



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 26, 2021 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

Link to join the meeting: <https://us02web.zoom.us/j/84799344009>

To join via phone, dial 778-907-2071 – Meeting ID: 847 9934 4009

AGENDA

1. Call to Order

2. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Awards
- B. Personnel
- C. Land

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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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;
- (c) labour relations or other employee relations;
- (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);

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

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):

3. Reporting Out from Closed Portion of Meeting

4. Adoption of Agenda

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

6. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – October 5, 2021 (page 5)

THAT the Regular Council Meeting Minutes of October 5, 2021 be approved as circulated.

B. Special Council Meeting – October 12, 2021 (page 17)

THAT the Special Council Meeting Minutes of October 12, 2021 be approved as circulated.

7. Business Arising from the Minutes

8. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
210	June 15, 2021	R3 M. Clark re Green Bins	PWM Jaffer to respond and ask for guidance from Bear Smart committee during RFP preparation.
234	July 27, 2021	H. Mossakowski	PWM Jaffer and CAO to respond.
235	October 5, 2021	G4 District of Mount Waddington	Council to consider during the budget discussion

9. Reports

A. Staff

- i. AP Listing (page 19)
Staff Recommendation:
THAT the report “Accounts Payable Cheque Listing” be received for information purposes.
- ii. Council Priorities Quarterly Update (page 31)
Staff Recommendation:
THAT the Information Report, “Council Priorities – Quarterly Update” be received.

B. Mayor

- i. Remembrance Day Update
- ii. Native Garden Update
- iii. Correspondence Responses

C. Council

D. Committees

E. Emergency Services

- i. September 2021 Lions Bay Fire Rescue Dispatch Monthly Report (page 35)

10. Resolutions

- A. THAT Council grants an exception to Noise Bylaw No. 283, 1998 to allow for live amplified music at 168 Sunset Drive on December 4, 2021 from 8 p.m. to December 5, 2021 at 12:00 a.m. for the purposes of a Christmas Party.
- B. THAT Council approves the Renter’s Code of Conduct, as presented at the October 26, 2021 regular Council meeting, and approves it being added to the Facilities Rental Policy. (Page 39)
- C. THAT Council approves annual contributions in the amount of \$332.54 per year for five years (2022 – 2027) towards Phase 2 of the Howe Sound/Átl’ka7tsem Marine Reference Guide, which will be under the purview of the Átl’ka7tsem/Howe Sound Biosphere Region Society, as outlined in Table 1. Of the Summary Letter to Lions Bay dated October 20, 2021; and THAT Council directs staff to contribute the annual payments to the MakeWay Charitable Society for the years 2022 – 2027. (page 41)

11. Bylaws

- A. Temporary Borrowing Bylaw No. 605, 2021 (page 43)
THAT the Temporary Borrowing Bylaw No. 605, 2021 be adopted.

- B. Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 (page 47)
 - (1) THAT second and third reading of Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be rescinded;
 - (2) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a first time, as amended;
 - (3) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a second time, as amended;
 - (4) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a third time, as amended;
 - (5) THAT notice of the proposed amendments be provided in accordance with section 94 of the Community Charter; and
 - (6) THAT such notice may be given by way of publication in the Village Update for two consecutive weeks, which Council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

- C. Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021 (page 93)
THAT Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021 be introduced and read a first, second and third time;

12. Correspondence

- A. List of Correspondence to October 21, 2021 (page 113)
THAT the following actions be taken with respect to the correspondence:

13. New Business**14. Public Questions & Comments (2 minutes on any topic discussed in this meeting)****15. Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 5, 2021 at 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

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)

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)

Regrets: Councillor Jaime Cunliffe

Delegations: 2

Public: 7

1. Call to Order

Mayor McLaughlin called the meeting to order at 6:10 p.m.

2. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Personnel
- B. Labour relations
- C. Roads Matter

Moved/Seconded

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

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- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (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

3. Adoption of Agenda

Moved/Seconded

THAT the agenda be adopted as submitted.

CARRIED

4. Reporting Out from Closed Portion of Meeting

None

The order of the agenda was changed due to technical issues at the beginning of the meeting.

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

- A. Fiona Beaty, Howe Sound/Atl'ka7tsem Marine Reference Guide and Ruth Simons, Atl'ka7tsem/Howe Sound Biosphere Region Society presenting a review of collaborative planning in the Sound, providing project updates and funding requests to local governments.

Ruth Simons, Biosphere Reserve presented an overview of the Howe Sound/Atl'ka7tsem;

F. Beaty presented the marine reference guide for Howe Sound/Atl'ka7tsem and presented an overview of phase two and the requests from the Oceanwatch Task Force. She noted that they would like feedback on how to process the request and feedback on phase two.

F. Beatty responded to questions, noting:

- Mapping tool is public on the Howe Sound website: howesoundguide.ca/map.
- District of Squamish, Bowen Island and Metro Vancouver have approved funding and currently working with Gibsons, Island Trust and West Vancouver for the requests

The order of the agenda resumed.

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

A. M. Sredzki

M. Sredzki asked Council to consider the scale of the Lions Bay Beach Park project and requested that plans of the project be presented.

CAO DeJong confirmed that the project that was approved and the work that was done by the committee and committed to under the grant will be presented again.

B. T. Clayton

T. Clayton questioned whether information will be presented on Oceanview Road developments.

CAO DeJong noted that further information would be available on the next agenda.

7. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – September 14, 2021

The following items were identified as amendments to the minutes:

- i. Item 9Ai. Change the first bullet point to note that the Kiosk wrap is funded by a combination of borrowed funds and balance of the CWWF grant for water upgrades.
- ii. Item 9Aviii – Change the point regarding “benefits of being part of Metro” to say “benefits of being part of the UCB”.

Moved/Seconded

THAT the Regular Council Meeting Minutes of September 14, 2021 be approved as amended.

CARRIED

B. Special Council Meeting – September 21, 2021

Moved/Seconded

THAT the Special Council Meeting Minutes of September 21, 2021 be approved as circulated.

CARRIED

8. Business Arising from the Minutes

A. 50th Anniversary Committee

Discussion ensued on:

- donation of gross versus net proceeds concept within internal departments
- transparency in letting taxpayers know

Moved/Seconded

THAT Council approves the proceeds from the sale of the 50th Anniversary shirts and 50th Anniversary banner proceeds to the Lions Bay Fire Department.

Moved/Seconded

THAT the motion on the floor be amended to add the word “net” in front of the word proceeds.

CARRIED

Moved/Seconded

THAT Council approves that the net proceeds from the sale of the 50th Anniversary shirts and 50th Anniversary banner go to the Lions Bay Fire Department.

CARRIED

9. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
210	June 15, 2021	R3 M. Clark re Green Bins	PWM Jaffer to respond and ask for guidance from Bear Smart committee during RFP preparation.
231	September 14, 2021	R1 J. Dino re speed bumps	completed
232	September 14, 2021	R3 E. Goetting	completed
233	September 14, 2021	R5 M. Reuter	completed
234	July 27, 2021	H. Mossakowski	PWM Jaffer and CAO to respond. CAO reached out to contacts at MoTI – will follow up with contractor

10. Reports

A. Staff

i. CFO Rooke: The Green and Inclusive Community Buildings Program

CFO Rooke provided an update on the grant program, noting:

- Neither the firehall nor the Lions Bay Beach Park projects are eligible - must be a community building; fire buildings excluded.

- Washroom not considered because it is a new build and the cost is too low
- Could be a good fit for the Village Hall, which requires new windows, furnace
- 80% cost covered, continuous intake, not competitive
- Requirements met but asking for clarification on “high-needs, underserved communities” definition
- Application requires special software and to show an analysis on Green house gases - highly technical.
- Open intake; sooner the better: minimum spend: at least \$100,000

Discussion ensued on:

- thank staff for looking into the grant.
- not spending money just because a grant is available
- needs: furnace and windows; solar panels nice to have
- definition of underserved – requires clarification
- high efficiency wood burning fire unit to replace open fire place

THAT Council directs staff to determine if the Village of Lions Bay is an eligible community under the Green and Inclusive Community Buildings Grant Program (GICBP); and

THAT Council direct staff to commence an application for the GICBP for the retrofit for the Village Hall with assistance from the Climate Action Committee and/or a consultant qualified to measure the requisite targets and objectives of the program.

CARRIED

- ii. PWM Jaffer: Upper Bayview Kiosk Wrap Survey Results
 PWM Jaffer provided an update on the Upper Bayview Kiosk Wrap, noting that the residents wanted a camouflage wrap which will be installed within the next two weeks.

Moved/Seconded

THAT the Information Report, “Upper Bayview Kiosk Wrap Survey Results” be received.

CARRIED

- iii. DEPC: October Emergency Program Update
 CAO DeJong provided an update on the Emergency Program Update.

Staff responded to questions, noting:

- can remind volunteers to attend meetings;

- FireSmart grant request for proposals includes clean up of fine fuels and thinning out of trees, and raising canopy to 5 m from ground, around 30 meters from facility around Harvey Creek, KG WWTP – staff to place information in the Village Update
- Changes discussed regarding the Wildfire Protection Plan were incorporated and sent to Province, waiting for response; educational component to be completed by February
- Evacuation planning requires census information, community consultations, and requires planning; currently working on Community Wildfire Protection Plan, fuel prescription and ordering and setting up of equipment; Deputy Emergency Planning Coordinator only works 16 hours a week
- CAO to add to Strategic Planning session to work towards deadlines

Moved/Seconded

THAT the Information Report, “October Emergency Program Update” be received.

CARRIED

B. Mayor

i. Remembrance Day

Mayor McLaughlin noted that Remembrance Day is in process – spoken to residents who will take it on; celebration not dissimilar to last year.

ii. Translink Update – Recreational Visitors

Mayor McLaughlin noted that an ask was made to Translink regarding aligning bus schedules to facilitate recreational visitors to reduce car traffic.

iii. Charter buses at the Lions Trail Head

Mayor McLaughlin noted that a charter bus arrived in Lions Bay and questioned the suitability of buses on roads and whether this could cause traffic issues near the trail head.

CAO DeJong noted that the bus was reported in the afternoon and was returning to pick up hikers, where he dropped off hikers is not known. The Bylaw Enforcement Officer did follow up with the bus driver but full details are not know.

Discussion ensued on:

- bus may reduce car traffic
- good to have hikers
- may not be a one off; education for bus charters on where they can drop off hikers

Moved/Seconded

THAT the agenda be amended to add item 10Biv. Halloween and item 10Ciii Bear Smart and item 10Civ UCB Have Your Say Update.

CARRIED

- iv. Mayor McLaughlin noted that the 50th Anniversary Committee is planning for Halloween and will work with staff on meeting communicable disease guidelines.

CAO DeJong noted that outdoor events are permitted at this time.

C. Council

- i. Councillor Barmeier: Community Committees
 Councillor Barmeier questioned whether Council had interest in revisiting the Infrastructure Committee (IC), an Advisory Planning Committee and monitoring Key Performance Indicators (KPI).

Discussion ensued:

- Support of reinvention of IC
- Exploring what it would look like
- Council to discuss at strategic planning session
- KPIs to be achievable
- Annual Report contains some statistics
- Numbers help dissuade emotions
- Staff to provide feedback

Strategic Planning Session to be held November 30th and December 1st; Council to send in list for Strategic Planning Session.

- ii. Councillor Abbott: 2022 Secondary Suite Initiative
 Councillor Abbott presented his report on the secondary suite initiative, noting:
- to encourage rentals to certain groups, such as search and rescue and fire department (LBFR) volunteers
 - to review the bylaw to see if there are areas that are discouraging people to make their suites available
 - registered number of secondary suites
 - LBFR having issues finding temporary places to stay
 - ideas around waiving of fees and introduction of program
 - parking challenges

Discussion ensued on:

- what renter groups would qualify for the rental program

- continuing the conversation

Staff noted:

- that the secondary suites are registered when the utility bills are sent out in February
- communication to residents about secondary suites: brochure, obligations, streamlining process, focusing on safety issues, meeting building code
- the number of 110 possible suites was never substantiated
- opportunity and who this could serve: privacy concerns around asking for place of employment and tracking of this information
- current feelings around secondary suites
- good idea, concept needs more thought on design

Discussion ensued on:

- good concept, where to draw the line for what types of groups
- Principle good concept, execution might be tricky, right sentiment
- Doing a proper well thought out launch

Councillor Abbott to work with staff on furthering idea to present to Council.

iii. Bear Smart update

Councillor Abbott thanked staff for aiding with the Bear Smart communication initiative, acknowledged Councillor Barmeier's comment, and thanked the Bear Smart volunteer team.

iv. UCB: Have Your Say Update

Councillor Abbott noted that a draft has been prepared to share with Council.

D. Committees

i. Mayor McLaughlin: 50th Anniversary Update

Mayor McLaughlin provided an update, noting that there is an event at Beach Park on October 17th where there will be celebratory cake and speakers, and recognition of Howe Sound's designation as part of the UNESCO Biosphere reserve.

ii. Climate Action Committee Recommendations

a. New Committee Member

Moved/Seconded

THAT Council directs staff to publish a call for a new Climate Action Committee member in the Village Update.

CARRIED

a. Green Purchasing Policy

CAO DeJong noted:

- good opportunity to update the policy
- consideration to not be overprescriptive

Discussion ensued on:

- Caution around wording pertaining to climate action and adaptation
- Outsiders changing our culture; cautious when too much outside influence coming in

Moved/Seconded

THAT Council update the POL-2202 -Purchasing Policy to consider the immediate and future impacts of purchases through their consumption and eventual end-of-life stage to reduce environmental impacts; AND

THAT Council directs staff to amend POL-2202-Purchasing Policy to include language similar to that of the District of Squamish, specifically with the following information:

- I. Ensures that Suppliers are contributing to the advancement of the community socially, economically, culturally, and environmentally;
- II. Works with current and future Suppliers on reducing GHG emissions in the delivery of goods, services and construction;
- III. Encourages (or requires) the use of materials and products that have less embodied carbon; and
- IV. Values Suppliers who demonstrate commitment to ethical sourcing and procurement practices, through corporate social procurement policies or certifications including but not limited to Fair Trade, Ocean Wise Seafood, CSA, Forest Stewardship Council, or organic certification; AND

THAT Council directs staff to work with the Committee to provide feedback regarding the proposed changes.

CARRIED

b. Strategic Planning Direction

Moved/Seconded

THAT Council receives the Climate Action Committee Recommendations for Council Strategic Planning report; and

THAT Council provides direction to the Committee outlining how the Committee can support the recommended strategic commitments outlined in the report presented at the October 5, 2021 regular Council meeting.

CARRIED

c. Klatt Building

CAO DeJong provided an overview of the Klatt retrofit project, noting limitations to the budget, reliance of in-kind labour and intention to consider green building items that are easily achieved such as heat pump and LED lights. The Village Hall would be a better opportunity at this time to pursue green building upgrades.

CAO DeJong noted that the grant application can be shared with the Climate Action Committee.

Moved/Seconded

THAT Council direct staff to provide the Climate Action Committee with the grant application for the Klatt building upgrades for the purpose of investigating synergies with green building upgrades and concurrent grant opportunities.

CARRIED

E. Emergency Services

None

11. Resolutions

None

12. Bylaws

A. Temporary Borrowing Bylaw No. 605, 2021

CFO Rooke presented the report on temporary borrowing bylaw.

Staff responded to questions noting:

- intent to continue with infrastructure plan; apply for grants as they come in
- Obtaining grants is not related to having this bylaw

Moved/Seconded

THAT the Temporary Borrowing Bylaw No. 605, 2021 be read a first, second and third time.

CARRIED

13. Correspondence

A. List of Correspondence to October 1, 2021

Moved/Seconded

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

G1 K. Chen Minister of State for Child Care	Childcare BC New Spaces Fund	Received
G2 N. Davidowicz	Transit	Received
G3 K. Kenney, City of Langley	Appointment of Directors to Regional District Board	Received
G4 District of Mount Waddington	Village of Lytton rebuilding	Council to consider during the budget discussion.
G5 N. Davidowicz	Transit	Received
G6 C. Peters	Anti-human trafficking	Received
G7 J. Hallgate, Metro Vancouver and Fraser Valley Council of Community Homelessness Tables	2H Forum	Received
R1 H. van Hoogstraten	Safe Passing Law in BC	Mayor McLaughlin responded
various	various	Received

CARRIED

14. New Business

Date for Council Strategy Committee Meeting for Hall Insurance.

Moved/Seconded

THAT Council holds a Council Strategy Committee Meeting on October 19, 2021 to consider Hall Insurance.

CARRIED

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

None

16. Reporting Out from Closed Portion of Meeting

Moved/Seconded

THAT Council resume the closed session of the meeting for the purposes of

A) correspondence

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:

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

17. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

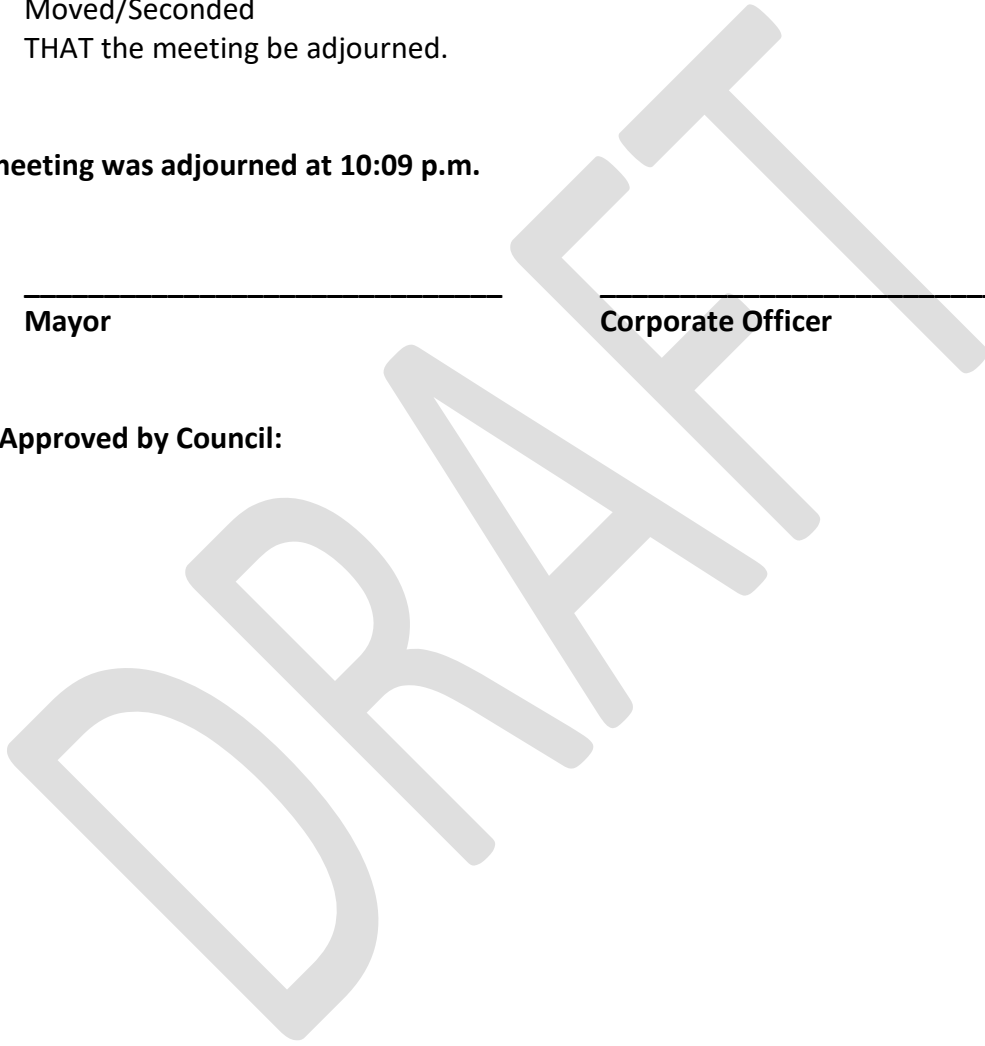
CARRIED

The meeting was adjourned at 10:09 p.m.

Mayor

Corporate Officer

Date Approved by Council:





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 12, 2021, at 4:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance:

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

Staff: Chief Administrative Officer Peter DeJong
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 0

Public: 0

1. Call to Order

Mayor McLaughlin called the meeting to order at 4:01 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT Closed Topic B. "Have Your Say and Village Update" be added; and
THAT the agenda be adopted, as amended.

CARRIED

3. Correspondence

A. Municipal Coordinator: U. Philips, Lions Bay Arts – Request for Waiver of Hall Rental Fee

Staff Recommendation:

THAT Council waives the Hall Rental Fees in the amount of \$50 total for the Lions Bay Arts for the ArtSpark! Fall program, running for one hour from 3:30 p.m. to 4:30 p.m. every Monday between October 18 and November 22, 2021.

CARRIED

Municipal Coordinator Duarte left the meeting at 4:10 PM and CAO DeJong took over as recorder.

4. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Personnel Matters
- B. Have Your Say and Village Update

Moved/Seconded

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

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- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- c) labour relations or other employee relations;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

The meeting was closed to the public at 4:11 p.m.

The meeting was re-opened to the public at 7:54 p.m.

5. Reporting Out from Closed Portion of Meeting

None.

6. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:55 p.m.

Mayor

Corporate Officer

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

Type	Information Report		
Title	Accounts Payable Payment Listing		
Author	Hayley Cook	Reviewed By:	
Date	October 19, 2021	Version	-
Issued for	October 26, 2021, Regular Council Meeting		

RECOMMENDATION

THAT the report “Accounts Payable Cheque Listing” be received for information purposes.

ATTACHMENTS

1. Accounts Payable Cheque Listing July 1st, 2021 – September 30th, 2021

KEY INFORMATION

The attached Accounts Payable Payment Listing summarizes all cheque and electronic payments during the period July 1st, 2021 – September 30th, 2021. The listing does not include payments made through the payroll system.

FOLLOW UP ACTION

Staff will prepare the Accounts Payable Cheque Listing for Council’s review every quarter.

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
210630-1mfa	01/07/2021	Municipal Finance Authority	210630-1	Equipment loan	2,531.39	2,531.39	Loan repayment
210630-2mfa	01/07/2021	Municipal Finance Authority	210630-2	Vehicle Loan	6,785.76	6,785.76	Loan repayment
210701PBC	01/07/2021	Pacific Blue Cross	210701	Benefits	3,009.84	3,009.84	Payroll
5015375684rfs	01/07/2021	RFS Canada/ GE	5015375684	Copiers	512.97	512.97	
028568	02/07/2021	Allerton, Taigan	210630	Reimburse - batteries, gas, cement	233.36	233.36	
028569	02/07/2021	Davis, Bradley	210630	Reimburse - meals	61.17	61.17	
028570	02/07/2021	Hackston, Stephanie	210630	Reimburse - Engine oil	73.01	73.01	
028571	02/07/2021	Meiklejohn, Dorothy	210628	Deposit return BP#19-09	5,000.00	5,000.00	Refund
028572	02/07/2021	May, Kurt	210630	Reimburse - outlets	36.68	36.68	
028573	02/07/2021	Smith, Jean	210629 210630	Reimburse - Crane to move sea cans Reimburse - Flange	300.00 185.92	485.92	
028574	02/07/2021	Seow, Kathryn	10	Washroom cleaning	350.00	350.00	
028575	02/07/2021	Woodward, Madison	210630	Reimburse - meals	133.85	133.85	
2021PP12mpp	02/07/2021	Municipal Pension Plan	2021PP12	Pension PP12	6,739.09	6,739.09	Payroll
210630-1moneris	02/07/2021	Moneris Solutions	210630-1	Debit machine fees	51.94	51.94	
210630-2moneris	02/07/2021	Moneris Solutions	210630-2	Monthly fee	47.95	47.95	
210630-3moneris	02/07/2021	Moneris Solutions	210630-3	Interac fees	1.53	1.53	
210615visa	05/07/2021	Visa ScotiaBank	210615	June VISA Payment	5,768.63	5,768.63	
001382	08/07/2021	Singer, Emmett	210708 ES Fire	Training Meals - Liquor	106.33	106.33	
001383	08/07/2021	Arcteryx Equipment	5064622	Jackets for Volunteers	18,403.70	18,403.70	
028576	08/07/2021	ALS Canada Ltd	3311141590 3311141796	Sewer testing Sewer testing	43.64 51.19	94.83	
028577	08/07/2021	Anderson, Nick	210706	Reimburse - Shower, meals	3,682.92	3,682.92	
028578	08/07/2021	Broughton, Brenda	210630	Reimburse - flowers Wade park	491.51	491.51	
028579	08/07/2021	Byrne, Randi	210630	Reimburse - training meals	122.22	122.22	
028580	08/07/2021	CUPE - Local 389	210630	Union dues	2,134.80	2,134.80	Employee paid
028581	08/07/2021	Coast Aggregates	714652831 714697223	Garden blend - Wade park Top soil - Wade Park	103.61 82.88	186.49	
028582	08/07/2021	DeJong, Peter	210706	Reimburse - printer ink	172.46	172.46	
028583	08/07/2021	Dyna Engineering Ltd.	21007 21312	Sign post brackets Sign post brackets	575.68 575.68	1,151.36	
028584	08/07/2021	E-COMM	21-0498	Courier - radio	76.88	76.88	
028585	08/07/2021	EOCP - Environmental Operators	127762 127763 127208	Facility dues - Harvey WTP Facility dues - Mag WTP Facility dues - water distribution	105.00 105.00 210.00	420.00	
028586	08/07/2021	Ericsson Manufacturing Ltd.	3329	Concrete sign bases	1,460.48	1,460.48	
028587	08/07/2021	Good Impressions Printing Limited	15611 15609	Envelopes Building forms	618.24 377.11	995.35	
028588	08/07/2021	South Coast BC Transportation Authorit	210630	Translink DCC remittance	5,950.00	5,950.00	Developer paid
028589	08/07/2021	Glacier Media Classifieds	PIQ82442 PIQ85956	Procedure bylaw advertising Procedure bylaw avertisement	94.61 94.61	189.22	
028590	08/07/2021	Howe Sound Equipment Ltd	50486 50485	Aspen fuel pump - PW Aspen fuel pump - FD	1,407.53 1,407.53	2,815.06	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
028591	08/07/2021	ISL Engineering and Land Services Ltd.	B011220	Phase 5, PRV, water leak	10,663.28	10,663.28	Capital
028592	08/07/2021	Kerr Wood Leidal	91752	SCADA support	63.00	63.00	
028593	08/07/2021	Mitchell's Towing Ltd.	336938-1 7000576-1 7000577-1	Car for fire training Car for fire training Car for fire training	126.00 126.00 126.00	378.00	
028594	08/07/2021	North Shore Pest Detective Ltd	53391	Pest control - Yard	115.50	115.50	
028595	08/07/2021	NetNation Communications	11227160	Email storage	8.96	8.96	
028596	08/07/2021	Protelec Alarms	2014-1102	Bylaw check in	64.96	64.96	
028597	08/07/2021	RONA - BH Allen Building Centre	37271	Batteries, tape	122.85	122.85	
028598	08/07/2021	Sea to Sky Courier & Freight	172430	Courier - signs	35.18	35.18	
028599	08/07/2021	Smith Cameron Process Solutions	3540753	Magnesia pump repair	772.80	772.80	
028600	08/07/2021	Shred-it	8101308883	Shredding	268.86	268.86	
028601	08/07/2021	Sherine Industries Ltd	29254 29309 29310	Street & park signs Road signs Park signs	7,752.77 227.14 142.81	8,122.72	
028602	08/07/2021	Shaw Cablesystems G.P.	210609	Office internet	143.31	143.31	
028603	08/07/2021	Seow, Kathryn	11	Washroom cleaning	350.00	350.00	
028604	08/07/2021	Singer, Emmett	210701	Traning meals	137.08	137.08	
028605	08/07/2021	Telus Services Inc	2336053	Dispatch internet	308.00	308.00	
028606	08/07/2021	Telus Communications	210628 210701	Phones, internet Water alarm	848.67 78.40	927.07	
028607	08/07/2021	Textile Image Inc.	97394	Banners	2,320.64	2,320.64	
028608	08/07/2021	Waste Control Services Inc.	410910 410916	Solid waste container reload Waste contract	45.75 16,311.04	16,356.79	
195995precise	08/07/2021	Precise ParkLink Inc.	195995	KG Meter	477.79	477.79	
195996precise	08/07/2021	Precise ParkLink Inc.	195996	LBBP Meter	477.79	477.79	
195997precise	08/07/2021	Precise ParkLink Inc.	195997	Sunset Meter rental	477.79	477.79	
197385precise	08/07/2021	Precise ParkLink Inc.	197385	Meter tickets	192.64	192.64	
197547precise	08/07/2021	Precise ParkLink Inc.	197547	Flowbird set up for street parking	262.50	262.50	
2021PP12rev	09/07/2021	Revenue Canada	2021PP12	Payroll deductions PP12	24,716.83	24,716.83	Payroll
210630wcb	09/07/2021	Workers Compensation Board	210630	WCB 2nd qtr remittance	12,893.42	12,893.42	Payroll
5028upanup	09/07/2021	Upanup Studios	5028	Website hosting and maintenance	262.50	262.50	
028609	16/07/21	Receiver General for Canada	1337206	Return of Canada Day Grant	650.00	650.00	Refund
119012450456-2	16/07/21	BC Hydro	119012450456-2	Street lights	127.19	127.19	
2021PP13mpp	16/07/21	Municipal Pension Plan	2021PP13	Pension PP13	7,537.25	7,537.25	Payroll
103013026026	19/07/21	BC Hydro	103013026026	Bus shelter hydro	18.74	18.74	
113012839968	19/07/21	BC Hydro	113012839968	WTP - Mag hydro	810.14	810.14	
113012839969	19/07/21	BC Hydro	113012839969	Pump hydro	40.90	40.90	
113012839970	19/07/21	BC Hydro	113012839970	Klatt hydro	458.58	458.58	
113012839971	19/07/21	BC Hydro	113012839971	LBBP hydro	43.39	43.39	
113012839972	19/07/21	BC Hydro	113012839972	Hall hydro	188.07	188.07	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
113012839973	19/07/21	BC Hydro	113012839973	Office hydro	306.83	306.83	
028610	22/07/21	BC Assessment Authority	2021Tax	2021 Tax Requisition	38,021.05	38,021.05	Tax Requisition
028611	22/07/21	South Coast BC Transportat	2021Tax	2021 Tax Requisition	238,703.81	238,703.81	Tax Requisition
028612	22/07/21	MVRD	2021Tax	2021 Tax Requisitions	59,701.00	59,701.00	Tax Requisition
028613	22/07/21	Alexander James Fowkes	1133	Lions Bay Map - 50th Anniv.	945.00	945.00	
028614	22/07/21	Capilano University	210719	PADM Course - KD	1,131.47	1,131.47	
028615	22/07/21	Darr, Jason & O'Riley	210716	Refund for overpayment	3,773.64	3,773.64	Refund
028617	22/07/21	Geddes, Jennifer & Brisebois, Ken	210719	DD Return BP#21-06	1,500.00	1,500.00	Refund
028618	22/07/21	ICBC	210722	Fleet insurance	18,680.00	18,680.00	
028619	22/07/21	Johnson, Sherwood & Gayle	210720	DD Retun BP#19-25	3,000.00	3,000.00	Refund
028620	22/07/21	Marsh, Tracy	210629	Olympic rally supplies	210.43	210.43	
028621	22/07/21	Seow, Kathryn	12 13	Washroom Cleaning Washroom Cleaning	350.00 350.00	700.00	
2021Part1school	23/07/21	School Tax	2021Part1	School tax remittance part 1	600,920.84	600,920.84	Tax Requisition
2021PP13rev	23/07/21	Revenue Canada	2021PP13	Payroll deductions PP13	16,258.75	16,258.75	Payroll
028622	30/07/21	Broughton, Brenda	210723	Olympic rally supplies	375.84	375.84	
028623	30/07/21	Byeon, Eunmi	210723	Boat space refund	25.00	25.00	Refund
028624	30/07/21	Crystal Schaan	25	Janitorial Services	1,440.00	1,440.00	
028625	30/07/21	Croft, Joshua	2020xmas	2020 xmas	200.00	200.00	
028626	30/07/21	Cave, Pam	210728	Hall refund	25.00	25.00	Refund
028627	30/07/21	Duarte, Karla	210727	Grant presentation supplies	42.35	42.35	
028628	30/07/21	Gildenhuys, Mattie	210630	Fire admin - 2nd qtr	1,250.00	1,250.00	
028629	30/07/21	Hetherington, Jennifer	210723	Boat space refund	50.00	50.00	Refund
028630	30/07/21	Kobasew, George	210713	DD Return BP#90-27, 15-12, 92-04	3,000.00	3,000.00	Refund
028631	30/07/21	North Yards Contracting Ltd.	3594	Vehicle inspections	226.69	226.69	
028632	30/07/21	Seow, Kathryn	14	Washroom Cleaning	350.00	350.00	
2021PP14MPP	30/07/21	Municipal Pension Plan	2021PP14	Pension PP14	7,263.37	7,263.37	Payroll
210630GST	31/07/21	Revenue Canada	210630	GST remittance Apr-Jun	2,162.98	2,162.98	GST Remittance
210731-4moneris	31/07/21	Moneris Solutions	210731-4	Transaction fees	1,640.80	1,640.80	
210731-1mfa	01/08/2021	Municipal Finance Authority	210731-1	Truck loan	6,785.76	6,785.76	Loan Repayment
210731-1moneris	01/08/2021	Moneris Solutions	210731-1	Monthly fee	47.95	47.95	
210731-2mfa	01/08/2021	Municipal Finance Authority	210731-2	Equipment loan	2,531.39	2,531.39	Loan Repayment
210731-2moneris	01/08/2021	Moneris Solutions	210731-2	Debit machine fee	51.94	51.94	
210731-3moneris	01/08/2021	Moneris Solutions	210731-3	Interac fees	2.06	2.06	
210801PBC	01/08/2021	Pacific Blue Cross	210801	Benefits	3,009.84	3,009.84	Payroll
5015866734rfs	01/08/2021	RFS Canada/ GE	5015866734	Copiers	512.97	512.97	
028633	03/08/2021	Justice Institute of BC	20058540	FF Training	1,349.46	1,349.46	
028634	03/08/2021	Kerr Wood Leidal	92201	SCADA support	63.00	63.00	
028635	03/08/2021	Lidstone & Company	34349	Legal fees - Covenant	734.41	9,109.31	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
			34348	Legal fees - land sale	991.17		
			34347	Legal fees	665.85		
			34346	Legal fees	79.52		
			35366	Legal fees	3,720.09		
			35368	Legal fees - land sale	87.36		
			35369	Legal fees - Land sale	29.12		
			35365	Legal fees	278.33		
			36412	Legal fees	2,232.99		
			36411	Legal fees - covenants	8.21		
			36409	Legal fees	39.77		
			36410	Legal fees	242.49		
028636	03/08/2021	Super Save Toilet Rentals	438157-0	Sunset porta potty	121.50	223.45	
			1171798	Sunset porta potty	101.95		
028637	03/08/2021	Triton Automotive	801-785747	Banner supplies	39.29	287.66	
			801-787588	Bolts for banner arms	8.33		
			801-788586	Demurrage	240.04		
104013039114	03/08/2021	BC Hydro	104013039114	Street Lights	403.91	403.91	
2021Taxmfa	03/08/2021	Municipal Finance Authority	2021Tax	2021 Tax Requisition	183.56	183.56	Tax Requisition
028638	04/08/2021	All Keys & Locks	383249	Keys	15.68	15.68	
028639	04/08/2021	Associated Fire Safety Equipment	29416	Wildland supplies	2,423.72	10,698.77	
			29562	Turn out coat & pants x 3	8,275.05		
028640	04/08/2021	Bulls-Eye Speciality Ads Inc.	J63819	FD Tees	1,389.14	1,389.14	
028641	04/08/2021	Bell Mobility Inc.	210713	Fire truck data	78.41	78.41	
028642	04/08/2021	CUPE - Local 389	210731	Union dues - July	1,407.11	1,407.11	Employee paid
028643	04/08/2021	ClearTech Industries Ltd	212312	Container return	(420.00)	1,111.32	
			880734	Chlorine	1,531.32		
028644	04/08/2021	Coast Aggregates	714477581	Upper Bayview PRV lanscaping	145.05	294.58	
			714826000	Mulch - upper bayview washout	149.53		
028645	04/08/2021	EHD Consulting Ltd.	1685	WWTP Final	2,201.06	2,201.06	Capital
028646	04/08/2021	Howe Sound Equipment Ltd	51805	Weed wacker repairs	295.22	295.22	
028647	04/08/2021	ISL Engineering and Land Services Ltd.	B011337	PRV Engineering	1,766.78	1,766.78	Capital
028648	04/08/2021	Kal Tire	064174241	Tire replacement	427.51	427.51	
028649	04/08/2021	KGC Fire Rescue	235728	Airbag repair	95.20	95.20	
028650	04/08/2021	McRae's Environmental Services Ltd	447809	Septic pump outs	2,075.54	8,008.04	
			447808	STP pump out	5,932.50		
028651	04/08/2021	Mulchinock, James	210730	Parking Refund	72.00	72.00	Refund
028652	04/08/2021	North Shore Pest Detective Ltd	57977	Pest control - Klatt	89.25	299.25	
			57922	Pest control	94.50		
			57923	Pest control - Yard	115.50		
028653	04/08/2021	Petrokleen	2021795	Fuel tank cleaning	4,712.40	4,712.40	
028654	04/08/2021	Protelec Alarms	2014-1104	Bylaw check in	67.20	67.20	
028655	04/08/2021	Ramtech Environmental Products	3896-E440	Trojan UV Sensor	4,845.09	4,845.09	
028656	04/08/2021	Rona - USE for all Rona invoices xcept	61450-13323511	Screws, glue, tape, batteries	162.16	512.02	
			61450-13332051	Stock - facilities	349.86		
028658	04/08/2021	City of Surrey	70059507	Dispatch operating	5,081.00	5,786.60	
			70059521	Mobile CAD support	705.60		
028659	04/08/2021	Sea to Sky Network Solutions	18734	IT Support & services	2,920.29	2,920.29	
028660	04/08/2021	Super Save Toilet Rentals	1175082	Sunset porta pottys	604.66	751.26	
			456113-0	School toilet rental	146.60		
028661	04/08/2021	Sherine Industries Ltd	29603	Road and Park signage	884.76	1,634.49	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
			29838	No campfire signs	604.13		
			29839	Signs - 50th anniversary walk	145.60		
028662	04/08/2021	Shaw Cablesystems G.P.	210709	Office internet	143.31	227.31	
			210716	STP internet	84.00		
028663	04/08/2021	Seow, Kathryn	15	Washroom cleaning	350.00	350.00	
028664	04/08/2021	Speedbolt Printing Solutions	83292	Communication - brochures	1,276.75	1,276.75	
028665	04/08/2021	Super Save Disposal Inc	6888011-0	Pit clean up	617.15	617.15	
028666	04/08/2021	Telus Communications	210712	Pit internet	72.80	920.63	
			210828	Phone, internet, fax lines	847.83		
028667	04/08/2021	Telus Mobility	210721	Cell phones	644.96	644.96	
028668	04/08/2021	Triton Automotive	801-790287	Paint/ vest	160.24	160.24	
028669	04/08/2021	District of West Vancouver	30344	No swimming signs	308.00	308.00	
028670	04/08/2021	Transtar Sanitation Supplies Ltd.	226384	Doggie bags	940.17	940.17	
028671	04/08/2021	Textile Image Inc.	97803	Lions Bay, BC, Canada Flags	3,094.70	3,094.70	
028672	04/08/2021	Wreglesworth, Jonathan	210713	Reimburse - ID Cards	33.16	33.16	
210715visa	05/08/2021	Visa ScotiaBank	210715	VISA Payment	877.77	877.77	
001384	06/08/2021	Byrne, Randi	210806 Fire RB	Training Meals Liquor	92.18	92.18	
028673	06/08/2021	Broughton, Brenda	210803 BB	Wade Park Plaque	65.35	65.35	
028674	06/08/2021	Singer, Emmett	030821 ES Fire	Training Meals	89.66	89.66	
028675	06/08/2021	Byrne, Randi	210406 RB Fire	Training Meals	272.90	272.90	
028676	06/08/2021	Richard White Planning Advisory Service	21030	Housing Needs Study	304.50	4,063.36	
			21040	Housing Needs Study	210.00		
			21070	Housing Needs Study	3,548.86		
028677	09/08/2021	Byrne, Melissa & Randi	210625	Reimburse RP Biologist - 255 Oceanview	798.00	798.00	
028678	09/08/2021	Wreglesworth Design Consultancy Inc.	210706	Design/Signage Olympic Rally	1,554.56	1,554.56	
198452precise	10/08/2021	Precise ParkLink Inc.	198452	LBBP Meter	477.79	477.79	
198451Precise	10/08/2021	Precise ParkLink Inc.	198451	KG Meter	477.79	477.79	
198453precise	10/08/2021	Precise ParkLink Inc.	198453	Sunset Meter	477.79	477.79	
2021PP14rev	10/08/2021	Revenue Canada	2021PP14	Payroll deductions PP14	15,584.74	15,584.74	Payroll
2021PP15revf	10/08/2021	Revenue Canada	2021PP15	Payroll deductions PP15	18,016.01	18,016.01	Payroll
001385	11/08/2021	Anderson, Nick	210811 Fire NA	Training Meals - Liquor	114.03	114.03	
028679	13/08/21	Bienias, Grzegorz	210809	Retro HOG from 2020	565.00	565.00	Refund
028680	13/08/21	Carpentier, Normand	210809	Retro HOG from 2020	300.00	300.00	Refund
028681	13/08/21	ALS Canada Ltd	3311148068	Sewer testing	43.84	95.03	
			3311148044	Sewer testing	51.19		
028682	13/08/21	Bunbury & Associates	10232	Land survey - 27 BB	1,575.00	1,575.00	
028683	13/08/21	CN Railway Properties	91589041	Tidewater crossing paving	36,325.34	36,325.34	
028684	13/08/21	Dominion Blue Digital Reprographics	2052601	Klatt plan copies	270.98	270.98	
028685	13/08/21	Lidstone & Company	36990	Legal fees - sale of 3 BB	590.24	948.09	
			36987	Legal fees	159.04		
			36988	Legal fees	198.81		
028686	13/08/21	Minister of Finance-Product Distributor	94848826	Medical supplies	164.37	492.74	
			94850590	Nitrile gloves	328.37		

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
028687	13/08/21	McPherson Insurance Agencies Ltd.	M1123438 37646300	Janitor Insurance - 2020 Janitor insurance	578.00 665.00	1,243.00	
028688	13/08/21	M. Shakil Kassam Photography	210727	Photos - grant announcement	325.00	325.00	
028689	13/08/21	North Shore Pest Detective Ltd	64367	Spider treatment - hall	388.50	388.50	
028690	13/08/21	NetNation Communications	11323772	Email storage	8.96	8.96	
028691	13/08/21	Ooma Inc.	15494	Office phones, fax	399.06	399.06	
028692	13/08/21	Pitney Bowes	1018411698	Postage meter ink	201.57	201.57	
028693	13/08/21	Royal Printers Ltd	535884	Bylaw ticket books	1,375.36	1,375.36	
028694	13/08/21	RICOH Canada Inc.	SC093353830	Copies	1,993.74	1,993.74	
028695	13/08/21	Rona - USE for all Rona invoices except	61450-13357841 61450-13359221 61450-13363611	KG washroom repairs Paint supplies, screws Paint supplies - office	45.38 75.58 71.26	192.22	
028696	13/08/21	Sea to Sky Courier & Freight	173818	Courier - plans	20.61	20.61	
028697	13/08/21	Sea to Sky Network Solutions	18808 18877	Adobe licences It support & services	1,511.18 2,809.07	4,320.25	
028698	13/08/21	Super Save Toilet Rentals	456114-0 1181540 1184595	Toilet delivery - school 2 x toilets - School Toilet rentals x 4	146.60 416.41 1,187.25	1,750.26	
028699	13/08/21	Superior Propane	35120070	Propane tank rental - burn building	145.60	145.60	
028700	13/08/21	Shred-it	8101331563	Shredding	134.43	134.43	
028701	13/08/21	Seow, Kathryn	16	Washroom cleaning	350.00	350.00	
028702	13/08/21	SecurePark Technologies Inc.	2223	Bylaw ticket printer and tickets	2,572.64	2,572.64	
028703	13/08/21	Telus Services Inc	2351653	Dispatch internet	308.00	308.00	
028704	13/08/21	Telus Communications	210812	Pit Internet	72.80	72.80	
028705	13/08/21	Tidey's Trophies Ltd.	21246	Wade park plaque	33.60	33.60	
028706	13/08/21	District of West Vancouver	30349	Recycling decals	106.40	106.40	
028707	13/08/21	Uline Canada Corporation	8796459 8796458	Cleaning supplies Yard supplies, gloves	38.98 871.35	910.33	
028708	13/08/21	Waste Control Services Inc.	413220 413214	Waste contract Brush removal	16,311.04 608.85	16,919.89	
210801mpp	13/08/21	Municipal Pension Plan	2021PP15	Pension PP15	7,237.12	7,237.12	Payroll
5151upanup	13/08/21	Upanup Studios	5151	Website hosting and maintenance	262.50	262.50	
104013039115	17/08/21	BC Hydro	104013039115	street lights	127.19	127.19	
001386	18/08/21	Woodward, Madison	210818 Fire MW	Training Meals - Liquor	93.40	93.40	
001387	18/08/21	Singer, Emmett	210818 Fire ES	Training Meals - Liquor	110.12	110.12	
028709	19/08/21	Anderson, Nick	210714 NA Fire	Fire Supplies	371.31	371.31	
028710	19/08/21	Russell, Mike	210728 MR Fire	Training Meals	230.71	230.71	
100013186414	20/08/21	BC Hydro	100013186414	Bus Shelter	17.98	17.98	
102013132081	20/08/21	BC Hydro	102013132081	Pit hydro	324.77	324.77	
106013055001	20/08/21	BC Hydro	106013055001	WTP - Harvey	445.10	445.10	
106013055002	20/08/21	BC Hydro	106013055002	Yard hydro	374.00	374.00	
106013055003	20/08/21	BC Hydro	106013055003	STP hydro	475.47	475.47	
210813Pitney	24/08/21	PitneyWorks	210813	Postage meter refill	263.50	263.50	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
028711	25/08/21	Rooke, Pamela	210820	Reimburse - office supplies, mileage	534.73	534.73	
028712	25/08/21	Seow, Kathryn	17	Washroom cleaning	350.00	350.00	
028713	25/08/21	Young, Aidan	210823	Reimburse - work boots	229.72	229.72	
2021PP16rev	25/08/21	Revenue Canada	2021PP16	Payroll deductions PP16	12,597.76	12,597.76	Payroll
2021PP16mpp	27/08/21	Municipal Pension Plan	2021PP16	Pension PP16	6,846.93	6,846.93	Payroll
10301312868	30/08/21	BC Hydro	10301312868	Street lights	403.91	403.91	
210831-4moneris	31/08/21	Moneris Solutions	210831-4	Transaction fees	471.67	471.67	
210831-01mfa	01/09/2021	Municipal Finance Authority	210831-1	Equipment loan	2,531.39	2,531.39	Loan repayment
210831-1moneris	01/09/2021	Moneris Solutions	210831-1	Monthly fee	47.95	47.95	
210831-2mfa	01/09/2021	Municipal Finance Authority	210831-2	Vehicle loan	6,785.76	6,785.76	Loan repayment
210831-2moneris	01/09/2021	Moneris Solutions	210831-2	Debit machine fee	51.94	51.94	
210831-3moneris	01/09/2021	Moneris Solutions	210831-3	Interact fees	1.18	1.18	
210901PBC	01/09/2021	Pacific Blue Cross	210901	Benefits	3,009.84	3,009.84	Payroll
501628035rfs	01/09/2021	RFS Canada/ GE	501628035	Copiers	512.97	512.97	
028714	03/09/2021	Crystal Schaan	26	Janitor	1,080.00	1,080.00	
028715	03/09/2021	Associated Fire Safety Equipment	29774 29918	Clothing Repair SCBA Maintenance	44.63 3,446.86	3,491.49	
028716	03/09/2021	Bell Mobility Inc.	210813	Fire truck data	100.81	100.81	
028717	03/09/2021	Bruynesteyn, David	210817	Reimburse - Trophy & overpayment	288.84	288.84	
028718	03/09/2021	CivicInfo BC	2021-0658	Job posting - PW	357.00	357.00	
028719	03/09/2021	CUPE - Local 389	210831	Union dues - Aug	1,223.01	1,223.01	Employee paid
028720	03/09/2021	Coast Aggregates	715014486 714577913	Bayview PRV landscaping Bayview PRV landscaping	331.52 165.76	497.28	
028721	03/09/2021	DeJong, Peter	210826	Reimburse - legal fees for land transfer	140.00	140.00	
028722	03/09/2021	G E Koba Enterprises Inc	50065	Storm culvert - KG Way	9,779.28	9,779.28	
028723	03/09/2021	Howe Sound Equipment Ltd	53091	Gardening tools	284.96	284.96	
028724	03/09/2021	Iridia Medical	21-1897	AED - yard	1,988.00	1,988.00	
028725	03/09/2021	Jeffery, Lucy	210831	Curly Stewart Award	500.00	500.00	
028726	03/09/2021	Kerr Wood Leidal	92647	Scada Data	63.00	63.00	
028727	03/09/2021	Minister of Forests	210805	Water permits	1,401.75	1,401.75	
028728	03/09/2021	Minister of Finance-Product Distributor	94863894	Medical supplies	38.73	38.73	
028729	03/09/2021	North Shore Pest Detective Ltd	62174 62118	Pest control - Klatt Pest control - yard	89.25 115.50	204.75	
028730	03/09/2021	NetNation Communications	210901	Email storage	8.96	8.96	
028731	03/09/2021	Phoenix Benefits Solutions Inc.	1052021	FD accident insurance	2,914.00	2,914.00	
028732	03/09/2021	Pitney Bowes	3201780377	Postage meter lease	87.43	87.43	
028733	03/09/2021	Protelec Alarms	2014-1105	Bylaw check in	67.20	67.20	
028734	03/09/2021	Rollins Machinery Limited	MS16589	Bear proof bin - double	2,682.40	2,682.40	
028735	03/09/2021	Rona	61450-13372471 61450-13404091 61450-13403891	Hose bib and nozzles Lumber - trails Lumber - trails	71.56 134.50 169.92	365.78	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
			61450-13404061c	Credit	(10.20)		
028736	03/09/2021	Sea to Sky Courier & Freight	174673	Courier	20.61	20.61	
028738	03/09/2021	Supersave Fuels	99785	Gas - fleet	2,148.72	2,148.72	
028739	03/09/2021	Super Save Toilet Rentals	1194165	Toilet rentals x 4	1,187.25	1,187.25	
028740	03/09/2021	Sherine Industries Ltd	30286	Signs - various	315.55	315.55	
028741	03/09/2021	Shaw Cablesystems G.P.	210809 210816	Office internet STP Internet	143.31 84.00	227.31	
028742	03/09/2021	Seow, Kathryn	18 19	Washroom Cleaning Washroom cleaning	300.00 450.00	750.00	
028743	03/09/2021	Singer, Emmett	210901	Reimburse - training meals	181.52	181.52	
028744	03/09/2021	Telus Communications	210728	Landlines, internet	847.83	847.83	
028745	03/09/2021	Telus Mobility	210821	Cell Phones	628.83	628.83	
028746	03/09/2021	Triton Automotive	801-797140 801-799256	Demurrage Vehicle maintenace	105.30 560.18	665.48	
028747	03/09/2021	District of West Vancouver	30504	No parking signs	123.20	123.20	
028748	03/09/2021	VitalAire	3229238	Medical oxygen	326.12	326.12	
028749	03/09/2021	Waste Control Services Inc.	415505 415511	Brush removal Waste contract	476.03 16,311.04	16,787.07	
028750	03/09/2021	Staples Commercial	dd94d71b bf72bb2e 2eed2a7 37c225c7	Pens, tape, ink Labels Label maker Coin wrappers, coffee	240.65 35.14 259.26 46.49	581.54	
210815visa	05/09/2021	Visa ScotiaBank	210815	VISA Payment	1,565.22	1,565.22	
028751	09/09/2021	ALS Canada Ltd	3311151935	Sewer testing	51.19	51.19	
028752	09/09/2021	AMAIIS Technologies Inc.	2021101	Online services fee	1,927.80	1,927.80	
028753	09/09/2021	ClearTech Industries Ltd	214205 886616	Credit - return Chlorine	(420.00) 1,531.32	1,111.32	
028755	09/09/2021	Hach Sales & Service Canada LP	261092	Colorimeters & turbidimeter	3,800.78	3,800.78	
028756	09/09/2021	Nitsch, Rogan	1	Washroom cleaning	300.00	300.00	
028757	09/09/2021	Ooma Inc.	15767	Office phone lines	340.17	340.17	
028758	09/09/2021	Pocock, Dan	210721	Olympic rally piano rental	57.12	57.12	
028759	09/09/2021	Sea to Sky Network Solutions	19003	IT support & services	2,912.72	2,912.72	
028760	09/09/2021	Telus Services Inc	2363273	Dispatch internet	308.00	308.00	
028761	09/09/2021	Triton Automotive	801-800596 801-801533	Vehicle Oil Truck maintenance	23.80 337.54	361.34	
028762	09/09/2021	Staples Commercial	80ff51b0 f8e284b4 b3a63924	Sharpies, envelopes, folders Ink, pens TP, pens, paper, laminate	217.80 126.63 202.18	546.61	
20201PP17rev	10/09/2021	Revenue Canada	20201PP17	Payroll deductions PP17	15,645.17	15,645.17	Payroll
2021part2eht	10/09/2021	Revenue Services of British Columbia	2021part2	EHT 1st remittance	6,335.83	6,335.83	Payroll
2021PP17mpp	10/09/2021	Municipal Pension Plan	2021PP17	Pension PP17	7,035.23	7,035.23	Payroll
5205upanup	13/09/21	Upanup Studios	5205	Website hosting & maintenance	262.50	262.50	
028763	15/09/21	ALS Canada Ltd	3311152461	Septic field testing - Hall	82.69	82.69	
028764	15/09/21	KJC Contracting Ltd.	4485	Vehicle inspections	1,090.88	1,090.88	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
028765	15/09/21	Lidstone & Company	37584	Legal fees - BB SRW	850.08	4,312.85	
			37583	Legal fees	990.42		
			37582	Legal fees	291.20		
			37585	Legal fees	2,181.15		
028766	15/09/21	McCallum, Kyle	210914	Reimburse - work boots	230.99	230.99	
028767	15/09/21	Philips, Ute	210910	Reimburse - 50th Anniversary T-shirts	2,735.28	2,735.28	
028768	15/09/21	Rona	61450-13412871	Plant - upper Bayview PRV	255.36	255.36	
028769	15/09/21	Telus Communications	210912	Pit internet	72.80	72.80	
028770	15/09/21	Triton Automotive	210831	Fees	2.11	107.41	
			801-805367	Demurrage	105.30		
103013121869	16/09/21	BC Hydro	103013121869	Street lights	127.19	127.19	
110013057506	20/09/21	BC Hydro	110013057506	WTP- Mag	348.80	348.80	
110013057507	20/09/21	BC Hydro	110013057507	Pump hydro	41.64	41.64	
110013057508	20/09/21	BC Hydro	110013057508	Klatt hydro	386.07	386.07	
110013057509	20/09/21	BC Hydro	110013057509	LBBP Hydro	43.86	43.86	
110013057510	20/09/21	BC Hydro	110013057510	Hall hydro	179.88	179.88	
110013057511	20/09/21	BC Hydro	110013057511	Office hydro	291.10	291.10	
115012848090	20/09/21	BC Hydro	115012848090	Bus shelter hydro	18.58	18.58	
028771	23/09/21	Bell Mobility Inc.	210913	Data - fire trucks	101.48	101.48	
028772	23/09/21	Bedford, Rubina	210629	Reimburse - Helium tank - olympic rally	223.96	223.96	
028773	23/09/21	Barbara Sharp Solutions	210917	Mediator	4,305.00	4,305.00	
028774	23/09/21	CN Railway Properties	91594948	Paving expenses	134.91	134.91	
028775	23/09/21	Davis, Bradley	210904	Reimburse - Meals	103.45	103.45	
028776	23/09/21	Howe Sound Equipment Ltd	53323	Hedge trimmer parts	158.02	158.02	
028777	23/09/21	ISL Engineering and Land Services Ltd.	B011575	PRV Engineering	1,782.48	1,782.48	Capital
028778	23/09/21	Lehigh Materials	6582403	Roadbase	513.71	513.71	
028779	23/09/21	Metro Vancouver	210920	Loan repayment	23,620.95	23,620.95	Loan Repayment
028780	23/09/21	Makarewicz, Alan	210630	Training meals	93.42	93.42	
028781	23/09/21	North Shore Pest Detective Ltd	65163	Pest control - Klatt	89.25	89.25	
028782	23/09/21	Nitsch, Rogan	2	Washroom cleaning	350.00	700.00	
			3	Washroom cleaning	350.00		
028783	23/09/21	Ooma Inc.	15143	Office phone lines	399.08	399.08	
028784	23/09/21	Rexworthy, Duncan	210824	Reimburse - truck maintenance	101.55	101.55	
028785	23/09/21	Rogers, Victoria	210731	Lumber & caps for Olympic Rally	235.22	235.22	
028786	23/09/21	Sea to Sky Courier & Freight	200316	Courier - signs	40.36	40.36	
028787	23/09/21	Staples Commercial	44e84db5	Paper, fodlers, pens	470.43	470.43	
028788	23/09/21	Sea to Sky Invasive Species Council	385	Invasive Species program	1,500.00	1,500.00	
028789	23/09/21	Triton Automotive	801-806148	Sprocket set and wrenches	684.66	684.66	
2021PP18mpp	24/09/21	Municipal Pension Plan	2021PP18	Pension PP18	6,959.69	6,959.69	Payroll
2021PP18rev	24/09/21	Revenue Canada	2021PP18	Payroll deductions PP18	13,245.64	13,245.64	Payroll
028790	28/09/21	Smethurst, Andrew	210928	Reimburse - Dump run	106.50	106.50	

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Notes
028791	28/09/21	Wray, Andrew	210629	Reimburse - Memorial Bench supplies	335.06	335.06	
210913pitney	28/09/21	PitneyWorks	210913	Postage	528.25	528.25	
Payments made:					1,569,191.22	\$ 1,569,191.22	
Returned Deposits/ Refunds						23,910.64	
Taxes Collected on behalf of others						937,530.26	
GST Remittance						2,162.98	
Employee Paid Expenses:							
MPP						23,303.89	
Revenue Canada						95,481.39	
Union Dues						4,764.92	
Benefits						1,778.72	
						1,088,932.80	
Capital Expenses:						\$ 16,413.60	
Operating Expenses:						\$ 463,844.82	
(Includes loan repayments and payroll expenses - does not include employee pay)							

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VILLAGE OF LIONS BAY

2021 COUNCIL PRIORITIES				
ITEM	DESCRIPTION	COMMENTS	TARGET DATE	
			Quarter	Year
Lions Bay Beach Park Improvements	Re-submitted grant application for \$785K and awaiting approval before spending can begin. If unsuccessful, we have allocated \$285K to be prioritized for washrooms, playscape and kayak rack.	Grant approved in September 2021. Project management planning in progress for Council and public update.	Q4	2021
Highway Noise	Work with MoTI to improve (lessen) highway noise. Review Highway Concessionaires Agreement re. maintenance and replacement of "Quiet Pavement".	Waiting on request for information re. maintenance and replacement of "Quiet Pavement"	Q3	2021
Policies Required to Advance the Careful Development of Lands within the Village	Policies required include: Development Permit Areas for development of lands subject to Natural Hazards; Community Amenity Contributions; Subdivision Servicing; Development Cost Charges	Review of DPAs and CACs planned for second half of year. CoW to be set for review and discussion of geohazards with presentation by geotechnical engineer.	Q4	2021
Climate Action Committee Initiatives	Adopt Terms of Reference for the Committee and select committee members; support CAC initiatives and work with My Sea to Sky to support development of Climate Action Report Card Tool	Work with Ctte re. background documents and review of actions to date re. s.9, OCP. Continue to work with EV providers for quote and ZEVIP grant support. Several steps completed to date; continue work with CAC	Q1-Q4	2021
50th Anniversary Celebration	Adopt Terms of Reference for the Committee and select committee members; support Celebration initiatives	Continue to work with Ctte on various projects and events.	Q1-Q4	2021

Infrastructure Master Plan (IMP)	Support advancement of prioritized projects in the IMP, seeking grant funding where possible	Ongoing: Completed WWTP; Completed 3-PRV project; Ph.4/5 Tank water mains taken out of service. Upper Bayview design RFP published. Paving Isleview end of month. Bridge repairs & reservoir inspections for Mag and Hwy tanks pushed to 2022. Work on procurement MOU with DWV.	Q4	2021
Asset Management Investment Plan (AMIP)	Refine and adopt AMIP policies and communicate the plan to the public; continue to seek out sources of revenue (eg: parking, land sales, potential services for Electoral Area A, EV Charger, potential cellular services)	Council Strategy Committee (CSC) meeting held Jan.12/21 to present updated AMIP policy options. Phase 1 and 2 reports posted to website. Applying for Phase 3 grant funding. Review further options for public communication with Council.	Q1-Q4	2021
Public Consultation and Communication on Council Initiatives	Strengthen public consultation and communication through various means including the Village Update, surveys, direct mail, and other mediums	New web-based communication platform proposed enhanced public consultation and communication. Communication survey completed and reported out in September - <i>consider findings</i>	Q1-Q4	2021
Emergency Planning Initiatives	Execute on Emergency Planning Initiatives, including the Evacuation Plan	Evacuation Planning - preliminary strategy materials circulated via mail drop. Additional work ongoing. EOC and ESS volunteers being on-boarded.	Q3-4	2021

Village Status Under Metro's Regional Growth Strategy (RGS)	Engage with the public and Metro regarding the Municipality's status (Urban vs. Rural) under the Urban Containment Boundary (UCB) within the Metro Vancouver Regional District (MVRD) Regional Growth Strategy (RGS known as Metro 2040 (soon to be Metro 2050)	Delegation from Metro Regional Planning received Dec.15/20, which provided outline of key information on subject matter for further review and discussion. Seeking return of Metro staff re. Metro 2050 Policy Review for Rural Areas. Metro CAO and GM of Planning attended July 6th to discuss "rural" vs. "urban" - needs OCP feedback.	Q1-Q4	2021
Water & Infrastructure Communications	Determine and support solutions for communications with our infrastructure and for the UBC Hydrology study	Staff report for Infrastructure Committee (IC) meeting in April. Revisit in fall.	Q4	2021
Roads & Stormwater Management	Develop a plan for increased preventative maintenance of Roads and Drainage that relies on small scale projects using PWY or service agreements with contractors	Consider funding RFP for engineering assistance with short-medium-long term stormwater mngt strategy - seeking cost estimate for 2022 budget discussion.	Q4-Q1	2021 to 2022

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From: [Agenda](#)
To: [Karla Duarte](#)
Subject: Surrey Regional Dispatch Monthly Report - Lions Bay
Date: Thursday, October 21, 2021 3:29:59 PM
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 <fireofficerreport@surrey.ca>
Sent: October 1, 2021 4:15 PM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Surrey Regional Dispatch Monthly Report - Lions Bay



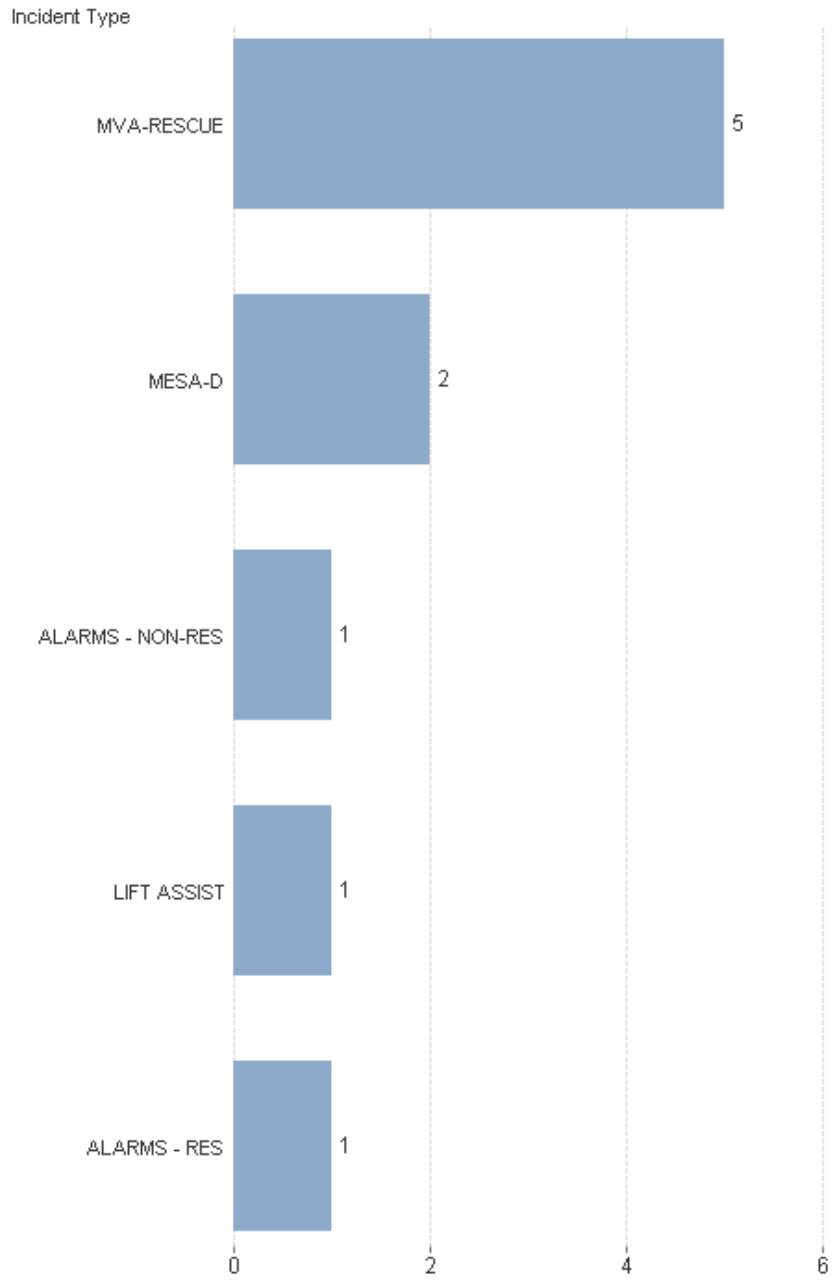
Surrey Regional Fire Dispatch Monthly Report LIONS BAY FIRE RESCUE

For month of Sep 2021

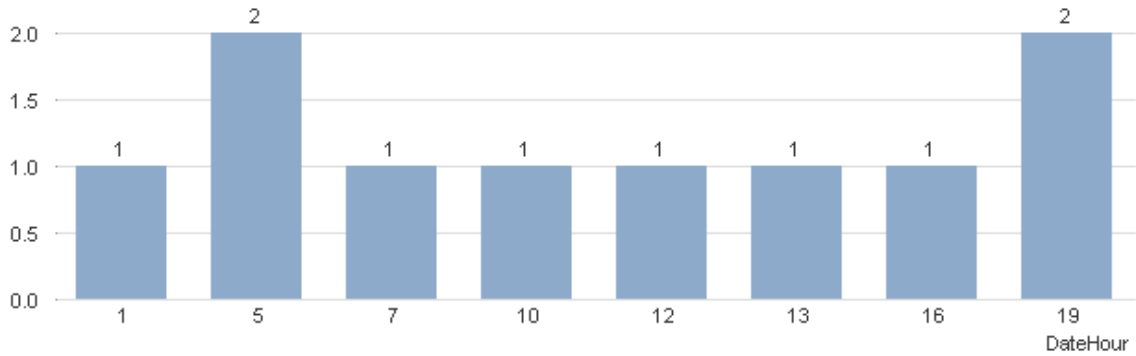
LIONS BAY FIRE RESCUE All Incidents: Frequency (Sep 2021)

Incident Volume		
Incidents 10	Apparatus 12	Attendees 79

LIONS BAY FIRE RESCUE Incidents by Type: 10 (Sep 2021)



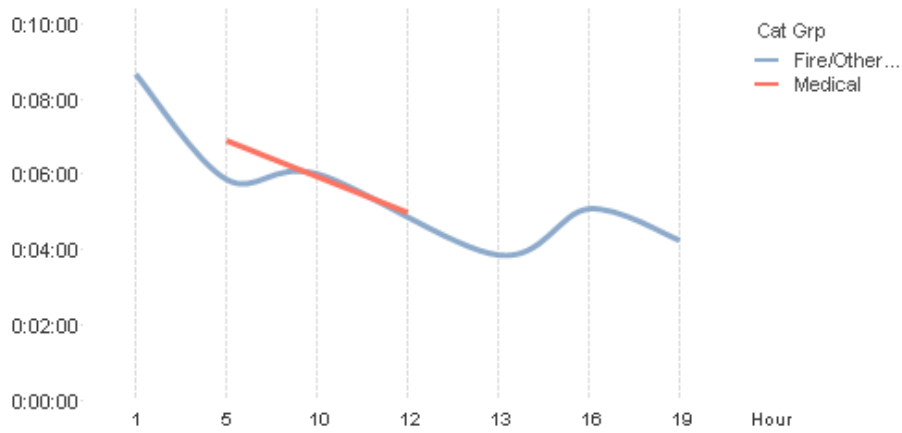
**LIONS BAY FIRE RESCUE
Incidents by hour of day (Sep 2021)**



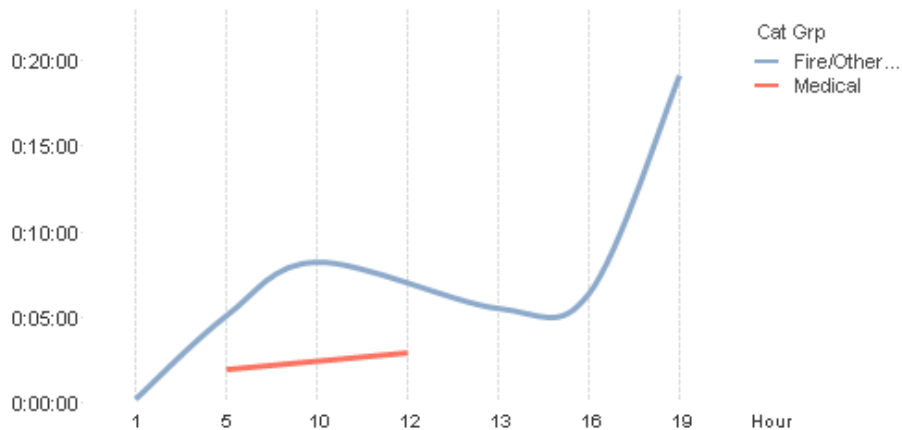
**LIONS BAY FIRE RESCUE
Emerg/1st on scene Incident Performance (Sep 2021)**

Apparatus Committed			Return
Turnout 07:15	Travel 10:39	On Scene 1:01:17	Return Qt

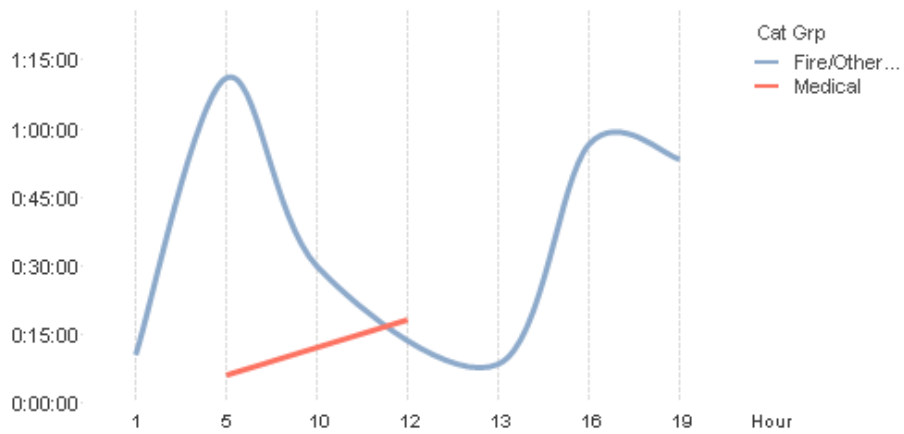
**LIONS BAY FIRE RESCUE
Turnout Time - 90th Percentile (Sep 2021)**



**LIONS BAY FIRE RESCUE
Travel Time to Scene - 90th Percentile (Sep 2021)**



LIONS BAY FIRE RESCUE
Time On Scene until Return Quarter - 90th Percentile (Sep 2021)



LIONS BAY FIRE RESCUE
Truck Utilization (Sep 2021)

AppUnit	AppName	Hours Committed	# of Days Selected	Hours Capacity	Utilization
LBE62	LB Engine 62	6	30	720	1%
LBE61	LB Engine 61	1	30	720	0%



Village of Lions Bay
PO Box 141, 400 Centre Road
Lions Bay, British Columbia
V0N 2E0 – Canada

To be included in the Facility Rentals Policy

WHEREAS:

- A. Municipal property, including buildings and equipment (the “Facilities”), may be rented to the general public from time to time;
- B. The Facilities are funded by Lions Bay taxpayers and are intended primarily for the use and enjoyment of all residents of the community; and
- C. Village of Lions Bay staff do their best to ensure the maintenance of the Facilities and to accommodate the requests of Facility renters and other users (“Renters”).

IN CONSIDERATION of the Village of Lions Bay accepting rentals and use of the Facilities, Renters agree as follows:

- 1. Renters will treat the Facilities with care and ensure that usage guidelines and requirements are observed and followed. If clarity on guidelines and requirements is needed, Renters will check with staff.
- 2. Renters will treat staff with respect and consideration regardless of any issues or perceived problems with the Facilities or any requests that Renters may have with regards to their rental of the Facilities.
- 3. Renters will make every effort to be inclusive of all members of the community who may wish to join their activity or attend their event. Exclusionary practices are inconsistent with the values of the community and will not be tolerated.
- 4. Renters will show consideration for the values and beliefs of every member of the public and will treat every person with dignity, understanding and respect. Discrimination, hate speech and other forms of indecent, insulting, abusive, aggressive, bullying or derogatory conduct toward any person or group which makes them feel threatened and which may reasonably be perceived as offensive or demeaning will not be tolerated.

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Howe Sound/Átl'ka7tsem Marine Reference Guide

Summary Letter to Lions Bay, Oct 20th 2021

Project Background

The Howe Sound/Átl'ka7tsem Marine Reference Guide (“the Guide”) creates resources and decision-support tools that inform marine spatial planning and community education associated with the ocean and freshwater in Howe Sound/Átl'ka7tsem (one of three Squamish Nation place names). From 2018-2021, the Guide created the following deliverables:

1. **An interactive map** that informs spatial planning and collaborative decision-making. The map contains over 400 spatial data layers and 300 reports associated with the Sound’s ocean and freshwater. Intended audience: government staff and planners, researchers, educators. Available at www.howesoundguide.ca/map
2. **Reports** that describe the interaction between economic, ecological, cultural, and social values associated with 6 marine units within the Sound.
3. **Fieldwork** to fill knowledge gaps identified by governments and research institutes (e.g. we surveyed the distribution of eelgrass, herring spawning, plankton biomass, and shoreline debris)
4. **A community map** that visualizes the groups whose work impacts and connects with the ocean. This map visualizes who is doing what where. Available at www.howesoundguide.ca/community
5. **Presentations**, storytelling events, and videos to build community, relationships and advance reconciliation (e.g. <https://youtu.be/p-EyeWrmRWo>)

The Guide is a project on MakeWay’s Shared Platform, a national charity whose mission is to build partnerships and solutions to help nature and communities thrive together.

Succession

2018-2021 comprised **Phase 1** of the Guide – a three-year period where we focused on building and launching the above deliverables, and conducting community training to ensure end-users are aware of, trust, and know how to use the tools. During this phase, all nine of the local governments in the Sound recognized the value-added service that the Guide’s tools provide to their planning and decision-making needs, and contributed financial support toward the project as per a cost-share scheme based on regional population data. These contributions were instrumental in the Guide’s success, as they provided core multi-year financial stability that enabled the Guide to leverage support with other funders. They also confirmed each government’s endorsement toward the added value of the Guide’s deliverables.

We are now entering **Phase 2** of the Guide – a five-year period (2022-2027) focused on the mobilization, implementation, and expansion of decision-support tools that inform regional planning, research, and education associated with the Sound’s ocean and freshwater. Importantly, Phase 2 of the Guide will operate under the purview of the Átl'ka7tsem/Howe Sound Biosphere Region Society, and align with their goals of advancing sustainable development, biodiversity conservation, and reconciliation. For more details about the mission, management structure, and programming associated with Phase 2, contact howesoundguide@gmail.com.

Funding Request

Given the Guide’s ongoing value to government planning and education initiatives and collaborative work within the region, the Guide is requesting that local governments commit to providing financial contributions toward Phase 2 following the same cost-share scheme used in Phase 1 (i.e. \$20,000/year, see Table 1). As with Phase 1, this will represent 10% of the overall annual operational costs (\$200,000/year), including the core technical work to sustain the value, function, and accessibility of the Guide’s principal deliverables and assets, and intergovernmental and community collaboration. The remaining 90% of the annual operating costs will be matched from external funding, such as foundations and donations.

The Ocean Watch Action Committee, following the recommendation of the Guide’s Steering Committee, requests that the following funding request be brought through the councils or boards of the nine local governments whose boundaries fall within the Guide’s study area:

Note: In June 2020 Tides Canada rebranded to become MakeWay



1. Include contributions toward Phase 2 of the Howe Sound/Átl'ka7tsem Marine Reference Guide, which will be under the purview of the Átl'ka7tsem/Howe Sound Biosphere Region Society, in your 5-year financial plans, as outlined in Table 1
2. Include contributions toward Phase 2 of the Guide via MakeWay Charitable Society in your annual budgets each year from 2022-2027, as outlined in Table 1

Table 1. Proposed cost-share breakdown for Phase 2, 2022-2027*

Local Government	Popltn**	% contribution to regional popltn	Annual financial contribution	Estimated contribution over 5 years
Bowen Island	3982.00	4.88	\$ 975.81	\$ 4,879.07
Gibsons	4816.00	5.90	\$ 1,180.19	\$ 5,900.95
Lions Bay	1357.00	1.66	\$ 332.54	\$ 1,662.71
Sunshine Coast Area F	2554.17	3.13	\$ 625.91	\$ 3,129.57
Squamish	21273.00	26.07	\$ 5,213.08	\$ 26,065.41
Squamish-Lillooet D	1726.75	2.12	\$ 423.15	\$ 2,115.75
Islands Trust	1900.00	2.33	\$ 465.61	\$ 2,328.03
Metro Vancouver Electoral Area A	200.00	0.25	\$ 49.01	\$ 245.06
West Vancouver	43805.00	53.67	\$ 10,734.69	\$ 53,673.44
Total	83713.92	100	\$20,000	\$100,000

*Note that the breakdown may be updated as new population census data become available year by year

** All population totals were gathered from the 2020 census. For the SLRD and SCRDI I divided the total unincorporated population census by the number of areas within each Regional District (5 and 6 respectively). For the Islands Trust, I pulled the numbers published in the Biosphere Region nomination package, see page 77. For Metro Vancouver, I worked with MV staff to calculate the number of people living within the portions of Electoral Area A that overlap with Howe Sound.

<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>.

[http://www.islandstrust.bc.ca/connect/about-](http://www.islandstrust.bc.ca/connect/about-us/#:~:text=This%20is%20a%20unique%20and,non%2Dresident%20property%2Downers)

[us/#:~:text=This%20is%20a%20unique%20and,non%2Dresident%20property%2Downers](http://www.islandstrust.bc.ca/connect/about-us/#:~:text=This%20is%20a%20unique%20and,non%2Dresident%20property%2Downers).

Note: In June 2020 Tides Canada rebranded to become MakeWay



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Temporary Borrowing Bylaw No. 605, 2021		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	October 21, 2021	Version	
Issued for	October 26, 2021 Regular Council Meeting		

RECOMMENDATION

THAT the Temporary Borrowing Bylaw No. 605, 2021 be adopted.

ATTACHMENTS

1. Temporary Borrowing Bylaw No. 605, 2021

KEY INFORMATION

Staff presented the draft Temporary Borrowing Bylaw No. 605, 2021 to Council at the October 5, 2021 regular Council meeting for review and discussion. At the same meeting, the Bylaw was given three readings.

OPTIONS

1. Approve the recommendation above and adopt the bylaw;
2. Amend the Temporary Borrowing Bylaw No. 605, 2021 as at third reading and direct staff to bring it back for adoption at the November 19, 2021 Council meeting.

FOLLOW UP ACTION

Assuming the recommendation is approved, the bylaw will be submitted to the Municipal Finance Authority at the time funds are to be borrowed.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Temporary Borrowing Bylaw No. 605, 2021

Adopted:

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

Temporary Borrowing Bylaw No. 605, 2021

TEMPORARY BORROWING BYLAW NO. 605, 2021

A bylaw to authorize temporary borrowing pending the sale of debentures

WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw No. 508, cited as Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016, authorizing borrowing for the purpose of engineering, purchasing and constructing Capital Works in the Infrastructure Master Plan, in the amount of three million dollars (\$3,000,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of one million nine hundred thirty-nine thousand one hundred dollars (\$1,939,100), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "Temporary Borrowing Bylaw No. 605, 2021".

Temporary Borrowing Bylaw No. 605, 2021

READ A FIRST TIME	October 5, 2021
READ A SECOND TIME	October 5, 2021
READ A THIRD TIME	October 5, 2021
ADOPTED	

Mayor

Corporate Officer

**Certified a true copy of
Temporary Borrowing Bylaw
Bylaw No. 605, 2021 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021		
Author	Peter DeJong	Reviewed By:	Karla Duarte
Date	October 21, 2021	Version	1
Issued for	October 26, 2021 Regular Council Meeting		

Recommendation:

- (1) THAT second and third reading of Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be rescinded;
- (2) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a first time, as amended;
- (3) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a second time, as amended;
- (4) THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be re-read a third time, as amended;
- (5) THAT notice of the proposed amendments be provided in accordance with section 94 of the Community Charter; and
- (6) THAT such notice may be given by way of publication in the Village Update for two consecutive weeks, which Council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

Attachments:

- (1) Draft Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021, as amended;
- (2) Draft Consolidation of Council Procedures Bylaw No. 476, 2015, as amended;
- (3) Electronic Meetings Guidance Published by the Province of BC

Key Information:

The purpose of these amendments is to ensure that, if necessary, all members of Council can attend a meeting electronically, including the Chair of the meeting and that the meeting itself may be conducted electronically, including participation of Council, staff, invitees, delegations and the general public.

Previously, this was being facilitated by Ministerial Order 192, but that Order has since been rescinded and the applicable portions of the *Community Charter* and the *Local Government Act*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

have been amended to clearly accommodate the conduct of and participation in Council and Council Committee meetings via electronic means.

Provincial guidelines recommend putting emphasis on the importance of in-person meetings and using electronic means only as needed, or as a supplement to in-person meetings. Section 11(1)(b) refers to a Council or Council Committee Member *who is unable to attend in person* may participate electronically, and the wording is lifted from section 128.3 of the *Community Charter's* new provisions. Section 11(3) of the amended bylaw provides for Council to deem an in-person meeting of such significance that all Council members must attend.

Additional recommendations on electronic meeting procedures have been published by the Province and staff is planning to return with an electronic meeting policy for Council's consideration to cover off such additional provisions.

Options:

- (1) Pass the resolutions recommended at the beginning of this report;
- (2) Amend the recommendations at the beginning of this report.
- (3) Send the bylaw back to staff with alternative instructions.

Preferred Option: Option 1 is the preferred option.

Legal Considerations: The proposed amendments incorporate the wording of the new legislative amendments to provide clear authority for the conduct of meetings via electronic means or a combination of electronic and in-person meeting procedures.

Section 124 (3), together with section 94, require proposed amendments to a procedure bylaw to be advertised through publication over two consecutive weeks. A notice was published on June 25th and July 2nd in the Pique newspaper but the extent of such amendments has been varied and increased substantively since then, so notice should be effected again. Section 94 (4) provides that Council may use alternative means to provide such notice, which we regularly do via the Village Update. Re-publication in the Pique is an inexpensive way to achieve redundancy in respect of this requirement.

Follow Up Action and Communication Plan: Per the recommendations in this report.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021

Adopted:

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

Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021

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

1. This bylaw may be cited for all purposes as “Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021”.
2. Section 4 “Definitions” is amended as follows:
 - (a) Add “or of a Committee of the Whole or Council Strategy Committee meeting;” to the end of the definition of “Committee Meeting”;
 - (b) Insert “Committee of the Whole (COW)” means a Committee of all council members, of which the Mayor and all Councillors are members, convened to discuss or debate topics less formally, develop common understandings, help reach consensus and develop recommendations to report back to Council;
 - (c) Delete the words “approves or orders” in the definition of “Motion” and substitute instead the word “considers”;
 - (d) Under the definition of “Quorum”, add the following to the end of part (b): “unless the Committee’s Terms of Reference specify otherwise;
3. Section 8(2)(b) is deleted and replaced with the following: “begin at either 6:00 p.m. or 7 p.m. as Council or the Corporate Officer may determine from time to time; and”
4. Section 9 is amended by adding subsection (5) as follows:
 - (5) Where a Regular Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify such means and how the public can hear, or watch and hear, and participate in the meeting if applicable.
5. Section 10(2) is amended by adding the words: “Regular Council Meeting Place and” prior to the word “Public” in subsection (a) and by deleting the current subsection (b), replacing it with the current subsection (c).
6. Section 10 is further amended by adding subsection (5) as follows:
 - (5) Where a Special Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify such means and how the public can hear, or watch and hear, and participate in the meeting if applicable.

7. The amendments to Section 11, read a first time June 17, 2021, are hereby stricken and Section 11 is deleted in its entirety, to be replaced with the following:

11. (1) Provided the conditions set out in the Community Charter are met:

(a) a Regular Council Meeting, a Special Council Meeting and a Council Committee Meeting may be conducted, in whole or in part, by means of electronic or other communication facilities which enable the public to hear, or watch and hear, and participate in the meeting if applicable;

(b) a Council or Council Committee Member who is unable to attend in person at a Regular or Special Council Meeting or a Council Committee Meeting, as applicable, may participate, including voting, in the Meeting by means of electronic or other communication facilities and are deemed to be present at the meeting.

(2) The chair at a Regular or Special Council Meeting, or Council Committee Meeting, may participate electronically and, subject to the adoption of an electronic meetings policy, may establish procedural rules for the conduct of a meeting in accordance with this bylaw.

(3) Council may resolve that, for a particular Council or Council Committee meeting, all Council members shall attend and participate at the meeting in-person.

(4) Subject to subsection (3), all Council members or Council Committee members may participate simultaneously at a meeting under this section.

(5) A Regular or Special Council Meeting or Council Committee Meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a Quorum still exists. If Quorum is lost due to technical difficulties, the meeting shall be deemed to be in recess until the earlier of:

(a) the re-establishment of Quorum, or

(b) the expiration of 15 minutes, or such longer time as the Chair may determine, after which time the meeting shall be deemed to be adjourned and the provisions of section 21 of this bylaw shall apply.

(6) Staff, consultants, other invited persons, delegations and the public may participate by means of electronic or other communication facilities at a meeting under this section.

8. Section 17(3) is amended:

(a) By adding the words: "and meetings" after the word "Meetings";

(b) By adding the words: "Committee of the Whole" at the end of subsection (a); and

(c) By adding the word: "Roll" after the word: "Tax" in subsection (c).

9. Section 18(5) is amended by adding: "or COW" after "CSC".

-
10. Section 20 is amended by adding: “, or such longer time as the Chair of the meeting may determine,” after “15 minutes”.
 11. Section 21 is amended by adding: “within 15 minutes, or such longer time as the Chair may determine” after the word: “reconvene”.
 12. Subsection 23(1) is deleted and replaced with the following:
 - (1) Unless otherwise resolved by Council, the agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) Closure of Council Meeting (when applicable)
 - (c) Reporting out from Closed portion of Meeting (when applicable)
 - (d) Adoption of Agenda
 - (e) Public Participation
 - (f) Delegations (requests to address Council)
 - (g) Review and Approval of Minutes of Prior Meetings
 - (h) Business Arising from the Minutes
 - (i) Unfinished Business
 - (j) Reports
 - (k) Resolutions
 - (l) Bylaws
 - (m) Correspondence
 - (n) New Business
 - (o) Public Questions & Comments
 - (p) Resumption of Closed Council Meeting (when applicable)
 - (q) Reporting Out from Closed Meeting (when applicable)
 - (r) Adjournment
 13. Section 28(2) is amended by striking the last sentence and replacing it as follows:

Each address must be limited to ten minutes unless a longer period has been agreed to by the Corporate Officer in advance of the meeting (eg: delegation invited to appear), or a longer period is agreed to by a two-thirds vote of those Council Members present.”
 14. Section 28(4) is amended by:
 - (a) Striking the word: “or” from the end of subsection (b) and by adding the following subsections:
 - (i) (d) applications, permits, or licenses not yet considered by Council; or
 - (ii) (e) information considered in Closed meetings, unless the information has been released.

- 15. Section 31(8) is amended by adding the following:
or, where the Council Member is participating in the meeting by means of electronic or other communication facility, to be muted, placed in an electronic waiting room, or disconnected from the meeting.
- 16. Section 44(4) is amended by substituting “477” for “882”.
- 17. Section 44(8) is amended by striking Section 890(9) and replacing it with “Sections 477(6) and 480”.
- 18. The title of Part 7 is amended by adding: “& COMMITTEE OF THE WHOLE”.
- 19. Section 50 is deleted and replaced with the following: “Committee of the Whole Meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.”
- 20. Section 51 is amended by striking the word: “Council” after the word: “Committee”.
- 21. Section 52 is amended by striking the word: “Council” after the word: “Committee” and adding: “and Committee of the Whole”.

READ A FIRST TIME	June 17, 2021
READ A SECOND TIME	June 17, 2021
READ A THIRD TIME	June 17, 2021
SECOND AND THIRD READINGS RESCINDED	October 26, 2021
RE-READ A FIRST TIME, AS AMENDED	October 26, 2021
READ A SECOND TIME, AS AMENDED	October 26, 2021
READ A THIRD TIME, AS AMENDED	October 26, 2021
ADOPTED	November __, 2021

Mayor

Corporate Officer

Certified a true copy of Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021, as adopted.

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Procedures Bylaw No. 476, 2015

Office Consolidation

This document is an office consolidation of Council Procedures Bylaw No. 476, 2015 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version Council Procedures Bylaw No. 476, 2015, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
529	All	Various amendments	July 4, 2017
575	s.2 s.3 s.4 & 5	Council Meeting Schedule Electronic Meetings Sundry clerical amendments	March 26, 2020
607	All	Various amendments, mainly re. electronic meetings	

**Bylaw No. 476, 2015
Council Procedures 2015**

Contents

PART 1 – INTRODUCTION..... 4

 TITLE..... 4

 SEVERABILITY 4

 PREVIOUS BYLAW REPEAL 4

 DEFINITIONS 4

 INTERPRETATION..... 6

 APPLICATION OF RULES OF PROCEDURE..... 6

PART 2 – COUNCIL MEETINGS..... 6

 INAUGURAL MEETING 7

 TIME AND LOCATION OF MEETINGS 7

 NOTICE OF REGULAR COUNCIL MEETINGS..... 7

 NOTICE OF SPECIAL MEETINGS..... 8

 ELECTRONIC MEETINGS..... 9

 ANNUAL MEETING 10

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR 10

PART 4 – COUNCIL PROCEEDINGS..... 10

 COMMUNITY CHARTER PROVISIONS..... 10

 ATTENDANCE OF PUBLIC AT MEETINGS..... 11

 MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC..... 11

 CALLING MEETING TO ORDER 12

 ADJOURNING MEETING WHERE NO QUORUM..... 12

 AGENDA 13

 ORDER OF PROCEEDINGS AND BUSINESS 13

 LATE ITEMS 14

 VOTING AT MEETINGS..... 14

 PUBLIC PARTICIPATION..... 15

 DELEGATIONS 15

 CORRESPONDENCE..... 16

 POINTS OF ORDER 16

 CONDUCT AND DEBATE..... 17

 MOTIONS GENERALLY 18

MOTION FOR THE MAIN QUESTION 19

AMENDMENTS GENERALLY 19

RECONSIDERATION OF AN ADOPTED OR APPROVED BYLAW, RESOLUTION OR PROCEEDING 20

PRIVILEGE..... 22

PUBLIC QUESTIONS & COMMENTS 23

ADJOURNMENT 23

PART 5 – BYLAWS 23

 COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS 24

 FORM OF BYLAWS 24

 BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY 24

 READING AND ADOPTING BYLAWS 24

 RECONSIDERATION OF PART OR ALL OF A BYLAW 25

 BYLAWS MUST BE SIGNED 25

PART 6 – RESOLUTIONS COPIES OF RESOLUTIONS TO COUNCIL MEMBERS 25

 FORM OF RESOLUTION 25

 INTRODUCING RESOLUTIONS 25

PART 7 – COUNCIL STRATEGY COMMITTEE 25

 GENERAL PROVISIONS 25

PART 8 – COMMITTEES 26

 COMMITTEE MEETING PROCEDURES..... 26

 DUTIES & AUTHORITY 26

 NOTICE OF MEETINGS 26

 MINUTES OF MEETINGS 26

 PUBLIC PARTICIPATION..... 27

 MAYOR A MEMBER OF ALL COMMITTEES..... 27

PART 9 – GENERAL 27

 IRREGULARITY..... 27

 WAIVER..... 27

PART 10 – SCHEDULES..... 27

**THE VILLAGE OF LIONS BAY
BYLAW NO. 476**

Council Procedures

The Council of the Municipality of the Village of Lions Bay deems it expedient to provide for Council meeting and Committee meeting procedures pursuant to the Community Charter Council, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

TITLE

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

SEVERABILITY

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

PREVIOUS BYLAW REPEAL

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

DEFINITIONS

4. In this Bylaw:

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

“Committee” means a standing, select, or other Committee of Council, but does not include the Council Strategy Committee (CSC);

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

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

- (a) is addressed specifically to Council or a majority of Council Members; or
- (b) that the Corporate Officer determines, based on the content, should be included as Council Correspondence.

“Committee Member” means a member of a Committee, as appointed by Council or the Mayor;

“Committee Meeting” means a meeting of a Select or Standing Committee of Council, or of the Council Strategy Committee or the Committee of the Whole;

“Committee of the Whole” means a Committee of all council members, of which the Mayor and all Councillors are members, convened to discuss or debate topics less formally, develop common understandings, help reach consensus and develop recommendations to report back to Council;

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

“Council Meeting” means an Inaugural, Regular or Special Council Meeting, as the context requires;

“Council Member” means a member of Council, being the Mayor or a Councillor;

“Council Strategy Committee (CSC)” means a Committee of all council members, of which the Mayor and all Councillors are members for the purpose of strategic goal planning;

[Amended by Bylaw No. 529, 2017]

“Councillor” means a Council Member of the Village of Lions Bay, excluding the Mayor;

“Inaugural Council Meeting” means the Council Meeting at which the Mayor and Councillors elected at the most recent general local election are sworn in;

“Mayor” means the Mayor, but not the Acting Mayor, of the Village;

“Motion” means a formal proposal made by a Council Member at a Council Meeting whereby Council approves or orders a specified course of action;

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

“Point of Information” means the procedure pursuant to which a Council Member may ask the Chair to require further information on the subject being debated;

“Point of Order” means a procedure by which a Council Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

“Public Notice Posting Places” means the notice boards at the Municipal Hall and Village post office as well as the Village website;

“Quorum” means:

- (a) in the case of Council, a majority of the number of Council Members of which the Council consists under the Community Charter; and

- (b) in the case of a Committee or other body, a majority of the voting Committee Members appointed, unless the Committee's Terms of Reference specify otherwise.

"Recorder" means the staff member, contractor, Council Member or Committee Member assigned to take the minutes at a Council Meeting or Committee Council Meeting;

"Regular Council Meeting" means a Council Meeting of the Council, other than a Special or Inaugural Council Meeting, held under Part 2;

"Special Council Meeting" means a Council Meeting of the Council, other than a Regular or Inaugural Council Meeting, held under Part 2;

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

"Village Website" means the information resource found at an internet address provided by the Village.

INTERPRETATION

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

APPLICATION OF RULES OF PROCEDURE

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

PART 2 – COUNCIL MEETINGS

INAUGURAL MEETING

7. (1) Following a general local election, the Inaugural Council Meeting must be held on the first Tuesday in the month following a general election.
- (2) If a Quorum of Council Members elected at the general local election has not taken office by the date of the Council Meeting referred to in Section 7(1), the first Council Meeting must be called by the Corporate Officer and held as soon as reasonably possible after a Quorum has taken office.

TIME AND LOCATION OF MEETINGS

8. (1) All Council Meetings must take place within the Council Chambers of the Municipal Hall except when Council resolves to hold Council Meetings elsewhere. Except in the case of a Council Meeting outside Municipal boundaries, Council may pass a Resolution to hold a Council Meeting outside of Municipal Hall at the commencement of that Council Meeting. Meetings, hearings or other proceedings referred to in Section 134.1 (1) may be held outside the boundaries of the Village of Lions Bay.
[Amended by Bylaw No. 529, 2017]
- (2) Regular Council Meetings must:
 - (a) be held at least once each month, excepting August;
[Amended by Bylaw No. 575, 2020]
 - (b) begin at either 6:00 p.m. or 7 p.m. as Council or the Corporate Officer may determine from time to time; and
 - (c) be adjourned by 10:00 p.m. on the day scheduled for the Council Meeting unless Council resolves to proceed beyond that time in accordance with Section 40(1).
- (3) Regular Council Meetings may:
 - (a) be cancelled by a resolution of Council, provided that two consecutive Council Meetings are not cancelled; or
 - (b) be rescheduled to a different day, time and place by Council resolution, provided the Corporate Officer is given at least 2 days written notice.
[Amended by Bylaw No. 529, 2017]
- (4) When a Regular Council Meeting date is cancelled or rescheduled pursuant to section 8(3) notice shall be provided in accordance with Sections 9(2) and 9(3).
[Amended by Bylaw No. 529, 2017]

NOTICE OF REGULAR COUNCIL MEETINGS

9. (1) The Corporate Officer must, at Public Notice Posting Places, annually before January 31 post a schedule of the dates, times and places of Regular Council Meetings.
[Amended by Bylaw No. 575, 2020]
- (2) The Council may cancel or reschedule a Regular Council Meeting under Section 8 (3) or call a Special Council Meeting under Section 10. The Corporate Officer must, as soon as practicable;
- (a) post a notice at the Public Notice Posting Places which indicates revisions to the date, time and place of a Regular Council Meeting or cancellation of a Regular Council Meeting; and
- (b) revise the schedule referred to in Section 9(1).
- (3) Subject to Section 9(2) the Corporate Officer must give public notice of a Regular Council Meeting at least 24 hours before the date of the Council Meeting.
- (4) If the agenda for a Council Meeting contains a proposed resolution to close all or part of that Council Meeting to the public, the notices must state the basis under the Community Charter on which all or part of the Council Meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the Council Meeting is to be closed. Nothing herein precludes Council from passing a resolution to close a Regular Meeting and stating the basis for doing so, notwithstanding failure to provide advance notice.
[Amended by Bylaw No. 529, 2017]
- (5) Where a Regular Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify such means and how the public can hear, or watch and hear, and participate in the meeting if applicable.

NOTICE OF SPECIAL MEETINGS

10. (1) A Special Council Meeting may be called in compliance with applicable enactments.
- (2) Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members as required under the Community Charter, a notice of the date, time, and place of a Special Council Meeting must be given at least 24 hours before the time of Council Meeting by:
- (a) posting a copy of the notice at the Regular Council Meeting Place and Public Notice Posting Places; and
- (b)
contacting each Council Member by telephone (or leaving a recorded message) or by email to their municipal email address.

- (3) The notice under Section 10(2) must describe in general terms the purpose of the Council Meeting.
 - (4) If the agenda for the Special Council Meeting contains a proposed resolution to close all or part of that Council Meeting to the public, the notices must state the basis under the Community Charter on which all or part of the Council Meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the Council Meeting is to be closed. Nothing herein precludes Council from passing a resolution to close a Special Meeting and stating the basis for doing so, notwithstanding failure to provide advance notice.
- [Amended by Bylaw No. 529, 2017]
- (5) Where a Special Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify such means and how the public can hear, or watch and hear, and participate in the meeting if applicable, and the notice and other procedural requirements of this bylaw shall apply.

ELECTRONIC MEETINGS

- 11. (1) Provided the conditions set out in the Community Charter are met:
 - (a) a Regular Council Meeting, a Special Council Meeting and a Council Committee Meeting may be conducted, in whole or in part, by means of electronic or other communication facilities which enable the public to hear, or watch and hear, and participate in the meeting if applicable;
 - (b) a Council or Council Committee Member who is unable to attend in person at a Regular or Special Council Meeting or a Council Committee Meeting, as applicable, may participate, including voting, in the Meeting by means of electronic or other communication facilities and are deemed to be present at the meeting.
- (2) The chair at a Regular or Special Council Meeting, or Council Committee Meeting, may participate electronically and, subject to the adoption of an electronic meetings policy, may establish procedural rules for the conduct of a meeting in accordance with this bylaw.
- (3) Council may resolve that, for a particular Council or Council Committee meeting, all Council members shall attend and participate at the meeting in-person.
- (4) Subject to subsection (3), all Council members or Council Committee members may participate simultaneously at a meeting under this section.
- (5) A Regular or Special Council Meeting or Council Committee Meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a Quorum still exists. If Quorum is lost due to technical difficulties, the meeting shall be deemed to be in recess until the earlier of:
 - (a) the re-establishment of Quorum, or

(b) the expiration of 15 minutes, or such longer time as the Chair may determine, after which time the meeting shall be deemed to be adjourned and the provisions of section 21 of this bylaw shall apply.

- (6) Staff, consultants, other invited persons, delegations and the public may participate by means of electronic or other communication facilities at a meeting under this section.

ANNUAL MEETING

12. The Corporate Officer must give notice of the Council Meeting or other public meeting in respect of which Council has resolved to consider:

- (a) the annual report prepared under the Community Charter; and
 (b) submissions and questions from the public;

By giving public notice by:

- (a) posting notice of the date, time and place of such meeting in the Public Notice Posting Places; and
 (b) publishing notice of the date, time and place of such meeting in accordance with the Community Charter.

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

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

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

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

ATTENDANCE OF PUBLIC AT MEETINGS

17. (1) Except where the provisions of Section 90 of the Community Charter apply, all Council Meetings must be open to the public.
- (2) Before closing a Council Meeting or part of a Council Meeting to the public, Council must pass a resolution in a public Council Meeting in accordance with Section 92 of the Community Charter.
- (3) This section applies to all Council Meetings and meetings of the bodies referred to in Section 93 of the Community Charter, including without limitation:
- (a) Council Strategy Committee and Committee of the Whole;
 - (b) Standing and Select Committees;
 - (c) Parcel Tax Roll Review Panel; and
 - (d) Board of Variance.
- (4) Despite Section 17(1), the Mayor, or the Councillor designated as the Council Member responsible for acting in the place of the Mayor under Section 13, may expel or exclude from a Council Meeting a person in accordance with Section 27(4) of this bylaw.

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

18. (1) Minutes of the proceedings of Council must:
- (a) be legibly recorded, with decisions and action items clearly noted;
 - (b) generally reflect the nature of business which occurred;
 - (c) be certified as correct by the Corporate Officer; and
 - (d) be signed by the Mayor, or other Council Member presiding at the Council Meeting, and the Corporate Officer once adopted by Council.
- (2) Verbatim transcription of statements and commentary will not be captured in the official minutes. Persons addressing Council, either as a Delegation or during participatory periods of the Council Meeting, may provide the Recorder with a transcript of their comments at the Council Meeting, for inclusion with the filing of the official Agenda package. Documents will not be received after the Council Meeting has concluded.

- (3) Subject to Section 18 (4), and in accordance with the Community Charter, minutes of the proceedings of Council must be open for public inspection at the Municipal Hall during its regular office hours.

[Amended by Bylaw No. 575, 2020]

- (4) Section 18(3) does not apply to minutes of a meeting or that part of a meeting from which persons were excluded under Section 90 of the Community Charter.
- (5) Council Meetings and CSC or COW Meetings other than portions closed pursuant to Section 90 of the *Community Charter*, shall be audio recorded and posted to the municipal website as an audio file. Recordings of other meetings shall not be made public and are strictly for the assistance of the recording secretary.

[Amended by Bylaw No. 529, 2017]

CALLING MEETING TO ORDER

19. (1) As soon after the time specified for a Council Meeting as there is a Quorum present, the Chair must call the Council Meeting to order.
- (2) If a Quorum of Council is present but neither the Mayor nor the Councillor designated as the Council Member responsible for acting in the place of the Mayor under Section 13 attend within 15 minutes of the scheduled time for a Council Meeting:
- (a) the Corporate Officer must call to order the Council Members present; and
- (b) the Council Members present must choose a Council Member to preside at the Council Meeting until:
- i) either the Mayor or the Councillor designated as the Council Member responsible for acting in the place of the Mayor under Section 13 arrives; or
- ii) the end of the Council Meeting.
- (3) If the Mayor or the Councillor designated as the Council Member responsible for acting in the place of the Mayor under Section 13 arrives after commencement of a Council Meeting, he or she will assume the role of Chair upon arrival.

ADJOURNING MEETING WHERE NO QUORUM

20. If there is no Quorum of Council present within 15 minutes, or such longer time as the Chair of the meeting may determine, of the scheduled time for a Regular Council Meeting the Corporate Officer must:
- (a) record the names of the Council Members present and those absent and adjourn the Council Meeting until the next scheduled Council Meeting; and
- (b) place all business on the agenda that is not dealt with at that Regular Council Meeting on the agenda for the next Regular Council Meeting.

21. If a Quorum of Council is lost during a Council Meeting, the Corporate Officer must record the names of the Council Members present and those absent, and temporarily adjourn the Council Meeting until a Quorum is present. If a Quorum does not reconvene within 15 minutes, or such longer time as the Chair may determine, Section 20 will apply.

AGENDA

22. (1) Prior to each Council Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that Council Meeting, noting the options and recommendations, if any, for each item on the agenda.
- (2) The deadline for submissions to the Corporate Officer of items for inclusion on the Council Meeting agenda must be noon on the Thursday prior to the Council Meeting. Electronic submissions are to be emailed to agenda@lionsbay.ca.
- (3) The Corporate Officer must make the agenda available to the Council Members and the public at least 24 hours before a regular Council Meeting, except with respect to any part of the meeting that is closed to the public, in which case the agenda shall only be provided to Council members.
- [Amended by Bylaw No. 529, 2017]
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 24.

ORDER OF PROCEEDINGS AND BUSINESS

23. (1) Unless otherwise resolved by Council, the agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Closure of Council Meeting (when applicable)
 - (c) Reporting out from Closed portion of Meeting (when applicable)
 - (d) Adoption of Agenda
 - (e) Public Participation
 - (f) Delegations (requests to address Council)
 - (g) Review and Approval of Minutes of Prior Meetings
 - (h) Business Arising from the Minutes
 - (i) Unfinished Business
 - (j) Reports
 - (k) Resolutions
 - (l) Bylaws
 - (m) Correspondence
 - (n) New Business
 - (o) Public Questions & Comments
 - (p) Resumption of Closed Council Meeting (when applicable)
 - (q) Reporting Out from Closed Meeting (when applicable)
 - (r) Adjournment

[Amended by Bylaw No. 529, 2017]

- (2) Particular business at a Council Meeting must in all cases be taken in the order in which it is listed on the agenda unless otherwise resolved by Council.

LATE ITEMS

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

VOTING AT MEETINGS

25. (1) The following procedures apply to voting at Council Meetings:
- (a) when debate on a matter is closed, the Chair must put the matter to a vote of Council Members. For the purpose of this section and subsequent sections 'put' or 'putting' refers to putting the Motion to a vote.
- (b) when Council is ready to vote, the Chair must put the matter to a vote by stating:
- "All in favour?" and then "Opposed?" Council Members will indicate their preference by show of hands when the question is called.
- (c) when the Chair is putting the matter to a vote under Sections 25(1)(a) and (b) a Council Member must not:
- (i) cross or leave the room, or
- (ii) interrupt the voting procedure under Section 25(1)(b) unless the interrupting Council Member is raising a Point of Order;
- (d) after the Chair puts the question to a vote under Section 25(1)(b), a Council Member must not speak to the question or make a Motion concerning it;
- (e) the Chair's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each Council Member present shall signify their vote by raising their hand; and
- (g) the Chair must declare the result of the voting by stating whether the Motion has been carried or not.
26. Abstention from voting and tie votes are deemed to affect voting as follows:

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

PUBLIC PARTICIPATION

- 27. (1) Council shall hold a ten minute public participation period or until speakers have concluded, whichever comes first, at the beginning of each Council Meeting, except the Inaugural Meeting.
- (2) Members of the public shall address their questions through the Chair who shall answer if possible, or refer to another Council Member or to staff for answer or subsequent research.
- (3) Each address must be limited to two minutes.
- (4) All persons addressing Council are expected to adhere to the Public Guidelines which are appended to this Bylaw.

DELEGATIONS

- 28. (1) A maximum of three (3) delegations will be permitted at a Regular Council Meeting. Council may, by unanimous decision, allow additional delegations if the subject matter is deemed to be urgent or time-sensitive.
- (2) Council may, by resolution, allow an individual or a delegation to address Council at a Council Meeting on any subject within the jurisdiction of Council provided written application on a prescribed form has been received by the Corporate Officer by noon on the Thursday prior to the Council Meeting. Each address must be limited to ten minutes unless a longer period has been agreed to by the Corporate Officer in advance of the meeting (eg: delegation invited to appear), or a longer period is agreed to by a two-thirds vote of those Council Members present.
- (3) Where written application has not been received by the Corporate Officer as prescribed in Section 28(2), an individual or delegation may address the Council Meeting if approved by the unanimous vote of the Council Members present provided the maximum number of delegations has not been met.
- (4) Council must not permit a delegation to address a Council Meeting of the Council:
 - (a) regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action;

- (c) if the purpose or subject of the delegation is beyond the jurisdiction of Council; except as otherwise permitted by Council;
 - (d) applications, permits, or licenses not yet considered by Council; or
 - (e) information considered in Closed meetings, unless the information has been released.
- (5) The Corporate Officer may schedule delegations to another Council Meeting or advisory body as deemed appropriate according to the subject matter of the delegation or if the maximum delegations has been reached for the Council Meeting.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Delegation requests must include:
- (a) the full particulars of the subject matter;
 - (b) the proposed action, within the jurisdiction of the Village, which the delegation wishes the Village to take in response to the submission;
 - (c) the names and addresses of the person(s) or the organization comprising the delegation; and
 - (d) the name, address and telephone number of the designated speaker(s).

[Amended by Bylaw No. 529, 2017]

CORRESPONDENCE

29. Any person wishing his or her Correspondence to be received by Council at a regular Council Meeting shall provide it in accordance with the deadline noted in section 22(2).

POINTS OF ORDER

30. (1) Without limiting the Chair's duty under the Community Charter, the Chair must apply the correct procedure to a Motion:
- (a) if the Motion is contrary to the rules of procedure in this Bylaw, and
 - (b) whether or not another Council Member has raised a Point of Order in connection with the Motion.
- (2) When the Chair is required to decide a Point of Order:
- (a) the Chair must cite the applicable rule or authority if requested by another Council Member;

(b) another Council Member must not question or comment on the rule or authority cited by the Chair under Section 30(2)(a); and

(c) the Chair may reserve the decision until the next Council Meeting.

CONDUCT AND DEBATE

31. (1) A Council Member may speak to a question or Motion at a Council Meeting only if that Council Member first addresses the Chair.
- (2) Council Members must address the Chair by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Council Members must address other non-presiding Council Members by the title Councillor.
- (4) No Council Member may interrupt a Council Member who is speaking except to raise a Point of Order.
- (5) If more than one Council Member speaks the Chair must call on the Council Member who, in the Chair's opinion, first spoke.
- (6) Council Members who are called to order by the Chair:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal to Council for its decision on the Point of Order in accordance with Section 132 of the Community Charter.
- (7) Council Members speaking at a Council Meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a Motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and Council in connection with the rules and points of order.
- (8) If a Council Member does not adhere to Section 31(7), the Chair may order the Council Member to leave their seat, and, if the Council Member refuses to leave, the Chair may

cause the Council Member to be removed by a peace officer from their seat or, where the Council Member is participating in the meeting by means of electronic or other communication facility, to be muted, placed in an electronic waiting room, or disconnected from the meeting.

- (9) A Council Member may require the question being debated at a Council Meeting to be read at any time during the debate if that does not interrupt another Council Member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council Meeting:
 - (a) A Council Member may speak more than twice in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the Council Member is explaining a material part of a previous speech without introducing a new matter; or
 - (iii) to ask a question pertinent to the matter under debate.
 - (b) A Council Member who has made a substantive Motion to Council may reply to the debate;
 - (c) A Council Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate;
 - (d) A Council Member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

MOTIONS GENERALLY

- 32. (1) Council may debate and vote on a Motion only if it is first moved by one Council Member and then seconded by another.
- (2) A Motion that deals with a matter that is not on the agenda of the Council Meeting at which the Motion is introduced may be introduced with a unanimous affirmative vote of Council.
- (3) A Council Member may make only the following Motions when Council is considering a question:
 - (a) to approve minutes;
 - (b) to refer to a Committee;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely;
 - (f) to postpone to a certain time;

- (g) to move the previous question;
- (h) to adjourn.

[Amended by Bylaw No. 529, 2017]

- (4) A Motion made under Sections 32(3)(d) to (h) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council Meeting if requested by a Council Member.

MOTION FOR THE MAIN QUESTION

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

AMENDMENTS GENERALLY

- 34. (1) A Council Member may, without notice, move to amend a Motion that is being considered at a Council Meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original Motion.
- (3) A proposed amendment must be decided or withdrawn before the Motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) No Motion to amend a Motion may be made if the amendment negates the Motion which would be amended.
- (6) If any Council Member states that a proposed amendment to a Motion would negate that Motion, the Chair must immediately rule whether that would be the case. The ruling may be appealed to Council as if the ruling were on a Point of Order.
- (7) An amendment that has been defeated by a vote of Council cannot be proposed again at a given Council Meeting.
- (8) A Council Member may propose an amendment to an adopted amendment.

(9) The Chair must put the main question and its amendments in the following order for the vote of Council:

(a) a Motion to amend a Motion amending the main question;

(b) a Motion to amend the main question, or an amended Motion amending the main question if the vote under Section 34 (9)(a) is positive;

[Amended by Bylaw No. 575, 2020]

(c) the main question.

RECONSIDERATION OF AN ADOPTED OR APPROVED BYLAW, RESOLUTION OR PROCEEDING

35. (1) Without limiting the authority of the Council to reconsider a matter:

(a) the Mayor may require the Council to reconsider and vote again on a matter that was the subject of a vote; and

(b) a Council Member who voted in the majority with respect to a matter may move that the Council reconsider and vote again on the matter, provided that the Council shall not reconsider and vote again on the matter unless the motion for reconsideration is passed.

(2) As restrictions on the authority under section 35 (1):

(a) the Mayor, or Council Member who voted in the majority, may only initiate a reconsideration under this section at the same Council meeting as the vote took place or within 30 days of that meeting; and

(b) a matter may not be reconsidered under this section if:

(i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Council; or

(ii) there has already been a reconsideration under this section in relation to the matter.

(3) On a reconsideration under section 35 (1), the Council:

(a) shall deal with the matter as soon as convenient;

(b) shall consider whether any contracts have been entered into or legal positions adopted as a result of the original decision; and

- (c) has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration:
- (a) the bylaw or resolution is of no effect and is deemed to be repealed; and
 - (b) the rejected bylaw or resolution shall not be reintroduced for further reconsideration by the Council for a period of six (6) months, except upon an affirmative vote of the Council of at least two-thirds (2/3) of the votes cast.
- (5) Where a person is entitled under an enactment to have the Council reconsider a matter that has been decided pursuant to a delegation of authority by the Council:
- (a) the person may invoke this right by
 - (i) giving written notice of the request for reconsideration to the Corporate Officer within 30 days of the impugned decision, and
 - (ii) setting out in the request for reconsideration,
 - (A) the name of the delegate who made the decision, the date of the decision and the decision made;
 - (B) the factual details of the matter decided by the delegate;
 - (C) the bases upon which the Council should reconsider the decision and a clear statement as to the decision sought from the Council;
 - (D) any other information or documents which the person seeking reconsideration considers relevant; and
 - (E) whether the person wishes to speak to the matter upon reconsideration by the Council, in which case the person shall have no more than 10 minutes allotted;
 - (b) the Corporate Officer shall, upon receipt of a request for reconsideration pursuant to this section:
 - (i) subject to Section 22 (2), set the matter down on the Agenda of the following Regular Meeting, to be heard following any Delegations appearing before the Council on that date, if any;

- (ii) provide public notice of the request for reconsideration of the decision by the Council, if the original decision of the delegate required that public notice be given;
- (iii) obtain from the delegate who rendered the decision and provide to the Council and to the person requesting reconsideration:
 - (A) the factual details of the matter decided by the delegate,
 - (B) the bases upon which the delegate rendered the decision; and
 - (C) any other information or documents which the delegate considers relevant to the original decision;
- (c) the Corporate Officer is not required to provide copies of information or documents under Section 23 (5) (b) (iii) to the person requesting reconsideration where such information has previously been provided to the person requesting reconsideration.
- (d) the Council shall:
 - (i) receive all of the information submitted for reconsideration pursuant to this section;
 - (ii) if requested, hear any oral submissions of the person requesting reconsideration or his or her agent or legal counsel;
 - (iii) be entitled to ask, through the Chair of the meeting, any questions of the person or of the delegate who rendered the original decision;
 - (iv) unless an adjournment is required for the purpose of obtaining legal counsel, forthwith decide the matter; and
 - (v) provide the person with oral reasons for the decision, from which there shall be no appeal, subject only to a contrary act or regulation.
- (e) Following reconsideration, the Council may confirm the decision of the delegate, or set aside the decision of the delegate and substitute the decision of the Council.

[Amended by Bylaw No. 529, 2017]

PRIVILEGE

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

Village of Lions Bay
Council Procedures Bylaw No. 476, 2015

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

PUBLIC QUESTIONS & COMMENTS

37. During Public Questions and Comments, a person may address Council for a maximum of two minutes on a topic/topics which have already been subject to discussion at the Council Meeting.
38. A question may be referred by Council to staff for subsequent response. In special circumstances Council may permit, by resolution, a person to address Council with a public question or comment earlier in the Council Meeting.
39. Section 27(4) applies during Public Questions & Comments.

ADJOURNMENT

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

PART 5 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

41. A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Council Member at least 24 hours before the Council Meeting, or all Council Members unanimously agree to waive this requirement, including by way of unanimous adoption of it in the agenda.

FORM OF BYLAWS

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

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

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

READING AND ADOPTING BYLAWS

44. (1) The Chair of a Council Meeting may request the Corporate Officer to provide a verbal synopsis of each proposed bylaw reading.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to Section 477 of the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council Members present.
- (5) In accordance with the Community Charter Council may give up to three readings to a proposed bylaw at the same Council Meeting.

- (6) Subject to this bylaw and any enactments, Council may give up to three readings of a bylaw in a single Motion.
- (7) Unless expressly authorized by statute, Council may not adopt a bylaw at the same Council Meeting at which it gives third reading.
- (8) Despite Section 135(3) of the Community Charter and in accordance with Sections 477(6) and 480 of the Local Government Act, Council may adopt a proposed official community plan or zoning bylaw at the same Council Meeting at which the plan or bylaw passed third reading.

RECONSIDERATION OF PART OR ALL OF A BYLAW

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

BYLAWS MUST BE SIGNED

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

PART 6 – RESOLUTIONS COPIES OF RESOLUTIONS TO COUNCIL MEMBERS

47. A resolution may be introduced at a Council Meeting only if a copy of it has been delivered to each Council Member at least 24 hours before the Council Meeting, or all Council Members unanimously agree to waive this requirement.

FORM OF RESOLUTION

48. A resolution introduced at a Council Meeting must be printed and have a distinguishing number.

INTRODUCING RESOLUTIONS

49. The Chair may:
 - (a) have the Corporate Officer read the resolution; and
 - (b) request a Motion that the resolution be introduced.

PART 7 – COUNCIL STRATEGY COMMITTEE & COMMITTEE OF THE WHOLE

GENERAL PROVISIONS

50. Committee of the Whole Meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.
51. Council Strategy Committee Meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.
52. The applicable rules of procedure as set out in this bylaw shall apply to Council Strategy Committee and Committee of the Whole Meetings.

PART 8 – COMMITTEES

COMMITTEE MEETING PROCEDURES

53. At all meetings of Standing Committees established by the Mayor and Select or other Committees established by the Council, the applicable Rules of Procedure, as set out in this Bylaw, shall apply.

DUTIES & AUTHORITY

54. Committees will undertake review into matters as directed by Council.
55. Unless the following matters are established by the Mayor or by Council, Committees are required to establish as soon as practicable once the Committee has been struck and member appointments made:
 - (a) a Committee Terms of Reference in accordance with the purposes for which the Committee was established;
 - (b) a monthly or annual meeting schedule; and
 - (c) for standing or select committees, an elected official as the Chair of the Committee.
[Amended by Bylaw No. 529, 2017]
56. Committees operate exclusively in an advisory capacity by making recommendations to Council. Committees do not have the authority to direct staff nor to authorize expenditures or enter into contracts or agreements on behalf of the Village.

NOTICE OF MEETINGS

57. Committees are required to give public notice of meetings by posting a copy of the agenda in the Public Notice Posting Place at least 24 hours in advance of each Committee meeting.

MINUTES OF MEETINGS

58. Minutes of the proceedings of a Committee must be:

- a) legibly recorded;
- b) certified as correct by Committee consensus;
- c) signed by the Committee Chair once adopted; and
- d) open for public inspection in accordance with section 97(1)(c) of the Community Charter.

PUBLIC PARTICIPATION

59. Section 27(4) of this Bylaw shall apply to public participation at Committee meetings.

MAYOR A MEMBER OF ALL COMMITTEES

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

PART 9 – GENERAL

IRREGULARITY

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

WAIVER

62. Where all Council Members are present at a Council Meeting, the absence of a call for such a Council Meeting or failure to give notice to all or any Council Member will not render the Council Meeting invalid if the unanimous consent of those Council Members present is obtained prior to transacting any business.

PART 10 – SCHEDULES

Schedule A: Public Guidelines

NOTICE given in accordance with sections 94 and 124(3) of the Community Charter by way of posting notices in the Public Notice Posting Places on December 17, 2014.

READ A FIRST TIME	January 6, 2015
READ A SECOND TIME	May 5, 2015
READ A THIRD TIME	June 2, 2015
RESCINDED THIRD READING	June 16, 2015
READ A THIRD TIME	July 7, 2015
ADOPTED	July 21, 2015

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE A:

Public Guidelines

Speakers wishing to take part in Public Participation and Public Question periods must enter their name onto the Speakers' List prior to the commencement of the Council Meeting.

Council will begin and end Council Meetings with public participation of up to ten minutes each, with each person who wishes to speak allocated a maximum of two minutes.

The Council Member or staff member responsible for timing speakers will provide approximately 30 seconds' notice to the speaker.

When the timer sounds, the speaker may complete their sentence within a few seconds, and then must leave the podium. Any questions asked during the two minute segment will be captured by the Recorder.

A respectful decorum is expected at all Council Meetings and Committee Meetings.

A person acting improperly may be asked to leave the Council Meeting, consistent with Section 133 of the *Community Charter*.

Expulsion from Council Meetings

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

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



Guidance for Adapting to the New Electronic Meetings Framework

Introduction

This document provides municipal councils, regional district boards, Islands Trust local trust committees and local government staff with information about the new electronic meetings rules and best practices to consider when amending a procedure bylaw to allow for electronic meetings.

Since June 17, 2020, local governments have been operating under Ministerial Order [M192](#), which allows all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. M192 became part of the [COVID Related Measures Act](#) (CRMA) on July 8, 2020.

COMMON QUESTIONS: Electronic meetings vs electronic participation

Electronic meetings, if authorized by bylaw, are meetings where all members of a council or board may participate electronically (e.g., videoconference, audioconference or telephone).

Electronic participation, if authorized by bylaw, allows for a hybrid meeting where some members of a council or a board attend in person, and other members attend by electronic means.

On June 1, 2021, [Bill 10 Municipal Affairs Statutes Amendments Act](#) was passed. Bill 10 includes change to the Community Charter to provide permanent authority for municipalities to choose, by bylaw, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized under the Charter). These new rules will come into force by regulation on September 29, 2021 after the authority to hold electronic meetings under the CRMA and M192 expires on September 28, 2021.

Amended Sections of the Community Charter

- Section 128, 128.1, 128.2, 128.3

Ministry of Municipal Affairs

Governance and Structure Branch
Local Government Division

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Po Box 9839, STN PROV GOVT
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Further work will be done to update regulations and align meeting rules to ensure that the new, broader electronic meeting authorities apply to all local governments, including the City of Vancouver, regional districts and the Islands Trust. The intention is that the updated regulations will be brought into force at the same time as the amendments to the Charter and coincide with the expiration of M192 under CMRA. This will allow time for local governments to consider the new authorities and whether to amend their procedure bylaw.

Under the permanent new rules, local governments are not required to adopt electronic meeting provisions in their procedure bylaw if there is no intention to hold electronic meetings. However, local governments are encouraged to proactively consider whether there are circumstances where electronic meetings may be beneficial for the community. The Ministry has heard many local governments express the advantages and enhanced transparency and accessibility that electronic meetings offer their residents. The decision whether to authorize electronic meetings in a procedure bylaw will depend on local circumstances such as:

- Population size;
- Available technology; and
- The needs of the council or board, staff and the public, for example improved accessibility or flexibility.

COMMON QUESTIONS: When can local governments amend their procedure bylaw to allow for electronic regular and committee meetings?

- The new authorities for electronic regular and committee meetings in the Community Charter will be brought into force by regulation on September 29, 2021 once Ministerial Order [M192](#) and the [COVID Related Measures Act](#) (CRMA) have expired, 90 days after the end of the provincial state of emergency (September 28, 2021).
- Local governments are encouraged to initiate a review of their current procedure bylaw and consider whether any amendments are required to prepare for when the authority to hold electronic meetings under M192 ends.
 - ***Local governments must not amend their procedure bylaws until the provincial amendments are brought into force on September 29, 2021.***
 - Local governments can continue to hold electronic meetings and electronic public hearings under the authority of M192.
- Once the amendments are brought into force, local governments can then provide public notice, communicate changes to the public, and begin to do readings of an amended procedure bylaw.

Electronic Meetings

All local government meetings must be open to the public unless the subject matter falls under the closed meetings provisions in the legislation. The requirement for open meetings is intended to ensure openness, transparency and accountability.

Electronic meetings may be a useful tool for councils and boards in certain circumstances; however, as a best practice, they should not be a substitute for all in-person meetings. Local government electronic meetings should attempt to resemble in-person meetings as much as possible, adhering to rules of procedural fairness and the local government's procedure bylaw.

When brought into force, the new electronic meeting rules will give authority to councils and boards to conduct regular and committee meetings electronically, if authorized in their procedure bylaw. Councils and boards may want to consider under what circumstances to allow electronic meetings in their community, for example, emergency circumstances only or to increase accessibility and create more flexibility.

The legislation continues to provide councils and boards the option to hold special meetings electronically, by bylaw, and to allow some electronic participation of members at meetings (regular, special or committee). Best practices for electronic special meetings and electronic participation can be found in the [Procedure Bylaw Guide: For B.C.'s Local Governments](#).

If a council or board authorizes electronic meetings in the procedure bylaw they should consider additional rules or policies for the conduct of electronic meetings. Some of these rules may be included in the procedure bylaw and others may be more appropriately placed in an electronic meetings policy, technology policy, code of conduct, or public participation policy.

It is at the discretion of local governments to determine procedural rules for other kinds of advisory committees and bodies barring any legislated rules. Although there is no requirement to put procedures

Regular council and board meetings are regularly scheduled meetings of a council or board as required by the local government legislation

A special meeting is a council or board meeting other than a regular or statutory meeting.

A council or board committee may be:

- a select or standing committee that includes council or board members and members of the public appointed to the committee
- any other body established by a council or a board that is composed solely of council or board members.

for electronic meetings for other advisory bodies in the procedure bylaw, as a best practice, local governments are encouraged to align meeting rules to ensure accessibility, openness and transparency for the public also exists for these other types of meetings (e.g., community commissions).

If a council or board wants to allow for electronic regular and committee meetings in emergency situations only, ensure that consideration is given to defining what constitutes an emergency, such as a provincial or local state of emergency. Depending on how the council or board chooses to word the bylaw, the local government may wish to seek legal advice to be certain that there is a common understanding of when the bylaw would allow for electronic regular and committee meetings to be held.

COMMON QUESTIONS: Electronic public hearings and the procedure bylaw

Amendments to the *Local Government Act* will also enable local governments – at their discretion - to hold electronic public hearings. These amendments will also be brought into force at the same time as the amendments for electronic meetings, once M192 is no longer in force.

Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review their public hearing procedures and update as necessary to accommodate the new authorities.

Amending the Procedure Bylaw to Enable Electronic Meetings

For detailed information about amending a local government procedure bylaw please see [Procedure Bylaw Guide: For B.C.'s Local Governments \(PDF\)](#). **The procedure bylaw must not be amended until the new electronic meeting rules are in force.**

Local governments will want to proactively consider whether electronic regular and committee meetings are appropriate for their community before making changes to the procedure bylaw. If amendments are planned, local governments are encouraged to consider an opportunity for the public to provide comment and questions on electronic meetings.

Councils and boards may want to use the existing authorities for special electronic meetings and electronic participation (if permitted in the local government procedure bylaw) to assist with the process of amending the procedure bylaw. This may include holding a special electronic meeting to do the readings of the amended procedure bylaw (with some council or board members participating electronically).

COMMON QUESTIONS: What to consider before authorizing electronic meetings

- Do electronic meetings increase accessibility for elected officials and the public?
- Does the council or board want to authorize electronic regular and committee meetings? If yes, under what circumstances?
- Can the legislative requirements for electronic meetings be met (e.g. meeting participants are able to hear, or watch and hear, each other; members of the public may attend a specified place to hear, or watch and hear, the proceedings)?
- Does the procedure bylaw currently authorize electronic special meetings and electronic participation? Are there limits on the number of times or consecutive number of meetings a council or board member can participate electronically? Do these limits apply in emergency scenarios?
- Are there electronic meetings procedures (e.g. procedure bylaw, electronic meetings policy or technology policy) for the chair and staff to follow for electronic meetings?
- Can council or board members participate in both open and closed meetings electronically? If closed meetings are authorized, how is confidentiality being maintained by the participating council or board members?
- Is the technology available reliable? How secure is the wifi used for remote access? Are there plans for new or additional technology to support electronic meetings?
- Does the technology support elected officials and the public to participate in electronic meetings (and allow everyone to hear, or watch and hear the meeting)?
- Does the code of conduct (if applicable) support electronic meetings?
- Is there a public facing document for the public to understand how to participate in electronic meetings?
- Are electronic meetings accessible to persons with disabilities (e.g. closed captioning)?
- Is there staff capacity to support electronic meetings?

New Legislative Requirements for Electronic Meetings - Municipalities

Electronic Regular Council Meetings

Under the Charter, electronic regular council meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Establish procedures for giving advance notice of regular meetings to be held electronically;
- Provide notice of the way in which the regular meeting is to be conducted and the place where the public can attend to hear, or watch and hear, the regular meeting;
- Provide a location for the public to attend to hear, or watch and hear the meeting;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, each other (members participating in electronic regular council meetings are deemed to be present at the meeting); and,
- Have a designated municipal officer at the place where the public can attend.

Municipalities

Community Charter

- Section 128 Electronic regular council meetings

The term “facilities” in the legislation is used to refer to the technology used for conducting electronic meetings.

The term “municipal officer” refers to those officer positions established by bylaw. The term “municipal officer” also applies to the officer’s deputy and any person designated by the council to act in the officer’s place.

Electronic Council Committee Meetings

Electronic council committee meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Provide advance public notice and establish procedures for giving notice including the way in which the committee meeting is to be conducted;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, the meeting (members participating in electronic council committee meetings are deemed to be present at the meeting).

Municipalities

Community Charter

- Section 128.2 Electronic council committee meetings

Adapting to the New Requirements for Electronic Meeting

Procedure Bylaw Best Practices for Electronic Meetings

The choice of when to use the electronic meetings authority (e.g., how often and in what circumstances) and other rules for electronic meetings is up to each local government.

In addition to the legislative requirements, there are some best practices local governments may wish to consider including in their procedure bylaw to support elected officials, staff and the public navigate electronic meetings.

- Describe the circumstances when electronic meetings are permitted (e.g., regular, special, committee, open/closed);
- Provide as much notice as possible if a meeting will be held electronically;
- Provide adequate instructions in the notice so the public knows how to access or participate in the meeting electronically (e.g. provide a teleconference number or a link to the local government website for information on how to watch an audio or video conference);
- Include procedures for shifting from an open to a closed meeting during electronic meetings;
- Outline procedures to determine quorum (and procedures to follow if quorum is lost due to technical difficulties);
- Avoid referring to a specific technology to use for electronic meetings in case it changes;
- Outline the methods for members to make a motion or point of order during the meeting (either in the procedure bylaw or an electronic meeting policy);
- Select and outline the method of taking and verifying votes in the electronic context (e.g. amending bylaws; secret ballot for election of board chair);
- Determine how conflict of interest is dealt with for electronic meetings;
- Provide the process for delegations and the public to participate in electronic meetings and how to deal with members of the public that have not been invited to speak;
- Outline how council or board members may add items to the agenda in an electronic meeting; and,
- Publish the agenda well in advance of meeting date (if possible).

Electronic Meeting Policies

Local governments may decide to include further electronic meeting rules and procedures to guide council and board members, staff and the public in an electronic meetings policy. Local government staff may also want to provide additional training to council or boards on how to chair electronic meetings and the associated electronic meeting policies. Ideas to consider could include:

- Initiate a roll call in alphabetical order at beginning of each meeting to ensure those attending/ watching know who is present;

- Develop and provide scripts for Chairs to ensure that the rules of voting procedures are stated at the beginning of each meeting so all attendees aware of procedure;
- Determine whether the Chair or Acting Chair must be physically present with the staff in council chambers to determine next steps in the event of a technology failure;
- Outline how to deal with connectivity issues or interruptions to video/audio (e.g. loss of quorum or during voting);
- Discuss where members may attend electronic meetings from (e.g. must be in B.C. or Canada due to FOI concerns);
- Provide clear expectations to members to remain connected throughout the entire meeting and set parameters around when members must be on or off camera or muted;
- Provide information to members on etiquette (e.g. lighting, privacy, use of virtual backgrounds).
- Develop a process the Corporate Officer will use to temporarily remove someone from a meeting due to a declared conflict of interest (e.g. person must disconnect or be placed in waiting room);
- Determine how quorum will be monitored and how it will be determined and recorded that a member is present, has left or returned to the meeting;
- Detail information on how voting will be handled in electronic meetings and how concerns about accuracy of the vote will be dealt with;
 - how to handle connectivity issues and potential legalities (e.g. when quorum might have been lost or when votes are recorded inaccurately)
 - how to ensure the public has clear info and managed expectations
- Provide a contact person for the public to contact with technical difficulties (e.g. email or telephone number on local government website and/or in the public notice);
- How staff will assist the chair to recognize council or board members or the public who may want to speak;
- If livestreaming ensure a staff member outside of the meeting checks and confirms that the livestream is working; and,
- Describe what will be used for backup technology if it fails during a meeting (e.g. regular phone conference line)

Aligning Corporate Policies and Procedures

Local governments may have supporting policies and procedures to review and amend to align with procedure bylaw amendments for electronic meetings. Electronic meeting policies can contain more details about electronic meeting processes and the technology used than the procedure bylaw itself. Having these details set out in policy may in turn help increase transparency, openness, accountability and consistency around electronic meetings.

Such policies may include:

- Electronic meetings policy (e.g. procedures for public question period; etiquette guidelines or tip sheet for electronic meetings; how personal privacy will be protected under Freedom of Information and Protection of Privacy Act)
- Records retention policy (e.g. recording and retention of electronic meetings);
- Technology policy (e.g. technology used to access meetings and closed meetings);
- Code of Conduct (e.g. include conduct for electronic meetings);
- Respectful workplace policy (e.g. inclusion of electronic meetings);
- Procedures for public participation in meetings (including delegations and public question period); and,
- Remuneration policy (e.g. for electronic attendance at meetings).

RESOURCES

Note: Once the legislation is in force, the procedure bylaw guidance about electronic regular and committee meetings will be incorporated into the Procedure Bylaw Guide: For B.C.'s Local Governments.

[Procedure Bylaw Guide: For B.C.'s Local Governments](#)

[Open Meetings: Best Practices Guide for Local Governments](#)

[Electronic Meetings & Public Hearings Considerations for Local Governments](#)

[Bill 10 – Municipal Affairs Statutes Amendments Act](#)

[Ministerial Order 192 Local Government Meetings and Bylaw Process Order No. 3](#)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021		
Author	Peter DeJong	Reviewed By:	Karla Duarte
Date	October 21, 2021	Version	1
Issued for	October 26, 2021 Regular Council Meeting		

Recommendation:

THAT Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021 be introduced and read a first, second and third time;

Attachments:

- (1) Draft Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021;
- (2) Draft Consolidation of Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021.

Key Information:

The purpose of these amendments is to ensure that, if necessary, all members of the Board of Variance can attend a meeting electronically, including the Chair of the meeting and that the meeting itself may be conducted electronically, including participation of the Board, the applicant, affected persons, consultants and agents, and any invitees, as well as hearing and watching the proceedings by the general public.

Previously, this was being facilitated by Ministerial Order 192, but that Order has since been rescinded and the applicable portions of the *Community Charter* and the *Local Government Act* have been amended to clearly accommodate the conduct of and participation in Board of Variance meetings electronically by the requisite stakeholders.

Options:

- (1) Pass the resolution recommended at the beginning of this report;
- (2) Amend the recommendation at the beginning of this report.
- (3) Send the bylaw back to staff with alternative instructions.

Preferred Option: Option 1 is the preferred option.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Legal Considerations: The proposed amendments incorporate the wording of the new legislative amendments to provide clear authority for the conduct of meetings via electronic means or a combination of electronic and in-person meeting procedures.

Follow Up Action and Communication Plan: Per the recommendations in this report.

Bylaw No. 502, 2016, Amendment Bylaw No. 608, 2021

Board of Variance Procedure Amendments

A bylaw to amend the meeting procedures for the Board of Variance.

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

1. This bylaw may be cited for all purposes as “Board of Variance Bylaw No. 502, 2016, Amendment Bylaw No. 608, 2021”.
2. Section 6.2 (d) of Board of Variance Bylaw No. 502, 2016 is hereby amended by inserting: “enable meetings to be conducted by means of electronic or other communications facilities (when applicable),” between the words: “Board” and “record”.
3. Section 7.3 of Bylaw 502 is amended by inserting: “, or such longer time as the Chair of the meeting may determine,” after “15 minutes”.
4. Section 7.4 is amended by adding: “unless grounds are set out for closing the meeting in accordance with section 90 of the *Community Charter*.”
5. Part 7: Meetings, of Bylaw 502 is further amended by adding the following sections:
 - “7.5 Provided the conditions set out in the Community Charter, the *Local Government Act* and this bylaw, as amended, are met:
 - (a) a Board of Variance Meeting may be conducted, in whole or in part, by means of electronic or other communication facilities which enable the public to hear, or watch and hear, the persons entitled to participate in the meeting if applicable;
 - (b) a Board of Variance Member who is unable to attend in person at a Board of Variance Meeting, may participate, including voting, in the Meeting by means of electronic or other communication facilities and are deemed to be present at the meeting.
 - 7.6 The chair at a Board of Variance Meeting, may participate electronically and may establish procedural rules for the conduct of a meeting in accordance with this bylaw.
 - 7.7 All Board of Variance members may participate simultaneously at a meeting under this section.

7.8 A Board of Variance Meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a Quorum still exists. If Quorum is lost due to technical difficulties, the meeting shall be deemed to be in recess until the earlier of:

- (a) the re-establishment of Quorum, or
- (b) the expiration of 15 minutes, or such longer time as the Chair may determine, after which time the meeting shall be deemed to be adjourned and the provisions of section 7.3 of this bylaw shall apply.

7.9 The applicant, affected owners, consultants or agents, other invited persons, and staff may participate by means of electronic or other communication facilities at a Board of Variance Meeting under this bylaw.”

6. Part 9: Notice of Hearing, of Bylaw 502 is amended by adding the following as section 9.4 and renumbering the existing section 9.4 as section 9.5:

“Where a Special Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify the means by which the meeting will be conducted, how the public can hear, or watch and hear, and the notice and other procedural requirements of this bylaw shall apply.”

READ A FIRST TIME	October 26, 2021
READ A SECOND TIME	October 26, 2021
READ A THIRD TIME	October 26, 2021
ADOPTED	November 16, 2021

Mayor

Corporate Officer

**Certified a true copy of Board of Variance
Bylaw No. 502, 2016, Amendment Bylaw
No. 608, 2021 as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Board of Variance Bylaw No. 502, 2016

Office Consolidation

This document is an office consolidation of Board of Variance Bylaw No. 502, 2016 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Board of Variance Bylaw No. 502, 2016, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted/In Force
497	5.1.13	Amends reference to the previous Fee Bylaw	December 20, 2016 / January 1, 2017
519	2	Corrects amended reference to previous Fee Bylaw	April 4, 2017
<u>608</u>		<u>Enables conduct of meetings by electronic means</u>	

Bylaw No. 502, 2016

Board of Variance

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

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

1. CITATION

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

2. REPEAL

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

3. ESTABLISHMENT

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

4. INTERPRETATION

4.1 In this Bylaw:

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

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

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

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

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

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

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

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

5. APPOINTMENT OF BOARD MEMBERS

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

6. SECRETARY TO THE BOARD

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

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

7. MEETINGS

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

7.4 All meetings and deliberations of the Board shall be open to the public, unless grounds are set out for closing the meeting in accordance with section 90 of the Community Charter.

7.5 Provided the conditions set out in the Community Charter, the Local Government Act and this bylaw, as amended, are met:

(a) a Board of Variance Meeting may be conducted, in whole or in part, by means of electronic or other communication facilities which enable the public to hear, or watch and hear, the persons entitled to participate in the meeting if applicable;

(b) a Board of Variance Member who is unable to attend in person at a Board of Variance Meeting, may participate, including voting, in the Meeting by means of electronic or other communication facilities and are deemed to be present at the meeting.

7.6 The chair at a Board of Variance Meeting, may participate electronically and may establish procedural rules for the conduct of a meeting in accordance with this bylaw.

7.7 All Board of Variance members may participate simultaneously at a meeting under this section.

7.8 A Board of Variance Meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a Quorum still exists. If Quorum is lost due to technical difficulties, the meeting shall be deemed to be in recess until the earlier of:

(a) the re-establishment of Quorum, or

(b) the expiration of 15 minutes, or such longer time as the Chair may determine, after which time the meeting shall be deemed to be adjourned and the provisions of section 7.3 of this bylaw shall apply.

7.9 The applicant, affected owners, consultants or agents, other invited persons, and staff may participate by means of electronic or other communication facilities at a Board of Variance Meeting under this bylaw.

8. APPLICATIONS

8.1 The Board of Variance shall hear and determine applications to the Board in accordance with this bylaw and the *Local Government Act*.

8.2 A person seeking relief from the Board of Variance shall complete an application to the Board and submit it to the Secretary in substantial accordance with the form attached hereto as Schedule "A".

8.3 An application to the Board of Variance shall:

(a) state clearly the grounds upon which the application is based, including:

(i) the relief from the bylaw or from statutory compliance which is sought;

(ii) the hardship to the applicant if the relief is not granted;

(b) meet the requirements of subsections 8.3 (b) (i) and include such further plans and technical information as the applicant considers advisable or the Board deems necessary to support the application including, but not limited to, the following:

(i) a Title Search Print dated within 30 days of the application and copies of all registered non-financial encumbrances noted thereon (*required*);

(ii) a site plan showing the location of all Buildings and Structures, or proposed Buildings or Structures, on the subject property, preferably prepared and signed by a BC Land Surveyor;

(iii) A floor plan showing space uses and door and window locations, preferably signed by an architect or structural engineer;

(iv) a Building or Structure elevation plan for height variance applications, preferably certified by an architect or structural engineer;

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

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

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

- A. does not comply with a bylaw respecting the siting, dimensions or size of a Building or Structure; or
 - B. constitutes an alteration to a Building or Structure containing a non-conforming use, and the nature of that non-conforming use;
- (c) be accompanied by a non-refundable application fee in the sum specified in Fees Bylaw No. 497, 2016, as amended.

[Amended by Bylaw No. 497, 2016]

[Amended by Bylaw No. 519, 2017]

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

9. NOTICE OF HEARING

- 9.1 The Secretary shall, not less than ten (10) calendar days before the hearing of an application under this bylaw, mail or deliver via electronic transmission or otherwise, notice of the hearing to:
- (a) the members of the Board;
 - (b) the applicant;
 - (c) the registered owner(s), as shown on the last revised assessment roll, all occupiers of the subject property, and the owners and occupiers of all Adjacent Lands;
 - (d) the Building Inspector whose determination or denial is being appealed; and
 - (e) the Corporate Officer of the Village of Lions Bay.
- 9.2 The notice of the hearing shall state the date, place, and time of the hearing and shall state the subject matter of the application. All hearings shall take place at the Village of Lions Bay Council Chambers or the Village of Lions Bay Hall.
- 9.3 Public notice of a hearing shall be given by publishing the date, time and place of the hearing, along with a statement of the subject matter of the application, on

the notice boards at the Village of Lions Bay Office and the post office, and on the Village of Lions Bay website not less than twenty-four (24) hours before the date and time of the hearing.

9.4 Where a Special Council Meeting is to be conducted by means of electronic or other communication facilities, the notice shall specify the means by which the meeting will be conducted, how the public can hear, or watch and hear, and the notice and other procedural requirements of this bylaw shall apply.

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

10. CONDUCT OF HEARING

- 10.1 A quorum for the Board shall be two (2) members. In the absence of the Chair, and provided that he has not appointed an Acting Chair, the remaining members may appoint one or the other as an Acting Chair for the duration of the hearing.
- 10.2 Any owner or occupier of Adjacent Lands, who believes that their interest is affected by the application is entitled to be heard at the hearing, and is entitled to be represented by a solicitor or by an agent duly appointed in writing.
- 10.3 Any person represented in accordance with Section 10.2, whether or not also attending in person, shall be deemed to be a party attending the hearing.
- 10.4 The Village of Lions Bay, through any of its officers or employees, or by its solicitor, is entitled to be heard as a party attending the hearing.
- 10.5 The Board may elect, at their discretion, to hear any other person who maintains their interest in land is affected by the application.
- 10.6 If a Board member is a person described in section 9.1 (b) or (c), then he or she must declare a conflict of interest and recuse themselves from hearing and deciding the application.
- 10.7 Evidence at a hearing may be given orally or in writing, but the Board shall not hear oral evidence except at a regularly constituted hearing of the subject matter of that evidence.

- 10.8 The applicant shall be afforded the first opportunity to present his or her evidence and arguments, thereafter evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded a reasonable opportunity to be heard.
- 10.9 The Board may adjourn a hearing and no further notice of the hearing is required if the date, time and place for its resumption are stated to those present at the time of adjournment, failing which notice must be given in accordance with section 9 of this bylaw.
- 10.10 The Board may view the property affected by the application and surrounding properties, but no member of the Board shall discuss the merits of the application with any person who is not a member of the Board other than the Secretary or a solicitor acting on behalf of the Board, outside of an open meeting duly constituted to consider the application.
- 10.11 If the applicant, or his or her representative:
- (a) is unable to attend on the scheduled meeting date, he or she must provide the Secretary with at least three (3) days notice in advance, whereupon the Secretary and the Board Chair will reschedule the meeting and provide notice accordingly;
 - (b) fails to provide the requisite notice in advance that neither he or she, nor a representative, is able to attend, the Board may proceed to decide the application in the absence of the applicant.

11. DECISION

- 11.1 Subject to section 90 of the *Community Charter*, all deliberations of the Board must be in open meeting.
- 11.2 The Chair is entitled to vote on all matters and any Board member who abstains from voting is deemed to have voted in favour of the motion.
- 11.3 The decision of the majority shall be the decision of the Board, provided that where the votes of the members present, including the vote of the Chair or

Acting Chair, are equal for and against allowing an application, the application shall be denied.

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

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

12. GENERAL

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

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

12.3 If any word, phrase, clause, sentence, subsection or section in this bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, the word, phrase, clause, sentence, subsection or section shall be severed from the bylaw and the remainder of the bylaw shall be deemed to have been adopted without the severed word, phrase, clause, sentence, subsection or section.

READ A FIRST TIME	May 17, 2016
READ A SECOND TIME	May 17, 2016
READ A THIRD TIME	June 7, 2016
ADOPTED	June 21, 2016

Mayor

Corporate Officer

Bylaw No. 502, 2016 as adopted.

Corporate Officer

Schedule "A"

**Village of Lions Bay
Board of Variance Application Form**

I hereby apply for a hearing before the Board of Variance for:

LAND SUBJECT OF THE APPLICATION
Street Address:
Legal Description:
Zoning:
OWNER/CONTACT INFORMATION
Full Name(s) of Property Owner(s):
Full Name of Owner's Authorized Representative (if applicable):
Address to Which Notices Should be Mailed:
Daytime Phone # of Owner or Authorized Representative:
Name of Person Who Will Represent Applicant at the Hearing:
TYPE OF APPLICATION (Complete Applicable Section)
A. VARIANCE OF BYLAW RESPECTING SITING, SIZE OR DIMENSION OF A BUILDING OR STRUCTURE [s.540(a)(i)]
Bylaw Name/Number & Section(s) from which relief is sought:
Variance From (current requirement):
To (new requirement requested):
B. EXEMPTION FROM PROHIBITION OF A STRUCTURAL ALTERATION OR ADDITION TO A BUILDING OR STRUCTURE WITH A NON-CONFORMING USE [s.540(c) and s.531(1)]

Bylaw Name/Number & Section(s) Which Previously Permitted Use:
Bylaw Name/Number & Section(s) Which Resulted in Legal Non-Conforming Status:
Continuing Non-Conforming Use:
Structural Alteration or Addition Desired:
<i>Note: If alteration or addition will result in a structure contrary to current bylaw siting, size or dimension requirements, also complete Section A.</i>
C. APPEAL OF BUILDING INSPECTOR'S DETERMINATION OF DAMAGE TO NON-CONFORMING BUILDING [s.532(1) and s.544]
Date of Building Inspector's Determination (application must be filed within 30 days):
Summary of Building Inspector's Determination (copy attached):
Determination Requested of Board:
D. EXEMPTION TO RELIEVE HARDSHIP FROM EARLY TERMINATION OF LAND USE CONTRACT [s.543]
Bylaw Name(s)/Number(s) & Section(s) from which relief is sought:
Variance From (current requirement):
To (new requirement requested):
STATEMENT OF HARDSHIP (not required for Type C applicants)
I allege that compliance with either the bylaw or section 531(1) [strike one] would cause me hardship by:

(attach additional pages if necessary)

TIME REQUIRED TO COMPLETE

Respecting Type A or B applications, the Board may specify a time for completion of the construction of the Building or Structure permitted by the minor variance or exemption, after which the permission or exemption would terminate. If your application is permitted, when do you expect to complete the work?

ADDITIONAL INFORMATION/REASONS SUPPORTING THE APPLICATION

(Attach additional pages if required)

ATTACHMENTS

Fee and Title Documents:

- A Non-refundable application fee of \$500.00 (cash or cheque), payable to the Village of Lions Bay.
- A Title Search Print dated within 30 days of the application and copies of all registered non-financial encumbrances noted thereon.

Drawings Which May be Required:

- A site plan showing the location of all Buildings and Structures, or proposed Buildings or Structures, on the subject property, preferably prepared and signed by a BC Land Surveyor A floor plan (for existing and proposed Buildings) showing space uses and door and window locations, preferably certified by an architect or structural engineer.
- A Building or Structure elevation plan preferably certified by an architect or structural engineer, including original and proposed alterations to site levels, if applicable.

Other Documents Which May be Required:

- A geotechnical engineer's report with respect to drainage, topography, and other geotechnical considerations.
- Explanatory materials and such other additional information as may be advisable in support of the application (eg: photographs, letters of support, etc.)

The Village Building Department may have some of the documents noted above – check first before ordering new. Further information may be required to enable the Board of Variance members to visualize the proposal and its relationship to the surrounding area. Approval, if given by the Board, is for the plans submitted. Changes to plans after the Board's decision will require a new application.

SIGNED BY ALL OWNERS ON TITLE ON _____, _____:
(month) (day) (year)

Note: Decisions of the Board of Variance regarding Type A, B or D applications are FINAL, other than an appeal to the BC Supreme Court in respect of procedure under the *Judicial Review*

Procedure Act. Decisions regarding Type C applications may be appealed by the applicant or the Village of Lions Bay to the BC Supreme Court. Information in this application is subject to the *Freedom of Information and Protection of Privacy Act*.

IMPORTANT INFORMATION

On finding hardship, the Board may order a minor variance or exemption if it would not:

- (a) result in inappropriate development of the site;
- (b) adversely affect the natural environment;
- (c) substantially affect the use and enjoyment of adjacent land;
- (d) vary permitted uses and densities under the applicable bylaw; or
- (e) defeat the intent of the bylaw.

An order of the Board must not:

- (a) be in conflict with a registered *Land Title Act* Covenant;
- (b) deal with a matter covered in a land use contract or permit;
- (c) deal with a phased development agreement;
- (d) deal with a floodplain specification under the *Local Government Act*; or
- (e) apply to a heritage property.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

October 26, 2021 Regular Council Meeting

General Correspondence:				
Date Rec'd	FROM	TOPIC	ACTION	Page No.
1-Oct-21	St. John Ambulance	Start Me Up BC Campaign	For Information	1
5-Oct-21	E-Comm	E-Comm Annual Report	For Information	3
8-Oct-21	C. Peters	Global Summit Connecting to Protect	For Information	4
15-Oct-21	Youth Parliament of BC Alumni Society	BC Youth Parliament	For Information	6
Resident Correspondence:				
Date Rec'd	FROM	TOPIC	ACTION	Page No.
5-Oct-21	M. Sredzki	Lions Bay Beach Park	For Information	13
7-Oct-21	various	Responses to previous correspondence	For Information	14

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: St. John Ambulance - Start Me Up BC campaign
Date: Thursday, October 21, 2021 3:18:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[Start Me Up BC Presentation- 2021.pdf](#)

From: Leanne Strachan <leanne.strachan@sja.ca>
Sent: Friday, October 1, 2021 12:56 PM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>
Subject: St. John Ambulance - Start Me Up BC campaign

Hi Ron,

My name is Leanne from St. John Ambulance, and I am hoping you don't mind me dropping in your inbox.

Today, I am reaching out to share St. John Ambulance's latest initiative, the Start Me Up BC campaign. The goal of the program is to place 1,000 publicly accessible Automated External Defibrillator stands across British Columbia and the Yukon, along with the launch of a lifesaving companion app.

SJA is at the forefront of a movement that aims to have AED stands installed in public premises, with appropriate signage, testing, and maintenance, and accompanied by appropriate training and registered with 911.

By calling on community stakeholders, city planners, and political leaders to work with us to install publicly accessible AED's, St John Ambulance is continuing our proud tradition of saving the lives of Canadians. We are fortunate to have the support of TransLink, TELUS, Vancouver Parks Board, QuadReal, YVR, Cadillac Fairview, SNC Lavalin, and our local Rotary and Legion Clubs. Our goal to place 1000 publicly AED stands throughout BC and the Yukon, albeit an aggressive one, I am confident that by tapping into your expansive network and robust connections, together, we will build safer communities!

In addition, SJA's partnered with Health Canada, the Red Cross and the ACT Foundation to deliver opioid Poisoning Response Training to underserved communities in Canada. St. John Ambulance will distribute over 40,000 naloxone kits to tens of thousands of Canadians. With an average of 12 deaths and 14 hospitalizations every day between January 2016 and September 2020, the opioid overdose crisis remains one of the most serious public health crises in Canada's recent history, and we must redouble our efforts to keep our family and loved one's safe.

If you have time early next week to further discuss our initiatives, please let me know, and perhaps we could schedule something then?

Thank you for your consideration, and I look forward to connecting with you.

Warm Regards
Leanne



Leanne Strachan

Strategic Partnerships & New Business Development

t: 604-366-3915 | c: 604-418-8944

St. John Ambulance (British Columbia and Yukon Council)

6111 Cambie Street | Vancouver, BC | V5Z 3B2

[FIRST AID TRAINING](#)

[SHOP SAFETY PRODUCTS](#)

[CHARITABLE PROGRAMS](#)

[BECOME A VOLUNTEER](#)

[MAKE A DONATION](#)



St. John Society (British Columbia and Yukon)

Charitable Registration No: 10802 2500 RR0009



From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: E-Comm Annual Report
Date: Tuesday, October 5, 2021 9:37:24 AM
Attachments: [image001.png](#)

From: Melissa Yeo <Melissa.Yeo@ecomm911.ca>
Sent: Monday, October 4, 2021 11:25 AM
Subject: E-Comm Annual Report

October 04, 2021

Dear E-Comm partner,

I am pleased to share E-Comm's 2020 Annual Report. We have posted the report on our website at this [link](#).

As British Columbia remains in the pandemic era, it is important take a moment to recognize the enormous contributions of E-Comm staff and all first responders in helping to keep British Columbians safe.

We remain in challenging times in the response and delivery of emergency communications services and E-Comm will continue to work with all public safety partners to adapt to changing circumstances.

E-Comm held its online Annual General Meeting on September 23, 2021. Following the meeting, we announced our Board of Directors for 2021-22. Details are available [here](#).

Thank you for your continued support of our organization and public safety in British Columbia. Please do not hesitate to contact me if you have any questions.

Sincerely,



Oliver Grüter-Andrew
President and CEO

604.215-5002
oliver.gruter-andrew@ecomm911.ca

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Cathy Peters' presentation to global Virtual Summit on the Impact of Pornography on Youth and Children "Connect to Protect"- please attend; October 13-15, 2021.
Date: Tuesday, October 12, 2021 8:47:19 AM

From: ca.peters@telus.net <cathy@telus.net>
Sent: Friday, October 8, 2021 9:30 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Re: Cathy Peters' presentation to global Virtual Summit on the Impact of Pornography on Youth and Children "Connect to Protect"- please attend; October 13-15, 2021.

Update: The inaugural Global Summit Connecting to Protect (addressing the impact of porn on youth) has been postponed to February 16-18.

ASK: that Council could attend and/or share this information with appropriate community stakeholders.

Sincerely, Cathy Peters

BC anti-human trafficking educator, speaker, advocate

Be Amazing; Stop Sexual Exploitation

1101-2785 Library Lane,

North Vancouver, BC

V7J 0C3

604-828-2689

On Mon, Sep 27, 2021 at 5:41 PM ca.peters@telus.net <cathy@telus.net> wrote:

Dear Mayor Ron McLaughlin and Lions Bay Village Council,
I had the opportunity to present this past spring to many City Councils and Regional Districts including policing committees, police boards, school boards and wellness committees about the issue of Human Trafficking, Sexual Exploitation and Child Sex Trafficking in BC and How To Stop It.
I am available for more presentations in February, including "deeper dive" presentations for Councils, Indigenous bands, frontline service providers and stakeholders.

ASK: Please share the link (connectingtoprotect.org) and information for the inaugural Global Virtual Summit called "Connect to Protect" with your contacts, staff and stakeholders.

All sessions will be pre-recorded to be available to all participants to view at any time given time zones.

This Summit is first of its kind internationally and will address the impact of pornography on youth and children.

I will be presenting along with University Student Tagen Marshall.

There is a general admission fee and group rates.

This Summit is sponsored by the University of Calgary, Department of Social Work, and offers course university credits as well (for additional fee).

Please contact me for more information and for information about future presentations to your area.

Attached is my updated brochure.

Sincerely, Cathy Peters

BC anti-human trafficking educator, speaker, advocate

Be Amazing; Stop Sexual Exploitation

1101-2785 Library Lane, North Vancouver, BC

V7J 0C3

604-828-2689

Attachments area

Youth Parliament of British Columbia



Alumni Society

(604) 604-646-6623
registrar@bcyp.org

11 September 2021



Dear Mayor and Council:

Re: British Columbia Youth Parliament, 93rd Parliament

The British Columbia Youth Parliament's 93rd Parliament will hold its parliamentary session from 27 to 31, 2021. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines including a requirement that all participants be fully vaccinated against COVID-19.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

All applications must be received by October 26, 2021. Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at www.bcyp.org.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhonda Vanderfluit".

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society



British Columbia Youth Parliament

Application Package & Background Information
93rd Parliamentary Session
December 27-31, 2021 - Victoria, BC

WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2022. For detailed information about BCYP's activities, visit our website, www.bryp.org.

BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2021. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation. All participants must be fully vaccinated against COVID-19 to attend.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2022;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 94th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 – 21 (inclusive) as of Dec. 31, 2021;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year;
- Fully vaccinated against COVID-19 2 weeks before any in-person activity (proof of vaccine required).

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year. BCYP will follow all BC Public Health guidelines for COVID-19.

SESSIONAL ARRANGEMENTS

Accommodations: Accommodation at the Marriott Hotel, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

Transportation: Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

Meals: Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Rhonda Vanderfluit, Registrar** registrar@bcyp.org or 604-646-6623

APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

Rhonda Vanderfluit, Registrar
509 – 1383 Marinaside Cres.
Vancouver, BC V6Z 2W9

e-mail: registrar@bcyp.org, **Fax:** 604-731-0081

Applications must be **RECEIVED** by **Tuesday, October 26, 2021** by **mail, fax, or email attachment**. **If you send the application by email attachment, please mail the original signed copy with your application fee.**

Please print clearly. Illegible or incomplete applications may be rejected. You may fax or email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.

REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow a fax or e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to treasurer@bcyp.org with a copy to registrar@bcyp.org. **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 26 application deadline to request a financial Aid application form. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

CANCELLATION

Accepted members who cancel on or before **December 5** will receive a refund of their registration fee minus a \$25 cancellation fee, unless travel tickets have been purchased in which case no refund is issued. No refunds will be issued to any member cancelling after December 5.

THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

Please keep this information page for future reference

APPLICATION FORM – NINETY THIRD BC YOUTH PARLIAMENT

LAST name: _____ FIRST name: _____ GENDER: _____ Room with: M F

I identify as an indigenous/aboriginal person

CURRENT ADDRESS (including temporary/University residence):

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ PHONE: (_____) _____

E-MAIL: _____ CELL PHONE: (_____) _____

PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ HOME PHONE: (_____) _____

TRANSPORTATION TO VICTORIA REQUIRED FROM:

CURRENT/TEMPORARY ADDRESS PERMANENT ADDRESS OTHER: _____

BIRTHDATE: (YYYY/MM/DD) _____ SCHOOL/UNIVERSITY: _____

NOMINATING ORGANIZATION: _____

STREET: _____ CITY: _____

POSTAL CODE: _____ PHONE: (_____) _____

CONTACT TEACHER / COORDINATOR NAME: _____ E-MAIL: _____

SIGNATURE OF TEACHER / GROUP COORDINATOR: _____

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?
 Yes No Already on the list

THE FOLLOWING MEMBERS/STUDENTS of _____ NOMINATE
 _____ (NAME OF ORGANIZATION/SCHOOL)

_____, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

FIVE NOMINATING SIGNATURES REQUIRED: (other members/students of the organization/school)

	Name	Signature	email and phone
1			
2			
3			
4			
5			

APPLICATIONS MUST BE RECEIVED BY OCTOBER 26, 2021

PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What type of activities you have been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

YOUTH PARLIAMENT EXPERIENCE

Have you attended BCYP before? Yes No

If yes, do you wish to become a member of the Alumni Society?

Yes No Already on the list

If "Yes" or "Already on the list" above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

Yes No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

Yes (as a member) Yes (as an ambassador); If yes, which one(s)? _____ No

How did you **first** hear about BCYP? (Please choose one option)

- | | | |
|---|--|---|
| <input type="checkbox"/> From a teacher | <input type="checkbox"/> From a group leader | <input type="checkbox"/> Saw a poster/brochure (where? _____) |
| <input type="checkbox"/> Through a Regional Youth Parliament
(which one? _____) | <input type="checkbox"/> From a member or of BCYP or RYP alumni
(name of individual: _____) | |
| <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Twitter | <input type="checkbox"/> Other (please specify: _____) | |

WAIVER

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: _____ (*Applicant should sign even if a parent or guardian is also required to sign.*)

If **under 19**, Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian Signing: _____

Please remember to:

- Save a legible scan of this form for your records. As a backup, please email or fax the scan to:

registrar@bcyp.org or fax: attn to Rhonda Vanderfluit at: 604-731-0081

- Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

509 – 1383 Marinaside Cres, Vancouver, BC V6Z 2W9

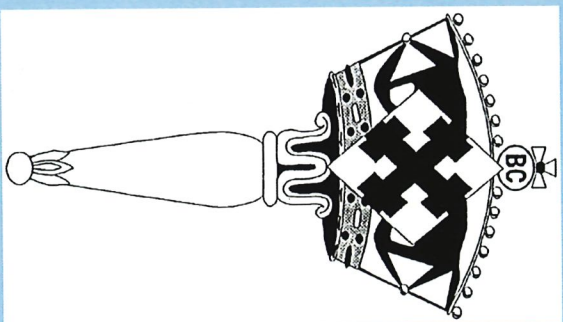
British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan, parliamentary organization, and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP brings together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they Can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translates into real action in the community.



CONTACT US

For more information on BCYP and its projects, visit our website:

www.bcyp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar
registrar@bcyp.org

BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

Why We Are a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2018 marked its 90th Session.

Each year, between December 27th and 31st, 95 young people from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The debate is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, Regional Youth Parliaments hold weekend-long sessions aimed at high school students between the ages of 14 and 18. Regional Youth Parliament members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the Province to attend. This major project can comprise almost half of BCYP's annual budget.



Youth Serving Youth

BCYP members plan and participate in group service events organized around the province. Members come together to volunteer with different organizations or special events, or provide service to the community in ways of their own devising. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

As well, all over British Columbia throughout the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. Across the province, BCYP members help others in myriad ways, limited only by their imaginations and the will to carry out the projects they envision.



Community Fundraising

Each year BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise the funds required to run BCYP's projects and cover its operational expenses. They also engage in service-related fundraising, working in groups and individually to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, car washes, and BCYP's annual auction. Members also solicit donations from local businesses and prominent members of their local communities.

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: FW: Lions Bay and the Regional Growth Strategy
Date: Thursday, October 21, 2021 4:09:35 PM

From: Marek Sredzki <marek@sredzki.com>
Sent: Tuesday, October 5, 2021 7:28 PM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>; Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>; Norman Barmeier <councillor.barmeier@lionsbay.ca>; Fred Bain <councillor.bain@lionsbay.ca>; Neville Abbott <councillor.abbott@lionsbay.ca>
Subject: Re: Lions Bay and the Regional Growth Strategy

To: LB Council

Re: Plans and the grant for the LB Central Beach improvement project

On behalf of the residents, I am asking council to carefully consider the beach improvement project.

We were short funds in our budget for the washroom repair for the last few years and have suffered from the mess and the message it gave to visitors. It was estimated that the repair and improvement work would cost between \$50,000 and \$150,000 depending on the scope.

I understand there was a budget allocated to repair and replace the washrooms for \$300,000 (which also seems high). In parallel, a grant was applied for assistance. It appears the grant was applied for an amount that would result in our contribution being the same \$300,000 we had budgeted should we did not win the grant. In other words, the project swelled in size to \$1million rather than applying for a \$300,000 project that would cost taxpayers \$100,000

The scale of the project is forced on us by the administrator and is not what our interests were and are.

We ask you, the council, to request the village administration produce alternative plans offering at least two scaled project options and allow residents to make the final decision.

We must not be bullied again with overspending against our needs and desires.

Thank you.

Marek Sredzki
Lions Bay, Canada
+1 604 921 6957

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: FW: Highway Medians and Lions Bay Interchanges
Date: Thursday, October 21, 2021 4:12:58 PM

From: Naizam Jaffer
Sent: October 7, 2021 7:05 PM
To: heathermossakowski@hotmail.com
Cc: Peter DeJong <cao@lionsbay.ca>
Subject: Highway Medians and Lions Bay Interchanges

Hello Heather,

My apologies for the lateness of this response. I'm writing to you in response to your correspondence to Mayor and Council regarding the highway medians and Miller Capilano Maintenance Corporation's (MCMC) maintenance.

We have discussed and shared your concerns with the Ministry of Transportation and Highways and just recently received a response indicating that they would inspect the areas in question and determine the work required. They have indicated that the MCMC contract is not based upon time or hours of work put into the section of highway within Lions Bay, rather is based upon an end product. They also indicated that it would help if you contacted the MCMC's 24/7 hotline to complain since these are recorded and MCMC has to respond/action all complaints and review them in detail with MOTI during their regular maintenance meetings.

This Friday's Village Update will also include a link to a survey of MCMC's performance in maintaining the Highway. I would recommend that you and anyone you know who is concerned about the maintenance to please respond to the survey.

I will keep you updated on what I hear back on this issue from MOTI. Would you be ok with me sharing your contact information with them?

Sincerely,

Nai Jaffer
Public Works Manager

The Municipality of the Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Village Office (604) 921-9333 | Fax (604) 921-6643

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