295 | 34.7%  | 762,133    |       |

**Notes:**

- Property taxes and parcel taxes are due July 14.
- Small community grant is received in June.
- Gas tax funding is paid in two installments later in the year.
- The majority of donations to the fire department are received in September during Firefighters' Day.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - Administration         |            |          |       |            |       |
|---------------------------------------|------------|----------|-------|------------|-------|
|                                       | 2016       |          |       | 2015       | Notes |
|                                       | YTD Actual | Budget   | %     | YTD Actual |       |
| Expenditures                          |            |          |       |            |       |
| Amortization                          | 88,640     | 354,561  | 25.0% | 83,946     |       |
| Communications                        | 17,563     | 57,439   | 30.6% | 14,384     |       |
| Fiscal Charges                        | 821        | 3,750    | 21.9% | 770        |       |
| Insurance                             | 26,341     | 32,640   | 80.7% | 30,782     | 1     |
| Internal Allocations                  | (13,375)   | (53,500) | 25.0% | (13,375)   |       |
| Maintenance                           | 850        | 7,105    | 12.0% | 674        |       |
| Material, Supplies and Equipment      | 2,689      | 11,168   | 24.1% | 2,524      |       |
| Professional Fees / Contract Services | 1,461      | 65,568   | 2.2%  | 4,942      |       |
| Salaries and Benefits                 | 130,856    | 453,817  | 28.8% | 77,871     | 2     |
| Sundry                                | 120        | 2,921    | 4.1%  | 344        |       |
| Training / Professional Development   | 5,105      | 15,079   | 33.9% | 2,447      |       |
| Utilities                             | 604        | 2,593    | 23.3% | 566        |       |
|                                       | 261,676    | 953,141  | 27.5% | 205,875    |       |

**Notes:**

- 1 Annual property insurance premium was paid in January.
- 2 Salaries appear to be tracking over budget due to the annual vacation accrual which is booked in January. The accrual will be reduced as employees take vacation throughout the year.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

|                               |
|-------------------------------|
| <b>General Fund - Council</b> |
|-------------------------------|

|                                       | 2016          |               |              | 2015          | Notes |
|---------------------------------------|---------------|---------------|--------------|---------------|-------|
|                                       | YTD Actual    | Budget        | %            | YTD Actual    |       |
| <b>Expenditures</b>                   |               |               |              |               |       |
| Communications                        | -             | 1,503         | 0.0%         | -             |       |
| Material, Supplies and Equipment      | -             | 203           | 0.0%         | 50            |       |
| Professional Fees / Contract Services | 1,748         | 5,000         |              | -             | 1     |
| Salaries and Benefits                 | 10,604        | 41,994        | 25.3%        | 10,303        |       |
| Sundry                                | 2,347         | 8,821         | 26.6%        | 2,001         |       |
| Training / Professional Development   | 571           | 9,500         | 6.0%         | 3,284         |       |
|                                       | <b>15,270</b> | <b>67,021</b> | <b>22.8%</b> | <b>15,638</b> |       |

**Notes:**

- 1 Budget includes \$5,000 for Strategic Planning.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - Fire Department        |            |         |       |            |       |
|---------------------------------------|------------|---------|-------|------------|-------|
|                                       | 2016       |         |       | 2015       | Notes |
|                                       | YTD Actual | Budget  | %     | YTD Actual |       |
| Expenditures                          |            |         |       |            |       |
| Communications                        | 7,632      | 42,522  | 17.9% | 7,642      |       |
| Fiscal Charges                        | 17         | 200     | 8.4%  | 5          |       |
| Insurance                             | 3,010      | 10,800  | 27.9% | 3,000      |       |
| Maintenance                           | 14,106     | 37,950  | 37.2% | 1,366      |       |
| Material, Supplies and Equipment      | 3,062      | 31,780  | 9.6%  | 4,959      |       |
| Professional Fees / Contract Services | -          | 5,000   | 0.0%  | -          | 1     |
| Salaries and Benefits                 | 127        | 106,445 | 0.1%  | 10,522     | 2     |
| Training / Professional Development   | 6,200      | 40,800  | 15.2% | 5,005      |       |
| Utilities                             | 500        | 2,900   | 17.2% | 578        |       |
|                                       | 34,653     | 278,397 | 12.4% | 33,077     |       |

**Notes:**

- 1 Budget includes \$5,000 for a Fire Strategic Plan.
- 2 Volunteer firefighters are paid in July and December.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - Bylaw Services         |            |        |       |            |       |
|---------------------------------------|------------|--------|-------|------------|-------|
|                                       | 2016       |        |       | 2015       | Notes |
|                                       | YTD Actual | Budget | %     | YTD Actual |       |
| Expenditures                          |            |        |       |            |       |
| Communications                        | 193        | 750    | 25.7% | 128        |       |
| Material, Supplies and Equipment      | -          | 4,508  | 0.0%  | 1,013      |       |
| Professional Fees / Contract Services | 1,226      | 2,000  | 61.3% | 1,018      | 1     |
| Salaries and Benefits                 | -          | 20,502 | 0.0%  | -          | 2     |
| Training / Professional Development   | -          | 1,015  | 0.0%  | -          |       |
|                                       | 1,419      | 28,775 | 4.9%  | 2,159      |       |

**Notes:**

- 1 Bylaw adjudication fee paid to the City of North Vancouver.
- 2 Bylaw officers to start work in May.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - EOC                  |            |        |       |            |       |
|-------------------------------------|------------|--------|-------|------------|-------|
|                                     | 2016       |        |       | 2015       | Notes |
|                                     | YTD Actual | Budget | %     | YTD Actual |       |
| Expenditures                        |            |        |       |            |       |
| Communications                      | 425        | 1,600  | 26.6% | 288        | 1     |
| Grants                              | 149        | 5,600  | 2.7%  | 203        |       |
| Maintenance                         | 580        | 2,500  | 23.2% | 820        |       |
| Material, Supplies and Equipment    | 18         | 500    | 3.6%  | -          |       |
| Training / Professional Development | -          | 5,000  | 0.0%  | -          |       |
| Utilities                           | 2,706      | 3,500  | 77.3% | 2,113      |       |
|                                     | 3,877      | 18,700 | 20.7% | 3,424      |       |

**Notes:**

- 1 The Village reimburses the EOC when expenses are submitted up to a maximum of \$5,000.



**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - Public Works           |            |          |       |            |       |
|---------------------------------------|------------|----------|-------|------------|-------|
|                                       | 2016       |          |       | 2015       | Notes |
|                                       | YTD Actual | Budget   | %     | YTD Actual |       |
| Expenditures                          |            |          |       |            |       |
| Communications                        | 3,346      | 17,553   | 19.1% | 1,814      |       |
| Interest Payments                     | 633        | 15,016   | 4.2%  | 9,280      | 1     |
| Insurance                             | -          | 10,200   | 0.0%  | -          | 2     |
| Internal Allocations                  | (3,750)    | (15,000) | 25.0% | (3,750)    |       |
| Maintenance                           | 20,312     | 126,061  | 16.1% | 17,444     |       |
| Material, Supplies and Equipment      | 4,717      | 38,570   | 12.2% | 10,022     |       |
| Professional Fees / Contract Services | 13,958     | 61,358   | 22.7% | -          |       |
| Salaries and Benefits                 | 49,868     | 165,054  | 30.2% | 45,715     | 3     |
| Sundry                                | -          | 254      | 0.0%  | 26         |       |
| Training / Professional Development   | 350        | 4,771    | 7.3%  | -          |       |
| Total Expenditures                    | 89,435     | 423,837  | 21.1% | 80,551     |       |

**Notes:**

- 1 MFA debt payments are made twice a year in April and October.
- 2 Fleet insurance is due in June.
- 3 Salaries appear to be tracking over budget due to the annual vacation accrual which is booked in January. The accrual will be reduced as employees take vacation throughout the year.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

**General Fund - Planning and Development**

|                                       | 2016         |               |              | 2015         | Notes |
|---------------------------------------|--------------|---------------|--------------|--------------|-------|
|                                       | YTD Actual   | Budget        | %            | YTD Actual   |       |
| <b>Expenditures</b>                   |              |               |              |              |       |
| Communications                        | 225          | 2,035         | 11.0%        | 289          |       |
| Professional Fees / Contract Services | -            | 36,500        | 0.0%         | 663          | 1     |
| Salaries and Benefits                 | 5,571        | 19,552        | 28.5%        | 4,287        |       |
| Sundry                                | 213          | 761           | 28.1%        | 200          |       |
| Training / Professional Development   | 410          | 1,472         | 27.9%        | 400          |       |
|                                       | <b>6,420</b> | <b>60,320</b> | <b>10.6%</b> | <b>5,839</b> |       |

**Notes:**

- 1 Budget includes \$30,000 for a planning consultant.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

**General Fund - Parks and Recreation**

|                                       | 2016          |                |              | 2015          | Notes |
|---------------------------------------|---------------|----------------|--------------|---------------|-------|
|                                       | YTD Actual    | Budget         | %            | YTD Actual    |       |
| <b>Expenditures</b>                   |               |                |              |               |       |
| Grants                                | 3,331         | 29,229         | 11.4%        | 695           | 1     |
| Insurance                             | -             | 2,692          | 0.0%         | 200           | 2     |
| Maintenance                           | 1,852         | 30,803         | 6.0%         | 4,764         |       |
| Material, Supplies and Equipment      | -             | 1,685          | 0.0%         | -             |       |
| Professional Fees / Contract Services | 4,110         | 4,110          | 100.0%       | -             |       |
| Programs:                             |               |                |              |               |       |
| Dance Program                         | -             | 725            | 0.0%         | -             |       |
| Drama/ Culture Program                | 1,188         | 3,300          | 36.0%        | -             |       |
| Salaries and Benefits                 | 25,424        | 81,494         | 31.2%        | 36,653        | 3     |
| Sundry                                | 13            | 508            | 2.5%         | -             |       |
| Utilities                             | 1,992         | 6,304          | 31.6%        | 2,225         |       |
|                                       | <b>37,909</b> | <b>160,850</b> | <b>23.6%</b> | <b>44,537</b> |       |

**Notes:**

- 1 Municipal grants are paid in April after adoption of the budget.
- 2 Insurance coverage for volunteer users of the community centre is due in June.
- 3 Salaries appear to be tracking over budget due to the annual vacation accrual which is booked in January. The accrual will be reduced as employees take vacation throughout the year.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| General Fund - Solid Waste |            |         |       |            |       |
|----------------------------|------------|---------|-------|------------|-------|
|                            | 2016       |         |       | 2015       | Notes |
|                            | YTD Actual | Budget  | %     | YTD Actual |       |
| Expenditures               |            |         |       |            |       |
| Supplies and Education     | 400        | 2,500   | 16.0% | 294        |       |
| Collection Contract        | 24,077     | 97,075  | 24.8% | 16,497     |       |
| Recycle Removal Contract   | 7,431      | 29,050  | 25.6% | 4,947      |       |
| Green Waste Contract       | 13,796     | 56,000  | 24.6% | 9,980      |       |
| Sundry                     | 4,001      | 6,000   | 66.7% | 2,585      | 1     |
| Internal Allocations       | 2,375      | 9,500   | 25.0% | 2,375      |       |
|                            | 52,079     | 200,125 | 26.0% | 36,678     |       |

**Notes:**

- 1 Prompt payment discounts for solid waste user fees paid by March 31 were lower than budgeted.

**Village of Lions Bay**  
**For the first quarter ended March 31, 2016**

| <b>Capital Expenditures</b>                                                                |                   |                |                 |              |
|--------------------------------------------------------------------------------------------|-------------------|----------------|-----------------|--------------|
|                                                                                            | <b>2016</b>       |                |                 |              |
|                                                                                            | <b>YTD Actual</b> | <b>Budget</b>  | <b>Variance</b> | <b>%</b>     |
| <b>Re-Budgets</b>                                                                          |                   |                |                 |              |
| Community Centre Renewal                                                                   | 1,590             | 6,057          | 4,467           | 26.3%        |
| Highway Tank Roof Removal                                                                  | 13,111            | 13,111         | (0)             | 100.0%       |
| Computer Equipment for Fire Trucks                                                         | 573               | 573            | (0)             | 100.0%       |
| Water Contengency                                                                          | 2,315             | 5,000          | 2,685           | 46.3%        |
| Mag Intake Safety Improvements                                                             | 97,050            | 160,264        | 63,214          | 60.6%        |
| Harvey Intake Road Safety Improvements                                                     | -                 | 169,129        | 169,129         | 0.0%         |
| <b>Total Re-Budgets</b>                                                                    | <b>114,640</b>    | <b>354,134</b> | <b>239,494</b>  | <b>32.4%</b> |
| <b>2016 Capital Requests</b>                                                               |                   |                |                 |              |
| WWTP Safety Upgrades                                                                       | -                 | 21,000         | 21,000          | 0.0%         |
| Pipe Camera                                                                                | -                 | 14,000         | 14,000          | 0.0%         |
| Hydrants                                                                                   | -                 | 9,000          | 9,000           | 0.0%         |
| PRV Screens and Filters                                                                    | -                 | 10,000         | 10,000          | 0.0%         |
| Anchor Points for Safety Harnass                                                           | -                 | 3,870          | 3,870           | 0.0%         |
| SCADA - Design/Build Radio Communication                                                   | -                 | 18,500         | 18,500          | 0.0%         |
| Fire Dept Radio Equipment                                                                  | -                 | 4,000          | 4,000           | 0.0%         |
| Fire Hoses and Fittings                                                                    | -                 | 4,859          | 4,859           | 0.0%         |
| Fire Dept SCBA                                                                             | -                 | 4,500          | 4,500           | 0.0%         |
| Fire Dept Rope Rescue Equipment                                                            | -                 | 2,750          | 2,750           | 0.0%         |
| Interface Fire Fighting                                                                    | -                 | 1,950          | 1,950           | 0.0%         |
| Fire Dept Generator Lighting                                                               | -                 | 2,000          | 2,000           | 0.0%         |
| Laptop for Fire Chief                                                                      | -                 | 1,750          | 1,750           | 0.0%         |
| Scene Lights                                                                               | -                 | 2,000          | 2,000           | 0.0%         |
| Hall Exhaust System / Cubbies for Gear                                                     | -                 | 6,500          | 6,500           | 0.0%         |
| Gas Meter & Cylinder                                                                       | -                 | 1,450          | 1,450           | 0.0%         |
| Completion of the FD Burn Building                                                         | -                 | 30,000         | 30,000          | 0.0%         |
| Laptop for Building Inspector                                                              | -                 | 1,750          | 1,750           | 0.0%         |
| High priority bridge repairs                                                               | -                 | 14,300         | 14,300          | 0.0%         |
| Works Yard Fence / Roof Repair                                                             | -                 | 24,000         | 24,000          | 0.0%         |
| Survey, engineering and design for culvert replacement - Bayview Road                      | -                 | 24,000         | 24,000          | 0.0%         |
| LBBP - boat space refurbishment, wood entrance, wood bench, stair replacement, guard rails | -                 | 13,000         | 13,000          | 0.0%         |
| <b>Total 2016 Capital Requests</b>                                                         | <b>114,640</b>    | <b>569,313</b> | <b>454,673</b>  | <b>20.1%</b> |

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                   |                     |             |
|-------------------|---------------------------------------------------|---------------------|-------------|
| <b>Type</b>       | <b>Request for Decision</b>                       |                     |             |
| <b>Title</b>      | <b>Bylaw Enforcement Policy and Towing Policy</b> |                     |             |
| <b>Author</b>     | <b>Peter DeJong</b>                               | <b>Reviewed By:</b> | <b>Name</b> |
| <b>Date</b>       | <b>June 2, 2016</b>                               | <b>Version</b>      |             |
| <b>Issued for</b> | <b>June 7, 2016 Council Meeting</b>               |                     |             |

### **Recommendation:**

- (1) THAT Policy No. 1603 – Village of Lions Bay Bylaw Enforcement Policy, be approved by Council; and
- (2) THAT Policy No. 1602 – Village of Lions Bay Towing Policy, be approved by Council.

### **Attachments:**

- (1) Draft Village of Lions Bay Bylaw Enforcement Policy dated May 28, 2016;
- (2) Draft Village of Lions Bay Towing Policy dated May 30, 2016.

### **Key Information:**

As stated in the draft Bylaw Enforcement Policy, Village bylaws are in place to develop and maintain a safe and livable environment for all residents. The goal of Village bylaw enforcement is not to penalize residents, but to achieve compliance with Village bylaws through education and the provision of information. However, it is recognized that in some cases, compliance may require that penalties be issued. In the case of parking infractions, it may require that towing of vehicles be executed.

The Bylaw Enforcement Policy is intended to have general application to all bylaws of the Village of Lions Bay. It lets residents, and staff, know the intent of Council given the resources available for enforcement.

The Towing Policy is a narrower application of the Enforcement Policy in that it provides guidance to both residents and staff in relation to when vehicles will be subject to towing. The intent is to execute towing in a fair and even handed manner with an emphasis on safety considerations.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

### **Options:**

- (1) Approve both the Bylaw Enforcement Policy and the Towing Policy as presented;
- (2) Amend either or both Policies and then approve them;
- (3) Refer either or both Policies back to staff for further consideration and amendment.

### **Preferred Option:**

Option (1): Approve both the Bylaw Enforcement Policy and the Towing Policy as presented.

**Legal Considerations:** It is important to have Council approved policies with respect to both these matters.

**Follow Up Action:** Provide direction to Bylaw Enforcement Officer staff with respect to both Policies.

**Communication Plan:** Both Policies will be uploaded to the website and noted in the next edition of the Village Update.





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|        |                          |              |          |
|--------|--------------------------|--------------|----------|
| Type   | Policy                   | Policy No    | POL-1603 |
| Title  | Bylaw Enforcement Policy |              |          |
| Author | Peter DeJong             | Reviewed By: |          |
| Date   | May 28, 2016             | Version      | 1        |

### PURPOSE

The purpose of this Policy is to provide guidance to staff and the general public regarding the enforcement of the bylaws and policies of the Village of Lions Bay (the "Village").

### POLICY

Village bylaws are in place to develop and maintain a safe and livable environment for all residents. The goal of Village bylaw enforcement is not to penalize residents, but to achieve compliance with Village bylaws through education and the provision of information. However, it is recognized that in some cases, compliance may require that penalties be issued.

The Village of Lions Bay does not have the resources to actively ensure that its various parking, building, zoning, and other regulatory bylaws are being complied with at all times. Therefore, it is the policy of the Village to rely primarily, but not exclusively, on citizen complaints as a means of enforcing these bylaws. In order to encourage valid complaints and to reduce the opportunity for intimidation and conflict, the Village seeks to establish a balance of accountability and confidentiality among the various parties to the bylaw enforcement process. The following policies shall therefore apply:

1. In order to be considered, a bylaw complaint shall be in writing (standard mail, email, fax, or hand delivered) and shall contain the name, address and phone number of the complainant and a description of the nature and specific location of the alleged infraction(s).
2. As a matter of practice, the identity of the complainant and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. It is not necessary for the complainant to request confidentiality. Likewise, the response of the alleged violator shall not be disclosed to the complainant. Furthermore, bylaw enforcement files will not necessarily be discussed with a complainant subsequent to the initial submission of a written complaint.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

3. The anonymity and confidentiality given to complainants and alleged violators under this policy cannot be assured in all circumstances, particularly if a complaint has been publicly disclosed by the complainant, or if an investigation results in court proceedings. If a request is made to the Village for disclosure under the *Freedom of Information and Protection of Privacy Act* (the “Act”), it shall be reviewed as per the relevant sections of the Act, unless consent is obtained from the person who supplied the information and who would otherwise be provided confidentiality under the Act and this policy. The Village, however, is subject to orders issued by the Information and Privacy Commissioner under the Act and will not necessarily appeal an order to disclose.
4. When determining the response to a complaint the Village will consider such matters as the scale, number and duration of the infraction(s); the current, short and long term impacts caused by the infraction; the potential for precedents and the resources available to resolve the matter.
5. Bylaw enforcement is at the discretion of the Village. As a general rule, in order for a complaint to be considered, it shall be submitted by a person who is affected by the alleged infraction, or who owns, resides upon, or otherwise has an interest in property that is affected by the alleged infraction.
6. The Village will handle complaints and bylaw enforcement issues as operational matters to be handled at a staff level rather than at a Council level, but will advise Council on enforcement matters on an as-needed basis or in response to complaints received by Council about the implementation of this Policy.
7. Generally, the Village will seek voluntary compliance first. It will not be the policy of the Village of Lions Bay to necessarily seek a final legal remedy for all alleged infractions.
8. This Policy does not preclude the Village from initiating enforcement of its bylaws in the absence of a complaint where circumstances warrant such action. Such circumstances may include, but are not limited to: health and safety considerations; potential Village liability; the scale or the flagrancy of the violation; and, in particular, parking violations.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

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

\_\_\_\_\_  
Mayor or Delegate

|                     |  |
|---------------------|--|
| Adopted by Council: |  |
| Updated:            |  |

DRAFT



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|        |                                    |              |           |            |
|--------|------------------------------------|--------------|-----------|------------|
| Type   | POLICY                             |              | Policy No | POL - 1602 |
| Title  | Village of Lions Bay Towing Policy |              |           |            |
| Author | Peter DeJong                       | Reviewed By: |           |            |
| Date   | May 30, 2016                       |              | Version   | 3.1        |

### **Purpose**

The purpose of this Policy is to provide guidance for Bylaw Enforcement Officers, other staff and the general public with respect to the towing of vehicles within the Village of Lions Bay (the "Village") in accordance with Traffic and Parking Bylaw No. 413, 2009 ("Bylaw No.413").

### **Application**

This Towing Policy applies to all persons and corporations in respect of vehicle parking in the Village of Lions Bay. Excluded from this Policy are those functions or areas which are outside the jurisdiction of the Village (eg: MOTI rights of way). All previous Village towing policies are hereby rescinded.

### **Policy**

The Village of Lions Bay puts priority on protecting the safety of Village residents by strictly enforcing rules regarding parking in fire lanes and in front of fire hydrants, blocking ingress and egress to municipal or private property, and parking of vehicles on Village highways in heavy snow situations, which impedes plowing the highways. The following guidelines are provided with respect to enforcement through towing.

1. Towing throughout the Village may be requested by a Bylaw Enforcement Officer in the following circumstances:
  - (a) vehicle blocking a fire lane;
  - (b) vehicle stopped or parked on a bridge;



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

- (c) vehicle without a disabled parking permit stopped or parked in a stall or area reserved for persons with disabilities;
  - (d) vehicle stopped or parked within 2 metres of the access to or egress from a private driveway or Village right of way;
  - (e) vehicle stopped or parked within 5 metres of a fire hydrant or standpipe;
  - (f) vehicle stopped or parked within 5 metres of the edge of a marked crosswalk;
  - (g) vehicle stopped or parked within 6 metres of a stop sign or an intersection;
  - (h) vehicle stopped or parked on any portion of highway in such a way as to interfere with or obstruct the normal flow of traffic or the maintenance of the highway (eg: vehicle on highway longer than 24 hours after the commencement of snowfall so as to obstruct snowplows);
  - (i) vehicle without a valid parking permit stopped or parked on highway or in Lions Bay Beach Parking Lot or Kelvin Grove Beach Parking Lot longer than 72 consecutive hours;
  - (j) vehicle without a valid insurance decal stopped or parked on highway or in beach parking lots longer than 72 hours.
2. Towing is to be performed only by a commercial towing service with whom the Village has entered into a contract.
  3. The contracted towing company will be responsible for placing appropriate signage around the Village in accordance with the directions of Public Works and/or Bylaw Enforcement staff, showing the company's contact phone number for any person whose vehicle has been towed.
  4. Prior to requesting a tow, a Bylaw Enforcement Officer must issue a Bylaw Notice (i.e. a ticket) and indicate on the Notice that a tow has been requested.
  5. Where, in the opinion of the Bylaw Enforcement Officer, there is inadequate or no signage from the towing company to inform a towee as to who has impounded their vehicle, then



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

upon requesting a tow, the Bylaw Enforcement Officer shall contact the RCMP to advise of the tow request, the vehicle and licence particulars, and the phone number and address of the towing company's impoundment facility.

6. Towing requests shall be supported with clear evidence of the parking infraction, including photographs of the vehicle and the signage or other evidence (eg: measurement of distance from vehicle to fire hydrant).
7. Where circumstances are ambiguous, or there is a note on the vehicle indicating the driver is dealing with an emergency, the Bylaw Enforcement Officer should exercise his or her discretion to issue a warning notice rather than towing the vehicle.
8. Where a vehicle is parked in a resident parking only area with an out of date parking permit, the Bylaw Enforcement Officer:
  - (a) shall issue a warning on the first instance;
  - (b) may issue a Bylaw Notice (i.e. a ticket) on the second instance, provided the time period between the first and second instance is greater than 72 hours; and
  - (c) may tow the vehicle on the third instance, provided the time period between the second and third instance is greater than 72 hours.
9. There shall be no appeal process to Village administration or to Council with respect to towing costs. If a person believes they have been towed improperly, they may contest the Bylaw Notice (i.e. ticket) to the designated Screening Officer and if the ticket is upheld, to the Adjudicator under the Bylaw Notice Enforcement Bylaw No. 385, 2006, as amended.
10. This Policy shall be posted to the Village website.

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

\_\_\_\_\_  
Mayor or Delegate

|                     |  |
|---------------------|--|
| Adopted by Council: |  |
| Updated:            |  |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                              |              |              |
|------------|------------------------------|--------------|--------------|
| Type       | Information Report           |              |              |
| Title      | Lions Bay Beach Park Garbage |              |              |
| Author     | Nai Jaffer                   | Reviewed By: | Peter DeJong |
| Date       | June 3, 2016                 | Version      |              |
| Issued for | June 7, 2016 Council Meeting |              |              |

### RECOMMENDATION

THAT the Village of Lions Bay Council receive this report for information purposes.

#### 1. **BACKGROUND**

Lions Bay Beach Park experiences high usage during the summer months, particularly on weekends and holidays. The volume of waste generated during this peak use of the Parks often exceeds the capacity of existing waste collection containers. Litter strewn around grounds results in an unsightly mess, complaints from the local residents, and an abundance of wasps and other nuisance fauna.

#### 2. **DISCUSSION**

Public Works Staff have identified food waste being discarded into existing waste collection bins as a potential source of the problem. As an interim measure, Staff have installed two bear proof food waste bins at the Park, one close to the entrance and the other in the gazebo adjacent to the kayak rack. Staff will monitor the effectiveness of this measure and report back to Council on the outcome and options for longer term solutions.

For Council's consideration.

Intentionally Blank





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                         |              |            |  |
|------------|-----------------------------------------|--------------|------------|--|
| Type       | Report to Council                       |              |            |  |
| Title      | Lions Bay Emergency Plan - 2015 Draft   |              |            |  |
| Author     | Councillor Bain                         | Reviewed By: | CAO DeJong |  |
| Date       | 2016-06-02                              |              | Version    |  |
| Issued for | Regular Council Meeting of June 7, 2016 |              |            |  |

### RECOMMENDATION

THAT the Village of Lions Bay Council Adopt the draft Emergency Plan; and

THAT an Emergency Plan Steering Committee consisting of Mayor Buhr, Councillor Bain, CAO DeJong and Public Works Manager Jaffer, be struck to consider approaches to potential additional updates to the Plan and interaction of the Plan with other strategic and operational documents.

#### 1. Background

A review of the existing Emergency Response and Recovery Plan (2009) by previous staff and members of the previous Emergency Program Committee found there was room for improvement in the document. Chris Leonard, who was an emergency planner for West Vancouver was commissioned by the 2011-2014 Council to re-write our Emergency Plan to make it easier to understand and be a more substantive guide for staff and/or volunteers to the Emergency Operations Centre (EOC).

#### 2. Insights and Suggestions

- The draft plan could be adopted with the understanding that it should be reviewed regularly and modified to make it a better fit with the Village as the needs arise or become apparent.
- As changes to our community will continually occur, waiting until there is a perfect time to adopt the Plan will likely prevent its adoption and thus deprive our emergency providers of a valuable document that is much better than the previous one. (writer's opinion)
- The Emergency Plan is part of the foundation of our emergency preparedness and should be built upon and amplified in the near future by documents such as a comprehensive Evacuation Plan and a periodic Hazard, Risk and Vulnerability Assessment (HRVA).
- Included in the package we received from Mr. Leonard are spreadsheets containing a "Lions Bay Specific Emergency Plan", a number of lists of inventory and emergency personnel and a sample "EOC Organizational Chart". All of these can be evaluated once a revitalized Emergency Program Committee (EPC) is struck. However, initially, it is recommended that a Steering Committee be struck to review all companion documents so that the larger EPC is not burdened with some of the preliminary work required.

For Council's consideration.

# Village of Lions Bay



## EMERGENCY PLAN

2015

## Table of Contents

|                                                                                                                                                                                                                                                                                                                                                   |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| INTRODUCTION .....                                                                                                                                                                                                                                                                                                                                | 3  |
| Why do we need an Emergency Plan?.....                                                                                                                                                                                                                                                                                                            | 3  |
| Purpose and Scope of the Emergency Plan.....                                                                                                                                                                                                                                                                                                      | 5  |
| Situation and Assumptions .....                                                                                                                                                                                                                                                                                                                   | 6  |
| Definitions.....                                                                                                                                                                                                                                                                                                                                  | 7  |
| Activating the Emergency Plan .....                                                                                                                                                                                                                                                                                                               | 7  |
| HAZARDS, RISKS & VULNERABILITIES .....                                                                                                                                                                                                                                                                                                            | 9  |
| Concept of Operations – British Columbia Emergency Response Management System (BCERMS).....                                                                                                                                                                                                                                                       | 9  |
| EOC OVERVIEW .....                                                                                                                                                                                                                                                                                                                                | 11 |
| EOC COMMAND STRUCTURE.....                                                                                                                                                                                                                                                                                                                        | 14 |
| Typical EOC Activities.....                                                                                                                                                                                                                                                                                                                       | 14 |
| Activation of the EOC .....                                                                                                                                                                                                                                                                                                                       | 15 |
| EOC Setup .....                                                                                                                                                                                                                                                                                                                                   | 16 |
| An action plan should identify the specific tasks and objectives for the operational period.                                                                                                                                                                                                                                                      |    |
| The plan may contain several or more objectives, safety of first responders, establish Incident Command Post, establish communications, evacuation plans, traffic control, etc. ....                                                                                                                                                              | 16 |
| Status Board .....                                                                                                                                                                                                                                                                                                                                | 16 |
| A Status Board is essential to the emergency response activities and should be used to show details of the current situation and response efforts underway, the board should be kept current at all times, this information should be provided to the EOC Director during briefings. Roles and Responsibilities of Council and senior staff ..... | 17 |
| Emergency Program Coordinator .....                                                                                                                                                                                                                                                                                                               | 17 |
| Emergency Program Committee.....                                                                                                                                                                                                                                                                                                                  | 17 |
| Council Role in Emergency .....                                                                                                                                                                                                                                                                                                                   | 18 |
| Department Roles and Responsibilities .....                                                                                                                                                                                                                                                                                                       | 19 |
| Lions Bay Public Works .....                                                                                                                                                                                                                                                                                                                      | 19 |
| Lions Bay Fire Rescue .....                                                                                                                                                                                                                                                                                                                       | 19 |
| Police - RCMP .....                                                                                                                                                                                                                                                                                                                               | 19 |
| BC Ambulance Service .....                                                                                                                                                                                                                                                                                                                        | 20 |
| Lions Bay Search & Rescue Society .....                                                                                                                                                                                                                                                                                                           | 20 |
| Lions Bay Emergency Social Services (LBESS).....                                                                                                                                                                                                                                                                                                  | 21 |
| Emergency Powers.....                                                                                                                                                                                                                                                                                                                             | 22 |
| Steps in Declaring State of Local Emergency .....                                                                                                                                                                                                                                                                                                 | 23 |
| EVACUATION .....                                                                                                                                                                                                                                                                                                                                  | 24 |
| Evacuation Process .....                                                                                                                                                                                                                                                                                                                          | 24 |
| HAZARD SPECIFIC GUIDES .....                                                                                                                                                                                                                                                                                                                      | 25 |
| EARTHQUAKE .....                                                                                                                                                                                                                                                                                                                                  | 25 |
| EPIDEMIC – PUBLIC HEALTH EMERGENCY.....                                                                                                                                                                                                                                                                                                           | 27 |
| EXTENDED POWER OUTAGE.....                                                                                                                                                                                                                                                                                                                        | 28 |
| FIRE - STRUCTURAL .....                                                                                                                                                                                                                                                                                                                           | 31 |
| FIRE – WILDLAND / INTERFACE .....                                                                                                                                                                                                                                                                                                                 | 33 |
| TRANSPORTATION ACCIDENT – Land / Water .....                                                                                                                                                                                                                                                                                                      | 35 |
| LANDSLIDE / DEBRIS TORRENT .....                                                                                                                                                                                                                                                                                                                  | 37 |

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| HAZARDOUS MATERIALS / DANGEROUS GOODS .....                                | 40 |
| POLICE INCIDENT .....                                                      | 41 |
| RECOVERY PHASE .....                                                       | 43 |
| APPENDICES .....                                                           | 44 |
| APPENDIX A: Lions Bay Emergency Plan Bylaw No. 409, 2009 .....             | 45 |
| APPENDIX B: Provincial Legislation.....                                    | 53 |
| Emergency Program Act .....                                                | 53 |
| APPENDIX C: Glossary and Acronyms .....                                    | 73 |
| APPENDIX D: Distribution List .....                                        | 77 |
| APPENDIX E: Emergency Evacuation Plan .....                                | 78 |
| Part I – References .....                                                  | 78 |
| Part II – Introduction and Background .....                                | 78 |
| Part III - CONCEPT OF OPERATIONS.....                                      | 80 |
| Part IV – EMERGENCY RECEPTION CENTRES .....                                | 85 |
| Part V – ADMINISTRATION AND LOGISTICS .....                                | 85 |
| Part VI – EMERGENCY PLAN AND EMERGENCY EVACUATION PLAN .....               | 86 |
| Part VII – APPENDICES – Evacuation Forms, Contact and Resource Lists ..... | 87 |
| Appendix 6.....                                                            | 93 |
| Village of Lions Bay Emergency Contact List.....                           | 93 |
| Appendix 7.....                                                            | 95 |
| External Resource Directory.....                                           | 95 |



## INTRODUCTION

### Why do we need an Emergency Plan?

Emergencies and disasters can affect people and their communities in many ways. Injury and death may occur along with the destruction of homes and infrastructure, displacement of families and the disruption of utilities, business and essential services.

No community in British Columbia is immune from the threat of such crises. However, emergency management can mitigate long-term impact by assisting municipalities to do the following:

- **Planning:** Prepare for emergencies and disasters.
  - **Mitigation:** Take measures to minimize impact should an event occur.
  - **Response:** Respond effectively when the event occurs.
  - **Recovery:** Recover as quickly as possible after the event.
- At the local level, municipalities are legally obligated to plan for and deal with emergencies.
  - If, during an emergency event, municipal resources are unable to provide an adequate response the provincial government may, upon official request, provide additional resources to aid in the emergency response and recovery efforts.
  - When provincial resources are exhausted, the province may call on the federal government for help. The federal government may contribute its own resources, those of other provinces, or those of the international community.

Emergency planning is essential for effective emergency management on any level. Families, communities and governments must have emergency plans in order to save lives, property, the environment and the economy.

Emergency planning allows municipalities to effectively prepare for emergencies by:

- Identifying and documenting precise procedures and protocols required to ensure a timely and effective response.
- Developing the appropriate recovery procedures.
- Identifying and acquiring the necessary emergency management resources.

Municipalities with up to date emergency plans that are regularly exercised are more likely to:

- Draw upon and effectively use all available resources within the community.
- Provide a more timely and effective response, especially during the critical first hours of an emergency.
- Have clear lines of authority and decision making.

- Establish effective lines of communication.
- Evacuate successfully if necessary.
- Recover from the emergency in a timelier manner.
- Respond appropriately to media inquiries.
- Support the needs of the members of the community more effectively and efficiently.

Municipal governments, along with regional, provincial and federal government agencies as well as private industry, have specific roles and responsibilities when an emergency or disaster strikes. The nature and scale of the actual event will determine the actual level of response for these various partners.

**Preparation and Planning** – all municipalities must be prepared before an emergency or disaster, must understand their roles and responsibilities, create plans, identify resources and provide the appropriate training to all levels of staff.

**Response** – the ability to respond effectively will reflect the preparation and planning undertaken. At this time, specific and deliberate actions should be undertaken to help mitigate or reduce the impact of the event, dependent upon the actual circumstances and available resources.

**Recovery** – transition from response to recovery is not clearly defined, though recovery will generally begin after the critical phases of an emergency or disaster have passed. It is possible that some agencies will still be fully committed in the response phase, while others are already starting their recovery operations.

The Village of Lions Bay will prioritize the recovery process as quickly as reasonably possible taking into account the number of available staff, available support services and the overall safety of all concerned.

Resources will be allocated to best achieve the primary EOC Response Goals. See Concept of Operations, BCERMS Model, page 14.

A full recovery to pre-disaster levels may take months or years depending on the severity of the emergency or disaster. As tragic as these events can be, there may be an opportunity for positive change and official community plans should be considered where possible during the recovery process.



## **Purpose and Scope of the Emergency Plan**

This plan provides guidance and direction to the Village of Lions Bay municipal staff and emergency volunteers regarding their primary emergency roles, which are to:

1. Save lives, reduce suffering, minimize damage to property, mitigate damage to the environment and reduce economic consequences.
2. Provide an understanding of the authorities, working relationships, responsibilities and functions of municipal departments, senior levels of government and various support organizations relative to a major emergency.
3. Outline the Village of Lions Bay's authority and responsibilities to act in emergencies and disasters, as well as provide for continuity of municipal government.
4. Optimize the management of emergency operations, including activation of the Emergency Operations Centre, coordination of multi-jurisdictional activity and mobilization of critical resources.
5. Conduct orderly and controlled evacuations of local residents and visitors to the community, as deemed necessary.
6. Ensure that evacuees are provided with essential services including shelter, food, clothing, first aid, family reunification and emotional support.
7. Expedite the restoration of services and facilities as soon as possible following a major emergency.
8. Guide ongoing efforts to train municipal staff and emergency volunteers in their emergency roles and responsibilities, by exercising emergency plans, procedures and protocols.

The purpose of this plan is not to provide detailed instructions for every potential emergency that could occur in Lions Bay, but rather to provide an overview of how the municipality should prepare and respond.

## **Situation and Assumptions**

Responding to an emergency event in Lions Bay is the responsibility of the Village of Lions Bay. The severity and extent of the actual event and the availability of resources



will largely determine when, and to what extent external agencies including the provincial government and potentially the federal government will become involved.

Incorporated in 1971, the Village of Lions Bay is located on the Sea to Sky Highway (Hwy. 99), approximately 10 kilometres north of Horseshoe Bay and 30 kilometres south of Squamish. Covering 2.55 square kilometres of steep hillside at the base of the Howe Sound Mountains, the village is home to approximately 1,400 people. While there are a number of home-based businesses in the community, commercial properties are limited to the Lions Bay Marina and the small commercial development housing the store, café, post office, real estate office and art gallery.

What makes Lions Bay unique is also what makes it vulnerable to many disaster scenarios – a small residential community with limited resources, situated on steep slopes between the ocean and tall mountains, bisected by a busy highway and a major railroad. While the stunning geographical setting of the village presents one set of challenges, the highway and railroad present another set of challenges simply from the nature of the traffic on both as the major land route between Vancouver, Squamish and Whistler.

The Village of Lions Bay's Emergency Plan outlines the authority and responsibility of the Village's departments and external agencies in the event of a major emergency. The plan highlights both those emergencies most likely to occur, as well as the unexpected, and outlines the policies and procedures to be followed.

The plan outlines how the Village of Lions Bay should react when responding to an emergency. To be effective, all emergency plans must be familiar to the people who are responsible for implementing them and they must be kept accurate and current on an ongoing basis.

Two assumptions have been made in the development of this plan:

- Emergency protocols for day-to-day emergency events already exist between the municipality, its departments and external agencies as part of their standard operating procedures.
- Municipal departments and external agencies will respond to day-to-day emergency events based on these existing protocols and will look to implementing the Emergency Plan when typical resources and response capabilities are inadequate for the emergency event.

## Definitions

**Emergencies** – are those events which the Lions Bay Fire Rescue, RCMP, BC Ambulance Service and Lions Bay Public Works Department respond to in their ongoing, day-to-day operations. These events can normally be managed with the staffing and equipment that is available.



**Major Emergencies (Disasters)** –when these events occur it may become

Village of Lions Bay  
Emergency Plan  
May 2015

necessary to establish a centralized coordination of response and-recovery activity, this would be the Emergency Operations Centre (EOC). The Village of Lions Bay EOC located at 410 Centre Road, is activated at the appropriate level required to support the needs of the emergency event. Mutual aid agreements may be implemented and assistance may be required from the provincial and/or federal government. The nature and magnitude of the emergency event will determine what aspect(s) of the plan are to be utilized and/or whether a declaration of a state of local emergency is necessary.

## **Activating the Emergency Plan**

The Lions Bay Emergency Plan may be activated if an emergency:

- appears imminent/threatens to occur
- has occurred
- exists

A Declaration of State of Local Emergency is not necessary in order to put the plan into effect. The plan is activated for the jurisdictional area of the Village of Lions Bay (within municipal boundaries). The Village may also activate the emergency plan to meet requests from other local authorities or to support a regional emergency.

When an emergency appears imminent, has occurred or exists, any of the following may order or call for the activation of the Village of Lions Bay Emergency Plan and supporting plans:

- Mayor or designate
- Chief Administrative Officer (CAO)
- Lions Bay Public Works Manager (LBPWM)
- Fire Chief or designate
- RCMP
- Emergency Program Coordinator
- Any member of the Emergency Program Committee
- Lions Bay field staff, acting in their position of potential first responders

Note: Emergency Operations Centre (EOC) Set Up identifies (page 16) the authority and procedures for activating the Emergency Operations Centre and Emergency Plan, along with the responsibilities of all EOC Sections, supporting EOC forms and office supplies are located in the Dale Klatt building.

## **Other Emergency Plans**

In addition to the Village of Lions Bay Emergency Plan, other municipal departments may activate their specific emergency plans as required, including but not limited to:

- **Department Plans** – all municipal departments are required to develop and maintain emergency protocols outlining their procedures for responding to and recovering from emergencies.
- **ESS Plan** – outlines the role of Emergency Social Services when people have to be evacuated and provided with essential services such as shelter, food, clothing, family reunification, emotional support and other forms of care and comfort for the duration of an emergency, generally up to 72 hours.
- **Evacuation Plan** – addresses the planning, response and recovery activities involved in evacuating an area within Lions Bay or the entire village.
- **Other** – many agencies and organizations have plans that will support the Lions Bay emergency response and recovery activities, including, but not limited to:
  - Royal Canadian Mounted Police (RCMP)
  - BC Ambulance Service (BCAS)
  - Vancouver Coastal Health (VCH)
  - Provincial Emergency Program (PEP)
  - West Vancouver School District 45 (WVSD45)
  - Ministry of Transportation (MOT)
  - Ministry of Environment (MOE)
  - Canadian National Railway (CN)
  - Lions Bay Block Watch (LBBW)
  - Utilities – BC Hydro, Fortis, Telus, Bell, Shaw, etc.
  - Other regional, provincial and federal agencies

## HAZARDS, RISKS & VULNERABILITIES

### Statement

A hazard analysis is an in depth examination of hazards which may have an effect on the Village of Lions Bay lands. On close examination of these hazards, the following should be considered:

- Identification of natural hazards and the frequency of their occurrence.
- Identification of human-caused hazards and dangers involved.
- Familiarity with the hazards and inherent dangers.
- Assign priority to resources and actions to be undertaken.
- Evaluation of the risk in each hazard.
- Identification of the severity of the hazard.

### Guidelines



The Emergency Coordinator will work with the Emergency Planning

Village of Lions Bay  
Emergency Plan  
May 2015

Committee to identify the types of hazards and rank them in order of severity.

As conditions change, the Hazard Analysis must be re-evaluated regularly. This Analysis will be reviewed regularly to identify new hazards, or to re-evaluate the severity and change the ranking of any of the hazards, as required.

Risk is the probability of a specified event occurring in a specified area or in unspecified circumstances. Risks are expressed as probabilities. Municipal response will vary depending on magnitude of event and capabilities.

During emergency and disaster periods the normal medical emergencies, health needs, etc. that occur on a day-to-day basis will still need to be anticipated and planned for.

## **Concept of Operations – British Columbia Emergency Response Management System (BCERMS)**

### **Emergency Response Organization**

The Village of Lions Bay Emergency Program has adopted BCERMS as its model for managing and coordinating emergency response and recovery efforts. It is based on the Incident Command System (ICS), which utilizes the five functions of Management, Operations, Planning, Logistics and Finance/Administration to manage and coordinate emergency events.

### **BCERMS ICS Response Goals**

- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect government infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

An Incident Commander oversees site activities. An Emergency Operations Centre (EOC) is activated to oversee and coordinate all non-site activities. When a community fully activates its EOC and/or when multiple local authority EOCs are activated, a Provincial Regional Emergency Operations Centre (PREOC) will be established to provide support and coordination. If a PREOC is established, the Provincial Emergency Coordination Centre (PECC) is also activated to coordinate provincial operations and resources.

**Incident Command Post (ICP)** – is the location where emergency responders such as police, fire and ambulance personnel safely gather to initiate response activity to an emergency site. An Incident Commander is appointed from the lead agency involved in

the response and is responsible for directing all site activity.

Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.

**Emergency Operations Centre (EOC)** – is normally activated at the request of the Incident Commander or senior municipal officials to provide overall jurisdictional direction and control, coordination and resource support. By organizing and managing EOC operations utilizing BCERMS principles the EOC will operate more effectively and consistently with regional and provincial counterparts.

**Provincial Regional Emergency Operations Centre (PREOC)** – coordinates, facilitates and manages information, policy direction and provincial resources to support local authorities and provincial agencies responding to emergencies or disasters. In circumstances where incidents cross local authority boundaries, or where local authorities are not organized to fulfill their role, PREOC will define an operational area in order to manage and coordinate the overall provincial response within that area.

**Provincial Emergency Coordination Centre (PECC)** – provides inter-region policy direction and coordination for emergencies involving more than one PREOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters, such as earthquakes, floods or interface fires.

PECC provides ongoing inter-agency coordination to ensure adequate province-wide mobilization and allocation of provincial resources. It serves as the communications link with the federal disaster support structure, including Department of National Defence and Emergency Preparedness Canada.

### **EOC Management Considerations**

**Policy Group** – when the EOC is activated, the Emergency Program Committee, comprised of the Mayor, Councillors and senior staff, will, on occasion, provide the EOC director with emergency policy direction. An example of this level of policy direction would be the declaration of a State of Local Emergency.



## EOC OVERVIEW

### EOC Director

All decisions made in the EOC require the support of accurate and timely information as well as input and consultation from relevant staff members and agencies.

The EOC director is ultimately responsible for making key decisions on behalf of the EOC. They do this in consultation with the EOC Section Chiefs, Incident Commander(s) and the Emergency Program Committee.

Issues that may require a decision by or approval from the EOC Director include:

- Establishing EOC priorities and objectives
- EOC Action Plans
- Extraordinary resource requests
- Press releases
- Media interviews
- Public information bulletins
- Evacuation orders
- Preparation of a State Of Local Emergency
- Mutual Aid request
- Request for provincial/federal assistance.

### EOC FUNCTIONS

**Management** – Responsible for the overall emergency policy and coordination, public information and media relations; agency liaison; and risk management procedures, through the joint efforts of local government agencies and private organizations.

**Operations** – responsible for coordinating all jurisdictional operations in support of the Incident Command Post (ICP) by developing and implementing an appropriate action plan.

- Direct communication with site(s) and field personnel.
- Supports site operations.
- Creates and displays status boards
- Implements plans and strategies.
- Directs deployment of all EOC issued resources and tracks use.

**Planning** – responsible for collecting, evaluating and disseminating information; assists in the development of action plans and situational status in coordination with other EOC sections, maintaining all appropriate documentation:

- Collects, processes, evaluates and displays status boards
- Develops situation reports and demobilization plans.
- Conducts long-range planning, recommends alternative actions and plans to EOC Director.
- Maintains overall resource status.
- Maintains damage assessment reports and prioritizes repair and restoration.

**Logistics** – Responsible for providing facilities, services, personnel, supplies, equipment and materials:

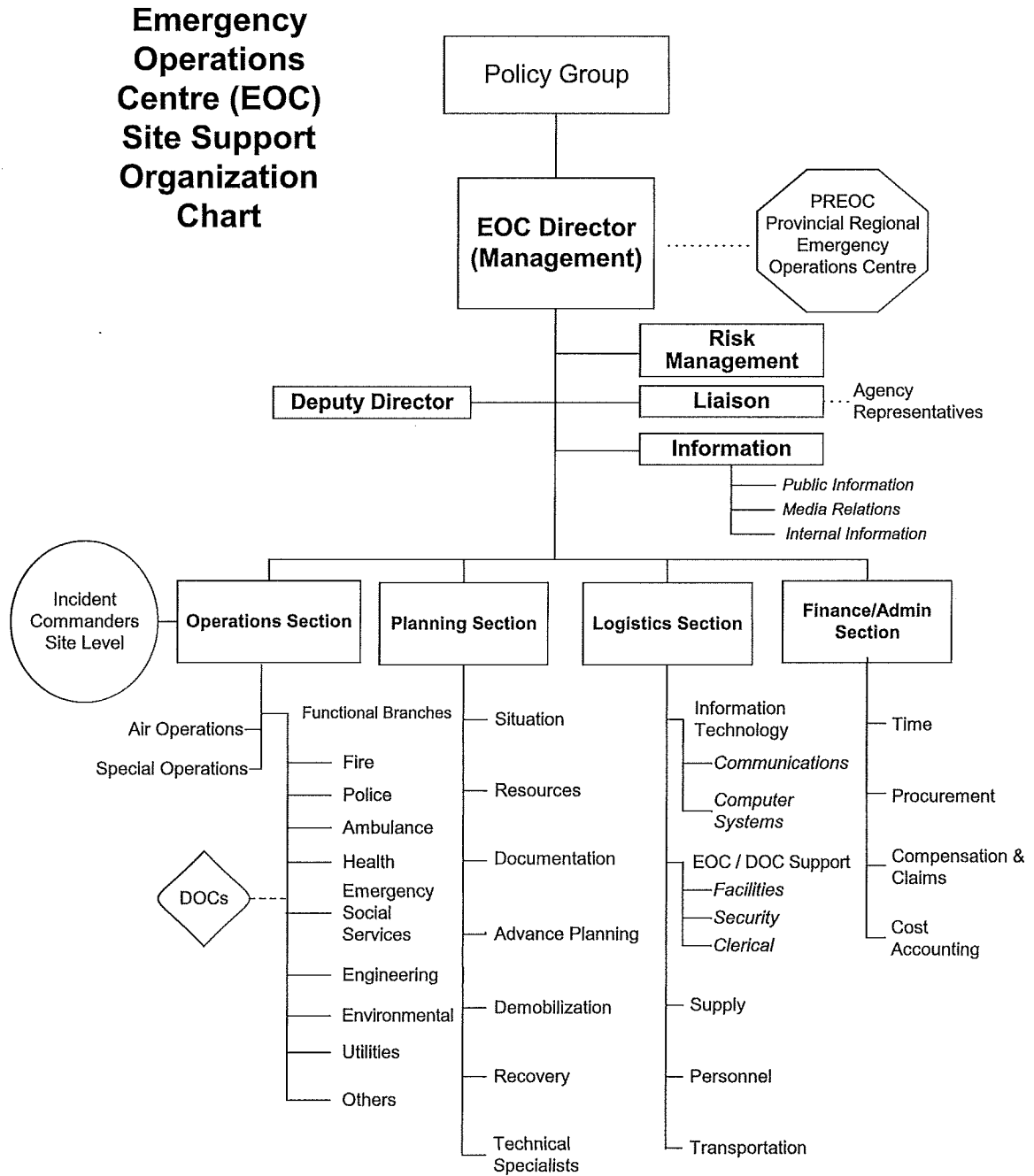
- Provides Information Technology (IT) services to support the needs of the event, computers, mapping, cell phones etc
- Procures essential supplies, equipment and materials
- Personnel
- Facilities
- Provides other services as required.

**Finance/Administration** – Responsible for financial activities and other administrative details:

- Monitors all costs associated to event response and recovery.
- Helps to set expenditure limits.
- Coordinates:
  - Compensation and claims
  - Contracts and procurement
  - Time recording
  - Cost estimates and analysis
  - Disaster financial assistance through PEP



## EOC COMMAND STRUCTURE



## Typical EOC Activities



- Activation and setup
- Communications
- Information management
- Resource management
- Disaster analysis
- Decision-making
- Administration and documentation
- Recovery and long-range planning
- Demobilization

## Activation of the EOC

The primary location of the EOC is the top floor of the Lions Bay Dale Klatt building. If the building is within the hazard area the EOC may be moved to a secondary location such as the Library or Village office. If the EOC is relocated, the new location must be made known to emergency responders by contacting the Surrey Fire Dispatch centre (911), the Vancouver E-Comm centre (911), and the Provincial Emergency Program (PEP), 1-800-663-3456.

## EOC Activation Fan-out

When the EOC director is informed of an emergency requiring EOC activation, they will authorize the following release to the appropriate personnel.

Suggested wording:

*"This is \_(name/role/city)\_\_. We have an emergency situation as follows: (brief description – fire, train derailment, dangerous goods spill, etc.). The EOC has been activated at the request of (insert initiating agency) to respond to the situation. Your immediate attendance at the EOC is required."*

EOC members may be aware of an event before being officially contacted, if so, they should, if possible, report directly to the EOC.

## Accessing the building

The Dale Klatt building is normally locked. Each member of the LBFR, LBSAR, BCAS and ESS can gain access to the building. (See contact list, page 93)



## EOC Setup

The first Lions Bay staff member to arrive at the EOC in response to an activation is to take responsibility for initiating the EOC setup.

- Establish security for the building and limit access to emergency responders and EOC staff only.
- Establish both internal and external communications.
- Ensure all critical personnel have been contacted.
- Lay out all EOC materials, forms, mapping, office supplies etc.
- Create Status Boards to display details of the current situation.
- Ensure all actions are documented, including messages and financial transactions.

Note: The limited parking spaces in the area must be reserved for emergency responders and EOC staff.

## Rooms

The following rooms within the Lions Bay Dale Klatt building may be utilized for the following purposes:

Radio Room – Communications, internal and external.

Training Room – EOC, Management, Operations, Planning, Logistics and Finance sections.

Fire Department Rec. Room - Food and refreshments.

Fire Department Office – EOC Director, briefing room.

## Action Plan

**An action plan should identify the specific tasks and objectives for the operational period. The plan may contain several or more objectives, safety of first responders, establish Incident Command Post, establish communications, evacuation plans, traffic control, etc.**

## Status Board

**A Status Board is essential to the emergency response activities and should be used to show details of the current situation and response efforts underway, the board should be kept current at all times, this information should be provided to the EOC Director during briefings. Roles and Responsibilities of Council and senior staff**

## **Emergency Program Coordinator**

### **Role:**

Assist in the management/coordination of emergency preparedness, response and recovery activities.

### **Responsibilities:**

- Chair the Emergency Program Committee.
- Ensure coordination of local emergency response to major incidents requiring implementation of the Emergency Plan.
- As necessary, possibly under the direction of PEP and EMBC, coordinate emergency response to major emergencies.
- Ensure activation and coordination of local EOC during major emergencies as required in Emergency Plan.
- Report all major emergencies occurring within Lions Bay to PEP and EMBC.
- Coordinate revisions and updates to the Emergency Plan as needs dictate, with the Emergency Program Committee and emergency services organizations.
- Co-ordinate tabletop exercises to test the plan and maintain responders familiarity with their roles and responsibilities.

## **Emergency Program Committee**

### **Role:**

Meet on a regular basis to address issues with regard to emergency management and review the Emergency Plan where necessary.

### **Responsibilities:**

In the event of an emergency, Committee members are required to attend the Emergency Operations Centre to participate in the management and decision making efforts of the response.

The Committee is chaired by the Emergency Program Coordinator and comprises the following members:



- Mayor, Village of Lions Bay and members of Council
- Village of Lions Bay CAO
- Chief, Lions Bay Fire Rescue
- Manager, Lions Bay Public Works
- Team Leader, Lions Bay Search and Rescue
- Director, Lions Bay Emergency Social Services
- Unit Chief, BC Ambulance Service
- Chair, Lions Bay Community School Parent Advisory Council.
- ESS Radio
- Chair, Block Watch
- RCMP
- Other members as determined by Council

### **Council Role in Emergency**

As per Village Bylaw #409, 2009, Council manages the response to an emergency once the Emergency Plan is activated, although the Mayor or designate may carry out the responsibilities specified below where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made every effort to obtain the consent of the other members of the Council, the Chief Administrative Officer (CAO) shall be the recording secretary or, in his or her absence, an appointee.

Any Lions Bay staff member, with just reason, can call for the activation of the EOC and Emergency Plan. Once the plan has been activated, Council or as explained above, the designate acting in place of the Mayor, may do the following.

- Call out the Emergency Management Committee.
- Call out specific Response Teams, including requests for mutual aid.
- Declare a State of Local Emergency.
- Declare an evacuation order.
- Elect to spend emergency funds.
- Seek assistance, including emergency financial assistance where appropriate, from provincial and federal sources.
- Perform or appoint someone to perform any function deemed necessary and lawful under the Emergency Program Act when a declared State of Local Emergency exists and when exercising extraordinary powers.

## ***Department Roles and Responsibilities***

### **Lions Bay Public Works**

#### **Role:**

The primary role of public works during an emergency is public safety, protection and restoration of essential services.

#### **Responsibilities:**

- Maintenance and restoration of village operated utilities.
- Provide liaison and assistance to utility companies for the maintenance and restoration of their systems.
- Disaster Debris Removal (DDR).
- Provide barricades and signage for emergency traffic control.
- Provide snow and ice removal.
- Provision and delivery of supplies and resources.
- Arrange and schedule for, the inspection of any facility that may be used as a Reception Centre after an event that may have caused structural damage, such as an earthquake.

### **Lions Bay Fire Rescue**

#### **Role:**

Lions Bay Fire Rescue is the lead agency for all operations involving fire suppression, hazardous materials incidents, and first responder medical aid.

The department also responds to incidents outside the municipal boundaries under the Provincial Emergency Program's Road Rescue Safety Program.

#### **Services provided.**

- Fire suppression.
- Response to transportation accidents.
- Rescue in urban areas.
- First response medical aid.
- Initial response to a hazardous materials incident.

### **Police - RCMP**



#### **Role:**

Police services are provided by the RCMP Sea to Sky Regional Police Detachment based in Squamish. The primary role of police at the scene of an emergency or disaster is to preserve and protect life as well as the protection of property. Additionally, where injuries or fatalities occur, police maintain the scene for further investigation by other agencies such as the BC Coroners Service, WorkSafe BC and the Transportation Safety Board.

**Responsibilities:**

- Establish site perimeters, with public works assistance.
- Establishing disaster response routes and/or traffic control points.
- Carry out evacuation orders.
- Protection of property after evacuation.
- Assist coroner with identification of bodies and notification of next of kin.

Provision of additional policing resources shall be carried out at the discretion of the RCMP.

**BC Ambulance Service**

**Role:**

BC Ambulance Service provides trained personnel and resources required to respond, assess, treat, stabilize, transport and deliver patients to the appropriate medical facility. Lions Bay ambulance station is staffed during day time hours by two paramedics, seven days a week and by on-call paramedics 24/7. The ambulance service is also supported by the Auto launch Air Ambulance Critical Care Medical Service from Vancouver International Airport.

**Responsibilities:**

- Respond to the site of the incident and take charge of the patients, provide basic life support.
- Establish liaison with local medical personnel as to medical requirements and capabilities.

**Lions Bay Search & Rescue Society**

**Role:**

Lions Bay Search & Rescue Society operates under the umbrella of the Provincial Emergency Program and responds to all emergencies as requested.

**Responsibilities:**

Lions Bay Search & Rescue Society provides assistance to:

- BCAS
- BCCS
- Department of National Defence and Canadian Coast Guard in their mandate of air and marine search and rescue.
- Local governments during civil emergencies.

All LBSAR team members are qualified to establish and staff helicopter landing zones, as well as to provide helicopter ground support services.

## **Lions Bay Emergency Social Services (LBESS)**

### **Role:**

Emergency Social Services provides short-term disaster relief (usually up to 72 hours) across British Columbia in the event of an emergency or disaster. ESS depends on local volunteers to plan and to provide for the essential needs of *individuals, families, and response workers*. This assistance may include food, lodging, clothing, emotional support, and finding loved ones.

Lions Bay's ESS team consists of a director and a number of volunteers who are trained to work in various functions as required by the event.

Some of the major planning tasks that Lions Bay ESS team members engage in include.

- Recruiting and training volunteers.
- Identifying and making arrangements for the use of suitable facilities for use as reception centre's (RC) and group lodging (GL).
- Ensuring essential supplies and resources are acquired/available.
- Reaching agreements with local businesses to provide goods and services.
- Working with neighbouring communities to establish a protocol for use of their resources during an emergency.
- Working with people with functional needs, such as mobility or medical needs, and ensuring that assistance will be available for them.
- Establishing linkages with key local and regional emergency responders such as LBFR, LBSAR, LBPW, BCAS and RCMP etc
- Establishing linkages with non-government disaster agencies such as the Salvation Army, the Canadian Red Cross, St. John Ambulance, etc...
- Providing public information and promoting personal preparedness.

### **Responsibilities:**

- Setting up and managing a reception centre and/or group lodging.
- Providing assistance to evacuees to meet immediate needs – either by providing locally, or by referring to neighbouring community resources (hotels, restaurants, pharmacies, social service support groups).
- Providing emotional support and assisting evacuees in making



recovery plans for themselves.

- Providing support services to Lions Bay Search & Rescue Society and Lions Bay Fire Rescue.

## DECLARATION OF STATE OF LOCAL EMERGENCY

At some point, there may be a need to declare a State Of Local Emergency, authorized under the Emergency Program Act. The Emergency Program Act takes precedence over all other provincial legislation. At the local level, the mayor may declare a State Of Local Emergency for areas within the municipal boundaries of the Village of Lions Bay.

A local authority does **not** have to declare a Local State of Emergency for the following:

- To implement any or all of their Emergency Plans.
- To gain liability protection under the BC Emergency Program Act.
- To qualify for Disaster Financial Assistance under the BC Emergency Program Act.

Once it is apparent to emergency responders that emergency conditions warrant an enforced evacuation, they should notify the heads of the local authority. The briefing to the heads of the local authority should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk and geographic area.

Time permitting; consultation should occur between the local government authorities and the PREOC of the Provincial Emergency Program (PEP) prior to the declaration. PEP is also committed to consultation prior to issuance of a Provincial Declaration whenever possible. The Director of PEP is responsible for briefing the Solicitor General.

The prior consultation process should also include any neighbouring local governments that could be affected by an evacuation.

## Emergency Powers

A State of Local Emergency allows a local authority to use the extraordinary powers listed below. The Declaration must state specifically which of these powers are being exercised by the local authority.

1. Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
2. Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.
3. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the local authority's jurisdiction.
4. Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the local



authority's jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.

5. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
6. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.
7. Construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.
8. Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any area designated in the declaration within the local authority's jurisdiction for the duration of the state of local emergency.

## Steps in Declaring State of Local Emergency

Section 12 (1) of the Emergency Program Act allows the head of a local authority (mayor) to declare a state of local emergency if extraordinary powers are required to deal with the effects of an emergency or disaster. Steps to consider:

1. The local authority must be satisfied that an emergency exists or is imminent.
2. Declaration can be made two ways:
  - a. By bylaw or resolution if made by a Local Authority, e.g. Municipal Council, or
  - b. By order, if made by the head of the local authority, e.g., the Mayor.

Before issuing a Declaration by order, the Mayor must use his or her best efforts to obtain the consent of the other members of Council.

3. As soon as practical after issuing a Declaration order, the Mayor must convene a meeting of Council to assist in directing response to the emergency.
4. The Declaration of State of Local Emergency form must identify the nature of the emergency and that area where it exists or is imminent. The Mayor, immediately after making a Declaration of State of Local Emergency, must forward a copy of the Declaration to the Solicitor General, and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.
5. A State of Local Emergency exists for seven (7) days unless cancelled earlier. An extension of a State of Local Emergency beyond seven



days must have the approval of the Solicitor General. Steps 2, 3 and 5 above must be followed for each 7-day extension.

6. Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the State of Local Emergency may be cancelled, the Mayor must be advised as soon as possible. If the Declaration is cancelled by resolution or order, the Solicitor General must be promptly notified.

## EVACUATION

When an emergency threatens the entire community or any portion of the community, it may be necessary to advise residents to do one of two things:

- either evacuate, or
- shelter in place.

Events such as interface fire, landslide or hazardous materials spill would require residents to evacuate until such time as it is safe to return.

Evacuation is the process of removing people from an area of danger to an area of safety. Depending on the nature and scope of the event, evacuation may either be localized to a few homes or may affect the entire community.

### Evacuation Process

A local government must declare a state of local emergency to issue an evacuation order to an affected community. The evacuation process has three key stages. This approach is consistent for all types of emergencies throughout the province.

1. **Evacuation Alert** – a warning is issued about an imminent threat to life and property, and people are asked to be ready to leave on short notice. When people choose to leave an area before or during the issuing of an alert this is referred to as a voluntary evacuation.
2. **Evacuation Order** – When the population is deemed to be at immediate risk, an evacuation order is issued and people must leave the area immediately. Local police or RCMP enforces evacuation orders.
3. **Evacuation Rescind** – an evacuation order or alert is rescinded when it is determined to be safe for residents to return to their homes. An evacuation order may be reinstated if a threat returns.

## HAZARD SPECIFIC GUIDES

This list constitutes the emergency events most likely to occur and have a direct impact on the Village of Lions Bay:

- Earthquake
- Epidemic / Public Health Emergency
- Extended Power Outage
- Fire – Structural
- Fire – Wildland / Interface
- Transportation Accident – Land / Water
- Landslide / Debris Torrent
- Severe Weather
- Hazardous Materials / Dangerous Goods
- Police Incident

Each hazard specific guide contains the following information:

- Potential impact(s) on community.
- Lead and supporting agencies.

Note: If EOC activation is required the EOC Command Structure should be followed and all positions possible should be filled. If staffing is limited, individuals may be required to operate in more than one section, i.e.: Operations and planning or Logistics and Finance.

## EARTHQUAKE

### Possible Major Effects:

- Casualties, injuries and fatalities
- Damaged buildings, roads, bridges and other infrastructure.
- Fire(s).
- Disruption or loss of utilities
- Landslide / debris torrent
- Public health issues
- Evacuation of individuals and/or entire community
- Hazardous materials release or spillage
- Communications and utilities systems breakdowns



| Action Steps                                                                   | Lead Agency                  |
|--------------------------------------------------------------------------------|------------------------------|
| • Activate EOC                                                                 | As policy                    |
| • Assess situation                                                             | EOC and all first responders |
| • Response to life safety issues                                               | RCMP, BCAS, LBFR, LBSAR      |
| • Clear disaster response routes for emergency access and potential evacuation | RCMP, LBPW, MOT, MCMC        |
| • Assess numbers of injuries and fatalities, injured, trapped and missing      | EOC and all first responders |
| • Fatalities                                                                   | BCCS, RCMP                   |
| • Determine nature and extent of structural damage                             | LBPW-                        |
| • Determine adequacy of resources available and request assistance from PEP    | EOC Director, EPC, ESS       |
| Repair and restoration of utilities                                            | LBPW, utility companies      |
| • Family registration/reunification                                            | ESS                          |
| • Disaster debris removal                                                      | LBPW, MOT, MCMC              |
| • Media /Public Information                                                    | EOC, Communications Officer  |

### Lead Agency

- Royal Canadian Mounted Police (RCMP)
- Lions Bay Public Works (LBPW) and Building Inspector

### Other Agencies/Services

- Hazardous Materials (HAZMAT)
- Lions Bay Fire Rescue (LBFR)
- BC Hydro (BCH)
- BC Ambulance Service (BCAS)
- Provincial Emergency Program (PEP)
- Emergency Management British Columbia (EMBC)
- Lions Bay Search & Rescue (LBSAR)
- Emergency Social Services (ESS)
- BC Coroners Service (BCCS)
- Vancouver Coastal Health Authority (VCHA)

### Earthquake, cont.

- West Vancouver School District 45 (WVSD45)
- Metro Vancouver (METRO)
- Ministry of Transportation (MOT)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Environment (MOE)
- Canadian National Railway (CN)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Geo-technical and structural engineers
- Emergency Operations Centre (EOC)

## EPIDEMIC – PUBLIC HEALTH EMERGENCY

### Possible Major Effects:

- Infected population
- Casualties, injuries or fatalities
- Population requiring hospitalization
- Public health issues
- Disruption or loss of utilities
- School closures
- Economic impact on community

| Action Steps                                  | Lead Agency                 |
|-----------------------------------------------|-----------------------------|
| • Identification of outbreak                  | VCH                         |
| • Declaration of pandemic                     | VCH                         |
| • Implement response steps                    | VCH, EOC                    |
| • Fatalities                                  | RCMP, BCCS, LBSAR           |
| • Injuries                                    | BCAS, LBSAR                 |
| • Establish temporary morgue                  | BCCS–                       |
| • Enforce quarantine and/or evacuation orders | RCMP                        |
| • Monitor water, septic and sewer systems     | LBPW, VCH                   |
| • Emergency lodging                           | ESS                         |
| • Family registration/reunification           | ESS                         |
| • Media/Public Information                    | EOC, Communications Officer |

### Epidemic, cont.



**Lead Agency**

Vancouver Coastal Health (VCH)

**Other Involved Agencies/organizations**

- Royal Canadian Mounted Police (RCMP)
- Lions Bay Fire Rescue (LBFR)
- Lions Bay Search and Rescue (LBSAR)
- Lions Bay Public Works (LBPW)
- West Vancouver School District 45 (WVSD45)
- BC Coroners Service (BCCS)
- BC Ambulance Service (BCAS)
- Provincial Emergency Program (PEP)
- Emergency Management British Columbia (EMBC)
- Emergency Social Services (ESS)
- Emergency Operations Centre (EOC)

**EXTENDED POWER OUTAGE****Possible Major Effects**

- Casualties, injuries and fatalities
- School closures
- Disruption of businesses
- Disruption of communications
- Disruption or loss of utilities,
- Environmental issues, sanitary overflows etc

| Action Steps                        | Lead Agency                                |
|-------------------------------------|--------------------------------------------|
| • Fire                              | LBFR, LBSAR                                |
| • Fatalities                        | RCMP, BCCS, LBSAR                          |
| • Injuries                          | BCCS, LBSAR                                |
| • Disruption or loss of utilities   | LBPW, utility companies                    |
| • Damage to public property         | LBPW                                       |
| • Auxiliary power                   | LBPW, private suppliers, utility companies |
| • Restoration of power              | BC Hydro                                   |
| • Disruption of communications      | EOC, utility companies                     |
| • Hazardous materials situations    | LBFR, HAZMAT                               |
| • Evacuation                        | RCMP                                       |
| • Emergency shelter                 | ESS                                        |
| • Family registration/reunification | ESS                                        |
| Media/Public Information            | EOC, Communications Officer                |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)
- BC Hydro (BCH)

### Other Agencies/Services

- Royal Canadian Mounted Police (RCMP)
- BC Ambulance Service (BCAS)
- West Vancouver Fire Rescue (WVFR)
- Lions Bay Search & Rescue (LBSAR)
- West Vancouver School District 45 (WVSD45)
- Vancouver Coastal Health Authority (VCHA)
- BC Coroners Service (BCCS)
- 
- Lions Bay Public Works (LBPW)
- Emergency Social Services (ESS)
- BC Fire Commissioners Office, Emergency Management British



30

Columbia (EMBC)

- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Ministry of Environment (MOE)
- Emergency Operations Centre (EOC)



## FIRE - STRUCTURAL

### Possible Major Effects

- Casualties, injuries and fatalities
- Damage to building, roads, bridges and other infrastructure
- Disruption of traffic
- Disruption or loss of communications
- Disruption or loss of utilities
- Evacuation

| Action Steps                                                   | Lead Agency                 |
|----------------------------------------------------------------|-----------------------------|
| • Fire                                                         | LBFR, LBSAR                 |
| • Fatalities                                                   | RCMP, BCCS, LBSAR           |
| • Injuries                                                     | BCAS                        |
| • Damage to buildings, roads, bridges and other infrastructure | LBPW, MCMC                  |
| • Disruption or loss of utilities                              | LBPW, utility companies     |
| • Disruption or loss of communications                         | EOC, utility companies      |
| • Hazardous materials situations                               | LBFR, HAZMAT                |
| • Evacuation                                                   | RCMP                        |
| • Emergency lodging                                            | ESS                         |
| • Family registration/reunification                            | ESS                         |
| • Media/Public Information                                     | EOC, Communications Officer |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)

### Other Agencies/Services

- Royal Canadian Mounted Police (RCMP)
- BC Ambulance Service (BCAS)
- Hazardous Materials (HAZMAT)
- West Vancouver Fire Rescue (WVFR)
- West Vancouver School District 45 (WVSD45)
- Lions Bay Search & Rescue (LBSAR)
- BC Coroners Service (BCCS)



**Fire-Structural, cont.**

- Lions Bay Public Works (LBPW)
- Emergency Social Services (ESS)
- BC Fire Commissioners Office, Emergency Management British Columbia (EMBC)
- Provincial Emergency Program (PEP)
- Emergency Management British Columbia (EMBC)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Transportation (MOT)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Emergency Operations Centre (EOC)

## **FIRE – WILDLAND / INTERFACE**

### **Possible Major Effects:**

- Casualties, injuries and fatalities
- Evacuation
- Disruption of traffic
- Disruption or loss of communications
- Disruption or loss of utilities
- Property damage
- Public health issues



| Action Steps                                   | Lead Agency                 |
|------------------------------------------------|-----------------------------|
| • Fire                                         | LBFR, LBSAR                 |
| • Fatalities                                   | RCMP, LBSAR, BCCS           |
| • Injuries                                     | BCAS, LBSAR                 |
| • Damage to public property, roads and bridges | LBPW, MCMC, MOT             |
| • Disruption or loss of utilities              | LBPW, utility companies     |
| • Disruption or loss of communications         | EOC, utility companies      |
| • Hazardous materials situations               | LBFR, HAZMAT                |
| • Evacuation                                   | RCMP                        |
| • Emergency lodging                            | ESS                         |
| • Family registration/reunification            | ESS                         |
| • Media/Public Information                     | EOC, Communications Officer |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)
- Ministry of Forests (MOF)

### Other Agencies/Services

- Royal Canadian Mounted Police (RCMP)
- Hazardous Materials (HAZMAT)
- Lions Bay Search & Rescue Society (LBSAR)
- BC Ambulance Service (BCAS)
- BC Coroners Service (BCCS)

### Fire-Wildland/ Interface, cont.

- Lions Bay Public Works (LBPW)
- West Vancouver School District 45 (WVSD45)
- Emergency Social Services (ESS)
- Vancouver Coastal Health Authority (VCHA)
- Metro Vancouver (METRO)
- BC Fire Commissioners Office, Emergency Management British Columbia (EMBC)
- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Ministry of Transportation (MOT)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Environment (MOE)

- Emergency Operations (EOC)

## TRANSPORTATION ACCIDENT – Land / Water

### Possible Major Effects:

- Casualties, injuries and fatalities
- Hazardous materials situations
- Infrastructure damage, rail, road, bridges etc.
- Boating/ferry incident

| Action Steps    | Lead Agency                 |
|-----------------|-----------------------------|
| • Investigation | RCMP, CN, CCG, CANUTEC, TSB |



|                                                       |                             |
|-------------------------------------------------------|-----------------------------|
| • Fire                                                | LBFR, BCAS, CCG             |
| • Fatalities                                          | BCCS, RCMP, CCG, LBSAR      |
| • Injuries                                            | BCAS, CCG, LBFR, LBSAR      |
| • Damage to public property, rail, roads, bridges etc | LBPW, MCMC, MOT, CN         |
| • Disruption or loss of utilities                     | LBPW, utility companies     |
| • Disruption or loss of communications                | EOC, utility companies      |
| • Disruption of traffic                               | RCMP, LBPW, MCMC            |
| • Hazardous materials situations                      | LBFR, CN, CANUTEC, HAZMAT   |
| • Evacuation                                          | RCMP                        |
| • Emergency lodging                                   | ESS                         |
| • Family registration/reunification                   | ESS                         |
| • Media/Public Information                            | EOC, Communications Officer |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)
- Royal Canadian Mounted Police (RCMP)
- Canadian Coastguard (CCG)
- Canadian Transport Emergency Centre (CANUTEC)
- Transportation Safety Board (TSB)

### Other Agencies/Services

- BC Ambulance Service (BCAS)
- West Vancouver Fire Rescue (WVFR)
- Lions Bay Search and Rescue (LBSAR)

### Transportation Accident - Land/Water, cont.

- BC Coroners Service (BCCS)
- Hazardous Materials (HAZMAT)
- Lions Bay Public Works (LBPW)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Transportation (MOT)
- West Vancouver School District 45 (WVSD45)
- Emergency Social Services (ESS)
- BC Fire Commissioners Office, Emergency Management British Columbia (EMBC)
- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Ministry of Environment (MOE)

- Emergency Operations Centre (EOC)



## LANDSLIDE / DEBRIS TORRENT

### Possible Major Effects:

- Casualties, injuries and fatalities
- Damage to buildings, roads, bridges and other infrastructure
- Disruption or loss of utilities
- Disruption or loss of communications
- Flooding
- Fire and potential fire hazards
- Evacuations

| Action Steps                             | Lead Agency                      |
|------------------------------------------|----------------------------------|
| • Fire                                   | LBFR, LBSAR                      |
| • Fatalities                             | RCMP, BCCS, LBSAR                |
| • Injuries                               | BCAS, LBSAR                      |
| • Damage to buildings, roads and bridges | LBPW, MCMC, MOT                  |
| • Disruption or loss of utilities        | LBPW, utility companies          |
| • Disruption or loss of communications   | EOC                              |
| • Disruption of road/rail traffic        | RCMP, CN, MCMC, MOT              |
| • Hazardous materials situations         | LBFR, LBSAR, CN, CANUTEC, HAZMAT |
| • Evacuation                             | RCMP                             |
| • Emergency shelter                      | ESS                              |
| • Family registration/reunification      | ESS                              |
| • Media/Public Information               | EOC, Communications Officer      |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)
- Lions Bay Search and Rescue (LBSAR)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Transportation (MOT)

### Other Agencies/Services

- Royal Canadian Mounted Police (RCMP)

### Landslide/Debris Torrent, cont.



- BC Ambulance Service (BCAS)
- West Vancouver Fire Rescue (WVFR)
- Hazardous materials (HAZMAT)
- Canadian Transport Emergency Centre (CANUTEC)
- BC Coroners Service (BCCS)
- Lions Bay Public Works (LBPW)
- West Vancouver School District 45 (WVSD45)
- Emergency Social Services (ESS)
- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Ministry of Environment (MOE)
- Ministry of Transportation (MOT)
- Emergency Operations Centre (EOC)



## SEVERE WEATHER – Snow storm / Ice storm / Wind storm, etc.

### Possible Major Effects:

- Casualties, injuries and fatalities
- Disruption of traffic, road closures
- Damage to buildings, roads, bridges and other infrastructure
- Missing persons
- Disruption or loss of essential services
- Disruption or loss of utilities
- Disruption or loss of communications
- School closures
- Businesses closed
- Shortages of essential supplies, food, fuel etc

| Action Steps                                                   | Lead Agency                   |
|----------------------------------------------------------------|-------------------------------|
| • Fatalities                                                   | RCMP, BCCS, LBSAR             |
| • Injuries                                                     | BCAS, LBSAR                   |
| • Damage to buildings, roads, bridges and other infrastructure | LBPW, MCMC, MOT               |
| • Disruption or loss off essential services                    | ESS                           |
| • Disruption of traffic                                        | RCMP, LBPW, MCMC              |
| • Disruption or loss of utilities                              | LBPW, utility companies       |
| • Disruption or loss of communications                         | EOC, utility companies        |
| • Shelter in place                                             | RCMP, EOC, ESS, LBEPC, WVSD45 |
| • Emergency shelter                                            | ESS                           |
| • Family registration/reunification                            | ESS                           |
| • Media/Public Information                                     | EOC, Communications Officer   |

### Lead Agency

- Lions Bay Fire Rescue (LBFR)
- Emergency Social Services (ESS)
- Lions Bay Search & Rescue (LBSAR)

### Other Agencies/Services

- Royal Canadian Mounted Police (RCMP)
- BC Ambulance Service (BCAS)

## Severe Weather – Snow storm / Ice storm / Wind storm, etc, cont

- BC Coroners Service (BCCS)
- Lions Bay Public Works (LBPW)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Transportation (MOT)
- Emergency Social Services (ESS)
- Lions Bay Emergency Program Committee (LBEPC)
- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- West Vancouver School District 45 (WVSD45)
- Emergency Operations Centre (EOC)

## HAZARDOUS MATERIALS / DANGEROUS GOODS

### Possible Major Effects:

- Casualties, injuries and fatalities
- Explosion/fire
- Hazard to human life and well-being
- Contamination of soil and/or water
- Disruption of traffic
- Evacuation

| Action Steps                                                   | Lead Agency                 |
|----------------------------------------------------------------|-----------------------------|
| • Fire                                                         | LBFR                        |
| • Fatalities                                                   | RCMP, BCCS                  |
| • Injuries                                                     | BCAS, LBSAR                 |
| • Damage to buildings, roads, bridges and other infrastructure | LBPW                        |
| • Disruption or loss of utilities                              | LBPW, utility companies     |
| • Disruption or loss of communications                         | EOC, utility companies      |
| • Contamination                                                | VCH, MOE, LBPW, WVSD45      |
| • Disruption of traffic                                        | RCMP, LBPW, MCMC, MOT       |
| • Evacuation                                                   | RCMP, WVSD45                |
| • Emergency shelter                                            | ESS                         |
| • Family registration/reunification                            | ESS                         |
| • Media/Public Information                                     | EOC, Communications Officer |

### Hazardous Materials/Dangerous Goods, cont.



**Lead Agency**

- Lions Bay Fire Rescue (LBFR)
- Hazardous materials (HAZMAT)

**Other Agencies/Services**

- Royal Canadian Mounted Police (RCMP)
- BC Ambulance BCAS)
- Lions Bay Public Works (LBPW)
- Lions Bay Search & Rescue (LBSAR)
- West Vancouver School District 45 (WVSD45)
- Emergency Social Services (ESS)
- Vancouver Coastal Health (VCH)
- Miller Capilano Maintenance Corporation (MCMC)
- Ministry of Environment (MOE)
- Ministry of Transportation (MOT)
- Transportation Safety Board (TSB)
- BC Coroners Service (BCCS)
- Provincial Emergency Program (PEP)
- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Canadian National Railway (CN)
- Emergency Operations Centre (EOC)

**POLICE INCIDENT**

This covers a wide range of potential incidents, including “terrorism”.

**Possible Major Effects:**

- Casualties, injuries and fatalities
- Explosion and/or fire
- Disruption of traffic
- Disruption or loss of utilities
- Evacuation
- Damage to property
- Public health issues

| Action Steps                                                 | Lead Agency                         |
|--------------------------------------------------------------|-------------------------------------|
| • Fatalities                                                 | RCMP, BCCS, LBSAR                   |
| • Injuries                                                   | RCMP, BCAS, LBSAR                   |
| • Criminal Investigation                                     | RCMP                                |
| • Disruption of traffic                                      | RCMP, LBPW, MCMC, MOT               |
| • Explosion and/or fire                                      | LBFR, BCAS, LBSAR                   |
| • Disruption or loss of utilities                            | LBWW, utility companies             |
| • Hazardous materials situation                              | LBFR, CANUTEC, HAZMAT, LBSAR        |
| • Contamination of water supply or damage to other utilities | LBPW, VCHA, RCMP, utility companies |

**Lead Agency**

- Royal Canadian Mounted Police (RCMP)

**Other Agencies/Services**

- Lions Bay Fire Rescue (LBFR)
- BC Ambulance (BCAS)
- Lions Bay Search & Rescue (LBSAR)
- Lions Bay Public Works (LBPW)
- West Vancouver School District 45 (WVSD45)
- Emergency Social Services (ESS)
- Miller Capilano Maintenance Corporation (MCMC)
- Vancouver Coastal Health Authority (VCHA)

**Police Incident, cont.**

- Ministry of Transportation (MOT)
- BC Coroners Service (BCCS)



- Utility companies, BC Hydro, Fortis, Telus, Bell, Rogers, Shaw etc
- Provincial Emergency Program (PEP)
- Emergency Operations Centre (EOC)

## RECOVERY PHASE

Planning recovery operations during the response will shorten recovery time and reduce losses. There are three phases to the recovery period.

**Initial Response** – usually within 72 hours of impact, includes the following operations:

- Agency briefings and debriefings on ongoing basis as determined by the EOC Director
- Restore communications
- Disaster debris removal
- Infrastructure damage and safety inspections
- Identification and provision of reception centre's
- Emergency, repair of utilities.
- Emergency repair of buildings, roads, bridges and other infrastructure
- Coordination of provincial/federal damage assessments.
- Formation of initial recovery task force by EOC Director
- Support for evacuees
- Acquisition and provision of essential supplies to the community

**Short-Term Recovery** – 72 hours to 4 weeks, includes the following:

- Ongoing agency briefings and debriefings
- Security of municipal and private property
- Restoration of municipal and private utilities
- Ongoing provision of essential supplies to the community
- Restoration of social and health services.
- Restoration of normal civic services.
- Economic recovery, including business resumption.
- Continuation of recovery task force initiatives
- Building demolition

**Long-Term Recovery** - 4 weeks to several years, includes:

- Hazard mitigation.
- Completion of damage assessments
- Reconstruction of damaged municipal infrastructure and private property
- Implementation of long-term economic recovery.

## **APPENDICES**

- A. Lions Bay Emergency Plan Bylaw No. 409, 2009**
- B. Provincial Legislation Emergency Program Act**
- C. Glossary & Acronyms**
- D. Distribution List**
- E. Emergency Evacuation Plan**
- F. Village Of Lions Bay Emergency Contact List**
- G. External Resource Directory**



## **APPENDIX A: Lions Bay Emergency Plan Bylaw No. 409, 2009**

### **BYLAW NO. 409**

#### **EMERGENCY PLAN BYLAW**

**A bylaw to establish and operate a plan or scheme for preparedness, response and recovery in the case of emergencies pursuant to the provisions of the Emergency Program Act.**

**WHEREAS** the Council of the Village of Lions Bay is required to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disaster,

**AND WHEREAS** the Village of Lions Bay wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

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

#### **1. CITATION**

- 1.1. This Bylaw shall be cited as the Lions Bay Emergency Plan Bylaw No. 409, 2009.

#### **2. INTERPRETATION**

- 2.1. In this bylaw, "Act" means the Emergency Program Act.
- 2.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the Act.
  - 2.a) "Council" means the municipal council of the Village of Lions Bay,
  - 2.b) "Mayor" means that person elected by the Village of Lions Bay, and includes the person designated as acting mayor at the relevant time



when the "Mayor" is absent, or otherwise unable to act or when the office of the Mayor is vacant,

2.c) "declaration of a state of local emergency" means a declaration of the Council or the Mayor that an emergency exists or is imminent in the regional district,

2.d) "disaster" means a calamity that:

2.d.i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and

2.d.ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

2.e) "emergency" means a present or imminent event that:

2.e.i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and

2.e.ii. requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.

2.f) "Village of Lions Bay Emergency Management Organization" means the Emergency Program Committee, Emergency Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures.

### **3. EMERGENCY PROGRAM**

3.1. In accordance with the provisions of the Act, an Emergency Program, comprising of:

1.a) the Council,

1.b) an Emergency Program Committee, and

1.c) an Emergency Program Coordinator

is hereby established.

### **4. THE COUNCIL**



4.1. The Council is at all times responsible for the general direction

and control of the response of the Village of Lions Bay to an emergency or disaster, and in particular to:

- 1.a) declare a State of Local Emergency,
  - 1.b) delegate powers available under the Emergency Program Act, as required, and to monitor the use of such powers,
  - 1.c) establish any emergency policy and legislation necessary to facilitate the response to an emergency or disaster, and
  - 1.d) prepare an emergency plan respecting preparation for, response to, and recovery from an emergency or disaster.
- 4.2. Notwithstanding the provisions of subsection 4.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made every effort to obtain the consent of the other members of the Council.
  - 4.3. The Mayor and Council will appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.
  - 4.4. The Council will ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness.
  - 4.5. The Council will report the annual status of the emergency program to the Provincial Emergency Program.

## **5. EMERGENCY PROGRAM COMMITTEE**

- 5.1. The Emergency Program Committee is accountable to the Council.
- 5.2. The Emergency Program Committee shall comprise, at minimum:
  - 2.a) three members of Council including the Mayor
  - 2.b) the Chief Administrative Officer,
  - 2.c) the Emergency Program Coordinator,
  - 2.d) representatives of agencies having direct operational responsibilities during a major emergency, e.g. representatives of police, fire, administration, public works, Emergency Social Services (ESS), communications, search and rescue, health services, and ambulance, and
  - 2.e) such other members that the Council may determine.

5.3. The Emergency Program Committee must:

- 3.a) provide strategic direction and oversight to the Emergency Program Coordinator,
- 3.b) finalize the annual strategic plan and budget and present to the Council, and
- 3.c) approve emergency plans.

5.4. Subject to the approval of the Council, the Emergency Program Committee may:

- 4.a) make and amend its terms of reference, policies and procedures,
- 4.b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery,
- 4.c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services,
- 4.d) assess hazards, risks and vulnerability on an ongoing basis,
- 4.e) evaluate progress of the emergency program annually,
- 4.f) develop the annual strategic plan including recommending emergency program priorities, specifying procedures for implementation, budget and resource requirements,
- 4.g) maintain a staffing and support plan for the Emergency Operations Centre (EOC), and
- 4.h) maintain a training and exercise program.

**6. EMERGENCY PROGRAM COORDINATOR**



- 6.1. The Coordinator is accountable to the Emergency Program Committee.

6.2. The Coordinator is responsible to:

- 2.a) provide leadership and administration for the emergency program,
- 2.b) coordinate and/or supervise any sub-committees or work groups,
- 2.c) develop a Strategic Plan, action plans and budget,
- 2.d) maintain all emergency plans and documentation,
- 2.e) provide an annual status report on the level of preparedness,
- 2.f) coordinate a training and exercise program,
- 2.g) coordinate with other governments, non-government agencies, First Nations and private sector,
- 2.h) establish and maintain an Emergency Operations Centre, and
- 2.i) establish, coordinate and support volunteer programs.

**7. EMERGENCY RESPONSE**

- 7.1 The Emergency Management Program will conform to the "B.C. Emergency Response Management System" (BCERMS).
- 7.2 The Chief Administrative Officer or their designate shall be the Emergency Operations Centre (EOC) Director.
  - a) The EOC Director is authorized to expend Municipal funds which are not included in the financial plan of the Municipality, required for the preservation of life, health and the protection of property during an emergency or disaster, on the following basis:
    - i. following the declaration of an emergency by the Mayor and/or Council,
    - ii. up to an including \$10,000 at the discretion of the EOC Director, and
    - iii. an amount greater than \$10,000 at the discretion of Council.
  - b) Any expenditure made in accordance with subsection 7.2.a) must be presented to the Council in a report under the signature of the EOC Director.

## **8. LIABILITY**

- 8.1 As enabled by the Act, no person, including, without limitation, the Council, the Mayor, members of the Village of Lions Bay Emergency Management Organization, employees of the Village of Lions Bay, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:
- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
  - b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

## **9. EMERGENCY PLAN**

In accordance with Emergency Program Act, R.S.B.C. 1996, Chap 111 Section 6(4) "Local Authority Emergency Organization" the Council of the Village of Lions Bay authorizes the establishment of the Emergency Plan.



VILLAGE OF LIONS BAY  
Emergency Plan Bylaw No. 409, 2009

Page 7

10. REPEAL

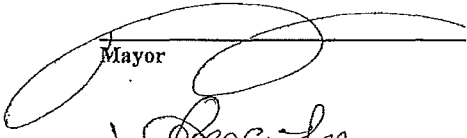
Bylaw No.120 (Feb. 6, 1984) is hereby repealed.

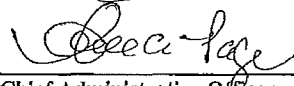
READ A FIRST TIME the 19<sup>th</sup> day of May, 2009.

READ A SECOND TIME the 19<sup>th</sup> day of May, 2009.

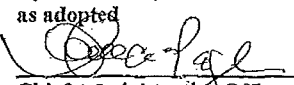
READ A THIRD TIME the 1<sup>st</sup> day of June, 2009.

ADOPTED the 15<sup>th</sup> day of June, 2009.

  
Mayor

  
for Chief Administrative Officer

Certified a true copy of  
Bylaw No. 409, 2009  
as adopted

  
Chief Administrative Officer

## APPENDIX B: Provincial Legislation

### EMERGENCY PROGRAM ACT

#### [RSBC 1996] CHAPTER 111

### Part 1 — Definitions and Application

#### Definitions

1 (1) In this Act:

"Declaration of a state of emergency" means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

"Declaration of a state of local emergency" means a declaration of a local authority or the head of a local authority under section 12 (1);

"Director" means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

"Disaster" means a calamity that

(a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

(b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

"Electoral area" means an electoral area as defined in the *Local Government Act*;

"Emergency" means a present or imminent event or circumstance that

(a) is caused by accident, fire, explosion, technical failure or the forces of nature, and

(b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;



"Government corporation" has the same meaning as in the *Financial Administration Act*, and includes the South Coast British Columbia Transportation Authority continued under the *South Coast British Columbia Transportation Authority Act* and any of its subsidiaries;

"Head of a local authority" means

(a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and

(b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

"Jurisdictional area" means any of the following for which there is a local authority:

(a) a municipality;

(b) an electoral area;

(c) a national park;

"Local authority" means

(a) for a municipality, the municipal council,

(b) for an electoral area in a regional district, the board of the regional district, or

(c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

"Local emergency plan" means an emergency plan prepared under section 6 (2);

"Provincial Emergency Program" means the Provincial Emergency Program continued under section 2 (1);

"Provincial emergency plans" means the emergency plans prepared under section 4 (1);



"Volunteer" means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.

(2) A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

## **Part 2 — Administration**

### **Provincial Emergency Program**

2 (1) The Provincial Emergency Program is continued.

(2) The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it under this Act or by the minister.

(3) A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

### **Committees**

3 (1) The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,

(a) are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

(b) may be paid remuneration for their services as the Lieutenant Governor in Council may order.

### **Powers and duties of minister**

4 (1) The minister must prepare emergency plans respecting preparation for, response to and recovery from emergencies and disasters.



(2) The minister may do one or more of the following:

- (a) conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;
- (b) make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;
- (c) make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities for the purposes of assisting in emergency prevention, preparedness and response;
- (d) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- (e) enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with emergency plans and programs;
- (f) review and recommend modification of local emergency plans of local authorities;
- (g) establish training and training exercise programs;
- (h) provide support to volunteers as prescribed in the regulations;
- (i) delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
  - (i) to make a declaration of a state of emergency,
  - (ii) to cancel a declaration of a state of emergency,
  - (iii) to cancel a declaration of a state of local emergency, or
  - (iv) to make an order under section 13 (2).

**Ministerial orders**

5 The minister may, by order, do one or more of the following:

- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
- (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;
- (d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
  - (i) the person engaging in any operation,
  - (ii) the person utilizing any process,
  - (iii) the person using property in any manner, or
  - (iv) any condition that exists or may exist on the person's land.

### **Local authority emergency organization**

6 (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.

(2) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2.1) For the purposes of subsection (2), a local authority that is the board of a regional district must ensure that it has one local emergency plan that applies, or 2 or more local emergency plans that in the aggregate apply, to all



of the electoral areas within the regional district.

(3) A local authority that is a municipal council or the board of a regional district must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters and, for that purpose,

(a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and

(b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain

(i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or

(ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district

(3.1) without limiting subsection (3), a local authority that is a municipal council or the board of a regional district may:

(a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and

(b) appoint a coordinator for each emergency management organization established by it under subsection (3).

(3.2) the minister may, by order, establish one or both of the following:

(a) if a local authority has not complied with subsections (2) and (2.1), the date by which the local emergency plan or plans required under those subsections must be prepared, with power to establish, for the board of a regional district, different dates for the preparation of local emergency plans for different electoral areas within the regional district;

(b) if a local authority has not complied with subsection (3), the date by which the emergency management organization or organizations required under that subsection must be

established, with power to establish, for the board of a regional district, different dates for the establishment of emergency management organizations for different electoral areas within the regional district.

(4) A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

### **Part 3 — Emergencies, Disasters and Declared Emergencies**

#### **Division 1 — Emergencies and Disasters**

##### **Implementation of Provincial emergency plans**

- 7 The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

##### **Implementation of local emergency plans**

- 8 (1) A local authority or a person designated in the local authority's local emergency plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in

(a) the jurisdictional area for which the local authority has responsibility, or

(b) any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.

- (2) If a Provincial emergency plan has been implemented under section 7, a local emergency plan may be implemented or its implementation may be continued under subsection (1) of this section if and to the extent that the local emergency plan is not in conflict with the Provincial emergency plan.



## **Division 2 — Declaration of State of Emergency**

### **Declaration of state of emergency**

- 9 (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.
- (2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.
- (3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.
- (4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.
- (5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

### **Powers of minister in declared state of emergency**

- 10 (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:
- (a) implement a Provincial emergency plan or any Provincial emergency measures;
  - (b) authorize a local authority to implement a local emergency plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;
  - (c) require a local authority for a municipality or an electoral area to implement a local emergency plan or emergency

measures for all or any part of the municipality or electoral area for which the local authority has responsibility;

(d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

(e) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;

(f) control or prohibit travel to or from any area of British Columbia;

(g) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia;

(h) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;

(i) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

(j) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;

(k) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;



(l) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

(2) After a declaration of a state of emergency is made under section 9 (1),

(a) the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and

(b) all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

### **Cancellation of declaration of state of emergency**

11 (1) When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area

## **Division 3 — Declaration of Local Emergency**

### **Declaration of state of local emergency**

12 (1) A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.



(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

(a) by bylaw or resolution if made by a local authority, or

(b) by order, if made by the head of a local authority.

(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

(4) Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

(a) forward a copy of the declaration to the minister, and

(b) cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

(5) Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

(6) Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

(7) Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.



## **Powers of local authority in declared state of local emergency**

13 (1) After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

(a) implement its local emergency plan or any local emergency measures;

(b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);

(c) subject to this section, authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).

(2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).

(3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

(4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

(5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.

(6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the administration of the *Community Charter*, but without obtaining the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

### **Cancellation of declaration of state of local emergency**

14 (1) The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

(2) The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

(a) cancel the declaration of a state of local emergency in relation to that part

(i) by bylaw or resolution, if the cancellation is effected by the local authority, or

(ii) by order, if the cancellation is effected by the head of the local authority, and

(b) promptly notify the minister of the cancellation of the declaration of a state of local emergency.

(3) A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

### **Notification of termination of declaration of state of local emergency**



15 (1) Immediately after the termination of a declaration of state of local

emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

(2) For the purposes of subsection (1), a declaration of a state of local emergency is terminated when

- (a) it expires under section 12 (5) or (6),
- (b) it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),
- (c) it is cancelled by bylaw, resolution or order under section 14 (2), or
- (d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

## **Part 4 — General**

### **Expenditures**

16 (1) Any expenditures under this Act considered necessary by the minister to implement a Provincial emergency plan or Provincial emergency measures, under section 7 or 10 (1) (a), may be paid out of the consolidated revenue fund without an appropriation other than this section.

(2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

### **Recovery of costs**

17 (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of

(a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and

(b) the amount demanded by the minister or head of a local authority.

(2) Nothing in subsection (1) relieves a person from any other liability.

### **Exemption from civil liability**

18 No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act, unless, in doing or omitting to do the act, the person was grossly negligent, or

(b) any acts done or omitted to be done by one or more of the persons who were, under this Act, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

### **Compensation for loss**

19 (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.

(2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be,



that took or authorized or directed the taking of the action may compensate the person for the loss in accordance with the regulations.

(3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Commercial Arbitration Act* and

(a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and

(b) the *Commercial Arbitration Act* applies to the dispute.

### **Disaster financial assistance**

20 (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.

(2) The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

### **Appeals to director on eligibility for disaster financial assistance**

21 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

(a) request additional information from the appellant;

(b) convene a hearing.

- (4) After conducting a review under subsection (3), the director may
  - (a) confirm the determination, or
  - (b) overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.
- (5) The director must inform the appellant of the decision reached under subsection (4).
- (6) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

### **Appeals to director on amounts of disaster financial assistance**

- 22 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the amount of that disaster financial assistance.
- (2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.
- (3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:
  - (a) request additional information from the appellant;
  - (b) convene a hearing.
- (4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.
- (5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.



**Repealed**

23 [Repealed 2003-7-14.]

**Variation of disaster financial assistance**

24 (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.

(2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an over payment within 60 days after being informed of the director's decision under section 22.

**Mandatory assistance**

25 (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.

(2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.

**Conflict**

26 Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

**Offence**

27 (1) A person commits an offence who

(a) contravenes this Act or the regulations, or



(b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed under this Act.

(2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

### **Power to make regulations**

28 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;

(b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;

(c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;

(d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;

(e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;

(f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;



(g) requiring persons to develop plans and programs in cooperation with one

or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by

- (i) the person engaging in any operation,
  - (ii) the person utilizing any process,
  - (iii) the person using property in any manner, or
  - (iv) any condition that exists or may exist on the person's land;
- (h) respecting the form and content of emergency plans;
- (i) in respect of any power available to a local authority under section 13 (1);
- (j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1).

## APPENDIX C: Glossary and Acronyms

|         |   |                                                        |
|---------|---|--------------------------------------------------------|
| BCAS    | - | British Columbia Ambulance Service                     |
| BCCS    | - | British Columbia Coroners Service                      |
| BCH     | - | BC Hydro                                               |
| BCERMS  | - | British Columbia Emergency Response Management System  |
| CANUTEC | - | Canadian Transport Emergency Centre                    |
| CBRNE   | - | Chemical, Biological, Radiological, Nuclear, Explosion |
| CCG     | - | Canadian Coastguard                                    |
| CF      | - | Canadian Forces                                        |
| CHLOREP | - | Chlorine Emergency Program                             |
| CN      | - | Canadian National Railway                              |
| DDR     | - | Disaster Debris Removal                                |
| DFA     | - | Disaster Financial Assistance                          |
| DFO     | - | Department of Fisheries & Oceans                       |
| DND     | - | Department of National Defence                         |
| DWFR    | - | District of West Vancouver Fire Rescue                 |
| DWV     | - | District of West Vancouver                             |
| DOC     | - | Department Operations Centre                           |
| DSFR    | - | District of Squamish Fire Rescue                       |
| E-COMM  | - | Emergency Communications                               |
| EOC     | - | Emergency Operations Centre                            |



EMBC - Emergency Management British Columbia

|        |   |                                           |
|--------|---|-------------------------------------------|
| EPC    | - | Emergency Program Committee               |
| ESS    | - | Emergency Social Services                 |
| ESSD   | - | Emergency Social Services Director        |
| GIS    | - | Geographical Information System           |
| GL     | - | Group Lodging                             |
| GPS    | - | Global Positioning System                 |
| GVRD   | - | Greater Vancouver Regional District       |
| HAZMAT | - | Hazardous Materials                       |
| HRVA   | - | Hazard Risk Vulnerability Analysis        |
| HUSAR  | - | Heavy Urban Search and Rescue             |
| IC     | - | Incident Commander                        |
| ICP    | - | Incident Command Post                     |
| ICS    | - | Incident Command System                   |
| IT     | - | Information Technology                    |
| JEPP   | - | Joint Emergency Preparedness Program      |
| JIBC   | - | Justice Institute of British Columbia     |
| JRCC   | - | Joint Rescue Coordination Centre          |
| LBBW   | - | Lions Bay Block Watch                     |
| LBFR   | - | Lions Bay Fire Rescue                     |
| LBPW   | - | Lions Bay Public Works                    |
| LBPWM  | - | Lions Bay Public Works Manager            |
| LBSAR  | - | Lions Bay Search & Rescue Society         |
| LGH    | - | Lions Gate Hospital                       |
| MAFF   | - | Ministry of Agriculture, Food & Fisheries |

|       |   |                                                   |
|-------|---|---------------------------------------------------|
| MCTS  | - | Marine Communications and Traffic Services        |
| MCMC  | - | Miller Capilano Maintenance Corporation           |
| MCFD  | - | Ministry of Children and Family Development       |
| METRO | - | Metro Vancouver                                   |
| MHSD  | - | Ministry of Housing and Social Development        |
| MOC   | - | Ministry Operations Centre                        |
| MOE   | - | Ministry of Environment                           |
| MOF   | - | Ministry of Forests                               |
| MOT   | - | Ministry of Transportation                        |
| NSEMO | - | North Shore Emergency Management Office           |
| OC    | - | Operations Centre                                 |
| PECC  | - | Provincial Emergency Coordination Centre          |
| PEP   | - | Provincial Emergency Program                      |
| PERCS | - | Provincial Emergency Radio Communications Service |
| PHAC  | - | Public Health Agency of Canada                    |
| PIO   | - | Public Information Officer                        |
| PREOC | - | Provincial Regional Emergency Operations Centre   |
| PSEPC | - | Public Safety and Emergency Preparedness Canada   |
| RC    | - | Reception Centre                                  |
| RCMP  | - | Royal Canadian Mounted Police                     |
| SAR   | - | Search & Rescue                                   |
| SLRD  | - | Squamish Lillooet Regional District               |



TEAP - Transportation Emergency Assistance Plan

|           |   |                                   |
|-----------|---|-----------------------------------|
| TSB       | - | Transportation Safety Board       |
| VCH       | - | Vancouver Coastal Health          |
| VLB, VOLB | - | Village of Lions Bay              |
| WSBC      | - | WorkSafe British Columbia         |
| WVFR      | - | West Vancouver Fire Rescue        |
| WVPD      | - | West Vancouver Police Department  |
| WVSD45    | - | West Vancouver School District 45 |
| YVR       | - | Vancouver International Airport   |

**Note:**

Not all of the above acronyms appear in the Emergency Plan but are included for reference purposes only.

## APPENDIX D: Distribution List

- ☐ Mayor and Council of Lions Bay
- ☐ Lions Bay CAO
- ☐ Lions Bay Emergency Program Coordinator
- ☐ Lions Bay Office Administrator
- ☐ Lions Bay Fire Rescue
- ☐ Lions Bay Search & Rescue Society
- ☐ Lions Bay Public Works Manager
- ☐ Lions Bay ESS Director
- ☐ Lions Bay Elementary School Principal
- ☐ BCAS
- ☐ North Shore Emergency Management Office
- ☐ PEP SW Region – Surrey
- ☐ PEP Provincial Headquarters – Victoria
- ☐ RCMP, North Vancouver & Squamish
- ☐ Vancouver Coastal Health
- ☐ DWV CAO
- ☐ DWV ESS Director
- ☐ DWV Police Department
- ☐ DWV Fire Rescue
- ☐ DWVSD 45
- ☐ Squamish Emergency Program Coordinator
- ☐ Metro Vancouver



## **APPENDIX E: Emergency Evacuation Plan**

### **Part I – References**

1. Village of Lions Bay Emergency Plan Bylaw
2. Village of Lions Bay Emergency Response and Recovery Plan
3. Emergency Program Act RSBC
4. Local Government Act RSBC
5. Fire Services Act (Fire Commissioner) RSBC
6. Health Act RSBC
7. Waste Management Act RSBC
8. Ministry of Energy and Mines Act RSBC

### **Part II – Introduction and Background**

This emergency evacuation plan has been developed to provide an organized community response for a complete or partial evacuation of Lions Bay in the event of a community disaster.

The Lions Bay Emergency Program Committee has completed a Hazard/Risk Vulnerability Analysis (HVRA) and has determined that circumstances which most likely may require a whole or partial evacuation of the community are as follows:

- Earthquake
- Landslide/debris flow
- Interface fire
- Multiple building structure fire



- Hazardous Materials Spill / Explosion / Fire
- Extreme Weather / Tidal Surge

The HVRA has identified certain areas within the community that may face a higher level of risk in certain types of disasters.

**Urban Interface Wildfires** – those areas contiguous to forested areas.

**Hazardous Materials Spill** – greatest concern is the commercial traffic on Highway 99 through the middle of the village and CN rail traffic.

**Landslides / Mudslides / Debris Torrent**

**Tidal Surge** – all waterfront properties, especially at times of extreme high tide.

### **Population at Risk**

The HVRA has also identified certain population groups which may require a higher level of assistance in the event of an evacuation:

- Children in school
- Daycare facilities
- People with disabilities and limited mobility
- People without transportation.

For the planning purposes, the following assumptions are presumed valid:

- When there is sufficient warning of an impending emergency or disaster, a significant portion of the population will spontaneously evacuate before being specifically directed to leave.
- Some people will refuse to evacuate, regardless of the threat.
- Some pet owners will refuse to evacuate unless arrangements have been made to care for their animals.
- While many of those who evacuate will find shelter with friends and relatives or simply arrange their own accommodation, a significant percentage of the population will require assistance in a reception centre or group



lodging facility.

### **Part III - CONCEPT OF OPERATIONS**

There are two considerations for implementing the Lions Bay Evacuation Plan:

- Lions Bay residents as EVACUEES
- Lions Bay as a host/receiver of evacuees from another neighbouring community.

Evacuation is the process of removing persons or domestic animals from an area that is or may pose a threat to life and limb, to an area of safety. Depending on the nature and scope of the event, evacuation may be local, affecting a single building or widespread, affecting the entire community.

To order a mandatory evacuation, the local authority must declare a State of Local Emergency as enabled under the Emergency Program Act. The local authority is the Mayor and Council (note: this authority cannot be delegated).

- Upon declaration of a State of Local Emergency, Council must forward a copy of the declaration to the Solicitor General for British Columbia.
- Have the details of the declaration published by a means of communication that the Mayor/Council considers the most likely to have the contents known to the majority of the people, e.g. by commercial radio or television announcement.

### **NO NOTICE EVACUATION**

An evacuation of people at risk from unique emergency situations that occur with little or no warning will be implemented on an adhoc basis. The individual responsible for it should be the Incident Commander at the scene of the emergency, with support from the EOC as needed. These types of evacuations are normally encountered through "routine" police and fire operations and do not require the full implementation of the Lions Bay Emergency Plan.

### **STAGES OF EVACUATION**

There are three stages in an evacuation process. A consistent format and process will alert the population at risk of potential evacuation because of the danger of a possible loss of life. People should be prepared to evacuate the area. An Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the

evacuation zone. The reality of the situation may however, require immediate action with very short notice.

An Evacuation Order can only be issued by the Mayor and Council.

### **Stage 1 – Evacuation Alert**

Alert the population at risk of the impending danger at this point, the movement of handicapped persons and others classed as vulnerable should become a priority.

Warning the population at risk can be done by the following methods:

- 2-person teams, going door to door, under the direction of the RCMP. Ideally they will have copies of the Evacuation Alert or each residence
- Radio and/or television broadcasts
- Audible signal, mobile public address or phone tree.

The Evacuation Alert should;

- Identify the hazard/emergency zone and travel routes
- Identify reception centre locations
- Advise the method of declaring the “rescind” and the procedures for the issue of controlled re-entry passes.

A copy of an Evacuation Alert form is attached as Appendix 1 (page 87)

### **Stage 2 – The Evacuation Order or Shelter In Place**

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately.

Police will enforce the Evacuation Order.

A copy of an Evacuation Order or Shelter In Place form is attached as Appendix 2 (page 87)

### **Stage 3 – Evacuation Order Rescind**



The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Notification might need to be reinstated.

A copy of an Evacuation Rescind is attached as Appendix 5 (page 87)

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- Recommendation for an evacuation will come from the Incident Commander on the scene.
- The Emergency Program Coordinator shall be notified when an Evacuation Order is implemented or anticipated.
- The decision to order an evacuation will be made by the mayor and council under the authority of Emergency Program Act.
- The lead agency responsible for implementing an evacuation order is the RCMP.
- Implementing the community response is the responsibility of the Emergency Program Coordinator.
- Opening Reception Centre's and/or Group Lodging(s) will be the responsibility of the Director of Emergency Social Services (ESS).
- Making the necessary notifications and coordinator with the Provincial Emergency Program will be the responsibility of the Emergency Program Coordinator.

## **COMMUNICATIONS**

Responsibility: Mayor and Council, Emergency Program Coordinator.

### **Alerting the Public**

The method of alerting the public will be dependent on the time available, the hazard area and resources available.

Options:

- Personal contact – going door-to-door
- Local TV and commercial radio
- RCMP, Fire Rescue and other vehicles using public address systems.
- School alert system.
- Telephone contact

The Evacuation Plan information to the public must include:

- Whether residents should evacuate or "shelter in place".
- Why they are being advised to evacuate or shelter.

- Whether this is an Alert or an Order.
- The evacuation route(s), including condition of roads.
- What to do if their vehicle breaks down.
- The location of reception centres
- Marshalling and pick up points for those in need of transportation.
- Estimated duration of the evacuation.

The rationale for instituting this simple procedure for dealing with an emergency evacuation is to ensure:

- The population at risk receives a clear and consistent message regardless of the emergency.
- The media receives a clear and consistent message regardless of the emergency.
- Responders are familiar with a clear and consistent approach and process regardless of the situation.

Ordering an evacuation of all or part of a community is a very serious step and requires very detailed planning.

***The Order to Evacuate should only be given after careful consideration of all the factors involved, with life safety the priority.***

### **Alerting Neighbouring Communities**

If it becomes necessary to evacuate large numbers of people from Lions Bay, it is imperative that the receiving neighbouring communities (Squamish and/or West Vancouver) people will be sent to be fully aware of the situation. An evacuation from Lions Bay to neighbouring communities will affect their response plans and advance notice must be given. Receiving communities would likely activate their own community emergency programs to react to the situation.

Notification responsibility: Mayor and Council

### **Evacuation Routes**

The Incident Commander and/or the Emergency Program Coordinator will select the best routes for evacuation from the threatened area. The best routes may have to be selected at the time of the incident. Notification of changes in the selected routes will be made to the EOC, ESS Director and field personnel. The following factors need to be considered:

- Most evacuees use their own personal transportation during an evacuation.
- The average vehicle occupancy is four persons.
  - Police/traffic management assessment will be necessary.



## **Traffic Control Points**

Responsibility: RCMP

Traffic control points will be established at key intersections and at access control points to major evacuation routes as needed. In some cases it may be necessary to control traffic on other routes to minimize the impact of the evacuation route.

### **Transportation**

Responsibility: Emergency Program Coordinator

In the event of an Evacuation Order, arrangements must be in place for those persons without transportation and people with special needs. Arrangements will be needed to ensure that transportation is available such as:

- Chartered buses – West Vancouver Blue Bus, Coast Mountain Bus, commercial coach operators.
- BC Ambulance and HandyDART for special needs.
- Chartered marine vessels – water taxis, etc.
- Chartered aircraft.

## **Marshalling and Pick Up Points**

For those being evacuated requiring transportation, marshalling and pickup points are as follows:

- Lions Bay Elementary School
- Lions Bay Village Hall
- Brunswick Beach Road @ Highway 99
- Kelvin Grove Road @ Highway 99
- Community Shuttle @ Lions Bay Avenue Underpass
- Lions Bay Marina

## **Access, Control and Security**

Responsibility: RCMP

As an area is being evacuated, access controls must be established. Security may be established by staffing Access Control Points and barricades at key locations on the perimeter. The objectives of Access Control are:

- To provide a controlled area from which an emergency evacuation will take place and prevent entry by unauthorized persons.
- To protect lives by controlling entry into a hazardous area.
- To maintain law and order in the hazard area.

Criteria for allowing entry into a closed area will be established for each incident.

- No Access: prohibits the public from entering the closed area. Authorized personnel only. Media personnel may be allowed access on a controlled basis.
- Limited access. Allows persons into closed areas according to access criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed and whether motor vehicles are allowed.

Security provisions will be carried out by police officers, auxiliary constables, special constables, designated volunteers and/or private security services.

## **Part IV – EMERGENCY RECEPTION CENTRES**

Responsibility: EOC and Director of ESS

*Note: detailed instructions on Reception Centre's are not part of this Evacuation Plan. Reception Centre Planning is covered under ESS – Reception Centre Operational Guidelines.*

The designated Emergency Reception Centre in Lions Bay is the Village Hall, located at 400 Centre Street.

Lions Bay residents as EVACUEES:

- Small-scale evacuation – response coordinated with Lions Bay ESS.
- Large-scale evacuation – response coordinated with West Vancouver and/or Squamish ESS.

Lions Bay as HOST/RECEIVER of evacuees:

- Activate the ESS Reception Centre in accordance with established Emergency Reception Centre Operational Guidelines.

Returning to their homes:

Upon issuing the "Evacuation Rescind" that evacuees may return to their homes, notify:

- Reception centres,
- Local media.

Provide transportation from the Reception Centre's for those who need it.

## **Part V – ADMINISTRATION AND LOGISTICS**

Responsibility: Village Administrator and Emergency Program Coordinator

Records will be required to track the status of the evacuation event. These records will include:



- PEP task number
- Records of costs and charges
- Event log

## **Logistics**

Records and details will be required for supply and procurement of essential equipment to meet operational and evacuee needs. These considerations include:

- Food
- Water and water trucks/trailers
- Beds and bedding
- Clothing
- Medical equipment and supplies
- Portable generators and lighting supplies
- Gas and diesel fuel
- Sanitation services
- Public works vehicles and equipment
- Police and firefighting vehicles

Moving equipment and supplies to and from the evacuation area will require coordination with commercial trucking/freight firms, provincial ministries and/or chartered marine vessels.

## **Mutual Aid Agreements**

The Village of Lions Bay has Mutual Aid Agreements for emergency assistance with the following:

- West Vancouver Fire Rescue

## **Part VI – EMERGENCY PLAN AND EMERGENCY EVACUATION PLAN DEVELOPMENT AND MAINTENANCE**

Responsibility: Emergency Program Coordinator

The Emergency Coordinator is required to review all emergency plans every six months. This review will include:

- Coordinating the necessary revisions to plans.
- Keeping the appendices current.
- Ensuring the implementation instructions are developed.



## **Part VII – APPENDICES – Evacuation Forms, Contact and Resource Lists**

|            |                                             |
|------------|---------------------------------------------|
| Appendix 1 | Form – Evacuation Alert                     |
| Appendix 2 | Form – Evacuation Order or Shelter In Place |
| Appendix 3 | Form - Evacuation Message & Instructions    |
| Appendix 4 | Evacuation Check List                       |
| Appendix 5 | Form – Evacuation Rescind                   |
| Appendix 6 | Village of Lions Bay Emergency Contact List |
| Appendix 7 | External Resource Directory                 |



**Appendix 1**  
**VILLAGE OF LIONS BAY**  
**EVACUATION ALERT**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

This **EVACUATION ALERT** is an important notification of the **POTENTIAL** danger that may arise due to a \_\_\_\_\_ in the **Village of Lions Bay** and/or surrounding area.

This evacuation alert is issued in order to notify residents of the potential for loss of life and/or property from unstable conditions.

Residents **must** prepare to leave the area under very short notice.

This alert may be followed by an immediate order to **EVACUATE** or **SHELTER IN PLACE** with more updated information on the condition, when an evacuation order is issued you **must** leave your property immediately.

You will find attached to this **EVACUATION ALERT** notification of evacuation routes which you must follow in the event that this **EVACUATION ALERT** is followed by an **EVACUATION ORDER**, please call \_\_\_\_\_ in the event that you need transportation from the area.

*Signature:* \_\_\_\_\_

*Local Authority:* **Mayor and Council, Village of Lions Bay**

*Legislation:* **Emergency Program Act (RSBC 1996)**  
**Chapter 111. Part 3, Division 2, 10 (1) (h)**

## Appendix 2

### VILLAGE OF LIONS BAY

#### EVACUATION ORDER or SHELTER IN PLACE

Date: \_\_\_\_\_ Time : \_\_\_\_\_

The **Village of Lions Bay** is advising the community of the imminent danger to the life and/or property of persons resident or present in the **Village of Lions Bay** and/or surrounding area. Based on this information, an *order pursuant to the Village of Lions Bay* to **SHELTER IN PLACE OR EVACUATE** these areas has been authorized by the Mayor and Council of the Village of Lions Bay.

**YOU MUST LEAVE THE AREA IMMEDIATELY: Yes / No**

\*\*\*\*\*

**YOU MUST SHELTER IN PLACE: Yes / No**

\*\*\*\*\*

**FOLLOW THE EVACUATION ROUTES PROVIDED**

**with the**

**EVACUATION ALERT**

Signature: \_\_\_\_\_

Local Authority: **Mayor and Council, Village of Lions Bay**

Legislation: **Emergency Program Act (RSBC 1996)**

**Chapter 111, Part 3, Division 2, 10 (1) (h)**



**THE RCMP WILL ENFORCE THIS EVACUATION**

**ORDER**

**Appendix 3**  
**VILLAGE OF LIONS BAY**  
**EVACUATION MESSAGE & INSTRUCTIONS**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Please read this message carefully**  
**and**  
**follow the instructions provided !**

**Due to a \_\_\_\_\_ event within the Village of Lions Bay and/or surrounding area you must evacuate the area immediately !**

**Please ensure you quickly secure your property and any belongings that you leave behind, access to all evacuated areas will be restricted and controlled by the RCMP.**

**Follow the directions on the EVACUATION ROUTE**

**Marshalling and Pick Up Points for those people who require transportation away from the area are as follows.**

Location 1: \_\_\_\_\_

Location 2: \_\_\_\_\_

Location 3: \_\_\_\_\_

Location 4: \_\_\_\_\_

Location 5: \_\_\_\_\_

**RCMP officers and other Agencies will be controlling traffic points to ensure a safe and effective evacuation process.**

Any evacuation rescind will be declared by Mayor and Council and released through the appropriate media channels.

## Appendix 4

### VILLAGE OF LIONS BAY

#### EVACUATION CHECKLIST (INTERNAL)

Date: \_\_\_\_\_ Recorded By: \_\_\_\_\_

**Notice(s) sent:**

**Evacuation Alert** . Yes / No. Time issued: \_\_\_\_\_

Area affected: \_\_\_\_\_

**Evacuation Order** Yes / No. Time issued: \_\_\_\_\_

Area Affected: \_\_\_\_\_

**Evacuation Message & Instructions.** Yes / No. Time issued: \_\_\_\_\_

Area affected: \_\_\_\_\_

**Evacuation Rescind.** Yes / No. Time issued: \_\_\_\_\_

Area affected: \_\_\_\_\_

**Notification of Evacuation Routes provided with Evacuation Alert form:** Yes / No

**Agencies involved:**

RCMP: Yes / No

Lions Bay Fire Rescue: Yes / No

Lions Bay Search & Rescue: Yes / No

Lions Bay Public Works: Yes / No

ESS: Yes / No

Other: \_\_\_\_\_



**Note:** Ensure all names, addresses and contact information of evacuees transported from Pick Up Points are recorded for future reference.

**Appendix 5**  
**VILLAGE OF LIONS BAY**  
**EVACUATION RESCIND**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The **Village of Lions Bay** advises that the imminent risk of danger to life and/or property in your area has diminished at this time.

The **EVACUATION ORDER**, *pursuant to* the **Village of Lions Bay** is therefore terminated and it is deemed safe to return to your property.

Further Evacuation Alerts or Orders may be reissued if deemed necessary.

*Signature:* \_\_\_\_\_

*Local Authority:* **Mayor and Council, Village of Lions Bay**

*Legislation:* **Emergency Program Act (RSBC 1996)**

**Chapter 111, Part 3, Division 2, 10 (1) (h)**

## Appendix 6

### Village of Lions Bay Emergency Contact List

#### Emergency Program Coordinator

(Position Vacant)

#### Chief Administrative Officer (CAO)

(Position Vacant)

Bus: 604-921-9333 Extension 101

Fax: 604-921-6643

#### Council

Mayor Karl Buhr

Cell: 604-562-8997

Email: [mayor.buhr@lionsbay.ca](mailto:mayor.buhr@lionsbay.ca)

Councillor Fred Bain

Cell: 604-341-5222

Email: [councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)

Councillor Ron McLaughlin

Home: 604-921-7138

Email: [councillor.mclaughlin@lionsbay.ca](mailto:councillor.mclaughlin@lionsbay.ca)

Councillor Helen Waterson

Cell: 778-988-3634

Email: [councillor.waterson@lionsbay.ca](mailto:councillor.waterson@lionsbay.ca)

Councillor Jim Hughes

Cell: 604-992-9842

Email: [councillor.hughes@lionsbay.ca](mailto:councillor.hughes@lionsbay.ca)

#### Public Works Manager

Nikii Hoglund

Cell: 604-834-2529

Bus: 604-921-9833

Fax: 604-921-6643

Emergency On-Call

Cell: 604-290-1498

#### Office Coordinator

Shawna Gilroy

Bus: 604-921-9333

Fax: 604-921-6643

#### Police

Squamish RCMP

Bus: 604-892-6100

Fax: 604-892-9217

#### Lions Bay Fire Rescue

Andrew Oliver, Fire Chief

Cell: 604-690-4908

Fax: 604-921-8555



**BC Ambulance**

|                                 |                     |
|---------------------------------|---------------------|
| Aaron Hersog, Acting Unit Chief | Cell: 778-868-7561  |
|                                 | Pager: 604-450-3034 |
| Brian Croston                   | Cell: 604-649-7451  |
|                                 | Home: 604-926-8324  |

**Lions Bay Search & Rescue**

|                                    |                     |
|------------------------------------|---------------------|
| Ed Langford, Senior Search Manager | Cell: 778-231-5344  |
| Martin Colwell                     | Cell: 604-816-4778  |
| Brent Calkin                       | Cell: 604-341-6176  |
| Sandro Frei                        | Cell: 604-725-3637  |
| Doug Brown                         | Cell: 778-990-5614  |
| Rob McLachlan                      | Cell: 604-376-6885  |
| Executive Pager                    | Pager: 604-650-2900 |

**Emergency Communications – Amateur Radio**

|               |                    |
|---------------|--------------------|
| Jan Schneider | Home: 604-921-7375 |
|---------------|--------------------|

**Lions Bay Emergency Social Services**

|              |                    |
|--------------|--------------------|
| Eileen Wilke | Cell: 604-365-5439 |
|--------------|--------------------|

**Village Commercial Hubs**

|                         |                   |
|-------------------------|-------------------|
| Lions Bay General Store | Bus: 604-921-6344 |
| Lions Bay Café          | Bus: 604-921-2208 |
| Lions Bay Marina        | Bus: 604-921-7510 |

**Block Watch Coordinator**

|             |                    |
|-------------|--------------------|
| Ruth Simons | Home: 604-921-6564 |
|             | Cell: 778-834-4292 |



## Appendix 7

### External Resource Directory

#### AIRCRAFT/ MARINE EMERGENCY

- Joint Rescue Coordination Centre (Victoria) 1-877-567-5111  
Cell - #727
- Canadian Coastguard 604-775-8919

#### AMBULANCE

**9-1-1**

- BCAS Non-emergency 604-872-5151
- BCAS Business Administration 604-660-6897
- Lions Bay Ambulance (BCAS) 604-921-9203

#### CATERERS

- Reel Appetites 604-929-5443
- Lions Bay General Store 604-921-6344
- Lions Bay Cafe 604-921-2208
- Salvation Army 604-988-7225
- Trolls Restaurant, Horseshoe Bay 604-921-7755

#### BC CORONERS SERVICE

- Fatality or incident 1-855-207-0637 (24 Hr)
- Regional Coroner 604-660-7718 (24 Hr)

#### HAZARDOUS MATERIALS/ DANGEROUS GOODS

- BC HAZMAT 1-877-326-2832
- Provincial Emergency Program 1-800-663-3456
- CANUTEC 604-666-5851
- Department of Fisheries & Oceans 604-666-0384
- Ministry of Environment 1-800-663-3456
- Entech Environmental Consultants 604-921-1932
- Canexus Chemicals (chlorine) 604-929-3441
- Superior Propane 604-800-2784



**FIRE COMMISSIONER**

1-888-988-9488

**FIRE DEPARTMENTS (Surrey Dispatch)****9-1-1**

- District of West Vancouver 604-925-7370
- North Vancouver District 604-980-7575
- North Vancouver City 604-980-5021
- Squamish 604-898-9666

**FOREST FIRES**

1-800-663-5555

- Squamish Forest District Office 1-604-898-2100

**FUEL SUPPLIERS**

- Lions Bay Marina 604-921-7510
- Sewell's Marina, Horseshoe Bay 604-921-3474
- Westmount Chevron, West Vancouver 604-922-6211

**HOTELS AND MOTELS**

- Horseshoe Bay Motel 604-921-7454
- Sea To Sky Hotel (Squamish) 604-898-4874
- Lonsdale Quay Hotel (North Vancouver) 604-986-6111
- Grouse Inn (North Vancouver) 604-988-7101
- Best Western (North Vancouver) 604-987-8185
- Holiday Inn (North Vancouver) 604-985-3111

**MARINAS**

- Lions Bay Marina 604-921-7510
- Sunset Marina 604-921-7476
- Sewell's Marina, Horseshoe Bay 604-921-3474

**MEDIA – Radio**

- Mountain FM 107.1 1-877-450-6397
- CBC 690 AM 604-662-6801
- CKNW 980 AM 604-331-2711
- News 1130 AM 604-873-2599

**MEDIA – TV**

- CBC 604-662-6801
- Global BC 604-420-2288
- CTV 604-609-5800
- OMNI (Channel M) 604-678-3820

## **MEDIA – Print**

- Vancouver Sun 604-605-7381
- Vancouver Province 604-605-7381
- North Shore News 604-985-2131
- North Shore Outlook 604-903-1000
- Squamish Chief 604-892-8483

## **MEDICAL – Hospitals**

- Squamish General 604-892-5211
- Lions Gate Hospital 604-988-3131
- Vancouver General Hospital 604-875-4111
- St. Paul's Hospital 604-806-8016
- BC Children's Hospital 604-875-2345
- BC Women's Hospital 604-875-2424

## **MEDICAL – Clinics**

- Sea To Sky Walk In Clinic (Squamish) 1-604-898-5555
- Squamish Medical Clinic 778-773-0592
- Caulfield Village Medical Clinic (West Van) 604-925-4448
- Park Royal Medical Clinic (West Van) 604-922-7390

## **MEDICAL – Pharmacies**

- Pharmasave (Caulfield Village, West Van) 604-926-5331
- London Drugs (Park Royal, West Van) 604-448-4844
- Shoppers Drug Mart (Squamish) 1-604-892-5258

## **MEDICAL – Community Health**

- Vancouver Coastal Health 604-988-6758
- Medical Health Officer 604-983-6701



**MEDICAL – Misc.**

- BC Nurse Line 8-1-1 or 604-215-4700
- BC Nurse Line (Hearing Impaired) 1-889-215-4700
- BC Poison Control 604-682-5050
- Crisis Line 9-1-1 or 604-872-3311
- Children's Help Line 9-1-1 or 310 1234

**POLICE**

(no area code required)

- RCMP (Squamish) 604-892-6100
- Police (West Vancouver) 604-925-7313
- RCMP NV 604-985-1311
- CN Rail Police 1-800-465-9239
- Transit Police (HQ) 604-515-8300

**TRANSPORTATION – Buses**

- Coast Mountain Bus (dispatch) 604-953-3333
- West Vancouver Blue Bus 604-985-7777
- HandiDart/Community Shuttle 604-575-6600
- Greyhound Canada 604-683-8133

**TRANSPORTATION – Marine**

- BC Ferries (Horseshoe Bay) 604-921-7414
- BC Ferries (Head Office) 250-381-1401
- Mercury Water Taxi 604-878-8847
- Cormorant Water Taxi 604-250-2630
- Coastal Water Taxi (Campbell River) 250-287-7525

**TRANSPORTATION – Aviation**

- Westcoast Air 604-606-6800
- Harbour Air 604-274-1277
- Helijet 1-800-665-4354
- Talon Helicopter 604-214-3585
- Black Tusk Helicopter (Squamish) 1-604-898-4800

**TRANSPORTATION – Rail**

- CN RAIL 24/7 Emergency 1-800-465-9239
- Rocky & Whistler Mountaineer 604-606-7200

**TRANSPORTATION – Road**

- Ministry of Transportation Info Line 1-800-550-4997

- Miller Capilano Maintenance Corporation 604-892-1010

## TRANSPORTATION – Taxis

- Northshore Taxi 604-987-7171
- Sunshine Cabs 604-929-1221
- Squamish Taxi 1-604-567-1111
- Howe Sound Taxi 1-604-898-8888

## GOVERNMENT – Municipal

- **District of West Vancouver** 604-925-7000
- Engineering 604-925-7101
- After hours 604-925-7100
  
- **North Vancouver District** 604-990-2311
- Engineering 604-990-2450
- After hours 604-990-3666
  
- **North Vancouver City** 604-985-7761
- Engineering 604-987-7155
- After hours 604-988-2212
  
- **North Shore Emergency Management Office – 24/7** 604-969-7000

## GOVERNMENT – Provincial

- PEP – SW Region Office 604-586-4390
- PEP – 24/7 1-800-663-3456
- Conservation Officer 1-877-952-7277
- Ministry of Environment 604-582-5200



**WEST VANCOUVER SCHOOL DISTRICT 45**

|                          |              |
|--------------------------|--------------|
| School Board Office      | 604-981-1000 |
| Lions Bay Elementary     | 604-921-8311 |
| Gleneagles Elementary    | 604-981-1360 |
| Rockridge Secondary      | 604-981-1300 |
| West Vancouver Secondary | 604-981-1100 |
| Sentinel Secondary       | 604-981-1130 |
| Collingwood Junior       | 604-925-8375 |
| Collingwood Senior       | 604-925-3331 |
| Mulgrave                 | 604-922-3223 |

**UTILITIES****BC Hydro**

- Customer Service 604-224-9376
- 24/7 Trouble reporting 1-888-769-3766

**Fortis**

1-800-667-0123

**Other****Telus**

- Repair Service 611
- Telus Internet 1-877-310-4638

**Shaw Cable**

604-629-3000

**Bell**

1-800-663-9911

**Rogers**

1-855-381-7834

**POTABLE WATER SUPPLIERS**

- Allied Water Services 604-467-8628
- Polaris Water 604-606-1903

**WEATHER****Weather Network Stormline**

1-800-463-9463

### **Village of Lions Bay Emergency Plan Revision Dates**

2010 – Unknown author

2012 – Unknown author

2015 – LEONARD TECH SERVICES  
Chris Leonard, C Tech, ASTT  
Email: [cl21927@telus.net](mailto:cl21927@telus.net)  
Cell: 604-317-4803



Intentionally Blank





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                                       |                     |  |
|-------------------|-----------------------------------------------------------------------|---------------------|--|
| <b>Type</b>       | <b>Request for Decision</b>                                           |                     |  |
| <b>Title</b>      | <b>Board of Variance Bylaw No. 502, 2016 (3<sup>rd</sup> Reading)</b> |                     |  |
| <b>Author</b>     | <b>Peter DeJong</b>                                                   | <b>Reviewed By:</b> |  |
| <b>Date</b>       | <b>May 31, 2016</b>                                                   | <b>Version</b>      |  |
| <b>Issued for</b> | <b>June 7, 2016 Council Meeting</b>                                   |                     |  |

### Recommendation:

- (1) THAT Board of Variance Bylaw No. 502, 2016 be given third reading; and
- (2) THAT staff post notice of a Request for Expressions of Interest to sit on the Board of Variance and to bring any such Expressions of Interest back to Council for the June 21, 2016 meeting.

### Attachments:

- (1) Amended Draft Board of Variance Bylaw No. 502, 2016;

### Key Information:

At the May 17, 2016 regular meeting, Council gave Board of Variance Bylaw No. 502, 2016 ("Bylaw No. 502") first and second readings and referred it to the current Board of Variance members for comment. Council also resolved that the current Board members be asked if they are interested in being reappointed to the Board.

Staff referred the Bylaw No. 502 to the Board and received a few comments back. These have been taken into consideration in the tracked changes, amended version of Bylaw No. 502 attached to this report, along with additional comments from the Building Inspector. The most substantive changes involve softening the requirements of section 8.3 in terms of what plans and documents are necessary to submit with an application to the Board.

It was noted by one of the Board members that the original requirements may be too onerous for some situations. This was corroborated by the Building Inspector, who advised that some of the steps required prior to making an application to the Board can and often



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

are performed by the Building Inspector. Therefore, in some cases, the necessary information for the Board to make a decision has been compiled by the Building Inspector.

In other cases, surveys, plans or other documents may already be in the file and the applicant need not necessarily get a new document from a registered professional. Flexibility to account for the circumstances of each case has been inserted, but with a proviso that the Board may require surveys, plans or other documents to be certified by a registered professional, such as a BC Land Surveyor, an architect or an engineer.

Not all of the current Board of Variance members indicated they would like to be re-appointed to the Board. Accordingly, staff recommends posting notice of a Request for Expressions of Interest to sit on the Board of Variance and to bring any such Expressions of Interest back to Council for the June 21, 2016 meeting where Council can appoint/re-appoint the members of the Board on the same date it considers adoption of Bylaw No. 502. On that date, Council will also be asked to appoint the Secretary to the Board.

### **Options:**

- (1) Approve the recommendations above;
- (2) Refer Bylaw No. 502 back to staff for amendment or further research before returning it for consideration of 3<sup>rd</sup> reading;
- (3) Direct staff to undertake a process other than recommendation (2) at the beginning of this report.

**Preferred Option:** Option 1 is the preferred course of action.

**Legal Considerations:** The municipality must have a Board of Variance and the draft bylaw presented takes into account recent changes to the *Local Government Act*. Council will need to appoint / re-appoint three (3) people to the Board of Variance for a term of 3 years. The term may be extended until such time as a replacement Board member is appointed. Best practices dictate that appointments to bodies of this nature should be advertised to the general community prior to Council making such appointments.

**Follow Up Action:** Staff will bring Board of Variance Bylaw No. 502 back for consideration of adoption at the June 21, 2016 meeting. Consideration of adoption and appointments / re-



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

appointments, including the appointment of a Secretary to the Board, would take place at the following meeting.

**Communication Plan:** Requests for Expressions of Interest in sitting on the Board would be posted on the Notice Boards, the Village Website and in the Village Update.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Board of Variance**

### **Bylaw No. 502, 2016**

**Adopted:**

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

---

## **Bylaw No. 502, 2016**

### **Board of Variance**

A bylaw to establish and set the procedure for a Board of Variance.

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

#### **1. CITATION**

1.1 This bylaw may be cited for all purposes as “Board of Variance Bylaw No. 502, 2016”

#### **2. REPEAL**

2.1 “Board of Variance Bylaw No. 6” is hereby repealed and the appointments of the existing Board members are hereby rescinded.

#### **3. ESTABLISHMENT**

3.1 The Board of Variance is hereby established in accordance with the provisions of the *Local Government Act*.

#### **4. INTERPRETATION**

4.1 In this Bylaw:

“Adjacent Land” means land which is on either side of the subject property, as well as land touching the rear boundary of the subject property and land which is across the street from the subject property;

“Board” means the Village of Lions Bay Board of Variance;

“Building” has the same meaning as in Village of Lions Bay Building Bylaw No. 234, 1994, as amended;

“Building Inspector” has the same meaning as in Village of Lions Bay Building Bylaw No. 234, 1994, as amended;

“Chair” means the Chair of the Board of Variance;

“Village” means the Village of Lions Bay;

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

“Secretary” means the Secretary to the Board of Variance appointed under this bylaw;

“Structure” has the same meaning as in Village of Lions Bay Building Bylaw No. 234, 1994, as amended;

## **5. APPOINTMENT OF BOARD MEMBERS**

- 5.1 The Board shall consist of three (3) members appointed by the Village of Lions Bay Council.
- 5.2 The Board shall elect one of their members as Chair, who may appoint an acting Chair to preside in the absence of the Chair.
- 5.3 Each Board member shall hold office for a term of three (3) years or until a successor is appointed, but a member may be re-appointed for a further term or terms.

## **6. SECRETARY TO THE BOARD**

- 6.1 The Council shall appoint a Secretary to the Board of Variance.
- 6.2 The Secretary shall:
  - (a) receive applications ~~appealing~~ to the Board of Variance and prepare agendas on behalf of the Board;
  - (b) establish with the Board Chair the dates for meetings of the Board;
  - (c) circulate notices of applications in accordance with the requirements of the *Local Government Act* and this bylaw.

- (d) attend, or appoint a designate to attend, meetings of the Board, record minutes of meetings, and record the meetings on audio, attend to the processing of any correspondence arising from the Board meetings, including notification of Board decisions to applicants and Village staff, and ensure adopted minutes are signed by the Secretary and the Chair;
- (e) maintain a record of all decisions and orders of the Board and ensure that the record is available for public viewing at the Municipal Hall during regular business hours and on the Municipal website; and
- (f) act as the Coordinator under the *Freedom of Information and Protection of Privacy Act* ("FIPPA") with respect to the Board of Variance and the Corporate Officer of the Village shall act as the FIPPA Head for the Board.

## **7. MEETINGS**

- 7.1 A meeting of the Board shall be held within forty (40) days after the date of receipt of ~~the notice of appeal~~ an application unless an extension is allowed by written consent by the applicant.
- 7.2 A meeting of ~~the~~ the Board shall be convened by the Chair on the date of the hearing and at the time set out in the notice, provided a quorum of two (2) Board members is present.
- 7.3 If a quorum is not present within fifteen (15) minutes of the scheduled time for the hearing, the Secretary, or his or her designate, must:
  - (a) record the names of the member present;
  - (b) advise any applicants and persons in attendance that the hearing must adjourn due to lack of quorum and of the date, time and place to reconvene the hearing; and
  - (c) adjourn the hearing.
- 7.4 All meetings and deliberations of the Board shall be open to the public.

**8. APPLICATIONS**

- 8.1 The Board of Variance shall hear and determine applications to the Board in accordance with this bylaw and the *Local Government Act*.
- 8.2 A person seeking relief from the Board of Variance shall complete an application to the Board and submit it to the Secretary in substantial accordance with the form attached hereto as Schedule "A".
- 8.3 An application to the Board of Variance shall:
- (a) state clearly the grounds upon which the application is based, including:  
~~the grounds upon which the application is based;~~
    - (i) the relief from the bylaw or from statutory compliance which is sought;
    - (ii) the hardship to the applicant if the relief is not granted;
  - (b) meet the requirements of subsections 8.3 (b) (i) ~~and (ii)~~ and include such further plans and technical information as the applicant considers advisable or ~~Secretary~~the Board deems necessary to support the application including, but not limited to, the following:
    - (i) a Title Search Print dated within 30 days of the application and copies of all registered non-financial encumbrances noted thereon (*required*);
    - (ii) a site plan showing the location of all Buildings and Structures, or proposed Buildings or Structures, on the subject property, preferably prepared and signed by a BC Land Surveyor ~~prepared and signed by a BC Land Surveyor (required);~~
    - (iii) A floor plan showing space uses and door and window locations, preferably signed by an architect or structural engineer, ~~signed by an architect or structural engineer (required for existing and proposed);~~
    - (iv) a Building or Structure elevation plan for height variance applications, preferably certified by an architect or structural engineer; certified by



~~an architect or structural engineer (required for height variance applications);~~

- (v) a geotechnical engineer's report with respect to drainage, topography, and other geotechnical considerations (if required by the Board due to circumstances giving rise to potential geotechnical issues);

provided that the Board may require surveys, plans or other documents be provided and to be certified by the appropriate registered professional;

- (vi) an explanation as to that portion of the proposed work that:

- A. does not comply with a bylaw respecting the siting, dimensions or size of a Building or Structure; or
- B. constitutes an alteration to a Building or Structure containing a non-conforming use, and the nature of that non-conforming use;

~~(vii) a site plan showing the location of all trees on the applicant's property for which a cutting or removal permit has been denied;~~

~~(viii)~~

~~(ix) a subdivision servicing requirement under the Local Government Act;~~

- (c) be accompanied by a non-refundable application fee in the sum specified in Fees and Charges Bylaw No. 462, 2014, as amended.

- 8.4 Where an application is based on a determination of value of a non-conforming property damaged or destroyed, made by a Building Inspector pursuant to the *Local Government Act*, the application shall be filed no later than thirty (30) days after the applicant has been advised in writing of such determination.

## **9. NOTICE OF HEARING**

- 9.1 The Secretary shall, not less than ten (10) calendar days before the hearing of an application under this bylaw, mail or deliver via electronic transmission or otherwise, notice of the hearing to:

- (a) the members of the Board;

(b) the applicant;

(c) the registered owner(s), as shown on the last revised assessment roll, all occupiers of the subject property, and the owners and occupiers of all Adjacent Lands; ~~and~~

(d) the Building Inspector whose determination or denial is being appealed; and-

~~(d)~~(e) the Corporate Officer of the Village.

9.2 The notice of the hearing shall state the date, place, and time of the hearing and shall state the subject matter of the application. All hearings shall take place at the Village Council Chambers or the Village Hall.

9.3 Public notice of a hearing shall be given by publishing the date, time and place of the hearing, along with a statement of the subject matter of the application, on the notice boards ~~-at~~ the Village Office and the post office, and on the Village website not less than twenty-four (24) hours before the date and time of the hearing.

9.4 The Secretary shall upon receipt of any notice of application or of any written evidence entered before the hearing including staff reports, permit the same to be inspected at the Secretary's office during regular office hours.

## **10. CONDUCT OF HEARING**

10.1 A quorum for the Board shall be two (2) members. In the absence of the Chair, and provided that he has not appointed an Acting Chair, the remaining members may appoint one or the other as an Acting Chair for the duration of the hearing.

10.2 Any owner or occupier of Adjacent Lands, who believes that their interest is affected by the application is entitled to be heard at the hearing, and is entitled to be represented by a solicitor or by an agent duly appointed in writing.

10.3 Any person represented in accordance with Section 10.2, whether or not also attending in person, shall be deemed to be a party attending the hearing.

10.4 The Village, through any of its officers or employees, or by its solicitor, is entitled to be heard as a party attending the hearing.

- 
- 10.5 The Board may elect, at their discretion, to hear any other person who maintains their interest in land is affected by the application.
- 10.6 If a Board member is a person described in section 9.1 (b) or (c), then he or she must declare a conflict of interest and recuse themselves from hearing and deciding the application. ~~A Board member cannot sit on his or her own application.~~
- 10.7 Evidence at a hearing may be given orally or in writing, but the Board shall not hear oral evidence except at a regularly constituted hearing of the subject matter of that evidence.
- 10.8 The applicant shall be afforded the first opportunity to present his or her evidence and arguments, thereafter evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded a reasonable opportunity to be heard.
- 10.9 The Board may adjourn a hearing and no further notice of the hearing is required if the date, time and place for its resumption are stated to those present at the time of adjournment, failing which notice must be given in accordance with section 9 of this bylaw.
- 10.10 The Board may view the property affected by the application and surrounding properties, but no member of the Board shall discuss the merits of the application with any person who is not a member of the Board other than the Secretary or a solicitor acting on behalf of the Board, outside of an open meeting duly constituted to consider the application.
- ~~10.11 No member of the Board shall discuss the merits of the application with any person who is not a member of the Board or the Secretary, before the Board has reached a decision.~~
- 10.1~~2~~1 If the applicant, or his or her representative:
- (a) is unable to attend on the scheduled meeting date, he or she must provide the Secretary with at least three (3) days notice in advance, whereupon the Secretary and the Board Chair will reschedule the meeting and provide notice accordingly;

- (b) fails to provide the requisite notice in advance that neither he or she, nor a representative, is able to attend, the Board may proceed to decide the application in the absence of the applicant.

## **11. DECISION**

11.1 Subject to section 90 of the *Community Charter*, all deliberations of the Board must be in open meeting.

11.2 The Chair is entitled to vote on all matters and any Board member who abstains from voting is deemed to have voted in favour of the motion.

11.23 The decision of the majority shall be the decision of the Board, provided that where the votes of the members present, including the vote of the Chair or Acting Chair, are equal for and against allowing an application, the application shall be denied.

11.34 The Secretary shall, within ten (10) days of a decision, enter that decision in the record maintained at the Village office, and shall send by mail or otherwise deliver the written decision of the Board to the applicant, to all persons who made representation at the hearing, and to the Village Building Inspector.

11.45 A decision of the Board may contain such conditions as the Board deems advisable under the circumstances, including a time limit within which to complete the specified work.

## **12. GENERAL**

12.1 Subject to the provisions of this bylaw, the Board may provide for such additional procedures as it considers necessary to ensure procedural fairness with respect to an application.

12.2 Wherever the singular or masculine is used in this bylaw, the same shall be construed to mean the plural or feminine or body corporate as the context may require.

12.3 If any word, phrase, clause, sentence, subsection or section in this bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, the word,

phrase, clause, sentence, subsection or section shall be severed from the bylaw and the remainder of the bylaw shall be deemed to have been adopted without the severed word, phrase, clause, sentence, subsection or section.

**READ A FIRST TIME** **May 17, 2016**

**READ A SECOND TIME** **May 17, 2016**

**READ A THIRD TIME** **x**

**ADOPTED** **x**

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

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

**Certified a true copy of Board of Variance  
Bylaw No. 502, 2016 as adopted.**

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

**Schedule "A"****Village of Lions Bay  
Board of Variance Application Form**

I hereby apply for a hearing before the Board of Variance for:

|                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LAND SUBJECT OF THE APPLICATION</b>                                                                                                                   |
| Street Address:                                                                                                                                          |
| Legal Description:                                                                                                                                       |
| Zoning:                                                                                                                                                  |
| <b>OWNER/CONTACT INFORMATION</b>                                                                                                                         |
| Full Name(s) of Property Owner(s):                                                                                                                       |
| Full Name of Owner's Authorized Representative (if applicable):                                                                                          |
| Address to Which Notices Should be Mailed:                                                                                                               |
| Daytime Phone # of Owner or Authorized Representative:                                                                                                   |
| Name of Person Who Will Represent Applicant at the Hearing:                                                                                              |
| <b>TYPE OF APPLICATION (Complete Applicable Section)</b>                                                                                                 |
| <b>A. VARIANCE OF BYLAW RESPECTING SITING, SIZE OR DIMENSION OF A BUILDING OR STRUCTURE [s.540(a)(i)]</b>                                                |
| Bylaw Name/Number & Section(s) <del>Appealed</del> <u>from which relief is sought:</u>                                                                   |
| Variance From (current requirement):                                                                                                                     |
| To (new requirement requested):                                                                                                                          |
| <b>B. EXEMPTION FROM PROHIBITION OF A STRUCTURAL ALTERATION OR ADDITION TO A BUILDING OR STRUCTURE WITH A NON-CONFORMING USE [s.540(c) and s.531(1)]</b> |
| Bylaw Name/Number & Section(s) Which Previously Permitted Use:                                                                                           |
| Bylaw Name/Number & Section(s) Which Resulted in Legal Non-Conforming Status:                                                                            |

|                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continuing Non-Conforming Use:                                                                                                                                                        |
| Structural Alteration or Addition Desired:                                                                                                                                            |
| <i>Note: If alteration or addition will result in a structure contrary to current bylaw siting, size or dimension requirements, also complete Section A.</i>                          |
| <b>C. APPEAL OF BUILDING INSPECTOR'S DETERMINATION OF DAMAGE TO NON-CONFORMING BUILDING [s.532(1) and s.544]</b>                                                                      |
| Date of Building Inspector's Determination (application must be filed within 30 days):                                                                                                |
| Summary of Building Inspector's Determination (copy attached):                                                                                                                        |
| Determination Requested of Board:                                                                                                                                                     |
| <b>D. EXEMPTION TO RELIEVE HARDSHIP FROM EARLY TERMINATION OF LAND USE CONTRACT [s.543]</b>                                                                                           |
| Bylaw Name(s)/Number(s) & Section(s) from which relief is sought:                                                                                                                     |
| Variance From (current requirement):                                                                                                                                                  |
| To (new requirement requested):                                                                                                                                                       |
| <b>STATEMENT OF HARDSHIP</b> (not required for Type C applicants)                                                                                                                     |
| I allege that compliance with either the bylaw or section 531(1) [strike one] would cause me hardship by:                                                                             |
| (attach additional pages if necessary)                                                                                                                                                |
| <b>TIME REQUIRED TO COMPLETE</b>                                                                                                                                                      |
| Respecting Type A or B applications, the Board may specify a time for completion of the construction of the Building or Structure permitted by the minor variance or exemption, after |

which the permission or exemption would terminate. If your application is permitted, when do you expect to complete the work?

### ADDITIONAL INFORMATION/REASONS SUPPORTING THE APPLICATION

(Attach additional pages if required)

### ATTACHMENTS

#### Fee and Title Documents:

- ☐ A Non-refundable application fee of \$500.00 (cash or cheque), payable to the Village of Lions Bay.
- ☐ A Title Search Print dated within 30 days of the application and copies of all registered non-financial encumbrances noted thereon.

#### Drawings ~~(all must be to scale)~~ Which May be Required:

- ☐ A site plan showing the location of all Buildings and Structures, or proposed Buildings or Structures, on the subject property, preferably prepared and signed by a BC Land Surveyor ~~(Minimum Scale 1:100 (1"=20'))~~.
- ☐ A floor plan (for existing and proposed Buildings) showing space uses and door and window locations, preferably certified by an architect or structural engineer.
- ☐ A Building or Structure elevation plan preferably certified by an architect or structural engineer, ~~(Minimum Scale 1:50 (1/4"=1'))~~, including original and proposed alterations to site levels, if applicable.

#### Other Documents Which May be Required:

- ☐ A geotechnical engineer's report with respect to drainage, topography, and other geotechnical considerations.
- ☐ Explanatory materials and \$such other additional information as may be advisable in support of the application (eg: photographs, letters of support, etc.)

**The Village Building Department may have some of the documents noted above – check first before ordering new.** Further information may be required to enable the Board of Variance members to visualize the proposal and its relationship to the surrounding area. Approval, if given by the Board, is for the plans submitted. Changes to plans after the Board's decision will require a new application.

SIGNED BY ALL OWNERS ON TITLE ON \_\_\_\_\_, \_\_\_\_\_:  
(month) (day) (year)

**Note:** Decisions of the Board of Variance regarding Type A or B applications are FINAL, other than an appeal to the BC Supreme Court in respect of procedure under the *Judicial Review Procedure Act*. Decisions regarding Type C applications may be appealed by the applicant or the Village of Lions Bay to the BC Supreme Court. Information in this application is subject to the *Freedom of Information and Protection of Privacy Act*.



**IMPORTANT INFORMATION**

On finding hardship, the Board may order a minor variance or exemption if it would not:

- (a) result in inappropriate development of the site;
- (b) adversely affect the natural environment;
- (c) substantially affect the use and enjoyment of adjacent land;
- (d) vary permitted uses and densities under the applicable bylaw; or
- (e) defeat the intent of the bylaw.

An order of the Board must not:

- (a) be in conflict with a registered *Land Title Act* Covenant;
- (b) deal with a matter covered in a land use contract or permit;
- (c) deal with a phased development agreement;
- (d) deal with a floodplain specification under the *Local Government Act*; or
- (e) apply to a heritage property.

Intentionally Blank

## VILLAGE OF LIONS BAY

---

### Incoming Correspondence - June 7, 2016

#### *General Correspondence:*

- G-1: Province Wide Support to Fort McMurray ([Page 1](#))
- G-2: E-comm 911 AGM Package ([Page 3](#))
- G-3: NSIIP 3 Year Strategic Plan ([Page 28](#))
- G-4: Consideration of the Village of Lions Bay Regional Context Statement ([Page 29](#))
- G-5: Municipal Bylaw Compliance with the *Canadian Charter of Rights and Freedoms* ([Page 30](#))
- G-6: Metro Vancouver 2014 Air Quality Report ([Page 32](#))

#### *Resident Correspondence:*

- R-1: Native Plant Garden Watering System ([Page 33](#))
- R-2: Fire Chief Resigns and Store to Sell Liquor ([Page 34](#))
- R-3: Lions Bay Fire Department ([Page 36](#))
- R-4: Fire Chief Oliver ([Page 37](#))
- R-5: Library Volunteers ([Page 38](#))

**Subject:** City of Cranbrook Resolution re: Fort McMurray

The attached Resolution was approved by Cranbrook City Council at their Regular Council meeting on May 9, 2016, encouraging province-wide support from all BC Local Governments for Fort McMurray residents.

Sending on behalf of Cranbrook City Council,

**Kelly Thorsteinson**  
Executive Assistant  
Office of the Mayor

Phone: 250-489-0209  
Fax: 250-426-7264  
E-mail: [thorsteinson@cranbrook.ca](mailto:thorsteinson@cranbrook.ca)  
Address: 40 – 10<sup>th</sup> Avenue South  
Cranbrook BC V1C 2M8

[WWW.CRANBROOK.CA](http://WWW.CRANBROOK.CA)

This email and any related or attached information that is in the custody or under the control of the City, or that is created, produced, negotiated or otherwise comes into its custody or under its control pursuant to or as a result of this email, is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, Chapter 165.

This email message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this email message immediately.

Resolution – Councillor I. Hockley

May 9, 2016 Regular Mtg.

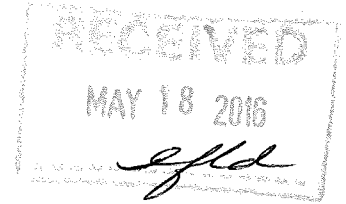
WHEREAS, on Sunday, May 1, a forest fire of about 1,250 hectares menaced the southwest entrance to Fort McMurray, located about 435 kilometres northwest of Edmonton, putting pockets of the city on evacuation alert. By Tuesday, May 3, the entire population of Fort McMurray was ordered to evacuate as the wildfire threatened the whole community, creating the largest fire evacuation in Alberta's history; and

AND WHEREAS many families across the Province of British Columbia have relocated to Fort McMurray over the years to pursue employment opportunities and are now seeking refuge in their home communities and elsewhere until the crisis is over; and

WHEREAS the devastation caused by the wildfire in Fort McMurray has a far-reaching effect on many Cranbrook citizens and people throughout the Province of British Columbia, who have loved ones in Fort McMurray;

THEREFORE BE IT RESOLVED, that Council approve a donation from Council Contingency to the City of Fort McMurray in the amount of \$1,000 to be used at the City's discretion to benefit its residents in the aftermath of this disaster; and further, that staff be directed to forward a copy of this resolution to all BC Local Governments through UBCM and encourage province-wide support for Fort McMurray residents.

May 20, 2016



Mayor Karl Buhr and Council  
Village of Lions Bay  
P.O. Box 141  
400 Centre Road  
Lions Bay, BC  
V0N 2E0

Dear Mayor Buhr and Council,

It is my pleasure to invite you to the Annual General Meeting (AGM) of the Shareholders of E-Comm, to be held in the E-Comm Centre on Thursday, June 16, 2016 at 10:00 a.m. As shareholder representatives are required to sign in, we respectfully request that your representative arrive 15–20 minutes early to sign in and collect voting cards.

The enclosed package contains your copy of the Notice of Meeting, your Proxy for the Annual General Meeting if a representative of your organization is unable to attend, the Audited Financial Statements for the year ended December 31, 2015, and the minutes of the 2015 Annual General Meeting.

E-Comm's 2015 Annual Report will be distributed to shareholders at the Annual General Meeting and additional copies will be mailed thereafter.

We would appreciate it if you would please provide E-Comm with the name of the individual who will attend the meeting as your voting representative, if you have not done so already, prior to the date of the meeting. Please advise your delegate to bring photo identification with them as the E-Comm Centre is a secure facility.

If you are unable to send a representative, we urge you to take all necessary steps to have your shares represented. To vote your shares, please appoint a Proxy: sign and date the enclosed Proxy form and return it as soon as possible. **Your signed proxy must arrive at E-Comm by 10:00 am on June 14, 2016 to be valid (contact details are contained in the notice of meeting attached).**

Should you have any questions about the AGM, please contact [jody.robertson@ecomm911.ca](mailto:jody.robertson@ecomm911.ca) or by telephone at 604-215-4956.

Sincerely,

Jocelyn Kelley  
Chair, E-Comm Board of Directors

Enclosures

- *Notice of Meeting*
- *Minutes of June 18, 2015 Annual General Meeting*
- *Audited Financial Statements Year-ended December 31, 2015*
- *Form of Proxy*



## ***E-COMM Emergency Communications for British Columbia Incorporated***

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Members of E-Comm *Emergency Communications for British Columbia Incorporated* (the "Company") will be held at E-Comm, 3301 East Pender Street, Vancouver, British Columbia on Thursday, June 16, 2016 at the hour of 10:00 a.m. for the following purposes:

1. To receive, consider and approve the minutes from the Annual General Meeting held June 18, 2015.
2. To receive the Financial Statements for the Company for the period ended December 31, 2015 and the report of the auditors thereon.
3. To receive the Annual Report (Report of the Directors).
4. To appoint the auditors of the Company for the ensuing year, and to authorize the Directors to fix the remuneration to be paid to the auditors.
5. To set the number of Directors for the ensuing year.
6. To elect Directors to hold office until the close of the next Annual General Meeting.
7. To transact such other business as may properly come before the meeting or any adjournments or postponements thereof.

Pursuant to the Articles of the Company any entity that is a member of the Company may authorize such person as it thinks fit to act as its representative at any general meeting or class meeting. **Please provide the Company with the name of your representative at least 7 days prior to the date of the meeting.** If a member is unable to send a representative to attend the meeting in person, then that member may appoint a proxyholder to attend and vote for it at the meeting. If you wish to appoint a proxyholder, then you must complete and sign the enclosed form of proxy and deliver it to the Company at 3301 East Pender Street, Vancouver, BC V5K 5J3, Attention: Jody Robertson, **no less than 48 hours prior to the meeting.**

DATED at Vancouver, British Columbia this 20th day of May, 2016.

BY ORDER OF THE BOARD

---

Jody Robertson  
Director of Corporate Communications and  
Governance

**Enclosures:**

1. Minutes of June 18, 2015 Annual General Meeting.
2. Audited Financial Statements for the period ended December 31, 2015 and the report of the Auditors thereon.
3. Form of Proxy.

## **Minutes of the Annual General Meeting of**

**E-Comm**, *Emergency Communications for British Columbia Incorporated* (the "Company"), held June 18, 2015, at the hour of 10:00 a.m. at E-Comm, 3301 East Pender Street, Vancouver, British Columbia

\* \* \* \* \*

### **Shareholders of the Company present or represented**

- Abbotsford Police Board
- City of Coquitlam
- Corporation of Delta
- Delta Police Board
- BC Emergency Health Services
- Township of Langley
- Village of Lions Bay
- City of Maple Ridge
- City of New Westminster
- New Westminster Police Board
- City of North Vancouver
- District of North Vancouver *by proxy*
- City of Pitt Meadows
- City of Port Coquitlam
- City of Richmond
- SCBCTAPS Board
- City of Vancouver
- Vancouver Police Board
- District of West Vancouver

### **Meeting Chair**

Barry Forbes, E-Comm Board of Directors

### **Management Present**

David Guscott, President & CEO  
Jody Robertson, Corporate Secretary

### **Also Present**

Brian Szabo, Auditor, KPMG  
Robert Pakrul, Solicitor, Alexander, Holburn, Beaudin & Lang LLP

### **Guests**

RCMP Superintendent John Kubat  
Sheldon Stoilen (2014-2015 Board of Directors)  
Bob Gehl, COO, PRIMECorp  
E-Comm staff

### **Recording Secretary**

Jody Robertson

---

## **1. INTRODUCTION**

Barry Forbes welcomed shareholders and guests to the 2015 Annual General Meeting, advising he would chair the meeting on behalf of E-Comm Board Chair Jocelyn Kelley, who was unable to attend the proceedings. Mr. Forbes provided an overview of the meeting agenda and introduced Mr. Guscott, Ms. Robertson and Mr. Pakrul.

## **2. FORMALITIES AND CALL MEETING TO ORDER**

**Call to Order**



**E-Comm, *Emergency Communications for British Columbia*  
Annual and Special General Meeting  
June 18, 2015**

**Minutes of Meeting  
page | 2**

The Annual General Meeting was formally called to order at 10:00 a.m. Mr. Forbes, upon hearing no objection, appointed Jody Robertson, Corporate Secretary of E-Comm, to act as Secretary of the Meeting.

Chair Forbes advised that the procedures followed at the Annual General Meeting are governed by the Articles of E-Comm, the Members' Agreement, the British Columbia Business Corporations Act and the rules of order usually followed for meetings of Canadian companies.

**Registration of Proxies**

Section 11.6 of the Company's Articles requires that all proxies for the meeting be delivered to the Company no less than 48 hours before the start of the meeting. All proxies delivered in accordance with those requirements were registered for use at the meeting.

There were 18 Class A Shareholders in attendance holding a total of 22 Class A shares in person or by proxy. The Secretary also reported that although non-voting, there were 17 Class B shares also represented.

**3. NOTICE OF MEETING**

The Notice calling this meeting was sent to all Members of record as of May 22, 2015, in addition to the Auditor of E-Comm, the RCMP and the Ministry of Justice.

The shareholders waived formal reading of the notice of meeting.

With notice having been duly given and a quorum being present, the Chair declared the meeting to be duly constituted for the transaction of business.

**4. ESTABLISH QUORUM**

Article 10.3 of the Company's Articles states that the quorum for the transaction of business at a meeting of shareholders is "...two persons present and being, or representing by proxy, Members holding not less than 20% of the outstanding Class A Shares or other Shares entitled to be voted at the meeting." [6 of 28 Class A shares]. The Chair was advised that a quorum was present as required as defined by the Articles of the Company.

**5. MINUTES OF THE LAST ANNUAL GENERAL MEETING OF MEMBERS**

The minutes from the 2014 Annual and Special General Meeting of Members held on June 19, 2014 meeting were previously circulated.

**MOVED and SECONDED**

**5.1 THAT** the minutes of the June 19, 2014 Annual and Special General Meeting, be and are hereby approved and adopted.

**CARRIED**

**6. PRESENTATION OF FINANCIAL STATEMENTS FOR THE COMPANY**

The Financial Statements for the fiscal year ended December 31, 2014 and the Auditors Report were mailed to all shareholders with the Notice of Meeting. The Chair asked if anyone had any questions regarding the financial statements. Hearing none, the financial statements of the

**E-Comm, *Emergency Communications for British Columbia*  
Annual and Special General Meeting  
June 18, 2015**

**Minutes of Meeting  
page | 3**

Company for its fiscal period ended December 31, 2014 were received by the shareholders as presented.

**7. APPOINTMENT OF AUDITORS**

The *BC Corporations Act* requires the shareholders of every company to appoint an auditor or to waive that appointment. The Chair called for a motion to appoint KPMG, LLP, Chartered Accountants, as auditors of E-Comm until the next Annual General Meeting or until their successors are duly appointed.

**MOVED and SECONDED**

- 7.1 THAT** KPMG, LLP, be and is hereby appointed as auditors for the Company at a remuneration to be fixed by the Board of Directors until the next Annual General Meeting or until their successors are duly appointed.

**CARRIED**

**8. DETERMINATION OF THE NUMBER, AND ELECTION OF DIRECTORS**

Under the Members' Agreement and Articles of E-Comm, the Members of E-Comm designate the number of directors to be elected. Directors are nominated by the Members and the Ministry of Justice. In addition, four independent directors are nominated by the Board of Directors.

Mr. Forbes advised that shareholders will determine the number of directors for the upcoming year at 19.

E-Comm has received the names of 18 nominees proposed by the Members and the Ministry of Justice in accordance with the Members Agreement, and the names of four independent director nominees proposed by the Board of Directors, for a total of 18 directors.

**MOVED AND SECONDED**

- 8.1 THAT** the number of directors for the ensuing year be fixed at 19 and that the 18 persons nominated as directors as read by Bob Rolls, be elected as directors of the Company to hold office until the next annual meeting of the Company or until their successors are elected or appointed; **AND**
- 8.2 THAT** it be acknowledged that there is one vacancy on the Board for the nominee of the members Maple Ridge and Pitt Meadows, such vacancy to be subsequently filled by the directors under the Members Agreement.

| Name of Member or Designated Group | Name of Nominee(s) |
|------------------------------------|--------------------|
|------------------------------------|--------------------|

|                                          |                  |
|------------------------------------------|------------------|
| Emergency Health Services Commission     | Kathy Steegstra  |
| City of Vancouver                        | Dr. Penny Ballem |
| Vancouver Police Board                   | Bob Rolls        |
| Independent Police Boards:<br>Abbotsford | Jack McGee       |

**E-Comm, *Emergency Communications for British Columbia*  
Annual and Special General Meeting  
June 18, 2015**

**Minutes of Meeting  
page | 4**

| Name of Member or Designated Group                                                                                  | Name of Nominee(s)                                             |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Port Moody<br>District of West Vancouver<br>City of New Westminster<br>Transit Police                               | Richard Walton                                                 |
| District of West Vancouver<br>North Vancouver City<br>North Vancouver District<br>Village of Lions Bay              | Mary Trentadue                                                 |
| City of Coquitlam<br>City of Port Moody<br>City of Port Coquitlam<br>City of New Westminster<br>Village of Belcarra | Bill McNulty                                                   |
| City of Richmond                                                                                                    | Karl Preuss                                                    |
| Corporation of Delta / Delta Police Board<br>City of White Rock<br>Township of Langley<br>City of Surrey            | Jack Froese / Len Garis                                        |
| District of Maple Ridge<br>City of Pitt Meadows                                                                     | TBD                                                            |
| RCMP                                                                                                                | Gary Bass                                                      |
| Metro Vancouver                                                                                                     | Raymond Louie                                                  |
| Ministry of Justice                                                                                                 | Clayton Pecknold / Patrick Quealey                             |
| Independent Directors                                                                                               | Doug Campbell<br>Barry Forbes<br>Jocelyn Kelley<br>Anne Kinvig |

**CARRIED**

**9. ANNUAL REPORT (REPORT OF THE DIRECTORS)**

Before providing the Annual Report of the Directors, Mr. Forbes took the opportunity to acknowledge and thank E-Comm staff for their dedication and hard work.

In the Report of the Directors, the Chair highlighted multiple significant milestones and achievements for E-Comm in 2014 including:

- E-Comm 15<sup>th</sup> anniversary

**E-Comm, Emergency Communications for British Columbia**  
**Annual and Special General Meeting**  
**June 18, 2015**

**Minutes of Meeting**  
**page | 5**

- Shareholder approval of corporate name change to Emergency Communications for British Columbia Incorporated.
- Vision 2020 Strategic Directions:
  - Service Expansion (911 Primary Safety Answer Point growth in British Columbia)
  - Service Excellence and Collaborative Partnerships (Text with 9-1-1 services for deaf and speech impaired; expanded partnership with PRIMECorp, Hazardous Goods Exercises, Service results/metrics.
  - Organizational Effectiveness (Next Generation Radio Program, new Voice Records System, APEGBC Certification, new Service Desk model).
  - Highly Engaged Employees (APCO Canada Trainer of the Year award, staff consultative committees, recruitment, community giving).
  - Public Safety Leadership (Technology workshops at Canadian Association of Chiefs of Police, public outreach and education campaigns).
- The Chair also reviewed the financial highlights for 2014:
  - Most shareholders received rebates on their shared radio levies of an average of 3.8% and police and fire dispatch levies were 1.9% and 3.0% respectively, well below previous estimates of 3% and 4%. In 2015, the average agency radio levy decreased by 0.7%. The Chair advised that even with this decrease there will still be sufficient funding to move E-Comm forward with a planned and sustainable means of funding the Next Generation Radio Program.
  - The Chair further advised that the average fire dispatch levy increase for 2015 is 3.0% as planned, while the average police dispatch levy is 2.3%, -- again lower than the previously approved estimates. This is due largely to the significant growth in Operations, resulting in net financial efficiencies for all police dispatch partners, and, like our radio system, demonstrates the financial benefits of consolidation and economies of scale.
- The 2014 Annual Report of the Company was made available to all shareholders in attendance.

**10. OTHER BUSINESS**

No additional items were tabled for consideration.

**11. TERMINATION OF MEETING**

The meeting was declared concluded at 10:45 a.m.

**certified correct,**

Barry Forbes, Acting Chair

Jody Robertson, Corporate Secretary

Financial Statements of

**E-COMM EMERGENCY COMMUNICATIONS  
FOR BRITISH COLUMBIA INCORPORATED**

Year ended December 31, 2015



KPMG LLP  
Metro Tower I  
4710 Kingsway, Suite 2400  
Burnaby BC V5H 4M2  
Canada  
Telephone (604) 527-3600  
Fax (604) 527-3636

## INDEPENDENT AUDITORS' REPORT

To the Shareholders of E-Comm Emergency Communications for British Columbia Incorporated

We have audited the accompanying financial statements of E-Comm Emergency Communications for British Columbia Incorporated, which comprise the statement of financial position as at December 31, 2015, the statements of operations and net assets (deficit) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of E-Comm Emergency Communications for British Columbia Incorporated as at December 31, 2015 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "KPMG LLP" with a horizontal line underneath.

Chartered Professional Accountants

April 21, 2016

Burnaby, Canada

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

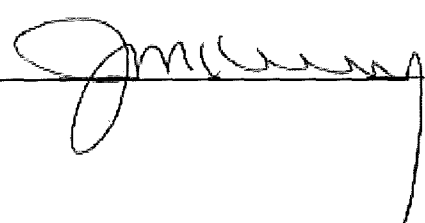
## Statement of Financial Position

December 31, 2015, with comparative information for 2014

|                                                                              | 2015                 | 2014                 |
|------------------------------------------------------------------------------|----------------------|----------------------|
| <b>Assets</b>                                                                |                      |                      |
| Current assets:                                                              |                      |                      |
| Cash and cash equivalents                                                    | \$ 25,170,526        | \$ 27,528,725        |
| Accounts receivable                                                          | 2,763,875            | 3,428,320            |
| Prepaid expenses                                                             | 1,221,006            | 821,304              |
| Investment in direct finance leases receivable (note 5)                      | 2,834,087            | 3,195,576            |
|                                                                              | <u>31,989,494</u>    | <u>34,973,925</u>    |
| Investment in PRIMECorp (note 2(a))                                          | 1                    | 1                    |
| Debt reserve fund (note 3)                                                   | 1,647,808            | 1,606,671            |
| Recoverable development costs                                                | -                    | 20,953               |
| Costs recoverable from future billings                                       | 12,587,700           | 16,603,320           |
| Long-term portion of prepaid land lease                                      | 2,045,454            | 2,070,707            |
| Long-term portion of prepaid expenses                                        | 380,388              | 314,293              |
| Long-term receivable for decommissioned assets (note 4)                      | 450,471              | 771,121              |
| Long-term portion of investment in direct finance leases receivable (note 5) | 5,702,936            | 8,241,501            |
| Capital assets (note 6)                                                      | 33,576,266           | 22,211,832           |
|                                                                              | <u>\$ 88,380,518</u> | <u>\$ 86,814,324</u> |
| <b>Liabilities and Deficiency in Net Assets</b>                              |                      |                      |
| Current liabilities:                                                         |                      |                      |
| Accounts payable and accrued liabilities (note 7)                            | \$ 16,170,309        | \$ 9,059,036         |
| Accrued interest payable                                                     | 1,171,265            | 1,171,265            |
| Deferred revenue                                                             | 294,533              | 314,581              |
| Current portion of long-term debt (note 8)                                   | 3,474,311            | 9,081,627            |
| Other liabilities (note 9)                                                   | 13,294,405           | 10,397,033           |
|                                                                              | <u>34,404,823</u>    | <u>30,023,542</u>    |
| Long-term debt (note 8)                                                      | 52,098,696           | 55,446,270           |
| Asset retirement obligation (note 10)                                        | 1,717,876            | 1,435,018            |
|                                                                              | <u>88,221,395</u>    | <u>86,904,830</u>    |
| Net assets (deficiency):                                                     |                      |                      |
| Share capital (note 11)                                                      | 510                  | 510                  |
| Unrestricted net assets (deficit)                                            | 158,613              | (91,016)             |
|                                                                              | <u>159,123</u>       | <u>(90,506)</u>      |
| Commitments (note 13)                                                        |                      |                      |
| Contingencies (notes 3)                                                      |                      |                      |
|                                                                              | <u>\$ 88,380,518</u> | <u>\$ 86,814,324</u> |

See accompanying notes to financial statements.

On behalf of the Board:

 Director

 Director

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Operations and Net Assets (deficit)

Year ended December 31, 2015, with comparative information for 2014

|                                                 | 2015          | 2014          |
|-------------------------------------------------|---------------|---------------|
| Revenue:                                        |               |               |
| Radio system                                    | \$ 12,181,749 | \$ 12,901,154 |
| Consolidated dispatch system                    | 22,372,003    | 21,836,695    |
| Contract service fees and miscellaneous revenue | 7,172,131     | 6,744,327     |
| 9-1-1 call taking system                        | 5,454,206     | 3,999,842     |
| CAD system                                      | 1,306,940     | 1,210,453     |
| Records management system                       | 1,032,673     | 1,060,574     |
| Financing revenue from direct finance leases    | 633,111       | 748,436       |
| Tenant recoveries rental                        | 425,240       | 419,280       |
| Interest income                                 | 323,538       | 353,388       |
|                                                 | 50,901,591    | 49,274,149    |
| Direct operating expenses:                      |               |               |
| Salaries and benefits                           | 36,858,412    | 34,085,699    |
| Maintenance and technology                      | 3,179,994     | 3,039,183     |
| Premises                                        | 1,814,468     | 1,665,330     |
| Professional fees                               | 555,718       | 1,417,375     |
| Employee related                                | 756,873       | 922,432       |
| Office supplies and communication               | 423,186       | 520,038       |
| Other                                           | 334,409       | 414,732       |
|                                                 | 43,923,060    | 42,064,789    |
| Other expenses:                                 |               |               |
| Amortization                                    | 4,436,708     | 3,855,853     |
| Interest on long-term debt                      | 2,214,791     | 2,615,251     |
| Accretion of asset retirement obligation        | 6,485         | 58,059        |
| Write-down of equipment                         | 70,918        | 13,756        |
|                                                 | 6,728,902     | 6,542,919     |
|                                                 | 50,651,962    | 48,607,708    |
| Excess of revenue over expenses                 | 249,629       | 666,441       |
| Deficit in net assets, beginning of year        | (91,016)      | (757,457)     |
| Net assets (deficit), end of year               | \$ 158,613    | \$ (91,016)   |

See accompanying notes to financial statements.



# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

## Statement of Cash Flows

Year ended December 31, 2015, with comparative information for 2014

|                                                                   | 2015          | 2014          |
|-------------------------------------------------------------------|---------------|---------------|
| Cash provided by (used in):                                       |               |               |
| Operating:                                                        |               |               |
| Excess of revenue over expenses                                   | \$ 249,629    | \$ 666,441    |
| Items not involving cash:                                         |               |               |
| Amortization of capital assets                                    | 4,268,852     | 2,919,348     |
| Amortization of prepaid land lease                                | 25,253        | 25,253        |
| Amortization of recoverable development costs                     | 20,953        | 795,011       |
| Accretion of asset retirement obligation                          | 53,130        | 58,059        |
| Adjustment due to site lease renewals                             | (46,645)      | -             |
| Amortization of deferred financing costs                          | 121,650       | 116,242       |
| Interest earned on debt reserve fund                              | (41,137)      | (45,253)      |
| Interest earned on investment in direct finance leases receivable | (633,112)     | (748,436)     |
| Writedown of equipment                                            | 70,918        | 13,756        |
| Changes in non-cash operating working capital:                    |               |               |
| Accounts receivable                                               | 985,095       | 1,059,885     |
| Prepaid expenses                                                  | (465,797)     | 36,304        |
| Costs recoverable from future billings                            | 4,015,620     | 1,934,458     |
| Accounts payable and accrued liabilities                          | 7,111,273     | 2,767,881     |
| Deferred revenue                                                  | (20,048)      | 137,536       |
| Other liabilities                                                 | 2,897,372     | 817,890       |
|                                                                   | 18,613,006    | 10,554,375    |
| Financing:                                                        |               |               |
| Repayment of long-term debt                                       | (9,076,540)   | (7,842,041)   |
|                                                                   | (9,076,540)   | (7,842,041)   |
| Investments:                                                      |               |               |
| Acquisition and construction of capital assets                    | (15,704,204)  | (1,595,228)   |
| Payments received on direct finance leases receivable             | 3,874,171     | 4,578,025     |
| Acquisition of assets for lease                                   | (341,005)     | (168,144)     |
| Acquisition of site lease obligation                              | 276,373       | 46,594        |
|                                                                   | (11,894,665)  | 2,861,247     |
| (Decrease) increase in cash and cash equivalents                  | (2,358,199)   | 5,573,581     |
| Cash and cash equivalents, beginning of year                      | 27,528,725    | 21,955,144    |
| Cash and cash equivalents, end of year                            | \$ 25,170,526 | \$ 27,528,725 |
| Interest paid                                                     | \$ 4,717,916  | \$ 4,717,916  |

See accompanying notes to financial statements.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements

Year ended December 31, 2015

---

## 1. Operations:

E-Comm Emergency Communications for British Columbia Incorporated was incorporated on September 22, 1997 under the Business Corporations Act (British Columbia).

The Corporation provides centralized emergency communications, disaster coordination and related public safety and public service to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout British Columbia. Primary services are provided to shareholder members of the Corporation pursuant to the Members' Agreement, and to the Royal Canadian Mounted Police ("RCMP") pursuant to a Special User Agreement.

The Corporation is exempt from tax under the Income Tax Act.

## 2. Significant accounting policies:

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations and incorporate the following significant accounting policies:

### (a) Basis of presentation:

In March 2003, E-Comm established Police Records Information Management Environment Incorporated ("PRIMECorp"), a wholly-owned company, to ensure that the records management system and computer aided dispatch system are delivered and consistent in all police agencies throughout British Columbia. As the operations are controlled by the Province of British Columbia, Minister of Public Safety and Solicitor General, the net assets and operations of PRIMECorp have not been included in these financial statements.

### (b) Revenue recognition:

Revenue from the provision of services is recognized in the period that the services are provided through operating activities or the consumption of capital assets over their useful lives, irrespective of the period in which the service is billed. The Member's Agreement specifies the manner in which members are obligated to pay for services rendered by the Corporation. Finance income related to direct-financing type leases is recognized in a manner that produces a constant rate of return over the terms of the leases.

### (c) Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand, cash held in banks and term deposits maturing within ninety days from the date of acquisition, net of bank overdrafts.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 2. Significant accounting policies (continued):

### (d) Recoverable development costs:

Development costs, including salaries, operating costs and amortization of capital assets incurred through the pre-operating phase of the Corporation, are being recovered through billings to member agencies over a 12.5 year period, commencing April 1, 2002 for radio, and January 1, 2003 for dispatch.

### (e) Costs recoverable through future billings:

Costs recoverable through future billings represent services provided through the use of capital assets, the cost of which is recoverable through future payments in accordance with the Members' Agreement.

### (f) Prepaid land lease:

The land on which the E-Comm building is located has been leased from the City of Vancouver for a period of 99 years commencing 1999. The prepaid amount is being amortized, and recovered through billings, over the term of the lease.

### (g) Capital assets:

Capital assets are stated at cost, net of accumulated amortization. Interest costs directly attributable to major projects are capitalized and, commencing at project completion, are amortized over the estimated life of the underlying assets.

Amortization begins when assets are put into use and is provided on a straight-line basis over the estimated useful lives of the assets as follows:

| Asset                                      | Rate                       |
|--------------------------------------------|----------------------------|
| Building                                   | 40.0 years                 |
| Furniture, fixtures and building equipment | 3.0 years to 25.0 years    |
| Radio                                      | 4.0 years to 25.0 years    |
| Dispatch consoles and voice systems        | 5.0 years to 12.5 years    |
| Remote dispatch                            | 7.5 years to 10.5 years    |
| Records management system - Fire           | 4.0 years to 10.0 years    |
| Computer aided dispatch - Fire             | 4.0 years to 10.0 years    |
| User equipment                             | 7.5 years to 12.5 years    |
| Leasehold improvements                     | over the term of the lease |

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

---

## 2. Significant accounting policies (continued):

### (h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Corporation does not hold any financial instruments that it is required to carry at fair value nor has not elected to carry any financial instruments at fair value.

E-Comm's financial instruments carried at amortized cost include cash and cash equivalents, debt reserve fund, costs recoverable from future billings, accounts payable and accrued liabilities, accrued interest payable and long-term debt.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the effective interest rate method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indication of impairment, the Corporation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Corporation expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial impairment charge.

### (i) Related party transactions:

Transactions with related parties are in the normal course of operations and are recorded at the agreed upon exchange amount. Contractual arrangements and service agreements with related parties are subject to the Corporation's tendering and proposal processes.

### (j) Measurement uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements. Significant areas requiring the use of management estimates relate to the allowance for doubtful accounts, the useful lives of capital assets for purposes of amortization, revenue recognition, measurement of asset retirement obligations and contingent liabilities. Actual results could differ from those estimates.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 2. Significant accounting policies (continued):

### (k) Employee future benefits:

The Corporation participates in a multi-employer defined benefits pension plan. Defined contribution plan accounting is applied to this plan because the actuary does not attribute the deficit or surplus of the plan to specific employers. The pension expense associated with this plan is equal to the Corporation's contributions during the reporting period.

## 3. Debt reserve fund:

E-Comm is required to maintain 1% of the initial borrowings through the Municipal Finance Authority of British Columbia ("MFA") in a debt reserve fund administered by the MFA. The original amount is presented together with interest earned on the reserve fund investments.

Demand notes in the aggregate amount of \$7,917,700 (2014 - \$7,917,700) are also provided by E-Comm to the MFA as a requirement of the borrowings. The demand notes are callable only if there are additional requirements to be met to maintain the debt reserve fund at a specified level. As management considers payment of the demand notes to be unlikely, no amount for the demand notes has been recorded in the financial statements.

If at any time E-Comm does not have sufficient funds to meet payments due on its obligations, the payments shall be made from the debt reserve fund. The amounts due to E-Comm from the debt reserve fund are repaid to E-Comm when the respective loan agreements mature. No debt reserve fund installment payments were made during the year (2014 - nil). Interest earned on the debt reserve fund at 2.56% per annum (2014 - 2.90%) amounts to \$41,137 (2014 - \$45,253).

## 4. Long-term receivable for decommissioned assets:

|                                |     | 2015       | 2014       |
|--------------------------------|-----|------------|------------|
| PRC Altaris CAD and Telesphere |     |            |            |
| Firehall Alerting System       | (a) | \$ 25,859  | \$ 48,901  |
| Microwave ring                 | (b) | 867,853    | 1,317,553  |
|                                |     | 893,712    | 1,366,454  |
| Less current portion           |     | 443,241    | 595,333    |
| Balance, end of year           |     | \$ 450,471 | \$ 771,121 |

The current portion of receivable for decommissioned assets is recorded in accounts receivable.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 4. Long-term receivable for decommissioned assets (continued):

The long-term receivable for decommissioned assets consists of the following:

- (a) PRC Altaris CAD are the software and hardware components that comprised the computer aided dispatch system, which is now out of service. As the unamortized capital cost of the system is recoverable from all committed agencies, the carrying value at the out-of-service date was reclassified to a long-term receivable to be recovered through future billings. The receivable was initially recorded at fair value using the discounted cash flow model and subsequently recorded at amortized cost.
- (b) The Microwave Network is comprised of three rings that are used to connect E-Comm's radio sites to each other and to the central voice radio network switch housed in E-Comm's main building. The rings were replaced in 2012 and the original microwave backbone system was taken out of service. As the unamortized capital cost of the original system is recoverable from all committed agencies, the carrying value at the out-of-service date has been reclassified to a long-term receivable to be recovered through future billings. The receivable was initially recorded at fair value using the discounted cash flow model and subsequently recorded at amortized cost.

## 5. Investment in direct finance leases receivable:

|                                                                | 2015          | 2014          |
|----------------------------------------------------------------|---------------|---------------|
| Minimum lease payments receivable                              | \$ 10,208,267 | \$ 13,675,914 |
| Less imputed interest at 4.65%                                 | 1,671,244     | 2,238,837     |
|                                                                | 8,537,023     | 11,437,077    |
| Less current portion of investment in capital lease receivable | 2,834,087     | 3,195,576     |
|                                                                | \$ 5,702,936  | \$ 8,241,501  |

Specific user agencies lease user equipment from the Corporation under 7.5 year direct finance leases. The future minimum payments, excluding financing costs, due from the user agencies are as follows:

| Year ending December 31: |              |
|--------------------------|--------------|
| 2016                     | \$ 2,834,087 |
| 2017                     | 2,491,168    |
| 2018                     | 2,055,069    |
| 2019                     | 884,975      |
| 2020                     | 192,313      |
| Thereafter               | 79,411       |
|                          | \$ 8,537,023 |

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

**6. Capital assets:**

|                                            |                |                          | 2015           | 2014           |
|--------------------------------------------|----------------|--------------------------|----------------|----------------|
|                                            | Cost           | Accumulated depreciation | Net book value | Net book value |
| Building                                   | \$ 8,398,557   | \$ (3,835,655)           | \$ 4,562,902   | \$ 4,852,337   |
| Furniture, fixtures and building equipment | 11,883,446     | (9,214,066)              | 2,669,380      | 2,540,159      |
| Radio                                      | 63,911,852     | (54,214,759)             | 9,697,093      | 11,983,833     |
| Construction in Progress                   |                |                          |                |                |
| - Radio                                    | 14,034,072     | -                        | 14,034,072     | -              |
| Dispatch consoles and voice systems        | 3,797,584      | (3,311,524)              | 486,060        | 331,857        |
| Remote dispatch                            | 3,418,944      | (2,970,660)              | 448,284        | 388,956        |
| Records management system - Fire           | 2,335,493      | (1,759,371)              | 576,122        | 753,808        |
| Computer aided dispatch - Fire             | 3,591,012      | (2,832,715)              | 758,297        | 941,982        |
| User equipment                             | 1,021,954      | (966,738)                | 55,216         | 72,292         |
| Leasehold Improvements                     | 375,455        | (86,615)                 | 288,840        | 346,608        |
|                                            | \$ 112,768,369 | \$ (79,192,103)          | \$ 33,576,266  | \$ 22,211,832  |

**7. Accounts payable and accrued liabilities**

Included in accounts payable and accrued liabilities as at December 31, 2015 are government remittances payable of \$176,804 (2014 - \$166,403) relating to payroll related taxes.

**8. Long-term debt:**

|                                                            | 2015          | 2014          |
|------------------------------------------------------------|---------------|---------------|
| 4.65% unsecured note payable, maturing March 24, 2024 (a)  | \$ 45,675,764 | \$ 53,456,473 |
| 3.05% unsecured note payable, maturing June 1, 2022 (b)    | 7,179,616     | 8,073,269     |
| 2.40% unsecured note payable, maturing October 3, 2023 (c) | 3,940,141     | 4,342,319     |
|                                                            | 56,795,521    | 65,872,061    |
| Less: deferred financing costs                             | 1,222,514     | 1,344,164     |
|                                                            | 55,573,007    | 64,527,897    |
| Less: current portion of long-term debt                    | 3,474,311     | 9,081,627     |
| Balance, end of year                                       | \$ 52,098,696 | \$ 55,446,270 |



# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 8. Long-term debt (continued):

On March 24, 1998, the Corporation entered into an agreement with the MFA to borrow up to a maximum of \$170 million. Of the \$170 million, \$110,684,000 has been drawn to date. Long-term debt is currently comprised of the following:

- (a) On March 24, 2008, E-Comm refinanced an existing loan, leaving a balance of \$87 million repayable over sixteen years. The loan has an initial term of ten years and bears interest at a rate of 4.65%, with the final six years subject to refinancing on March 24, 2018.
- (b) On April 9, 2002, E-Comm obtained \$16 million of financing. This loan has an initial term of 20 years with annual blended principal and interest payments of \$971,881 and a final payment date of June 1, 2022 and bears interest at a rate of 3.05%, with interest calculated and paid semi-annually in each year of the loan.
- (c) On September 23, 2002, E-Comm obtained \$7,684,000 of financing. This loan requires annual blended principal and interest payments of \$416,800, has a final payment date of October 3, 2023 and bears interest at a rate of 2.40%, with interest calculated and paid semi-annually in each year of the loan.

The repayment requirements, net of estimated sinking fund asset balances in the amount of \$53,888,479 (2014 - \$44,811,939) representing payments made to date, under the existing borrowing agreements for long-term debt of the Corporation during the next five years and thereafter are as follows:

| Year ending December 31: |               |
|--------------------------|---------------|
| 2016                     | \$ 3,474,311  |
| 2017                     | 8,784,640     |
| 2018                     | 8,576,403     |
| 2019                     | 12,563,938    |
| 2020                     | 6,912,657     |
| Thereafter               | 16,483,572    |
|                          | <hr/>         |
|                          | \$ 56,795,521 |



# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

**9. Other liabilities:**

|                      | 2015          | 2014          |
|----------------------|---------------|---------------|
| User equipment (a)   | \$ 5,948,068  | \$ 4,936,212  |
| Radio (b)            | 5,807,012     | 4,304,907     |
| HealthLink BC (c)    | 130,754       | 188,821       |
| Fire RMS & CAD (d)   | 1,408,571     | 967,093       |
| Balance, end of year | \$ 13,294,405 | \$ 10,397,033 |

Other liabilities consist of the following:

- (a) The Corporation has received annual payments through user equipment billings from radio member agencies starting in 2007 for future user equipment purchases for specific user agencies. The funds collected are recorded as other liabilities until they are spent on behalf of the user agencies. In 2015 a further \$1,278,165 (2014 - \$1,048,866) was collected as billings received, nil (2014 - \$1,852,069) was repaid to user agencies, and \$266,301 (2014 - \$150,067) was drawn down for user equipment purchases on behalf of member agencies. Interest is not earned on this balance.
- (b) The Corporation has collected annual payments through radio billings from radio member agencies starting in 2006 for future capital use. The funds collected are recorded as other liabilities until they are spent. In 2015, a further \$1,839,999 (2014 - \$2,999,996) was collected through billings, \$352,979 (2014 - \$1,512,907) was drawn down for equipment purchases, and \$15,085 (2014 - \$11,539) of interest was earned by and allocated to the liability, calculated based on the average bank interest rate during the year.
- (c) The Corporation has received funds from HealthLink BC for future expenditures. These amounts are recorded as other liabilities until the funds are spent. There is no interest earned on this balance.
- (d) The Corporation has collected annual payments starting in 2011 through Fire RMS and Fire CAD billings from Fire RMS and Fire CAD member agencies for future capital use. The funds collected are recorded as other liabilities until they are spent. In 2015, \$441,758 (2014 - \$396,840) was collected through billings and \$280 (2014 - \$29,153) was drawn down for equipment purchases. Interest is not earned on this balance.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 10. Asset retirement obligation:

The Corporation has recorded an asset retirement obligation for the estimated costs of restoring certain leased sites on which the Corporation's radio towers are situated to their original condition at the end of the lease terms. Changes in the asset retirement obligation during the year are as follows:

|                                       | 2015         | 2014         |
|---------------------------------------|--------------|--------------|
| Balance, beginning of year            | \$ 1,435,018 | \$ 1,330,365 |
| Accretion expense                     | 53,130       | 58,059       |
| Adjustment due to site lease renewals | (46,645)     | -            |
| Additional site lease obligation      | 276,373      | 46,594       |
| Balance, end of year                  | \$ 1,717,876 | \$ 1,435,018 |

The undiscounted estimated cash flows required to settle the obligations range from \$10,000 to \$150,000 during the years 2016 to 2066. The cash flows are discounted using credit adjusted risk-free rates of 1.73% to 5.25% (2014 - 3.16% to 5.25%)

Other assumptions used by management to determine the carrying amount of the asset retirement obligation include costs to restore the leased sites to their original condition and the rate of inflation over the expected years to settlement.

There are certain unrecorded obligations with an indeterminable date where adequate information is not available to estimate fair value. These amounts are not considered material.

## 11. Share capital:

### (a) Authorized:

350 class A common voting shares without par value. Following project completion, class A shareholders are obligated to share in funding both the ongoing operations and any additional costs relating to capital assets (in accordance with a cost-sharing formula). Upon a member acquiring a class A share, that member shall have agreed to use the Corporation's wide area radio system network to which the class A share relates.

150 class B common restricted voting shares without par value. Following project completion, class B shareholders can elect to become class A shareholders on the condition that the member agrees to use the Corporation's wide area radio system network. Class B shareholders are not obligated to share in funding the ongoing operating costs.

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

**11. Share capital (continued):**

## (b) Issued:

|                                                        | 2015   | 2014   |
|--------------------------------------------------------|--------|--------|
| 28 class A common voting shares (2014 - 28)            | \$ 280 | \$ 280 |
| 23 class B common restricted voting shares (2014 - 23) | 230    | 230    |
|                                                        | \$ 510 | \$ 510 |

## (c) RCMP Special User Agreement:

Due to existing Federal restrictions, the RCMP cannot become a shareholder in the Corporation. Consequently, a Special User Agreement has been executed such that the RCMP has the right to participate in the E-Comm project on the same terms and conditions as the class A shareholders, including the obligation to fund both the ongoing operating costs and any additional costs relating to capital assets, in accordance with a cost-sharing formula.

**12. Related party transactions:**

Included in accounts receivable is an amount of \$472,145 (2014 - \$366,324) due from PRIMECorp. During the year, the Corporation received contracted service fees of \$3,004,686 (2014 - \$2,543,739) from PRIMECorp for executive services and technology support services.

**13. Commitments:**

## (a) Operating leases:

- (i) The Corporation has entered into leases of land for certain radio tower sites. These leases expire in future years from 2016 to 2066 and are renewable at the option of the Corporation. Future minimum payments under these leases, excluding option periods, are approximately as follows:

|            |              |
|------------|--------------|
| 2016       | \$ 664,745   |
| 2017       | 615,511      |
| 2018       | 554,036      |
| 2019       | 447,200      |
| 2020       | 286,714      |
| Thereafter | 3,122,786    |
|            | \$ 5,690,992 |

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

**13. Commitments (continued):**

## (a) Operating leases (continued):

- (ii) The Corporation is committed under vehicle and office equipment operating leases having varying expiry dates to the year 2019. The future minimum payments under the terms of such leases are as follows:

|      |    |            |
|------|----|------------|
| 2016 | \$ | 87,951     |
| 2017 |    | 74,039     |
| 2018 |    | 25,283     |
| 2019 |    | 3,261      |
|      |    | <hr/>      |
|      |    | \$ 190,534 |

- (iii) The Corporation has entered into a lease for office premises. This lease expires December 31, 2020, and is renewable at the option of the Corporation for another three years. The future minimum payments, excluding the option period, are approximately as follows:

|      |    |              |
|------|----|--------------|
| 2016 | \$ | 552,458      |
| 2017 |    | 563,298      |
| 2018 |    | 571,041      |
| 2019 |    | 571,041      |
| 2020 |    | 571,041      |
|      |    | <hr/>        |
|      |    | \$ 2,828,879 |

- (b) E-Comm has entered into a commitment to purchase next generation radio infrastructure, equipment, and associated services of approximately \$23,510,000 relating to the refresh of E-Comm's radio network. The future payments, exclusive of applicable taxes, under the terms of the contract are expected to be approximately as follows:

|      |    |               |
|------|----|---------------|
| 2016 | \$ | 8,128,000     |
| 2017 |    | 3,251,000     |
| 2018 |    | 3,251,000     |
|      |    | <hr/>         |
|      |    | \$ 14,630,000 |

# E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2015

---

## 13. Commitments (continued):

### (c) Municipal pension plan:

The Corporation and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local governments.

The most recent valuation as at December 31, 2012 indicated an unfunded liability of \$1,370 million for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016.

Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets, and costs to individual entities participating in the Plan. The Corporation paid \$2,536,320 for employer contributions to the plan in fiscal 2015 (2014 - \$2,017,466).



**PROXY**  
**Annual General Meeting of the Members**  
**E-COMM Emergency Communications**  
**for British Columbia Incorporated**

The undersigned hereby appoints \_\_\_\_\_, of \_\_\_\_\_, or failing him/her, \_\_\_\_\_, of \_\_\_\_\_ as the undersigned's proxy to attend, act and vote all (or \_\_\_\_\_) of the undersigned's shares (*if Proxy not to vote all shares, insert above the number of shares to be voted and strike out the word "all"*) for the undersigned and on the undersigned's behalf at the **Annual General Meeting** of the Members to be held on the **16th day of June, 2016** or at any adjournment thereof.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
*Name of Shareholder*

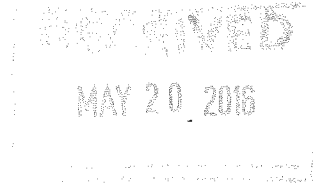
\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Print Name and Title*

**Proxy instructions**

Submitted proxies must be signed & delivered (**by 10:00 am June 14, 2016**) to the Company at 3301 East Pender Street Vancouver, BC V5K 5J3; or, by fax at 604.215.4933. Scanned/pdf copies can be forwarded to [tamarah.flett@ecom911.ca](mailto:tamarah.flett@ecom911.ca).

This proxy may be revoked by instrument in writing delivered to the registered office of E-Comm prior to the date of the meeting, or delivered to the chair of the meeting on the date of the meeting prior to any vote being cast utilizing the proxy.



May 13, 2016

Dear North Shore Community Leader:

**Re: NSIIP 3-Year Strategic Plan**

On behalf of the North Shore Immigrant Inclusion Partnership (NSIIP), we are delighted to provide you with a brochure that summarizes the priorities outlined in our newly released strategic plan for 2016-2019.

This plan is the result of a tremendous amount of research and community consultation undertaken in 2014 and 2015. With more than 2,000 new immigrants choosing to come and live on the North Shore each year, the goal of the plan is to improve outcomes for our newest residents and ensure that all residents on the North Shore have a sense of belonging.

The Plan establishes the following 5 key priorities and goals for the North Shore:

- **Priority 1: Access to Information and Services.** Immigrants and community stakeholders all have access to current and relevant information and resources to facilitate settlement and integration.
- **Priority 2: Community Connection and Intercultural Relationships.** North Shore residents are engaged in building cross cultural relationships and mutual trust.
- **Priority 3: Employment.** North Shore immigrants have access to employment that matches their skills, education and experience.
- **Priority 4: Representation.** Immigrants play a representative role in guiding the development of the communities of the North Shore.
- **Priority 5: Foundation: NSIIP Sustainability.** NSIIP represents the full community of stakeholders impacted by immigrant integration, is well-recognized within the communities of the North Shore and has the funding and staffing to support its work.

With the strategic plan complete, we are now in the process of establishing working groups to create more detailed, three-year action plans related to each of the key priorities. If you or your colleagues would be interested in participating in a working group, we would welcome this involvement. Please contact Alison Dudley, NSIIP Partner Liaison and Coordinator, for more information at 604-973-0452 or [alison@nsms.ca](mailto:alison@nsms.ca). To learn more about the plan, please visit <http://www.nsiip.ca>.

Implementing this plan will be a collective effort. We encourage Councils and Boards across the North Shore to formally receive the plan, support its priorities and join us as we move forward in ensuring all immigrants have opportunities to fully participate economically, socially and civically.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jenny Benedict".

Jenny Benedict, NSIIP Co-Chair  
Director Library Services  
West Vancouver Memorial Library

Elizabeth Jones, NSIIP Co-Chair  
Executive Director  
North Shore Multicultural Society



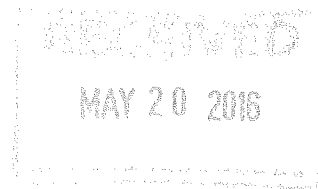
Board and Information Services, Legal and Legislative Services  
Telephone: 604-432-6250 Fax: 604-451-6686

MAY 03 2016

CR-12-01

Ref: RD 2016 Apr 29

Anne Yanciw, Interim Chief Administrative Officer  
Village of Lions Bay  
400 Centre Road  
P.O. Box 141  
Lions Bay, BC V0N 2E0



Dear Ms. Yanciw:

**Re: Consideration of the Village of Lions Bay Regional Context Statement**

At its April 29, 2016 regular meeting, the Greater Vancouver Regional District Board of Directors adopted the following resolution:

*That the GVRD Board accept the Village of Lions Bay Regional Context Statement as received by Metro Vancouver on March 9, 2016.*

The Village of Lions Bay has developed a Regional Context Statement that is generally consistent with the requirements of *Metro Vancouver 2040: Shaping Our Future* – the regional growth strategy. Metro Vancouver appreciates the opportunity to work with Lions Bay staff to review and advance the Regional Context Statement.

We look forward to Lions Bay preparing an updated Official Community Plan in 2016, and Metro Vancouver staff are available to assist as a new Regional Context Statement is prepared to further improve alignment with *Metro 2040*.

Should you or your staff have any further questions, please contact Eric Aderneck, Senior Regional Planner at 778-452-2626 / [eric.aderneck@metrovancover.org](mailto:eric.aderneck@metrovancover.org).

Sincerely,

Chris Plagnol  
Corporate Officer

CP/kh

cc: Karen Rothe, A/Director, Planning Programs, Ministry of Community, Sport and Cultural Development  
Sarah Ross, Manager, Partner Consultation, Transportation Planning & Policy, TransLink

18087170



**PIVOT**  
equality lifts everyone

May 5, 2016

VIA Regular Mail

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

Reply to: DJ Larkin  
Direct Line: (604) 229-9631  
E-mail: dj@pivotlegal.org

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

RECEIVED  
MAY 12 2016

Attention: Mayor & Council Lions Bay

Dear Council,

**Re: Municipal bylaw compliance with the *Canadian Charter of Rights and Freedoms***

We write regarding the decision of the Chief Justice of the Supreme Court of British Columbia on October 21, 2015 in *Abbotsford (City) v Shantz*, 2015 BCSC 1909. At this time we are requesting information regarding your municipality's timeline and process for amending your relevant bylaws in accordance with the declarations of the Court.

The Court in *Shantz* declared unconstitutional portions of certain bylaws controlling public space in the City of Abbotsford, specifically Abbotsford's *Consolidated Parks Bylaw* and *Good Neighbour Bylaw*, to the extent that the provisions at issue prohibited homeless people from sleeping or being in a park overnight or erecting a temporary overnight shelter without permits.

In *Shantz*, the Court found that the continued displacement of homeless people causes serious psychological pain and stress and creates a risk to the health of homeless people. The Court has further found that people also require shelter during the day and that there is a need to ensure that space exists on a more than overnight basis. Displacement is caused by enforcement or threat of enforcement of bylaws like those found unconstitutional in *Shantz* and by management of public spaces that seeks to exclude homeless people from the public spaces upon which they rely for their survival. Homeless people require space where they can sleep, rest, shelter, stay warm, eat, wash and attend to personal hygiene 24 hours a day.

Notably, since the *Shantz* decision, the Supreme Court of British Columbia has declined to order the removal of a homeless encampment on the courthouse lawn in the City of Victoria due to the benefits of the camp and the lack of accessible shelter and housing options. The camp can therefore continue to operate pending a trial to determine the constitutionality of the Province of BC's management of the lands in question (*British Columbia v Adamson*, 2016 BCSC 584).

121 Heatley Avenue  
Vancouver, BC V6A 3E9  
tel.: 604.255.9700 / fax: 604.255.1552

PAGE 30

In addition, provisions of the City of Victoria's *Parks Regulation Bylaw* have previously been found unconstitutional in 2008 (*Victoria (City) v Adams*, 2008 BCSC 1363), a finding which was upheld by the BC Court of Appeal in 2009 (*Victoria (City) v Adams*, 2009 BCCA 563). Given the continued prevalence of homeless people throughout the province and the lack of sufficient available and accessible shelter and housing to meet people's needs and individual circumstances, the decisions of the Court are equally applicable to municipalities across British Columbia.

To the extent that your municipality's bylaws prohibit people from sleeping or being in a park overnight or erecting a temporary shelter without permits, such bylaws require amendment allowing for homeless people to be in, sleep in and set up structures in parks between the hours of 7:00pm and 9:00am the following day.

We furthermore encourage your municipality to ensure that space exists where homeless people can lawfully sleep, rest, shelter, stay warm, eat, wash and attend to personal hygiene 24 hours a day, in keeping with the findings of the Court.

We look forward to hearing from you regarding your municipality's proposed timeline and process for amending your relevant bylaws. Should you have questions regarding your municipality's bylaws or the steps necessary to ensure that your bylaws are brought into compliance with the *Canadian Charter of Rights and Freedoms*, please contact our office.

Yours truly,

**PIVOT LEGAL SOCIETY**

per:

DJ Larkin  
*Barrister & Solicitor*

cc:

|                  |                          |
|------------------|--------------------------|
| Anmore           | New Westminster          |
| Belcarra         | North Vancouver City     |
| Bowen Island     | North Vancouver District |
| Burnaby          | Pitt Meadows             |
| Coquitlam        | Port Coquitlam           |
| Delta            | Port Moody               |
| Electoral Area A | Richmond                 |
| Langley City     | Surrey                   |
| Langley Township | Vancouver                |
| Lions Bay        | West Vancouver           |
| Maple Ridge      | White Rock               |



MAY 27 2016

*me.*  
*ifld*  
*regida*  
Planning, Policy and Environment Department  
Tel. 604 456-8835 Fax 604 436-6701

File: AQ-06-01

May 20, 2016

Clerk-Treasurer  
Village of Lion's Bay  
POBox 141 - 400 Centre Street  
Lion's Bay, BC V0N 2E0

Dear Sir/Madam:

**RE: Air Quality Monitoring Report for 2014**

Please find enclosed a copy of the Lower Fraser Valley Air Quality Monitoring Report for 2014. This report is also available electronically on the Metro Vancouver website at:

<http://www.metrovancover.org/services/air-quality/emissions-monitoring/monitoring/reports/Pages/default.aspx>

The 2014 report summarize data collected from all air quality monitoring stations; compares measurements to federal, provincial and Metro Vancouver air quality objectives and standards; describes special monitoring activities undertaken during the year; and provides long-term trends. Reports of data collected from the Lower Fraser Valley Air Quality Monitoring Network have been published annually since 1972.

We would be happy to respond to any questions or comments you may have with respect to these reports. Please contact me at 604-436-6742 or [geoff.doerksen@metrovancover.org](mailto:geoff.doerksen@metrovancover.org).

Please advise our department at 604-456-8835 of any corrections to the addressee or mailing address for distribution of future air quality reports.

Yours truly,

Geoff Doerksen  
Air Quality Planner

Enclosure  
18325031

**Given the well placed concerns regarding the municipal water supply in our community, I wish to explain my role as a volunteer associated with the watering of the Native Plant Garden.**

**The Lions Bay Native Plant Garden, conceived in 2009, is described in a recently produced trifold Brochure for all to read. It is a "gem in the making", created by the efforts of a small number of volunteers to enhance the public appreciation of the values of plants and living things. The chosen site on Lions Bay Avenue is on Municipal property, and it is to the Municipality that volunteers have donated their time and expertise as well as grant moneys and other economic resources. The Municipality has awards grants to the project.**

**Given the potential of prolonged drought conditions, especially during the Summer, the risk of permanent damage to the Garden, and the loss of volunteered time and the material investment in plants, it is prudent to give consideration to ways to provide for mitigating such damage by means of suitably approved preferably automated watering arrangements.**

**1 The site is on a south facing slope and tends to dry out in the Summer months, especially as the original soil is not water-retentive. Initially a "derelict" site, a dumping ground for debris and overgrown with non-native and invasive species, it is now well restored by the efforts of volunteers. It is bordered on the south by two private homes, and on the north by a Cypress cedar hedge (put in place by another group, not the LBNPG, but maintained by the LBNPG group). It now contains an inheritance of some native species plus may new plants.**

**2 The soil overburden is shallow in most places and does not retain moisture well. The much more ideal and desirable 12-18 inches of soil that is recommended or found in well endowed gardens is not present, presenting a challenge for garden maintainance..**

**3 The Municipal water supply is located near the top of the site (at the on-ramp from Lions Bay Avenue). Unfortunately it is a low pressure standpipe (18-20 psi), adding to complications in providing a good watering system. [This standpipe should have a backflow arrester in place as a precaution in case of mains failure].**

**4 A watering system that is being considered would have a 2- or 4-port battery powered timer for time-controlled watering, plus a 60-litre water reserve containers. Such a system would minimize labour intensive monitoring and watering.**

**5 Several locations are being considered, in consultation with the local residents, for the placement of reserve water containers and the electronic timer:**

**Location #1 is at the Municipal standpipe, the supply line to the storage containers and the timer. The storage containers could be unobtrusively situated close to the standpipe and the road for ease of filling (from the Village tanker if available), and could be screened by a trellised box. The distribution from the timer however would require 2 or 4 driplines to water the four zones in the Garden. The timer should be located in a padlocked box. A direct line from the stand pipe to hose reels lower down in the garden would also be needed.**

**Location #2 is near the path leading to Home number 10. One line from the standpipe would supply the Rubbermaid containers and the timer from which 4 driplines would water the Garden. A supply line from the standpipe would also supply the hose reels.**

**Location #3 is a possibility for the placement of 40L water containers near the lower centre of the Garden, discretely hidden among Salal bushes. It would be serviced by hose from the standpipe, or from the Village "tanker" (if available), and would provide a source for hand watering. The timer would likely be at Location #2 or #3.**

**Location #4 would be situated behind the Tool Shed, with the timer placed inside the Shed as security. This location however would require a long supply line (possibly 3/4 inch rather than half inch tubing). The 4 timed driplines would emanated from the timer inside the shed to four zones in the Garden. It contains an inheritance of some native species.**

**Advice regarding approval of an option or option(s) would be appreciated.**

**Louis K. Peterson, 90 Oceanview Road, Lions Bay.**

**25 May 2016**

**From:** [PEACH AKERHIELM](#)  
**To:** [Council @ Lions Bay](#); [Shawna Gilroy](#)  
**Subject:** Fwd: "Village News" - Huh? Fire Chief Resigns and Store to Sell Liquor?  
**Date:** Friday, May 27, 2016 1:40:10 PM

---

Dear Mayor and Council,

I got this e-mail below, this morning. If the stories are factual, could residents get a note updating us on how the Village means to cover for the risk of fire, this summer? I'm sure it's of huge concern to you, given that the dry season is coming.

And may we also be told whether the Village is taking any stance in regard to sales of liquor at the store? I myself have some concerns about this.

Thank you.

Peach Akerhielm, 35 Oceanview Road [REDACTED]

---

**From:** "Resident\_of Lions\_Bay" [REDACTED]  
**To:** "Resident\_of Lions\_Bay" [REDACTED]  
**Sent:** Friday, May 27, 2016 10:33:36 AM  
**Subject:** Village News

The Seagull and former printed Village Update is missed. Residents are not being informed.

On May 18th, the LB Fire & Rescue was advised that Fire Chief Oliver was leaving the department at the end of the month citing irreconcilable differences with CAO DeJong [REDACTED]. A number of resident volunteer fire fighters may leave as a result. Other implications are: difficulty in finding a qualified replacement, possible additional remuneration costs and a struggle to find both resident & junior volunteers. At the beginning of the year they had 30 members and they may be down to 10 members if FC Oliver leaves. A minimum of 14 are needed for a house fire.

On May 20th, the attached Notice was in the North Shore News.

Ronda



**A10 | NEWS** **north shore news** FRIDAY, MAY 20, 2016**NOTICE  
TO THE RESIDENTS OF LIONS BAY RE: PROPOSED  
ESTABLISHMENT OF RURAL AGENCY STORE**

The Liquor Distribution Branch invites community input on a request to establish a Rural Agency Store (RAS) at Lions Bay General Store & Cafe in the community of Lions Bay.

The intent of a RAS is to provide liquor service in rural communities and tourist destination resorts, in order to give people in these communities better, more convenient access to beverage alcohol products. RAS's are established in rural communities where it is too small to operate a Government Liquor Store.

RAS's will be established, where there is a suitable business i.e. an existing independently-owned full service general grocery store.

Only one Rural Agency Store authorization in a community is permitted.

Written comments will be accepted until **June 6, 2016**.

Your submissions may be used by the LDB in the decision process.

LIQUOR DISTRIBUTION BRANCH  
REGIONAL MANAGER'S OFFICE  
2625 RUPERT STREET  
VANCOUVER, BC V5M 3T5

REGIONAL MANAGER'S EMAIL: [dana.fantaziu@bclldb.com](mailto:dana.fantaziu@bclldb.com)



**From:** [Paula McLachlan](#)  
**To:** [Council @ Lions Bay](#); [Shawna Gilroy](#)  
**Subject:** Lions Bay Fire Department  
**Date:** Saturday, May 28, 2016 4:25:47 PM

---

Dear Karl,

You have most probably seen the email sent to "Residents of Lions Bay" concerning the resignation of Chief Andrew Oliver.

This is very troubling news as we are at the beginning of the forest fire season. It is difficult to understand how the CAO and accounting department could have irreconcilable differences with a member(s) of the fire department that would result in the Village potentially being placed in peril.

Please advise of a back up plan including the use of West Vancouver fire fighting resources.

Yours truly,

Bruce and Paula McLachlan

**From:** [Scott Ando](#)  
**To:** [Shawna Gilroy](#)  
**Cc:** [Council @ Lions Bay](#); [Peter DeJong](#)  
**Subject:** Fire Chief Oliver  
**Date:** Sunday, May 29, 2016 9:00:36 AM

---

Dear Mayor & Council,

In the past, Lions Bay Fire Rescue (LBFR) Members cumulatively volunteer over 2000 hours per month in training and shift time alone (not including emergency response). This means that each member volunteers 81 hours of their time per month plus more to attend calls. Every six months on average, LBFR members cumulatively volunteer over 12,500 hours to be ready for and to respond to emergency incidents.

Lions Bay Fire Rescue prides itself with recruiting the next generation of firefighters. The majority of their members are looking to volunteer and gain valuable experience in order to achieve the ultimate goal, a full-time career position in the fire service.

LBFRs recruitment process has been developed to ensure the candidate is the right fit for our department and the department is the right fit for the candidate. Our goal is to develop new firefighters that are self-motivated, dedicated, willing to learn and possess valuable personable skills.

The potential loss of Andrew will be devastating to the morale of the department, possible loss of volunteer homeowners and debilitating to recruitment of young would-be firefighters. Please do everything possible to try to KEEP Andrew until a succession plan can be developed.

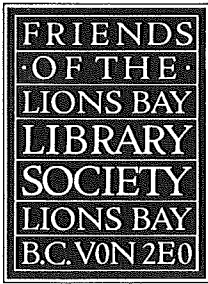
Sincerely,

S. & K. Ando



Lions Bay, BC





RECEIVED  
MAY 31 2016  
VILLAGE OF LIONS BAY  
FILE TO I/C  
FILE TO PROPERTY FILE  
OTHER

May 30, 2016

Mayor Buhr and Council:

On May 24<sup>th</sup>, 2016 the Library Volunteers met with Councilor Waterson regarding the concerns of continuing the Library in its present form.

Our long time volunteers plan to retire this year and we feel that it is necessary for a newer set of Volunteers take over, hopefully bringing fresh ideas and energy to the Library.

There may be other ways to combine use of the Library, with Councilor Waterson suggesting that the Arts Council may be interested in the room and keep a Library area open for the children's section.

We have discussed an open concept library but this still would require a person to open and close, have a definite schedule for hours of operation and maintenance of the books.

The best outcome would be obtaining new volunteers, helping them to transition and let them run with it. However we have continually asked for new people to assist us for many years with very little response.

In doing some number counts we found from January 2016 to May we have sent out 610 books.

Of that number, 85 % are credited to our children's department, with 15 % of our Adults using our services. We spent approximately \$2000.00 of our Grant monies last year purchasing new books for the children's section and Best Sellers for our Adult section, many of which have not been taken out once.

Also, our membership numbers have dropped to 66; many simply buy a membership but do not utilize the service. We have come to the conclusion – with the exception of the Children's area – Lions Bay residents are no longer interested in the Library.

Therefore, we feel we should make Council aware the the library volunteers wish to retire September 1<sup>st</sup>, 2016.

We would be happy for any direction from Council.

The Library Volunteers

Intentionally Blank