



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JUNE 23, 2020 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND ELECTRONICALLY VIA ZOOM**

Please register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZMvf-2qrjMuGtyam5ZP5_s4ttwAymDL0rcV

Once registered, to access the meeting by Computer, Tablet, or Mobile Device,
click the following link: <https://us02web.zoom.us/j/87284208408>

(When prompted, please download Zoom to your device
prior to the meeting if you don't already have the program).

You can also phone in from your landline phone or mobile phone by
dialing 1-778-907-2071 and entering the Conference ID: 872 8420 8408

AGENDA

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
 - A. Craig Doherty, Lions Bay General Store and Café – Exception to Noise Bylaw (Page 7)
- 5. Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – June 2, 2020 (Page 9)
THAT the Regular Council Meeting Minutes of June 2, 2020 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
104	September 17, 2019	G2: Letter from Minister of Public Safety re.	Mayor McLaughlin –

		Speeding on Sea to Sky – Mayor McLaughlin following up with Squamish Mayor & RCMP.	ongoing
127	May 5, 2020	Options for Electronic Building Submissions	CAO DeJong – nothing to report
133	June 2, 2020	G2: Mayor Rob, City of Port Moody, requesting support for homelessness solutions and advocacy	Mayor McLaughlin to reply
134	June 2, 2020	R1: D. Miller re: parking	Mayor McLaughlin to reply
135	June 2, 2020	R1: Brigitta Shore re parking	Mayor McLaughlin to reply

8. Reports

A. Staff

i. CFO: Update on EV grant application (Page 21)

Staff Recommendation:

THAT Council authorize the Chief Financial Officer to sign the Proof of Funding letter for the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative confirming that the Village of Lions Bay will contribute the amount of \$50,000 towards the Lions Bay Fast EV Charger project.

ii. Tides Canada changes its name to MakeWay (Page 33)

Staff Recommendation:

THAT the Information Report, “Tides Canada changes its name to MakeWay” be received.

iii. CAO: Filming Application for Lions Bay Beach Park (Page 39)

Staff Recommendation:

(1) THAT the film permit application for “Kite Festival of Love” be approved, subject to the following conditions:

(a) Park Closure – Council implements a temporary policy to not enforce the existing park closure order against the applicant for the dates of June 25, 26, 29 & 30, 2020.

(b) Parking – parking in the Lions Bay Beach Parking lot to be limited to approximately 4 work trucks including a generator, to be stationed as far away from the residences above as possible (additional generator to be stationed as close to the Beach Park as possible with efforts to be made to muffle the noise from both generators) with no trucks or equipment blocking the CN control

box at the entrance to the lot. There will be fifteen to twenty cars parked in the car park and along Lions Bay Avenue if overflow is needed;

(c) Hours – to be in accordance with the schedule provided by the applicant in their letter;

(d) Noise – exemption from Noise Control Bylaw No. 283, 1998, subject to all steps necessary being taken to minimize noise and disturbance to residents during both daytime and nighttime hours;

(e) LBFR - access to all fire hydrants on Lions bay Avenue be kept free and clear for fire apparatus;

(f) Fees –filming fees and parking fees to be in accordance with the fees under the current policy;

(g) Neighbour notification – a neighbour notification letter in accordance with the filming policy be hand delivered to the affected residents on June 19th.

(2) THAT the CAO be authorized to sign any filming permit or other incidental documentation.

iv. CAO: Request for Decision – Policy 20.04: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services during the COVID-19 Pandemic (Page 49)

Staff Recommendation:

(1) THAT Policy No. 20.04: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic be adopted;

(2) THAT COVID-19 Interim Employment Policy No. 201.01 be adopted;

(3) THAT COVID-19 Interim Remote Workplace Policy No. 20.03 be adopted;

(4) THAT Village of Lions Bay COVID-19 Workplace Safety Plan be adopted;

(5) THAT the Facility Re-Opening Plans attached to the Request for Decision report: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic issued for the June 23, 2020 Regular Council meeting (“This Report”) be approved;

(6) THAT the parking changes recommended in This Report be implemented by staff;

(7) THAT the program concept for Volunteer Beach Park and Trail Ambassadors be further developed and implemented by staff.

B. Mayor

C. Council

i. Councillor Bain: Update re. Emergency Trails for Evacuation Planning

D. Committees

E. Emergency Services

i. Surrey Regional Fire Dispatch Monthly Report – Lions Bay Fire Rescue (Page 135)

9. Resolutions

10. Correspondence

A. List of Correspondence to June 19, 2020 (Page 139)

THAT the following actions be taken with respect to the correspondence:

11. New Business

12. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

13. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

A. Sale of Land

B. Awards

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

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

b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

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

n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out if applicable.

[OR]

Council anticipates reconvening the open meeting to discuss the following item(s):

14. Reporting Out from Closed Portion of Meeting

15. Adjournment

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

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

Today's Date: June 10, 2020 Council Meeting Date: June 23, 2020

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

Seeking an exception pursuant to Section 6 (m) of By-Law 283 allowing for amplified music on the patio of the Lions Bay General Store & Café in the period July 1 to September 30 on weekends and public holidays.

SUPPORTING MATERIAL I will provide additional information in advance of the Council meeting:

(by 12:00 pm the Thursday prior to the Council meeting so that the material can be included in Council package.)

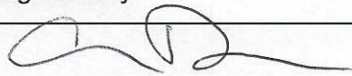
I don't propose to provide any additional material to that which was provided last year when an exception is similar terms was granted.

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

Providing an exception to By-Law 283 pursuant to Section 6 (m) allowing for amplified music on the patio of the Lions Bay General Store & Café in the period July 1 to September 30 on weekends and public holidays.

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Craig Doherty

Signature: 

Organization (if any): Lions Bay General Store & Café

Address: 350 Centre Road, Lions Bay

Phone: 604 396 9555 Fax: _____

Email: craig@lionsbay.com

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, JUNE 2, 2020 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND ELECTRONICALLY VIA ZOOM**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott (via video conference)
Councillor Fred Bain (via video conference)
Councillor Norm Barmeier (via video conference)
Councillor Jaime Cunliffe (via video conference)

Staff: Chief Administrative Officer Peter DeJong (via video conference)
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer (via video conference)
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 1

Public: 3

1. **Call to Order**

The Mayor called the meeting to order at 7:07 p.m.

2. **Adoption of Agenda**

Moved/Seconded

THAT

- (1) item 8Ai, be considered after item 4A
- (2) item 8Aiv be considered after item 8Ai
- (3) item 8Ci – Electric Vehicle Charger be added;
- (4) item 8Cii – Climate Action Committee Summary be added;
- (5) item 8Ciii – Canada Post Office be added;
- (6) item 8Civ – Kelvin Grove cliff jumpers be added;
- (7) item 10B – On table correspondence be added; and
- (8) THAT the agenda be adopted, as amended.

CARRIED

Audio: 00:04:17

3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**

None

Audio: 00:06:23

4. **Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**

A. Mike Lightbody and David and Marilyn Cobban re. Development Variance Permit (DVP) for 3 Brunswick Beach Road

Mike Lightbody presented the development proposal for 3 Brunswick Beach noting:

- The request for reduction of the setback
- All other bylaw requirements being met
- Reasons for the request: setback from high water mark in consideration of sea level rise; access to garage; massing; work from home lifestyle/design for aging in place; house design elements
- Semi-habitable basement with electrical and mechanical safety features
- Other house design elements re. sustainability

David and Marilyn thanked Council for the delegation opportunity.

Mike Lightbody responded to questions regarding the design, setback and driveway.

Audio 00:22:30

The agenda was varied to consider item 8Ai

8. **Reports**

A. **Staff**

i. CAO: Development Variance Permit (DVP) 3090.02.01 – 3 Brunswick Beach Road

CAO DeJong presented the report for DVP 3090.02.01 noting:

- Legal basis for the DVP - s. 56 of *Community Charter*
- Concern arises from rising ocean levels and flood hazards
- Request made to new owners to address that concern
- Section 219 Covenant restricts use below FCL

Council provided comments, which included:

- Great project
- Appropriate variance for the setting
- Applauded creativity

Moved/Seconded

(1) THAT the Council approve the issuance of Development Variance Permit 3090.20.01 for the property at 3 Brunswick Beach Road, legally described as:

PID: 009-322-477

Lot 20, Block 18, DL 1815, NWD Plan 10651

to vary the front parcel line setback from 4.5m to 1.5m, a variance of 3m, to permit the proposed construction of a single-family dwelling; and

(2) THAT the Mayor and the Chief Administrative Officer, or the Chief Financial Officer, be authorized to execute Development Variance Permit 3090.20.01 and the associated Section 219 covenant referenced in the Permit and register both documents in the Land Title Office.

CARRIED

00:39:00

The agenda was varied to consider item 8Aiv

iv. PWM – Direction Request: Brunswick Beach Road Traffic Management

PWM Jaffer presented statistics on Brunswick Beach Road and noted recommendations for Brunswick Beach Rd. traffic management.

CAO DeJong noted:

- Impacts of barriers
- Incremental data gathering
- Update on reader board

Discussion ensued:

- Radar monitoring welcome
- Water barriers as an option for traffic calming
- Driving behaviours
- Statistics update presented on table
- Empathize with residents
- Continuous reminder to slow down required
- Not straightforward solution

- Changing signage to encourage traffic calming
- Concern regarding water barriers – impacts on emergency vehicles
- Non-local vs. local drivers and effects on data
- 2017 parking plan – 40km wide signage

The agenda was varied to consider item 12

Audio: 01:01:45

12. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

A. Kelly Taylor

Kelly Taylor expressed her concerns regarding increasing traffic on Brunswick Beach Rd. She provided her suggestions to encourage traffic calming and diversion, including signage for traffic calming and signage for traffic redirection away from Brunswick Beach to avoid turn arounds; request for slower speed; and clearer directional signage with respect to Vancouver and Whistler.

B. Andrea Klas

Andrea Klas spoke regarding her concerns about traffic on Brunswick Beach Rd. noting that the main issue is the amount of traffic. She suggested that the speed be reduced to 20kmh and that signage should be clear to discourage traffic. She also noted that water barriers would cause frustration to an already narrow road and requested that signage be clear to indicate the direction to Whistler and Vancouver.

Council questioned the possibility of gates and barriers.

CAO DeJong noted the legalities around blocking public roads.

Discussion ensued on:

- Signage options for Brunswick Beach Rd.
- Signage order backlogs and legal requirements
- Legalities around public roads

Moved/Seconded

(1) THAT staff be directed to reduce the speed from 40 kmh to 20 kmh on Brunswick Beach Rd.; and

(2) THAT staff approach the Ministry of Transportation and Infrastructure (MoTI) to request that the signage on the west side of the Brunswick interchange indicating North and South be changed to also indicate Squamish and Vancouver respectively.

CARRIED

The order of the agenda was resumed.

5. **Review & Approval of Minutes of Prior Meetings**

A. Regular Council Meeting – May 19, 2020

The following amendments were identified for the May 19, 2020 regular Council meeting minutes:

- P. 9, item 7Bi update the first paragraph to read:
 “Mayor McLaughlin noted that communications between him and the CAO during the COVID pandemic have been frequent. He cited the Electronics Communication Policy and noted that he receives correspondence from residents that is responded to in a timely manner. He also noted that not all resident email sent to him is intended for all of Council and the Mayor is not required to share it. However, if the Mayor sees something from residents, that is of such value and scope, he would share it with all of Council.”
- P. 9, item 7Bi, update the second paragraph to read:
 “Councillor Abbott requested that items that are on discussion at the Council table should be provided to Council.”

Moved/Seconded

THAT the Regular Council Meeting Minutes of May 19, 2020 be approved, as amended.

CARRIED

B. Special Council Meeting – May 21, 2020

Moved/Seconded

THAT the Special Council Meeting Minutes of May 21, 2020 be approved, as circulated.

CARRIED

Audio: 01:42:50

6. **Business Arising from the Minutes**

Mayor McLaughlin requested that an update on the status of Emergency Planning and Services in the Village be published in an upcoming Village Update in June 2020.

7. **Unfinished Business**

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to Sky – Mayor McLaughlin	Mayor McLaughlin – ongoing

		following up with Squamish Mayor & RCMP.	
127	May 5, 2020	Options for Electronic Building Submissions	CAO DeJong – nothing to report
128	May 19, 2020	G3: T. Saxby - My Sea to Sky - re: Woodfibre LNG's extension application	Completed
129	May 19, 2020	R2: R. Simons re Woodfibre LNG	Completed
130	May 19, 2020	R3: D. Mitchell re clarity for Lions Bay Beach closures	Completed
131	May 19, 2020	R5: C. Bradbury re Parking	Completed
132	May 19, 2020	R6: L. Nolin re Parking	Completed

B. Request for Decision – Application for Parking of Extraordinary Vehicle

CAO DeJong presented the application for parking of an extraordinary vehicle noting:

- Visibility
- Neighbour feedback
- Updated recommendation from Public Works

Discussion ensued on:

- Length of stay reduced to 4 months
- Should not plan for commercial vehicles parked on road
- Reason for undue hardship

Moved/Seconded

THAT Council approves the May 14, 2020 Application for Parking of Extraordinary Vehicle with the following provisions:

1. Parking location of the trailer shall be on the boulevard of the eastern portion of the intersection of Bayview Rd, Upper Bayview Rd, and Bayview Place, across from 400 Bayview Place, per the designation of the Manager of Public Works.
2. The permit shall be valid for a period of one (1) year and any extension requests must be received by way of application at least 30 days in advance.
3. The applicant submits the requisite fees.

Moved/Seconded

THAT the motion on the floor be amended by deleting “for a period of one (1) year” and inserting “until October 1, 2020”; and by deleting “The applicant submits the requisite fees” and inserting “The fees be waived for the application”.

CARRIED

MAIN MOTION AS AMENDED

Moved/Seconded

THAT Council approves the May 14, 2020 Application for Parking of Extraordinary Vehicle with the following provisions:

1. Parking location of the trailer shall be on the boulevard of the eastern portion of the intersection of Bayview Rd, Upper Bayview Rd, and Bayview Place, across from 400 Bayview Place, per the designation of the Manager of Public Works.
2. The permit shall be valid until October 1, 2020, and any extension requests must be received by way of application at least 30 days in advance.
3. The fees be waived for the application.

CARRIED

Audio: 02:03:00

8. Reports

ii. CFO – Information Report: Bylaw Enforcement Budget Update

CFO Rooke presented the report on Bylaw Enforcement Budget noting that an additional 12.5 hours per week may be scheduled for additional Bylaw Enforcement.

Discussion ensued on:

- Request for extra shift during the week and Bylaw Officer availability
- Impacts of increased enforcement: Increase cost in case of increase in adjudication; increases in disputes,
- Collection issue
- Increase in enforcement with caution regarding actual revenue
- Overview of statistics for May, as of June 2, 2020
- Role of bylaw officers in regard to towing

CAO DeJong spoke regarding concerns for impacts of parking closures and restrictions and urged Council to restore parking lots.

Council discussed parking challenges and noted that there is no straightforward solution.

PWM Jaffer noted that it will take up to 30 days to receive parking meters.

Council noted that there is still a global pandemic, it is an unusual circumstance and that Council feels the Village is not ready to open parks and parking facilities.

Moved/Seconded

THAT Council directs staff to authorize expenditure for extra bylaw enforcement, up to an extra 12.5 hours per week.

CARRIED

Audio 2:28:00

CAO DeJong noted:

- Coordinated effort by metro cities to reopen
- Most municipalities setting dates for reopening playgrounds
- Province has deemed public washrooms to be considered essential facilities and urging effort to open them
- Observing what other municipalities are doing and letting them lead the way
- B.C. entering phase three of reopening plan soon
- Currently failing in meeting parking objectives and that is why the CAO is suggesting alternatives

Discussion ensued on:

- Beach washroom not clean on a good day
- Slow start a better start
- Beach washroom requires daily cleaning, otherwise cannot open the washrooms – noting what is required from guidelines and WorkSafe B.C.

iii. PWM – Information Report: Lions Bay Beach Park Washroom Facility

Mayor McLaughlin noted options for the Lions Bay Beach Park Washroom Facility and that it should be a topic on the fall Council Strategic Session to determine if it is a priority.

Councillor Abbott indicated he would like to discuss potential upgrades with qualified resident volunteers. PWM noted that any renovations must adhere to building codes.

CAO DeJong requested that any consultations about the washroom facility be privy to the information report and that PWM Jaffer is available to answer any questions.

Moved/Seconded

THAT the Information Report, “Lions Bay Beach Park Washroom Facility” be received for information purposes.

CARRIED

Audio: 02:40:45

B. Mayor
None

C. Council

i. Electric Vehicle Charger

Councillor Barmeier sought feedback regarding resident engagement and public communication for the Electrical Vehicle Charger. He noted the goal is to have the grant completed by next Council meeting.

Mayor McLaughlin suggested that Councillor Barmeier provide a piece for the Village Update.

CAO DeJong suggested correspondence with adjacent residents and requested that the grant application be shared with staff for review as soon as possible.

Audio 02:44:35

ii. Climate Action Committee update

Councillor Cunliffe provided an update on Climate Action Committee and noted that they are at the initial brainstorming stages and aiming for three tangible targets, which will be provided as a report in July.

iii. Canada Post Service Levels Changes

Councillor Abbott provided an update on resident concerns about service level changes at the Post Office and questioned whether Council could lobby Canada Post to revert to original service levels.

Discussion ensued on:

- Post Office staffing
- Designate Council member to write to Postmaster to explore options that may exist for returning service levels
- Speaking with MP
- Options for location to distribute mail

iv. Kelvin Grove Cliff Jumping and Bonfires

Discussion ensued on:

- Nothing preventing someone from having campfire outside Municipal boundaries
- Petition CN police for more enforcement on track
- CAO DeJong to discuss with fire chief and CN

At 10:00 p.m. Council extended the meeting by 45 minutes

Moved/Seconded

THAT Council extends the meeting until 10:45 p.m.

CARRIED

D. Committees
None

E. Emergency Services
None

9. **Resolutions**

None

10. **Correspondence**

A. List of Correspondence to May 29, 2020

THAT the following actions be taken with respect to the correspondence:

G1: F. Haynes, District of Saanich requesting support for the Global Covenant of Mayors for Climate and Energy Received

G2: Mayor Rob, City of Port Moody, requesting support for homelessness solutions and advocacy Mayor McLaughlin to reply

R1: D. Miller re: parking Mayor McLaughlin to reply

R2: R. Simons re: Woodfibre LNG extension Received

CARRIED

Council discussed the support for homelessness letter from the City of Port Moody, noting:

- Funding for the initiative amongst all 3 levels of government
- Suggestion that property tax dollars inappropriate for initiative

- Request to revise the letter to reflect Village of Lions Bay perspective on funding sources
- Request that there be advocacy for dealing with the root cause of the issues

Audio 03:07:53

B. On table correspondence to June 2, 2020

THAT the following actions be taken with respect to the correspondence:

G1: C. Speirs re complaint	Received
R1: Brigitta Shore re parking	Mayor McLaughlin to reply
R2: B. Srigley re parking on Panorama Pl.	Received
R3: R. Whyte re parking on Panorama Pl.	Received

CARRIED

CAO DeJong provided an update regarding parking on Panorama Place.

11. **New Business**
None

13. **Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

- A. Disposition of Property
- B. Awards & Status of Citizen of the Year and Citizen of Distinction Award presentations
- C. Negotiations in respect of a proposed service

THAT the Council considers negotiations and related preliminary discussions respecting the provision of a proposed service may harm the interests of the Municipality if held in public.

CARRIED

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

- 90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

CARRIED

The meeting was closed to the public at 10:25 p.m.

The meeting was re-opened to the public at 10:44 p.m.

- 14. **Reporting Out from Closed Portion of Meeting**
None

- 15. **Adjournment**

Moved/Seconded
THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:45 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	June 18, 2020	Version	-
Issued for	June 23, 2020 Regular Council Meeting		

RECOMMENDATION

THAT Council authorize the Chief Financial Officer to sign the Proof of Funding letter for the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative confirming that the Village of Lions Bay will contribute the amount of \$50,000 towards the Lions Bay Fast EV Charger project.

ATTACHMENTS

1. DC Fast Charging Station – Resident Feedback
2. EVAFIDI Proof of Funding Form

KEY INFORMATION

In May 2019, Councillor Barmeier wrote an article in the Village Update about DC Fast Charging Stations and requested feedback from residents. The May 14, 2019 Council Report which summarized the feedback is attached (see attachment 1).

Since that time, staff have been waiting for funding opportunities for DC Fast Charging Stations. In March 2020, Natural Resources Canada (NRCan) issued a Request for Project Proposals for electric vehicle charging infrastructure under the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI). Under the initiative, successful proponents would receive funding of up to 50% of the total project costs, to a maximum of \$50,000 per fast charger. Projects located in BC could also be automatically eligible for provincial funding of up to 25% of the total project costs, to a maximum of \$25,000. Provincial funding is merit based and limited to the funding envelope made available by the Province.

At the direction of Council, staff have been working with Councillor Barmeier to complete the application package for the July 23, 2020 due date. The project cost estimate for one DC Fast Charger is



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\$100,000. The NRCan funding would be \$50,000 (50% of the project cost). If a project is selected for funding, the applicant enters into a Contribution Agreement with NRCan.

Applicants must provide proof that at least half (50%) of the funds to be covered by non-NRCan sources are available and have been secured by providing a *Proof of Funding Form – Contribution from the Applicant* (see attachment 2) signed by the financial officer. Although the Village is also requesting 25% provincial funding in the application, we are still required to submit the Proof of Funding Form confirming that the Village will contribute 50% of the project cost. If the Village is unsuccessful in obtaining the provincial funding, there would be an opportunity to not proceed with the project; the Village would just not enter into the Contribution Agreement.

FINANCIAL CONSIDERATIONS

The project cost estimate of \$100,000 would be funded 50% by NRCan, 25% by the province and 25% by the Village. The 2020 -2024 Five Year Financial Plan includes a total of \$25,000 for the Village's share of a DC Fast Charger: \$5,000 re-budgeted from 2019 and \$20,000 budgeted in 2021.

OPTIONS

1. Authorize the CFO to sign the EVAFIDI Proof of Funding Letter and submit the application package;
2. Do not authorize the CFO to sign EVAFIDI Proof of Funding Letter and do not submit the application package.

FOLLOW UP ACTION

Assuming the recommendation is approved, staff will submit the EVAFIDI application package by the July 23, 2020 due date.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	DC Fast Charging Station – Resident Feedback		
Author	Shawna Gilroy	Reviewed By:	Peter DeJong
Date	May 9, 2019	Version	
Issued for	May 14, 2019		

Recommendation:

THAT the Information Report, “DC Fast Charging Station – Resident Feedback” be received.

Attachments:

(1) DC Fast Charging Station – Resident Feedback

An additional letter was submitted by former mayor, Karl Buhr, which is attached as Correspondence to the Agenda.

Key Information:

Councillor Barmeier submitted an article in the May 3rd Village Update on DC Fast Charging Stations and the reasons why having a station installed somewhere in the Village would be beneficial.

He explained that the cost to install and maintain a charging station varies due to a few factors, but typical costs are about \$80,000. The federal government, through the Electric Vehicle and Alternative Fuel Infrastructure Development Initiative is paying anywhere from 75-100% of the cost of eligible stations in the form of a grant. Lions Bay would need to apply, however are not guaranteed to win.

Feedback from residents regarding this initiative was requested; much feedback was in favour of applying for the grant to support the charging station – several of whom stated owning an electric vehicle already, however others felt that it was not of sufficient benefit, especially if the grant was unsuccessful.

Follow Up Action:

None anticipated at this time.

Communication Plan:

None at this time.

Full Name	Email Address	Your Feedback
[REDACTED]	[REDACTED]	<p>Yes!!!! We absolutely should have a fast charging station. I have an electric car with a level 2 station in my driveway. I love it and think we, as a community, should support the EV technology. I also think that we should encourage the Lions Bay store to sell green products. Recycled content toilet paper, organic low packing food etc. It's easy to understand that we should all do our part when living in this amazing beauty.</p>
[REDACTED]	[REDACTED]	<p>Reading of the plans to install a charging station for the village and I fully support this. I would suggest that for our needs the level 3 is the way to go. For most residents they will have a level 2 at home and re-energizing their vehicles is done at home overnight. But there may be odd occasions a resident would need a quick charge that the level 3 would provide. Passers by would only really have benefit of a fast charger (level 3) Rather than the closer level 2. I use level 2 when I am parked for several hours but otherwise is not of value. When I park for short periods say a 1/2 hour and there is a Level 3 charger this is very valuable. I have used these at places downtown, Horseshoe Bay, the airport etc. Great Plan!</p>
[REDACTED]	[REDACTED]	<p>As a leaf owner I think this is fantastic. The horseshoe bay charger although close services lots of people coming from the island or Sunshine Coast. Ours will probably service people passing through. Most ev owners have level 2 at home so I don't foresee this helping people more than top up who live in lions bay. But all the same it will help the whole network and extend someone's range somewhere.</p>
[REDACTED]	[REDACTED]	<p>Very supportive of installing EV charging stations in Lions Bay. Thanks!</p>
[REDACTED]	[REDACTED]	<p>Thank you very much for the initiative. My wife Vivienne Gallegos and me think it is an excellent plan. We own an electric vehicle, an eGolf, and have installed a level 2 charger in the garage. However, having a level 3 charger in the village would be a great advantage. Kudos to you, councillor!</p>
[REDACTED]	[REDACTED]	<p>Love the EV station idea, let's go for it!!</p>

<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Thank you for asking for feedback. We appreciate all the work you do. I believe in EV's wholeheartedly. Any EV fast charging infrastructure costs as well as operational costs cannot be born by Lions Bay taxpayers. 100% of the capital costs must be paid with grants and 100%+ of the operational costs must be paid by the users. All costs associated with this initiative including the \$5,500 "first step" costs and ongoing and incidental costs including signage, media, maintenance and reserves for replacements must be covered, and not by Lions Bay taxpayers. Thank you, Ben Gauer 22 Brunswick Beach Rd.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Many thanks for your excellent and informative article. I have an electric car and can charge it at home but a quick charger would allow me to top it up if I get too low and need to make an unexpected trip. Electric cars from the city heading to Whistler and beyond could extend their range and perhaps make purchases from our store. Thanks again, Frank.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Re: Supporting the Adoption of ZEVs in BC comments by Norman Barmeier - well researched, accurate and appreciated We recommend LB application to the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative Given LB location are would likely receive 100% funding</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>This is a welcome idea, particularly since the government is willing to pay so much of the cost. Also it is a long way between stations here on the Sea to Sky. I am very happy to say that I purchased an electric vehicle yesterday and happy to know that I won't be polluting our beautiful area on the long commute to Vancouver. As gas prices have risen so much there will be more and more people buying electric vehicles - thus more need for charging stations. On the day the federal government announced another grant for \$5,000.00, in addition to the provincial grant, there were 70 orders for the cheaper model Tesla.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>I think it is a great idea. I am all fore lions Bay being a leader in clean air. Our next car will definitely be electric.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>The idea is good if we can receive 100% funding. Any costs to the village should have been budgeted for or will take away from other expenses. Would we charge for the cost of hydro or increase our budget to pay for it? Where are we thinking of putting the station, on private property, at the works yard or at Municipal Hall? The occupants of the vehicle would be waiting around for half an hour or more. We have limited parking spaces available and I personally think the charging station should be on village land or it might cause problems in the future.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Yes i like to have EV charger in Lions Bay.</p>

<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Regarding the EV charging station I do not feel the village can afford this. We have seen large tax increases to maintain our existing infrastructure. The drawings provided show a very large footprint. Where will this station be installed?</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>I am against this initiative for two reasons:</p> <ol style="list-style-type: none"> 1) Lion's Bay residents owning EV or purchasing EV vehicles will have charging capabilities at their homes. Surely no one is buying an EV without charging capability at their residence. 2) Lion's Bay is under siege from tourists and passers-by getting off the highway to look around. We do not need to encourage any additional "passers-by" from entering our community. We have enough already, and barely if at all the proper infrastructure to support even more. <p>Yes, i am all for green initiatives and "sound/noise" management. It would seem that the energy/resources may be well spent working on initiatives to cull/eliminate or simply reduce the ever increasing "noise" associated with commercial truck "engine braking". Squamish port owned by Western Stevedoring has significantly increased their dock operations resulting in an increase in truck traffic up and down the sound. Many of these trucks employ "engine braking" technology that can be extremely noisy. Signage on the highway seems only somewhat effective. More can be done. I would guess many in the village are effected. This needs to be a priority in my humble opinion.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>1st point - Who is going to pay for this? I don't want my taxes wasted on this project that has no benefit to people who do not own an electric vehicles. 2nd point - electric cars are not zero emission, the camicals from the production or disposal of batteries poison our enviroment. 3rd point - the bulk of the cost of driving an electrical vehicle is paid upfront when you buy it.</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>Re charging station. This would not affect residents in Lions bay as we would all charge at home. I think large shopping malls etc are where these should be placed. the average passer by does not stay for hours to boost our commercial revenue as we have so little, our money can be better spent elsewhere</p>

<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>I say GO GO GO! I own a Chevy Bolt and I can't say enough about what a smart move it is to own an electric vehicle. Climate Change. We need to do everything we can and installing a fast charger in the village not only makes great sense, it's a necessity! Quieter, cleaner through traffic as well as a quick top up for villagers who forget to charge their car, (we've all forgotten to charge our mobile phones occasionally) and when we can't get up the mountain in those snow storms, it's a good back up when we can't make it up to our home charger. These are exciting times, thank you for taking the initiative, let's do this!</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>I believe Lions Bay would have a higher than average per capita adoption of ZEVs than most communities. We have 2 and there is almost 1 per house on Lions Bay Ave. Where are you proposing to put the charging station and who will monitor its use so homeowners are not shifting costs of charging to the village?</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>YES please to DC fast charging station!!!!!!</p> <p>I had to go twice to the one in horseshoe bay yesterday and they are becoming more and more popular. While I was there both times two people came up to me to ask me about buying an electric car. My EV is 3 years old so it only has 100 km range, but we have never looked back - it drives better than my Range Rover and as soon as there's an affordable SUV, we'll happily get rid of fuel.</p> <p>The time is now more than ever to do this, with politics what they are and the planet being at its absolute worst we need to change fast for future generations.</p> <p>Perhaps Lions Bay can think of more ways to use renewable energy...turbines in our rivers, solar for our direct sunny summer afternoons/evenings??</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>I have been involved with this for some time. (sound very noble.) This reminds me on the days when paper bags became a NO NO and the word was go to plastic.</p> <p>What is overlooked is; that the Lithium for the Battery in EV is extracted using fossil Fuel. The real Future Car will NOT be powered by a lithium fuel cell battery. It will be powered by a hydrogen fuel cell . Japan is actively perusing and initiating that option.</p> <p>Hope this to be of some help.</p>

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From: [Norman Barmeier](#)
To: [Peter DeJong](#); [Ron McLaughlin](#); [REDACTED]
Cc: [Municipal](#); [Council @ Lions Bay](#)
Subject: Re: Comments on an EV fast charging station in Lions Bay
Date: Friday, May 10, 2019 7:46:51 AM

Hi Karl

Thanks again for your feedback I've added few comments in green below.

Kind regards,
Norm

Norman Barmeier
Councillor

The Village of Lions Bay

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (778) 991-0642 | www.lionsbay.ca

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From: "[REDACTED]"
Date: Thursday, May 9, 2019 at 9:06 AM
To: "Council @ Lions Bay" <council@lionsbay.ca>, Lions Bay Feedback <feedback@lionsbay.ca>, Municipal <agenda@lionsbay.ca>
Subject: Comments on an EV fast charging station in Lions Bay

Dear Council:

As requested in the May 3 Village Update, herewith comments on offering public EV fast-charging in Lions Bay.

1. A fully utilised 2-plug DC fast charge EV charging station can handle 48 vehicles every 24 hours at today's typical 60 minute fast charge duration. Charge times will increase in the future as battery capacities increase, and decrease as charging technology improves. That affects the actual number of vehicles handled, but whatever it is, it will always be a very small proportion of the 20,000 vehicles passing through Lions Bay daily. So a public charger can't realistically claim to offer "cleaner air to breathe" or to "reduce the amount of noisy petrol vehicles passing through."

The intent is to motivate change, the implication is that more infrastructure in general will support early adoption of new technology. More adoption of EVs will lead to cleaner air, and EVs by their nature are quiet.

2. Today, only BC Hydro may sell electricity in BC, so all public EV chargers are free to the user (including, currently, BC Hydro's own chargers). Business models have been proposed for non-BC Hydro public chargers where the electricity cost itself is not charged but the user pays a per-minute "parking fee," but vehicles charge at different rates, and this approach hasn't been tried yet. Today the operating cost of any BC EV charger is paid by its owner. The electricity cost of a DC fast charger port is \$6.27 an hour, or \$301 a day if a dual-port unit like the one proposed is fully utilised (50 kilowatts per port X 2 ports X 24 hours a day X \$0.1253/kWh, the Small General Service rate)*. Unless the intended grants also cover operating costs in perpetuity, I can't see the benefit to Lions Bay taxpayers in funding and operating a public charging station, certainly not if they're covering energy costs up to \$110,000 a year, nor even if a user-pay system became available. The intent of a go/no-go study is in part to address exactly this.
3. If the intent of a charging station is more to benefit up to 48 local EV owners every 24 hours (who would need to be willing to plug in and wait, or walk home and come back within an hour, at all hours), electricity would still be funded by taxpayers until a user-pay model became available. And then, a public fast charger would offer no cost benefit and an unneeded time benefit compared to charging overnight at home, as most EV owners do today. Certainly local businesses might benefit from offering fast charging to entice customers in off the highway**, but I still can't find any benefit to Lions Bay taxpayers in a municipal service. One person's opinion, but not a fact. Generally these Stations are heavily used, so EV drivers do benefit, both inside and outside Lions Bay. This is meant to be a community initiative with benefits to the wider community, tax dollars by their very nature are community funds, federal and provincial grants as well.
4. Indeed, for future EV owners with no current home charger, Lions Bay might be better off to use funding to provide them a Level 2 charger of their own, because any public location of a Level 3 fast-charger will be problematic. Beside the fact that they are large and pretty obtrusive (you've doubtless seen the one on Bruce St. in Horseshoe Bay), the right location for residents is different to that for the travelling public. Residents need one central and walkable. Is that the municipal campus, which is already short of parking spaces (a fast charger would require at least three)? A unit targeting non-residents wouldn't work at the municipal campus since there's nothing to do there while waiting. HLOG and taxpayers investing in a location at the store, which is private property, might be possible, but who pays for the power? Maybe at the beach, but then it'd only be in use a few months a year and a few hours a day. So, where would it actually usefully go? Location to be determined by staff, not council, again part of the study.

5. Without spending your \$5,500 "first step" funding (with external consultants?), I'm confident that an internal business case will quickly show that a municipal \$80k public Level 3 fast charger (plus a 350 kW power drop) is not a good use of Lions Bay's limited resources at any grant level, however enticing to any EV owner (myself included). That said, I CAN see a case being made for public 240 volt, 40 amp Level 2 chargers, costing around \$2000 installed per 2 parking spaces, either at the store/post office or at the municipal campus. The arguments above still apply, but a 6 kW Level 2 charger costs \$0.75 an hour to run, perhaps more appropriate for public support. **A level 2 charger would also be a great addition, no arguing this. Engaging BC Hydro for any installation and permit would require application and design fees. This \$2000 quote is completely uninformed, it neglects all civil work requirements and associated BC Hydro connection modifications. A commercial grade level 2 charger, the charger only, is significantly more expensive than \$2000.**

Regards,
Karl Buhr

*Note that BC Hydro's DC stations at least are capable of 350 kW, but current vehicles don't take more than 50 kW. A fully utilised 350 kW station will use \$1052 in electricity a day at current prices.

**Even then, EVs are only 1.5% of road vehicles in BC, and most don't have the range to drive from Squamish to Whistler. IOW, few commuter-range EVs are going beyond Squamish on a regular basis, and if you live in Squamish, you're going to charge there, at home, not in Lions Bay.

Appendix A: Proof of Funding – Contribution from the Applicant

Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative

This form is to be completed by the applicant for its financial contribution towards the project.

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Natural Resources Canada.

Conditional upon Natural Resources Canada and the applicant entering into a Contribution Agreement regarding the funding of the project described in the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative application form, I confirm that the Village of Lions Bay will contribute the amount of \$50,000 towards the project called Lions Bay Fast EV Charger.

Pamela Rooke, CFO

Signature of duly authorized
financial officer

Date



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Tides Canada changes its name to MakeWay		
Author	Hayley Cook	Reviewed By:	
Date	June 17, 2020	Version	1
Issued for	June 23, 2020 Regular Council Meeting		

Recommendation:

THAT the Information Report, “Tides Canada changes its name to MakeWay” be received.

Attachments:

Howe Sound Marine/Atl’kitsem Reference Guide Summary: Ocean Watch Task Force.

Key Information:

At the November 7, 2017 Council Meeting, the Village of Lions Bay Council resolved to support the Howe Sound Marine/Atl’kitsem Reference Guide, a project being undertaken by Tides Canada to create an ecological reference guide of the Howe Sound.

A commitment was made to donate \$631.76 for three years.

In June 2020, Tides Canada announced that it has changed its named to MakeWay.

A media release regarding this change can be found [here](#).

Follow Up Action: None

Communication Plan: A link to the media release has be added to this information report.

Howe Sound Marine Reference Guide Summary Ocean Watch Task Force October 2017

i. Background

The Ocean Watch Task Force was formed in June 2017 by members of the Howe Sound Community Forum (HSCF). Task Force members are elected officials and staff representatives of the HSCF member communities. The Task Force has a mission to advance the implementation of action items outlined in the [Ocean Watch – Howe Sound Edition](#). To achieve this goal, the Task Force will provide recommendations to Howe Sound’s local governments to support initiatives and projects that further marine ecosystem protection and ocean health. This document will outline one such project proposal.

ii. The Howe Sound Marine Reference Guide

Action 1 in the Ocean Watch – Howe Sound Edition [Executive Summary](#) is to create a marine guide for Howe Sound that pulls together information on the region’s marine ecosystem. This guide will be a non-binding informative tool that will help Howe Sound develop into an international leader in marine sustainability.

The Howe Sound Marine Reference Guide will use scientific, indigenous, and local knowledge to identify areas of significant ecological and human value. It will consist of an interactive map accompanied by narrative documentation, education resources, and media. It will be a unified resource on marine data for planning and decisions by all government levels and community groups, and will support collaborative management and stewardship of the region’s marine ecosystems.

The information will be openly accessible, subject to privacy concerns, and is intended to be used by local governments and First Nations to support zoning and marine planning, official community planning, and by community groups to strategize stewardship initiatives. However, it alone will hold no authority beyond providing data and recommendations.

Data collection for this project will involve workshops, meetings, interviews, field work, and surveys. Part of this knowledge gathering has already occurred through the work of the Coastal Ocean Research Institute and the David Suzuki Foundation. Their data on spatial attributes of Howe Sound, and ecosystem, recreation, cultural, economic, spiritual, and conservation values associated with Howe Sound’s marine habitats will be a valuable resource for the Howe Sound Marine Reference Guide to use and build off of.

iii. West Coast Aquatic's Marine Ecosystem Reference Guide: an existing template for Howe Sound's Project

The Ocean Watch Task Force suggests that to better understand this project proposal, local governments familiarize themselves with West Coast Aquatic's Marine Ecosystem Reference Guide (MERG): marineguide.ca.

WCA's MERG is an interactive map developed to support decision-making and integrated ecosystem-based management on the west coast of Vancouver Island. MERG provides hundreds of data layers on ecosystems, marine resources, human activities, conservation needs, and social systems within the Barkley and Clayoquot Sound regions. It divides each region into marine units, which are based on administrative boundaries, biophysical characteristics, and common uses and activities. Each marine unit is accompanied by documentation that provides recommendations on suitable uses and activities, as well as each unit's vulnerability to stressors.

This model will provide a useful framework that the Howe Sound Marine Reference Guide can build off of.

iv. Financial breakdown

The projected budget for this initiative is approximately \$200,000 per year over the course of three years. Funding sources may include local, provincial, and federal governments, First Nations, supporting NGOs, and private funders.

To help acquire external funding, local governments are asked to give their official support to the project, and to participate in a cost-share of \$20,000/year, which will be shared amongst participating local governments. The task force is recommending a three-year commitment from local governments to provide a sound baseline for the large financial requests to non-governmental granting organizations for this project.

To help understand each community's potential contribution to this project, the Ocean Watch Task Force asks the HSCF member communities **to determine the worth of this tool to their community, and the financial contribution they are willing to make towards it**. Following these determinations, member communities of Howe Sound can construct a cost-share breakdown.

RECOMMENDATION TO THE HOWE SOUND COMMUNITY FORUM MEMBERS

“That the Task Force recommends to the Howe Sound Community Forum ("Forum") that its members endorse the preparation of the Howe Sound Marine Reference Guide ("Guide") and that the Forum members communicate this endorsement to their respective local governments with a request for a

financial commitment to cost-share a regional total of \$20,000.00 per year for three years as the local government contribution to the production of the Guide."

Ocean Watch Task Force Monetary breakdown for Howe Sound Marine Reference Guide

Project timeline	3 years
Annual project budget	\$200,000 / year
Total project budget	\$600,000
Annual LG budget	\$20,000/ year
Total LG budget	\$60,000

Population estimates are obtained from Canadian Census data:

<http://www.bcstats.gov.bc.ca/StatisticsBySubject/Census/2016Census/PopulationHousing/CensusSubdivisions.aspx>

Scenarios for breaking down annual Local Government financial contribution

Scenario A*

Local Government	Area Type	Population	Ppltn % Contribution to Regional %	Annual financial contribution
Bowen Island	IM	3680	8.71	1742.80
Gibsons	T	4605	10.90	2180.86
Lions Bay	VL	1334	3.16	631.76
Sunshine Coast Area F	RDA	1743	4.13	825.46
Squamish	DM	19512	46.20	9240.61
Squamish-Lillooet D Islands Trust Local Trust Committee	RDA	1057	2.50	500.58
		300	0.71	142.08
Metro Vancouver Electoral Area A**	RDA	1000	2.37	473.59
West Vancouver**	DM	9000	21.31	4262.27
Total		42231	100	20000

Scenario B***

Local Government	Area Type	Population	Ppltn % Contribution to Regional %	Annual financial contribution
Bowen Island	IM	3680	4.05	810.24
Gibsons	T	4605	5.07	1013.90
Lions Bay	VL	1334	1.47	293.71
Sunshine Coast Area F	RDA	1743	1.92	383.76

Squamish	DM	19512	21.48	4296.05
Squamish-Lillooet D Islands Trust Local Trust Committee	RDA	1057 300	1.16 0.33	232.72 66.05
Metro Vancouver Electoral Area A West Vancouver	RDA DM	16133 42473	17.76 46.76	3552.08 9351.48
Total		90837	100	20000

*This scenario depicts each government's contribution based on population estimates for Howe Sound

**Please note the population amount for Metro Vancouver Electoral Area A and West Vancouver are estimates based on the Biosphere Working Group assessment and need to be confirmed with data.

***This scenario depicts each government's contribution based on population estimates for whole municipality, regional district etc.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Filming Application – Charming Productions Inc.		
Author	Hayley Cook	Reviewed By:	Peter DeJong
Date	June 18, 2020	Version	1
Issued for	June 23, 2020 Council Meeting		

Recommendation:

- (1) THAT the film permit application for “Kite Festival of Love” be approved, subject to the following conditions:
 - (a) Park Closure – Council implements a temporary policy to not enforce the existing park closure order against the applicant for the dates of June 25, 26, 29 & 30, 2020.
 - (b) Parking – parking in the Lions Bay Beach Parking lot to be limited to approximately 4 work trucks including a generator, to be stationed as far away from the residences above as possible (additional generator to be stationed as close to the Beach Park as possible with efforts to be made to muffle the noise from both generators) with no trucks or equipment blocking the CN control box at the entrance to the lot. There will be fifteen to twenty cars parked in the car park and along Lions Bay Avenue if overflow is needed;
 - (c) Hours – to be in accordance with the schedule provided by the applicant in their letter;
 - (d) Noise – exemption from Noise Control Bylaw No. 283, 1998, subject to all steps necessary being taken to minimize noise and disturbance to residents during both daytime and nighttime hours;
 - (e) LBFR - access to all fire hydrants on Lions bay Avenue be kept free and clear for fire apparatus;
 - (f) Fees –filming fees and parking fees to be in accordance with the fees under the current policy;
 - (g) Neighbour notification – a neighbour notification letter in accordance with the filming policy be hand delivered to the affected residents on June 19th.

- (2) THAT the CAO be authorized to sign any filming permit or other incidental documentation.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Attachments:

- (1) Film Permit Application from Charming Productions Inc.
- (2) Notice of Filming letter issued to affected residents
- (3) Map of proposed filming
- (4) Neighbour Feedback received by the beginning of the Council meeting - On Table

Key Information:

The Village has received for consideration an application for a filming permit with filming to take place over three days: June 26, 29 and 30, 2020 between the hours of 7:00am and 10:00pm, with set up on June 25, 2020.

The location for the proposed filming is the Lions Bay Beach Park; there will be no stunts or special effects and there will be no use of lights, cranes or large machinery. Approximately four work trucks including a generator will be parked in the car park on Lions Bay Avenue, with the remainder of the trucks and tents being parked at the Lions Bay Marina. In total there will be approximately 4 work trucks, including 2 generators, 15 to 20 cars and 40 crew on location. The generators will be stationed near the Lions Bay Beach Park and at the lower end of the car park. If there is concern from resident feedback regarding work vehicles being placed on Lions Bay Avenue, this could potentially be removed as an option.

Due to the nature of the filming, polling of the residents is not required under Lions Bay Commercial Filming Policy 1902; however; a letter notifying affected residents has been delivered to provide them with an opportunity for feedback on the application. The film company had asked for dates next week surrounding Canada Day but indicated they could move their schedule forward so that they could wrap up by end of day on June 30th. This results in a shortened opportunity for feedback from the usual 7 days, but the opportunity did include a weekend.

The park is currently closed with a recommendation in a separate report for opening to the public on Canada Day, subject to certain conditions being fulfilled. Council would need to pass a temporary policy resolution to not enforce the closure order for the dates in the



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

application. Due to this complicating circumstance not covered in the new Filming Policy, the CAO is referring this application to Council for consideration and decision.

On June 5, 2020, the Province's workplace safety authority, WorkSafeBC published its Health & Safety Protocols for the motion picture industry, allowing for a careful restart. There have been several new protocols put in place and each production company must create their own safety plans.

Options:

- (1) Approve the film permit application in accordance with the recommendations above:
- (2) Reject the film permit application based on:
 - (a) Council not wishing to open the Lions Bay Beach Park or car park for the dates in question; or
 - (b) factors which Council may deem cogent and applicable.
- (3) Direct staff otherwise.

Financial Considerations: Revenues to be received by the Village are likely to be approximately \$9,510 to \$12,060 if Option 1 is selected.

Preferred Option: Option 1 - The opportunity to earn some revenue while the park is closed to the public due to the pandemic and the willingness of the applicant to adjust schedules in order to meet the recommended public opening of the park provides the Municipality with a means to help pay for the increased costs associated with the new cleaning protocols for public washrooms and parks operations. It also shows support for the filming industry in BC, which plays an important part in our economy.

Follow Up Action: Advise the Applicant of Council's decision and review the notification letter to be hand delivered by the Applicant on June 19th per the requirements of the filming policy. Additional notice to residents to be through the Village Website and a special Village Update to be sent out on June 24th.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

APPLICATION FOR COMMERCIAL FILMING PERMIT

BACKGROUND INFORMATION

Local Film Company:	CHARMING PRODUCTIONS INC		
Applicant Name:	GARRETT VANDUSEN		
Location Manager:	GARRETT VANDUSEN		
Business Address:	3876 Norland Ave Burnaby, BC V5G 4T9		
Phone (office):	(604) 421.4355	Phone (cell):	778.938.4398
Email:	novusmow@gmail.com	Fax:	

DESCRIPTION OF FILMING PROPOSAL

Filming Dates (includes mobilization):	JUNE 26 / JUNE 29 / JUNE 30		
Location of Filming:	LIONS BAY BEACH PARK		
Hours of Filming:	7AM - 10PM		
Proposed Schedule and Description of Scenes to be Filmed:			
<p>FILMING WILL BE CONTAINED TO THE LIONS BAY BEACH PARK, WITH SCENES CONSISTING IN THE GRASS, AS WELL AS THE SANDED AREA OF PARK.</p> <p>THERE WILL BE NO STUNTS, NO SPECIAL EFFECTS, NO SNOW, NO RAIN</p> <p>FILMING HOURS WILL BE BETWEEN 7AM-10PM. NO LIGHTS, CRANES OR LARGE MACHINERY USED.</p>			
Impact on Neighbourhood Traffic:			
<p>DUE TO THE NEW CONDITIONS OF THE WORLD, WE HAVE LIMITED OUR SIZE TO OUR CREW, LIMITED OUR SIZE TO OUR WORK TRUCKS, EQUIPMENT AS WELL AS SIZE OF OPERATION.</p> <p>WE DO REQUEST SOME PARKING ACCESS TO THE PARK DURING THIS TIME. PORTION OF THE PARK WILL BE OPEN TO THE PUBLIC, THIS AREA WILL BE CONED OFF, AND AVAILABLE DURING OUR FILMING SCHEDULE.</p> <p>OVER THE WEEKEND, ALL THINGS ASSOCIATED WITH FILMING WILL BE CLEANED UP, AND STORED AWAY, ALLOWING THE PARK TO BE OPEN FOR USE.</p>			
Type of Municipal Facilities Needed:	<input checked="" type="checkbox"/> Municipal Road Allowance/ Parking Lot <input checked="" type="checkbox"/> Other Municipal Land (eg: Parks, Trails, Open Spaces, etc.) <input type="checkbox"/> Municipal Buildings or Structures		
THE REQUEST FOR SOME ROAD PARKING NEW THE PARK THE REQUEST FOR PARKING FOR CREW PARK / CIRCUS IN NEARBY AREA (MARINA / LARGE LOT)			

PRELIMINARY SUBMISSION REQUIREMENTS (to be submitted with initial application)

- Completed Application Form with non-refundable Application Fee
- Plan showing the way in which Municipal facilities would be used (if applicable)
- Parking Plan for all Vehicles (including Trucks and Generators)
- Letter of authorization from the owner(s) of the land, building or structures where the filming will take place.



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ADDITIONAL SUBMISSION REQUIREMENTS (as directed by the Filming Liaison or Village Manager, and as applicable)

- Filming Notification Letter(s) to Affected Households
- Polling Notification Letter to Affected Households
- Polling Information (including offers of accommodation and/or compensation, polling spreadsheets, maps and notes)

FINAL SUBMISSION REQUIREMENTS (to be submitted as a condition of issuance of the Filming Permit)

- Daily Filming Activity Fee for Commercial Filming
- Fees for the use of Municipal lands, including roadways, buildings structures
- Any other fees required by this Policy or Fees Bylaw No. 497, 2016, as amended
- Security Deposit of \$10,000 payable to the Municipality.
- Executed copy of the Release of Liability and Indemnification Agreement (see attached Schedule A)
- Certificate of Insurance evidencing liability insurance in the minimum amount of \$5,000,000.00 with the Municipality named as an additional insured
- Confirmation that other conditional requirements have been fulfilled (if applicable)

Applicant Signature:	Date JUNE 18, 2020
----------------------	-----------------------

Municipal Use Only

Approved Filming Permit No.:
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed Application Form with non-refundable Application Fee <input checked="" type="checkbox"/> Authorization Letter from Private Owner(s) <input checked="" type="checkbox"/> Parking Plan <input checked="" type="checkbox"/> Filming Notification Letter <input type="checkbox"/> Polling Notification Letter (if applicable) <input type="checkbox"/> Polling Information (if applicable) <input checked="" type="checkbox"/> Daily Filming Activity Fees <input checked="" type="checkbox"/> Other Fees (if applicable) <input checked="" type="checkbox"/> Security Deposit <input checked="" type="checkbox"/> Release of Liability and Indemnification Agreement (Schedule A) <input checked="" type="checkbox"/> Certificate of Insurance <input checked="" type="checkbox"/> Other Conditional Requirements



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SCHEDULE A

(Attached to and forming a part of the Application for Commercial Filming Permit)

INDEMNIFICATION AGREEMENT

I/We, CHARMING PRODUCTIONS INC, (the "Applicant/Permittee"):

- (a) agree that I/we have received good and valuable consideration in exchange for entering into this Indemnification Agreement;
- (b) agree to indemnify, defend and save harmless the Village of Lions Bay, its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, suits, damages, losses, and costs, liabilities, expenses and judgments (including all actual legal costs) incurred in defending any of the foregoing brought or made on behalf of any person or corporation for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons, which any of the Indemnified Parties incur, suffer or are put to arising out of or in connection with any act or omission of the Applicant/Permittee, its directors, officers, employees, agents, contractors or invitees, the Indemnified Parties or caused by or arising out of the condition of any real or personal property owned or controlled by the Indemnified Parties or any of them arising from or in any way connected to the Filming Activity or from the Applicant/Permittee's occupation or use of the property of the Village of Lions Bay;
- (c) agree that the Applicant/Permittee's obligations hereunder will survive the expiry or termination of any permit issued by the Village of Lions Bay to the me/us and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnified Parties;
- (d) agree that the Applicant/Permittee, upon submitting a Filming Permit application, whether or not a Filming Permit is issued, releases and discharges the Indemnified Parties from any and all losses which the Applicant/Permittee and any of the Applicant/Permittee's directors, officers, employees, volunteers, agents, contractors or invitees may have arising from actions or inactions on the part of the Indemnified Parties;
- (e) hereby waive all rights of recourse against the Village of Lions Bay for loss or damage to the Applicant/Permittee's property, howsoever incurred.

CHARMING PRODUCTIONS INC

KITE FESTIVAL OF LOVE

NOTICE OF FILMING

JUNE 19, 2020

Dear Neighbours of **Lions Bay Beach Park - 60 Lions Bay Avenue, Lions Bay, BC**

CHARMING PRODUCTIONS INC has applied to the Village of Lions Bay (the "Municipality") to film a movie-of-the-week called KITE FESTIVAL OF LOVE at **Lions Bay Beach Park - 60 Lions Bay Avenue, Lions Bay, BC** on Friday, June 26, as well as Monday, June 29, and Tuesday, June 30, 2020, during Daytime Filming Hours (7 am to 10 pm). Municipal facilities requested include street parking from 35 Lions Bay Ave to 150 Lions Bay Ave, occupation of the car park and the Lions Bay Beach Park.

The following is an outline of our proposed dates, times and significant Filming Activities:

Thursday, June 25, 2020

9:00am to 8:00pm Art department will arrive at **Lions Bay Beach Park - 60 Lions Bay Avenue** and prepare for next day filming.

Friday, June 26, 2020

7:00am to 8:00am Work trucks and Crew arrive at **Lions Bay Beach Park - 60 Lions Bay Avenue** and prepare for filming.

8:00am to 9:00pm Filming scenes at **Lions Bay Beach Park - 60 Lions Bay Avenue**

9:00pm to 10:00pm Crew will pack up gear into work trucks; crew will leave the area, work trucks will leave the car park and beach park clear.

Monday, June 29, 2020

7:00am to 8:00am Crew will arrive at **Lions Bay Beach Park - 60 Lions Bay Avenue** and prepare for filming.

8:00am to 9:00pm Filming scenes at **Lions Bay Beach Park - 60 Lions Bay Avenue**

9:00pm to 10:00pm Crew will pack up gear into work trucks; crew will leave the area; work trucks will remain.

Tuesday, June 30, 2020

7:00am to 8:00am Crew will arrive at **Lions Bay Beach Park - 60 Lions Bay Avenue** and prepare for filming.

8:00am to 9:00pm Filming scenes at **Lions Bay Beach Park - 60 Lions Bay Avenue**

9:00pm to 10:00pm Crew will pack up gear into work trucks; crew and work trucks will leave the area; filming is finished in Lions Bay.

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted, and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact or provide your feedback to the Village's Filming Liaison, Hayley Cook, at 604-921-9333, ext.4 or accounting@lionsbay.ca by 4 pm on Tuesday, June 23rd. This application and all feedback will be reviewed by Council at their meeting commencing at 7 pm, June 23, 2020.

For further information about CHARMING PRODUCTIONS INC or KITE FESTIVAL OF LOVE please contact me at (778) 938-4398 or vandusen.garrett@gmail.com or Celeste Crowe, my assistant at: (236) 999-1935.


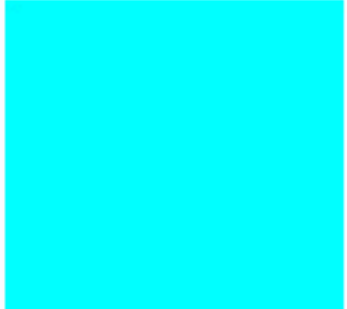

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at www.creativebc.com

Yours truly,

Garrett VanDusen
Location Manager
778.938.4398

CHARMING PRODUCTIONS INC
3876 Norland Ave Burnaby, BC V5G 4T9

FRIDAY JUNE 26 & MONDAY / TUESDAY JUNE 29/30, 2020
(7AM TO 10PM)
Lions Bay Beach Park - 60 Lions Bay Avenue,

-  - FILMING AREA
-  - PARKING REQUEST
-  - GENERATORS



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Type	Request for Decision		
Title	Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic		
Author	Peter DeJong	Reviewed By:	Pam Rooke and Nai Jaffer
Date	June 18, 2020	Version	
Issued for	June 23, 2020 Regular Council Meeting		

Recommendation:

- (1) THAT Policy No. 20.04: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic be adopted;
- (2) THAT COVID-19 Interim Employment Policy No. 201.01 be adopted;
- (3) THAT COVID-19 Interim Remote Workplace Policy No. 20.03 be adopted;
- (4) THAT Village of Lions Bay COVID-19 Workplace Safety Plan be adopted;
- (5) THAT the Facility Re-Opening Plans attached to the Request for Decision report: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic issued for the June 23, 2020 Regular Council meeting ("This Report") be approved;
- (6) THAT the parking changes recommended in This Report be implemented by staff;
- (7) THAT the program concept for Volunteer Beach Park and Trail Ambassadors be further developed and implemented by staff.

Attachments:

1. Draft Policy 20.04: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic, including Appendices A through E as follows:
 - A. Employment Policy 20.01
 - B. BP and Inspection Policy 20.02
 - C. Remote Workplace Policy 20.03
 - D. Workplace Safety Plan
 - i. WSP Checklist (WorkSafeBC)
 - ii. Office Protocols and Procedures Posters
 - iii. Workplace & Equipment Cleaning and Operating Procedure



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- E. Facility Re-Opening Plans (and attached Occupancy Limits)
 - i. Village Office
 - ii. Council Chambers (including ante room with washroom)
 - iii. Broughton Hall
 - iv. Klatt Emergency Building
 - v. Smith Public Works Yard and Building
 - vi. Lions Bay Beach Park, including:
 - A. Public Washrooms
 - B. Playground Equipment
 - C. Kayak Racks
 - D. Lori Beck Pavilion, Tables and Park Benches
 - E. Beach and Cordoned-off Swimming Area
 - F. Grassy Open Spaces
 - G. Lions Bay Beach Park Parking Lot
 - vii. Kelvin Grove Beach Park, including:
 - A. Public Washrooms
 - B. Beach
 - C. Kelvin Grove Beach Park Parking Lot
 - viii. Wade Park
 - ix. Brunswick Beach, including:
 - A. Brunswick Interchange Parking Areas
 - x. Hiking Trails to the Lions and Tunnel Bluffs including:
 - A. Sunset Trailhead Parking Lot
 - B. Brunswick Interchange Parking Areas
 - C. School Parking Lot
 - xi. Mountain Drive Tennis Court
 - xii. Marjorie Meadows
 - xiii. Village Streets and Boulevards

Key Information:

The attached draft Policy 20.04: Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic contains a fairly in-depth background and policy description so this report will endeavour to not repeat that information and will instead reference some of the more immediate effects which the pandemic has had on the operations of the Municipality.



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Employee Care

At the outset of the pandemic, there was a great deal of concern by both employees and management about health and safety of all staff, as well as of the residents we serve and Council as our guiding force. So much was happening so quickly with so much information to absorb that priorities were quickly established around ensuring the capacity of the organization to continue to deliver critical and other important Municipal services, including the continuation of Municipal governance by Council. The EOC was activated to Level 1 to assist with the monitoring and review of new information and supports from Emergency Management BC.

We established a program for employee care, identifying employees at risk and those without benefits. A policy was developed to ensure that anyone exhibiting symptoms or exposed to a probable or confirmed case would not feel compelled to come to work and would be supported during any required or recommended period of self-isolation pending support from Provincial or Federal government programs. We have seen throughout this pandemic that this is an important consideration for all employers and what can happen when such supports are not in place. Other municipalities took similar steps but were much more affected due to the number of employees in facilities they could no longer operate.

In Lions Bay, we are a lean, efficient and productive team and it was, and still is, all hands on deck. Opportunities to work from home were identified, protecting both those employees and the ones continuing to work from the Office and the Public Works Yard. Operational procedures have been implemented to promote physical distancing in the workplace and cleaning of highly touched surfaces and the practical methods by which work tasks are accomplished. Council has already seen and approved the Building Permit and Inspection Policy No. 20.02 and is now being asked to endorse our Interim Employment Policy No. 20.01 and Remote Workplace Policy No. 20.03, along with the Workplace Safety Plan now required through WorkSafeBC.

Responding to External Regulatory Impacts

The most significant external impact for all organizations in BC following the pandemic is the necessary response to new regulations being issued by WorkSafeBC requiring that employers ensure they are abiding by any orders, notices, or guidance issued by the



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provincial health officer, and the appropriate health authority, which are relevant to their workplace. The COVID-19 Workplace Safety Plan is a new plan through which employers assess the risk of exposure at their workplace and implement measures to keep their workers safe. Key characteristics of the Safety Plan are illustrated in the attached Policy No. 20.04 and focus on the hierarchy of protection outlined in that Policy (Elimination; Engineering Controls; Administrative Controls and Personal Protective Equipment).

The Provincial Government has also been a frequent source of regulatory change as it attempts to respond to the situation and guide the responses of others. While there have been numerous channels opened for communication, local government concerns have not always been addressed and Ministerial Orders directly affecting our governance processes and operations have generally been introduced without warning or consultation, causing us to change gears rapidly. The most recent example is Ministerial Order 192, announced June 17th (but not circulated to local government until June 18th) without any advance notice.

This Order repeals and replaces M139, which enabled local governments to hold “public” meetings without the public physically present and to pass local legislation in one sitting. M192 retains the ability for one sitting legislation only in respect of certain financial matters specifically listed and requires that local governments undertake “best efforts” to meet the legislative requirements for open meetings. The guidance document issued by the Ministry of Municipal Affairs and Housing (MAH) is over 10 pages and staff will be reviewing it more carefully over the weekend, but it includes the requirement for a Safety Plan specifically in respect of public meetings.

It also requires a resolution from Council to provide a rationale for the continued need to meet without the public present and a description of what local measures are being taken to meet the principles of openness, transparency and accessibility. The circumstances of and practices adopted by local governments to date vary widely and, for the most part, we are already operating in a manner consistent with the criteria set out in the Guidance document. Staff will prepare an On Table resolution for Council’s consideration in this respect.

Service Specific Practice Standards

In addition, detailed information applicable to different sectors has been released by WorkSafeBC with legislated compliance being mandated. These include "New Normal"



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practice standards that need to be understood and then implemented by businesses, including local governments, to ensure compliance with WorkSafeBC regulations and to ensure that our employees, customers and citizens feel safe when interacting with the Municipality. Additional standards will be developed as WorkSafeBC work with industry associations and professional bodies to ensure the direction and guidance that these bodies provide meets the requirements set out by the Provincial Health Officer. These industry associations and professional bodies will then be working with the service providers (including municipalities) to ensure compliance with these additional standards through the operating policies and procedures we'll need to continually update.

The “New Normal”

All of the work described above and in the attached Policy is aimed at doing what we can to ensure the health and safety of our employees, our residents and our visitors. As we evolve from Phase 2 to Phase 3 under the Province’s Restart BC Plan, we will see more in the way of both resident and visitor activity. We are blessed with amazing natural assets at both our front and back doors which attract residents to live here and guests to visit. This brings with it a responsibility as a community to find ways to accommodate the interests of all to the best of our ability. Yes, Lions Bay is home to its residents and there is naturally a sense of ownership and a desire to protect our interests, particularly when we feel threatened; but we don’t own the beaches or the trails and as we have learned through this pandemic, we cannot stop visitors from coming to experience them, seeking mental and physical relief from the challenges we’ve all been going through. If they are respectful of our neighbourhoods, we need to find a way to accommodate them through parking facilities that are the least impactful to residents.

The Facility Re-Opening Plans include recommendations in relation to parking. Many of these are geared toward a resumption of the parking plan that was so effective last year. For the most part, visitors parked where they were instructed to park, at our trailheads, school overflow lot and beach parks. Residents parked at our trailheads and in on-street “Permit Required” zones on our residential streets, or in their driveways or those of friends and neighbours.

This spring, in addition to COVID-19 and our attempts to discourage visitors by closing or restricting all of the places they could potentially park, a few additional things have wrought



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changes further complicate our parking dynamic. The Ministry of Transportation and Infrastructure (MoTI) has restricted parking at Tunnel Point to 30 minutes and posted No Parking/Towing signage all along Highway 99 from Horseshoe Bay to Whistler, and beyond, including at the Brunswick interchange (at our request). This action has funneled all the hikers who do the increasingly popular Tunnel Bluffs hike to come *into* Lions Bay in search of parking and they are parking anywhere and everywhere in frustration at the lack of any parking accommodation.

This is exacerbated by the closure of the Sunset Trailhead parking lot and the school overflow parking lot (gravel lot adjacent to the field), again at our request. Making the east side of the street on Mountain Drive, where there are no houses, “Permit Only” parking has also added to the phenomenon of pushing cars further down the narrow, steep and winding Bayview Rd and clogging up Stewart Rd in front of all those residences. As well, it has resulted in visitors parking in “legal” pullouts on the west side of Mountain Drive.

Our efforts to restrict hikers have even had consequences extend down to Centre Rd in front of the condos at the store who, until this past week and the installation of more signage, often couldn’t get a spot to park in front of their own homes. With improving weather, the Municipal complex on weekends is only going to get more full of visiting cars with nowhere else to go to the extent that fire fighters may have insufficient places to park when they are called to an emergency.

We need to stop pushing the problem from one street to the next and from one neighbourhood to the next throughout the entire Village and try to get back to a semblance of parking normalcy. First and foremost this means opening up the Sunset Trailhead parking lot and the lower lot at the School (they have given the go-ahead), along with parking on the east side of Mountain Drive. But reinstating last year’s parking plan is not going to be sufficient if MoTI is intent on keeping their Hwy 99 restrictions in place. They are not likely to want pedestrians running across the highway at Tunnel Point, so we need to request they re-open the Brunswick interchange parking area for both hikers and beachgoers. This is much lower impact than having vehicles driving through Brunswick or other Lions Bay neighbourhoods looking for parking.

But in order to better achieve the objectives of both residents and visitors, we are going to have to *create* parking where none currently exists. This means removing boulders from the



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side of the road going down the hill into Brunswick and plowing back the brambles on the south side of that road. It means removing the “Permit Required” signage on Crystal Falls Rd so more cars can park close to the trail. It means figuring out some places on Oceanview Rd where hikers can legitimately park. Then, we can say we’ve accommodated visitors as best we can and if there’s nowhere else to park then they’re going to have to come back another day, or be ticketed and possibly towed if they park where they shouldn’t.

Volunteer Beach Park and Trail Ambassadors (“Park and Trail Ambassadors” or “PTAs”)

One of the suggestions contained in the Facility Re-Opening Plans is the idea of having volunteer “ambassadors” to help with managing residents and visitors in our beach parks and on our trails. These PTAs could assist with Physical Distancing reminders (perhaps carrying a kayak or canoe paddle to demonstrate 2 metres), park occupancy limits (with assistance from our full range of Bylaw Enforcement and support staff), parking directions and general information. They can also carry a logbook and make note of any park or trail operational issues for follow up by staff, signage requirements or other suggestions that will help make transitioning to the “new normal” a more seamless, kinder and safer experience for both residents and visitors. This is something that more and more municipalities are doing, some with re-purposed staff from their closed facilities.

In accordance with the advice of our Municipal Insurance Association, the volunteer program would need to be structured so that it is under the direction and control of the Municipality and include:

- Requiring volunteers to follow local government policies and procedures;
- Having final say over the volunteer recruitment and selection process; and
- Ensuring the volunteer group reports on their activities to an employee of the local government.

By structuring it in this manner, volunteers will be covered by the Municipality’s liability policy. They will also be covered by the Province under Ministerial Order M120, which immunizes such persons for liability arising from COVID-19 transmission (i.e. if a PTA were to inadvertently transmit the disease to someone else).



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Conclusion

The COVID-19 pandemic has presented complex challenges for the Village of Lions Bay in resuming "normal" activity in an uncertain world. Staff is dedicated to working through these challenges and with the support of Council returning to "normal" operations to the extent we can as effectively, efficiently and safely as possible, with kindness, calmness and compassion.

Options:

- (1) Adopt the recommendations at the beginning of This Report;
- (2) Amend and then adopt the recommendations at the beginning of This Report;
- (3) Refer the matters identified in This Report, or any of them, back to staff for further information.

Preferred Option: Option 1 is the preferred option for the reasons stated in this report and the accompanying materials.

Financial Considerations: The COVID-19 pandemic has caused a variety of issues that require the Municipality to take steps to address, from cleaning supplies to signage to operational impacts to the way we do business and serve the community. Some of those financial impacts can be absorbed within the budget and some mitigated through recommended changes in This Report.

Legal Considerations: We are mandated to create a COVID-19 Workplace Safety Plan. It is expected that the Plan will continue to be fleshed out and adjusted in respect of all our Facilities and operations.

Follow Up Action and Communication Plan: Staff will continue to flesh out and implement the requirements associated with the Workplace Safety Plan and make adjustments as we do so. Communication on re-opening and service adjustment plans should be clear to assist in alleviating misunderstandings and aligning expectations from citizens and user groups in respect of our "new normal". Website information will be updated and notice provided in the Village Update on changes pending Council direction. Incremental signage updates will also be evident as we adjust operations.



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Type	COUNCIL POLICY		Policy No	POL – 20.04
Title	Village of Lions Bay Strategic Plan for Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services During the COVID-19 Pandemic			
Author	CAO	Reviewed By:	All Staff	
Date	June 18, 2020		Version	1

Definitions

Facilities means all Village of Lions Bay facilities including:

- (i) Village Office
- (ii) Council Chambers (including ante room)
- (iii) Broughton Hall
- (iv) Klatt Emergency Building
- (v) Smith Public Works Yard and Building
- (vi) Lions Bay Beach Park, including:
 - A. Public Washrooms
 - B. Playground Equipment
 - C. Kayak Racks
 - D. Lori Beck Pavilion, Tables and Park Benches
 - E. Beach and Cordoned-off Swimming Area
 - F. Grassy Open Spaces
 - G. Lions Bay Beach Park Parking Lot
- (vii) Kelvin Grove Beach Park, including:
 - A. Public Washrooms
 - B. Beach
 - C. Kelvin Grove Beach Park Parking Lot
- (viii) Wade Park
- (ix) Brunswick Beach, including:
 - A. Brunswick Interchange Parking Areas
- (x) Hiking Trails to the Lions and Tunnel Bluffs including:
 - A. Sunset Trailhead Parking Lot
 - B. Brunswick Interchange Parking Areas
 - C. School Parking Lot
- (xi) Mountain Drive Tennis Court
- (xii) Marjorie Meadows

POL-20.04: Village of Lions Bay Strategic Policy for
Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services



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(xiii) Village Streets and Boulevards

and for clarity, Facilities does *not* mean the Raw Water Intakes, Water Treatment Plants, Water Tanks, Water Mains, Pressure Reducing Valves and Waste Water Treatment Plant, or other similar infrastructure.

Municipality means the Village of Lions Bay.

Workplace means wherever a Municipal employee may work, including at, in, on or about any of the Facilities, or at home or other remote place of work.

Background

A new coronavirus, SARS-CoV-2, which causes the disease known as COVID-19, has been declared a global pandemic by the World Health Organization (WHO) and national states of emergency have been declared in many countries.

British Columbia has declared a Provincial State of Emergency, along with the Public Health Order declared by the Provincial Health Officer and including prohibition of gatherings of more than 50 people (but could have more than 50 people on site if physical distancing remains possible given the size of the facility). The public has also been directed to maintain “physical distancing”, also known as “social distancing”, keeping at least 2 metres from others to help prevent the spread of the virus, and to engage in other measures, such as frequent hand washing, to minimize risks.

Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the *Occupational Health and Safety Regulation* and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Workplace Safety Plan”).

The Public Health Officer for the Province of BC has issued an Order under the *Public Health Act* requiring every employer to:



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1. post a copy of their COVID-19 Workplace Safety Plan on their website, if they have one, and at their workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public; and
2. provide a copy of their COVID-19 Workplace Safety Plan to a health officer or a WorkSafeBC officer, on request.

More recently, the Province published its *Restart BC* plan to gradually re-open those sectors of our economy that have been shuttered and enable the re-opening of a wide variety of activities and community facilities across the Province. There are four phases to this plan and we are currently transitioning from Phase 2 to Phase 3, with many municipal facilities and services across Metro Vancouver coming on-stream, or planning to do so shortly, taking into account a range of new requirements and considerations that can make such re-openings complex and requiring local governments to create a range of policies and procedures to address the hazards and risks of operating facilities and services during a pandemic.

Purpose and Application

Amidst the foregoing background, the Municipality is planning for the gradual re-opening of Municipal Facilities and increased or adjusted services to reflect the “new normal” in which we now exist until the development of a vaccine or herd immunity. The purpose of this Policy is to provide guidance for Village of Lions Bay staff and others who may attend the Workplace to provide or receive services and to guide public expectations around the status of Municipal Facilities and services. It applies to all employees, both union and exempt staff, as well as to Council and committees, contractors attending Municipal Facilities, and members of the public using such Facilities, in order to protect the health and safety of all persons attending the Workplace or using Facilities and services against potential exposures to COVID-19.

Policy

Criteria to Re-open Village Facilities and Increase or Adjust Service Levels

To re-open Facilities and increase or adjust service levels, the Municipality needs locally developed, Provincially aligned criteria and plans for re-opening. Re-opening and service increases or adjustments to any Village of Lions Facilities may result if the following criteria are met:

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Re-opening Municipal Facilities and Increasing or Adjusting Municipal Services



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1. Ability to comply with Provincial Health Orders (eg: gatherings) and Directives (eg: physical distancing), along with applicable sector guidelines (eg: cleaning protocols);
2. Costs of operating the Facilities can be accommodated within the existing budget or through alternative means (eg: parking meters);
3. There is reasonable public demand for the Facility re-opening or for the service increases/adjustments;
4. The re-opening or service increase/adjustments will benefit the community in one or more direct or indirect ways; and
5. Safety measures are in place to protect employees and the general public.

The corollary of course is that failure to meet such criteria will likely result in the facility or service not re-opening in the manner proposed, or at all. In assessing these criteria, the Municipality will look to health and safety guidance provided by the Provincial Health Ministry, the Public Health Officer (PHO), BC Center for Disease Control (BCCDC), Vancouver Coastal Health (VCH) and WorkSafe BC.

Core Provincial Guidelines Informing the Policy

In developing the general framework for *Restart BC*, Provincial officials have established a series of core guidelines for all businesses and institutions considering resumption of service.

Core Guidelines for Personal Self Care:

- No hand shaking.
- Practice good hygiene.
- Maintain physical distancing of at least 2 metres when out in the community and using a nonmedical mask or face covering in situations where 2m distancing cannot be maintained.
- If you have the symptoms of a cold, flu, or COVID-19 stay at home and keep a safe distance from others until those symptoms have completely disappeared.
- If you are at greater risk (>60, compromised immune system, underlying chronic medical conditions) get informed about risk, assess your own risk tolerance, think through and apply extra precautions and heightened vigilance.



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Core Guidelines for Managing Social Interaction with Extended Family and Friends:

- A clear policy for not socializing when you have the symptoms of a cold, flu, or COVID-19, including coughing or sneezing.
- Maintain regular social contact with extended family or small groups of friends - but only in small groups (around 2-6 guests) while maintaining a safe physical distance.
- These considerations are especially important when visiting people who are more vulnerable to the health impacts of COVID-19.

Core Guidelines to Implement Safe Practices in Organizations and Public Institutions:

- Actively promote and monitor personal self-care actions in your organization.
- Actively promote and implement the core measures for managing social interaction in your organizational setting in congregate social areas (kitchens, staff room, canteens, and shared public spaces).
- Have clear policies to enable and ensure that individuals who have the symptoms of a cold, flu, or COVID-19 including any coughing or sneezing should not come into the workplace. Employers are expected to take leadership in this regard with routine screening/questions of staff for symptoms checking.
- Require and sustain higher levels of frequent cleaning of "high touch" areas in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.
- Where appropriate and practical, increase use of temporary physical barriers (such as plexiglass at service counters or checkouts).
- Focus on how you will support and accommodate higher-risk populations including those 65+ and those with underlying medical conditions.

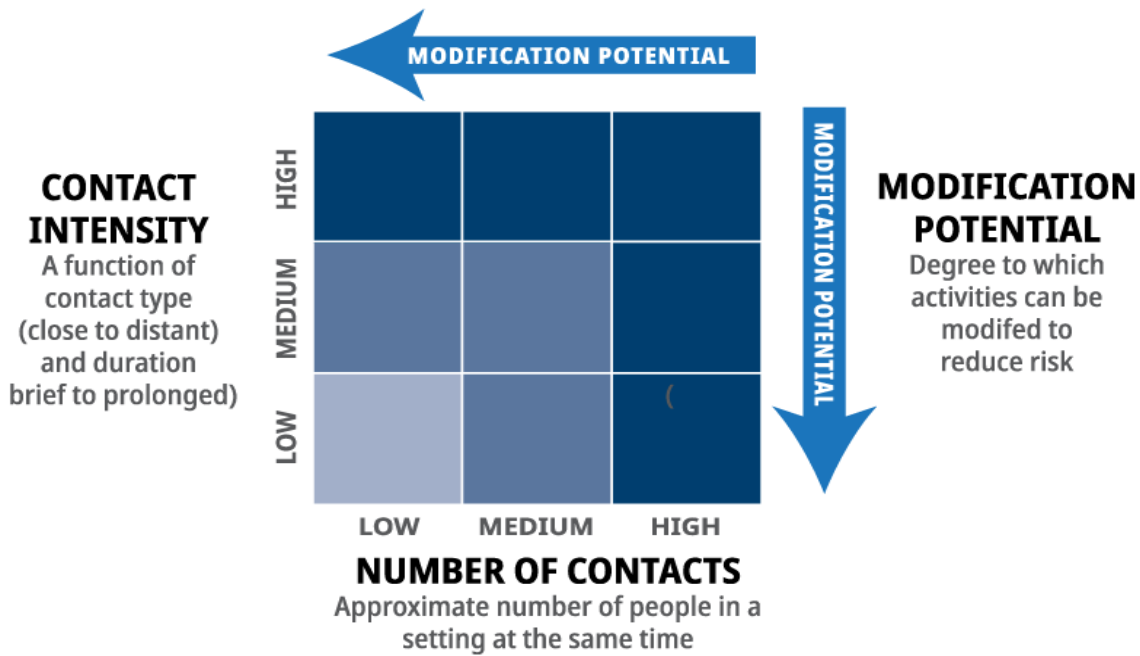
Hazard and Risk Assessment Identification and Mitigation

The following risk matrix illustrates the kind of hazard/risk analysis which the Village of Lions Bay has done or will do in respect of each of its Facilities and the manner in which its services are provided.

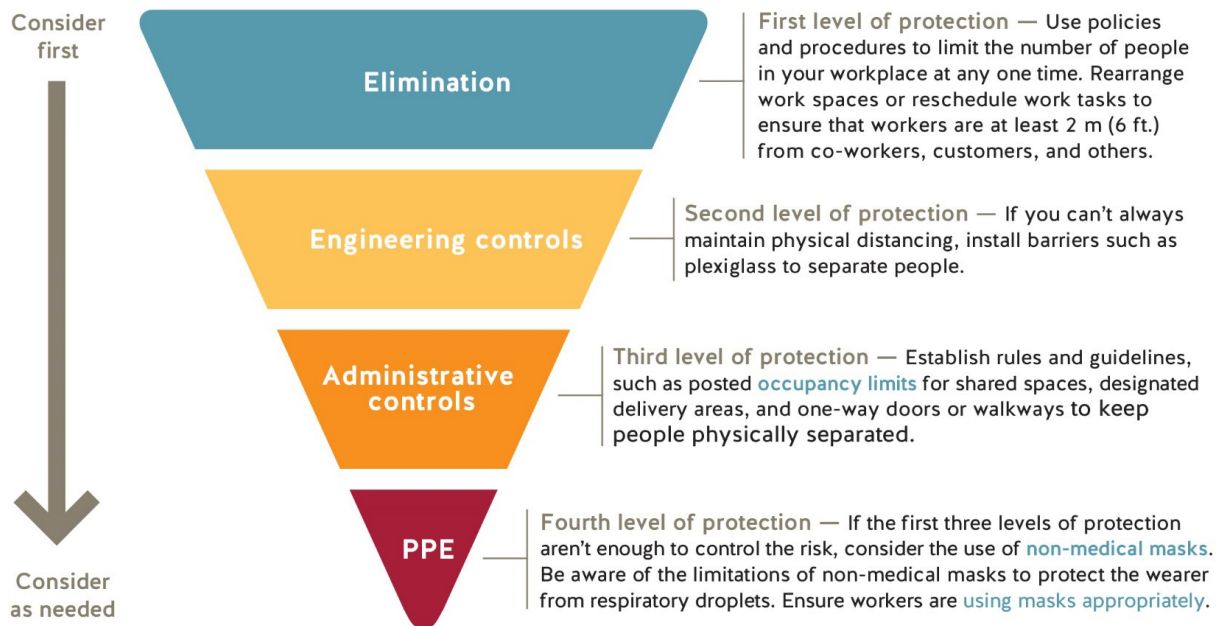
The low category is low risk; however, the medium and high categories are also subject to potential modification or controls which can help move you to a lower risk category by taking a range of actions.



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Modification options are illustrated by the four levels of protection diagram which follows.





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Application of these protection measures by the Village of Lions Bay is evidenced through the development of a variety of policies and procedures including those attached as follows:

- Appendix A: COVID-19 Interim Employment Policy 20.01;
- Appendix B: COVID-19 Interim Building Permit and Inspection Policy 20.02;
- Appendix C: COVID-19 Interim Remote Workplace Policy 20.03;
- Appendix D: COVID-19 Workplace Safety Plan, required by WorkSafe BC & the PHO.

The Workplace Safety Plan is intended to ensure that the risk of transmission of the SARS-CoV-2 virus at workplaces is minimized. The Plan incorporates the protection measures outlined above and includes: Hazard and Risk Assessment Forms for each Facility, a checklist of requirements from WorkSafe BC to which is attached the Policies above, Office Protocols and Procedures Posters, and Workplace & Equipment Cleaning and Operating Procedures.

Appendix E attached to this Policy consists of Re-Opening or Service Adjustment Plans for each Facility which take into account the earlier noted “Criteria to Re-open Village Facilities and Increase or Adjust Service Levels”, and which outline the current status of each, application of the risk matrix and modification options noted above, the requirements for re-opening, a re-opening analysis and a recommendation.

The Municipality will continue to be guided by the Provincial Health Ministry, the Public Health Officer (PHO), the BC Center for Disease Control (BCCDC), Vancouver Coastal Health (VCH) and WorkSafe BC in meeting the complex challenges posed by the COVID-19 pandemic and by putting forward our best efforts to maintain the principles of safety, efficiency, transparency, and compassion in the operation of our Facilities and delivery of our services for the greater good of the community in adjusting to our “new normal” .

Mayor

Chief Administrative Officer

Date Adopted:	June 23, 2020
Updated:	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	ADMINISTRATIVE POLICY	Policy No	ADM-POL – 20.01
Title	Village of Lions Bay COVID-19 Interim Employment Policy		
Author	CAO	Reviewed By:	CFO and PWM
Date	March 20, 2020	Version	3

Background

A new coronavirus, which causes the disease known as COVID-19, has been declared a global pandemic by the World Health Organization (WHO) and national states of emergency have been declared in many, if not most countries, including Canada.

BC has also now declared a Provincial State of Emergency, along with the Public Health Emergency declared by the Provincial Health Officer and the prohibition of gatherings of more than 50 people. The public is also directed to maintain “social distancing”, keeping a distance of approximately 2 metres from others to help prevent the spread of the virus.

The BC Ministry of Health has implemented a “self-assessment” tool (the “SAT”) to help determine whether you may need further assessment or testing for COVID-19. See: <https://covid19.thrive.health/>

Purpose and Application

The purpose of this Policy is to provide guidance for Village of Lions Bay staff with respect to complying with the advice and directions of the health authorities and how the Municipality will deal with situations involving Municipal staff, potential exposures to COVID-19 and sickness. The Municipality will use the SAT to assist in determining appropriate responses to circumstances which may affect each employee’s ability to perform their normal work duties.

This Policy applies to all staff employed by the Village of Lions Bay, both Office staff and Public Works employees. It does not amend or replace the Collective Agreement, to the extent that document governs the relationship between the Municipality, the Union, non-exempt and exempt employees. Together, the Municipality and its employees have a collective duty to maintain a safe workplace.



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The application of the Policy is to help clarify issues around health, safety and sickness to the extent those issues affect the ability of employees to perform their duties and to the extent the Municipality will assist employees whose ability to work is affected as a result of exposure or potential exposure to COVID-19. This Policy does not apply to injuries or other illnesses that are not related to COVID-19 (eg: broken leg, pre-existing and/or chronic conditions, WCB claims, etc).

Policy

1. If an employee exhibits cold or flu like symptoms (“Symptomatic”), they should contact their manager to discuss not coming to work or, if at work, to discuss going home and any potential options to Work from Home. Symptomatic employees should take the SAT at their earliest opportunity and advise their manager of the results.
2. Employees who do not exhibit cold or flu-like symptoms (“Asymptomatic”), but who are concerned that they have been in *close contact* (as defined by the SAT) with a person with COVID-19 (probable or confirmed), should take the SAT at their earliest opportunity.
 - (a) If the SAT advice is to self-monitor (as defined by the Public Health Agency of Canada [PHAC]), the employee should contact their manager to discuss potential additional preventative health and safety measures in relation to their work and their co-workers;
 - (b) If the SAT advice is to self-isolate (as defined by the PHAC), the employee should contact their manager to advise they will not be coming to work or, if at work, to advise they need to go home.

The resulting answers and advice from the SAT should be printed and/or saved by the employee for potential consultation with a physician or a health care professional (“Qualified Professional or QP”).

3. Employees may, of course, also seek the advice of a Qualified Professional directly. Public Works employees should identify themselves as persons responsible for critical municipal infrastructure and other key municipal services (“Critical Service Providers”). If the advice of the SAT, or a QP, is to self-isolate for 14 days, the employee needs to notify their manager.



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The manager will determine if the employee can perform any or all of their duties from home (“Work from Home”) or, per section 7 below, at work.

4. If the advice of the SAT or QP is to self-isolate for 14 days, subject to the steps above and taking into consideration the ability of the employee to Work from Home, or to continue to work in isolation per section 7 below, the Municipality will provide coverage for the employee’s normal work hours for up to 14 calendar days, regardless of whether the employee has sick leave benefits or not (“Municipal Bridging Benefits or MBB”). The MBB will not be depleted to the extent an employee is able to Work from Home or perform some or all of their duties in isolation.
5. Subject to section 7 below, if a Symptomatic employee begins to feel well again prior to the expiry of the 14 day self-isolation period and wishes to consider an earlier return to work, they may not do so without receiving clearance from a Qualified Professional, which is to be confirmed with the employee’s manager.
6. Notwithstanding the foregoing, Public Works employees, as Critical Service Providers, may be requested to *self-monitor*, (as defined by PHAC) as opposed to *self-isolate*, and continue to perform some or all of their duties, depending on:
 - a. whether they are Symptomatic or Asymptomatic;
 - b. whether there is another Public Works employee capable of performing the critical service(s); and
 - c. whether there are or may be protocols established to ensure the ongoing health and safety of the employee and their co-workers.
7. After the expiry of any Municipal Bridging Benefits, employees who are still required to be absent from the workplace because they are Symptomatic or because they have been directed by a Qualified Professional, then the employee:
 - a. will need to access their sick leave benefits, if they have any, or
 - b. will need to access publicly available benefits, if any (such as EI or other governmental programs that are or may be developed by Canada and/or the Province of BC).
8. This Policy is intended to work in conjunction with Work from Home policies which are presently in development.



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Chief Administrative Officer

Date:	March 20, 2020
Updated:	March 22, 2020 April 28, 2020



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Type	COUNCIL POLICY	Policy No	POL – 20.02
Title	COVID-19 Interim Building Permit and Inspection Policy		
Author	CAO	Reviewed By:	Building Inspector
Date	March 20, 2020	Version	2

Background

A new coronavirus, which causes the disease known as COVID-19, has been declared a global pandemic by the World Health Organization (WHO) and national states of emergency have been declared in many countries.

British Columbia has declared a Provincial State of Emergency, along with the Public Health Order declared by the Provincial Health Officer and including prohibition of gatherings of more than 50 people. The public has also been directed to maintain “social distancing”, also known as “physical distancing”, keeping approximately 2 metres from others to help prevent the spread of the virus.

The Public Health Officer for the Province of BC, WorkSafe BC, the Construction Association of BC, and the Municipal Insurance Association of BC, amongst others, have provided advice and guidelines for the construction industry and for building permitting and inspection in the current pandemic environment.

Purpose and Application

The purpose of this Policy is to provide guidance for Village of Lions Bay staff through the implementation of procedures and protocols regarding the provision of building inspection services in order to protect the health and safety of staff from potential exposures to COVID-19.

This Policy will also provide guidance to Owners and Contractors (“Builders”) with open building permits or new building permit applications as to the procedures and protocols that will be followed by Municipal staff in respect of building permit approvals and building inspection services for the duration of this coronavirus pandemic.



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This Policy applies to all staff employed by the Village of Lions Bay who are engaged in providing building permit approvals and inspection services. It also applies to the Board of Variance where a request for a building permit requires a referral to the Board for consideration of a matter specified in Board of Variance Bylaw No. 502, 2016, as amended.

It is recognized that this Policy also affects Owners who wish to apply for a new building permit or complete an open building permit and the architects, contractors and other agents acting on their behalf. Owners and their agents will need to adapt to the procedures and protocols which are implemented through this Policy and adjust their own procedures and protocols accordingly, including steps required to ensure the health and safety of their own workers and anyone coming on to a job site, as required by WorkSafe BC regulations and other applicable enactments. Examples of procedures and protocols expected of the construction industry are provided in Appendix A.

Policy

A. Building Permit Applications

1. All Building Permit Applications and contractor or agent authorizations must be signed by all registered owners and submitted digitally via email to building@lionsbay.ca, including all scalable building plans.
2. Full size drawings required per the application requirements shall be submitted by appointment only in tubes labelled with the particulars of the application, and also containing the originally signed application form and contractor authorizations, and cheque for the application fee. Office staff will receive the tubes and will place them in a designated area of the Building Inspector's office for a period of no less than 3 days prior to removal of the contents by staff and/or the Building Inspector. Upon placement of the tube in the Building Inspector's office, the staff member shall immediately wash their hands thoroughly for at least 20 seconds with soap and water.
3. All communications between the Owner or their contractor or agent and the Building Inspector or Office Staff will take place via phone or email or other digital means. Minor changes required by the Building Inspector will be marked on the Building Inspector's copy of the plans, and photos of such minor changes required will be emailed to the



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Owner, contractor or agent. Changes resulting in the requirement for revised drawings shall follow the process outlined in section A2.

4. Where a building permit application requires a referral to the Board of Variance:
 - (i) all documents and fees required to be submitted under Board of Variance Bylaw No. 502, 2016, as amended, shall be submitted and handled following the process set out in sections A1 and A2;
 - (ii) the Secretary to the Board of Variance, or her designate, will forward all documents to the members of the Board via email and determine a date for the Board meeting;
 - (iii) the Secretary, or her designate, will provide notice of hearing and make arrangements for the meeting of the Board to be conducted electronically via telephone or video conferencing and the meeting shall be deemed to be an open meeting in accordance with Ministerial Order M083, dated March 26, 2020, whether or not provision is made for members of the public to attend the meeting; and
 - (iv) while the applicant may attend the meeting electronically, the notice of the hearing will provide direction to the public as to how they may make submissions to the Board in regard to the application. These submissions will be made in writing in accordance with the notice, and copies will be published on the Village web site prior to the hearing to allow a second and final round of written submissions in response to the initial submissions (also published on the web site). Submissions are cut off at that point, and become part of the hearing record.

5. All Owners applying for a permit must cause their authorized contractors and agents to sign the Declaration at the bottom of Appendix A attached to this Policy, acknowledging they have read the BC Construction Association Guidelines and Links document attached as Appendix A, along with the information and documents linked therein, and agree to abide by and enforce these guidelines, including all applicable regulations, orders, and directives to protect the health and safety of all workers and any persons attending on the job site. As well, Owner/Contractors must themselves sign the declaration.



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B. Building Inspection Process for New Construction

6. For building permits with respect to new construction (i.e. a new dwelling unit), all inspection requirements capable of being signed off by a registered professional shall be signed off in this manner.
7. Where on-site inspection of work is required, it will be conducted by the Building Inspector on Mondays, subject to sufficient notice being provided to, and availability of, the Building Inspector.
8. When a Builder calls for an inspection, and an appointment has been confirmed, all construction personnel must vacate the site prior to the inspection. A Builder or their representative may be stationed off site (eg: outside the building) and speak with the Building Inspector during the inspection process via cell phone.
9. Requests for a Builder to accompany the Building Inspector on site must be in writing, in advance at the time of the inspection request and provide a full explanation as to the reasons why it would be insufficient for the Building Inspector to perform the inspection alone or in conjunction with cell phone communication.
10. If a Builder is approved by the Municipality to accompany the Building Inspector during the inspection, only one person may escort the Building Inspector and that person must warrant that they have had no symptoms of COVID-19 within the previous ten days nor any contact with a person who is likely to have or confirmed to have the disease. Notwithstanding such warranty, the Builder must wear a face mask and disposable gloves and both they and the Building Inspector must maintain a minimum two-metre separation from each other at all times.
11. To reduce surface contact, all documents that would typically be available on site such as floor layouts, roof layouts or professional reports must be submitted electronically at least three days in advance of any inspection appointments, along with the building permit number and project address for review. The Building Inspector will bring his own copies of documents on the inspection or use electronic documents wherever possible.



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12. The Building Inspector shall wear a mask and disposable gloves on the job site (along with other standard Personal Protective Equipment) and will endeavour to not touch anything. If a Builder is present on the inspection, the Building Inspector may require the Builder to touch or manipulate fittings or materials (for example, on a plumbing inspection).
13. Upon completing the inspection, the Building Inspector will remove the disposable gloves into a sealable bag and immediately lather his hands thoroughly with a hand sanitizer containing at least 60% alcohol. This process shall be repeated for any consecutive site inspections made by the Building Inspector, who will thoroughly wash his hands with soap and water for at least 20 seconds upon returning to the Village Office or his home before touching anything else.

C. Building Inspection Process for Renovations

14. In an effort to protect both residents and staff, Builders with occupied buildings will be asked to consider postponing or suspending their projects until regular business can resume and inspections can be carried out normally. Otherwise, each project will be carefully assessed to determine whether a safe building inspection process can be carried out before agreeing to allow a project to proceed.
15. For building permits with respect to renovations, all inspection requirements capable of being signed off by a registered professional shall be signed off in that manner.
16. Additions that can be accessed from the exterior of the building and outbuildings, such as carports or garages, shall inspected in accordance with sections B.6-13 of this Policy.
17. To the extent possible, the builder may be requested to provide written declarations, photographs, and/or video confirming compliance in respect of matters for which sign off by a registered professional is not possible. For Final or Occupancy inspections where a dwelling may already be occupied, a Conditional Occupancy may be issued using photos or video, valid until such time as an in-person inspection can be accomplished.

Appendix "A"

to Village of Lions Bay Interim Building Permit and Inspection Policy No. 20.02

Managing Coronavirus in BC's Construction Industry

Health & Safety Updates

Worker safety is the first priority. Although BC's provincial health officer has confirmed construction sites are exempt from guidelines on group gatherings and can remain open, anyone who's sick should not be going to work. Additional health and safety precautions should be put in place and information shared with crews.

Businesses are instructed they should continue to operate if parameters can be put in place to keep workers safe. Here are some guidelines for construction sites. We know this isn't easy:

- Reduce the number of people on-site to facilitate social distancing of meters between workers. If needed, adjust schedules or scale back.
- Wear PPE at all times as long as it is safe to do so - safety goggles, masks, and gloves.
- Workers should not congregate in break areas and lunchrooms.
- Workers should not share PPE.
- Workers should not share tools.
- Introduce extra handwashing stations.
- Do not spit on worksites
- Do not share cigarettes and/or vaping equipment.
- Do not use sea cans as breakrooms.
- Do not rideshare/carpool to/from work.
- Clean out Jobsite trailers daily - arrange for commercial cleaners to clean and disinfect areas of the project.
- Introduce an on-site COVID-19 committee to create a best practices plan to ensure worker safety.
- Create a task force focused on supporting your company's staff and customers./li>
- Make sure workers know about the [Ministry of Health self-assessment tool](#).
- Make sure workers know they should not come to work if they're feeling sick

Province of BC resource: [Guidance to Construction Sites Operating during COVID-19](#)

WorkSafeBC resource:

- [Construction and COVID-19 Safety](#)
- [What Employers should do](#)
- [WorkSafeBC Inspectors to enforce virus transmission prevention at construction sites](#)
(March 25 - Vancouver Sun)

This is a rapidly changing global challenge. Continue to stay informed, remain calm and flexible. Here are some reliable links for Government resources around COVID-19. Specific employer and industry-related information is below:

- Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- BC: <http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>
- Global statistics: <https://www.worldometers.info/coronavirus/#countries>

Please act responsibly and prioritize your health and the health of your employees and your community. Important documentation to help educate and inform workers on minimizing the spread of infection.

- [Downloadable Poster from BCCA](#)
-
- BC Construction Safety Alliance Official Documentation & Resources
 - [Screening Workers on Site](#)
 - [BCCSA Guidance on COVID-19](#)
 - [Presenting Concerns about COVID-19](#)
 - [COVID-19 and the Construction Industry](#)
 - [Mental health resources page.](#)
 - Click here for current documentation from the BCCSA: [Updated BCCSA Info.](#)
-
- Best Practices Examples from BC Employers
 - [LCL Site COVID-19 Site Prevention Procedures](#)
 - [Site Safety Employer Recommendations](#)

Declaration by Builder:

I have read the Village of Lions Bay Interim Building Permit and Inspection Policy No. 20.02 and the BC Construction Association COVID-19 Guidelines and Links document attached as Appendix “A” to the Policy, as well as the Province of BC resource links, the WorkSafe BC resource links, and the general health authority information links contained in Appendix “A”, and I agree to abide by and enforce these guidelines and regulations to protect the health and safety of all workers and persons attending on the job site at _____, Lions Bay, BC, for which I am responsible as the Owner/Contractor or as the Owner’s Contractor and Authorized Representative.

Name

Company (if applicable)



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Type	ADMINISTRATIVE POLICY	Policy No	ADM-POL – 20.03
Title	COVID-19 Interim Remote Workplace Policy		
Author	CAO	Reviewed By:	All Staff
Date	June 16, 2020	Version	1

Background

A new coronavirus, which causes the disease known as COVID-19, has been declared a global pandemic by the World Health Organization (WHO) and national states of emergency have been declared in many countries.

British Columbia is under a Provincial State of Emergency and a Public Health Emergency. Public gatherings of more than 50 people have been prohibited and the general public has been directed to follow “physical distancing,” also known as “social distancing”, guidelines. These requirements provide for a physical separation of at least 2 metres between individuals in order to help prevent the spread of the virus.

COVID-19 Interim Employment Policy No. 20.01, as amended, has been implemented to accommodate Village of Lions Bay staff whose health and safety are affected by COVID-19 and who are required or advised to stay home in accordance with public health authority guidelines and/or their physician, and includes an expectation that, where feasible, employees will be given an opportunity or be expected to work from home or remotely. To further protect staff, and the public, opportunities to work from home or remotely shall be considered for all employees, subject to their particular job duties and circumstances.

Purpose and Application

The purpose of this Policy is to provide guidance for Village of Lions Bay staff in respect of opportunities to work remotely in order to maintain self-isolation or social/physical distancing, or as directed by public health authorities. Under the Workers Compensation Act and Occupational Health and Safety Regulation, a remote workspace is considered to be a “workplace” under the legislation.



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This Policy applies to all Village Office staff employed by the Village of Lions Bay, whether exempt or non-exempt employees. It does not apply to Public Works staff, other than the Public Works Manager, subject to the Public Works Manager reviewing the circumstances of his staff and determining if there is any opportunity for any of them to work remotely in the event of illness or a requirement to self-isolate.

This policy does not amend or replace the Collective Agreement, to the extent that document governs the relationship between the Municipality, the Union, non-exempt and exempt employees. Together, the Municipality and its employees have a collective duty to maintain a safe workplace.

Policy

1. Each employee shall undergo a hazard risk assessment and remote work assessment in respect of their health and their regular job duties during the pandemic.
2. It is up to the employee to identify any pre-existing conditions which may make them more highly susceptible to COVID-19 (eg: age, respiratory conditions, immunocompromised, etc.). Whether an employee is more or less at risk will be a relevant factor in determining options for remote work.
3. Each employee's ability to work remotely in respect of all or some of their regular job duties will be or has been assessed by Management. Such assessments include:
 - a. whether the employee is full-time or part-time;
 - b. the extent to which public interaction is required, over the phone or in person;
 - c. whether some or all job functions can be done remotely;
 - d. whether some or all job functions need to be, or are best done, at the normal workplace;
 - e. the number of people which can be safely accommodated at the normal workplace;
 - f. the safety of the employee's potential remote work environment;
 - g. any challenges in terms of electronic connectivity for the employee to the employee's manager, the Office and the Municipality's electronic servers;
 - h. such other considerations as may be relevant for the particular employee, including the considerations attached as Schedules "A" and "B".



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4. All employees, including Management employees, will fill in the Remote Workplace Checklist and review the Hazard Identification document attached as Schedule “B” to this policy. Employees other than Management will review the completed Schedule “B” with their manager. Management employees will review each other’s completed Schedule “B”.
5. Prior to approving a remote workplace arrangement, managers shall:
 - a. consider the risk posed to the employee in respect of continuing to work in the person’s normal workplace and in the normal manner as opposed to a remote workplace arrangement;
 - b. determine that the remote workplace arrangement will meet the provisions of this Policy and be consistent with the *Employment Standards Act*;
 - c. establish that remote work is operationally feasible and makes sense from an operational perspective such that services or productivity are likely to be maintained or improved;
 - d. determine that no additional net costs will be generated and any upfront costs can be recouped over a reasonable period of time;
 - e. establish that the remote workplace meets all requirements of *WCB Industrial Health and Safety Regulations*; and
 - i. include an inventory of all employer assets provided, which shall remain the property of the Municipality and must be returned if either the remote workplace arrangement or the employment itself is terminated.
6. On entering into a remote workplace arrangement, employees will covenant to be responsible for:
 - a. maintaining the costs of the remote workplace (including maintenance of homeowner or tenant insurance, hydro, gas, etc.);
 - b. reviewing WorkSafeBC information attached as Schedules “C” and “D” and providing a suitable work environment at the remote workplace, ensuring it meets all the requirements of *WCB Industrial Health and Safety Regulations* and reporting promptly any job related accidents that occur at the remote workplace;



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- c. using supplies, equipment and electronic networks belonging to the Municipality only for the purposes of carrying out the employer’s work unless otherwise authorized by the employee’s manager; and
 - d. respecting the terms and conditions of employment as set out between the Municipality and the employee or the Municipality and the Union, CUPE Local 389.
7. Both managers and employees are responsible to ensure that the operational needs of the organization are met and that neither productivity nor costs are negatively impacted by the application of this Policy.
 8. All other workplace policies applicable to both employees and managers shall remain in full force and effect regardless of work being performed in a remote location.
 9. The Chief Administrative Officer shall periodically evaluate the implementation of this Policy to ensure that it contributes to the well-being of the organization, its employees and the general public, and complies with the conditions outlined herein.

Chief Administrative Officer

Date:	June 1, 2020
Updated:	

SCHEDULE "A"
VILLAGE OF LIONS BAY
REMOTE WORKPLACE POLICY GUIDELINES

GUIDELINES FOR SELECTING SUITABLE REMOTE WORKPLACE POSITIONS:

- ___ 1. Work activities are portable and could be performed effectively outside the office.
- ___ 2. Job tasks are easily quantifiable or primarily project oriented.
- ___ 3. An essential component of job responsibility consists of reading and/or processing tasks.
- ___ 4. Contact with other employees and customers is predictable.
- ___ 5. The technology needed to perform the job off-site is currently available.
- ___ 6. Cyclical work does not present a problem.
- ___ 7. Security and confidentiality of data can be adequately assured.
- ___ 8. Most work handled is not classified.

GUIDELINES FOR SELECTING SUITABLE REMOTE WORKPLACE EMPLOYEES:

- ___ 1. The employee has demonstrated motivation, independence, and dependability in accomplishing work assignments.
- ___ 2. The employee can deal with less frequent face to face contact with others.
- ___ 3. The employee has good time management skills.
- ___ 4. The employee's overall performance evaluations are good or higher.
- ___ 5. The employee has clearly defined performance standards.
- ___ 6. The employee has received supervisory approval for participation.
- ___ 7. The employee is careful to protect the confidentiality and security of data.
- ___ 8. The employee has satisfied adequate home work station requirements, including the availability of equipment.
- ___ 9. The employee agrees to abide by the terms of the remote workplace arrangement.

Manager: _____ **Date:** _____

These guidelines are malleable and may be amended from time to time by management. They are intended to assist managers in selecting suitable employees and positions for Teleworking and are not to be interpreted as requiring 100% compliance for approval.

Schedule "B"

Working Remotely Checklist & Hazard Identification

When working remotely, your workspace is considered a "workplace" by WorkSafeBC. Village of Lions Bay staff are responsible to maintain their workspace in a safe condition.

This checklist is designed to help Village of Lions Bay staff identify hazards associated with working remotely and to provide simple guidance on safety elements in their remote workspace (whether at home or elsewhere). Once complete, VoLB staff will report any remaining hazards to their supervisor.

Step 1: Please go through the checklist below to identify workspace hazards.

GENERAL

- Walkways and doorways are unobstructed and floors are clear of trip hazards?
- Phone lines, wiring, and electrical cords are secured under the desk?
- Temperature and lighting are adequate?
- Adequate ventilation to manage air flow and any environmental odour or irritants?

FIRE & ELECTRICAL SAFETY

- Working smoke detector and carbon monoxide detector near the designated workspace?
- Functional fire extinguisher in work area?
- Workspace is kept free of trash, clutter and flammable liquids?
- All electrical plugs, cords, outlets and panels in good condition? No exposed/damaged wiring?
- Extension cords and power strips not daisy chained and no permanent extension cord in use?

EMERGENCY RESPONSE PROCEDURES AND EMERGENCY COMMUNICATION

- Personal first aid supplies available?
- Easy access to phone via land line or mobile phone for emergencies (9-1-1)?
- Contact list of important phone numbers, such as your supervisor, human resources & safety?
- Working alone or in isolation? Is check-in required? Talk to your supervisor.
- Emergency evacuations plan? How to evacuate and where to go when evacuated?
- Emergency preparedness supplies, such as water, food, medication, heat, light, are available?

ERGONOMICS

- Clear work surface large enough to set up computer, keyboard, and mouse on same level?
- Adjustable chair to ensure seating at correct height?
- Do you have a means to adjust the height of your monitor?

Step 2: Consult with your Supervisor to correct any remaining hazards as soon as possible.

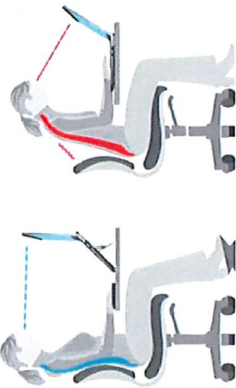
Use the information on the following page to help in managing the hazards identified and post it in your workspace as a handy reference guide.

Remember: *If you experience any injuries or illness related to your work then you must report these immediately to your Supervisor*

ERGONOMICS

It is crucial that your workstation is set up with good ergonomics principles in mind to reduce the risk of musculoskeletal disorders.

When using a laptop for long periods of time, it is important to have the screen elevated to eye level, and a separate keyboard and mouse connected to it. This enables you to have proper screen height and keyboard position. A suitable and adjustable chair should be used to allow for correct working heights and neutral postures. Stretch regularly and take frequent micro breaks.



ELECTRICAL SAFETY

Always use 3-prong grounded electrical outlets or a surge-protected power bar to prevent the risk of an electrical shock. If using a power cord, check that it is in good condition and not broken.



TRIPPING & FALLING

Prior to setting up your workstation, identify areas that could potentially cause an injury.

- Make sure that there is adequate visibility and lighting to allow you to see hazards.
- Identify slippery areas and cords or wires you could trip over.
- Beware of obstructions in loose carpets, tiles or uneven floor surfaces.
- Remove all tripping or falling hazards.



ENVIRONMENTAL HAZARDS

If you are exposed to hazards or irritants such as tobacco smoke, cooking odors or other irritants in the workspace, make the necessary adjustments to reduce or eliminate your exposure.

Excessive noise & other distractions should also be reduced or removed from the environment.



Keep your workspace clean & tidy. Wipe surfaces daily to reduce germs.

WORKPLACE STRESSORS

Workload, distractions and competing priorities can affect your ability to work. Take care of yourself while working from home to minimize potential stressors.

Contact your supervisor to discuss any concerns you may have.



WORKING ALONE



If you work alone all day, WorkSafeBC requires you to check-in with your Supervisor to confirm that you are safe. Depending on the hazard level identified in the

Working Alone Risk Assessment, check-in intervals will vary based on the job task. At minimum, a check-in is required at the beginning of your day/shift and end of your work day/shift.

Those working remotely should not be hosting meetings or inviting clients or other workers to their remote location or home.

EMERGENCY PREPAREDNESS

Review the information below and know your responsibilities as a staff member so you'll be prepared in the event of an emergency, regardless of your work location.

Emergency Kit	Prepare an emergency kit with basics such as water, food, medications, light, money and contact lists and store it in an accessible location.
Fire/Smoke Alarms	Ensure that smoke and carbon monoxide detectors work.
First Aid	Maintain a basic first aid kit and report all injuries to your Supervisor immediately.
Contacts	Maintain a list of important contact numbers, including Supervisor, Team Members, HR, Safety and 9-1-1.
Evacuation Plan	Create an evacuation plan that outlines how and where to evacuate and who to contact in an emergency.

Working from home:

A guide to keeping your workers healthy and safe

Working from home on a regular basis can benefit both you and your workers by reducing business expenses, allowing for a more flexible lifestyle, and improving the environment. Sometimes it can also be necessary to work from home temporarily while dealing with health concerns, child care arrangements, or other issues that may unexpectedly arise in daily life.

As an employer, you must ensure the health and safety of your workers when they work from home. It's important to understand that working from home is an extension of the workplace, and the **Workers Compensation Act** and **Occupational Health and Safety Regulation** still apply. With consideration and planning, working from home can be positive and safe for both workers and employers.

This guide discusses a health and safety policy for working from home and outlines some useful tips and resources to help ensure the health and safety of your workers.

Develop a health and safety policy for working from home

As an employer, ensure you have a working from home health and safety policy in place, and that everyone understands their roles, duties, and responsibilities. This policy should require workers to assess their workspace and report any potential hazards to their manager. Your policy should also include the following information:

- Protocols for evacuating from the worker's home to a safe location if needed and how workers can contact you in case of emergency
- Safe work practices and how to report any work-related incidents or injuries
- Communication protocols and procedures for check-ins if a worker is working alone or in isolation
- Requirements for education and training
- Ergonomic considerations



Reduce risks while working from home

Setting up a safe workspace at home will be different for everyone, but there are some common risks. As an employer, ensure that you and your workers adequately identify and control unsafe conditions and activities

that may cause injury or illness. Some factors to consider include the following:

- Environment (e.g., asbestos, mould, tobacco smoke)
- Electrical safety
- Ergonomics
- Slips, trips, and falls
- Violence
- Working alone

For more information on these topics and related resources, visit [worksafebc.com](https://www.worksafebc.com).

Find more information

- **Setting up, organizing, and working comfortably in your home workspace** (WorkSafeBC publication)
- **How to Make Your Computer Workstation Fit You** (WorkSafeBC publication)
- **Ergonomics** (WorkSafeBC webpage)
- OHS Guidelines on the **Definition of working alone or in isolation (G 4.20.1)** and **Procedures for checking the well-being of workers (G.4.21)**

Setting up, organizing, and working comfortably in your home workspace

Working from home can be safe, positive, and productive with a well-planned workspace.

It's important to use equipment in a way that helps you work in a healthy and safe manner. You will reduce the risk of injury if you maintain your body in a neutral position while sitting at a work surface. Maintaining a neutral position means you should be relaxed with your joints aligned (i.e., no twisting or awkward angles) to minimize stress on the body. Some relatively simple modifications can be made if you don't have the same adjustable equipment at home as in your workplace.

Here are some tips to help you achieve correct posture and reduce the risk of injury while working from home.

Setting up your workspace

Choosing a chair

- The chair you use should be stable with a back rest. Try using a small cushion or rolled up towel behind your lower back for additional lumbar support.
- You should be able to put three fingers of space between the back of your knees and the front of the chair. If not, add a cushion to the back to shorten the seat depth.
- Sit with your buttocks all the way back against the backrest. Your back should be nearly upright.
- Make sure you sit with your knees and hips at the same height to avoid pressure on the back of your thighs. Consider using a raised footrest (for example, a stool, box, or book) to support your feet. Make sure your footrest does not raise your knees higher than your hips.

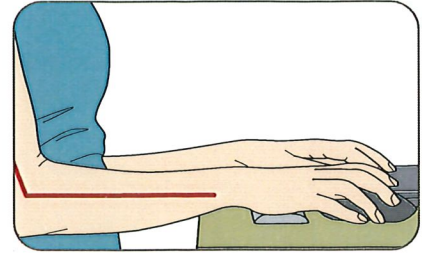


Using your keyboard and mouse

On a work surface:

- Make sure the work surface you choose allows for a neutral posture and is not too high.

- Use an external keyboard and mouse and place them at the same height.
- Your elbows should be at the same height as the keyboard surface with your elbows at your side and not reaching forward.
- To keep your upper extremities neutral, position the keyboard and mouse just above your thighs so you can keep your shoulders relaxed and wrists straight.



On your lap:

- If you are using the keyboard on your laptop, it should be placed on your lap. This means you will have to flex your neck, but your upper extremities will be neutral.
- If you use your laptop while sitting on a couch or a chair, put it on top of a pillow or lap tray. This will help keep your elbows at 90 degrees and reduce the amount of neck flexion when you look at the screen.

Adjusting your monitor and reducing glare

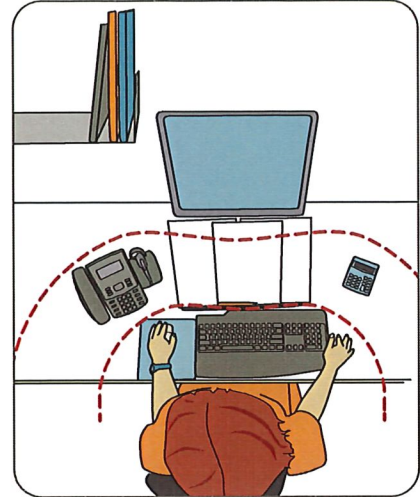
- Ideally, the monitor should be an arm's length away and the top line of text at eye level. This requires creativity with a laptop. Neck flexion for short periods of time is okay for most people, but make sure you take regular stretch breaks. Looking slightly downward helps with eye strain.
- If you wear bifocals or progressives, your screen may need to be lowered so that you don't tip your head back.
- Possible sources of glare include windows, overhead lights, or any shiny surfaces.
- Try switching off room lights and using task lights. Adjust blinds and curtains.
- Windows should be at your side and not in front of or behind your monitors.
- Adjust brightness and contrast on the monitor so that it is similar to your surroundings.
- Clean your screen and eyeglasses.
- Use the zoom feature to adjust font sizes to help reduce eye strain.



For more information, please see the *How to Make Your Computer Workstation Fit You* publication and other information at worksafebc.com/ergonomics

Organizing your work area

- Reduce the risk of injuries by identifying the tasks you work on and analyzing them to find out the safest way to do them.
- High-use items (e.g., keyboard and mouse) should be reachable with your elbows at your side and not reaching forward.
- Occasionally used items (e.g., phone, pens) should be reachable with your arm extended while keeping your back on the backrest.
- Reference material and other documents should be in line with the monitor to avoid excess neck rotation and placed on a slanted surface, if possible, to reduce neck movement.
- Use a phone headset or speaker phone for long or frequent phone use. Avoid holding the phone with your shoulder.
- Make sure your work area is free from tripping hazards, including electrical cords, loose carpeting, and other objects.



Working comfortably

- Examine your work habits and activities to ensure you are avoiding awkward postures and staying in one place for too long.
- Alternate tasks to change posture and use different muscle groups.
- Avoid working for too long on a task. Try to insert shorter tasks in the middle of longer ones.
- You may have less interruption at home, which can lead to fewer breaks from work. It's important to find ways to break work into smaller chunks.
- Follow the 20/20/20 guideline: Take a 20-second stretch break every 20 minutes, and look about 20 feet away.
- Leave the radio or TV on in the background if you miss the noise or energy of the office environment.
- Use a morning start-up routine (e.g., shower, get dressed, and eat breakfast) to help psychologically trigger your mind into work mode.
- Having an "end of the workday" routine (e.g., change your clothes, go for a walk, do some exercise) is also helpful to keep work and home life separated.



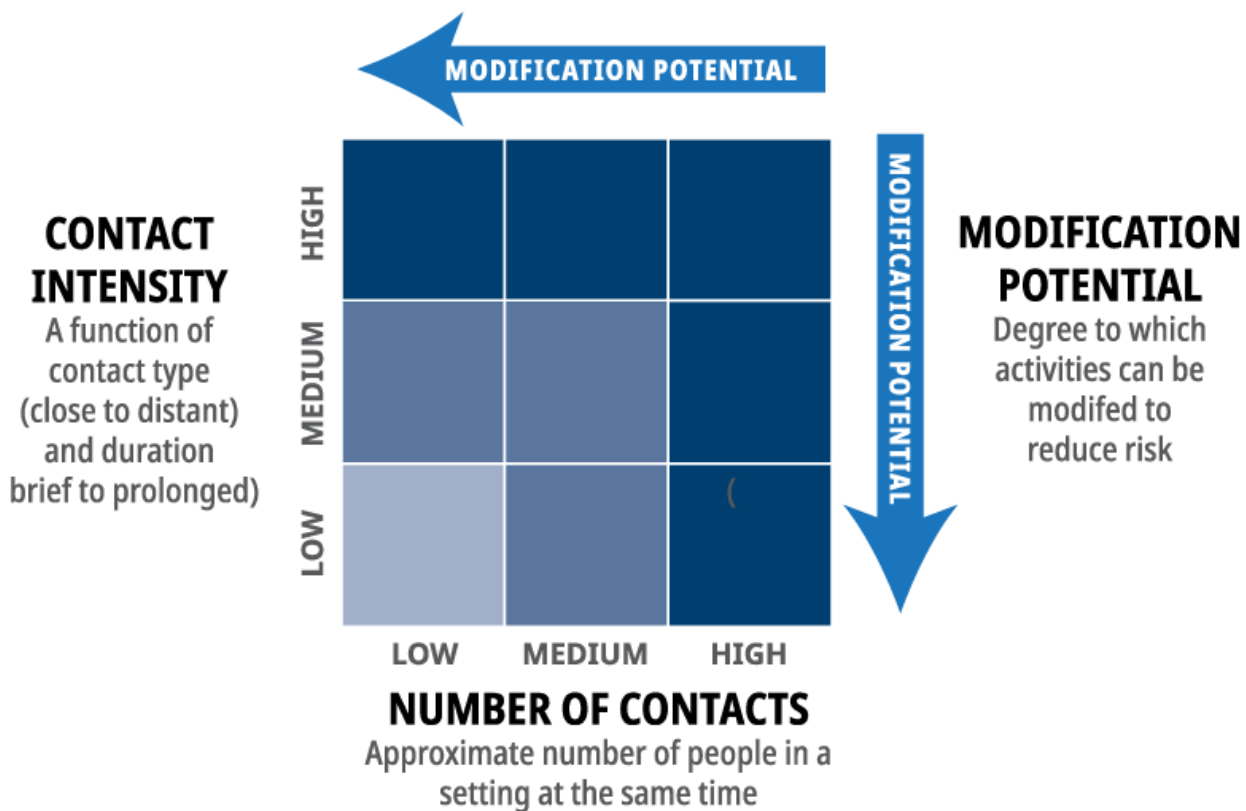
If you experience any discomfort when working at home, discuss this with your manager immediately.



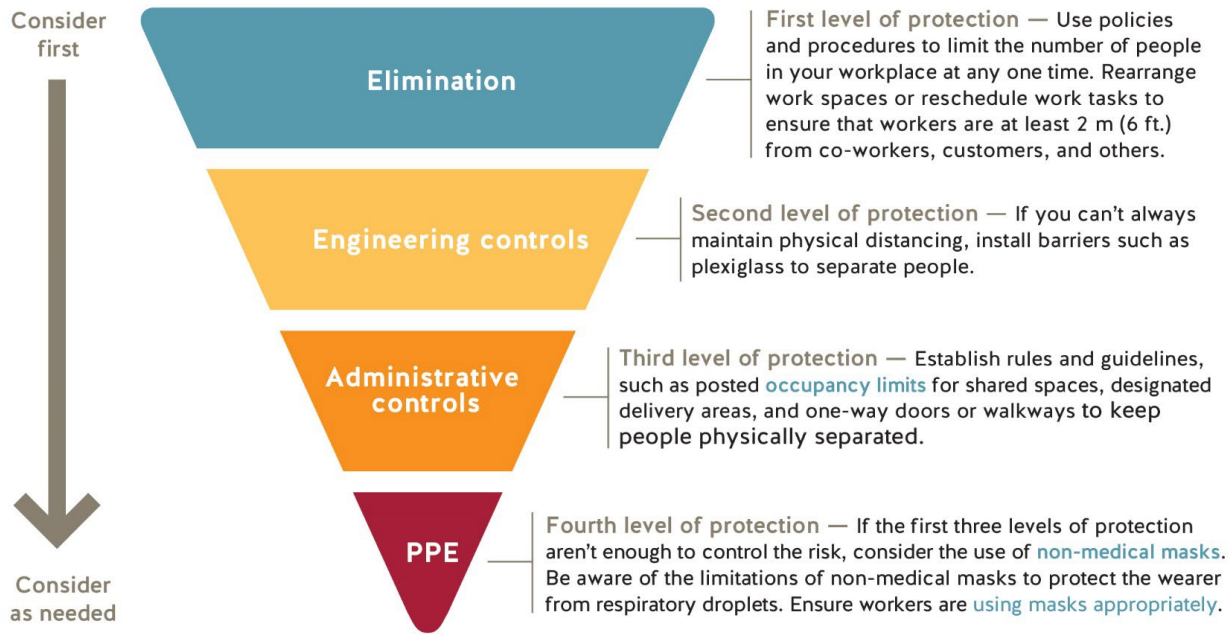
COVID-19 WORKPLACE SAFETY PLAN

As required by WorksafeBC and in accordance with orders issued by the office of the provincial health officer, the Village of Lions Bay has initiated and will continue to develop a COVID-19 Safety Plan as it re-opens facilities and adjusts service levels in relation to COVID-19.

A hazard/risk assessment has been or will be completed for each facility using the following matrix and attached form or similar documentation in order to develop this Plan and ensure safe operations for workers and services for the public.



The low category is low risk; however, the medium and high categories are also subject to potential modification or controls which can help move you to a lower risk category by taking a range of actions. These are illustrated by the four levels of protection diagram which follows.



Examples of protocols include:

- Ensuring physical distancing by:
 - Limiting the number of people in work areas / break rooms /common areas / etc. (employees and public)
 - Staggered work schedules: start/end and break times
 - Control of traffic flow (employees and public)
 - Re-arranging workstations, tables in break rooms, etc.
 - Re-organizing work tasks
 - Use of signage
 - Use of alternate entries to buildings or workspaces
 - Single-person travel in vehicles
 - Working from home arrangements
 - Holding meetings by appointment only
 - Reducing in-person meetings
- Use of physical barriers or partitions (include cleaning of barriers in cleaning protocols)
- Use of PPE
- Hand washing facilities and sanitizing supplies
- Cleaning and sanitizing protocols

The WorkSafe BC COVID-19 Workplace Safety Plan Checklist (as completed to date) has also been attached to this Plan to help describe the policies and procedures being implemented in support of the Plan. Through these policies and procedures, the Village of Lions Bay COVID-19 Workplace Safety Plan identifies the risks related to COVID-19 and outlines the protocols (or controls) that are being put into place to address those risks.

FACILITY HAZARD/RISK ASSESSMENT FORM

Facility:	
Date:	
Completed by:	;

Identify the potential risks related to COVID-19 that are present for your facility and the protocols that will be put in place to minimize these risks.

Potential Risk: Exposure through being in close proximity to other employees		Protocols to be implemented (if required):
Identify locations where employees gather (break rooms, meeting rooms, etc.):	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •
Identify job tasks and processes where workers are close to one another:	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •

Potential Risk: Exposure through contact with tools, machinery and equipment		Protocols to be implemented (if required):
Identify tools, machinery and equipment that workers share while working:	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •
Potential Risk: Exposure through interaction with / being in close proximity to members of the public		Protocols to be implemented (if required):
Identify job tasks and processes where workers are in close proximity to members of the public:	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •

Identify what materials may be exchanged during these job tasks and processes:	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •
Potential Risk: Exposure through contact with “high-touch” surfaces		Protocols to be implemented (if required):
Identify surfaces that people touch often (doorknobs, elevator buttons, light switches, etc):	1) _____ 2) _____ 3) _____ 4) _____	<ul style="list-style-type: none"> • • • • • • • • • •

[Insert VoLB COVID-19 Workplace Safety Plan Checklist here]

[Insert COVID-19 Office Protocols and Procedures Posters here]

[Insert Workplace & Equipment Cleaning and Operating Procedures here]



COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement protocols to reduce the risks

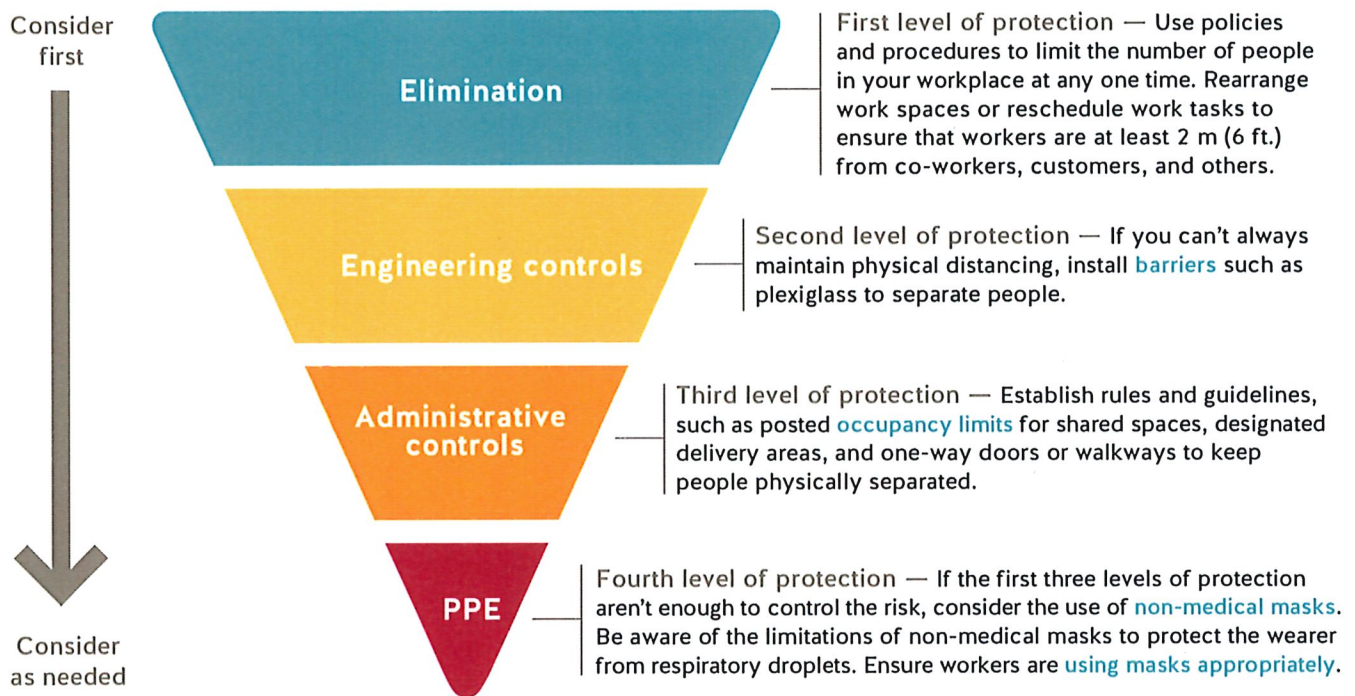
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



COVID-19 Safety Plan

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed **guidance for the retail food and grocery store sector** that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely: **Remote Workplace Policy No. 20.03**
- Changes to work schedules: **Limited number of workers in Office at any given time**
- Changes to how tasks are done: **Via online platforms, telephone, email, Bldg. Permit & Insp. Policy No. 20.02**
- Occupancy limits for workers: **Per Workplace, vehicles, meetings**
- Limiting or prohibiting visitors: **Appointment system**
- Reducing the number of customers: **Transitioning to 1 customer at a time in Village Office**

If this information is in another document, identify that document here. See also: **COVID-19 Interim Employment Policy 20.01**



COVID-19 Safety Plan

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace: **Front counter plexiglass to separate front desk staff from public; intercom system for public outside door to ensure no more than one customer in reception area at a time.**

If this information is in another document, identify that document here.



COVID-19 Safety Plan

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here: **Limited number of workers in Office at any given time and only one at a time in kitchen area; Office & Equipment Cleaning Procedures; COVID-19 Office Protocols and Procedures Posters.**



COVID-19 Safety Plan

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place

Who will use masks? **Public Works and Building Inspector as needed**

What work tasks will require the use of masks? **When Bldg Inspector goes on site**

How have workers been informed of the correct use of masks? **Previous job experience**

If this information is in another document, identify that document here.



COVID-19 Safety Plan

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on **cleaning and disinfecting** surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [**Handwashing** and **Cover coughs and sneezes** posters are available at worksafebc.com.]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here. **Office & Equipment Cleaning Procedures**



COVID-19 Safety Plan

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on worksafebc.com.]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

COVID-19 Safety Plan

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



VILLAGE OF LIONS BAY

COVID – 19 OFFICE PROTOCOLS AND PROCEDURES

COMMUNICATION GOAL

To ensure the safety of both staff and public as we serve them through the uncertain environment due to COVID-19.

- Instill Trust
- Knowledgeable about guidelines and expectations
- Be able to serve the public in a functional manner

ASSESSMENT AND ACTION PLAN

1. Assess The Risk

- Where do people congregate
- What job tasks or processes required
- What materials are exchanged
- What surfaces are touched

2. Implement Measures To Reduce The Risk

- Cleaning and hygiene
- Adequate hand-washing
- Daily cleaning protocols
- Maintaining physical distance
- Reducing the overall number of workers
- Physical Distancing
- Plexiglass Barriers
- Mask and Gloves if necessary.

3. Develop Policies

- Who can be at the worksite
- If an employee is sick they must stay home
- Employees Travelling out of Province must self isolate
- Limit numbers of visitors in office at any one time.
- Work from home policies to ensure work safety

4. Develop Communication Strategy

- Signage
- Notices through Village Update
- Post Office Poster about processes at Hall
- Social Media

5. Monitor Success and Adjust as Necessary

- Adjust Policies and Procedures to specific needs
- Get Feedback from Employees and User groups
- Keep updated with COVID-19 Developments
- Develop a reporting system.

PPE AND CLEANING PROCEDURES

Each Staff, Volunteer, contractor are required to follow the cleaning protocols and procedures laid out below for communal spaces as well as Individual spaces.

The following are the areas that require daily cleaning.
Create your own personal path by selecting the areas below.

- A. **BATHROOM:** After Each Use
- B. **KITCHEN:** Daily and After Each Use
- C. **PERSONAL WORK AREA:** Daily, as required, WASH YOUR HANDS
- D. **RECEPTION:** After each use, Daily. Spay cleaner, hand Sanitizer, Knobs, Glass
- E. **COMMON AREA:** Daily
- F. **BOARD ROOM:** After each use



Name of Employee:

Individual Cleaning Path:

LEVELS OF SIGNAGE

Floor Options ...



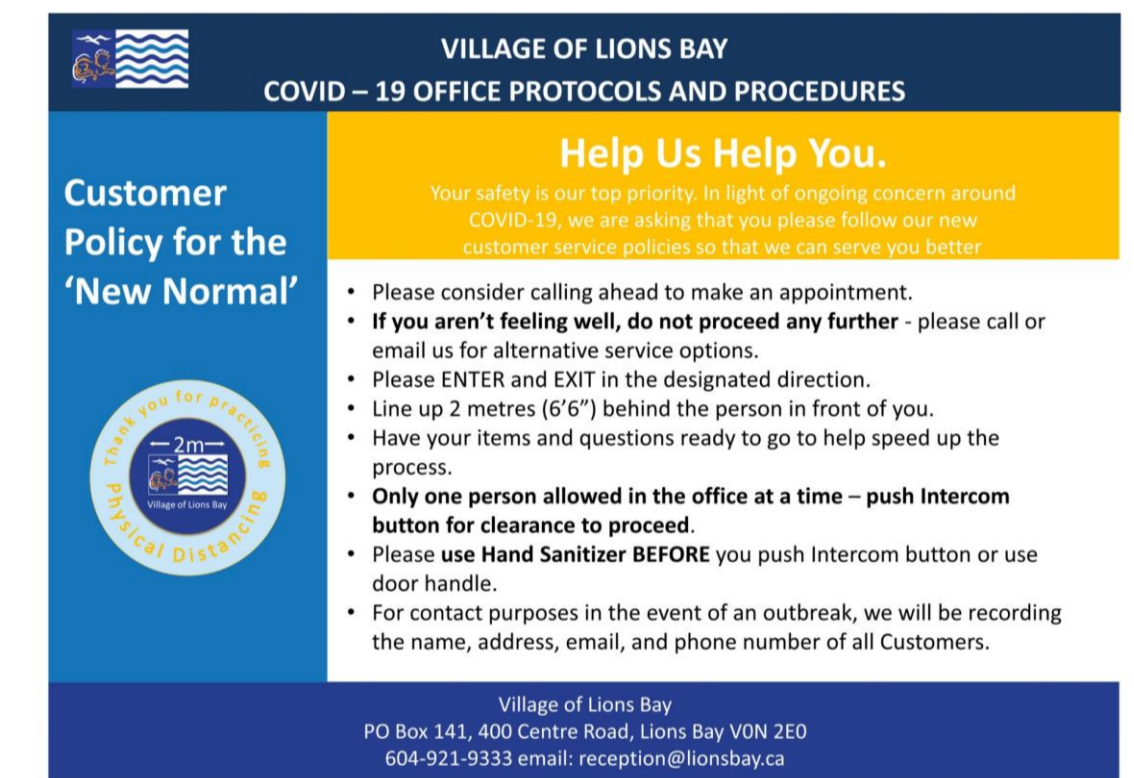
Directional...



Operational...



Notices...



CUSTOMER SERVICE

- Create One way Directional Entry & Exit Signage
- Create "2 metres apart" signage that is informative, functional and fun
- No more than one person in the reception area at one time
- Waiting area for customers outside below landing and down walkway
- Signage informing people optional ways to make payments, pick up parking passes or ask questions.
 - On-line via email
 - Phone to make appointment
 - Mail In
 - Through Bank



VILLAGE OF LIONS BAY

COVID – 19 OFFICE PROTOCOLS AND PROCEDURES

Customer Policy for the 'New Normal'



Help Us Help You.

Your safety is our top priority. In light of ongoing concern around COVID-19, we are asking that you please follow our new customer service policies so that we can serve you better.

- Please consider calling ahead to make an appointment.
- **If you aren't feeling well, do not proceed any further** - please call or email us for alternative service options.
- Please ENTER and EXIT in the designated direction.
- Line up 2 metres (6'6") behind the person in front of you.
- Have your items and questions ready to go to help speed up the process.
- **Only one person allowed in the office at a time – push Intercom button for clearance to proceed.**
- Please **use Hand Sanitizer BEFORE** you push Intercom button or use door handle.
- For contact purposes in the event of an outbreak, we will be recording the name, address, email, and phone number of all Customers.

Village of Lions Bay

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

604-921-9333 email: reception@lionsbay.ca



COVID-19 Workplace & Equipment Cleaning and Operating Procedure

PURPOSE

This COVID-19 Workplace & Equipment Cleaning and Operating Procedure is to provide guidance to employees on how to minimize the risks from COVID-19 until such time as those risks are no longer present. The Village of Lions Bay (the Municipality) will continue to follow Regulations, Orders, Directives and Guidelines from the Province of BC, Provincial Health Authorities, and WorkSafe BC.

HAZARDS

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

EQUIPMENT AND MATERIAL

Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	70% alcohol or more
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Tissues	n/a
Disposable Gloves*	Latex or nitrile based

**for cleaning purposes only and not as PPE*

PERSONAL PROTECTIVE EQUIPMENT (PPE)* – not mandatory

Type	Criteria/Recommendation
Facial Masks (disposable or washable)	N95 (paper) or cotton cloth material (hand-sewn)
Disposable Gloves**	Latex or nitrile based

**Emergency responders are to adhere to PPE requirements as specified by BCEHS*

***only for those that require them for particular work duties*



COVID-19 Workplace & Equipment Cleaning and Operating Procedure

PROCEDURES

The Operating Procedure ensures that proper steps take place before, during, and after an employee’s shift during a pandemic response. Procedures include requirements for orientation and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

MITIGATION STEP	TASK INSTRUCTIONS
SELF-MONITORING	<p><i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i></p> <p>Before entering into a workplace or vehicle, and throughout the day, employees should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: https://bc.thrive.health/ and answer the prompted questions, which include:</p> <ol style="list-style-type: none"> 1. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)? 2. In the past fourteen (14) days have you been outside of Canada or BC? 3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19? <p>If you answer ‘yes’ to any of the above questions, employees must stay home or if at work, go home immediately and contact their manager for advice.</p> <p><i>(Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.)</i></p>
PHYSICAL DISTANCING*	<p>During all activities, maintain physical distancing from others, including co-workers and members of the public by:</p> <ol style="list-style-type: none"> 1. Remaining two (2)-metres or six feet & six inches (6’6”) apart; and 2. Not engaging in any physical contact, such as handshaking.



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COVID-19 Workplace & Equipment Cleaning and Operating Procedure

<p>PERSONAL HYGIENE</p>	<p><u>Handwashing</u> Employees should either:</p> <ul style="list-style-type: none">a) Wash your hands often with soap and water for at least 20 seconds; ORb) If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands. <p><u>Respiratory</u> Employees should either:</p> <ul style="list-style-type: none">a) Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); ORb) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands
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**While Fire fighters are required to maintain physical distancing wherever possible, it is recognized that the nature of their job does not always allow for it.*









COVID-19 Workplace & Equipment Cleaning and Operating Procedure

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<p>CLEANING/ DISINFECTING</p> <p>Note: It is important to make the distinction between cleaning and disinfecting:</p> <p>Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p>Disinfecting refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p>Deep Cleaning By disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p><u>Workspaces and Equipment</u> Employees should follow these steps at least twice daily (i.e. start and end of day) or more often when visibly soiled throughout the day:</p> <ol style="list-style-type: none"> 1. Wash your hands and then using hand sanitizer, disinfect your hands (and put on gloves if you choose to). 2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”). 3. Use a disposable antiseptic wipe to disinfect hard non-porous surfaces by wiping the surfaces. These include, but are not limited to: <ul style="list-style-type: none"> • keyboard, mouse • phone, headset • desktop surfaces • chair seats and armrests • cabinet door, drawers • doorknobs, handles • light switches • photocopiers, cash registers and other shared equipment or surfaces 4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them). 5. Wash your hands with soap and water or an alcohol-based hand sanitizer. <p><u>Soft (Porous) Surfaces</u></p> <ol style="list-style-type: none"> 1. For soft (porous) surfaces such as carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made. 2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer’s instructions. <p>Note: Never use a soiled or dirty cloth to clean any surface.</p>





COVID-19 Workplace & Equipment Cleaning and Operating Procedure

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
<p>CLEANING/ DISINFECTING (Continued)</p>	<p><u>Vehicles</u> Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps, (remembering to wear gloves if you choose to following Step 1):</p> <ol style="list-style-type: none"> 1. Using hand sanitizer, disinfect your hands. 2. Using a disposable disinfectant wipe open the vehicle door. 3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces: <ul style="list-style-type: none"> • Steering wheel • Seatbelt clasp • Door handles • Visor • Switches and knobs • Seat base and back • Other areas that are commonly touched <div style="display: flex; justify-content: space-around; margin: 10px 0;">     </div> <div style="display: flex; justify-content: space-around; margin: 10px 0;">   </div> <ol style="list-style-type: none"> 11. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of also, if you have chosen to wear them). 12. Clean your hands with hand sanitizer. <p><u>Electronic Screens</u> This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> 1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. 2. Wipe down monitor or computer screen. 3. Dry surfaces thoroughly to avoid streaking or pooling of liquids.



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MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
	<p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Using any material other than a microfiber cloth could cause damage to the product. 2. Avoid using any of the following chemicals or products containing these chemicals: <ul style="list-style-type: none"> • Any chlorine-based cleaner, such as bleach • Peroxides (including hydrogen peroxide) • Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene • Ammonia (i.e. Windex) • Ethyl alcohol
SIGNAGE	<p>Each morning front-end employees will set out or ensure the following signage is in place:</p> <ol style="list-style-type: none"> a) Post clear signs outside the main doors indicating distancing requirements.
BUSINESS MEETING PROTOCOLS	<p>Employees should conduct business virtually as much as possible (i.e. conference calls, video conferences, email, telephone) with customers/clients and co-workers.</p> <ol style="list-style-type: none"> 1. Besides customers, limit business-related visitors to essential services only. This may include tradespeople, pest control or compliance officers. Schedule visits to eliminate people gathering in reception areas. 2. When booking appointments, employees are encouraged to remind customers to reschedule if they become sick or are placed on self- isolation.
STRESS, ANXIETY AND MENTAL HEALTH AWARENESS	<p>Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.</p> <ol style="list-style-type: none"> a) COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.



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	<ul style="list-style-type: none"> b) COVID-19: Staying Well In Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. c) Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times. d) Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak. e) Mental Health and COVID-10 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation. f) Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.
DOCUMENT HANDLING	<ol style="list-style-type: none"> 1. Wash or disinfect their hands before and after contact. 2. Gloves can be used at the employee’s discretion. Gloves should be properly disposed of and hands washed or sanitized after removing gloves.
PPE* (not required)	<p>Facial Masks Since, facial masks are <u>not</u> mandatory, if an employee chooses to wear one, they are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BC Centre for Disease Control website.</p> <ul style="list-style-type: none"> a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use. b) Paper masks should be disposed of after each day of use in accordance to the link above. <p>Disposable Gloves</p>



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	<p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p>
Note:	<p>Fire fighters responding to emergencies for possible or confirmed COVID-19 emergencies will follow departmental directives, plans and BC Emergency Health Services (BCEHS) guidance. Fire fighters will also continue to wear PPE appropriate to the risk, and in accordance with BCEHS and PHO direction.</p> <p>If a staff member is required to wear a protective mask (N95 or greater), they must be fit tested in accordance with WorkSafeBC and tested annually in accordance with Occupational Health and Safety Regulation 8.4(2.1)</p>

Procedure Number:	
Final Approval:	Chief Administrative Officer
Date Approved:	
Updated:	
Related Policies and Procedures:	



VILLAGE OF LIONS BAY

BRUNSWICK BEACH RE-OPENING/SERVICE ADJUSTMENT PLAN

- A. Beach Area
- B. Parking Areas

Current Status

- The foreshore of Brunswick Beach (i.e. between the low and high tide levels) is open to the public
- Limited parking within Brunswick Beach on the lower side of the railway tracks is restricted to residents only via “Permit Required” signage
- Traditional parking at the Brunswick Interchange area is presently closed, exacerbating traffic and parking issues in the area

A. Beach Area

Hazard/Risk Assessment for Re-Opening/Service Adjustments

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit– (see attached) difficult to enforce - consider use of Volunteer Park Ambassadors
- Contact Intensity: Low (re. surfaces and proximity to others outside household bubble)
 - Modification Potential
 - Signage re. Physical Distancing

Requirements for Re-Opening/Service Adjustments

- Modifications in place at site

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Sector Guidelines for Re-Opening Pools and Waterfronts, Physical Distancing)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (contribution to mental and physical health of community)
- ✓ Safety Measures for Employees and Public in Place (physical distancing signage in place)

Recommended Date of Service Adjustments for Beach Area: June 24th



B. Parking Areas

- i. Brunswick Interchange
- ii. Crystal Falls Rd.
- iii. Road into Brunswick Beach (east of railway tracks)

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Low
 - Modification Potential
 - Signage for Physical Distancing at Interchange area
 - Removal of “Permit Required” signage on Crystal Falls Rd.
 - Removal of boulders and threshing of vegetation adjacent to road into BB
- Contact Intensity: Low (re. surfaces and proximity to others outside household bubble)
 - Modification Potential
 - Signage re. Physical Distancing re. Interchange area

Requirements for Re-Opening

- Modifications in place at sites

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (no impact – some Public Works time)
- ✓ Public Demand (historical summer usage patterns exacerbated by closure of Hwy.99 parking areas)
- ✓ Community Benefit (reduction of public driving through Brunswick Beach and other neighbourhoods looking for parking for the beach or the trails)
- Safety Measures for Employees and Public in Place (signage adjustments to be implemented by recommended re-opening date)

Recommended Date of Re-Opening for Parking Areas: June 24th for Interchange and Crystal Falls Rd; as soon as possible for road into Brunswick Beach (east of railway tracks).

COUNCIL CHAMBERS RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- Council Chambers operating with limited access during Council/Committee meetings
- Council meetings chaired by Mayor in Chambers with the Municipal Coordinator (recorder) and a Municipal Officer (CFO or CAO)
- Councillors and other staff attend meetings via Zoom platform
- Delegations and Public have ability to attend and participate in meetings via Zoom
- Some technology challenges to be addressed

Hazard/Risk Assessment

- Number of Contacts: Medium
 - Modification Potential
 - Limitation of number of elected officials, staff and public through
 - Occupancy limits (see attached)
 - Remote participation in public meetings through Zoom
 - Alternatively, use a larger space such as Broughton Hall (or outside community)
- Contact Intensity: Medium
 - Modification Potential
 - Physical Distancing

Requirements for Re-Opening/Service Adjustment to Permit In-Person Meetings

- Workplace Safety Plan, including cleaning protocols
- Use of Broughton Hall as alternative meeting site (with remote participation via Zoom)
- Technology purchases for remote participation in Hall
- Instructional Signage at Hall and on website
- Physical distancing set up at Hall and markers for public

Re-Opening Analysis

- Ability to Comply with Public Health Authority Requirements (not yet)
- Financial Viability
- Public Demand (not generally evident for regular Council meetings)
- Community Benefit (not sufficiently evident over and above electronic participation)
- Safety Measures for Employees and Public in Place (not yet)

Recommended Date of Re-Opening/Service Adjustment: Not recommended at this time



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FACILITIES SERVICING HIKING TRAILS TO THE LIONS AND TUNNEL BLUFFS RE-OPENING/SERVICE ADJUSTMENT PLAN

- A. Sunset Trailhead Parking Lot
- B. Brunswick Interchange Parking Areas
- C. School Lower Parking Lot

Current Status

- All interjurisdictional hiking trails in and around Lions Bay are open
- Sunset Trailhead Parking Lot is closed
- Brunswick Interchange Parking Areas are closed – See Brunswick Beach Re-Opening/Service Adjustments Plan
- School Lower Parking Lot is closed

A. Sunset Trailhead Parking Lot

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit– governed by the number of parking spaces and assisted by metering those spaces
 - Physical Distancing and Directional Signage
- Contact Intensity: Low
 - Modification Potential
 - Signage re. staying in car until adjacent vehicle occupants no longer proximate
 - Signage re. Washing Hands, especially at meter re. surface contacts

Requirements for Re-Opening

- Modifications in place at site, including meter when available

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (significant meter revenue potential to help pay for other costs, such as installation and cleaning twice daily portapotty – 30 day wait period for meter set up)
- ✓ Public Demand (historical summer usage patterns)



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- ✓ Community Benefit (provides a designated place for visitors to park, thereby mitigating parking issues and aggravations on residential streets)
- ☐ Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Sunset Trailhead Parking Lot: June 24th with additional signage when meter installed.

B. Brunswick Interchange – See Brunswick Beach Re-Opening/Service Adjustments Plan

C. School Lower Parking Lot

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Low
 - Modification Potential
 - Occupancy limit– governed by the number of parking spaces
 - Physical Distancing Signage
- Contact Intensity: Low
 - Modification Potential
 - Signage re. staying in car until adjacent vehicle occupants no longer proximate

Requirements for Re-Opening

- Modifications in place at site
- Approval from School District (complete)

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (provides a designated place for visitors to park, thereby mitigating parking issues and aggravations on residential streets)
- ☐ Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for School Parking Lot: June 24th (additional signage asap)



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KELVIN GROVE BEACH PARK RE-OPENING/SERVICE ADJUSTMENT PLAN

- A. Public Washrooms
- B. Beach
- C. Kelvin Grove Beach Park Parking Lot

Current Status

- Kelvin Grove Beach Park (KGBP) and Parking Lot are closed by order of the Village Manager under Parks Regulation Bylaw No. 448, at the direction of Council
- Waste Water Treatment Plant (WWTP) Replacement Project at entrance to park effectively blocks access to the park – expected completion date late August/early September
- Public currently has no safe access to the beach due to active construction zone
- Public has no safe access to public washrooms and they remain closed
- Impact on residents in respect of dog beach area
- Parking Lot barricaded – evidence of barricade being breached
- CN rail right of way – evidence of trespass on regular basis

Hazard/Risk Assessment for Re-Opening

NOT APPLICABLE – CONSTRUCTION HAZARDS REQUIRE CLOSURE OF ACCESS TO FACILITIES

Recommended Date of Re-Opening Facilities: Upon completion of WWTP Project, subject to completion of a Re-Opening Plan assessment capable of implementation



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LIONS BAY BEACH PARK RE-OPENING/SERVICE ADJUSTMENT PLAN

- A. Public Washrooms
- B. Playground Equipment
- C. Kayak Racks
- D. Lori Beck Pavilion, Picnic Tables and Park Benches
- E. Beach and Cordoned-off Swimming Area
- F. Grassy Open Spaces
- G. Lions Bay Beach Park Parking Lot

Current Status

- Lions Bay Beach Park (LBBP) is closed by order of the Village Manager under Parks Regulation Bylaw No. 448, at the direction of Council
- Warning Tape around Playground Equipment (evidence it's being ignored)
- Residents permitted to access kayak rack to transfer craft to/from water swiftly
- Public permitted to move swiftly through park to access the beach
- Evidence of public ignoring park closure

A. Public Washrooms

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: High
 - Modification Potential
 - Limitation of number of customers to one at a time in each gender specific washroom
 - Occupancy limits to be posted (see attached)
 - Signage for waiting line procedure to be posted (including Physical Distancing)
 - Consider use of Volunteer Park Ambassadors to promote "be kind, calm & safe"
- Contact Intensity: High (re. surfaces)
 - Modification Potential
 - Cleaning by contracted service twice daily
 - Warning signage as to cleaning schedule and risks of surface contact



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Requirements for Re-Opening

- Workplace Safety Plan, including cleaning protocols for contracted twice daily cleaning service
- Modifications in place
- Physical distancing markers for public
- Instructional Signage at site and on website

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (sector guidelines require a minimum of twice daily cleaning – contracted service available)
- ✓ Financial Viability (cleaning costs can be covered under budget and further recouped from parking meter revenue)
- ✓ Public Demand (email correspondence, food truck events, public washroom facilities in other municipalities are opening or have remained open, persons defecating at closed site)
- ✓ Community Benefit (essential amenity for use of park)
- ☐ Safety Measures for Employees and Public in Place (not yet but can be by recommended re-opening date)

Recommended Date of Re-Opening for Public Washrooms: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st and it would be challenging not to have the park and washrooms open.

B. Playground Equipment

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Limitation of number of children on playground equipment
 - Occupancy limits (see attached) but enforcement difficult - consider use of Volunteer Park Ambassadors
- Contact Intensity: Medium (re. surfaces)
 - Modification Potential
 - Warning signage as to no cleaning and risks of surface contact
 - Signage re. Physical Distancing, Washing of Hands, etc.



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Requirements for Re-Opening

- Modifications in place
- Instructional Signage at site and on website

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (sector guidelines require minimal cleaning and appropriate signage)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (evidence of children using closed equipment)
- ✓ Community Benefit (mental and physical health of children)
- Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Playground Equipment: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st (with free popsicles from 6-8 pm) and it would be challenging not to have the park and playground equipment open.

C. Kayak Racks

Hazard/Risk Assessment for Re-Opening/Service Adjustment

- Number of Contacts: Low
 - Modification Potential
 - Not applicable
- Contact Intensity: Low (re. surfaces and proximity)
 - Modification Potential
 - Signage re. Physical Distancing, Don't Touch Other Boats and Wash Hands

Requirements for Re-Opening

- Modifications in place at site

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (no impact – boat storage rental fees paid)



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- ✓ Public Demand (evidence of people accessing their water craft – permitted to date)
- ✓ Community Benefit (use of amenity paid for by applicable residents)
- ☐ Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Kayak Racks: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st (with free popsicles from 6-8 pm, and it would be challenging not to have the park and kayak racks open.

D. Lori Beck Pavilion, Picnic Tables and Park Benches

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit for Lori Beck Pavilion (see attached)
- Contact Intensity: Low (re. surfaces and proximity to others outside household bubble)
 - Modification Potential
 - Signage re. Physical Distancing, Lack of Cleaning and Washing of Hands

Requirements for Re-Opening

- Modifications in place at site

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing and Washing Hands)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (ability to use and enjoy an area for cooking and eating, picnics, etc.)
- ☐ Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Lori Beck Pavilion, Picnic Tables and Park Benches: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st (with free popsicles from 6-8 pm, and it would be challenging not to have the park and pavilion, tables and benches open.



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E. Beach and Cordoned-Off Swimming Area

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit– (see attached) difficult to enforce - consider use of Volunteer Park Ambassadors
- Contact Intensity: Low (re. surfaces and proximity to others outside household bubble)
 - Modification Potential
 - Signage re. Physical Distancing

Requirements for Re-Opening

- Modifications in place at site

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Sector Guidelines for Re-Opening Pools and Waterfronts, Physical Distancing)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (contribution to mental and physical health of community)
- Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Beach & Cordoned-Off Swimming Area: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st (with free popsicles from 6-8 pm, and it would be challenging not to have the park and pavilion, tables and benches open.

F. Grassy Open Park Spaces

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit– (see attached) difficult to enforce - consider use of Volunteer Park Ambassadors and Bylaw Enforcement Officers



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- Contact Intensity: Low (re. proximity to others outside household bubble)
 - Modification Potential
 - Physical Distancing and Directional Signage

Requirements for Re-Opening

- Workplace Safety Plan, as applicable
- Modifications in place at site

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (core amenity used by a wide demographic of the community)
- Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Beach & Cordoned-Off Swimming Area: July 1st

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st (with free popsicles from 6-8 pm), and it would be challenging not to have the park's open grassy spaces available.

G. Lions Bay Beach Park Parking Lot

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Medium
 - Modification Potential
 - Occupancy limit– governed by the number of parking spaces and assisted by metering those spaces
 - Physical Distancing and Directional Signage
- Contact Intensity: Low
 - Modification Potential
 - Signage re. staying in car until adjacent vehicle occupants no longer proximate
 - Signage re. Washing Hands, especially at meter re. surface contacts



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Requirements for Re-Opening

- Modifications in place at site, including meter

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (significant meter revenue potential to help pay for other costs, such as twice daily LBBP public washroom cleaning – 30 day wait period for meter set up)
- ✓ Public Demand (historical summer usage patterns)
- ✓ Community Benefit (provides a designated place for visitors to park, thereby mitigating parking issues and aggravations on residential streets)
- Safety Measures for Employees and Public in Place (signage to be installed by recommended re-opening date)

Recommended Date of Re-Opening for Lions Bay Beach Park Parking Lot: Approximately July 23rd, when meter installed.

Note: there will be 3 food trucks in the LBBP Parking Lot from 4-8 pm on July 1st. Staff does not recommend opening the parking lot until the meter is installed as it will assist in keeping public demand for the park in check, allowing for a more gradual re-opening and adjustment of operations, and residents can park in "Permit Required" zones in the area while lot is closed (and when meter is operational).

MARJORIE MEADOWS RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- Closed

Hazard/Risk Assessment

- Number of Contacts: Low
 - Modification Potential
 - Limitation of number of elected officials, staff and public through
 - Occupancy limit (see attached)
- Contact Intensity: Low
 - Modification Potential
 - Physical Distancing

Requirements for Re-Opening/Service Adjustment to Permit In-Person Meetings

- Workplace Safety Plan
- Modifications in Place

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements
- ✓ Financial Viability
- ✓ Public Demand (historical use – increase due to closure of KGBP dog area)
- ✓ Community Benefit (low impact use of outdoor community amenity)
- ✓ Safety Measures for Employees and Public in Place (not yet)

Recommended Date of Re-Opening/Service Adjustment: June 24th



MOUNTAIN DRIVE TENNIS COURT RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- Open

Hazard/Risk Assessment

- Number of Contacts: Low
 - Modification Potential
 - Limitation of number of players through
 - Occupancy limits (see attached)
 - Physical Distancing
- Contact Intensity: Low
 - Modification Potential
 - Guidelines re. separate coloured balls
 - Washing of Hands

Requirements for Re-Opening

- Workplace Safety Plan
- Modifications in place
- Instructional Signage on site and on website
- Physical distancing markers for public

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements (Physical Distancing)
- ✓ Financial Viability (no impact)
- ✓ Public Demand (numerous correspondence from public)
- ✓ Community Benefit (historical use of community amenity)
- ✓ Safety Measures for Employees and Public in Place (signage and hand sanitizer)

Recommended Date of Re-Opening: Opening Complete



VILLAGE OF LIONS BAY

VILLAGE OFFICE RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- Office Closed with limited access for public by appointment (with some exceptions, eg: couriers)
- Office staff allocated between Office and Remote Workplaces to promote physical distancing
- Use of technology to access files remotely and meet electronically

Hazard/Risk Assessment

- Number of Contacts: Medium
 - Modification Potential
 - Limitation of number of workers through
 - Occupancy limits (see attached)
 - Remote Workplace Policy
 - Limitation of number of customers to one at a time
- Contact Intensity: Medium
 - Modification Potential
 - Video Intercom at front door
 - Plexiglass Barrier at front desk

Requirements for Re-Opening

- Workplace Safety Plan, including cleaning protocols
- Modifications in place
- Instructional Signage on site and on website
- Physical distancing markers for public

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements
- ✓ Financial Viability
- ✓ Public Demand (various counter services and pending property tax deadline)
- ✓ Community Benefit (as convenient a “new normal” as possible)
- ✓ Safety Measures for Employees and Public in Place

Recommended Date of Re-Opening: June 25th



VILLAGE OF LIONS BAY

VILLAGE STREETS AND BOULEVARDS RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- See accompanying report to Council on June 23, 2020
- Status updates and service adjustments with Public Works ongoing

Recommended Date of Re-Opening/Service Adjustments: Adjustments in Progress



WADE PARK RE-OPENING/SERVICE ADJUSTMENT PLAN

Current Status

- Wade Park (LBBP) is closed by order of the Village Manager under Parks Regulation Bylaw No. 448, at the direction of Council

Hazard/Risk Assessment for Re-Opening

- Number of Contacts: Low
 - Modification Potential
 - Occupancy limits to be posted (see attached)
 - Signage for Physical Distancing
 - Consider use of Volunteer Park Ambassadors to promote “be kind, calm & safe”
- Contact Intensity: High (re. surfaces)
 - Modification Potential
 - Physical Distancing signage

Requirements for Re-Opening

- Workplace Safety Plan
- Modifications in place

Re-Opening Analysis

- ✓ Ability to Comply with Public Health Authority Requirements
- ✓ Financial Viability
- ✓ Public Demand (historical usage patterns)
- ✓ Community Benefit (neighbourhood park primarily used by residents)
- ✓ Safety Measures for Employees and Public in Place

Recommended Date of Re-Opening: June 24th

Intentionally Blank

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: FW: Surrey Regional Dispatch Monthly Report - Lions Bay
Date: Tuesday, June 9, 2020 11:59:28 AM
Attachments: [Chart1 - Incidents by Type Image 1.png](#)
[Chart2 - Incidents by Hour Image 1.png](#)
[Chart4 - Prototype by Hour \(On Scene Time, 90%\) Image 1.png](#)
[Chart4 - Prototype by Hour \(Travel Time, 90%\) Image 1.png](#)
[Chart4 - Prototype by Hour \(Turnout, 90%\) Image 1.png](#)
[Chart5a - Header Incident Performance \(Sheet\) Image 1.png](#)
[Chart5a - Header Incident Volume \(Sheet\) Image 1.png](#)
[Logo Image 1.png](#)

From: Fire Officer Report [<mailto:fireofficerreport@surrey.ca>]
Sent: Monday, June 1, 2020 4:15 PM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Surrey Regional Dispatch Monthly Report - Lions Bay



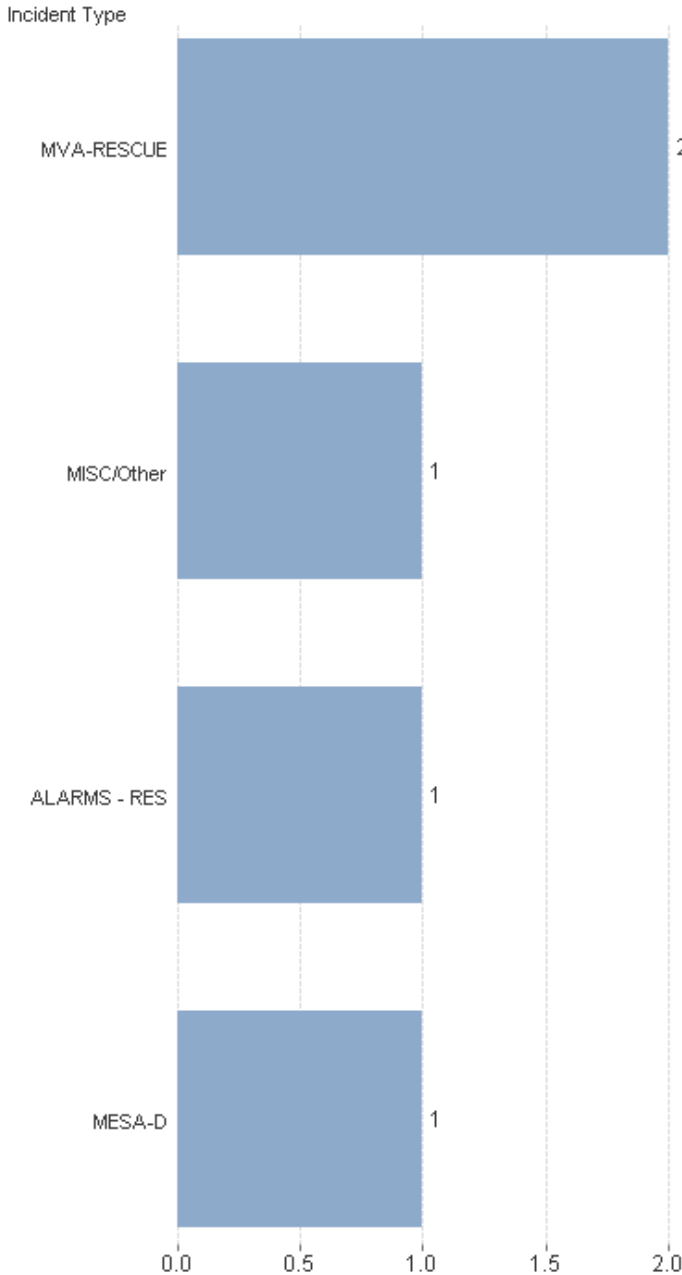
Surrey Regional Fire Dispatch Monthly Report LIONS BAY FIRE RESCUE

For month of May 2020

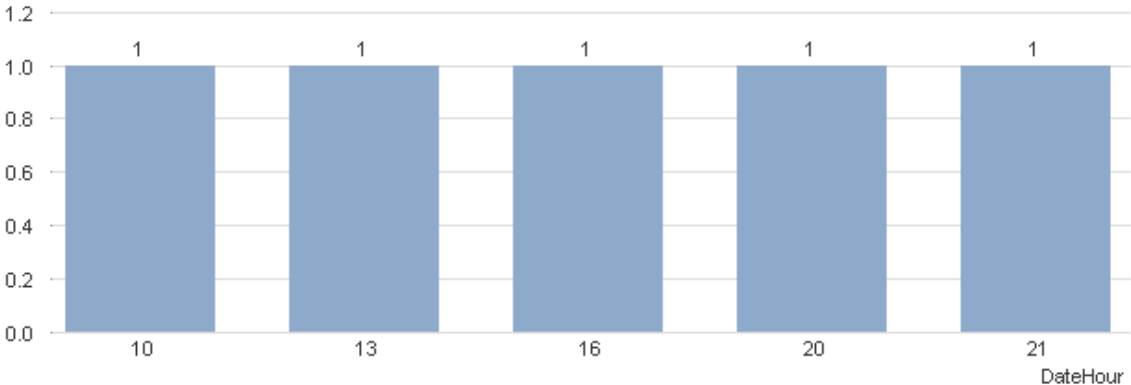
LIONS BAY FIRE RESCUE All Incidents: Frequency (May 2020)

Incident Volume					
Incidents	5	Apparatus	7	Attendees	29

**LIONS BAY FIRE RESCUE
Incidents by Type: 5 (May 2020)**



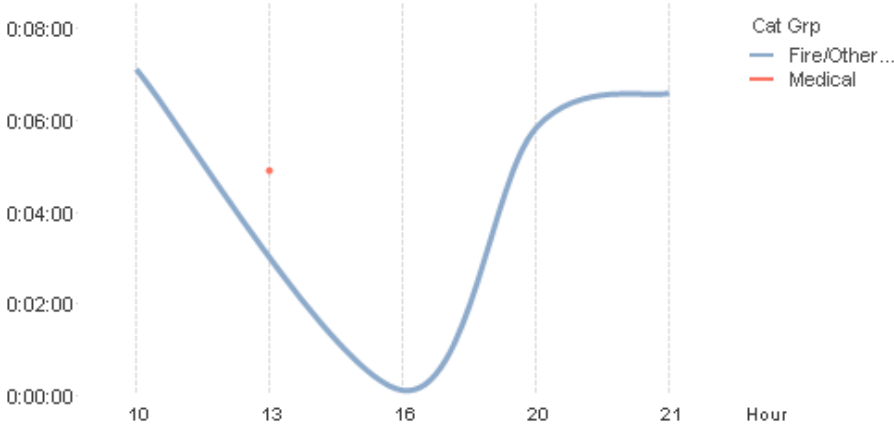
**LIONS BAY FIRE RESCUE
Incidents by hour of day (May 2020)**



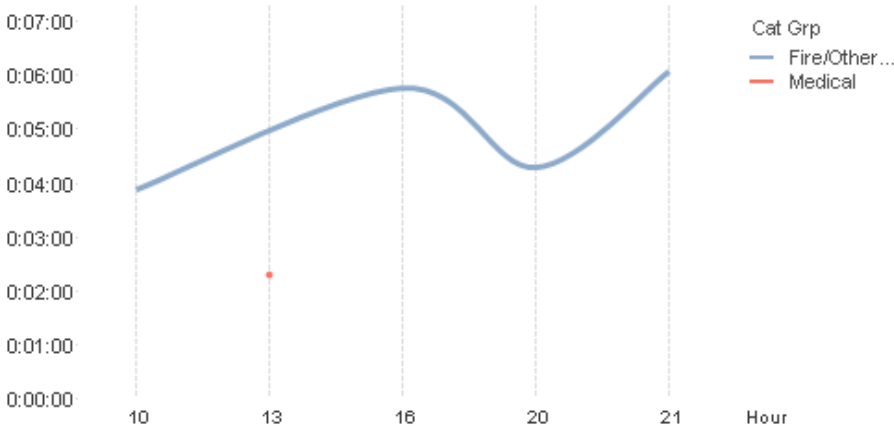
**LIONS BAY FIRE RESCUE
Emerg/1st on scene Incident Performance (May 2020)**

Apparatus Committed			Return
Turnout 06:54	Travel 05:56	On Scene 0:42:52	Return Qt

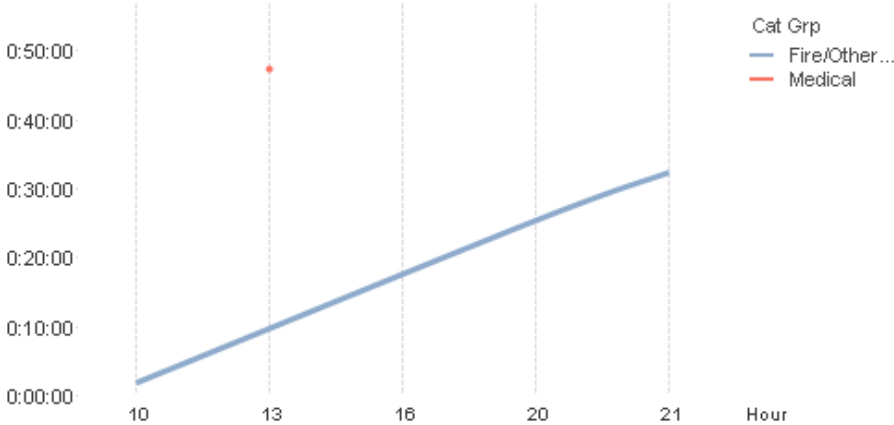
**LIONS BAY FIRE RESCUE
Turnout Time - 90th Percentile (May 2020)**



**LIONS BAY FIRE RESCUE
Travel Time to Scene - 90th Percentile (May 2020)**



**LIONS BAY FIRE RESCUE
Time On Scene until Return Quarter - 90th Percentile (May 2020)**



**LIONS BAY FIRE RESCUE
Truck Utilization (May 2020)**

AppUnit	AppName	Hours Committed	# of Days Selected	Hours Capacity	Utilization
LBE61	LB Engine 61	2	31	744	0%
LBE62	LB Engine 62	1	31	744	0%

VILLAGE OF LIONS BAY

Incoming Correspondence - June 23, 2020

General Correspondence:

- G1: J. Morra re parking ticket complaint
- G2: Metro Vancouver Mayors' re Local Government Support with Provincial Government
- G3: Announcing the 2020 Climate Caucus Summit
- G4: J. O'Leary, Climate Caucus re Climate Leadership course for municipal elected officials
- G5: P. Weiler re COVID-19 update
- G6: M. Shepard, Executive Project Director, Environmental Assessment Office, re Woodfibre LNG

Resident Correspondence:

- R1: K. Dyer re toilet facilities
- R2: C. Bradbury re parking
- R3: A. Dudley & E. Lofgren re parking for hikers
- R4: Y. Godoy-Toku re parking
- R5: N. McKenzie re Village reopening plans
- R6: S. Jones re toilet facilities
- R7: R. Meiklejohn re 61 Brunswick Beach

From: [REDACTED]
To: [Council; Municipal](#)
Subject: Village of Lions Bay Bylaw Complaint
Date: Monday, June 8, 2020 5:14:46 PM

Dear Mayor and Council,

I'm sending this e-mail as a result of something that occurred yesterday evening. I was returning home from hiking in Squamish and went to pick up my sister from Brunswick Beach. My phone had died so I left my car to get her and was gone for **15 minutes**, at roughly 7pm. When I returned to my vehicle, I had a ticket for \$196. If unpaid within 28 days, \$240.

Amidst the current sociopolitical climate, with discussions around the role of white privilege being paramount, I find this extremely alarming. Places like Brunswick Beach and the surrounding trails are not owned by the wealthy upper class that live on Brunswick Beach Road. The amount of no parking signs is quite frankly excessive and unwarranted. As is being fined \$200 for "inconveniencing" the people who live along this stretch of road.

How is it that Mayor and Council have allowed this to come to pass? I can't imagine that this is the wish of the vast majority of people in Lion's Bay, and if it is, it's still problematic that a wealthy few should have this amount of power.

What normal individual is able to pay a fine of this amount? I surely am not. I'm currently a student at SFU collecting government benefit and this ticket is 20% of my current income. If I have to pay this, I can't make my rent and car insurance payments this month. Is it the intention of Mayor and Council to present everyday citizens with financial hardship (and amidst an already difficult time re: COVID19) so that a few extremely wealthy individuals can protect the secret identity of their beach?

Please explain to me how this is acceptable. Seeing as we are in Phase II of COVID with most businesses and parks open, COVID surely is not suitable to be cited as impetus for this situation.

I look forward to hearing from you.

Thank you,

John Morra

MRM Candidate | Climate, Oceans, and Paleo-Environments Lab
School of Resource & Environmental Management
Simon Fraser University

[REDACTED]

I respectfully acknowledge that I work, live, and play in the traditional territories of the xʷməθkʷəy̍əm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətał (Tseil-Waututh) Nations

March 23, 2020

Hon. Premier John Horgan
West Annex Parliament Buildings
501 Belleville St.
Victoria, BC V8V 1X4

Hon. Minister Selina Robinson
Room 310 Parliament Buildings
501 Belleville St.
Victoria, BC V8V 1X4

RE: Local Government Collaboration and Support with Provincial Government

Dear Premier Horgan and Minister Robinson:

As Metro Vancouver Mayors' we would like to start by thanking the provincial government for their demonstrated leadership in moving quickly to respond to the current COVID-19 pandemic in protecting the health of our citizens and the whole of British Columbia.

As Local Mayors the health of our residents is a top priority and we are committed to working collaboratively within our individual municipalities, and with one another to enforce the directives by Dr. Bonnie Henry under the Public Health Emergency and by Minister Farnworth under the Provincial State of Emergency. Over the last several weeks our communities have been putting business continuity plans in place, standing up our Emergency Management Organizations (EMOs) and coordinating multiple sectors.

We know things will be ever evolving and our way of business and life in our communities has changed and will continue. We are committed to working with senior levels of government with other top priorities that are emerging due to COVID-19, one being the economic impact that will be very real for many people, including local government.

Over the past week through both the Federation of Canadian Municipalities (FCM) and the local Inter-governmental Finance Working Group, staff and elected officials, have been discussing the projected financial shortfalls local governments will experience directly related to the municipal response to COVID-19.

...2/

This discussion included the impact this pandemic is having and will continue to have on our residents and businesses. To successfully navigate the impacts for local government, residents and businesses, provincial and federal support targeted specifically for municipal issues is required.

To date, the federal government has announced key financial supports to citizens, workers and businesses and we would like to see a similar response from the provincial government. In particular, we urge the Province to:

1. Expand the Provincial Property Tax Deferment Program (PPTDP) to include all property owners, including residential, business and non-profits
2. Standardize and extend the due date for other tax authority levies
3. Provide support to all renters and landlords, and
4. Provide direct, unconditional grants to cover revenue losses

We know the province is working on these issues but we need to move as quickly as possible to address the extreme financial pressures citizens and businesses in our communities are facing and will continue to have. Solid supports are needed to reduce the anxiety and stress and ensure we have a strong foundation for a full recovery once this crisis has passed.

Each of the requests are discussed in detail below:

- 1. Expand the Provincial Property Tax Deferment Program (PPTDP) to include all property owners, including residential, business and non-profits**

Many of us have already started to hear from residents, small business owners and non-profit organizations that are unable to pay their rent or tax payments.

They need measures now to survive this crisis. Expanding the existing PPTDP to cover all residents, businesses and non-profits would provide some piece of mind and could save many businesses from closing permanently. This action is needed without delay. Some of these businesses and non-profits provide important services that must remain available during this crisis.

This makes sound economic sense because these fully secured loans pose minimal risk to the Province, and can be extended over a period of time to ease the liquidity crunch, help stimulate consumption, will rebuild local economies, provide a social safety net, and avoid municipal property tax system disruptions.

For business properties it is important that the Province implement measures to ensure that the benefits provided by this program are passed on to tenants.

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2. Standardize and extend the due date for other tax authority levies

Local governments collect taxes according to set dates on behalf of other taxing authorities such as the Province, TransLink, Metro Vancouver and other regional bodies.

Under current rules and legislation, if a local government was to delay municipal tax and OTA levies collection it would still be responsible for the payment of millions of dollars in OTA levies, which most local government are unable to absorb. Provincial action to extend these dates would enable local governments to extend payment due dates to all property owners.

3. Provide support to all renters and landlords

Many individuals will lose income and be unable to work during the COVID-19 pandemic. Evictions should be prohibited. Rather, to ease the burden of paying rent, the Province should augment Federal Government support to those in financial difficulty to help pay rent, particularly in Metro Vancouver where rental fees are high. Ensuring rent payments ensures that small landlords with mortgage helpers are able to maintain their homes.

4. Provide direct, unconditional grants to cover revenue losses

The coordination of local emergency responses, the closure of civic facilities and the cancellation of events and programs have had an immediate impact on municipal revenues. By law, local governments cannot run a deficit or borrow to balance operating budgets. At the same time, the majority of local government operating budgets are funded from property tax and utility fees.

Direct financial support to cities in the form of unconditional grants will help ensure cities can continue to offer the essential services residents and businesses need for their health, safety and well-being during this trying time.

Cities have quickly instituted the orders and direction of public health authorities necessary to keep residents safe and contain the spread of coronavirus. With support from the province, local governments are prepared to immediately extend payment deadlines for property taxes and OTA levies for residents and businesses.

Finally, as a regional body of Mayors we would like to suggest that together we establish a system of communication moving forward. As noted, information, orders and changes are occurring at rapid speed. We are receiving much of this information through the daily press conferences held by Dr. Henry.

...4/

It would be most helpful to have this information in practical terms then forwarded onto our EMO, with the specific tactics that local government must implement, and under whose authority they fall. We are currently looking at setting up weekly conference calls amongst the Metro mayors to coordinate actions and maintain clear communications. We would welcome discussing this further with you.

To conclude, as Mayors' in the Metro Vancouver region we want to assure to both of you that we want to work collaboratively with your government for the betterment of our residents and business community.

This is a stressful and trying time for us all. It is truly our moment to stand together. We know that by working together, along with the federal government, we can ensure that we give British Columbia residents the best chance of limiting the impact of this pandemic.

Yours Truly,

Gary Ander
Mayor of Bowen Island

Bill Dingwall
Mayor of Pitt Meadows

Mike Morden
Mayor of Maple Ridge

Neil Belenkie
Mayor of Belcarra

Jack Froese
Mayor of Township of Langley

Kennedy Stewart
Mayor of Vancouver

Mary-Ann Booth
Mayor of West Vancouver

George Harvie
Mayor of Delta

Richard Stewart
Mayor of Coquitlam

Malcolm Brodie
Mayor of Richmond

Mike Hurley
Mayor of Burnaby

Darryl Walker
Mayor of White Rock

Linda Buchanan
Mayor of City of North Vancouver

Mike Little
Mayor of District of North Vancouver

Brad West
Mayor of Port Coquitlam

Jonathan Cote
Mayor of New Westminister

John McEwen
Mayor of Anmore

Rob Vagramov
Mayor of Port Moody

Ron McLaughlin
Mayor of Lions Bay

Valaria Van den Broek
Mayor of City of Langley

c.c. Union of BC Municipalities
Federation of Canadian Municipalities



June 8, 2020

Ref: 253010

His Worship Mayor John McEwen, Village of Anmore
 His Worship Mayor Neil Belenkie, Village of Belcarra
 His Worship Mayor Gary Ander, Bowen Island Municipality
 His Worship Mayor Mike Hurley, City of Burnaby
 His Worship Mayor Richard Stewart, City of Coquitlam
 His Worship Mayor George Harvie, City of Delta
 Her Worship Mayor Valaria van den Broek, City of Langley
 His Worship Mayor Jack Froese, Township of Langley
 His Worship Mayor Ron McLaughlin, Village of Lions Bay
 His Worship Mayor Mike Morden, City of Maple Ridge
 His Worship Mayor Jonathan Cote, City of New Westminster
 Her Worship Mayor Linda Buchanan, City of North Vancouver
 His Worship Mayor Mike Little, District of North Vancouver
 His Worship Mayor Bill Dingwall, City of Pitt Meadows
 His Worship Mayor Brad West, City of Port Coquitlam
 His Worship Mayor Robert Vagramov, City of Port Moody
 His Worship Mayor Malcolm Brodie, City of Richmond
 His Worship Mayor Kennedy Stewart, City of Vancouver
 Her Worship Mayor Mary-Ann Booth, District of West Vancouver
 His Worship Mayor Darryl Walker, City of White Rock

Dear Metro Vancouver Mayors:

Thank you for your letter regarding local government support and collaboration with the Province of British Columbia during the COVID-19 pandemic. I apologize for the delay in responding.

I appreciate your acknowledgment and gratitude for the Province's support and leadership in response to the COVID-19 pandemic. I too want to share my appreciation for your excellent leadership and the critically important work your communities are undertaking to address this unprecedented challenge.

I recognize that the current COVID-19 emergency creates questions and concerns about municipal finance issues and may place administrative burdens on municipalities. The current Provincial and Federal COVID-19 action plans provide direct assistance to people and businesses affected by the COVID-19 pandemic. The provisions in these plans are key to the well-being not only of those individuals affected, but also maintaining government revenues to pay for providing critical services, as well as the economy in general.

.../2

Metro Vancouver Mayors
Page 2

The Province's \$5-billion COVID-19 Action Plan announced widespread actions including relief for community members directly affected by job loss. Business and light and major industry property classes will see their school property tax cut in half for the 2020 tax year, providing \$720 million in relief for business that own their property and for tenants on triple-net leases. Payments for provincial sales tax, employer health tax, municipal and regional district tax (hotel tax), carbon tax, motor fuel tax and tobacco tax are also deferred. All these measures will help ensure residents and business can afford their core financial needs, including paying their property taxes, utility bills and other essential fees for critical services. More information on this plan is available online at: <https://news.gov.bc.ca/releases/2020PREM0013-000545>.

For local governments, it is imperative to ensure the necessary funds are available to continue their core operations – and that comes through the normal budgeting and tax cycle. I encourage local governments to focus on their budget, requisition and tax cycle. Additionally, it is critical to pay attention to maintaining a strong cash position, prioritizing critical expenditures and deferring noncritical capital investments. Consideration can also be given to liquidating some financial investments to ensure an adequate cash position by deferring a noncritical capital upgrade or other re-prioritization to help address cash flow concerns.

In addition, the Province is delaying the remittance of police and school tax to the end of the 2020 calendar year to ensure there is sufficient tax revenue available to local governments over the summer months to address critical cash flow issues, including remittances to other public authorities like Metro Vancouver Regional District, TransLink, Greater Vancouver Water District and Greater Vancouver Sewerage and Drainage District. The Province is also allowing local governments to borrow from statutory reserve funds to address potential operating cashflow shortages in 2020. This borrowing can be repaid over five years without interest charge.

We know we all must be thoughtful when it comes to local government finances. We have a financial system that is strong and respected by many other jurisdictions, with the collective borrowing power we get through the Municipal Finance Authority of British Columbia and the other checks and balances that keep the system very stable. Any interventions – even in this extraordinary time – need to be prudent, developed in collaboration together, and thinking not just short-term but also medium- and long-term, as well as thinking about the unintended effects. Please consider and plan carefully before, for example, deciding to delay the tax due date through an alternative tax collection scheme, as you need timely revenues to operate core services during this COVID-19 disruption, as do other public authorities like regional districts and regional hospital districts. I encourage you to refrain from waiving or reducing tax penalties as this may discourage tax payments all together.

To help local governments, particularly smaller ones, this year the Ministry of Municipal Affairs and Housing will not be enforcing the statutory deadlines for audited financial statements and Local Government Data Entry (LGDE) forms, which are normally due on or before May 14 of each year. If your municipality does have the resources to complete the submission on time, you can defer these reports until later in the summer– but again, focus should be first on the budget and tax cycle.

.../3

Metro Vancouver Mayors
Page 3

I welcome your concerns and your suggestions. The Ministry of Municipal Affairs and Housing is working collaboratively across ministries and reaching out to critical stakeholders to monitor the ongoing impact of COVID-19 on the local government financial system. The ministry will continue to keep you informed of the progress on this important issue and ministry staff will be reaching out directly to your Chief Administration Officers and Chief Financial Officers with new information as this situation unfolds.

The Province also recognizes the challenges and immense financial impacts that the current pandemic has on both landlords and tenants in British Columbia and that the safety of our communities is of paramount importance. To support British Columbians during this difficult time, the ministry [announced](#) a series of immediate actions, including a moratorium on all non-emergency evictions, a robust rent supplement program, a freeze on all rent increases during the state of emergency, and a number of other measures targeted at providing relief, security and safety for landlords and tenants. These changes will be in place for the duration of the provincial state of emergency.

The Province is also taking swift action to protect vulnerable people, including those experiencing homelessness. As you know, initial actions to protect this population include: The actions to protect renters listed above, the development of emergency response centres in many communities to provide emergency shelter that accommodates physical distancing guidance, distinct protocols and identification of sites to support isolation for vulnerable people experiencing homelessness and those in private single room occupancy (SROs), sustaining service providers through continued payments to ensure they can pay their staff and operating costs, distributing food to vulnerable people in congregate housing and the procurement of critical supplies needed by frontline providers.

These are difficult times and we need to remember that this is temporary. Again, I commend you on your excellent individual and collective leadership. If we plan logically and work collaboratively, we can get through this while maintaining the municipal finance system and the critical services that system supports for the people who call B.C. home.

Thank you again for writing.

Sincerely,



Selina Robinson
Minister

pc: Honourable John Horgan, Premier

From: [Ron McLaughlin](#)
To: [Council](#)
Cc: [Peter DeJong](#); [Municipal](#)
Subject: Fw: Announcing: The 2020 Climate Caucus Summit - Save the Date
Date: Friday, June 5, 2020 9:17:30 AM

Good morning everyone and Happy Friday.

This is a pretty straight forward opportunity if you choose to participate. This event occurs during summer break so if you attend please keep notes so you can provide some commentary when we return in September.

Jaime and Norm I know you are moving forward on your project and this might be another good chance to mingle and vacuum up ideas. Both larger and small communities will be attending so you should be able to get perspective as to what we might be able to accomplish.

Karla - please place this in next meeting's correspondence as a reminder. Thank you.

Regards,

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

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From: Alex Lidstone <alex.lidstone@gmail.com>

Sent: Friday, June 5, 2020 9:07 AM

To: Mtait@sooke.ca <Mtait@sooke.ca>; Councillor_bradford@toronto.ca <Councillor_bradford@toronto.ca>; haroldsteves@yahoo.com <haroldsteves@yahoo.com>; Rowe@sechelt.ca <Rowe@sechelt.ca>; bprice_distribution_group@castlegar.ca <bprice_distribution_group@castlegar.ca>; Jbateman@sooke.ca <Jbateman@sooke.ca>; yvonne.prest@fernie.ca <yvonne.prest@fernie.ca>; Colin.plant@saanich.ca <Colin.plant@saanich.ca>; councillorAnderson@invermere.net <councillorAnderson@invermere.net>; scott@pilot-projects.org <scott@pilot-projects.org>; Kelliott@squamish.ca <Kelliott@squamish.ca>; marylee@netidea.com <marylee@netidea.com>; Spotts@victoria.ca <Spotts@victoria.ca>; Elogund@sooke.ca <Elogund@sooke.ca>; joe.keithley@greenparty.bc.ca <joe.keithley@greenparty.bc.ca>; christycunningha@gmail.com

<christycunningha@gmail.com>; Jthornburg@northsaanich.ca <Jthornburg@northsaanich.ca>;
bdobson@township.montague.on.ca <bdobson@township.montague.on.ca>;
Ben.Finkelstein@gov.bc.ca <Ben.Finkelstein@gov.bc.ca>; mmolnar@davidsuzuki.org
<mmolnar@davidsuzuki.org>; bmorishita@brooks.ca <bmorishita@brooks.ca>; drude@auma.ca
<drude@auma.ca>; sefast@bimbc.ca <sefast@bimbc.ca>; mike.salisbury@guelph.ca
<mike.salisbury@guelph.ca>; rayscissons@gmail.com <rayscissons@gmail.com>;
june.hofland@guelph.ca <june.hofland@guelph.ca>; Joe.Mauro@lethbridge.ca
<Joe.Mauro@lethbridge.ca>; Jeff.Carlson@lethbridge.ca <Jeff.Carlson@lethbridge.ca>;
mark.campbell@lethbridge.ca <mark.campbell@lethbridge.ca>; rob.miyashiro@lethbridge.ca
<rob.miyashiro@lethbridge.ca>; mayor@lethbridge.ca <mayor@lethbridge.ca>;
gbaldwin@peterborough.ca <gbaldwin@peterborough.ca>; hclarke@peterborough.ca
<hclarke@peterborough.ca>; mayor@princerupert.ca <mayor@princerupert.ca>;
ayousef@mapleridge.ca <ayousef@mapleridge.ca>; Ron McLaughlin
<mayor.mclaughlin@lionsbay.ca>; Justin.LeBlanc@metrovancover.org
<Justin.LeBlanc@metrovancover.org>; dupontl@portcoquitlam.ca <dupontl@portcoquitlam.ca>;
sav.dhaliwal@burnaby.ca <sav.dhaliwal@burnaby.ca>; Bparkinson@sooke.ca
<Bparkinson@sooke.ca>; Tim.morrison@esquimalt.ca <Tim.morrison@esquimalt.ca>;
jillianripmeester@cmail.carleton.ca <jillianripmeester@cmail.carleton.ca>; Alexandra Lidstone
<alex.lidstone@gmail.com>; karthik@groundobs.com <karthik@groundobs.com>; Jaime Cunliffe
<councillor.cunliffe@lionsbay.ca>; alison@oceanambassadorscanada.org
<alison@oceanambassadorscanada.org>; dmorrison@islandstrust.bc.ca
<dmorrison@islandstrust.bc.ca>; sboxem@mulmur.ca <sboxem@mulmur.ca>;
berry.vrbanovic@kitchener.ca <berry.vrbanovic@kitchener.ca>; ajensen@parklandcounty.com
<ajensen@parklandcounty.com>; ahory@rdmw.bc.ca <ahory@rdmw.bc.ca>;
greg.ericson@fredericton.ca <greg.ericson@fredericton.ca>; blekstrom@dawsoncreek.ca
<blekstrom@dawsoncreek.ca>

Subject: Announcing: The 2020 Climate Caucus Summit - Save the Date

SAVE THE DATE!
CLIMATE CAUCUS
SUMMIT
2020
AUGUST 6-7 REMOTELY VIA ZOOM
2020

The Climate Caucus Summit provides a great opportunity for networking, learning, and working collectively to confront the twin ecological and climate crises. Be prepared to discuss practical solutions and to leave equipped with the tools and the support system to take action in your own community.

Covid-19 has posed a number of challenges, but it has also inspired many new ways to connect socially while being physically distant. We will use and build on those to make this the most social online conference ever!

We are also continuing to plan the Summit with a “by you for you” mentality. At this time we invite you to participate in our [survey](#) to share what would like to see at the Summit, and what would make it the best event you have attended this year.

Please block off your calendars and stay tuned for registration information coming soon.

If you have any questions or something to contribute to the Summit, please email alex@climatecaucus.ca.

Take Care,

Alex and the Coordinating Team

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: FW: Councillors- Free Climate Leadership Course
Date: Tuesday, June 9, 2020 12:05:38 PM

From: support@nudj.app <support@nudj.app> on behalf of Judy O'Leary <support@nudj.app>
Sent: Thursday, June 4, 2020 9:38 AM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>
Subject: Councillors- Free Climate Leadership Course

Hi Ron,

Our friends at FCM have just launched their first ever climate leadership course for municipal elected officials.

What you'll learn:

- A greater knowledge of tools for incorporating a climate lens into municipal initiatives
- Enhanced knowledge about different climate change actions, success stories, and the resources and funding opportunities that are available to implement them
- Connecting through peer learning activities with other elected officials and developing new connections
- Skills training on communicating climate change, public speaking, engaging with administration and others in the community

Course format

The online course will take place from September 2020 to November 2020, and the in-person summit will occur in January 2021.

Please note: There is no cost for successful applicants to participate in this course.

Details are online. <https://fcm.ca/en/resources/mcip/climate-leadership-course-elected-officials>

Deadline to apply is July 3. It looks like a great opportunity .

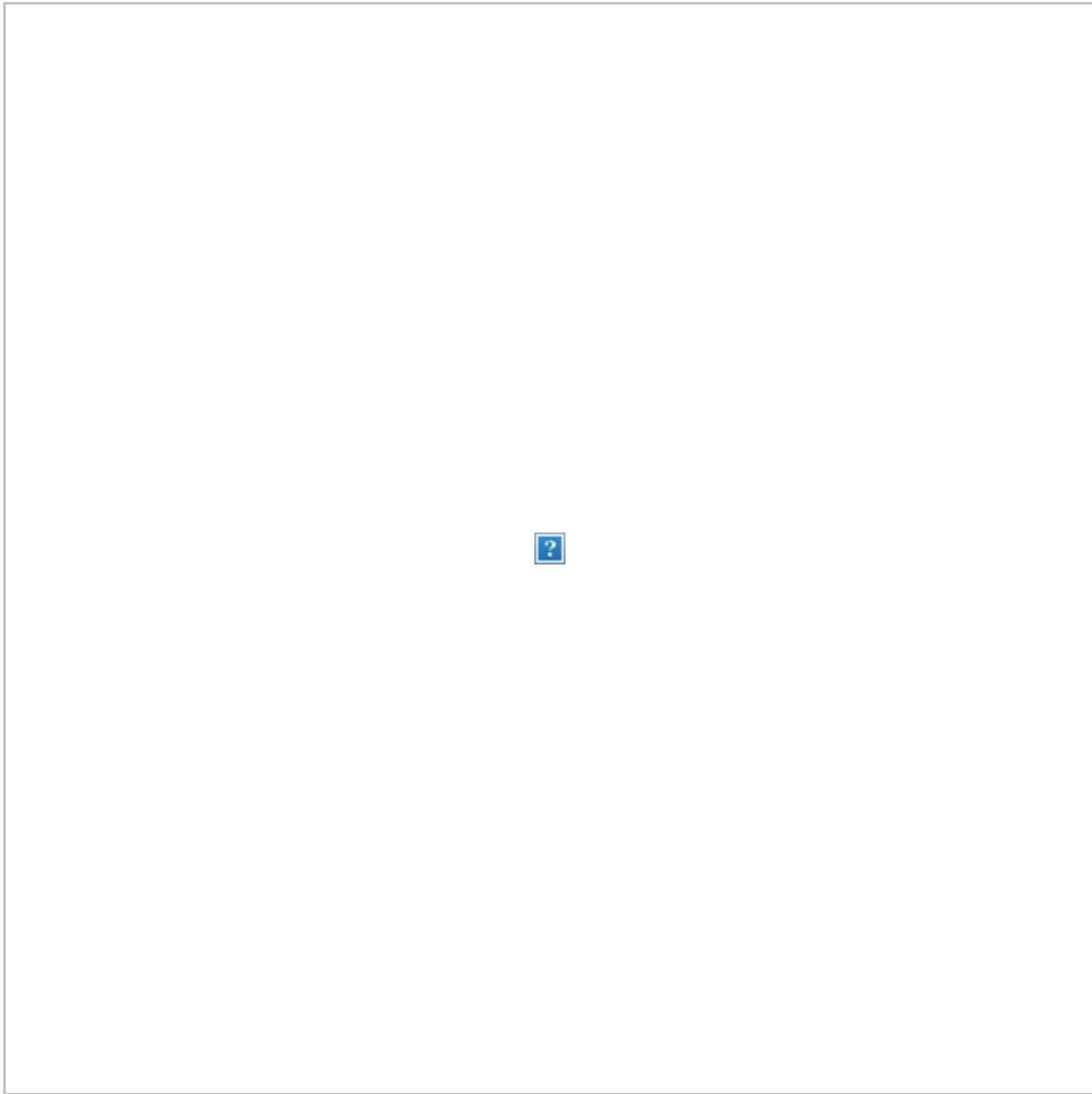
PS A few councillors who have been included in this email haven't yet joined the Climate Caucus. Please do so at climatecaucus.ca and gain access to networks of climate friendly elected officials and a wealth of resources. We can do more together.

Judy O'Leary
Climate Caucus
250.777.3040

From: [Ron McLaughlin](#)
To: [Peter DeJong](#); [Municipal](#)
Subject: Fwd: COVID-19 Update - May 29
Date: Saturday, May 30, 2020 10:57:40 AM

For the last meeting of the month.

From: Patrick Weiler <patrick.weiler@parl.gc.ca>
Sent: Friday, May 29, 2020 5:43:55 PM
To: Council <council@lionsbay.ca>
Subject: COVID-19 Update - May 29



Dear Mayor and Council,

The Government of Canada has been working closely with and providing the resources

necessary to all levels of government to mitigate the health impacts of the pandemic while we work towards vaccines and treatments. We moved quickly to bring in programs to provide relief for individuals, businesses and non-profits to help them through this crisis that I have detailed in my emails to you.

As our communities re-emerge from the self-imposed lockdown of the pandemic, we are increasingly looking towards how we recover and build back better. I appreciate all the inquiries, responses and feedback on government programs and suggestions for the future.

While I expect there will be less to write to you about in the coming weeks, there are many developments to share today:

A [new online tool](#) has been released to help you navigate the many emergency benefit programs that we've announced to address the needs of both individuals and businesses. The [Business Resilience Service \(BRS\)](#) hotline service has been set up to provide free advice to small to medium-sized business, not-for-profits and charities. The BRS provides customized accounting, financial and advisory services – from navigating tax regulations and government supports, to planning their path to recovery.

Earlier this month, we announced funding for a top-up of essential workers' salaries to ensure healthcare workers and other employees in key sectors have the extra supports they need. This [Pandemic Pay Support](#) will automatically provide a wage top-up of \$4/hour to eligible essential workers in BC.

Eligibility to the [Canada Emergency Business Account \(CEBA\)](#) has been expanded to include many owner-operated small businesses. The program will now be available to businesses that are sole proprietors receiving income directly from their businesses, businesses that rely on contractors, and family-owned corporations that pay employees through dividends rather than payroll. With the expanded criteria, applicants with payrolls lower than \$20,000 can also apply for CEBA provided they meet [new criteria](#). More details, including the launch date for applications under the new criteria, will follow in the days to come.

This week we also launched the [applications](#) for the **Canada Emergency Commercial Rent Assistance** for small businesses. Forgivable loans of 50% of monthly rent are available to participating property owners that reduce the rent of their commercial tenants by at least 75 per cent for the months of April and May (retroactive), and June.

We are also launching a consultation process to seek information and solicit feedback on the

Canada Emergency Wage Subsidy to ensure that it serves to maximize employment, reflects the immediate needs of businesses, and supports the post-crisis economic recovery. You can take the [short survey](#) on the program until June 5, 2020.

Local charities and non-profit organizations that deliver essential services to those in need can now apply for funding from the **Emergency Community Support Fund** through our national partners: [the Canadian Red Cross](#), [Community Foundations of Canada](#), and [United Way Centraide Canada](#).

We also [announced today](#) new supports for Indigenous families and communities with investments into healthcare, income support, and new shelters for women. Working with First Nations, Inuit, and Métis communities, this funding will support immediate public health priorities and address specific needs through community-led solutions.

As the pandemic evolves, so do the challenges around travel. This week, Transport Minister Garneau [announced updated measures](#) for cruise ships and smaller passenger vessels to ensure the safety and security of passengers and crew onboard vessels in Canada during the COVID-19 pandemic.

With summer fast approaching, many young Canadians are looking to earn money and build the skills and experience they need for their futures. I encourage all young people to apply through the Canada Summer Jobs program, which connects young people with great summer employment opportunities at www.jobbank.gc.ca. As of May 28th, over 45,000 jobs are available through this site for our young people.

No one should have to choose between their health and putting food on the table. Taking sick leave has for many Canadians meant a difficult choice for those with precarious work. This has in many cases led to the worst outbreaks of COVID-19 in our country. This week, our Government announced an intention to pursue discussions with the provinces and territories on a way to implement 10 days of paid sick leave for Canadian workers.

With British Columbia having now flattened the curve, the provincial government is moving carefully in a phased approach to re-open our economy and ease certain public health directives. In light of this, the [BC Centre for Disease Control is seeking your input](#) until May 31st as they develop plans in moving towards the next stage of the pandemic.

Please keep an eye out for local businesses re-opening. Many of these businesses will be in a fragile state as they ramp up and work to recover from the lockdown. Supporting local

businesses at this time is essential to help them through this difficult time, and to ensure that they can continue to provide the goods and services that make our communities special.

My office remains here to help in any way that we can. Please do not hesitate to reach out by phone at 604-913-2660 or by email at Patrick.Weiler@parl.gc.ca.

As we begin to relax some of the COVID-19 measures in place, our Constituency Office will remain available by phone and e-mail. In addition, for those constituents who require face to face assistance, the office may soon be physically open by appointment with only one person in the office at a time to respect physical distancing and the advice of BC's Provincial Health Officer, Dr. Bonnie Henry.

Please visit my website at www.patrickweiler.ca and social media platforms for more immediate updates:



Direct Government Support for Individuals

Canada's COVID-19 Economic Response Plan provides direct support for Canadian workers and businesses. For more information on these measures please see <https://www.canada.ca/en/department-finance/economic-response-plan.html>.

The package of measures includes:

- The **Canada Emergency Response Benefit (CERB)** - a \$2000/month benefit to Canadians whose jobs have been impacted due to COVID-19 and meeting the following eligibility requirements:
 - live in Canada and are at least 15 years old
 - stopped working because of COVID-19 or are eligible for EI regular or sickness benefits
 - have not voluntarily quit their job
 - had income of at least \$5,000 in 2019 or in the 12 months prior to the date of their application.
 - For at least 14 days in a row during the 4-week payment period, you do not expect to receive more than \$1,000 (before taxes) from employment and self-employment income
- How to Apply for the CERB:
 - The [application for the CERB](#) was launched on April 6, and requires Canadians to attest that they meet the eligibility requirements.
 - Recipients need to re-attest every two weeks to re-confirm their eligibility.
 - In addition to applying through my CRA Account and My Service Canada,

Canadians can also call an automated toll-free phone line (1-800-959-2019) to apply for CERB. Please see the [CERB access portal](#) for more details.

- **Enhancement of the GST credit** for low and modest income families - \$400 single adults, \$600 for couples [automatic – began April 9th]
- **Mortgage payment deferrals** for those facing financial difficulties for up to six months for both CHMC insured mortgages and mortgages through the six largest banks [available immediately - please contact your bank plan to access the benefit]
- **Income Tax payments deferred** from April to September 1, 2020. The deadline is June 1st, but there are no penalties for amounts owing until September 1st
- **Mortgage payment deferrals** for those facing financial difficulties for up to six months for both CHMC insured mortgages and mortgages through the six largest banks [available immediately - please contact your bank plan to access the benefit]

Supports for Seniors

- **Old Age Security (OAS) & Guaranteed Income Supplement one time top-ups** of \$300 for seniors eligible for OAS pension, with an additional \$200 for seniors eligible GIS [automatic – soon to be received in a separate payment from OAS/GIS benefits]
- **Reducing required minimum withdrawals for Registered Retirement Income Funds (RRIFs) by 25%** for 2020 to provide flexibility for seniors [available immediately]

Supports for Students

- Creating the **Canada Emergency Student Benefit (CESB)**, which provides \$1,250 per month from May through August for eligible students, and \$2,000 for students with dependents or permanent disabilities. The period covered by the Benefit starts on May 1st. You can apply for the CESB starting on May 15. Before you can apply, you must call 1-800-959-8281 to register your Social Insurance Number (SIN) with the CRA.
 - **Potential recipients:** Students of any age which are:
 - A Canadian citizen, including dual citizens;
 - A registered Indian under the *Indian Act*;
 - A permanent resident; or
 - A protected person.
 - **Criteria:** available for those that are:
 - Unable to work; or
 - Seeking work but are unable to find it; or
 - Working but unable to make more than \$1,000 (before taxes) over the four-week period for which they are applying.
 - **Benefit:** \$1,250 per month or \$2,000 for students with dependents or permanent disabilities for the months of May-August 2020
 - **Application:** The application opened on May 15, 2020 through the Canada Revenue Agency. You can [apply for the CESB here](#).
- Creating the **Canada Student Service Grant (CSSG)**, an up to \$5,000 for a student's education in the fall for students who work in national service positions through organizations within their community [application soon at www.volunteer.ca]
- **Expanding the Canada Service Corps**, which provides youth with community service grants of \$250-1,500 to serve their communities from 1,800 to 15,000 grants [application [available online](#)]
- **Doubling the Canada Students Grants Program**, broadening the eligibility for Student Financial Assistance, and enhancing the Canada Student Loans Program.
- **Increasing support for Indigenous Post-Secondary Education**, and extending

expiring federal graduate research scholarships and postdoctoral fellowships as well as federal research grants.

- Placing a **six-month interest-free moratorium on the repayment of Canada Student Loans** for all individuals currently in the process of repaying these loans [automatically available – from March 30-September 30, 2020]

Support for Parents

- A **Canada Child Benefit top up** - \$300 per child added on top of what is presently received [automatic – May 2020]

New Supports for Indigenous Peoples & Communities:

- \$285 million to support the ongoing **public health response to COVID-19 in Indigenous communities**. The investment will fund community-led responses to the pandemic and provide targeted increases in primary health care resources for First Nations communities.
- \$270 million to supplement the **On-Reserve Income Assistance Program** to address increased demand on the program, which will help individuals and families meet their essential living expenses.
- \$44.8 million over five years to **build 12 new shelters**, which will help protect and support Indigenous women and girls experiencing and fleeing violence.

BC Government Announcements:

- [B.C. Emergency Benefit for Workers](#) - a tax-free, one time \$1,000 payment for B.C. residents whose ability to work has been affected due to COVID-19. [application started May 1]
- Allow workers to take unpaid leave if they are unable to work for reasons relating to COVID-19 [retroactive to Jan 27, 2020]
- Allow workers to now have three days of unpaid, job-protected leave each year for people who cannot work due to illness or injury [permanent change]
- [Extend the temporary layoff period](#) to 16 weeks for COVID-19 related reasons
- Boost to BC Climate Action Tax Credit [automatic - July 2020]
- [Provide a rent supplement of \\$500](#) to be paid directly to landlords
- Rate reductions from BC Hydro, including:
 - Universal one per cent reduction in rates for all customers
 - [A three-month bill credit for residential customers](#) who have lost jobs or had wages reduced as a result of COVID-19
- The BC Ministry of Children and Family Development is establishing an [Emergency Relief Support Fund](#) for children and youth with special needs and their families, providing a direct payment of \$225 per month to eligible families over the next three months (to June 30, 2020) Families are encouraged to reach out to their Children and Youth with Special Needs (CYSN) worker to see if they are eligible.
- [Virtual mental health services](#) to support seniors, adults, youth and frontline health care workers.

Over the last few weeks, the Government of Canada announced several measures to support SMEs that have been impacted by COVID-19. Please see the [Canada Business App](#) for information on all federal government support for your business.

- Launching the [Business Resilience Service \(BRS\)](#). The BRS provides small to medium-sized businesses, not-for-profit organizations and charities direct access to a network of qualified business advisors to support them through the pandemic, providing advice free of charge for four weeks starting on May 25, including:
 - Guidance on program options and eligibility
 - Rapidly directing businesses, including enterprises involving Indigenous peoples, women and diverse groups, to the most appropriate support organizations
 - Helping organizations make decisions to support recovery plans
 - Providing real time insights and feedback to policymakers
 - Organizations can access the BRS seven days a week by calling 1-866-989-1080 and through the [Canadian Business Resilience Network website](#).

- Creating the [Canada Emergency Wage Subsidy \(CEWS\)](#). The CEWS is an up to 75% wage subsidy for qualifying employers for up to 3 months.
 - **Potential recipients:** Individuals, taxable corporations, partnerships, non-profit organizations and registered charities are eligible
 - **Criteria:** To be eligible, the employer will need to show a drop in revenues of at least 15% as a result of COVID-19 in the month of March and 30% drop in revenues for the following months.
 - **Measuring Revenue:** To measure revenue loss, all employers will have the flexibility to compare their revenue of March, April and May 2020 to that of the same month of 2019, or to an average of their revenue earned in January and February 2020 by either cash or accrual methods. Non-profits can measure revenue loss by the option of considering government funding or not in their calculations.
 - **Benefit:** The subsidy will compensate up to 75% of an employee's pre-crisis compensation and 75% of salaries and wages paid to new employees for employers of all sizes and across all sectors. The subsidy will apply at a rate of 75 per cent of the first \$58,700 normally earned by employees, a benefit of up to \$847 per week, per employee, and will run between March 15 to June 6. Employers are expected to extend this subsidy to current and rehired employees, while also making best efforts to provide the remaining 25% of wages
 - Employers eligible for the subsidy are also entitled to receive a 100% refund for certain employer-paid contributions to Employment Insurance and the Canada Pension Plan. This refund would apply to the entire amount of employer-paid contributions in respect of remuneration paid to furloughed employees during the period where the employer is eligible for the subsidy.
 - **Application:** Application process is now open and available [through the Canada Revenue Agency](#) with the expectation that businesses will receive the subsidy in about 3 business days. First payments are expected on May 7.

- Launching the [Pandemic Pay Support](#), providing a \$4/hour wage top up for low-income essential workers. The Province of British Columbia, which is cost-sharing for this program, has identified certain workers in health, social and correctional services that will be eligible to automatically receive this benefit.

- **Establishing the [Canada Emergency Commercial Rent Assistance \(CECRA\)](#)**
 - **Eligible Recipients:** Qualifying commercial property owners and small businesses, including non-profits and charitable organizations
 - **Criteria:**
 - Tenants paying less than \$50,000 per month in rent and who have temporarily ceased operations or have experienced at least a 70 per cent drop in pre-COVID-19 revenues. This support will also be available to non-profit and charitable organizations.
 - Commercial property owners that agree to lower rent by at least 75% and not to evict their tenant while the agreement is in place.
 - **Benefit:**
 - Forgivable loans to commercial property owners to cover 50 per cent of three monthly gross rent payments that are payable by eligible tenants who are experiencing financial hardship during April, May (both retroactive), and June.
 - The small business tenant is responsible to cover the remainder of the rent (up to 25 per cent)
 - **Application:** [Application process is now open.](#)

- **[Canada Emergency Business Account \(CEBA\)](#)**
 - **Eligible recipients:** businesses and non-profit organizations
 - **Criteria:**
 - \$20,000-\$1,500,000 in payroll in 2019, or
 - If less than \$20,000 in payroll, the organization has:
 - a business operating account at a participating financial institution
 - a Canada Revenue Agency business number, and to have filed a 2018 or 2019 tax return, and
 - eligible non-deferrable expenses between \$40,000 and \$1.5 million. Eligible non-deferrable expenses could include costs such as rent, property taxes, utilities, and insurance
 - **Benefit:** up to \$40,000 interest free government-guaranteed loan which has a 25% loan forgiveness if repaid by the end of 2022.
 - **Application:** available through your financial institution

- Establishing the [Regional Relief and Recovery Fund: COVID-19](#) to support to small and medium-sized businesses that are unable to access the government's existing COVID-19 support measures, through Canada's Regional Development Agencies, including \$304.2 million through [Western Economic Diversification.](#)
 - **1) For SMEs facing financial pressure**
 - **Eligible recipients:** businesses that meet the following criteria
 - **Criteria:**
 - Incorporated to operate in Canada
 - Located in British Columbia, Alberta, Saskatchewan or Manitoba
 - Not in a location serviced by a Community Futures Office
 - Not eligible for the Community Futures Emergency Loan Program
 - Fewer than 500 full time employees

- Not eligible for, or have been declined for the CEBA
 - Operational as of March 1, 2020
 - Less than \$20,000 or more than \$1,500,000 in 2019 payroll expenses
 - Have suffered financially because of the COVID-19 pandemic; and,
 - Intend to continue operations in Western Canada.
 - **Benefit:**
 - Applications can be submitted for:
 - Financial contributions (interest-free repayable contribution) to help support SMEs with operating costs, where business revenues have been negatively affected by the COVID-19 pandemic.
 - Fixed costs that will help mitigate impacts of COVID-19 on SME operations, such as but not limited to lease payments for existing equipment and machinery, property taxes and utilities.
 - Two funding options are available:
 - Option 1: Up to \$40,000 conditionally repayable contribution (interest-free repayable contribution with condition for partial repayment of contribution)
 - Option 2: Between \$40,001 to \$500,000 non-conditional repayable contribution (fully repayable interest-free repayable contribution)
 - **Application:** available from [Western Economic Diversification RRRF page](#).
 - **2) For rural businesses and communities served by Community Futures**
 - **Eligible recipients:** businesses that meet the following criteria
 - **Criteria:**
 - Operational as of March 1, 2020
 - Viable and not experiencing liquidity or other financial difficulties prior to March 1, 2020
 - Have suffered financially because of the COVID-19 pandemic
 - Have attempted to access other federal relief supports and were ineligible or rejected; and
 - Have not or will not apply for or accept other Government of Canada equivalent support.
 - **Benefit:** Loan of up to \$40,000
 - **Application:** Available by contacting [Community Futures Sunshine Coast](#), or [Community Futures Howe Sound](#).
- **Establishing the [Large Employer Emergency Financing Facility \(LEEFF\)](#)**
 - Bridge financing to Canada's largest employers, whose needs during the pandemic are not being met through conventional financing, in order to keep their operations going
 - Qualifying employers will need to sign on to a number of provisions to protect taxpayers and workers, including respecting collective bargaining agreements and protect workers' pensions, and also require strict limits to dividends, share buy-backs, and executive pay.
 - Recipient companies must publish annual climate-related disclosure reports

consistent with the Financial Stability Board's Task Force on Climate-related Financial Disclosures.

- Further eligibility and application details will be shared in due course.

- **Other Credit:**

- \$10 billion of support to businesses was made available through the Business Credit Availability Program (BCAP) through the Business Development Bank of Canada (BDC) Business and Export Development Canada (EDC) [available immediately – contact [BDC](#) and [EDC](#)]
 - Expansion of BCAP to mid-sized companies, including loans of \$60 million per company and guarantees of up to \$80 million
- EDC will guarantee new operating and cash flow term loans that financial institutions extend to SMEs, providing up to \$6.25 million.
- BDC, together with financial institutions, will provide additional liquidity to businesses through a new Co-Lending Program providing up to \$6.25 million.

- **A deferral of taxes.** To support Canadian businesses during these unprecedented economic times, we are deferring the Goods and Services Tax remittances and customs duty payments until June 30, 2020 [available immediately – automatic]

- \$250 million to assist innovative, early-stage companies that are unable to access existing COVID-19 business support, through the [National Research Council of Canada's Industrial Research Assistance Program](#).

- \$306.8 million in funding for short-term, interest-free loans with non-payable contributions through **Aboriginal Financial Institutions**

- **Canada Summer Jobs**

- To support Canada Summer Jobs (CSJ) employers and youth, we adjusted the delivery of the program to better support our communities during the COVID-19 crisis. Changes to the program for this year include:
 - an increase to the wage subsidy, so that private and public sector employers can also receive up to 100 per cent of the provincial or territorial minimum hourly wage for each employee
 - an extension to the end date for employment to February 28, 2021
 - allowing employers to adapt their projects and job activities to support essential services
 - allowing employers to hire staff on a part-time basis
- Employer applications for CSJ are now closed.
- The first wave of CSJ employment opportunities are now available through jobbank.gc.ca and the [Job Bank app](#).

- **Women Entrepreneurship Strategy (WES)** - \$15 million in additional funding to support women entrepreneurs through WES. Funding will go directly to select organizations that are currently in the WES Ecosystem Fund and recipients and will help women entrepreneurs through the COVID-19 pandemic

Sector Specific Support

- **Farmers and agri-food:**
 - \$50 million to all food production and processing employers, put in place the measures necessary to follow the mandatory 14-day isolation period required of all workers arriving from abroad.
 - We announced \$20M for the Canadian Food Inspection Agency (CFIA) to meet the demand for their critical inspection services.
 - \$5 billion in additional lending capacity through Farm Credit Canada. Farmers and food processors can get more information [here](#).
 - \$125 million in funding to launch a national AgriRecovery initiative to help producers faced with additional costs incurred by COVID-19.
 - \$77.5 million for the Emergency Processing Fund to help food processors manage new COVID-19 related challenges
 - \$50 million to establish a first-of-its kind Surplus Food Purchase Program, designed to help redistribute existing and unsold inventories to local food organizations who are serving vulnerable Canadians
 - **Youth Employment and Skills Program (YESP)** – an investment of \$9.2 million to enhance (YESP), which will fund up to 700 new positions for youth in the agriculture sector. Eligible applicants include producers, agri-businesses, industry associations, provincial and territorial governments, Indigenous organizations and research centers. Employers may apply for this funding retroactive to April 1, 2020, with projects to be completed by March 31, 2021. Please [visit this page to apply](#).

- **COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations**
 - **Potential Recipients:** Canadian not-for-profit cultural, heritage and arts organizations, sports organizations, book publishers, film and television production companies, music organizations, among others
 - **Criteria:** organizations that do not qualify for the existing Wage Subsidy due to the irregular nature of their revenues, as well as to cover contract workers
 - **Benefit:** \$500 million for affected artistic and athletic organizations impacted by COVID-19. The Fund will provide advances on future grants and contributions to help maintain liquidity as well as small subsidies to cover some fixed costs.
 - **Application:** please visit [the Department of Canadian Heritage](#) for full details on the application process and this [Q&A](#)

- **Support for Fishers & Seafood Sector**
 - \$62.5 million investment for the new Canadian Seafood Stabilization Fund to help Canada’s seafood sector safely and efficiently process, store, package, and distribute healthy, high-quality products, sourced from our fish harvesters and aquaculture operators.
 - **Fish Harvester Benefit**
 - \$267.6 million to provide income support to eligible self-employed fish harvesters and crew members that cannot access the Canada Emergency Wage Subsidy
 - This program will help fishers have lost at least 25% of their income due to COVID-19, up to the maximum equivalent of what is provided under the Canada Emergency Wage Subsidy (\$847 per week for up to 12 weeks)
 - **Fish Harvester Grant**

- \$201.8 million in non-repayable grants for harvesters who cannot access the Canada Emergency Business Account or similar measures
 - This program will provide up to \$10,000 to self-employed commercial fish harvesters, to help offset fixed costs and business expenses
 - Allowing self-employed fish harvesters and sharepersons to establish a claim for EI Fishing Benefits based on their insurable earnings in previous seasons in recognition that harvesters' earnings in 2020 may not be enough to establish a valid claim for EI.
- **BC Government Announcements:**
 - BC Hydro bill deferral & payment plans available [Call 1-800-BC-HYDRO], including:
 - A three-month payment holiday for small businesses
 - 50-per-cent payment deferral for larger industrial customers
 - Deferral of the payment for the following BC business taxes until after Sept 30: Employer health tax (EHT), provincial sales tax (PST), municipal and regional district tax, tobacco tax, motor fuel tax, carbon tax. Scheduled April 1 increases to provincial carbon tax and PST are delayed [automatic].
 - 50% cut to the school for business and industry property classes, to be passed onto tenants on triple-net leases [automatic]
-

Support for Non-Profits

- **Emergency Community Support Fund**
 - **\$350 million to support community organizations helping vulnerable Canadians**, such as seniors, people with disabilities, veterans, newcomers, women, children and youth, LGBTQ2 people, Indigenous people and racialized people.
 - The Government will disburse funds through national partners, such as the [United Way Centraide Canada](#), the [Canadian Red Cross](#) and [Community Foundations of Canada](#)
 - The Fund's national partners will leverage existing community-based networks, including those in rural and remote communities to ensure a rapid and effective flow of funds in line with local community needs
 - Community organizations may use the funds to:
 - Expand home deliveries of groceries or medication
 - Transport seniors or people with disabilities to appointments
 - Widen the reach of help lines that give information and link people to services
 - Replace in-person, one-on-one contact with contact through phone calls, texts or the Internet; and
 - Train volunteers on health and safety so that they can continue to make their invaluable contributions to the COVID-19 Response
 - **Application now opened as of May 19, 2020 through our national partners**
-

Official Health Information on COVID-19

Be cautious of information you read about the virus online. Stick with reputable sites such as:

- [Public Health Agency of Canada](#)
- [Vancouver Coastal Health](#)
- [BC Centre for Disease Control](#)
- [Health Canada](#)
- [World Health Organization](#)

Further:

- Call 8-1-1 for Health concerns or if you are sick.
- Call 1-888-268-4139 for COVID-19 related questions.
- Government of Canada COVID-19 mobile app, which provides up-to-date information about the COVID-19 pandemic. Available for [Apple iOS](#) and [Android](#) platforms.

Mental Health and Emotional Supports

Our Government has [invested \\$240.5 million](#) to develop, expand, and launch virtual care and mental health tools to support Canadians, including through [Wellness Together Canada](#) – an online portal to support Canadians dealing with increased mental health challenges and substance use, providing resources, tools, apps and connections to trained volunteers and qualified mental health professionals. These include modules for addressing low mood, worry, substance use, social isolation and relationship issues, among other supports.

Individual Actions We All Must Take

- Following good hygiene practices
 - Wash your hands frequently with soap and water for 20 seconds
 - Sneeze/cough into your elbow
 - Avoid touching your face
 - Stay home if you're feeling ill, even if it's not COVID-19
 - Avoid usual greetings like handshakes, hugs, kisses
- Physical distancing
 - Always maintain 2 metres distance from those outside your household
 - do not gather in groups and stay home as much as possible. This does not mean you should not go outside to get fresh air, but you should ensure that you keep 2 metres distance from others when you do so.

COVID-19 Self Assessment Tool

To help reduce the burden on phone lines, there is an online [COVID-19 Self Assessment Tool](#) that you can use if you feel ill and do not know what to do.

Travel Advisories, Border Control, & Consular Assistance

[Travel advisories](#) and border control directives are issued by the Government of Canada. All returning travellers must present federal and provincial authorities with a credible self-quarantine plan for 14 days. Failure to comply is now an offense under the *Quarantine Act*. Maximum penalties include a fine of up to \$750,000 and/or imprisonment for six months.

The [\\$5,000 COVID-19 Emergency Loan](#) is available for Canadians abroad to temporarily cover costs while they work towards their return.

Consular services have been working around the clock to repatriate Canadians stuck abroad. As of this week, 18,949 Canadians have returned to Canada on over 144 flights from 74 countries where requests for consular help have been received. These flights have included Canadian government-assisted flights and operations led by our missions abroad. Our office will continue to work with affected constituents to assist in repatriation efforts.

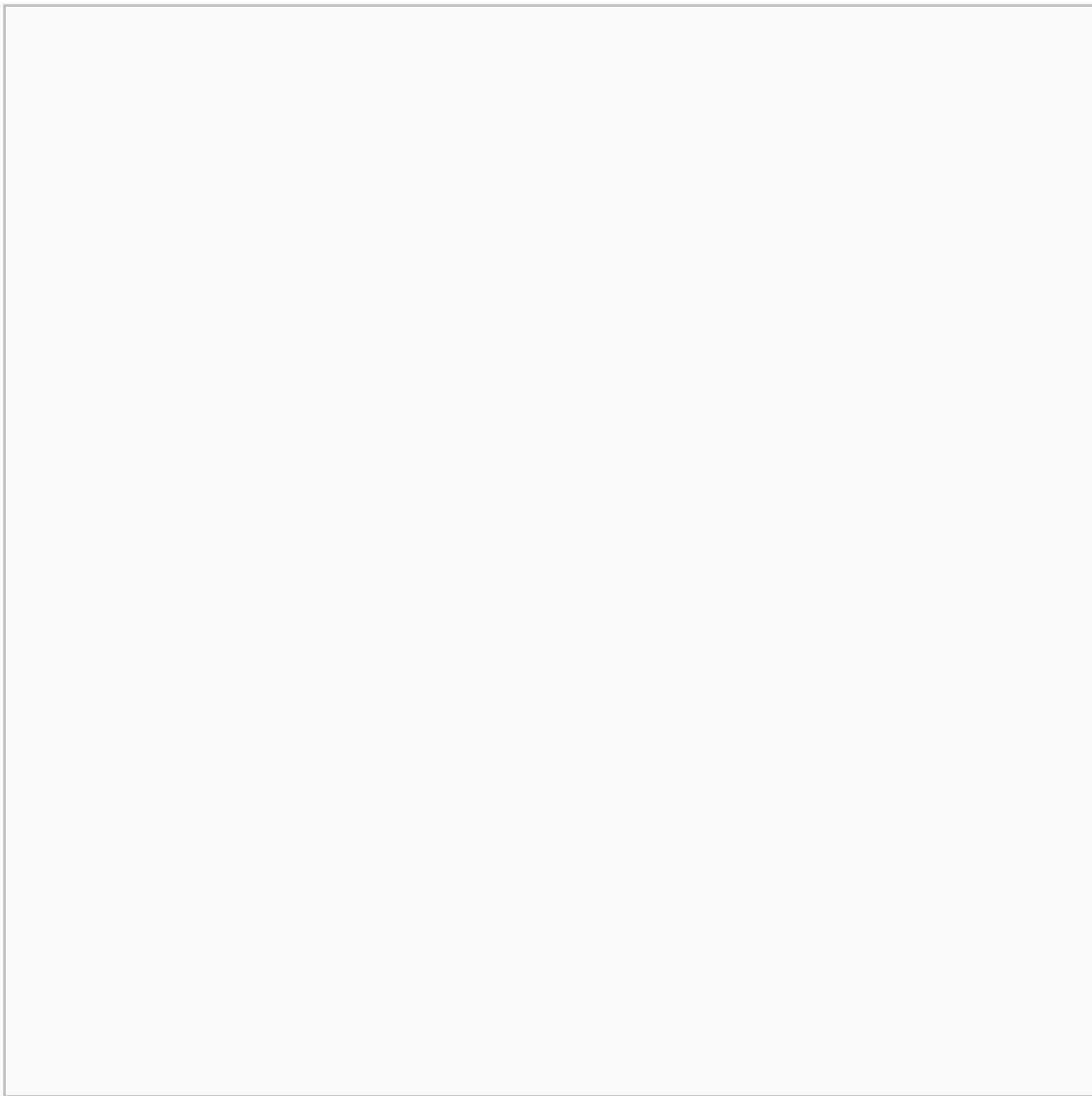
Ferry Regulations

New measures are in effect to reduce the risk of spreading COVID-19 onboard commercial passenger vessels and ferries. Ferries and essential passenger vessel operators are now required to reduce by 50% the maximum number of passengers that may be carried on board (conduct half-load voyages) to support the two-metre physical distancing rule. [Transport Canada is also recommending](#) that travelers wear non-medical masks when they cannot maintain physical distance on their journey.

[Policies from BC Ferries](#)

BC Ferries is now screening all customers for COVID-19 symptoms and restricting travel to any customer that does not meet the screening requirements for any route longer than 30 minutes.

[New Guidelines & Measures for Cruise Ships & Vessels](#)



Official News Updates for BC

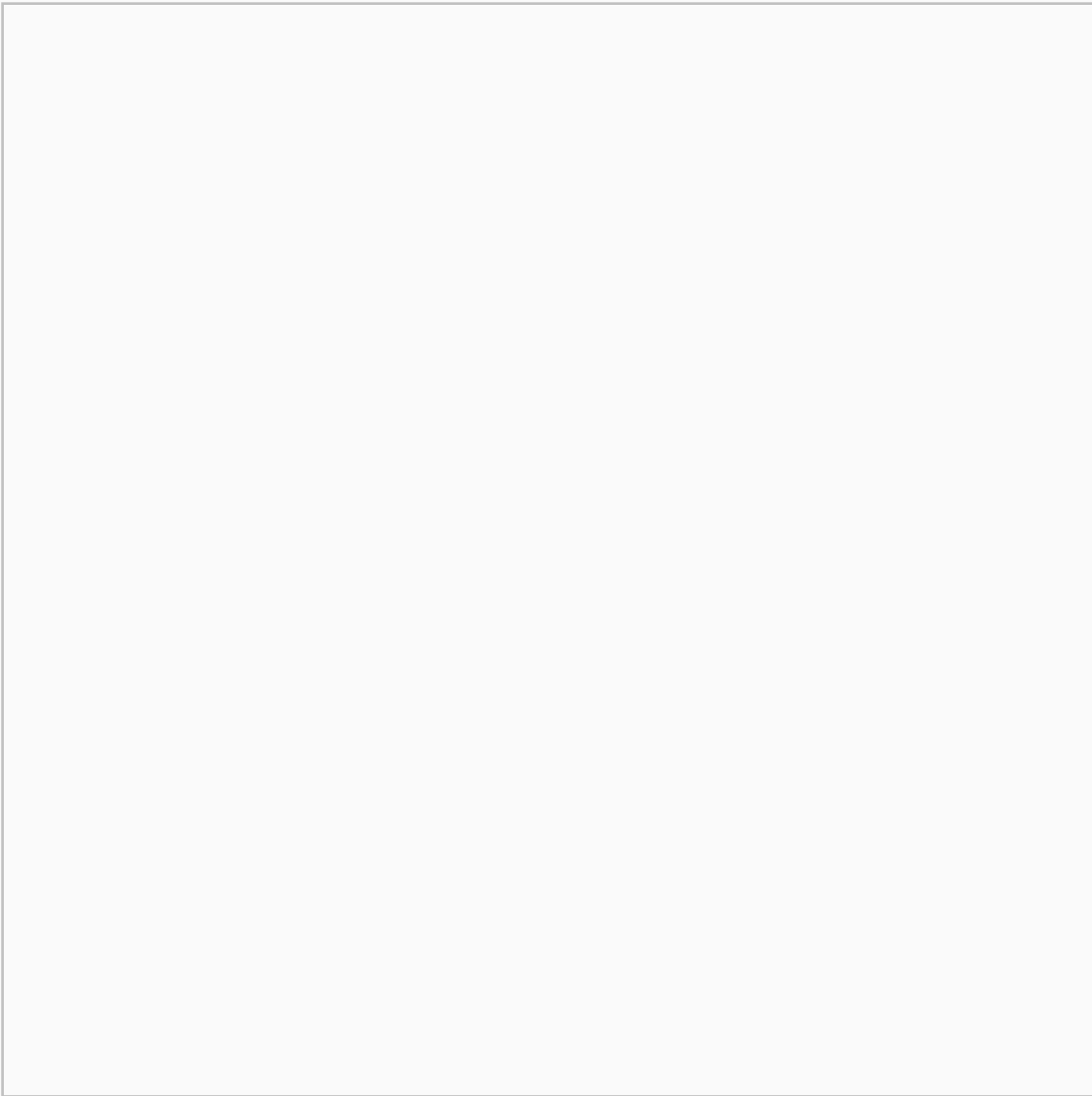
There are regular updates coming from the BC Ministry of Health and Provincial Health Officer Dr. Bonnie Henry, that include advice for the public. Here's how you can stay up-to-date on the most recent news:

- **Official Government of Canada News Releases:** [Government of Canada News Releases](#)
- **Official BC Government News Releases:** [BC Government News Releases](#)
- **Official Twitter Accounts** can often be the fastest way to get the latest information:
 - Health Canada: [@GovCanHealth](#)
 - Canada's Minister of Health: [@pattyhadju](#)
 - BC Centre for Disease Control: [@CDCofBC](#)
 - Vancouver Coastal Health: [@VCHhealthcare](#)

- BC Minister of Health Adrian Dix: [@adriandix](#)
 - **Updates from your Provincial MLAs:**
 - Ralph Sultan (West Vancouver- Capilano) – [@SultanRalph](#)
 - Jordan Sturdy (West Vancouver Sea-to-Sky) – [@JordanWestVanSeatoSky](#)
 - Nicholas Simons (Powell River-Sunshine Coast) – <http://nicholassimonsmla.ca/covid-19>
-

Municipality Closures:

- West Vancouver [updates](#)
 - Squamish [updates](#)
 - Whistler [updates](#)
 - Pemberton [updates](#)
 - Sunshine Coast [updates](#)
 - Lions Bay [updates](#)
 - Islands Trust [updates](#)
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Reference: 358207

File: 30050-25/WLNG-19

June 9, 2020

SENT VIA EMAIL

Jordan Sturdy, MLA
West Vancouver – Sea to Sky
6650 Royal Avenue
West Vancouver, BC V7W 2B8
jordan.sturdy.MLA@leg.bc.ca

Dear Jordan Sturdy:

Thank you for your letter dated June 1, 2020, regarding Woodfibre LNG Limited's application (Application) to extend the deadline of its Environmental Assessment Certificate (E15-02), issued October 26, 2015. I understand that you are seeking confirmation that local government representatives on the Environmental Assessment Office's (EAO) technical working group are being engaged in the review of the Application.

On March 24, 2020, Woodfibre LNG Limited submitted their Application to the EAO. On April 20, 2020, the EAO accepted the Application for review, then notified and sought input from members of the technical working group, which included federal and provincial agencies, Indigenous nations, and local government representatives. On May 6, 2020, the EAO sent additional correspondence to technical working group members who had been inadvertently missed on April 20, which included local government representatives from Bowen Island Municipality, District of West Vancouver, Islands Trust, Municipality of the Village of Lions Bay, and Sunshine Coast Regional District. In consideration of this delay, the EAO provided these participants with additional time for their review of the Application.

...2

The EAO will continue to engage all members of the technical working group during the review of the Application. All relevant materials throughout the review process, including comments received from the technical working group, will be posted publicly on the EAO Project Information Centre.

I trust that this responds to the concerns you raised. Thank you for your correspondence.

Kind regards,

Michael Shepard
Executive Project Director
Michael.Shepard@gov.bc.ca

cc: Kevin Jardine, Deputy Minister
Ministry of Environment and Climate Change Strategy
Kevin.Jardine@gov.bc.ca

Scott Bailey, A/Associate Deputy Minister and
A/Chief Executive Assessment Officer
Environmental Assessment Office
Scott.Bailey@gov.bc.ca

Meaghan Hoyle, Project Assessment Director
Environmental Assessment Office
Meaghan.Hoyle@gov.bc.ca

David Keane, President
Woodfibre LNG Limited
David_Keane@wlng.ca

From: [Lions Bay Reception](#)
To: [Peter DeJong](#); [Lions Bay Office](#)
Subject: FW: parking/hikers/toilet facilities
Date: Tuesday, June 9, 2020 8:39:46 AM
Attachments: [letter to council re hikers.docx](#)

FYI

Karen Jeffery

Administrative Assistant

The Village of Lions Bay

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

Tel: (604) 921-9333 | Fax: (604) 921-6643 | www.lionsbay.ca

From: kc dyer [REDACTED]
Sent: Monday, June 8, 2020 4:27 PM
To: Lions Bay Reception <reception@lionsbay.ca>; Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>; Neville Abbott <councillor.abbott@lionsbay.ca>; Fred Bain <councillor.bain@lionsbay.ca>; Norman Barmeier <councillor.barmeier@lionsbay.ca>; Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>
Subject: parking/hikers/toilet facilities

June 8, 2020

Lions Bay Mayor and Council

Re: Parking/hikers/toilet facilities

Dear Mayor and Council Members,

I've been meaning to write this letter since the hikers have begun to return to Lions Bay after the lockdown, but today I spoke with Mayor McLaughlin as he drove by me on Mountain Drive, so I'd like to reiterate what I said to him in that conversation.

I'd like to request that council replace the portable latrine that was situated last season at the trailhead on Sunset Drive. I've been calling to have toilet facilities at the trailhead made available for years, as each season the number of hikers increases by an order of magnitude. As with anything, most of these hikers are reasonable people, but they *are* human. The reality is that many of them start their weekend hike in the city by meeting their friends, and drinking a coffee in the car. By the time they get here, and have parked and set out, nature takes its' course. With a few hundred hikers every weekend, even if only 5 percent of them defecate in our watershed, it is still an enormous problem.

Last year, when the portable toilet was in place, the number of times my dogs came plunging back out of the woods, toilet paper dangling from their mouths, was tremendously reduced.

This year, one of my neighbours has already stumbled on human waste, generously left behind by a hiker beside the tennis courts on Mountain. [The long, flat stretch of Mountain Drive is essentially a parking lot every weekend of the summer.]

I've lived in Lions Bay since 1995, and produced The Seagull, Lions Bay's community newspaper, for a decade. When I was putting out the paper, the big issues were always dog poop and tree cutting. I'm not sure much has changed! Nevertheless, I was behind the drive to create the first dog waste bag dispensers, which were built by the Simpson family more than 15 years ago. The village oversees the new [much fancier] dispensers around the village these days, of course, and we are all the better for it. I'd like to moot the point that human waste in our watershed is even LESS desirable than the dog waste problem, and will continue to increase as long as we are located at the trailhead of several of BC's most popular hiking trails.

While not so obvious to the rest of the village in the past, this problem has been evident to those of us who live at the top of the village for years. But each year, as the number of hikers grows, the rest of the village is slowly seeing the huge number of parked cars creep down the mountainside. And while the growing parking issues are their own problem, they pale in comparison to the potential for the pollution of our watershed. Last year, two dogs were poisoned by THC in the human waste they gobbled up on a hiking trail in Squamish.

<https://www.citynews1130.com/2019/05/03/pets-sick-feces-pot/>

It makes sense to take action now, before our watershed is so polluted that our dogs -- or worse, our residents-- are made sick by human waste left in our village.

While I think this problem is serious enough to warrant funding out of general revenues, I'd further suggest that the village take the revenues generated by parking and parking fines, and put it toward the costs of building and maintaining toilet facilities at the Sunset Gate.

Thank you for your attention, and wishing you all well in these difficult times.

~karen dyer

[REDACTED]
[REDACTED]

--

kc dyer

author of *Finding Fraser*

Coming in 2020 from Berkley Books: *Eighty Days To Elsewhere*

Also author of *A Walk Through A Window & Facing Fire*, from Doubleday Canada

Seeds of Time, Secret of Light, Shades of Red & Ms Zephyr's Notebook, from Dundurn Books.

[REDACTED]

sweetly tweeting at [REDACTED]

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: FW: Village Parking Measures
Date: Tuesday, June 9, 2020 11:28:56 AM

From: Charlie Bradbury [REDACTED]
Sent: Monday, June 8, 2020 1:16 PM
To: Council <council@lionsbay.ca>
Cc: Peter DeJong <cao@lionsbay.ca>
Subject: Village Parking Measures

Good Morning,

I hope you're all keeping safe and well.

This is a little pre-emptive note about some Village rumblings concerning opening up the parking to permit easier access by visitors to the various trails/beaches.

As a resident who lives at the trail-head to the Erin Moore trail, I have seen a significant increase in foot and vehicular traffic since the beginning of Spring due to the recent popularity of this trail and it's promotion on various social networking sites. I have no issue with people using the trails or areas around the village for respectful recreation - obviously - but when it comes to traffic driving around the village (for all attractions) this needs to be considered. Prior to the No Parking COVID measures put in place in Mar/Apr there would be 7 cars parked on the verge outside my property, this would mean reduced area for traffic forcing cars onto the opposite side of the road on a bend; the constant jostling of 'parking spots' as well as litter and groups of non socially distanced people arriving all day long. Since the signs have been put in, this has been remedied.

Moving forward then at least until COVID is officially a non-issue, and possibly beyond, my preference for the top of Oceanview would be:

A) Maintain the status quo with No Parking/Permit Parking Only.

OR

Ease up on the No Parking by replacing signs with Permit Parking, this in particular to allow parking by residents using the trail and for the Monday morning community hikes.

OR

Allow a limited number of permits (10 per day?) to be purchased online by non-residents and used for parking in the Village and at Trailheads. NOT FOR USE AT THE BEACH.

The other consideration is the beach. With the good weather - hopefully - just around the corner, we do need this facility either officially or unofficially opened for use, but in my opinion, under no circumstances should the beach parking be opened up to non-residents. With borders closed and flight restrictions, there will be a lot of people looking for a staycation, the beach will be oversubscribed making it impossible to safely maintain social distancing and therefore the community (and the people who pay a small fortune for the upkeep of these facilities) safe. I'm not sure how to handle the sanitation side of things. At least locals can pop home if they need to, visitors can't and I'm pretty confident the limited and decrepit sanitation facilities will be overwhelmed and out of order very early on.

Thanks for listening,

Charlie Bradbury

Charlie Bradbury

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: Parking for hikers
Date: Tuesday, June 9, 2020 11:47:11 AM
Attachments: [Outlook-flk40jaz.png](#)

From: Alison Dudley [REDACTED]
Sent: Monday, June 8, 2020 9:51 AM
To: Council <council@lionsbay.ca>
Subject: Parking for hikers

Dear Council Members:

Quick note to add our voices to those that are requesting that parking for hikers be made available again.

We live on Sunset Drive and are quite keen for the Sunset Drive trailhead parking lot to open again, as well as the overflow parking lot at the school. Last year, for the first time since we have lived on Sunset, the parking finally seemed to be working - there seemed to be enough parking available at the trailhead lot and the school to satisfy demand and we barely noticed people coming and going. With the lots closed now, we feel like we're back to the situation we had a few years ago with a constant stream of cars trolling the neighbourhood and people inquiring about where they can leave their cars. Now that other hiking trails have re-opened around the Lower Mainland, we're keen to support visitors hiking in Lions Bay and provide them with proper, safe places to leave their vehicles.

Thanks,

Alison Dudley and Eric Lofgren

[REDACTED]
[REDACTED]

From: [Ron McLaughlin](#)
To: [REDACTED]
Cc: [Peter DeJong](#); [Municipal](#)
Subject: Re: Lions Bay New Parking fine, June 2020
Date: Friday, June 5, 2020 9:22:18 AM

Good morning Yuko.

Thank you very much for taking the time to write to us.

I agree with you that we all appreciate living in Lions Bay and raising our families here. Our children's memories of the Village will last them a life time. Many of our kids move back to the Village because of their extraordinary childhood experiences here. Mary and I are lucky enough to have one of my sons move from Hong Kong to live down the street from us. Our grand children are now enjoying Lions Bay's unique vibe. Council knows Kai from his Curly Stewart scholarship award last year. We hope he is well and that this year at university has not been too challenging.

Contrary to the Public Health Officer's continuous request to stay in your own community, LB has become a destination of choice for casual visitors. Our residents do not like the experience of casual guests who may drive at higher speeds, park in clearly marked non designated areas, stay for an extended time at our beaches where there are no washrooms, or light camp fires at the KG cliff jumping area and the Brunswick pit. I don't see more signage reducing these events occurring and surveillance cameras present their own challenges.

As Provincial, Metro, and other municipal parks open - we will to. When we open the central beach park we will likely open the adjacent parking lot. This will facilitate more casual visitors to the area, as well as the return of the shuttle. There is no appetite by Council to close the Village to non residents in terms of parking, using our facilities or beaches, or accessing the Provincial trails.

We have always been, and remain at our heart a friendly community. All casual guests are welcome as long as they abide by all of our rules. This includes restricting activities to areas they are allowed, social distancing, and parking where designated. An increased presence by the CN Police and the RCMP, higher parking fines, and enforcement is our way of ensuring this. What we did before, and lower parking fines was part of this, was ineffective. The Village was being taken advantage of as casual visitors did what they wanted to, parked where they wanted to, and scoffed at our low parking fines. Our hope is that increased parking fines and enforcement are spread throughout social media so that casual visitors know the potential penalty beforehand if they don't abide by our clearly posted rules.

Parking fines increased three weeks ago. Since then you and another resident have written on your disagreement with this change. The rest of the Community appears not to be in

opposition. Your view is appreciated. I wish we were at a state where we wrote no parking tickets at all. I'm sure you do too.

Warm regards and keep well,

Ron McLaughlin

Mayor

The Village of Lions Bay

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

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From: yuko Godoy toku <yuko.t@me.com>

Sent: Thursday, June 4, 2020 11:29 AM

To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>

Cc: Municipal <agenda@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>

Subject: Lions Bay New Parking fine, June 2020

Hi Mayer McLaughlin and represented Lions Bay

I would like to share my opinion about new bylaw, Lions Bay parking fine witch is now \$195.

Though I understand that village needs to fine some illegal parked car owners, I still find that is overcharged for a parking ticket in a small village like Lions Bay.

People come to Lions Bay from the other areas to hike, swim, being at the park, the most of the time they want to enjoy beautiful nature air and activities with friends and families so as we do.

We got to other mountains, trails or beaches such as Ambleside park, Deep Cove, Grouse mountain, Cypress mountain so on.

Anyone could come to Lions Bay to enjoy our village and we should be proud of living in this beautiful village and welcome them.

It is wrong to show our face as ; non villagers are not welcome;

Do we ever see many visitors every day? No, more likely it is only weekends.

Some live places where don't have beaches or water views, then should we understand they would come and enjoy a weekend beach day?

I also understand that some visitors are not respectful to our village such as making camp fires or driving higher speed on a small road, however, these are different issues from the parking fines. We might need more sings or surveillance cameras on some roads that we could raise funds for purchasing it. It

is unfortunate to deal with these mattes but we live with social medias and fast informations in this era that thing are changing significantly.

Our kids and adults who love beach are all fortunate to live here and spend every afternoon on the beach in

the summer, swim, run, jump, laugh with all other kids or friends, and I truly wish every children have the opportunity to do the same in this world.

I still have so many pictures in my head that my kids' big smiles and happy gestures under the bright sun with sun-tanned skin. That won't fade away forever from my memory. My kids are 19 and 13years old now, and Lions Bay beach is their favourite place in their world.

My son, Kai Toku-Contreras, said one day, ' This village has raised us' and I am proudly agree with him. we are obliged to be fair to every citizens because we are fine people.

Now, village has built limited parking area on some streets and paid parking lot for visitors so that parking issues will be much better controlled in this summer.

Best regards

Yuko Godoy-Toku



From: [Lions Bay Office](#)
To: [Lions Bay Office](#)
Subject: Village reopening plans
Date: Friday, June 12, 2020 9:47:57 AM

From: Nancy McKenzie [REDACTED]
Sent: Thursday, June 11, 2020 4:57 PM
To: Council <council@lionsbay.ca>; mayor@lionsbay.ca
Cc: Peter DeJong <cao@lionsbay.ca>
Subject: Village reopening plans

Dear Mayor and Councillors,

First I wanted to thank Mayor, Councillors and the administration for your quick the prudent response to the COVID19 crisis, with the necessary closure of amenities, ample signage and enhanced communications. As the Province moves through reopening, I wanted to share a few thoughts with you about the Village's plans. I hope you will find them constructive.

My personal view is that as we move to reopening the Province, continuing to discourage visitors from coming to the Village is not the right approach given that these are public spaces that should be available to all people, resident or not. I respect the need for parking control for safety reasons, but not as a means to restrict access to the parks, beaches and trails to the benefit of local residents, or even as a public health measure due to the low risk of outdoor transmission. In fact exercise and communing in nature will support people dealing with the mental health consequences (anxiety, depression and others) of this pandemic and should be made more accessible, of course combined with physical distancing measures to prevent COVID spread. We are very fortunate in Lions Bay to have open spaces, trails and beaches but many in surrounding communities or living in high rise condos downtown do not. As Dr. Bonnie Henry says, "we should be kind" in enabling access to all, while protecting our amenities with user fees (parking), rules and enforcement, but not trying to block people out. I don't believe shutting people out presents our Village in a good light, and those who have been around long enough may recall when a former council tried to do so with divers and received extensive backlash and reputational damage to the village and it's residents.

I was wholly in favour of CAO DeJong's recommendations for cautiously reopening the Village at the special meeting on parking. I support opening up paid parking for the summer (this should be a key revenue source for us versus ticketing revenues) and I would encourage even higher daily parking fees, continuing to allow resident parking on side streets where emergency access accommodates it, and enforcing parking violations through bylaw enforcement (primarily ticketing, and towing only for egregious offenders, like blocking driveways and emergency access, and known repeat offenders). Also, prepare for park and beach reopening (soon!), with bylaw officers' primary role in such being educating park users and monitoring park capacity. Some communities are also using volunteer park ambassadors to welcome and educate park users on social distancing and other rules. With Lions Bay's history of a strong volunteer community I am sure there would be resident park users willing to do this with some guidance from the VOLB administration.

I have been seeing kids playing in the beach park several times over the past couple of weeks. With other municipalities opening parks and playgrounds, I would like to put in a "vote" that Lions Bay start to do so as well. Kids have been cooped up and doing the right thing for the most part, but I have to believe that listening to Dr. Henry, being outdoors in small groups is low risk and would

overall be good for the physical and mental well being of Lions Bay children (and their parents).

North and West Van and many parks in Vancouver remained open throughout the closure, as have several beaches (though larger than our little ones), and those that were closed are now reopening, including playgrounds. Playgrounds are now open in Squamish, North Van and West Van. Also if kids are in the park while it remains closed I have a concern that this potentially opens up liability to the Village in some way, as the playground equipment is partially disassembled and there is no real patrolling of the closures.

I have also become aware that we have no municipal garbage cans in Brunswick Beach aside from at the bus stop, and would like to request a review as to whether some could be installed at both beach access trails. Garbage is one of the items I have heard residents bring up in their complaints about visitors, and this could be easily remedied with more and/or better located refuse containers.

With Kelvin Grove beach closed, I would like to suggest a review to temporarily permit residents with water-loving dogs the option of allowing dog access to one of the Brunswick beach access points or clearing access to the Lions Bay ave public access points. As the summer weather arrives, there will be greater demand to have access for dogs to cool off too. Without providing for some permissible access I am concerned that conflicts could arise.

Lastly, I wanted to recognize our Public Works crew for keeping the Village in great shape this spring in challenging circumstances, and continuing to maintain service during the closure period. Combined with all of the gardening efforts of residents, I think the Village has never looked better!

It is certainly good to see new COVID-19 cases continue to decline in B.C., but we are going to be in this pandemic for quite some time to come. So finding ways to balance the public interests will continue to be a challenge for all in public leadership. I just wanted to share one resident's view, and I am sure you will hear many more. Hope you and your families are keeping well.

Best regards,
Nancy

Nancy L. McKenzie, FCPA, FCA, ICD.D

Sent from my iPad

From: [Lions Bay Reception](#)
To: [Peter DeJong](#); [Lions Bay Office](#)
Subject: FW: Parking/hikers/ toilet facilities
Date: Tuesday, June 16, 2020 2:01:45 PM

FYI

Karen Jeffery

Administrative Assistant

The Village of Lions Bay

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

Tel: (604) 921-9333 | Fax: (604) 921-6643 | www.lionsbay.ca

From: Sabine Jones [REDACTED]
Sent: Tuesday, June 16, 2020 1:46 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Cc: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>; Neville Abbott <councillor.abbott@lionsbay.ca>; Fred Bain <councillor.bain@lionsbay.ca>; Norman Barmeier <councillor.barmeier@lionsbay.ca>; councillorcunliffe@lionsbay.ca
Subject: Parking/hikers/ toilet facilities

Lions Bay mayor & Council

Re: Parking/hikers/ toilet facilities

Dear Mayor and council,

I had recently spoken to Karen Dyer and would like to draw your attention to the letter she had written to you dated June 8, 2020.

I wanted you to know that I too agree with her concerns and wanted to add my two bits.

As a long time resident of Lions Bay(1983) and as a hiker and dog walker frequently using the Lions Bay trails, I too am frequently disgusted and discouraged to find my dog has yet again consumed human waste, especially on the Sunset access road at the start of the hike.

Hikers to the fantastic mountains in our area cannot be stopped. With the recent closure (or perhaps more accurately the decreased parking time allowed at the tunnel bluffs highway parking lot) the new " legal" entrance is being touted on the internet as being in Lions Bay.

May I draw your attention to the link :

<https://www.outdoorvancouver.ca/tunnel-bluffs-hike-lions-bay/>

We will be seeing an influx of day hikers not only hike the mountains but also now to hike into Tunnel Bluffs, as well the ever popular overnight campers to tunnel bluffs. Not only will parking become more of an issue but the need for toilet facility will be that much greater.

I strongly request the portable toilet be reinstated, as a health concern to not only our four legged furry friends but for us as well. I am aware that during this time of COVID a portable toilet could be a concern, but with adequate wipes provided and maintenance it is really the best alternative.

The revenue of parking and tickets, could perhaps help off set the cost of maintenance.

My other concern is the paved parking lot at the Pride trail entrance in lower Lions Bay.

All too often and in years past I've complained about human waste at the trail head as well. I'm not

sure what the answer is, or how to deal with the problem, other than providing another portable toilet. Once the parking lot is reopened and paid parking is in effect, couldn't part of the revenue be used towards the portable toilet.

In regards to parking, I've certainly noticed an increase in parked cars at the school parking lot, store, park and ride, and along the upper Kelvin Grove, especially on weekends, which indicates there is definitely a need for parking.

Can the paid parking areas be opened as people are coming, despite seeing the closure signs.

Perhaps illegally parked cars should be ticketed and towed as the signs throughout the village indicate, otherwise it's seen as just a threat.

We are not going to be able to stop visitors from using the hiking trails and enjoying Lions Bay, but we could make it more pleasant for us Lions Bay residents by providing adequate parking and toilet facilities.

Thank you for your attention to my concerns.

Sabine Jones



Sent from my iPad

June 17, 2020

Mayor & Council

c/o Chief Administrative Officer
PO Box 141, 400 Centre Road
Lions Bay, British Columbia VON 2E0
council@lionsbay.ca

Re : 61 BRUNSWICK BEACH ROAD ENCROACHMENT

Good Day Mayor and Council

By way of introduction, we are Dorothy and Russ Meiklejohn, long term residents of Brunswick Beach and Lions Bay, and we are writing to you about a situation of great concern both to us and the Village.

As some of you know, we are in the process of building our forever home at 59 Brunswick, a property that has been in Dorothy's family since she was a toddler.
(Russ is a relative newcomer, having been at Brunswick since 1983)

We love Brunswick Beach and all that the Lions Bay community has to offer. Our location gives us an amazing opportunity to enjoy the majesty and serenity of Howe Sound. One of our favorite moments is to be at or in the water after dark enjoying the stars, sometimes the moon making its way across the sky to Gambier Island, and if we are very lucky the magical phosphorescence. The only sound we hear is the lapping of the water on the shore.

Imagine then our horror to see a hot tub installed as part of the long-suffering (4 years plus) renovation next door at 61, located on the Village Esplanade.

Our reactions were and are :

1. How can this have happened without our knowledge or consultation?
2. Is it permissible within Lions Bay Bylaws?
3. What is the legal exposure of the Village if there is an incident, accident or fatality?



HOT TUB ON ESPLANADE 61 BRUNSWICK



HOT TUB FROM 59 BRUNSWICK

APPROX.
PROPERTY
LINE

61 BRUNSWICK BEACH ROAD ENCROACHMENT

pg 2

CONSULTATION

We would expect that any change to the use of the Esplanade would at the very least include notification and opportunity to comment from affected neighbours, much like a variance.

When our neighbour at 61 sought to remove tree from the right of way north of the house we were contacted by the Village to see if we had any objections.

We did not, and believe it is important that Lions Bay neighbours do not unreasonably withhold approval of work that benefits a neighbour, either on their own or Lions Bay property, as long as it does not negatively affect their own property or experience of it.

BYLAWS

Lions Bay Bylaw 283 (Noise Bylaw)**(attached)****"NO DISTURBING SOUNDS"**

2. Save as permitted by the provisions of the Bylaw, no person shall make, cause or permit to be made, any sound in the Village which disturbs the tranquility, rest, enjoyment, comfort or convenience persons at any point of reception."

A Hot tub pump will definitely disturb the tranquility, rest and enjoyment of being on the Beach and on our decks. It clearly violates Bylaw 283.

Lions Bay Encroachment Policy 2004 POL- 047**May 17, 2004. (attached)**

According to the Rationale the policy was enacted to address a number of issues, and I paraphrase, including liability of the village and "certainly for residents".

When we elected to buy out Dorothy's brother we reasonably expected that the policies laid out would be adhered to

Page 1 of the Policy include the definition of hot tub as an accessory structure.

Appendix A – Guidelines for the approval of Encroachments

States that

"Encroachments on Municipal lands are not allowed, however under exceptional circumstances, Council may consider permitting an encroachment of an accessory structure if it meets one or more of the following criteria ; and if the same outcome cannot be effectively achieved by locating the accessory structure on private property or through other means :

- Enhances public safety
- Retains natural grade from falling into municipal property
- Stabilizes a bank at natural grade or municipal infrastructure"

There is no reason a hot tub could not be located on private property here, and adding +/- 3 tons (average 8-person hot tub @ 675 gallons x 8.34 lbs plus people)of vibrating water on grade compacted by foot stomping to an old timber rotting 1980s retaining wall clearly will not help grade stability.

But the following portion of Appendix A is the most significant:

"There will be no encroachments, including landscaping, permitted on esplanades, boulevards, unopened road ends, or accesses to the waterfront" (emphasis added)

The hot tub clearly is not permitted according to POL – 047 and must be removed.

61 BRUNSWICK BEACH ROAD ENCROACHMENT

pg 3

We understand, but have been unable to locate village documentation pertaining to, that pre-existing encroachments are permitted to be retained and maintained.
The timber retaining that has been repaired was pre-existing and had a lovely apple tree planted in the retained grade.
The hot tub and new paving are clearly new and clearly not permitted per POL – 047

LIABILITY

Notwithstanding whatever language may be in the encroachment agreement (assuming there is one), the best it can do to protect the Village of Lions Bay is to limit exposure between the Village and the owner of the property.

This property is currently listed on Airbnb for monthly rental. The Village has no contract with these renters.

If there is an incident on Village property you can be certain that as the owner of the property you will be named in any legal action.
That puts everyone in the Village as risk.

At \$30,000.00/month lease rate (no not kidding) you need to take that potential very seriously. The hot tub is listed as an amenity in the Airbnb listing, so will definitely be in use by people of means that the Village has no contract with.

We are not at all happy with this and will not be letting it go.
We are frankly astounded and disappointed that this situation exists.

The hot tub has no legal right to be here as it clearly is not permitted in the Village of Lions Bay Encroachment Policy POL-047 or Noise Bylaw 283 as already stated.

Please advise your response ASAP.

Respectfully

[Redacted signature]

[Redacted signature]

Russ Meiklejohn Architect AIBC

Dorothy Meiklejohn B.Arch B.Rec

[Redacted contact information]

VILLAGE OF LIONS BAY

BYLAW NO. 283

A By-law to Regulate Noise within the Village of Lions Bay

WHEREAS the Council is authorized by the Municipal Act by bylaw to regulate or prohibit the making of noise in the Village which the Council believes to be objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

AND WHEREAS it is the opinion of Council that, for the benefit of individuals and the public at large, there must be regulations and prohibitions regarding the making of noise;

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

This By-Law may be cited as "The Village of Lions Bay Noise Control By-Law No. 283, 1998."

DEFINITIONS

1. In this Bylaw, unless the context otherwise requires:

"chain saw" means a portable saw which uses a cutting chain and is powered by an internal combustion engine or electric motor;

"chipper" means a portable device used to chip, shred or grind wood waste and is powered by an internal combustion engine or electric motor;

"construction" means the erection, alteration, repair, painting, maintenance, relocation, demolition or removal of a building or other structure and includes all land clearing, landscaping, earth moving, grading, excavating, all public works activities, the erection or laying of lines, cable, pipes and conduit (whether above or below ground level), street building, paving, concreting and similar activities on a site and the installation, alteration or removal of construction equipment, components and materials in any form or for any purpose, and any work being done in connection therewith;

"continuous sound" means any sound occurring without interruption for more than three minutes, or occurring repeatedly for periods of time which aggregate more than three minutes in any fifteen minute period;

"daytime" means the period from 0700 hours to 1900 hours of the same day;

"emergency vehicle" means an emergency vehicle as defined by the Motor Vehicle Act, R.S.B.C., 1996, c. 318;

"holiday" means a holiday as defined by the Interpretation Act., R.S.B.C., 1996, c. 238;

"leaf blower" means a machine powered by an internal combustion engine or electric motor used for the movement of debris, leaves, grass and other materials by forced air or suction;

"point of reception" means any premises where sound is received, other than the premises from which the sound originates;

"power equipment" means any tool, equipment or machinery powered by an internal combustion engine or electric motor that is used for construction, for lawn, garden, building and property maintenance, and includes edge trimmers, line trimmers, rototillers, lawnmowers, pressure washers, carpet cleaning equipment and hand operated power tools, but excludes chain saws, chippers and leaf blowers;

"premises" means a parcel of land or a structure, including a floating structure, or any part thereof, situated within the Village;

"sound level" means the sound pressure level measured in decibels using the "A" weighting network setting of a sound level meter (being a device listed in ANSI Type II or IEC 123 that is calibrated for the measurement of sound and includes Bruel and Kjaer's Precision Sound Level meter, which setting meets the minimum specifications set out in ANSI Type II or IEC 123);

"vehicle" means a vehicle as defined by the Motor Vehicle Act, R.S.B.C., 1996, c. 318;

"Village" means the Village of Lions Bay;

"weekday" means any day, not being a holiday, from Monday to Friday, inclusive.

NO DISTURBING SOUNDS

2. Save as permitted by the provisions of the Bylaw, no person shall make, cause or permit to be made, any sound in the Village which disturbs the tranquility, rest, enjoyment, comfort or convenience of persons at any point of reception.

SOUND LEVELS

3. No person shall make, cause or permit to be made within the Village a continuous sound with a sound level that, measured at a point of reception, exceeds 55 decibels in the daytime or 45 decibels in the nighttime.

PROHIBITION OF SOUNDS OF SPECIFIC ORIGIN

4. Despite the provisions of Section 3, no person shall, unless exempted under Section 6, make or cause or permit to be made:
 - (a) a continuous sound during the daytime or nighttime of any day, regardless of sound level, for a period of time in excess of 15 minutes by:
 - i) the use of any electronic equipment, musical instrument, whistle, siren, horn, drum or other device or apparatus which emits, produces or amplifies sound;
 - ii) shouting, clamour or singing;
 - iii) the bark, call or cry of an animal; or
 - iv) the operation of any power equipment;

which can be heard by a person at a point of reception;



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY	Policy No	POL-047
Title	Lions Bay Encroachment Policy 2004	Replaces:	-
Date	May 17, 2004	Version	1

The following Encroachment Policy was approved by Council on May 17, 2004 and applies to all properties in Lions Bay.

RATIONALE:

The policy was enacted to address the following Village concerns:

Liability – As the Village has a right of possession over municipal lands, there is a concern that accidents could lead to claims against the Village.

Private Use of Public Lands – Municipal lands are important public amenities in the Village and Council wishes to protect the public's right to use and enjoy them.

The policy also addresses the following issues:

- creates a long term solution,
- creates certainty for residents, and
- does not put property owners or the Village to significant expense.

DEFINITIONS:

Encroachments for the purpose of this policy includes:

Encroachments of Buildings – a structure wholly or partly enclosed by a roof and supported by walls, columns, or posts. Buildings include, but are not limited to residences, sheds, carports and boathouses.

Encroachments of Accessory Structures – Anything constructed or erected, excluding a building, the use of which requires its permanent or semi-permanent location on or under the ground, or its attachment to something having a permanent or semi-permanent location on or under the ground. Accessory structures include, but are not limited to, retaining walls, decks, fences, boat launch pads, stairs, hot tubs and planters.

Encroachments will not include soft landscaping.

Municipal land for the purpose of this policy includes: roads and municipal rights of way that are owned, legally occupied or under the jurisdiction of the Municipality, and includes all highways, boulevards and esplanades.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Appendix A – Guidelines for the Approval of Encroachments

The following guidelines for approving applications for encroachments were approved by Council at their Regular Meeting on June 7, 2004.

Encroachment on municipal lands are not allowed, however under exceptional circumstances, Council may consider permitting an encroachment of an accessory structure if it meets one or more of the following criteria; and if the same outcome cannot be achieved effectively by locating the accessory structure on private property or through other means:

- Enhances public safety,
- Retains natural grade from falling onto municipal property,
- Stabilizes a bank at natural grade or municipal infrastructure.

Any encroachment on municipal land shall not interfere with municipal services, reduce public safety or restrict public access. All encroachments must meet municipal standards.

There will be no encroachments, including landscaping, permitted on esplanades, boulevards, unopened road ends, or accesses at the waterfront.

Exemptions:

No encroachment permit is required for the placement of the following types of encroachments on the boulevard:

1. In any location:
 - a) access sidewalk a maximum of 2 metres in width,
 - b) access driveway a maximum of 6 metres in width,
 - c) lawns, flowers, ground covers and shrubs under 0.6 metres in mature height, provided they are not placed in areas created and required by the Village for public on-street parking,
2. Located a minimum of 2 metres from the paved or travelled roadway:
 - a) access steps which are part of an access sidewalk,
 - b) heating coils in driveways,
 - c) rocks or similar obstructions where under 0.6 metres in height,
 - d) low-level pedestrian scale lighting fixtures of less than 3 metres in height and located at a property entrance.

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