



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 6, 2015 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
  - A. Mr. J. Stone (Page 3)
- 5. Adoption of Minutes**
  - A. December 16, 2014 (Page 5)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. Reports**
  - A. Chief Administrative Officer (Page 13)
  - B. Mayor and Council
  - C. Committees
  - D. Staff
- 9. Resolutions**
- 10. Bylaws**
  - A. Bylaw No. 476 Council Procedures (Page 15)
  - B. Bylaw No. 477 Council Remuneration (Page 41)
- 11. Correspondence**
  - A. List of Correspondence to December 31, 2014 (Page 47)
- 12. New Business**
  - A. Village Planning (Page 71)
  - B. Committees & Appointments
  - C. 2015 Council Meeting Schedule (Page 73)
- 13. Public Questions & Comments**

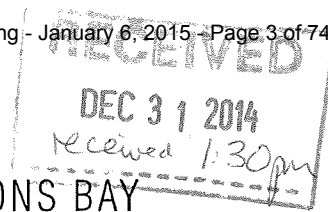
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Village of Lions Bay

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**14. Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

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

Today's Date: December 31, 2014 Council Meeting Date: January 6, 2015

SUBJECT OF DELEGATION I wish to speak before the Council regarding: Procedure By-Law; Safety Concerns; Community Centre Project, etc.

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

ACTION. The specific action I would like Council to take is: Shelve revised BY-LAW

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Mr. J. STONE
Signature: [Signature]
Organization (if any):
Address: Box 479 Lions Bay, B.C.
Phone: 921 7625 Fax:
Email:

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

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 16, 2014 at 7:00 PM IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

#### **MINUTES**

In Attendance: Mayor Karl Buhr  
Councillor Fred Bain  
Councillor Jim Hughes  
Councillor Ron McLaughlin  
Councillor Helen Waterson  
CAO Mandy Koonts  
Public Works Manager Nikii Hoglund  
Building Inspector Dave Butler  
Municipal Assistant Shawna Gilroy (Recorder)

**1. Call to Order**

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

**2. Approval of Agenda**

Item 7B: Library Furniture was added to the agenda.

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the December 16, 2014 Regular Council meeting, as amended.

**CARRIED**

**3. Public Participation**

A. Alan Henshaw

Mr. Henshaw stated that he is concerned about the water intakes continually being blocked off and queried whether or not there is a solution to this.

**4. Delegations & Presentations**

A. Presentation to Outgoing Council Members

Mayor Buhr presented a plaque to the three esteemed former members of Council: Brenda Broughton, Scott Ando and Joanne Ronsley.

**5. Adoption of Minutes**

A. Regular Council Meeting – November 18, 2014

Item 14: Adjournment – change November 28 to read November 18.

Moved: Councillor McLaughlin  
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the November 18, 2014 Regular Council meeting, as amended.

**CARRIED**

B. Inaugural Council Meeting – December 2, 2014

Item 5D: Resolution to Adopt 2015 Acting Mayor Schedule – since the schedule is written for 2015 but the new Council term started in December 2014, Councillor Waterson is appointed to acting Mayor for the remainder of 2014; that being December 16, 2014 until December 31, 2014 at midnight.

Moved: Councillor Waterson  
Seconded: Councillor Hughes

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the December 2, 2014 Inaugural Council meeting, as submitted.

**CARRIED**

**6. Business Arising from the Minutes**

**7. Unfinished Business**

A. Community Centre Repair & Replace Project

There were no questions on the CAO's report.

B. Library Furniture

Councillor McLaughlin brought forward a recommendation from the earlier COTW meeting.

Moved: Councillor McLaughlin  
Seconded: Councillor Hughes

BE IT RESOLVED THAT the Village of Lions Bay Council approve a total budget of \$3,500.00 to complete the library with the understanding that:

- 1) Library executive undertake and have shelving millwork and painting completed to their desires;
- 2) The Village will move the pre or post milled shelving to the site;
- 3) Library executive will undertake to assemble, install and anchor the shelving, AND;
- 4) Library executive will keep the CAO apprised on developments as they arise.

**CARRIED**

**8. Reports**

Moved: Councillor Waterson  
Seconded: Councillor Hughes

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of December 16, 2014, as submitted.

**CARRIED**A. Interim CAO

CAO Koonts briefly discussed the following:

- Current water situation and repairs at Harvey and Magnesia intakes
- The preliminary options for the New Build Canada Fund
- Infrastructure Master Plan
- Filling the vacant Municipal Coordinator's position
- 2015 Organics ban

B. Mayor and Council

None

C. Committees(i) Finance Committee Update

Council reviewed the Finance Committee report.

(ii) Tree Committee

It was announced that the Tree Committee Chair had resigned and that there is no replacement at this time; the topic will be discussed at the COTW meeting on January 6, 2015.

Applications 51, 52 and 53 were received and discussed.

Moved: Councillor Bain  
 Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approve the recommendation at its entirety by the tree committee as communicated in their letter on November 22, 2014 with respect to tree application 51.

**CARRIED**

Moved: Councillor Bain  
 Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council approve the recommendation at its entirety by the tree committee as communicated in their letter on November 22, 2014 with respect to tree application 52.

**CARRIED**

Moved: Councillor Hughes  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approve the recommendation at its entirety by the tree committee as communicated in their letter on November 22, 2014 with respect to tree application 53.

**CARRIED**

**ACTION: Mayor Buhr to write a letter of appreciation to Mr. Cox for his many years of service in the Village as Tree Committee Chair.**

D. Staff

Due to the current circumstances of the water situation at Harvey and Magnesia intakes, Ms. Hوجلund did not prepare a written report. She gave a verbal update on the past week’s events with the water crisis. She assured Council the Geo Scientist’s report on both intakes would be circulated.

Also noted was the Kelvin Grove washroom project deficiencies have been signed off.

E. Emergency Services and Reports

It was queried whether the Strachan Point RCMP calls were being billed to Lions Bay, which is not a part of Lions Bay, however is part of the RCMP’s reporting grid.

**ACTION: CAO Koonts to follow up with the RCMP to clarify whether Strachan Point calls are being billed to the Village.**

F. Chief Election Officer’s Final Report

Council reviewed the Chief Election Officer’s report.

**9. Resolutions**

A. Installation of Automated External Defibrillator in Village Hall and Agreement to Participate in BC Pad Program

Moved: Councillor Bain  
 Seconded: Councillor Hughes

BE IT RESOLVED THAT The Village of Lions Bay Council approves the Village’s participation in the BC PAD program by authorizing the Mayor and CAO to sign the Automated External Defibrillator (AED) Supply Agreement;

AND THAT Village Staff are authorized to install the AED unit and appropriate signage in an accessible location of the Village Hall.

**CARRIED**

B. Infrastructure Master Plan

Council reviewed the MOPW report and recommendations.

Moved: Councillor McLaughlin  
 Seconded: Councillor Hughes

WHEREAS the performance of the Village of Lions Bay’s infrastructure provides the foundation for sound fiscal management of its assets and the overall quality of life for its residents;

AND WHEREAS reliable and well-maintained infrastructure assets are essential for the delivery of critical core services for the residents of the Village of Lions Bay;



AND WHEREAS a technically precise and financially rigorous infrastructure master plan, diligently implemented, will mean that sufficient investments are made to ensure sustainable infrastructure services to current and future residents;

THEREFORE BE IT RESOLVED THAT the Village of Lions Bay Council authorizes Staff to proceed with a Request for Proposal (RFP) from qualified engineering companies to complete an Infrastructure Master Plan for the Village of Lions Bay;

AND THAT Council, pursuant to the report of the Public Works Manager, dated December 8, 2014, entitled “Infrastructure Master Plan”, dedicate a Staff resource to the provision of the Request for Proposal;

AND THAT Council authorizes Staff to proceed with compiling and submitting applications for available grant funding to help offset costs associated with the Infrastructure Master Plan, including breaking the plan into component parts if doing so will increase the Village’s ability for cost offsetting via such grants.

AND THAT the Public Works Manager will consult with the Infrastructure Committee on the RFP process.

**CARRIED**

C. Cumulative Effects Assessment for Howe Sound

Moved: Councillor Waterson  
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council, as a member of the Howe Sound Community Forum, accepts the FLNRO’s offer to conduct a Cumulative Effects Assessment (CEA) for Howe Sound, within the BC CEA Framework but tailored to the Howe Sound area, with assessment work commencing in early 2015.

**CARRIED**

**10. Bylaws**

A. Council Procedures Bylaw No. 476 – DRAFT for preliminary review and comment  
 Council reviewed the report and recommendations from CAO Koonts.

Moved: Councillor Waterson  
 Seconded: Councillor Hughes

BE IT RESOLVED THAT the Village of Lions Bay Council receives for information DRAFT Council Procedure Bylaw No. 476 and authorizes staff to release the document for public review and comment prior to being brought forward for first reading and discussion on January 6, 2015.

**CARRIED**

**11. Correspondence**

Councillor Bain noted that page 192 of the Council Package was a letter from a resident who queried whether this required further action from Council.

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council receives the list of Correspondence to December 10, 2014.

**CARRIED**

**ACTION: CAO Koonts is to look into the letter on page 192 of the December 16, 2014 Regular Council Package and decipher whether it should be brought back to Council's attention at the next meeting.**

**12. New Business**

A. Request to Waive User Fees

Moved: Councillor Hughes

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council waive the user fees under the Fees and Charges Bylaw for the Lions Bay Christmas Carolling 2014 event.

**CARRIED**

\*(The order of business was varied to address item 12C ahead of item 12B).

B. Committee Portfolios

Council is unclear on requirement for the exact structure of the committees based on rules in the Community Charter. Four primary committees have been established as follows:

- Finance Committee – Councillor McLaughlin, Chair
- Infrastructure Committee – Councillor Bain, Chair
- Community Committee – Councillor Waterson, Chair
- Government Committee – Councillor Hughes, Chair

C. Build Canada Grant Application – Preliminary Report

Ms. Hoglund discussed the requirements under the Build Canada Grant, as well as her preliminary report. After considerable discussion, Council agreed to endorse option one.

Moved: Mayor Buhr

Seconded: Councillor Hughes

BE IT RESOLVED THAT the Village of Lions Bay Council endorses option one for the New Build Canada Grant application as noted in the Public Works Manager's report.

**CARRIED**

**13. Public Questions & Comments**

A. Alan Henshaw

Mr. Henshaw relayed that it had been a very entertaining meeting. He also queried whether the library will be in the computer system linkage with the rest of the libraries.

**14. Reporting Out**

**15. Adjournment**

Moved: Councillor Bain  
Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the December 16, 2014 Regular Council meeting at 8:30 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date Adopted by Council:	
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>CAO's Report</b>		
<b>Author</b>	<b>M. Koonts</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 23, 2014</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 6, 2015 Regular Council Meeting</b>		

Recommendation:

THAT this report is received by Council for information.

Summary:

At Mayor Buhr's request, the format of the CAO's Council report has been modified to a task list style format to provide a broad overview of the tasks and functions currently in progress, as well as their status to date.

I am pleased to discuss or answer questions on any of the information contained in the attached report.

For Council's consideration.

Attachment:

- CAO's workplan as of December 29, 2014

CAO's Punchlist, report to Mayor & Council							
Start	Deadline	Priority (1 high to 5 low)	Council portfolio	Administrative classification	Task, status and notes (last updated December 29, 2014)	Primary	Other
28/Nov/14	18/Feb/15	1	infrastructure	Grants	Build Canada Grant application	NH	Infrastructure Committee
1/Dec/14	End February 2015	2	Finance	Admin	Water/sewer rates & bylaws must be adopted by end-February		
Pre-CAO		2	infrastructure	Admin	Emergency Management Plan is substantially outdated and lacks certain elements; quote are being obtained for a subject-matter expert to facilitate a hazard and risk assessment and an updated plan	MK	Select committee should be struck to assist with this
Pre-CAO	Spring 2015	2	Government	Admin	Need for a communications plan, strategy and policy. Report being prepared for Council; expected to come forward in February	MK	
Pre-CAO	N/A	2	Government	Admin	Legal matters: ongoing	MK	
28/Nov/14	End January 2015	2	Government	Council	Council half day orientation workshop being organized with subject matter experts (insurance, auditor, legal)	MK	
28/Nov/14	Early January 2015	2	Community	Vendors	Organics ban January 1: Smithrite contract being renegotiated for remainder of term to accommodate changes, communications plan in progress, school event confirmed, drafting of education materials to be circulated to residents, sourcing suppliers to potentially have on-hand for resident purchase (bins)	Ruth Simons	MK
1/Dec/15	End January 2015	2	Government	Finance	Prepare report on municipal insurance options prior to expiration of current coverage end-January		
Dec. 15th	January 15th	2	Community	Admin	Prepare 2015 Celebrate Canada grant application for submission by deadline January 15	MK/SG	
Pre-CAO		3	Finance	Admin	CCR project wrap up: deficiencies still being addressed, library layout yet to be confirmed and in progress.	MK	Library staff
Pre-CAO		3	Government	Admin	Ongoing file with the Office of the Ombudsperson based on a resident complaint several months ago	MK	
28/Nov/14		3	Finance	Finance	2015 budget items being identified by staff for discussions to start budget process in January	HS	Finance Committee, Council
		3	infrastructure	Ad	Establish rating system for water restrictions with detailed information noting acceptable/non-acceptable uses for each level	MK	
28/Nov/14	1/Mar/15	3	infrastructure	Grants	Infrastructure Study grant applications; to occur after infrastructure master plan has been commissioned	NH	Infrastructure Committee
28/Nov/14	End January 2015	3	Government	Staff	Staffing levels - review of workloads, staffing needs, filling of vacancies	MK	
1/Dec/14	Spring 2015	3	Community	Admin	Meeting scheduled with West Vancouver to discuss & share their trees vs. views research & recommendations - establish feasibility to consider something similar	MK	
Pre-CAO	1/Feb/15	3	Government	Finance	Review of water/sewer user rates & parcel tax restructure	MK working with Finance	
Pre-CAO	BF January 2015	4	Government	Admin	LUMP has been tabled to January for further discussion – should occur with any OCP discussions	Council	
28/Nov/14	End January 2015	4	Government	Vendors	Janitorial RFP closes January 5, submissions to be reviewed and recommendations brought forward for Council resolution January 20	MK	
Dec. 15th	1/Apr/15	4	Government	Admin	Researching feasibility of instituting of business licenses in 2015; obtain detailed information on home-based businesses within VOLB and establish next steps	MK	
28/Nov/14	Budget dependent	4	Community	Vendors	Sourcing AV suite feasibility and costs as directed by Mayor Buhr	MK	
Pre-CAO		5	Government	Admin	Records Management system: needs complete overhaul, research has begun. Will require new policy on document retention in line with provincial and federal retention requirements. Remains a work in progress as time permits.	MK	Coordinator will be assigned as primary once role is filled
Pre-CAO		5	Government	Admin	Several policies due for updating; research continues through drafting phase, drafts will be brought forward once Committee is established.	MK	Other staff participate as relevant to the specific policy
Pre-CAO		5	Government	Admin	Several bylaws due for updating; research continues through drafting phase, drafts will be brought forward once Committee is established.	MK	Other staff participate as relevant to the specific bylaw



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Bylaw 476 – Council Procedures 2015 DRAFT</b>		
<b>Author</b>	<b>M. Koonts</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 29, 2014</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 6, 2015 Regular Council Meeting</b>		

Recommendation:

THAT the Village of Lions Bay Council passes first reading of Bylaw 476 – Council Procedures.

Background:

As requested by Council at the December 16, 2014 meeting, this draft bylaw was posted to the website and an ePost circulated requesting public feedback on changes.

Only two feedback submissions were made, as follows:

Submission 1, received December 18, 2014:

“The Council meetings procedures should not be changed. In fact, if a change was to be made, it should not be to the frequency of meetings, but a change to the time and days. I encourage council to get down to more important issues.”

Submission 2, received December 19, 2014:

“On quickly reviewing this proposed by-law I noted one item that concerns me. Specifically, under the area of correspondence I noted that communications to Council would be reviewed (based on content) to determine if they would be forwarded to Council as correspondence. Possibly I do not understand the full reason for this, however, it seems to me that in the event correspondence is not to be forwarded to the intended recipients - whoever sent the correspondence should be informed that it has not been forwarded, and provided with the reason it was not forwarded. Please consider this.”

To the first point, it could be stated that while the bulk of debate and decision making occurs around the Council table, the bulk of the work itself occurs on the operational (staff) level. Additionally, Council anticipates a new Committee structure expected to take on a significant amount of work – this will require staff resources to some extent. Refining the Council meeting schedule to a more robust monthly agenda is expected to free up a significant amount of staff time in order to assist at the Committee level and also be able to execute the work in a more efficient and timely manner.

To the second point, the intent of this clause is simply to address resident concerns as quickly as possible; rather than putting everything on-hold until it can be reviewed by Council. That is, any resident submissions, addressed to Council, which can be addressed by the office in the first instance will be.

For Council’s consideration.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Council Procedures Bylaw 2015**

### **Bylaw No. 476**

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

**Repealed: Council Procedures Bylaw No. 453, 2012**

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. 476, 2015**  
**Council Procedures 2015**

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## **THE VILLAGE OF LIONS BAY**

### **BYLAW NO. 476**

#### **Council Procedure**

**WHEREAS** the Council of the Municipality of the Village of Lions Bay deems it expedient to provide for Council meeting and committee meeting procedures pursuant to the Community Charter;

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

#### **PART 1 – INTRODUCTION**

##### **TITLE**

1. This Bylaw may be cited as the “COUNCIL PROCEDURES BYLAW NO. 476, 2015”.

##### **SEVERABILITY**

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

##### **PREVIOUS BYLAW REPEAL**

3. Council Procedures Bylaw No. 453, 2012 is hereby repealed.

##### **DEFINITIONS**

4. In this Bylaw:

“Chair” means the member identified to preside over Council proceedings;

“committee” means a standing, select, or other committee of Council, but does not include COTW;

“Corporate Officer” means the Chief Administrative Officer of the Village or his or her delegate;

“correspondence” means documentation submitted to the Village, either electronically or in hard copy, which:

- is addressed specifically to Council;
- the Corporate Officer determines, based on the content, should be included as Council correspondence.

“COTW” means the Committee of the Whole Council, being a committee of which the Mayor and all Councillors are members;

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

“councillor” means a member of the Council of the Village of Lions Bay, excluding the Mayor;

“inaugural meeting” means the meeting at which members elected at the most recent general local election are sworn in;

“Mayor” means the Mayor of the Village;

“meeting” means an inaugural, regular or special meeting of Council, as the context requires;

“member” means the Mayor or a Councillor;

“motion” means a formal proposal made by a member at a meeting of the Council or a committee that the Council or committee approve or order a specified course of action;

“Municipal Hall” means the Village of Lions Bay Office located at 400 Centre Road, Lions Bay, BC, V0N 2E0;

“point of information” means the procedure pursuant to which a member may raise their hand and ask the Chair to require further information on the subject being debated;

“point of order” means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

“public notice posting places” means the notice board at the Village Hall and the Village website;

“quorum” means:

- (a) in the case of Council, a majority of the number of members of which the Council consists under the *Community Charter*; and
- (b) in the case of a committee or other body, a majority of the voting members appointed.

“recorder” means the staff member or contractor assigned to take minutes at a Council or Committee meeting;

“regular meeting” means a meeting of the Council, other than a special or inaugural meeting, held under Part 2;

“special meeting” means a meeting of the Council other than a regular or inaugural meeting, held under Part 2;

“Village” means the Village of Lions Bay;

“Village web site” means the information resource found at an internet address provided by the Village.

## **INTERPRETATION**

5. Reference in this Bylaw to:
- (1) A numbered Section or Part is a reference to the correspondingly numbered Section or Part of this Bylaw.
  - (2) The plural is to be considered to be a reference also to the singular, unless the context otherwise requires.
  - (3) A resolution or vote of the Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the members present and entitled to vote on the matter except as otherwise provided by the Community Charter or this or any other Bylaw of the Village.

## **APPLICATION OF RULES OF PROCEDURE**

6. (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 11<sup>th</sup> edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:
- (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw or the Community Charter.

## **PART 2 – COUNCIL MEETINGS**

### **INAUGURAL MEETING**

7. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.

- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in section 7(1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

#### **TIME AND LOCATION OF MEETINGS**

8. (1) All Council meetings must take place within the Council Chambers of the Municipal Hall except when Council resolves to hold meetings elsewhere. Except in the case of a meeting outside Municipal boundaries, Council may pass the resolution to hold a meeting outside of Municipal Hall at the commencement of that meeting.
- (2) Regular Council meetings must:
  - (a) be held on the first Tuesday of each month, excepting August;
  - (b) begin at 7:00 p.m.; and
  - (c) be adjourned by 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 40(1).
- (3) Regular Council meetings may:
  - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
  - (b) be changed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.
- (4) When a Regular Council meeting is postponed pursuant to section 8(3)(b) notice shall be provided in accordance with sections 9(2) and 9(3).

#### **NOTICE OF REGULAR COUNCIL MEETINGS**

9. (1) The Corporate Officer must, at public notice posting places, annually before January 15 post a schedule of the dates, times and places of regular Council meetings.
- (2) The Council may cancel or reschedule a regular meeting or call a special meeting under section 10. The Corporate Officer must, as soon as practicable:
  - (a) post a notice at the public notice posting places which indicates revisions to the date, time and place or a regular Council meeting or cancellation of a regular Council meeting; and
  - (b) revise the schedule referred to in section 9(1).
- (3) Subject to section 9(2) the Corporate Officer must give public notice of a regular Council meeting at least 24 hours before the date of the meeting.

- (4) If the agenda for the meeting contains a proposed resolution to close all or part of the meeting to the public, the notices must state the basis under the Community Charter on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.

#### **NOTICE OF SPECIAL MEETINGS**

10. (1) A special meeting may be called in compliance with applicable enactments.
- (2) Except where notice of a special meeting is waived by unanimous vote of all Council members under the Community Charter, a notice of the date, time, and place of a special meeting must be given at least 24 hours before the time of meeting by:
  - (a) posting a copy of the notice at the public notice posting places,
  - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at Municipal Hall, and
  - (c) contacting each Council member by telephone (or leaving a recorded message) or by email to their Village email address.
- (3) The notice under section 10(2) must describe in general terms the purpose of the meeting.
- (4) If the agenda for the special meeting contains a proposed resolution to close all or part of the meeting to the public, the notices must state the basis under the Community Charter on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.

#### **ELECTRONIC MEETINGS**

11. (1) Provided the conditions set out in the Community Charter are met:
  - (a) a special meeting may be conducted by means of electronic or other communication facilities if the Mayor or Council requires;
  - (b) a member of Council or a Council Committee member who is unable to attend at a special meeting, as applicable, may participate, including voting, in the meeting by means of electronic or other communication facilities.
- (2) The Chair at a special Council or Council Committee meeting must not participate electronically.
- (3) No more than 2 members of Council or a Council Committee at one time may participate at a council meeting under section 11(1)(b).
- (4) A special Council or Council Committee meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a quorum still exists.



## **ANNUAL MEETING**

12. The Corporate Officer must give notice of the Council meeting or other public meeting in respected of which Council has resolved to consider:
- (a) The annual report prepared under the Community Charter; and
  - (b) Submissions and questions from the public;

By giving public notice by:

- (a) Posting notice of the date, time and place of the annual meeting in the public notice posting places; and
- (b) Publishing notice of the date, time and place of the annual meeting in accordance with the Community Charter.

## **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

13. Annually in December Council must, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor ("Acting Mayor") when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
14. Each Councillor designated under section 13 must fulfill the responsibilities of the Mayor in his or her absence and has the same powers and duties as the Mayor in relation to the applicable matter.
15. If both the Mayor and the member designated under section 13 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

## **PART 4 – COUNCIL PROCEEDINGS**

### **COMMUNITY CHARTER PROVISIONS**

16. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 and Division 2 of Part 5.

### **ATTENDANCE OF PUBLIC AT MEETINGS**

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:

- (a) COTW;
  - (b) standing and select committees;
  - (c) parcel tax review panel; and
  - (d) Board of Variance.
- (4) Despite section 17(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 may expel or exclude from a Council meeting a person in accordance with section 27(5) of this bylaw.

#### **MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC**

18. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded with decisions and action items;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor or other member presiding at the meeting, and the Corporate Officer once adopted by Council.
- (2) Subject to section 18(3), and in accordance with the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Municipal Hall during its regular office hours.
- (3) Section 18(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

#### **CALLING MEETING TO ORDER**

19. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Chair must call the Council meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present; and
  - (b) the members present must choose a member to preside at the meeting until:
    - i) either the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 arrives; or
    - ii) the end of the meeting.

- (3) If the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 arrives after commencement of a meeting, he or she will assume the role of Chair upon arrival.

#### **ADJOURNING MEETING WHERE NO QUORUM**

20. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
  - (a) record the names of the members present and those absent and adjourn the meeting until the next scheduled meeting; and
  - (b) place all business on the agenda that is not dealt with at that regular meeting on the agenda for the next regular meeting.
21. If a quorum of Council is lost during a meeting, the Corporate Officer must record the names of the members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene, section 20 will apply.

#### **AGENDA**

22. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting the recommendation, if there is one, for each item on the agenda.
  - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 4:00 p.m. on the Wednesday prior to the meeting.
  - (4) The Corporate Officer must make the agenda available to the members of Council and the public at least 24 hours before a regular Council meeting.
  - (5) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 24.

#### **ORDER OF PROCEEDINGS AND BUSINESS**

23. (1) Unless otherwise resolved by Council, the agenda for all regular Council meetings contains the following matters in the order in which they are listed below :
  - (a) Approval of agenda
  - (b) Public participation
  - (c) Delegations – requests to address Council
  - (d) Adoption of minutes
  - (e) Business arising from the minutes
  - (f) Unfinished business

- (g) Reports
  - (h) Resolutions
  - (i) Bylaws
  - (j) Correspondence
  - (k) New Business
  - (l) Public Questions & Comments
  - (m) In Camera (when applicable)
  - (n) Adjournment
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

#### **LATE ITEMS**

24. (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time the Agenda is approved.
- (2) If the Council makes a resolution under section 24(1), information pertaining to late items must be distributed to the members and the Recorder.

#### **VOTING AT MEETINGS**

25. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the Chair must put the matter to a vote of Council members. For the purpose of this section and subsequent sections 'put' or 'putting' refers to putting the motion to a vote.
  - (b) when the Council is ready to vote, the Chair must put the matter to a vote by stating:  
"Those in favour raise your hands." and then "Those opposed raise your hands."
  - (c) when the Chair is putting the matter to a vote under sections 25(1)(a) and (b) a member must not:
    - (i) cross or leave the room, or
    - (ii) interrupt the voting procedure under section 25(1)(b) unless the interrupting member is raising a point of order;

- (d) after the Chair puts the question to a vote under section 25(1)(b), a member must not speak to the question or make a motion concerning it;
- (e) the Chair's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the Chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

26. Abstention from voting and tie votes are deemed to affect voting as follows:

- (a) Any member present who does not indicate their objection shall be deemed to have voted in the affirmative on the question; and
- (b) If the votes of the members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated.

#### **PUBLIC PARTICIPATION**

27. (1) Council shall hold a ten minute public participation period or until speakers have concluded, whichever comes first, at the beginning of the meeting.
- (2) Members of the public shall address their questions through the Chair and if the question can be answered either by or through that Member, Council shall do so.
- (3) Where Council is unable to address a question, the question shall be referred to staff for answer or subsequent research.
- (4) Each address must be limited to 2 minutes.
- (5) All persons addressing Council are expected to adhere to the Public Guidelines which are appended to this bylaw.

#### **DELEGATIONS**

28. (1) A maximum of three (3) delegations will be permitted at a regular Council meeting. Council may, by unanimous decision, allow additional delegations if the subject matter is deemed to be urgent or time-sensitive.
- (2) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application on a prescribed form has been received by the Corporate Officer by 4:00 p.m. on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.

- (3) Where written application has not been received by the Corporate Officer as prescribed in section 28(2), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Council must not permit a delegation to address a meeting of the Council:
  - (a) regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
  - (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action; or
  - (c) if the purpose or subject of the delegation has no relation to an agenda item or is beyond the jurisdiction of Council;except as otherwise permitted by Council.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation or if the maximum delegations has been reached for the meeting.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Delegation requests must include:
  - (a) the full particulars of the subject matter;
  - (b) the proposed action, within the jurisdiction of the Village, which the delegation wishes the Village to take in response to the submission;
  - (c) the names and addresses of the person(s) or the organization comprising the delegation; and
  - (d) the name, address and telephone number of the designated speaker(s).

#### **CORRESPONDENCE**

29. Any person wishing his or her correspondence to be received by Council at a regular meeting, shall provide it to the Municipal Hall by 4:00 p.m. on the Wednesday prior to the regular meeting. Electronic submissions are to be emailed to [agenda@lionsbay.ca](mailto:agenda@lionsbay.ca).

#### **POINTS OF ORDER**

30. (1) Without limiting the Chair's duty under the *Community Charter*, the Chair must apply the correct procedure to a motion:

- (a) if the motion is contrary to the rules of procedure in this bylaw, and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the Chair is required to decide a point of order:
- (a) the Chair must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the Chair under section 31(2)(a); and
  - (c) the Chair may reserve the decision until the next Council meeting.

### CONDUCT AND DEBATE

31. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the Chair.
- (2) Members must address the Chair by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the Chair must call on the member who, in the Chair's opinion, first spoke.
- (6) Members who are called to order by the Chair:
- (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and

- (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and Council in connection with the rules and points of order.
- (8) If a member does not adhere to Section 31(7), the Chair may order the member to leave the member's seat, and:
  - (a) if the member refuses to leave, the Chair may cause the member to be removed by a peace officer from the member's seat , and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a member may speak more than twice in connection with the same question only:
    - (i) with the permission of Council, or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter; or
    - (iii) to ask a question pertinent to the matter under debate.
  - (b) a member who has made a substantive motion to the Council may reply to the debate;
  - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

#### **MOTIONS GENERALLY**

- 32. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:



- (a) to adopt minutes;
  - (b) to refer to committee;
  - (c) to amend;
  - (d) to lay on the table;
  - (e) to postpone indefinitely;
  - (f) to postpone to a certain time;
  - (g) to move the previous question;
  - (h) to adjourn.
- (4) A motion made under sections 32(3)(d) to (h) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

### **MOTION FOR THE MAIN QUESTION**

33. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

### **AMENDMENTS GENERALLY**

34. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) No motion to amend a motion may be made if the amendment negates the motion which would be amended.
- (6) If any member states that a proposed amendment to a motion would negate that motion, the Chair must immediately rule whether that would be the case. The ruling may be appealed to the Council as if the ruling were on a Point of Order.

- (7) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (8) A Council member may propose an amendment to an adopted amendment.
- (9) The Chair must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under section 35(9)(a) is positive;
  - (c) the main question.

#### **RECONSIDERATION BY COUNCIL MEMBER**

- 35. (1) Subject to section 35(5), a Council member may, at the next Council meeting,
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 35(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under section 35(1) or section 131 of the *Community Charter*; or
  - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the advertising of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 35(1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

#### **PRIVILEGE**

- 36. (1) In this section, a matter of privilege refers to any of the following motions:

- (a) to fix the time to adjourn;
  - (b) to adjourn;
  - (c) to recess;
  - (d) to raise a question of privilege of the Council;
  - (e) to raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of section 36(2), a matter of privilege listed in section 36(1) has precedence over those matters listed after it.

### **PUBLIC QUESTIONS & COMMENTS**

37. During Public Questions and Comments, a person may address the Council for a maximum time of three minutes on a topic/topics which have already been subject to discussion at the meeting.
38. A question may be referred by Council to staff for subsequent response. In special circumstances Council may permit, by resolution, a person to address Council with a public question or comment earlier in the meeting.
39. Section 27(5) applies during Public Questions & Comments.

### **ADJOURNMENT**

40. (1) A Council may continue a Council meeting
- (a) from 10:00 p.m. to 10:30 p.m. only by an affirmative vote of a majority of the Council members present; and
  - (b) from 10:30 p.m. to another specified time only by a unanimous vote of all Councillors.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Section 40(2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

## PART 5 – BYLAWS

### COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

41. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### FORM OF BYLAWS

42. A bylaw introduced at a Council meeting must:
- (1) be printed;
  - (2) have a distinguishing name;
  - (3) have a distinguishing number;
  - (4) contain an introductory statement of purpose; and
  - (5) be divided into sections.

### BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

43. Council must consider a proposed bylaw at a Council meeting either:
- (1) separately when directed by the Chair or requested by another Council member, or
  - (2) jointly with other proposed bylaws in the sequence determined by the Chair.

### READING AND ADOPTING BYLAWS

44. (1) The Chair of a Council meeting may request the Corporate Officer to provide a verbal synopsis of each proposed bylaw. The readings of the bylaw may be given by stating its title and object.
- (2) The readings of the bylaw may be given by stating its title and object.
  - (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
  - (4) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
  - (5) In accordance with the *Community Charter* Council may give two or three readings to a proposed bylaw at the same Council meeting.
  - (6) Subject to this bylaw and any enactments, the Council may give up to three readings of a bylaw in a single motion.

- (7) Unless expressly authorized by statute, Council may not adopt a bylaw at the same meeting at which it gives third reading.
- (8) Despite section 135(3) of the *Community Charter* and in accordance with Section 890(9) of the *Local Government Act* Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

#### **RECONSIDERATION OF PART OR ALL OF A BYLAW**

45. Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.

#### **BYLAWS MUST BE SIGNED**

46. After a bylaw is adopted, and signed by the Corporate Officer and the Chair of the Council meeting at which it was adopted. The Corporate Officer must then have the bylaw placed in the Village's records for safekeeping.

### **PART 6 - COMMITTEE OF THE WHOLE**

#### **GENERAL PROVISIONS**

47. A Committee of the Whole is a committee of which the Mayor and all Councillors are members. All members of the Committee must be Council members.
48. Committee of the Whole meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.
49. The applicable rules of procedure as set out in this bylaw shall apply to Committee of the Whole meetings.

### **PART 7 – COMMITTEES**

#### **COMMITTEE MEETING PROCEDURES**

50. At all standing committees established by the Mayor and select or other committees (except COTW) established by the Council, the applicable rules of procedure as set out in the this bylaw shall apply.

#### **MAYOR A MEMBER OF ALL COMMITTEES**

51. The Mayor is an ex-officio member of all committees and is a voting member to the committees of which the Mayor is appointed.

**PART 8 – GENERAL**

**IRREGULARITY**

- 52. The failure of Council to observe the provisions of the bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.

**WAIVER**

- 53. Where all members are present at a meeting, the absence of a call for such a meeting or failure to give notice to all or any member will not render the meeting invalid if the unanimous consent of those members present is obtained prior to transacting any business.

**PART 9 – SCHEDULES**

Schedule A: Public Guidelines

NOTICE given in accordance with sections 94 and 124(3) of the *Community Charter* by way of posting notices in the public notice posting places on \_\_\_\_\_.

**READ A FIRST TIME**

**READ A SECOND TIME**

**READ A THIRD TIME**

**ADOPTED**

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

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

**Certified a true copy of  
Bylaw No. 476, 2015 as adopted.**

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

## **SCHEDULE A:**

### **Public Guidelines**

Speakers wishing to take part in Public Participation must enter their name onto the Speakers' List prior to the commencement of the meeting.

The Village of Lions Bay Council will begin and complete Council meetings with public participation of up to 10 minutes, with each person who wishes to speak allocated a maximum of two minutes.

Council has introduced a time limit for each speaker's segment. The Council member responsible for timing speakers during Public Participation each meeting will provide approximately 30 seconds' notice to the speaker.

When the timer first begins to sound, please complete your sentence within a few seconds, and excuse yourself from the podium. Any questions asked during the two minute segment will be captured by the Recorder.

A respectful decorum is expected at all Village meetings under section 28(5) of Council Procedures Bylaw No. 476.

A person acting improperly, consistent with section 133 of the Community Charter, may be asked to leave. If they do not do so immediately, a peace officer may be asked to enforce the order of the person presiding at the meeting, consistent with Community Charter Chapter 26, Part 5, Division 1, section 133:

#### Expulsion from meetings

133 (1) If the person presiding at a council meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(2) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Bylaw 477: Council Remuneration 2015</b>		
<b>Author</b>	<b>M. Koonts</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 18, 2014</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 6, 2015 Regular Council Meeting</b>		

**Recommendation:**

THAT Village of Lions Bay Council passes first, second and third reading of Council Remuneration Bylaw No. 477, 2015.

**Background:**

Under the Community Charter, a municipal Council may enact a bylaw to establish the remuneration rates for its elected officials.

The Village's existing remuneration bylaw (Bylaw No. 379, 2006) has not increased with the Consumer Price Index (CPI) as established by the bylaw and thus, requires updating. The previous Council elected not to increase the rates in the bylaw during the last term, despite increases to the CPI, under the premise of fiscal prudence. However, this technically places Council in violation of its own bylaw.

Should Council pass first, second and third readings of this bylaw, it will be brought forward for adoption at the January 20, 2015 Regular Council meeting.

For Council's consideration.

**Attachments:**

- Council Remuneration Bylaw No. 477, 2015 DRAFT
- Council Remuneration Bylaw No. 379, 2006

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



**Council Remuneration Bylaw  
Bylaw No. 477, 2015**

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)

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**Council Remuneration Bylaw No. 477, 2015**  
**VILLAGE OF LIONS BAY**

**A bylaw to provide for the payment of a remuneration to  
the Mayor and Councillors of the Village of Lions Bay.**

**WHEREAS** pursuant to Sections 8 and 168 of the *Community Charter*, the Municipal Council may, by bylaw, provide for the payment from annual general revenue, a remuneration to the Mayor and to each Councillor and provide that a portion thereof be paid as an allowance for expenses incidental to the discharge of the duties of office;

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

1. The Village of Lions Bay Council Remuneration Bylaw No. 379, 2006 is hereby repealed.
2. This bylaw may be cited for all purposes as the "Village of Lions Bay Council Remuneration Bylaw No. 477, 2015".
3. The Mayor shall be paid the annual sum of \$13,578.24 of which said amount one third shall be paid as an allowance for expenses incidental to the discharge of office.
4. Each Councillor shall be paid the sum of \$6,789.12 of which said amount, one third shall be paid as an allowance for expenses incidental to the discharge of their office.
5. Council remuneration increases shall be made annually on January 1 and shall parallel in terms of percentage the Canada Consumer Price Index (CPI).
6. In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
7. This bylaw shall continue in force and effect until amended, replaced or repealed by the Municipal Council of the Village of Lions Bay.
8. This bylaw comes into effect upon adoption.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

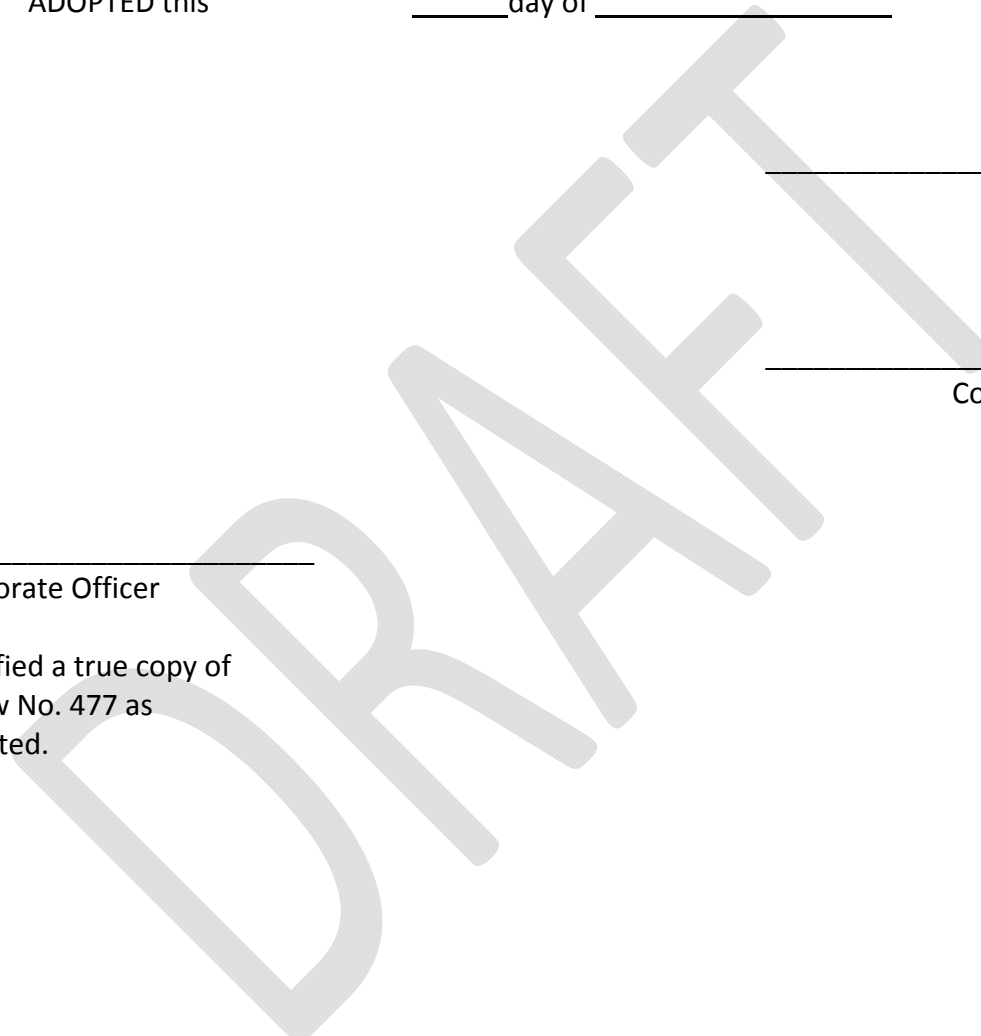
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

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

Certified a true copy of  
Bylaw No. 477 as  
adopted.



**VILLAGE OF LIONS BAY**

**BYLAW NO. 379**

**Council Remuneration Bylaw**

**A bylaw to provide for the payment of a remuneration to the Mayor and Councillors of the Village of Lions Bay.**

**WHEREAS** pursuant to Sections 8 and 168 of the *Community Charter*, the Municipal Council may, by bylaw, provide for the payment from annual general revenue, a remuneration to the Mayor and to each Councillor and provide that a portion thereof be paid as an allowance for expenses incidental to the discharge of the duties of office;

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

1. The Village of Lions Bay Council Indemnity Bylaw No. 329, 2001 is hereby repealed.
2. This bylaw may be cited for all purposes as the "Village of Lions Bay Council Remuneration Bylaw No. 379, 2006".
3. The Mayor shall be paid the annual sum of \$12,000.00 of which said amount \$4,000.00 shall be paid as an allowance for expenses incidental to the discharge of office.
4. Each Councillor shall be paid the sum of \$6,000.00 of which said amount, \$2,000.00 shall be paid as an allowance for expenses incidental to the discharge of their office.
5. Council remuneration increases shall be made annually on January 1 and shall parallel in terms of percentage the Canada Consumer Price Index (CPI).
6. In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
7. This bylaw shall continue in force and effect until amended, replaced or repealed by the Municipal Council of the Village of Lions Bay.
8. This bylaw comes into effect upon adoption.

**READ A FIRST TIME this                    20<sup>th</sup> day of                    February, 2006.**

**READ A SECOND TIME this                    20<sup>th</sup> day of                    February, 2006.**

**READ A THIRD TIME this                    20<sup>th</sup> day of                    February, 2006.**

**ADOPTED this                                    27<sup>th</sup> day of                    February, 2006.**

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

\_\_\_\_\_  
**Administrator**

**Certified a true copy of  
Bylaw No. 378 as  
adopted.**

\_\_\_\_\_  
**Administrator**

## VILLAGE OF LIONS BAY

---

### Incoming Correspondence - January 6, 2015

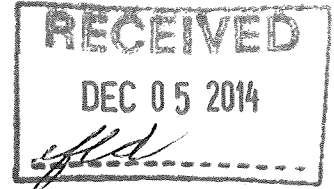
*General Correspondence:*

- G1: 2015 Age Friendly Grant Approval
- G2: 2015 Age Friendly Grant Community Planning
- G3: Coast Mental Health Found
- G4: Cumulative Effects Howe Sound 1
- G5: Cumulative Effects Howe Sound 2
- G6: Woodfibre LNG Working Group
- G7: LNG Pipeline Benefits Agreement

*Resident Correspondence:*

# Local Government Program Services

...programs to address provincial-local government shared priorities



December 2, 2014

Mayor Buhr and Council  
Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0

## Re: 2015 Age-friendly Community Planning & Projects Grant Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application for the 2015 Age-friendly Community Planning & Projects grant program funded through the Seniors' Housing & Support Initiative.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Seniors' Social Circle*, in the amount of \$20,000.00.

A cheque in the amount of \$14,000.00 will follow shortly under separate cover. This amount represents 70 percent of the total approved grant. The remaining 30 percent will be available after a satisfactory final report and financial summary has been submitted to UBCM.

The Ministry of Health has provided funding for this program. Ministry staff is preparing a news release to be issued by mid-December. We ask that you do not publicly disclose this grant award until their announcement has been made.

The general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) All project activities must be completed within 12 months and no later than December 31, 2015;
- (3) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than January 30, 2016.
- (4) Any unused funds must be returned to UBCM within 30 days following the project end date.



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



**For program  
information, visit the  
Funding Programs  
section at:**

**[www.ubcm.ca](http://www.ubcm.ca)**

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947  
Fax: (250) 356-5119




We would like to encourage all grant recipients to utilize the age-friendly guides as part of their projects. *Becoming an Age-friendly Community: Local Government Guide*, the *Global Age-Friendly Cities Guide* and *Age-Friendly Rural and Remote Guide* are on the UBCM website and at [www.SeniorsBC.ca/agefriendly](http://www.SeniorsBC.ca/agefriendly).

Please note that descriptive information regarding successful applicants under the 2015 Age-friendly Community Planning & Projects grant program will be posted on UBCM's website and all final report materials will be made available to the Ministry of Health.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to support age-friendly communities and to increase the opportunities for seniors to age in place.

If you have any questions, please feel free to contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Peter Ronald  
Programs Officer

cc: *Mandy Koonts, Acting CAO, Village of Lions Bay*

*Enclosure*

# Local Government Program Services

...programs to address provincial-local government shared priorities

chgy rec  
\$14,000  
10.1.0070.014



December 2, 2014

Mayor Buhr and Council  
Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0



Administration provided  
by UBCM

Funding provided by  
Province of B.C.

## Re: 2015 Age-friendly Community Planning & Projects Grant Approval and Terms & Conditions

Dear Mayor and Council,

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For program  
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LGPS Secretariat

Local Government House  
525 Government Street  
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E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947  
Fax: (250) 356-5119

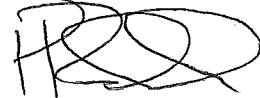
We would like to encourage all grant recipients to utilize the age-friendly guides as part of their projects. *Becoming an Age-friendly Community: Local Government Guide*, the *Global Age-Friendly Cities Guide* and *Age-Friendly Rural and Remote Guide* are on the UBCM website and at [www.SeniorsBC.ca/agefriendly](http://www.SeniorsBC.ca/agefriendly).

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On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to support age-friendly communities and to increase the opportunities for seniors to age in place.

If you have any questions, please feel free to contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'PR', with a large, stylized flourish underneath.

Peter Ronald  
Programs Officer

cc: *Mandy Koonts, Acting CAO, Village of Lions Bay*

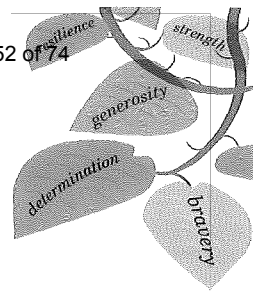
*Enclosure*



**Coast Mental Health Foundation**

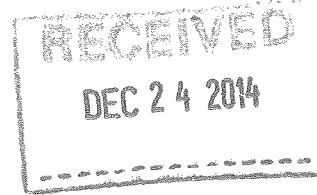
293 East 11th Avenue, Vancouver BC V5T 2C4

courage@coastmentalhealth.com T: (604) 675-2328 F: 1.877.602.5255



December 18, 2014

Mayor Brenda Broughton  
Village of Lions Bay  
400 Centre Rd  
Box 141  
Lions Bay BC V0N 2E0



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

Dear Mayor Broughton,

**Who Inspires You? Nominate your everyday hero.**

The **Courage To Come Back Awards** celebrates ordinary people who have demonstrated extra-ordinary courage in their recovery from illness, injury, or adversity. They are people in our lives that inspire us with their courage, strength and drive to give back to their community. The **Courage To Come Back** premise is simple because the spirit of courage, determination, perseverance and hope play a vital role in healing and recovery.

There are six award categories:

- |                         |                  |  |
|-------------------------|------------------|--|
| Addiction               | Medical          | Mental Health  |
| Physical Rehabilitation | Social Adversity | Youth ( under 22 years of age as of December 31, 2014) |

The recipients' stories are told in The Province newspaper, by News1130 radio and in a televised interview on Global BC's News. Then, on Thursday, May 7, 2015, they will be honoured at the Courage To Come Back Awards gala before friends, families and more than 1,000 special guests. It will be an unforgettable night honouring the winners and those who support them.

**The deadline for nominations is February 13, 2015.** You may submit your nomination online! Please visit [couragetocomeback.ca](http://couragetocomeback.ca) for additional information and see [theprovince.com/courage](http://theprovince.com/courage) to read past recipient stories. Additional nomination forms are available at any Scotiabank branch in BC.

**Pay It Forward! Please display the enclosed Nominations Poster and Brochure.**

Should you have any questions regarding **The Courage To Come Back Awards**, please do not hesitate to contact our office at 1-877-60COAST (1-877-602-6278).

Thank you for supporting The Courage To Come Back Awards.

Sincerely,

Lorne Segal, Chair  
Courage To Come Back Awards

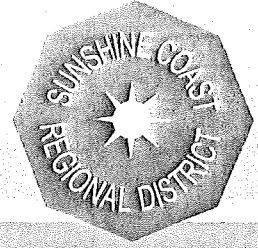
Shirley Broadfoot, Chair  
Coast Mental Health Foundation

Sunshine Coast Regional District

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604.885.6800  
F 604.885.7909  
Toll free 1.800.687.5753

info@scrd.ca  
www.scrd.ca



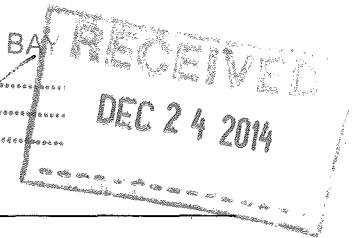
December 10, 2014

SCRD File: 6530-30

The Honourable Leona Aglukkaq  
Minister of the Environment  
Room 458, Confederation Building  
Ottawa, Ontario  
K1A 0A6

The Honourable Gail Shea  
Minister of Fisheries and Oceans  
Room 556, Confederation Building  
Ottawa, Ontario  
K1A 0A6

BASE OF LIONS BAY  
FILE TO IIC  
FILE TO PROPERTY FILE  
OTHER



Dear Hon. Leona Aglukkaq and Hon. Gail Shea:

**RE: Cumulative Effects Assessment for Howe Sound**

As you are aware there are a number of development proposals around Howe Sound. Three of these are the subject of formal environmental assessments (Woodfibre Liquid Natural Gas, Eagle Mountain – Woodfibre Gas Pipeline and BURNCO gravel mine) and a third (Metro Vancouver Waste to Energy Incinerator, near Hillside) will likely be subject to an EA if it moves forward. In addition the area is subject to several active and proposed resource extraction related activities and proposals for significant residential development.

The Sunshine Coast Regional District (SCRD) Board is concerned about the lack of coordinated planning for the Sound and has been discussing issues with neighbouring local governments at Howe Sound Community Forum meetings.

Recently the Province of BC has discussed the opportunity to develop a cumulative effects assessment framework for Howe Sound. The SCRD Board considers this an acceptable first step towards a comprehensive marine and land plan for Howe Sound provided that the Squamish Nation and all three Regional Districts (Squamish Lillooet, Metro Vancouver in addition to the SCRD) participate.

The Sunshine Coast Regional District (SCRD) Board recently resolved (Resolution 558/14 - Recommendation 10) to accept the Ministry of Forests, Lands and Natural Resource Operation's offer to conduct a Cumulative Effects Assessment (CEA) for Howe Sound, within the BC CEA Framework but tailored to the Howe Sound area, with assessment work commencing in early 2015.

It is important that the Ministry of the Environment and Ministry of Fisheries and Oceans are involved if the framework is to be successful.

The SCRD Board seeks a commitment from the Ministry of the Environment and Ministry of Fisheries and Oceans to participate in the Cumulative Effects Assessment for Howe Sound.

Letter to Hon. Leona Aglukkaq and Hon. Gail Shea  
Regarding Cumulative Effects Assessment for Howe Sound

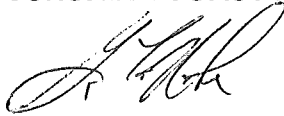
Page 2

I have attached background report (with selected attachments) and recent SCRD Board resolutions regarding CEAF for your information.

Please contact David Rafael, Senior Planner, ([david.rafael@scrd.ca](mailto:david.rafael@scrd.ca) or 604 885 6804 et 4) if you have any questions.

Respectfully,

**SUNSHINE COAST REGIONAL DISTRICT**



Garry Nohr  
SCRD Chair

Enclosures: SCRD staff report dated November 4, 2014 and titled "Howe Sound Community Forum – Notes, Presentations and Consideration of Resolutions"

Recently adopted resolutions regarding CEAF for Howe Sound

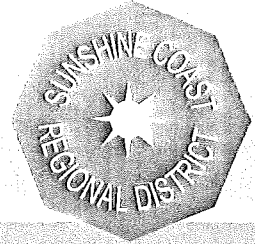
cc: Members of the Howe Sound Community Forum:  
Chief and Council, Squamish First Nation  
Mayor, Town of Gibsons  
Chair, Gambier Island Local Trust Committee  
✓ Mayor, Village of Lions Bay  
Mayor, District of Squamish  
Mayor, Resort Municipality of Whistler  
Mayor, Bowen Island Municipality  
Chair, Metro Vancouver  
Chair, Squamish Lillooet Regional District  
Mayor, Village of Pemberton  
Mayor, District of West Vancouver  
John Weston - MP for West Vancouver–Sunshine Coast–Sea to Sky Country  
Nicholas Simons - MLA for Powell River-Sunshine Coast  
Jordan Sturdy – MLA for West Vancouver-Sea-to-Sky  
Steve Thomson, Minister of Forests, Lands and Natural Resource Operations  
Christy Clark, Premier of British Columbia

Sunshine Coast Regional District

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604.885.6800  
F 604.885.7909  
Toll free 1.800.687.5753

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www.scrd.ca

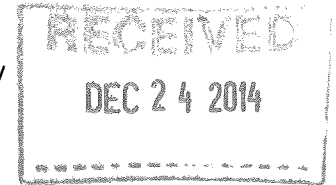


December 10, 2014

SCRD File: 0360-40

Mayor Wayne Rowe  
Town of Gibsons

Mayor Murray Skeels  
Bowen Island Municipality



Board and Chair  
Gambier Island Local Trust Committee

Chiefs and Council  
Squamish First Nation

✓ Mayor Karl Buhr  
Village of Lions Bay

Mayor Greg Moore, Chair  
Metro Vancouver

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

Mayor Patricia Heintzman  
District of Squamish

Board and Chair  
Squamish Lillooet Regional District

Mayor Nancy Wilhelm-Morden  
Resort Municipality of Whistler

Mayor Mike Richman  
Village of Pemberton

Mayor Michael Smith  
District of West Vancouver

Dear Howe Sound Community Forum Members:

**Re: Cumulative Effects Assessment (CEA) for Howe Sound, Land and Marine Planning for Howe Sound and Squamish Nation Marine Planning Project**

This letter is to advise that, following the October 17, 2014 Howe Sound Community Forum in Squamish, the Sunshine Coast Regional District (SCRD) Board resolved (Resolution 558/14 - Recommendation 10) to support the following resolutions from the Howe Sound Community Forum:

- (a) As a member of the Howe Sound Community Forum, the Sunshine Coast Regional District Board accepts the Ministry of Forests, Lands and Natural Resource Operation's offer to conduct a Cumulative Effects Assessment (CEA) for Howe Sound, within the BC CEA Framework but tailored to the Howe Sound area, with assessment work commencing in early 2015;
- (b) The Sunshine Coast Regional District Board continues its commitment to the Howe Sound Community Forum and its ongoing contributions towards achieving comprehensive land and marine planning for Howe Sound over 2014-2018;
- (c) The Sunshine Coast Regional District Board thanks the Squamish Nation for hosting the Howe Sound Community Forum on October 17th, 2014 and for the attendance by Chief Gibby Jacob, Chief Bill Williams, Councillors Chris Lewis, Josh Joseph and Richard Baker;

Letter to Howe Sound Community Forum Members  
Regarding Cumulative Effects Assessment (CEA) for Howe Sound, Land and Marine Planning for Howe  
Sound and Squamish Nation Marine Planning Project Page 2 of 2

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- (d) The Sunshine Coast Regional District Board respectfully acknowledges and supports in principle Squamish Nation's intention to commence marine planning for Howe Sound and would welcome an opportunity to discuss with the Squamish First Nation how the SCRDR would participate.

In addition, the Board resolved that a letter be sent from the Board to the federal Minister of Environment and Minister of Fisheries and Oceans seeking a federal commitment to participating in the Cumulative Effects Assessment for Howe Sound.

Please contact David Rafael, Senior Planner (604 885 6804 ext 4 or david.rafael@scrd.ca) if you have any questions.

Sincerely,

**SUNSHINE COAST REGIONAL DISTRICT**



Garry Nohr  
SCRDR Chair

cc: Future of Howe Sound Society;  
John Weston – MP for West Vancouver–Sunshine Coast–Sea to Sky Country  
Nicholas Simons - MLA for Powell River-Sunshine Coast  
Jordan Sturdy – MLA for West Vancouver-Sea-to-Sky  
Steve Thomson, Minister of Forests, Lands and Natural Resource Operations;  
Christy Clark, Premier of British Columbia





File: 30050-20/WLNG-05-03

Ref: 104955

**SENT VIA EMAIL**

December 29, 2014

His Worship Karl Buhr  
and Councillors  
The Municipality of the Village of Lions Bay  
PO Box 141  
400 Centre Rd  
Lions Bay BC V0N 2E0  
[council@lionsbay.ca](mailto:council@lionsbay.ca); [office@lionsbay.ca](mailto:office@lionsbay.ca)

Dear Mayor Buhr and Council:

Environmental Assessment Office (EAO) would like to invite the Municipality of the Village of Lions Bay to participate on EAO's Working Group for the environmental assessment (EA) of the proposed Woodfibre LNG Project (Woodfibre LNG), specifically related to the marine shipping component of Woodfibre LNG in Howe Sound.

Woodfibre LNG:

Woodfibre LNG proposes to construct a liquefied natural gas (LNG) export facility on the previous Woodfibre Pulp and Paper Mill site located approximately 7 km west-southwest of the urban centre of Squamish, British Columbia. Woodfibre LNG is a reviewable project under the *BC Environmental Assessment Act* and the *Canadian Environmental Assessment Act, 2012* and is undergoing a substituted EA. Further information on Woodfibre LNG is available on our website at [http://a100.gov.bc.ca/appsdata/epic/html/deploy/epic\\_project\\_home\\_408.html](http://a100.gov.bc.ca/appsdata/epic/html/deploy/epic_project_home_408.html).

Currently, the EA is in the Pre-Application Stage. The Application Information Requirements were issued to Woodfibre LNG on November 24, 2014. Once the Application for an EA certificate is accepted by EAO for review, a 180-day Application Review Stage will begin and the Working Group members will be asked to provide comments to EAO on the Application. At this time, we anticipate the 180-day Application Review Stage to begin in mid-January 2015.

.../2

Role of the Working Group:

During an EA, EAO forms a Working Group made up of provincial, federal and local government representatives, as well as representatives from Aboriginal groups. EAO seeks and considers advice from the Working Group in order to identify and assess the potential adverse effects associated with a proposed project. The Working Group is asked to review key documents, provide comments, and engage in discussions related to issues identified during the EA, within the timeframes identified by EAO, and within their respective mandates. There are typically one or two Working Group meetings to discuss key issues identified by the Working Group. The Proponent is usually invited to attend these meetings to provide information about the proposed Project, but is not a member of the Working Group.

Currently, the Working Group for Woodfibre LNG has local government representatives from Squamish Lillooet Regional District, District of Squamish, Sunshine Coast Regional District, and the Island's Trust. As Woodfibre LNG has the potential to affect the Municipality of the Village of Lions Bay, specifically in relation to the proposed marine shipping in Howe Sound, I would like to extend an invitation to the Municipality of the Village of Lions Bay to participate on the Working Group. At this time, EAO is also inviting the District of West Vancouver to participate on the Working Group. If you choose to participate, you would be engaging in the technical review of the Application related to proposed shipping activity in Howe Sound.

Working Group members must act in accordance with the *Environmental Assessment Advisory Working Group Terms of Reference* (enclosed). Please be aware that members are expected to refrain from sharing draft materials that they may be privy to as members of the Working Group outside of their organization. Furthermore, we ask that Working Group Members provide advice and information that is within their organization's mandate and related to the technical review in support of the EA. Local governments are encouraged to engage with senior levels of government on the Working Group with the mandates that relate to their issues of concern. For instance, Transport Canada, represented on the Working Group, has the mandate for regulating shipping in Howe Sound.

If the Municipality of the Village of Lions Bay wishes to participate, please provide EAO with the name, address, phone number and email for your designated contact and Working Group member(s). If you confirm your participation on the Working Group, EAO will provide additional information related to the timelines and next steps in the EA to the identified representative(s). I would be pleased to discuss the information contained in this letter and its attachment with you.

If you have any questions about the role of the Working Group and the EA process for the proposed Project please don't hesitate to contact me at [Michael.Shepard@gov.bc.ca](mailto:Michael.Shepard@gov.bc.ca) or 250-387-8745. You may also contact Amber Paulson, Project Assessment Officer, by telephone at 250-387-2413 or by email at [Amber.Paulson@gov.bc.ca](mailto:Amber.Paulson@gov.bc.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'MS', written in a cursive style.

Mike Shepard  
Project Assessment Manager

Enclosure: *Environmental Assessment Advisory Working Group Terms of Reference*



Environmental  
Assessment Office

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**Environmental Assessment Advisory Working Group  
Terms of Reference**

---

**Environmental Assessment Office**

**FINAL**

**Date Issued: 23 December 2013**

## 1.0 PURPOSE OF THE ADVISORY WORKING GROUP

An environmental assessment (EA) evaluates the potential direct and cumulative adverse impacts (environmental, economic, social, heritage and health) associated with a proposed project. The advisory working group (working group) is the principal forum for the technical review of the proposed project. The working group provides advice to Environmental Assessment Office (EAO) and the proponent on technical issues that fall within each working group member's mandate.

## 2.0 MEMBERSHIP

The working group is made up of provincial, federal and local government staff with the mandates and skill sets relevant to the review of a proposed project, and representatives of potentially-affected Aboriginal groups as set out in the section 11 Order issued for the EA for a proposed project.

During the course of an EA, EAO seeks and considers advice from the working group in order to understand and assess the potential adverse effects associated with a proposed project. It is therefore important that each working group member has the:

- capacity and resources to fully participate in the EA, which includes attending working group meetings as necessary, and contributing to the review of the Application and other EA documents; and
- authority to provide advice to EAO and the proponent on behalf of their organization. The proponent is not a member of the working group; however, the proponent is required to consult with the members of the working group individually and as a group during the EA.

Note: Aboriginal groups are important members of the working group. The discussion and identification of project impacts on Aboriginal interests that occurs during the working group discussions forms part of both the EAO's and proponent's consultation records. The working group is not the only forum for discussion of issues important to Aboriginal groups; Aboriginal groups will have additional consultation opportunities with EAO and with the proponent related to potential impacts on their Aboriginal interests.

## 3.0 GUIDING PRINCIPLES

The following guiding principles apply to the working group, and to any individuals who are providing expert review on behalf of the designated working group member:

- **Communication and information sharing** – information is shared freely with and amongst EAO, government agencies and Aboriginal groups involved in the EA, and with the proponent.
- **Confidentiality** – the distribution of draft EA documents, such as draft Application Information Requirements, issue tracking tables, draft Assessment Report and draft Certificate conditions, is limited to individuals assisting with the review of documents and the provision of comments to EAO.

- **Transparency** – comments made by the working group through the review process may be made available to the proponent and to the public in accordance with the Public Consultation Policy Regulation and EAO's policy and practice.
- **Relevance** – working group members will provide advice and information that is within their organization's mandate, and that is consistent with the organizations established policies, procedures and standards. Members are expected to interpret and communicate their organization's policies and technical requirements within the context of the EA.

#### 4.0 ROLES AND RESPONSIBILITIES

EAO manages the EA and must ensure that the process is conducted in accordance with the requirements of BC's *Environmental Assessment Act* its regulations and EAO's policies and practices. EAO establishes and chairs the working group, and is responsible for:

- ensuring that working group members understand their roles and responsibilities in the EA;
- ensuring that working group members are informed of all relevant project plans, EA timelines, and expectations/needs for working group review and comments; and
- tracking issues raised by working group members that need to be addressed during the EA, or referred to subsequent permitting processes.

Working Group members are responsible for providing timely advice to EAO on:

- key EA documents including, but not limited, to the selection of Valued Components, Application Information Requirements, Application and EAO's Assessment Report;
- government policy direction and/or gaps that may affect the conduct of the EA;
- potential conflicts with the legislation and/or regulations of their organizations;
- EA information requirements as compared to permitting design and information requirements. It is important to focus on the level of detail appropriate to the EA; and
- technical issues that may be raised by the public during the public consultation process.

As per the terms of the section 11 Order, the proponent may also consult directly with working group members regarding a proposed project in order to productively identify and seek resolution to specific issues.

#### 5.0 ADMINISTRATION OF THE WORKING GROUP

The amount of time required from working group members will vary by stage in the EA process, and the key issues being addressed. Table 1 provides a list of key milestones in the EA process, and the associated working group activities and deliverables.

EAO may choose to establish technical sub-working groups for project-specific key topics, for example: water quality; fisheries; terrestrial wildlife; and social and economic assessments.

EAO may also engage working group members individually on matters within their organizations' mandates.

## **Timelines, Schedule and Meetings**

Working groups will be active from the early pre-Application stage until the end of the Application review stage, and may also be involved in post-EA activities such as amendments and compliance monitoring in the case of some members. Timelines for the EA process vary significantly from one project to another, as does the intensity of effort. The pre-Application phase does not have a defined regulatory timeline, except for the evaluation of the Application for completeness (prior to its acceptance for review). The Application review phase has a 180-day timeline for review and referral to the responsible ministers.

Most of EAO's engagement with the working group members will be conducted by written (usually electronic) correspondence. In-person, telephone, and online meetings will be scheduled as needed. Full working group meetings tend to be held on aspects of the EA that apply to all members, and in general occur less frequently than technical sub-working group meetings. Meetings will be held in locations that best accommodate attendees and reduce attendees' overall travel requirements, often in the region of a proposed project. To facilitate working group preparation, meeting agendas and materials will be provided with advance notice and reasonable time for review.

Recognizing that working group members may be participating in more than one EA concurrently, EAO will endeavour to coordinate and schedule meetings to avoid conflicts with other project meetings and, where feasible, will consider combining meetings for similar projects occurring in proximity to one another.

At various points in the EA process, EAO will establish timelines for the working group to review and provide comment on documents. EAO commits to providing clear direction regarding timelines, and to considering all comments received by the specified deadlines. EAO may not be able to fully consider and respond to late comments.

**Table 1: Environmental Assessment Working Group (WG) Roadmap**

<b>Pre-Application (no regulatory timeline)</b>		
<b>EA Activity</b>	<b>Involvement of WG</b>	<b>WG Deliverable</b>
EA is initiated (section 10 Order)	Federal, provincial and local government agencies and Aboriginal groups are informed of the EA. Federal, provincial and local governments are invited to identify a representative for the WG.	WG representatives identified to EAO.
Scope, procedures and methods of EA are developed (section 11 Order)	WG is formally established in the section 11 Order. Section 11 Order identifies Aboriginal groups invited to the WG.  WG members may be asked to provide feedback regarding the scope of project components and activities.  WG notified when section 11 Order issued.	Potential written comments on scope of EA.
Identification and selection of valued components (VCs)	Review of proponent's initial proposed VCs, indicators and pathways.	Written comment on suitability and adequacy of valued component selection and rationale. Participation in sub-group discussions if required.
Application Information Requirements (AIR)	Review of draft Application Information Requirements to ensure complete and appropriate project-specific information for completing an Application.  Review and respond to proponent's issue tracking tables.	Written comment on information requirements, including valued components, planned studies, and appropriateness of methodologies. Written comment on content of proponent's issue tracking tables, and adequacy of proponent's responses to issues raised. Participation in sub-group discussions as required.



<p>Technical issues identification and resolution</p>	<p>As requested, participate in focused technical sub-working groups established by EAO to identify and resolve issues or gaps, and provide guidance to help ensure the correct information is identified, collected and/or presented to resolve issues or gaps.</p> <p>Review baseline reports.</p> <p>Provide feedback on proponent's draft chapters of EAC Application.</p>	<p>Deliverable and format adapted to specific project circumstances. Would likely be a series of sub-group meetings and correspondence with EAO and proponent on methodology, baseline studies, mitigations and preliminary results over the course of the pre-Application period.</p>
<p>Evaluation of Application ("screening") – 30 days</p>	<p>Review those sections of the Application within the mandate of the WG member's organization to determine if the information required by the AIR is present in sufficient detail to conduct a review of the Application.</p>	<p>Written advice on the presence/absence and adequacy of required information.</p> <p>Possible full WG meeting or conference call.</p>

<p><b>Application review (180-day timeline to complete review)</b></p>		
<p><b>EA Activity</b></p>	<p><b>Involvement of WG</b></p>	<p><b>WG Deliverable</b></p>
<p>Review of Application</p>	<p>Detailed evaluation of sections of Application relevant to WG member organizational mandate.</p> <p>Focus on evaluation of proponent's assessment of residual adverse direct &amp; cumulative effects, adequacy of baseline studies, proposed mitigation measures, characterization of residual effects, significance analysis, and follow-up monitoring.</p>	<p>Written comments, usually due around day 45-60.</p> <p>Possible full WG meeting.</p> <p>Technical sub-WG meetings likely.</p>

<p>Review of EAO draft Assessment Report</p>	<p>Review and comment on EAO's draft assessment of the project's potential residual effects and the characterization of the factors that contribute to the significance determination in the areas relevant to the organization's mandate.</p> <p>EAO will provide at least one opportunity to review the draft Report.</p>	<p>Written comments, usually sought around days 90-130.</p>
<p>Review of EAO certified project description and table of conditions</p>	<p>Review and comment on the proposed certified project description. Review may be targeted to agencies with concurrent or subsequent permit requirements, and/or organizations that have compliance or monitoring responsibilities.</p> <p>Comment on and contribute to the development of the table of conditions for the EA Certificate.</p>	<p>Written comments, during second half of the Application review period.</p>

## Lions Bay Reception

**From:** Wetsuweten First Nation <wetsuwetenfirstnation@gmail.com>  
**Sent:** Saturday, December 13, 2014 6:02 AM  
**To:** Lions Bay Reception  
**Subject:** Wet'suwet'en First Nation Signs LNG Pipeline Benefits Agreement with Province

December 12, 2014

For Immediate Release

### WET'SUWET'EN FIRST NATION SIGNS LNG PIPELINE BENEFITS AGREEMENT WITH PROVINCE

WET'SUWET'EN FIRST NATION, PALLING, BRITISH COLUMBIA – The Wet'suwet'en First Nation (WFN) Chief and Council are pleased to confirm the signing of the LNG pipeline benefits agreement with the Province of British Columbia.

The WFN will receive approximately \$2.8 million from the province at three different stages for the Coastal Gas Link (CGL) gas pipeline project:

- \$464,000 within 90 days after signing the agreement
- \$1,160,000 when pipeline construction starts (scheduled to begin in 2015)
- \$1,160,000 when the pipeline is in service

The WFN will also receive a yet-to-be-determined share of \$10 million in ongoing benefits for the life of the pipeline - estimated at 25 to 35 years.

Chief and Council will work collaboratively with the province and other neighbouring First Nations on the Environmental Stewardship Initiative (ESI), to which the province has committed \$30 million. The development and inclusion of this initiative was the top priority of Chief and Council before moving forward with the agreement.

Our leaders have signed agreements with the province with the explicit understanding that the environmental assessment process has to ensure best practices in the world. We have agreed to LNG projects - but maintain our opposition to oil projects in our territory. In our current agreement with Chevron (formerly Pacific Trails Pipeline) and Coastal Gas Link, we have ensured the inclusion of the clause which states at no time will this pipeline agreement, even if sold to another company, be converted to transporting oil or bitumen. The transportation of natural gas in this form ensures that minimal risk to wildlife and the environment occurs. We would remind everyone that there is already an existing line and the proposed LNG line will not be substantially disturbing the lands (a final expansion of approximately 5 metres per side) This will help minimize any disturbance of wildlife and allow for continued traditional use for hunting, trapping, gathering.

"We are fully concerned about maintaining the environment while pursuing economic opportunities that will provide sustainability to our community. We have taken a leap of faith to sign these agreements because we are aware that these are time sensitive opportunities," says Chief Karen Ogen.

Proposed ESI programs include:

- culvert removal/upgrade,
- beaver dam management,

- stream and riparian enhancement and restoration,
- access to traditional sites,
- riparian livestock/fencing management,
- moose winter range enhancement, and
- road access decommissioning and reclamation.

The province has also announced a \$30 million education and training fund. Chief and Council will apply to the fund to develop the required employment skills needed for WFN members to work on the pipeline. Reg Ogen has been tasked with overseeing the creation of an Education and Training plan to get WFN members working in the construction phase of the project.

Most of the funds will not be received until after the in-service date of the pipeline. Chief and Council will be calling a special community meeting in early 2015 to consult with members on spending priorities and schedules. In addition, Chief and Council are recommending immediate spending priorities related to infrastructure development and the elimination of past deficits and debts.

In the lead-up to the signing of this agreement we have held numerous community member meetings, consulted with our hereditary chiefs, and consulted with numerous experts to minimize the environmental impacts of the project while maximizing benefits to the community.

"Although we would have loved to have had 100% support for this initiative, there are still those who speak out against it. Far too often change is opposed simply for the sake of argument; we fully respect those with differing opinions, but this process has been transparent and inclusive from the start," says Chief Ogen.

Ogen continues:

Our goal is to show everyone that we are taking a proactive approach, taking part in this process and ensuring that these monies benefit our community now and in the future through the Four Pillars: health and wellness programs, education and training, cultural programs, and housing and infrastructure.

In the recent months, we have seen many different positive developments in our community, including a reduction in those on social assistance and increased education and training for many members. We have great plans to address some of the systemic problems which our community - and many other First Nations - face when it comes to the issues of government dependency, shaking the ill effects of the Indian Residential Schools, poverty, housing, health, and language and cultural programs.

This signing isn't just about the money; this is about ensuring a better future for our members - one which would not be realized without this opportunity. It's important to remember that this is an agreement with the province that ensures WFN has a say in, and will benefit from, all future development which may be implemented.

This is NOT an oil pipeline. We remain opposed to them because of their serious potential environmental impacts on our territories and traditional hunting grounds. This is liquefied natural gas, which has minimal risk during its transportation through these pipelines. We are confident that this opportunity will be beneficial not only to WFN but many other progressive nations as well.

-30-

Media Contact:

Chief Karen Ogen: 1-250-698-7307 or 1-250-251-2240

<http://wetsuwetenfirstnation.ca/>

This message was sent to reception@lionsbay.ca from:

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Village Planning – Preliminary Discussion</b>		
<b>Author</b>	<b>M. Koonts</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 31, 2014</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 6, 2015 Regular Council Meeting</b>		

Recommendation:

THAT Council strike a Community Vision Working Group, consisting of members of Council and members of the community with a mandate to establish a Village vision to be brought forward to Council at the February 17, 2015 Council meeting.

Rationale:

There is a substantial amount of planning to occur in 2015 which includes:

- Official Community Plan (update)
- Community Engagement Plan
- Strategic Business Plan
- Communications Plan
- Infrastructure Master Plan
- Emergency Management Plan (update)

Before planning is undertaken, it is imperative that a solid vision is established in order to ensure the planning process meets the expectations and desires of the Village as a whole. In order to properly understand residents' vision for the Village, residents must play a role in this process.

It is therefore recommended that Council strike a Community Vision Working Group, comprised of all members of Council who wish to participate as well as 6-8 residents of varied and diverse backgrounds, to undertake this work. Once the working group has been established, the goal can likely be established within 2-3 meetings over 2-4 weeks' time.

A reasonable process under these timelines could be that members of Council each bring their mission and vision ideas to the table and the working group constructs the final version based on all the ideas brought forward.

For Council's consideration.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>2015 Council Meeting Schedule</b>		
<b>Author</b>	<b>M. Koonts</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 22, 2014</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 6, 2105 Regular Council Meeting</b>		

**Recommendation:**

THAT the Village of Lions Bay Council approves the 2015 Council Meeting Schedule as presented.

**Background:**

Section 6(1) of Council Procedures Bylaw No. 453 requires Council to give notice to the public of the annual meeting schedule on or before January 15 of a calendar year. Where revisions to the schedule may be required, section 6(3) notes the schedule must be revised and reposted at public notice posting place(s) within five working days of the change.

The following Council meeting schedule is being proposed for 2015 under the requirements of Council Procedure Bylaw No. 453:

January 6 & 20  
 February 3 & 17  
 March 3 & 17 (WVSD spring break is March 9-13 and 16-20)  
 April 7 & 21 (Easter Monday is April 6)  
 May 5 & 19 (Victoria Day is May 18)  
 June 2 & 16  
 July 7 & 21  
 September 1 & 15  
 October 6 & 20  
 November 3 & 17  
 December 1 & 15

When required, Committee of the Whole Council meetings are scheduled for 3-5 p.m. on regular Council meeting dates.

For Council's consideration.

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