



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON DECEMBER 16, 2014 at 7:00 P.M. COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations & Presentations**
 - A. Presentation to Outgoing Council Members
- 5. Adoption of Minutes**
 - A. Regular Council Meeting – November 18, 2014 (Page 3)
 - B. Inaugural Council Meeting – December 2, 2014 (Page 7)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Community Centre Repair & Replace Project (Page 11)
- 8. Reports**
 - A. Chief Administrative Officer
 - B. Mayor and Council
 - C. Committees:
 - i. Finance Committee Update (Page 17)
 - ii. Tree Committee
 - Resignation of Chair (Page 21)
 - Applications 51, 52, 53 (Page 23)
 - D. Staff
 - i. Manager of Public Works
 - E. Emergency Services Reports (Page 27)
 - F. Chief Election Officer's Final Report (Page 33)
- 9. Resolutions**
 - A. Installation of Automated External Defibrillator in Village Hall and Agreement to Participate in BC PAD Program (Page 39)
 - B. Infrastructure Master Plan (Page 81)
 - C. Resolution for Cumulative Effects Assessment for Howe Sound (Page 85)

Agenda – Regular Meeting of Council – December 16, 2014

Village of Lions Bay

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10. Bylaws

- A. Council Procedures Bylaw No. 476 – DRAFT for preliminary review and comment (Pg 87)

11. Correspondence

- A. List of Correspondence to December 10, 2014 (Page 111)

12. New Business

- A. Request to Waive User Fees (Page 197)
- B. Committee Portfolios
- C. Build Canada Grant Application – Preliminary Report

13. Public Questions & Comments

14. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 18, 2014 at 7:00 PM IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance: Mayor Brenda Broughton
Councillor Scott Ando
Councillor Fred Bain
Councillor Ron McLaughlin
Councillor Joanne Ronsley
Andrew Oliver, Fire Chief
Grant McRadu, Interim CAO
Shawna Gilroy, Municipal Assistant (Recorder)

1. Call to Order

Mayor Broughton called the meeting to order at 6:57 p.m.

2. Approval of Agenda

Councillor Ronsley asked to have items 6-12 of the agenda deferred to a future meeting, but excluding item 8Di, and adding on-table item 9: Execution of Agreement to install AED in Community Centre.

Councillor Ando questioned why we were amending and removing these items; Councillor Ronsley explained that because it was Brenda's last meeting as the Mayor, it would be shortened and then moved to the Village Hall for well wishes and a presentation.

Moved: Councillor Ronsley
Seconded: Councillor McLaughlin

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

CARRIED
Councillor Ando Opposed

3. Public Participation

A. Neville Abbott

Mr. Abbott queried the recent management decision on Ms. Koonts as CAO and what will happen to Interim CAO McRadu's position; wondering if he still works for the Village or not. Mr. Abbott also asked what the solution for the retaining wall outside was, why only a 5-10 year plan, and what the long term plan will be. In answering, Mayor Broughton stated that Ms.

Koonts will assume the CAO position as of November 28, 2014 and that Interim CAO McRadu is willing to mentor on a one day per week basis, however the decision to have him here one day per week will be that of the newly elected council. To clarify Mr. Abbott's second question, Mayor Broughton explained that the intention for the renovation was a 25-30 year plan and she was unsure of where the 5-10 year numbers came from.

B. Lisa Turpin

Ms. Turpin announced that once the Council meeting was finished, she would ask Mayor Broughton to join her in the Village Hall for a presentation.

C. Alan Henshaw

Mr. Henshaw queried why the filtration system was not installed on the water system when it was recommended at the time of doing studies, wondering if it could have been due to the cost. Mayor Broughton explained how it was not a recommendation during this Council term. She briefed on her experience being on the water committee in Metro Vancouver, and with that, described how whether you have a filtration system or not, it will not affect how clean and safe the water is. Because we were at the tail end of the largest typhoon on earth, this is why the rain mass was caused.

4. Delegations

5. Adoption of Minutes

- Page 2 of 7 – second to last bullet on the page – change the word “access” to “accessibility ramp”;
- Page 3 of 7 – first bullet half way through the paragraph, after “note that five...” change “percent” to “centimeters”, and add “percentage” to the report after the word “approximately”, AND;
- Page 4 of 7 – third paragraph, add the words “before and” in front of “after school care”.

Moved: Councillor McLaughlin
 Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the November 4, 2014 Regular Council meeting, as amended.

CARRIED

ACTION: Mayor Broughton noted that the resolution on page 6 of 43, item 9A, from the Regular Council Meeting on November 4, 2014, is to be sent to Lions Bay resident, Ruth Simons, who is helping out with the Howe Sound Community Forum, for her information.

6. Business Arising from the Minutes

7. Unfinished Business

8. Reports

Moved: Councillor McLaughlin

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of November 18, 2014, as submitted.

CARRIED

A. Staff Reports

Ms. Hoglund was unable to make it to the meeting, however it was mentioned that any unanswered questions could be followed up by her at a later date. A few questions were discussed between Council, highlighting whether or not PEP covers the cost of the road which was changed to allow machinery through the entrance to Oceanview gate, as well as the cost of the second slide that occurred just past the Harvey Intake road. It was understood that no additional work to the site would be paid for aside from clean-up, and Interim CAO McRadu has asked for coverage for the second slide, but with no confirmation as of yet. Further questions arose querying why the phase-5 tank had not begun the hyper-chlorination process in anticipation of coming back online; and confusion around the last report provided to the community concerning the phase-4 tank and why it was bypassed during the Harvey Intake slide. Mayor Broughton explained that the bacterial testing has continued to come back negative indicating that the water is continuing to flow through the Harvey tank.

9. Resolutions

A. Execution of Agreement to Install AED in Community Centre

Added on-table was the agreement by the Province of British Columbia to install, at no cost, an Automated External Deliberator (AED) to the Village of Lions Bay Community Centre in the event that someone has a heart attack. Interim CAO McRadu explained that not only will the Village staff have training, but also the community volunteers so that everyone is aware of how to use the device. It was suggested by Council that the training of the AED be expanded to recreational service providers, and whoever else uses the Community Centre as well.

Mayor Broughton advised that the Mayor and CAO will execute the agreement.

10. Bylaws
None.

11. Correspondence

12. New Business

13. Public Questions & Comments

14. Adjournment

Moved: Councillor McLaughlin
 Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the November 28, 2014 Regular Council meeting at 7:26 p.m.

CARRIED

Mayor

Interim CAO

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

INAUGURAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 2, 2014 at 7:00 PM IN THE COMMUNITY HALL, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance: Incoming Mayor Karl Buhr
Incoming Councillor Fred Bain
Incoming Councillor Jim Hughes
Incoming Councillor Ron McLaughlin
Incoming Councillor Helen Waterson
Chief Administrative Officer Mandy Koonts
Municipal Assistant Shawna Gilroy (Recorder)

1. Call to Order

CAO Koonts called the Inaugural meeting of December 2, 2014 to order at 7:00 p.m.

2. Swearing-In Ceremony

The Honourable Judge Bryce Dyer performed the swearing-in ceremony for:

Mayor-Elect:	Karl Buhr
Councillors-Elect:	Fred Bain
	Jim Hughes
	Ron McLaughlin
	Helen Waterson

3. Approval of Agenda

Moved: Councillor McLaughlin
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the December 2, 2014 Inaugural Council Meeting, as submitted.

CARRIED

4. Inaugural Address

Mayor Buhr gave his Inaugural address.

5. Resolutions

A. Resolution to Appoint Director and Alternate to GVRD (Metro Vancouver) Board of Directors and Distribution of Votes

Moved: Councillor Bain
Seconded: Councillor Hughes

BE IT RESOLVED that the Council of the Village of Lions Bay does appoint the following to the Greater Vancouver Regional District Board for the period of four years:

Municipal Director: Mayor Karl Buhr;

BE IT RESOLVED that the Council of the Village of Lions Bay does appoint the following to the Greater Vancouver Regional District Board for the period of one year:

Alternate Municipal Director: Councillor Helen Waterson;

AND THAT the Municipal Director will receive one vote to the aforementioned board.

CARRIED

B. Resolution to appoint Member and Alternate to Mayor's Council on Regional Transportation (TransLink)

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED that the Council of the Village of Lions Bay does appoint the following to the Mayor's Council on Regional Transportation (TransLink):

Member: Mayor Karl Buhr

Alternate: Councillor Jim Hughes

CARRIED

C. Resolution to Appoint Banking Signatories

Moved: Councillor McLaughlin

Seconded: Councillor Bain

BE IT RESOLVED that the Council of the Village of Lions Bay does approve the signing authorities for the Village of Lions Bay as being any two from the list of officers and employees of the Village and directors of the Village on the banking resolution dated December 2, 2014;

FURTHER the Mayor and Administrator are authorized to sign the Certificate of Officers and Directors for the Village of Lions Bay, to be used as the authorization of banking arrangements for the Village of Lions Bay.

CARRIED

D. Resolution to Adopt 2015 Acting Mayor Schedule (alphabetical per quarter)

Moved: Councillor Waterson

Seconded: Councillor Hughes

BE IT RESOLVED that the Council of the Village of Lions Bay does approve the following 2015 schedule for the Office of Acting Mayor, in the event that the Mayor is absent:

January – March: Fred Bain

April – June: Jim Hughes

July – September: Ron McLaughlin

October – December: Helen Waterson

CARRIED

6. Adjournment

Moved: Councillor McLaughlin
Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the December 2, 2014 Inaugural Council meeting at 7:20 p.m.

CARRIED

Mayor

CAO

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

Type	Report to Council			
Title	Community Centre Repair & Replace Project			
Author	M. Koonts	Reviewed By:		
Date	December 10, 2014		Version	
Issued for	December 16, 2014 Regular Council Meeting			

Recommendation:

THAT Council receives this report for information purposes.

Report:

The Community Centre Repair & Replace Project is primarily complete; the Project Manager is working with the Contractor to rectify deficiencies and concerns noted during the final walk-through of the project.

The Project Manager is also working with the Contractor to establish costing for the handicapped access walkway as well as a timeline for the work to be undertaken. On October 16, 2014 Council resolved to fund this aspect of the project through a combination of the 2014 Gas Tax funding and a potential Age Friendly Grant (application submitted – status pending) to a maximum cost of \$20,000.

An additional budget was confirmed by Council on November 4, 2014 in order to furnish some of the renovated spaces in the Village Hall and library area; staff and Council continue to work with the various community groups in this regard.

There is a substantial FOI request underway with respect to this project; staff continue to work with the Applicant to refine the request in order to effectively utilize staff resources while satisfying the Applicant's request for information. Periodic reports have been submitted to both the federal and provincial funding bodies throughout the renovation process and WEDC has confirmed payout of the remaining holdback.

For Council's information.

Background Documentation:

- Interim CAO McRadu's October 16, 2014 Report on Age Friendly Grant
- Interim CAO McRadu's November 4, 2014 Report on Community Centre Furniture

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	REPORT TO COUNCIL		
Subject	2015 Age-friendly Community Planning & Project Grants		
Author	G. McRadu	Reviewed By:	-
Date	October 16th, 2014	Version	
Issued for	October 16, 2014 Regular Council Meeting		

Recommendation:

That Council apply for the 2015 Age-Friendly Community Planning and Project Grant to develop an age friendly program for the Village of Lions Bay and to offset the cost of providing an age friendly 'accessible' walkway to the Community Centre; And;

That Council approve the expenditure of up to \$20,000 to provide an age friendly walkway to the Community Centre and that the funds be charged to the newly received Gas Tax Grant and that this work be undertaken immediately.

Background:

With the changing demographics and the increasing number of aging residents, the Village of Lions Bay needs to provide programs focussed on our aging residents. With the opening of the new Community Centre, the time is right to form a committee to consider how to make Lions Bay more accessible to aging residents and the disabled. The Ministry of Health in partnership with the UBCM has provided a number of grants to municipalities that wish to develop age-friendly communities.

An age-friendly community is a community where older people are supported to live active, socially engaged, and independent lives through policies, services and structures designed to support them. The creation of age-friendly communities in BC builds on findings from the World Health Organization's Age-friendly Cities.

The priority in 2015 of the Age Friendly Grant is to engage communities that have not yet completed an age-friendly plan or undertaken a project focused on age-friendly communities. A maximum of 25 grants will be available.

Eligible activities are new community planning and/or community projects that are undertaken by a local government and that address the guiding principles and funding priorities of the program.

This includes comprehensive age-friendly community planning/projects or activities that focus on one or more of the eight age-friendly community components:

- **Outdoor spaces and buildings**
- **Transportation (including traffic safety)**
- **Housing**

- *Respect and social inclusion*
- ***Social participation***
- ***Communications and information***
- Civic participation and employment
- Community support and health services

The Community Centre will quickly once again become the gathering place for the residents of Lions Bay. In places, the current walkway from Cross Creek Road Community Centre is steep and while it has been functional for years, it is not age-friendly and it ought to be improved. Programming within the Community Centre that is specifically offered to our seniors will be developed.

The current Community Centre has now provided a family age-friendly washroom, but the approved budget does not include funds to undertake any work on the walkway.

It is recommended that Council approve the expenditure of up to \$20,000 from the Gas Tax Grant (the Village received \$53,762.56 in 2014 –nothing has yet been expended. The eligible categories includes paths and sidewalks – as well as other infrastructure categories) to build an age-friendly walkway from Cross Creek Road to the Community Centre.

Council should also consider establishing an Age-Friendly Action Committee similar to what Bowen Island did when they received this grant.

Here are examples plans and capital projects that two communities who received the grant in previous years have undertaken.

<http://www.ubcm.ca/assets/Funding~Programs/LGPS/Current~LGPS~Programs/SHSI/RecipientReports/shsi-bowen-island-report.pdf>

<http://www.ubcm.ca/assets/Funding~Programs/LGPS/Current~LGPS~Programs/SHSI/RecipientReports/shsi-sechelt-report.pdf>



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	Furniture, Fixtures and Equipment for Community Centre			
Author	G. McRadu	Reviewed By:		
Date	November 4, 2014		Version	
Issued for	November 4, 2014 Regular Council Meeting			

Background:

The Community Centre Repair project has received Substantial Completion and the final deficiencies are being addressed. The approved budget of the project has remained at \$860,000. This budget contained \$5000 for replacement desks, moving charges, computer and telephone connections, and miscellaneous items for the Village Office. Staff have been able to keep the moving costs lower than expected and by finding low cost desks. As the project was approved as a repair and replacement project, there was no FF&E budget for the Community Centre.

The Library has asked that their shelving be repainted. There has been requests for additional shelving, cupboards, and furniture for both the new Community rooms, library and kitchen that were not included in the original capital budget. There are also a number of small items such as replacement of light coverings, additional backsplash tiles, repaired fireplace grate, and a number of small items that have been suggested by both staff and various users that were not contemplated in the initial capital repair budget.

There is approximately \$1000 left in the capital budget for the Village Office, but if the requests by the various users are to be accommodated, additional funds will be required. These items were not contemplated in the original project ladder approved by Council.

In my October 20th report, I advised that the project is likely to come in within 1 – 2% above or below the overall budget. This may still be the case and once the final works are completed a detailed budget will be presented to Council.

It is recommended that Council approve the expenditure of up to \$9000 (to be combined with the \$1000 remaining in the Village Office budget) to be used to fund FF&E for the Community Centre and that these funds be charged to the unrestricted reserves.

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HISTORICAL ANNUAL & 2014 BUDGETED SURPLUS

By Councillor Ron McLaughlin

November 10, 2014

The content of this article has been confirmed by the Village's in-house Chartered Accountant and reviewed by the Finance Committee. Without touching on the many details behind the numbers, the purpose of the article is to provide clarity as to the Village's annual operating cash surpluses. I regret that in my last quarterly financial article, the amortization was shown as it is not relevant to the reporting of the Village's operating surplus.

**Audited Statement
Village of Lions Bay
Statement of Operations
(\$'s)**

	Annual Budget 2014	Year End 2013	Year End 2012	Year End 2011
Projected annual/operating surplus/(deficit)	(311,000)			
Amortization	467,000 *			
Projected December 31, 2014 annual operating cash surplus**	156,000 **			
Surplus per audited statements		141,912	208,247	110,596
Capital grant revenues included in surplus		(122,000)		(533,000)
Add back amortization expense		451,833	450,754	451,832
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Annual operating cash surplus	156,000	471,745	659,001	29,428

Fiscal year 2012 shows higher cash surpluses due to higher small community grants recorded and lower than budgeted expenditures. Expenditures in fiscal year 2013 were also lower than the budget. However, in 2014, the expectation is that the expenditures will be on budget.

Amortization expenses and capital grants are included in the audited financial statements as they are prepared according to Public Sector Accounting Board standards. Operating budgets are prepared on a cash basis which do not consider amortization expense as an operating expenditure. Hence the difference.

*Amortization is a non-cash expense which notionally recognizes an aging (write down to when new) of Village assets (such as roads, buildings, equipment, pipes etc.) Replacement is funded from operating revenue.

** Projected Annual Budget surplus shown. At the actual interim the surplus is projected to be higher than anticipated. Actual September 30th (9 month) interim financial information indicates Net Expenditures (60,222) less prorated Amortization (350,338) equates to a 289,116 interim surplus.

If amortization were to be collected from revenue:

If annualized amortization was collected it would come directly through taxation. This would be based on the mill rate applied to the "General Municipal Section" of residents' property tax notification. The projected general municipal taxation for 2014 was \$1,143,167. Amortization was projected at \$467,117. This is about 41% of the total annual general municipal tax collected. Using my property taxes as an example, my home is assessed at \$958,000. Our General Municipal tax was \$1,579.07, meaning that with a 41% increase to pay for amortization my tax bill would increase annually by approximately \$650 (\$1,579 x 41%). Residents can roughly project what their tax increases would be based on the information provided.

If amortization were to be collected from cost cutting:

Salaries are the largest part of the Villages annual budget. 2014 Budget for Administrative staff -\$367,000, Public Works Department - \$528,000. Personnel reduction to recover amortization would necessitate eliminating approximately half our employee cost.

Annual audited statements are prepared BDO Canada LLP, Canada's 7th largest public accounting firm. From our fiscal 2013 audited financial statement:

"In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Lions Bay as at December 31, 2013 and the results of its operations and cash flows for the year ended in accordance with Canadian Public Sector Accounting standards."

"The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants."

Village of Lions Bay Finances, Operations, & Capital Expenditures – 4th Quarter - 2014

Written by Councillor Ron McLaughlin, November 29th/14

Previous quarterly articles have included specifics on how taxes and service fees are calculated and how these affect residents, our financial position, observations, and projected events. The three Village service areas (Fire Department, Administrative Services Staff, and Public Works Department) are commented on when applicable. This format continues. Financial information provided is as at September 30th when it was submitted to Council.

Selected 2014 financial data and commentary:

- Revenue from the Small Communities Grant (from the Province) was approximately \$196,000 in 2014 and will be \$295,000 in 2015.
- For 2014 the Budget approved by Council and presented to the Community saw a general tax increase of 4%. All our employees, except our Interim CAO, Accountant, and the Public Works Manager are members of CUPE local 389 (inside and outside workers.) A new union contract was ratified late last year and will run from January 2012 to December 2015. The key financial metric affecting Lions Bay's is the wage increase. The settlement was 1.25% - 2012, 1.75% - 2013, 1.75% - 2014, and 2% for 2015, which was consistent within the Metro region. Personnel benefits run at approximately 20%. As in every government, labor is the single largest operating cost. For the last many years general taxes have increased by 2.4% annually. The tax increase this year is largely consumed by cost of living costs (consumer price increases – increases to petroleum products, fuel, asphalt, building materials, photocopy paper, parts, fire department materials, increases to third party contractors, etc.) labor cost increases, and a need to build up our capital base for infrastructure projects expected to be undertaken in the next few years.
- The 2014 Budget Impact of Parcel Taxes and User Fees for a Single Residential Family Home were provided in the 1st quarter. Recommended by Administrative staff and the members of the Finance Committee, Council enacted an overall increase of 10%. The 2013 increase was 5%. The reason for the Parcel Taxes and User Fees changes is in order that the Water and Sewer Utility services pay for themselves which is included in our Five Year Plan.
- Revenue was enhanced by $\$26,881 \times 2 = \$53,762$ at the beginning of the 2nd quarter as a result of the signing of the Administrative Agreement on the Federal Gas Tax Fund in BC (Gas Tax Agreement.) Previously small communities received no Gas Tax funding. Lions Bay will now participate in the funding and receive the aforementioned amount semi-annually (June & December) within the calendar year for the next 9 years.
- The storms that occurred in October and November that caused damage to our water system in the Harvey Creek area were reported to the Provincial Emergency Program at the time of their occurrences. There is likelihood that the Village will recover a very large portion of the costs to repair the area, and restore the facilities and service. Further details will be provided at the next quarterly update.

- Our fiscal year end is the same as the calendar year and will quickly be upon us. At the next quarterly article in March there will be commentary on amortization and surplus's using the internal year end numbers for context.

SPREAD SHEETS OF FINANCIAL DATA (- first 3 quarters are located at the end of article)

Community Center Renewal:

The project was scaled back to a budget of \$860,000 with the Village making a contribution to the project of approximately \$367,000. Work is completed, staff has returned to the administrative portion of the complex, and our residents are enjoying the refurbished, upgraded, and seismically improved Community portion of the complex. A complete report will be made to the public in mid-December by the Project Manager.

Operating Units overview:

Fire Department:

- Nothing to report. On behalf of the Department, thank you for supporting our volunteer fireman at Fireman Days at Central Beach on September 13th. Since then the Department has been prominent at Halloween by lighting the fireworks at Central Beach, and participating in the Remembrance Day celebration. Thank you. I know that with the Christmas season soon to be upon us they will continue to be philanthropic with their time, personal funds, and spirit to assist those in need.

Works Department:

- Nikii Hoglund joined us as the new Manager of Public Works on August 1st. What a start! Kudos to her and the crew for handling the storm slides in a professional manner. Thank you. Winter will shortly be upon us and this is a very busy time of year for the crew.

Administrative Services Staff:

- Mandy Koonts has been named the Village's Chief Administrative Officer (CAO) effective November 28th. She is an energetic individual with a strong work ethic. She has been in our employ for a year and during this period has assumed more responsibility. (Interim CAO) Grant McRadu's role as the Village's senior administrator expires concurrent with Ms. Koonts' appointment. During his 14 month tenure he has attracted quality personnel, completed the Community Centre rejuvenation on budget, and made improvements in the efficient and economical operation of our organization. Thank you.

General Remarks

Both past and newly elected Council wishes everyone all the best as you enjoy the Christmas season. Happy New Year!

To. Mayor and Council

Cc. Mandy Koonts

Good morning and congratulations to the New Council.

I have been associated with various groups dealing with tree management in Lions Bay for many years.

Back in 1998 we started a Tree Awareness Week where it was felt that to have one week a year where neighbors could talk with neighbors about their trees, would provide a common ground for conversation.

We also provided a list of the common trees that grow in Lions Bay, how big they become and tips on management.

After two years a committee was formed to create the first Tree Bylaw on Village property and Private property.

In 2002 I was appointed the Chair of the Tree Committee and have been doing so since that time.

However, I now feel I wish to resign from this position and request that Council appoint a new Chair by Jan 1 2015.

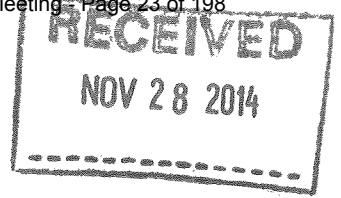
I shall be most happy to pass along any paperwork to whomever you choose to appoint.

It has been very gratifying to volunteer in this capacity for the Village of Lions Bay.

Sincerely

Tony Cox

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To: Mayor and Council
Cc: Mandy Koonts
From: Tony Cox
Sent: November 22nd 2014
Subject: Tree Application #51 for Tom Burke and Bob Dawson

Application approved.

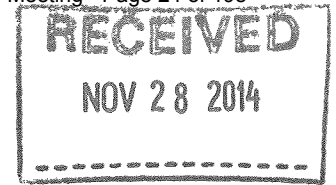
The Tree Committee met this morning comprised of Ron McLaughlin, Tony Clayton, Harold Gienger and Tony Cox.

Both neighbors requested the removal of several maple trees and hemlocks from Village property directly in front of them.

There will be quite a bit of debris from this work and everything must be cleaned up completion.

Tony Cox

Chair. Tree Committee



To: Mayor and Council
Cc. Mandy Koonts
From: Tony Cox
Sent: November 22nd 2014
Subject: Tree Application #52 for Derek Dodds

Application approved.

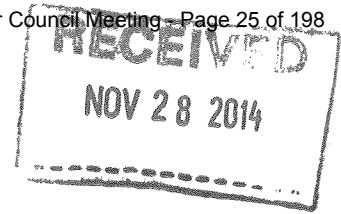
The Tree Committee met this morning comprised of Ron McLaughlin, Tony Clayton, Harold Gienger and Tony Cox.

Mr Dodds requested the removal of a large fir tree with a double crown adjacent to his house.

He has requested Bartlett Trees to do this work and again everything must be cleaned up upon completion.

Tony Cox

Chair. Tree Committee



To: Mayor and Council
Cc: Mandy Koonts
From: Tony Cox
Sent: November 22nd 2014
Subject: Tree Application #53 for Ian Grant

Application approved.

The Tree Committee met this morning comprised of Ron McLaughlin, Tony Clayton, Harold Gienger and Tony Cox.

Mr Grant requested to remove some trees opposite his home on Bayview road adjacent to where work was recently done by the School Board.

Mr Grant indicated the trees in question were marked with a grey tape but due to recent storms the tape was missing. We suggest that before work begins Mr Grant makes sure that none of the trees are on School Board property.

Tony Cox

Chair. Tree Committee

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LBFD Monthly Report – October 31st 2014

October 1st – October 31st call outs = 10

Breakdown of call outs:

6 x MVA – rescue required, 1 x Structure Fire, 1 x Hydro Pole Fire, 1 x Brush Fire,
1 x MESA C

<u>Incident Begin Time</u>	<u>Street Name</u>	<u>Incident Type</u>
10/24/2014 03:20:23	HWY 99	MVA - RESCUE REQUIRED
10/21/2014 09:04:02	HWY 99	MVA - RESCUE REQUIRED
10/20/2014 06:55:40	HWY 99	MVA - RESCUE REQUIRED
10/17/2014 18:21:13	HWY 99	MVA - RESCUE REQUIRED
10/17/2014 18:12:19	HWY 99	HYDRO POLE FIRE
10/16/2014 12:01:08	HWY 99	MVA - RESCUE REQUIRED
10/13/2014 13:26:51	HWY 99	BRUSH/GRASS FIRE
10/12/2014 16:13:12	HWY 99	MVA - RESCUE REQUIRED
10/08/2014 19:43:18	BAYVIEW	MESA-C
10/04/2014 11:38:14	SEAVIEW	STRUCTURE FIRE

Fundraising:

- No activity during October

Miscellaneous:

- The department continues to be 25 strong

Intentionally Blank



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish Bc
V8B 0M5

Your File Votre référence

n/a

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

n/a

2014-11-05

To whom it may concern,

Lions Bay Activity Report - October 2014

The following is a list describing individual calls for service from the RCMP in and around the area of Lions Bay.

HWY 99 (within limits of Lions Bay)

Traffic - Moving x 9
Traffic - Non-Moving x 1
Suspicious Pers/Veh/Occurrence x 2
Collision - Damage Under \$1000 x 2
215 - 24 hr by Alcohol x 1
Collision - Damage Over \$1000 x 6
Unspecified Assistance (traffic hazard) x 1

22 calls for service

LIONS BAY VILLAGE

False Alarms x 3
Lost Hikers x 1
False/Abandoned 911 x 1
Found Property x 1
Assist Fire Dept x 1
Unspecified Assistance (Family Dispute) x 1
Theft of Truck over \$5000 x 1
Impaired Operation of MV x 1

10 calls for service

Total = 32

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Police Services
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
PH 604 932-3044

I.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 38568

/kh



Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish BC V8B 0M5

Your File Votre référence

N/A

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

2014-11-05

To Whom It May Concern:

LIONS BAY FALSE ALARM REPORT - October 2014

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

DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2012/13/14
2014.10.08	14-6691	50 Seaview Pl	Yes - Confirmed False	2
2014.10.13	14-6798	3 Strachan Pt	Yes - to be confirmed if false (door insecure)	0
2014.10.21	14-6972	43 Brunswick Beach Rd	Yes - Confirmed False	1

TOTAL =3

Should you have any questions, please do not hesitate to contact the Squamish Detachment at (604)892-6100.

Regards

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Det.
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
Cell: 604-902-2925

B.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 39568

:/kh

December 16, 2014 - VoLB Regular Council Meeting - Page 31 of 198



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish Bc
V8B 0M5

Your File Votre référence

n/a

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

n/a

2014-12-03

To whom it may concern,

Lions Bay Activity Report - November 2014

The following is a list describing individual calls for service from the RCMP in and around the area of Lions Bay.

HWY 99 (within limits of Lions Bay)

Traffic - Moving x 4
Suspicious Per/Veh/Occ x 1
Collision - Non-Fatal Injury x 2
Collision - Damage Over \$1000 x 3
Collision - Damage Under \$1000 x 1
Possession - Cannabis 30g & Under x 2
Transportation Act x 1

14 calls for service

LIONS BAY VILLAGE

False Alarms x 2
Breach of Peace x 1
Mental Health Act x 2
Weapons Possession x 1
Theft - Over \$5000 x 1
911 - False/Abandoned x 3
Unspecified Assistance x 2

12 calls for service

Total = 26

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Police Services
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
PH 604 932-3044

B.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 38568

:/kh



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross
OIC Sea to Sky Regional Police Services
1000 Finch Drive
Squamish BC V8B 0M5

Your File Votre référence

N/A

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

2014-12-03

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - November 2014

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

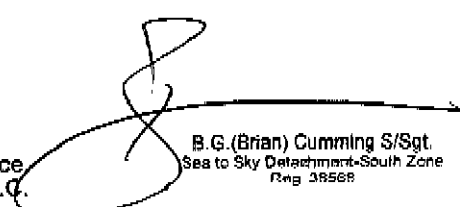
DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2012/13/14
2014-11-19	2014-7550	2 Strachan Pt	No, canceled by PR	1
2014-11-24	2014-7640	2 Strachan Pt	No, canceled by PR	2

TOTAL = 2

Should you have any questions, please do not hesitate to contact the Squamish Detachment at (604)892-6100.

Regards

N.M. (Neil) Cross, Inspector
OIC Sea to Sky Regional Det.
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
Cell: 604-902-2925


B.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg 38568

:/kh



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

To: Chief Administrative Officer
From: Chief Election Officer
Date: December 16, 2014

Subject: 2014 General Local Election Report

Recommendation

That the *2014 General Local Election Report* be received for information.

1.0 Background

This report presents the official results, the ballot account, and the key milestones in the 2014 General Local Election.

2.0 Governing Legislation

The 2014 General Local Election was run according to the following statutes and by-laws:

- Local Government Act - Part 3
- LECFA - Local Elections Campaign Financing Act
- 2014 Election Procedures Bylaw 474

3.0 Official Results (declaration of official results attached)

MAYOR (1)				
	Advance & Mail Voting*	General Voting	Total	
BUHR, Karl	35	282	317	Elected
BELFALL, Don	33	159	192	
BROUGHTON, Brenda	19	156	175	
COUNCILLORS (4)				
	ADVANCE & MAIL VOTING	GENERAL VOTING	TOTAL VOTES CAST	
WATERSON, Helen	46	341	387	Elected
BAIN, Fred	50	287	337	Elected
HUGHES, Jim	35	266	301	Elected
McLAUGHLIN, Ron	34	256	290	Elected
WILKE, Eileen	38	245	283	
CONLIN, Carole	37	193	230	
NELSON, Penny	34	181	215	
ROLSLEY, Joanne	21	186	207	
STRONG, Tony	22	127	149	
BEENHAM, Don	8	49	57	

* Because there were fewer than (30) mail ballots, the mail ballots were combined with the advance poll ballots at the count in order to preserve anonymity.

4.0 Ballot Account — Mayor

	Advance & Mail Voting*	General Voting	Total	notes
Ballots Reserved for Use	150	650	800	
Ballots Counted Without Objection	87	596	683	
Ballots Accepted Subject to Objection under s.130	0	0	0	
Ballots Rejected without objection	2	1	3	1 mail ballot was issued in duplicate (duplicate ballot was rejected). One secrecy envelope found tucked into election materials the day after voting - no certification envelope. Ballot was rejected. The rejected general voting ballot had multiple marks on the ballot.
Ballots Rejected subject to objection under s.130	0	0	0	
Spoiled Ballots Replaced under s. 130	0	0	0	
Number of Ballots Given to the Electors	89	597	686	
			0	
Unused Ballots	54	56	110	
Ballots Added under s.127(3)	0	0	0	
Ballots Not Accounted For	1	0	1	
Mail Ballots Issued but Not Returned	3	0	3	
Mail Ballots Brought to Voting Place and Cast as General Voting	3	-3	0	3 voters brought mail ballots to the Voting Place and cast them into the ballot box. Votes included as General Voting.
TOTAL (must match first line)	150	650	800	

* Because there were fewer than (30) mail ballots, the mail ballots were combined with the advance poll ballots at the count in order to preserve anonymity.

5.0 Ballot Account — Councillor

	Advance & Mail Voting*	General Voting	Total	notes
Ballots Reserved for Use	150	650	800	
Ballots Counted Without Objection	88	589	677	
Ballots Accepted Subject to Objection under s.130	0	0	0	
Ballots Rejected without objection	2	8	10	1 mail ballot was issued in duplicate (duplicate ballot was rejected). One secrecy envelope found tucked into election materials the day after voting - no certification envelope. Ballot was rejected. All (8) rejected General Voting ballots for Councillor were unmarked (i.e. left blank).
Ballots Rejected subject to objection under s.130	0	0	0	
Spoiled Ballots Replaced (s. 130)	0	1	1	
Number of Ballots Given to the Electors	90	598	688	
Unused Ballots	54	55	109	
Ballots Added under s.127(3)	0	0	0	
Ballots Not Accounted For	0	0	0	
Mail Ballots Issued but Not Returned	3	-	3	
Mail Ballots Brought to Voting Place and Cast as General Voting	3	-3	0	3 voters brought mail ballots to the Voting Place and cast them into the ballot box. Votes included as General Voting.
TOTAL (must match first line)	150	650	800	

* Because there were fewer than (30) mail ballots, the mail ballots were combined with the advance poll ballots at the count in order to preserve anonymity.

6.0 Milestones: 2014 General Local Election

- **Adopt bylaws or bylaw amendments for the general local election.**
14 may—LGA 39 (1).
- **Open Nomination Period.**
30 september —LGA 69 (1).
- **Close of Nominations / Declaration of Candidates.**
10 october—LGA 74(1).
- **Candidates Meeting with Chief and Deputy Chief Election Officers.**
15 october
- **Deadline: Withdrawal of candidates.**
17 october, 4:00 p.m.
- **Printing of Ballots.**
20 october—ballots at printers.
- **Open period to request mail ballots.**
25 october
- **All-Candidates Forum.**
29 october—postponed by 7 days due to weather event.
- **Advance Poll.**
5 november—LGA 97 (2).
- **Voting Day / Vote Counting / Announcement of Preliminary Results.**
15 november
- **Declaration of Official Results.**
18 november—LGA 136 (1).
- **Election Report / Destroy Specified Election Materials.**
16 december—Election Report to Council. Destroy voting books, list of registered electors, records and declarations made during election proceedings—LGA 150.
- **Destroy Ballots & Ballot Stubs (retain nomination papers).**
10 january— Destroy ballots, stubs— LGA 150 (6). Retain items in LGA 150 (1)(b).
- **Candidates Disclosure Statements filed with the Village**
13 february—LECFA 47 (1).



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Form No. 6-3

Local Government Act
Section 136(2)(a)

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2014

I, Lewis Villegas, Chief Election Officer, do hereby declare elected, Karl Buhr, who received the highest number of valid votes for the office of Mayor.

I further declare elected the following candidates, who received the highest number of valid votes for the office of Councillor:

1. WATERSON, Helen
2. BAIN, Fred
3. HUGHES, Jim
4. McLAUGHLIN, Ron

Dated at Lions Bay, BC
this 18th day of November, 2014.



Chief Election Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Resolution to Execute Agreement to Install AED in the Community Centre		
Author	M. Koonts	Reviewed By:	-
Date	December 5, 2014	Version	
Issued for	December 16, 2014 Regular Meeting of Council		

Recommendation:

THAT Council approves the Village's participation in the BC PAD program by authorizing the Mayor and CAO to sign the Automated External Defibrillator (AED) Supply Agreement;

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

Background:

Two years ago, the Village made a request to participate in this BC-wide program to install AEDs free of charge in public places of various communities. Lions Bay's Village Hall was identified as a venue. Recently, the Village has been notified that the program has approved an AED for the Village Hall and subsequently received the background documentation and user agreement for signature by the Mayor and the Corporate Officer.

A facilitated training session has tentatively been scheduled for staff during the morning of Wednesday, January 7, 2015, provided the agreement has been executed and returned to the BC PAD program in advance. There is no cost to the Village for the AED unit itself, nor for the training session. Ongoing maintenance is the responsibility of the Village and is expected to be minimal. A maintenance schedule will be drafted and incorporated into Village workplans.

There is a significant safety benefit to the community not only to have this unit placed in the Village Hall (which is also the ESS reception centre), but also to have Village Staff trained on its use given the number of programs operating in the Village Hall during office hours, which we expect will only increase.

The attached toolkit provides information needed to support the placement and ongoing maintenance of the AED in the Village Hall.

For Council's consideration.

Community **AED Toolkit**



HEART &
STROKE
FOUNDATION

PAD

PUBLIC ACCESS TO
DEFIBRILLATION
PROGRAM





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Introduction

Welcome to the BC Public Access to Defibrillation (PAD) Program.

To help save lives, the Heart and Stroke Foundation and the Province of British Columbia are making Automated External Defibrillators (AEDs) available in public places where there is a risk someone can suffer a sudden cardiac arrest.

Through the PAD Program, the Foundation, in partnership with the BC Ambulance Service, plans to donate 650 AEDs over three years to recreation centres, arenas, pools, community centres, libraries, senior centres, busy playing fields, parks and beaches, and secondary schools that are open to the community evenings and weekends.

The Program will donate one or more AEDs to every municipality in British Columbia, depending on population size. The Heart and Stroke Foundation is working with local governments to identify priority locations. These locations are places where large numbers of people gather on a regular basis and/or emergency response times are longer than it takes to save someone experiencing sudden cardiac arrest. To support AED placement, all venues will receive an orientation to their AED and learn how to respond to a sudden cardiac arrest from a health care provider.

The Chief Administrative Officer of your municipality or regional district has identified this community facility as a priority location for a BC PAD Program AED. This toolkit will provide you with the information and resources you will need to install, use and maintain your AED.

The success of the BC PAD Program depends on the initiative and involvement of local governments and community members. We greatly appreciate your efforts to support the placement of these lifesaving devices in your community.

Please direct any comments and questions about the BC PAD Program to the PAD Coordinator by email **BCPAD@hsf.bc.ca** or by phone 1-888-473-4636 Extension #351.



The BC PAD Program

3 min.

without treatment will
cause brain damage



12 min.

without treatment will
likely cause death



The threat of sudden cardiac arrest

When a person's heart unexpectedly stops beating it is called sudden cardiac arrest. Sudden cardiac arrest strikes anyone, anywhere, anytime. It usually happens in the home, workplace, or community, away from the advanced life support available in a hospital. Sudden cardiac arrest strikes 40,000 Canadians each year and is a major cause of death in British Columbia. It kills more people than breast cancer, prostate cancer and car accidents combined. Cardiac arrest happens without warning and there are often no symptoms; it can even kill healthy children and teens.

A cardiac arrest is a failure of the heart's electrical system. Nearly all cardiac arrest victims will die without an electric shock to restart their heart. Time is critical. Without immediate treatment, the victim will suffer brain damage within three minutes and will rarely survive past twelve minutes.

An Automated External Defibrillator, or AED, is a portable, safe and easy-to-use device to restart the heart. It delivers an electric shock that starts a heart beating normally again. The AED can't do harm and will not accidentally shock someone. The AED reads the heart rhythm and only delivers a shock if needed.

By making AEDs available in public spaces and by building awareness about these devices, we can save hundreds of lives in BC each year.

The BC PAD Program

Through the Public Access to Defibrillation (PAD) Program, the Foundation is donating one or more AEDs to public venues in every municipality, depending on population size. A survey of all municipalities and regional districts in British Columbia was completed in 2012 with Chief Administrative Officers to identify specific venues within each municipality that would be candidates for an AED.

The Foundation, in partnership with the BC Ambulance Service and other medical service providers, will conduct orientation sessions about CPR, the AED and how to use it at each venue. The session will be offered free of charge for up to six people who work at or frequent the venue, including venue staff, coaches, and volunteers.

Over the next two years, the PAD Program Coordinator will contact the venue managers identified in the survey to oversee AED shipping and placement, and schedule an orientation session.

To ensure a coordinated approach to shipping and holding orientation sessions, there is a continuous cycle in place over two years with a 12-day placement window every month. The orientation session can be held on a date and time within this window by agreement between the venue manager and Orientation Session Facilitator.

The PAD Program Coordinator will contact a venue manager approximately one and a half months in advance to propose a placement window. If the venue manager can receive the AED and assemble the participants for the orientation session during the proposed window, the coordinator will ship the AED package and connect the venue manager to the Orientation Session Facilitator associated with the venue to schedule the orientation session time and date.

All venues will be required to sign and agree to the terms contained in the PAD Program AED Supply Agreement in order to receive their donated AED. The AED Supply Agreement describes the role of the Heart and Stroke Foundation and responsibilities of the venue to receive, install and maintain the AED.

The BC PAD Program

PUBLIC VENUES

Recreation centres

Arenas

Pools

Community centres

Busy playing fields

Senior centres

Secondary schools
open to the
community evenings
and weekends

AED Placement Locations

In 2012, the Foundation sent a survey to the Chief Administrative Officer of every municipality and regional district in BC asking them to identify specific venues in their communities that qualify for a donated AED. To see the list of municipalities that have responded to the survey and are slated to receive one or more donated AEDs, dependent on population size, go to **BCPADProgram.ca**

If your municipality or regional district has not yet completed the survey, please contact the PAD Program Coordinator at: **BCPAD@hsf.bc.ca** or 1-888-473-4636 Extension #351.



Managing your AED

Get Started

Once the PAD Program Coordinator has arranged for an Orientation Session and the shipment of the AED to a venue, the venue contact will need to prepare to receive and install the AED.

The AED Package will be shipped to the venue in two boxes: the AED Box and the Facilitator Box. An email will be sent to the venue contact informing them the AED Package has been shipped. When the AED Package arrives at the venue, the venue manager should only open the AED Box and use the AED Box Checklist to ensure all materials are inside.

If any items are missing from the AED box, please contact the PAD Program Coordinator immediately.

Please keep the Facilitator Box in a secure place and provide it to the Facilitator on the day of the Orientation Session, before the session begins. The venue can mount the cabinet and install the AED, using the Installation Guidelines and Placement Tool as soon as they receive the AED Package.



AEDs are safe and designed so that anyone can use one if they see someone suffering from sudden cardiac arrest. Still, we know people are more likely to use an AED if they are familiar with the device so the Foundation has partnered with BC Ambulance Service paramedics and other health care providers to conduct orientation sessions at each venue.

Managing your AED AED Package Checklist

Powerheart AED G3 Plus Operator and Service Manual

The Powerheart AED G3 Plus Operator and Service Manual is included in the AED Box of your AED Package and contains all the information you need to operate and maintain the Powerheart AED G3 Plus.



If you have any questions or concerns about the AED, please contact the PAD Program Coordinator.

Please use the AED Box Checklist below to ensure you have received all the required materials.

AED Box Checklist

- ☐ Automated External Defibrillator (AED)
- ☐ Cabinet with front decals, side decals
- ☐ Adult pads (2 sets)
- ☐ Pediatric pads (1 set)
- ☐ Carrying case
- ☐ Safety Kit
 - ☐ Razor
 - ☐ Wet and dry towels
 - ☐ Mask
 - ☐ Gloves
 - ☐ Scissors
 - ☐ Gauze
 - ☐ Carabiner attachment
- ☐ AED Maintenance and Installation Guide (English copy in zippered pocket of carrying case)
- ☐ Powerheart AED G3 Plus Operator and Service Manual
- ☐ 3D sign (1)
- ☐ Door decal (1)
- ☐ Community AED Toolkit (1)
- ☐ Venue Launch Kit
 - ☐ Posters (2)

Managing your AED

Host an Orientation Session

AEDs are safe and designed so that anyone can use one if they see someone suffering from sudden cardiac arrest. Still, people are more likely to use an AED if they are familiar with the device so the Foundation has partnered with BC Ambulance paramedics and other health care providers to act as Orientation Session Facilitators at each venue.

The BC PAD Program Coordinator will work with the venue contact and the Orientation Session Facilitator to schedule a session time and date. To prepare for the session, the venue contact needs to assemble up to six participants. The participants can be venue staff, coaches or volunteers who are regularly onsite.

The session is offered free of charge and is expected to last approximately three hours. The group will require a space where people can practice using AEDs and performing CPR. **The venue will also need to provide either a projector and screen, or a TV and DVD player, and some pens.**

The Orientation Session Facilitator will introduce participants to the AED and lead the group through scenarios, teaching them how to respond to a sudden cardiac arrest by doing CPR and using the AED. Participants will have a chance to practice a rescue with an AED simulator in order to familiarize themselves with the device.

Hosting an Orientation Session

To host a session you'll need:

- Contents of the Facilitator Box
- Up to 6 participants
- Space to practice CPR and using an AED
- Computer with DVD attached to a projector and screen or a TV and DVD player
- 6 Pens



Managing your AED Host an Orientation Session

REMEMBER

To be returned in the Facilitators Box:

- CPR/AED instructional DVD
- 3 AED trainers
- 3 pairs of pads
- 1 remote
- 6 clean pocket masks

Must be shipped back to the Heart and Stroke Foundation by the venue manager within ONE business day of completing the orientation session.



Each participant will receive The Heart and Stroke Foundation of Canada's CPR Anytime™ Family & Friends™ Kit. This is a self-directed program designed to teach the core life-saving skills of cardiopulmonary resuscitation (CPR) in as little as 20 minutes.

Each kit contains:

- Mini Anne™ — A personal, inflatable CPR mannequin
- A bilingual (English and French) CPR Skills Practice DVD
- A bilingual (English and French) Family & Friends™ CPR instructional booklet

The CPR Anytime™ Family and Friends™ kit teaches the essential skills of CPR to adults and children. The DVD also includes an automated external defibrillator (AED) demonstration as well as instruction on how to help someone who is choking.



Managing your AED

Install the AED

The Cardiac Science Powerheart AED G3 Plus

The automated external defibrillator (AED) for the BC PAD Program is the Cardiac Science Powerheart AED G3 Plus. This semi-automatic AED is self-testing and battery-operated. After applying the AED's electrodes (pads) to the patient's bare chest, the AED automatically analyzes the patient's electrocardiogram (ECG) and advises the operator to press the button and deliver a shock if needed. The AED uses one button and guides the operator through the rescue using a combination of voice prompts, audible alerts, and visible indicators.

Installation Guidelines / AED Placement Tool

AED Safety Placement Guidelines

While there is no single formula to determine the appropriate placement and access system for AEDs, there are several elements that should be considered:

- **Response time:** The optimal response time is three minutes or less.
- **Physical layout of the facility:** Response time should be calculated based on how long it will take for a responder with an AED walking at a rapid pace to reach a victim. Be sure to take into consideration areas with difficult access (secured areas within a building, elevators, etc.).
- **Visitors:** Facilities that host large numbers of visitors may be more likely to experience a sudden cardiac arrest event.
- **Specialty areas:** Facilities where strenuous physical activity occurs may be more likely to experience a sudden cardiac arrest event.

Site Survey Tool

Step 1 Use a written floor plan, and mark the most critical areas for an AED:

- Areas where the largest number of people are present.
- Areas difficult for emergency medical service personnel to get to due to proximity of parking, stairs, narrow hallways, crowd congestion or remote locations within the facility.
- Near people with a history of sudden cardiac arrest, if known.



All donated BC PAD Program AEDs must be installed in either the indoor, outdoor or pool cabinet provided.

Please see Appendix C, D and E for cabinet mounting instructions.

Managing your AED

Install the AED

There are several characteristics that contribute to proper placement of AEDs

- A place that is easily accessible by the public (*i.e. not locked in a drawer or closet*)
- A well-travelled location that prevents or minimizes the potential for tampering, theft and/or misuse by unauthorized users. You will receive a cabinet and signage for your AED. The cabinet must be mounted on a wall at approximately eye level for quick identification.
- A location that is marked, publicized, and known to people who regularly frequent the venue
- A publicized location with information on how to initiate internal and external responses
- A location that is near a telephone that can be used to call 911 and lay rescuers
- AEDs need to be highly visible
- You may wish to place it near expected responders such as security guards, lifeguards and first aid stations

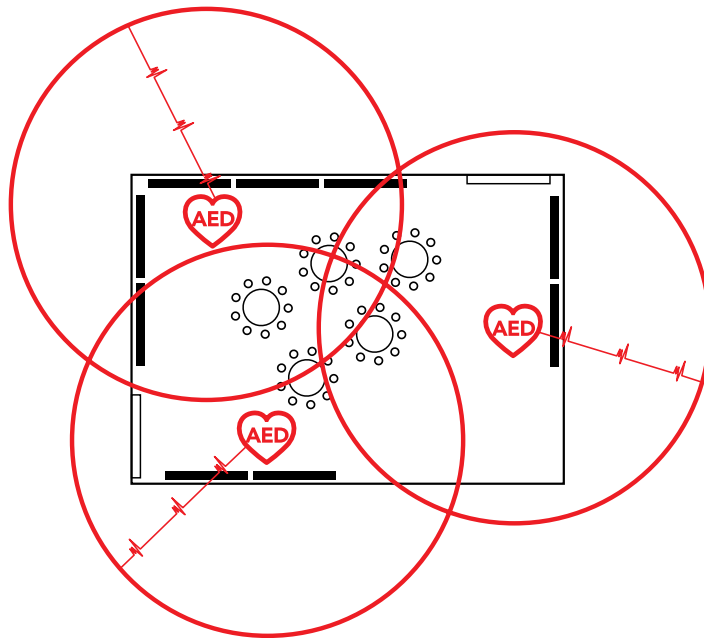
Please refer to manufacturer's User Manual for more information and proper monthly and annual maintenance procedure.

Step 2 Using your marked floor plan, calculate if an AED was placed in your marked location, would all occupants of the building have accessibility to the AED within the three-minute time frame?

Using the 3-minute goal, do one of the following:

- Use a stopwatch and walk for 1½ minutes. This assumes the responder needs to walk to the AED, and return with the equipment. Some facilities will radio for help; in this case, a 3-minute direct walk should be sufficient.
- Knowing that the average person walks 300 feet per minute, measure out 450 feet from each AED location. Or, if they radio for help, 900 feet.

Were you able to reach the AED as you have it marked out on your floor plan? If the answer is no, you may need to consider adding an additional device.



LEGEND



Automated External Defibrillator



Distance accessible within 3 minutes



Most highly populated public area

Place AEDs within 3 minutes of each other. When possible, create an overlap so that the most highly populated public areas are within reach of several AEDs.

Managing your AED

Install the AED

Sudden Cardiac Arrest Response Plan

Having a simple Cardiac Arrest Response Plan for your venue is important as it ensures everyone understands what to do if someone suffers a sudden cardiac arrest. The plan should note the venue personnel who participated in the venue orientation session, where the AED is located, what needs to be done to maintain the device, who is responsible for AED maintenance and updating the registry, and what to do if the AED is used. Keep your Response Plan accessible and with this toolkit. In the event your venue manager changes, this will guarantee minimal interruption in the quality of the PAD program.



AED Drills

Fire drills ensure we are ready in case of a fire and are as prepared and as safe as we can be. The same type of drill can be implemented for your AED. AED drills will help everyone be prepared and more comfortable with their role should someone suffer a sudden cardiac arrest at the venue.

Managing your AED Register the AED

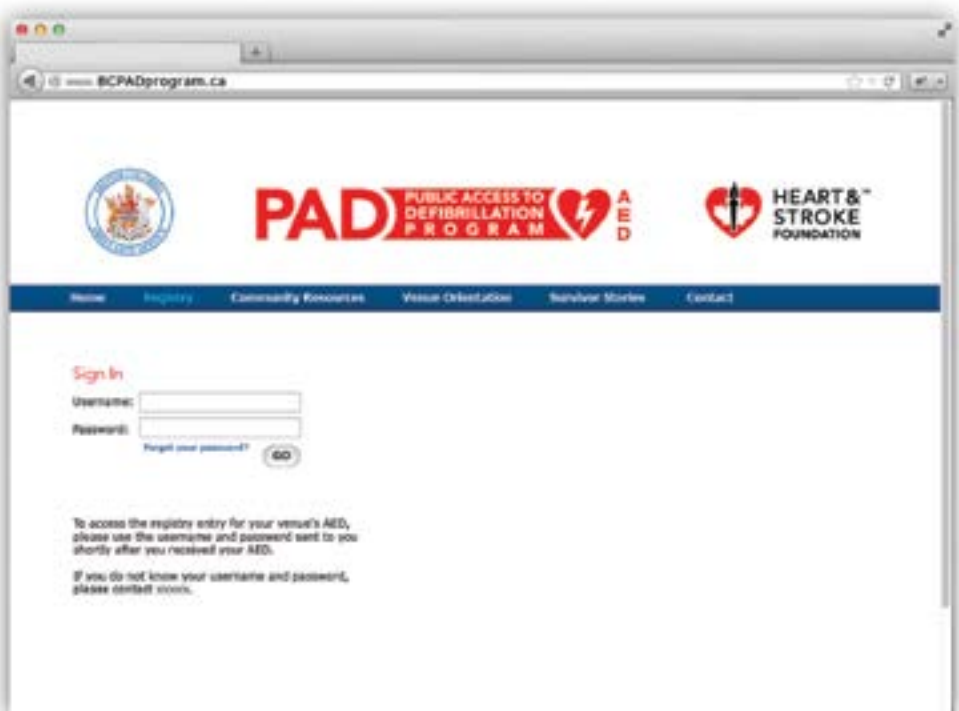
The BC PAD Program Registry is a free, online service provided to all venues that have received a donated BC PAD Program AED.

Registering your AED ensures the information needed by BC Ambulance Service 9-1-1 dispatchers during a cardiac arrest is available to them and your community members. This information could mean the difference between life and death.

Venues with registered AEDs will also receive courtesy email reminders when AED pads and batteries need to be changed.

All recipients of AEDs donated by the Heart and Stroke Foundation are required to register and regularly update information about their device in the Registry.

Soon after an AED is shipped to a venue, the venue manager will receive an email containing a username and password to access the registry entry for that AED. Once the venue manager receives their registry username and password, they will go to the program website at **BCPADProgram.ca** and log in under Registry.



Managing your AED

Promote the AED

Once an AED is installed, it's important to let everyone know where the device is located and that anyone can use it in an emergency situation.

To promote the AED, you can use the items included in the AED Package:

1 AED Posters



2 3-D sign to be mounted above the AED cabinet



3 Window/door decal to adhere to window or door glass at the entrance to the facility



If you have a facility map, try adding an AED mark on the map – be sure to add it to the legend of the map as well.

Spread the word

Letting people know about the AED, its location and its use can be as simple as holding a staff meeting/public forum/town hall meeting, sending out a mass e-mail, adding it to a website, or putting an announcement in a newsletter or local publication.

Remember to add the AED information to your staff training program, facility tour or facility rental information.

If you move your facility's AED for any reason, you must let everyone involved know, and note the change in the BC PAD Program Registry.

Managing your AED

Maintain the AED

Use the checklist below to ensure your AED is kept in good working condition.

Powerheart G3 Plus Maintenance Checklist

Daily Maintenance

Check the Status Indicator to ensure that it is GREEN. When the indicator is GREEN, the AED is ready for a rescue.

Monthly Maintenance

1. Open the AED lid.
2. Wait for the AED to indicate status: Observe the change of the STATUS INDICATOR to RED. After approximately 5 seconds, verify that the STATUS INDICATOR returns to GREEN.
3. Check to make sure the pads are unopened and attached to the AED.
4. Check the expiration date on the pads.
5. Listen for the voice prompts.
6. Close the lid and observe the change of the STATUS INDICATOR to RED. After approximately 5 seconds, verify that the STATUS INDICATOR returns to GREEN.
7. Check to ensure the spare pads and pediatric pads are present in the carrying case.
8. Log into the AED Registry and submit a maintenance checklist.

Annual Maintenance

Check the Integrity of the Pads and Circuitry:

1. Open the AED lid.
2. Remove the pads.
3. Close the lid.
4. Confirm that the STATUS INDICATOR turns RED.
5. Open the lid and confirm that the Pad indicator is lit.
6. Reconnect the pads and close the lid.
7. Make sure the expiration date is visible through the clear window of the AED lid.
8. Check to make sure that the STATUS INDICATOR is GREEN. If the pads are not installed properly, the PAD indicator will illuminate.
9. Open the lid and confirm that no diagnostic indicators are lit.
10. Check the expiration date of the pads; if expired, replace them.
11. Check the pads packaging integrity.
12. Close the lid.

Managing your AED

Maintain the AED

Use the checklist below to ensure your AED is kept in good working condition.

Powerheart G3 Plus Maintenance Checklist

Annual Maintenance

Check the Integrity of the Service Indicator (LED) and Circuitry:

1. Immediately after opening the AED lid, press and hold the Shock button and confirm that the Service LED is lit.
2. Release the Shock/Continue button.
3. Close the lid.
4. Verify that the STATUS INDICATOR remains RED.
5. Open the lid and confirm that no diagnostic indicators are lit.
6. Close the lid.
7. Verify that the STATUS INDICATOR turns GREEN.

Check the Integrity of the Case:

Examine the molded case of the AED for any visible signs of stress.

Replacement parts

The AED supplier should be able to supply you with any replacement parts for your AED. Generally the only replacement needs for your AED will include pads, batteries, and supplies for your rescue-ready kit.

Recalls and updates

As with all manufactured products, there are times when an imperfection occurs. AED manufacturers require approval by Health Canada as well as the FDA in the United States.

There are strict regulations and in the event of an AED recall, all manufacturers are required to inform all owners affected by the recall and the steps being taken to rectify the problem.

Every five years, the Heart and Stroke Foundation releases the most current and up-to-date resuscitation and AED guidelines. If there are changes or updates that need to be made to the software of an AED (to ensure they are compliant with recent guidelines), you will be notified by the manufacturers.

Managing your AED After an AED is used

Download and send AED data

All AEDs store event information that is recorded as soon as the AED is turned on during an emergency. This information can be of great assistance to the medical team involved in the care of the victim, whether the event ended positively or negatively. The data from all BC PAD Program AEDs must be sent to the BC Ambulance Service to be reviewed and added to medical records.

The RescueLink software required to retrieve the data from the AED is provided on Cardiac Science QuickStart Tool Kit CDROM in the AED Package. The RescueLink software needs to be installed on a PC running Windows in your facility. The AED connects via a serial port or USB adapter.

If you are unable to load the software onto your computer using the CD-ROM or encounter other technical difficulties related to downloading AED data, please contact the Cardiac Science Technical Support Group at 1-800-426-0337.

Your PAD Facilitator will orientate you about the after-event process and will try to be available to help you download the AED and the relevant information after your AED has been deployed for an incident.

Once you have downloaded the event information from the AED, forward it to the Emergency and Health Services Commission (BCAS) resource at: AEDdata@bcas.ca.

Complete a report in the BC PAD Program Registry

Once you have sent the AED data to the BC Ambulance Service, you will need to submit a sudden cardiac arrest report in the online BC PAD Program Registry. Go to **BCPADProgram.ca** and enter your user name and password.

Note: This information is considered personal and private medical information and must therefore be treated as such.

Managing your AED

After an AED is used

Use the checklist below to restore your AED after it has been used.

AED Post Event Maintenance Checklist

- ☐ Inspect the AED for damage.
- ☐ Clean the AED with a damp sponge or cloth if required. Use personal protective equipment (gloves, eye protection) if the AED has been in contact with bio-hazardous material.
- ☐ Replace the pads and make a note to order a new set from the AED supplier.
- ☐ Restock the Safety Kit; order a mask from the AED supplier.
- ☐ Check the AED status indicator is GREEN once it has completed its automatic self-test after the lid has been closed.
- ☐ Contact your BCAS PAD Facilitator.
- ☐ Connect the serial cable to the PC and to the AED's serial port under the blue rubber data access cover. The voice prompt will say "Communications Mode."
- ☐ Run the RescueLink software program on a computer.
- ☐ Select COMMUNICATIONS, GET RESCUE DATA. On the RescueLink software program.
- ☐ Select INTERNAL MEMORY OF AED then select OK.
- ☐ Select a rescue by clicking on the date and press OK.
- ☐ Ensure the AED data is downloaded and the data package is sent to the BC PAD registry at: **AEDdata@bcas.ca**

Using the AED

Signs of a cardiac arrest include:

- sudden collapse
- sudden unresponsiveness to touch or sound and
- abnormal or no breathing
- no pulse



CPR (Cardiopulmonary Resuscitation) is an emergency procedure that can restore blood flow to someone suffering cardiac arrest, keeping the victim alive until advanced medical care arrives.

Cardiac arrest is a medical emergency causing death if not treated immediately. Most cardiac arrests occur in homes and public places. If someone has collapsed and is unresponsive, you may be able to help save a life by **calling 9-1-1 or your local emergency number**, and doing Cardiopulmonary Resuscitation (CPR) and using an AED if one is available.

Cardiac refers to the heart. Arrest means stop. Cardiac arrest occurs when the heart suddenly and unexpectedly stops beating.

Cardiac arrest is not the same as heart attack. A heart attack occurs when the blood supply to the heart is slowed or stopped because of a blockage. In the case of a heart attack, the heart continues to beat.

Cardiac arrest may have a variety of causes including heart disease, drowning, stroke, electrocution, suffocation, drug overdose or injury.

SUDDEN CARDIAC ARREST	HEART ATTACK
• is caused by an abnormal heart rhythm (in most cases ventricular fibrillation) • is always sudden • has no warning signs • causes a person to lose consciousness	• is caused by a blockage in an artery that supplies blood to the heart • causes heart muscle to die due to lack of oxygen • is preventable • person is typically awake and alert
Signs of Sudden Cardiac Arrest:	Heart Attack symptoms:
• unresponsive • loss of consciousness • no pulse • breathing has stopped	• tightness or discomfort in chest, neck, jaw, shoulder, arms or back • shortness of breath • nausea • sweating • fear • denial

Using the AED

CPR (Cardiopulmonary Resuscitation) is an emergency procedure that can restore critical blood flow to the brain and heart of someone suffering cardiac arrest, keeping the victim alive until advanced medical care arrives.

An Automated External Defibrillator (AED) is a device that can check heart rhythms and deliver an electrical shock to restore its natural rhythms when needed.

When the heart stops beating in cardiac arrest, it no longer pumps blood to the body. The brain and organs can be seriously damaged without oxygen and nutrients from blood and the person can die within minutes if not treated immediately. CPR can help maintain blood flow and ventilation in a victim of cardiac arrest for a short period.

Arrhythmias (abnormal heart rhythms) such as ventricular fibrillation cause most cardiac arrests. Using an AED can restore the heart's normal rhythm in the event of cardiac arrest.

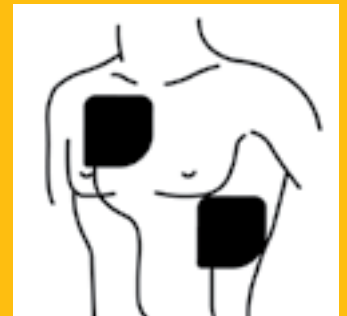
Most cardiac arrests occur in homes and public places, and many are witnessed by a family member, co-worker or friend. The number of people who survive a cardiac arrest outside a hospital is very low. Doing CPR and using an AED before Emergency Medical Services arrive can increase a victim's chance of survival by up to 75%. AEDs are safe and easy to use. The Foundation urges anyone in close contact with those at high risk of cardiac arrest to become trained in CPR and the use of AEDs.

If you are with an adult who has a cardiac arrest:

- 1 Call 9-1-1**
 - Tell someone to call 9-1-1 or your emergency response number and get an AED, if one is available.
 - If you are alone, call 9-1-1 and get an AED, if one is available.
- 2 Check breathing**
 - If the person isn't breathing or is only gasping, give CPR.
- 3 Do CPR**
 - Push hard and push fast in the centre of the chest.
- 4 Use an AED**
 - Use an AED as soon as it arrives by turning it on and following the prompts.
 - Keep pushing until the person starts to breathe or move or someone with more advanced training takes over.

To operate the AED:

- 1 Turn power on.**
Open the lid and follow the prompts.
- 2 Attach AED pads to bare chest.**
Look at the picture on the AED pads; place them exactly as shown in the picture.



- 3 Shock if necessary.**
The machine will tell you to press the flashing button if a shock is required or continue CPR if no shock is advised.



Using the AED

You can't do harm - Good Samaritan Law

AEDs are completely safe. The device gives bystanders step-by-step instructions on what to do in an emergency situation and will only deliver a shock if the heart rhythm can be corrected by defibrillation.

You cannot hurt anyone with an AED, but you can save a life.

The Good Samaritan Act is the legislation that protects individuals who use AEDs from liability when they are used to save a life.

GOOD SAMARITAN ACT

[RSBC 1996] CHAPTER 172

No liability for emergency aid unless gross negligence

- 1 A person who renders emergency medical services or aid to an ill, injured or unconscious person, at the immediate scene of an accident or emergency that has caused the illness, injury or unconsciousness, is not liable for damages for injury to or death of that person caused by the person's act or omission in rendering the medical services or aid unless that person is grossly negligent.

Exceptions

- 2 Section 1 does not apply if the person rendering the medical services or aid
 - (a) is employed expressly for that purpose, or
 - (b) does so with a view to gain.

Health Care (Consent) and Care Facility (Admission) Act

- 3 The Health Care (Consent) and Care Facility (Admission) Act does not affect anything in this Act.

After someone suffers a sudden cardiac arrest

Being involved in an emergency situation can cause feelings of stress, anxiety, or fear; sometimes a stress debriefing is needed.

Your PAD Facilitator will arrange a brief meeting to discuss the event with staff. He or she will be able to answer questions and briefly describe the signs and symptoms of critical incident stress. He or she will make sure a process is in place to access help should anyone need assistance. Many organizations have access to Employee Assistance Program (EAP) services through their workplace benefits. For those individuals or organizations that do not, there are other options available.

About the Heart & Stroke Foundation



The Heart and Stroke Foundation, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact through the advancement of research and its application, the promotion of healthy living and advocacy.

Our Visionary Mission

Healthy lives free of heart disease and stroke. Together, we will make it happen.

Our Goals

1. Reduce the number of deaths due to cardiovascular disease by **25%** by 2020.
2. Reduce the number of cerebrovascular deaths in Canada by more than **25,000** per year beyond 2020.
3. Reduce the number of Canadian women dying because of heart disease and stroke by more than **12,500** per year beyond 2020.

80% OF HEART DISEASE & STROKE CAN BE PREVENTED

HOW TO REDUCE YOUR RISK? DIET + EXERCISE.

↑ ACTIVITY

↑ GOOD CHOLESTEROL

↓ BAD CHOLESTEROL

↓ WEIGHT

× SMOKING

↓ ALCOHOL

↓ STRESS

↓ BLOOD PRESSURE

eTools FOR A HEALTHIER YOU



Determine your risk for heart disease & stroke.



Receive regular emails to support & encourage you to achieve a healthier life.



Achieve & maintain a healthy weight with this 12-week program developed by experts.



Track your blood pressure readings, set goals & receive appointment & medication reminders.

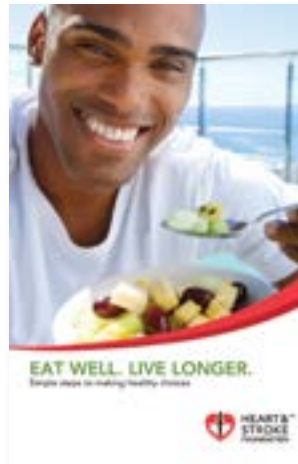
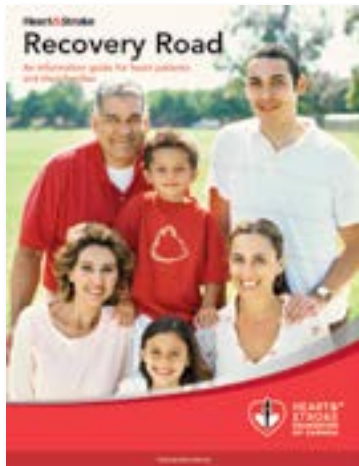


The <30 Days Challenge is an iPhone app designed to empower you to reduce your risk of heart disease & stroke.

heartandstroke.ca/ehealth

FREE RESOURCES FOR A HEALTHIER YOU

1-888-HSF-INFO (1-888-473-4636)



We're here to answer your questions about heart disease and stroke, risk factors, healthy lifestyles, and to tell you about resources and programs available in your community. Call **1-888-473-4636** now.



Looking for a GREAT way to stay active? We have over 20 walking clubs held everywhere in BC from parks to malls depending on the time of year.

HEARTS & MINDS

Check out our blog at healthyheartsandminds.com for the latest in research, healthy living, events and survivor stories.

All of these programs are made possible through your donations. Contact us for more information.



200 – 1212 W Broadway
Vancouver, BC V6H 3V2

1-888-473-4636
heartandstroke.bc.ca



HEART & STROKE
FOUNDATION

Appendix A

PAD Program Overview



To help save lives, the Heart and Stroke Foundation and the Province of British Columbia are making Automated External Defibrillators (AEDs) available in public places where there is a risk someone can suffer a sudden cardiac arrest.

Sudden cardiac arrest strikes suddenly and affects people of all ages. Over 2000 British Columbians die from sudden cardiac arrest every year.

Sudden cardiac arrest is different from a heart attack. A heart attack occurs when one or more of the arteries to the heart are blocked and the heart does not receive enough blood.

In contrast, sudden cardiac arrest occurs when the heart's electrical system malfunctions and the heart beats irregularly and dangerously fast. The ventricles begin to quiver and can no longer pump blood from the heart to the rest of the body.

In the first few minutes, blood flow to the brain is reduced so drastically that the victim loses consciousness. Without immediate help, a victim of sudden cardiac arrest will suffer brain damage within three minutes and after twelve minutes it's unlikely they'll survive.

Emergency treatment includes cardiopulmonary resuscitation (CPR) and defibrillation, or an electric shock to the heart.

An Automated External Defibrillator (AED) is a device that analyzes the heart's electrical activity and determines if a shock is needed. If needed, the device safely delivers the shock to the victim.

Through the Public Access to Defibrillation Program, the Heart and Stroke Foundation is working to ensure defibrillators are readily available to victims of sudden cardiac arrests in public places, including recreation and community centres, swimming pools, arenas, busy parks and beaches and secondary schools that serve as community centres in the evenings and on weekends.

The Cardiac Chain of Survival



Early defibrillation is a key link in the Chain of Survival™. The Chain of Survival™ consists of a series of seven links that give the victim of a medical emergency the best chance of living:

Chain of Survival™

All links in the Chain of Survival™ are important to reduce death and disability from heart disease and stroke. The Chain of Survival™ is only as strong as its weakest link. The success of each link depends on the link immediately before and after. Recognizing the warning signals of cardiac arrest, doing CPR and reacting by calling 9-1-1 (or other emergency response number), helps to get an AED to the victim quickly and reduce delay to defibrillation.

The need for publicly accessible defibrillators

Unfortunately in Canada, early defibrillation is seldom available to victims in public places. Public AED placement is sparse, and the median Emergency Medical Services response time in BC is 9.3 minutes. By placing AEDs in public spaces across the province we can strengthen the Chain of Survival and help up to 75% of sudden cardiac arrest victims survive. Sudden cardiac arrest victims who receive CPR and early defibrillation have shorter recovery times and are more likely to lead healthy, productive lives.

Up to 40,000 cardiac arrests occur each year in Canada. That's one cardiac arrest every 12 minutes.

Sudden cardiac arrest doesn't discriminate. It can strike anyone at any time in any place. Even people who are young, healthy and fit can succumb to cardiac arrest, and without a shock from an AED, they are unlikely to survive.



Almost all of cardiac arrest victims will die without an electric shock to restart their heart. Survival rates fall by 7-10% for every minute that passes without defibrillation.

Public access to AEDs will help save lives.



Appendix A

PAD Program Overview

Overview of the BC PAD Program

Through the PAD Program, the Foundation, in partnership with the BC Ambulance Service, plans to donate 650 AEDs over three years to recreation centres, arenas, pools, community centres, libraries, senior centres, busy playing fields, parks and beaches, and secondary schools that are open to the community evenings and weekends.



AED Placement

The Program will donate one or more AEDs to every municipality in British Columbia, depending on population size. The Heart and Stroke Foundation is working with local governments to identify priority locations. These locations are places where large numbers of people gather on a regular basis and/or emergency response times are longer than it takes to save a victim of sudden cardiac arrest.



AED and CPR Orientation

The PAD program will help people become familiar with AED use and will teach them how easy it is to open an AED and follow the voice prompts during a rescue. People who receive AED training will also learn bystander CPR.

All venues will receive an orientation to their AED and learn how to respond to a sudden cardiac arrest from a health care provider.



AED Registry

A priority of the PAD Program is to link with 9-1-1 dispatch to inform callers if an AED is available at their location. The registry will serve as a database system that tracks AED locations. The registry will also send maintenance reminders and collect data to help refine the PAD program.



Awareness and Education

To support community AEDs, the HSF is implementing a public awareness campaign about sudden cardiac arrest and AEDs.

The Foundation is also standardizing installation and signage, making it easy to recognize AEDs.



AED Deployment

Agreements between the Heart and Stroke Foundation and the AED venue will ensure PAD Program AEDs are properly installed and maintained.



Program Oversight

Trained medical professionals will be responsible for handling and analyzing AED data after a sudden cardiac arrest, debriefing venue staff and others following an event, and consulting with venue staff about the AED, as required.



An Automated External Defibrillator (AED) is a safe and easy-to-use portable device used to deliver lifesaving electric shocks to sudden cardiac arrest victims. An AED will only shock a shockable heartbeat. A bystander or trained professional can simply attach the pads to a person's chest and push the button when alerted by the AED. The AED demonstrates what to do throughout every step using voice prompts and on-screen instructions, including how to perform CPR.

The Heart and Stroke Foundation is advocating to government to establish legislation:

- requiring AEDs to be placed in specific public locations
- requiring registration of public AEDs

For more information, please contact the PAD Program Manager at 604-737-3415 or drusch@hsf.bc.ca

JANUARY 2013

Appendix B

Powerheart
AED G3 Plus

Our flagship automated external defibrillator, complete with RescueCoach™ and CPR metronome to pace chest compressions

Appropriate Locations

- Work places
- Transportation
- Sporting venues
- Schools
- Retail & hotels
- Recreation facilities
- Places of worship
- Any public place

Primary Benefits

Reliability. The device is Rescue Ready®, meaning it self-tests daily to ensure it works when you need it.

Ease of Use.

- The RescueCoach™ voice prompts and metronome guide you through a very stressful rescue situation.
- The device knows when to (and when not to) deliver the shock.
- The text screen lends extra help in noisy and chaotic environments.

Assurance. The unit has a 7-year warranty and a 4-year full battery replacement guarantee.



Rescue Ready® performance sets Powerheart AEDs apart

Our Rescue Ready technology distinguishes us among competitors.

- + Every day, to ensure anytime functionality, the AED self checks all main components (battery, hardware, software, and pads).
- + Every week, the AED completes a partial charge of the high-voltage electronics.
- + Every month, the AED charges the high-voltage electronics to full energy.

If anything is amiss, the Rescue Ready status indicator on the handle changes from green to red and the device will emit an audible alert to prompt the user to service the unit. In sum, a Powerheart AED is Rescue Ready when a life depends on it.

Most anyone can operate a Powerheart AED G3 Plus

In the chaos that follows sudden cardiac arrest, concerned but untrained people are hesitant to intervene. Will they know what to do? There's a life on the line!

We designed the Powerheart AED G3 Plus with RescueCoach™ voice prompts to talk rescuers through the steps.

- + When the rescuer applies the pads, the device analyzes the heart rhythm and "knows" when to deliver (or not deliver) the shock.
- + The shock is delivered automatically, with no button to push, and no human intervention. (We also make a semi-automatic version.)
- + After the shock, the unit prompts for CPR with a built-in metronome that sets the pace for proper chest compressions.

In a University of Pennsylvania simulated rescue study, the AED G3 Plus helped untrained adults deliver CPR of a quality similar to that of trained professionals.¹

¹ Peer reviewed study by Benjamin S. Abella et. al. "Untrained Volunteers Perform High Quality CPR When using an Automatic External Defibrillator with a CPR Voice Prompting Algorithm," Circulation, 2007; 116(1):437.



Appendix B

Powerheart
AED G3 Plus

TECHNICAL SPECIFICATIONS	
DEFIBRILLATOR Operations Waveform Energy (J) range available Protocols Factory default (nominal) Voice prompts CPR cadence Text screen Visible indicators Audible alerts Synchronized shock Pacemaker pulse detection Programmable Pediatric capability Warranty	9390A (fully automatic version) and 9390E (semi-automatic version) STAR® biphasic truncated exponential Escalating variable energy (VE) 105J to 360J 5 energy protocols available 200VE, 300VE, 300VE RescueCoach voice instructions guide user confidently through rescue process Metronome for compression frequency Displays rescue prompts to guide user through rescue process as well as additional critical rescue information for EMS responders Rescue Ready status indicator, SmartGauge battery status indicator, service indicator, PAD indicator, text display Voice prompt, system alert Built-in automatic synchronization feature Yes Yes, via MDLink® Yes 7 years
PADS Minimum combined surface area Extended length of lead wire Supplied Type Shelf life	228 cm² (35.3 sq in) 1.3 m (4.3 ft) Self-checking, pre-connected to the AED Adult, pre-gelled, self-adhesive, disposable, non-polarized (identical pads can be placed in either position) defibrillation pads 2 years
BATTERY Type Guarantee	IntelliSense® lithium battery 4-year, full operational replacement
AUTOMATIC SELF-TESTS Daily Weekly Monthly	Battery, pads (presence and function), internal electronics, SHOCK/CONTINUE button, and software Battery, pads (presence and function), internal electronics, partial energy charge, SHOCK/CONTINUE button, and software Battery, pads (presence and function), internal electronics, full energy charge cycle, SHOCK/CONTINUE button, and software
EVENT DOCUMENTATION Type Internal memory ECG playback Communications Clock synchronization	Internal memory 60 minutes ECG data with event annotation, multiple rescue functionality Viewable via RescuLink® software via PC Serial port or USB (via adapter) for PC with Windows Rescue event time stamp of event data
DIMENSIONS (H x D x W)	8 cm x 31 cm x 27 cm (3.1 in x 12.4 in x 10.6 in)
WEIGHT	3.1 kg (6.6 lb)
MODEL NUMBERS 9390A-501 9390E-501	Powerheart AED G3 Plus Automatic with 2005 AHA/ERC Guidelines protocols Powerheart AED G3 Plus Semi-Automatic with 2005 AHA/ERC Guidelines protocols Each AED package includes (1) defibrillator, (1) IntelliSense battery (9146), (1) pair of defibrillation pads, and (1) Quick Start Tool Kit including CD-Rom with AED Manual, Training Video, RescuLink and MDLink, and serial communication cable

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 Authorized EU representative • MDSS GmbH, Schiffgraben 41, D-30175 Hannover, Germany



Appendix C

Cabinet Mounting
InstructionsLIFESTART[®] CabinetsInstallation Instructions

- 1) Locate Studs or identify backing material
- 2) Mark location of cabinet
- 3) Mark location of screws – Note Location of pre-punched holes in cabinet
- 4) Wall Type
 - A. Sheet Rock Wall – Install hollow wall anchors – Maximum 2 per cabinet (other 2 screws must go into stud)
 - B. Brick, Block or Concrete – Install leadwood or plastic wall anchors minimum of 4 per cabinet
- 5) Fasten cabinet on wall using a minimum of 4 screws per cabinet. Make sure the appropriate screw type is used. (Review Fastener Recommendation)

Mounting Heights:

We are not aware of Accessibility Standards that apply to AED cabinets. However there are related guidelines that recommend that "Storage lockers...should have a bottom shelf of the compartment no higher than 1220 mm" (47.25")

Fastener Recommendations:

Steel Studs: # 6 X 2-1/2" Fine Thread
 - Wood Studs: # 6 X 2-1/2" Course Thread
 Brick, Block or Concrete: leadwood or plastic wall anchors – minimum imbedded depth 1-1/2"
 Hollow Wall Anchor – Minimum grip range 5/8" – 3/4" or more

Alarm Information and Trouble Shooting Guide

The siren strobe alarm includes a 9-volt battery and 2 keys (key # 102) that turn the alarm on or off.

Alarm Operation

Key in the vertical (Off) position alarm will not sound

Key in the horizontal (On) position - Door is opened - The alarm will sound for 2 minutes (even if the door is closed)

If the alarm is sounding and the key switch is turned to the vertical (Off) position the alarm will turn off immediately.

Maintenance

Replace 9-Volt battery yearly or as needed.

Trouble Shooting Guide

PROBLEM: Alarm Key Switch On – Door Open – Alarm Not Sounding **SOLUTION:** Change Battery (Use High Quality 9-Volt Alkaline Battery)

PROBLEM: Alarm Key Switch On – Door Open – Battery is new - Alarm does not sound **SOLUTION:** Replace alarm (part # 14A-2MIN) This can be done using a small flat screw driver and a standard size Philips screw driver.



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14I-12

Appendix D

Cabinet Mounting Instructions

LIFESTART® Exterior Grade Cabinets

These cabinets are made from galvanealed corrosion resistant steel and are finished with a white powder coat paint is designed for exterior use. These cabinets also come complete with a full gasket and "T" handle.

Installation Instructions

- 1) Locate Studs or identify backing material
- 2) Mark location of cabinet
- 3) Mark location of screws – Note Location of pre-punched holes in cabinet
- 4) Wall Type
 - A. Stud Wall – Install hollow wall anchors – Maximum 2 per cabinet (other 2 screws must go into stud)
 - B. Brick, Block or Concrete – Install leadwood or plastic wall anchors minimum of 4 per cabinet

- 5) Fasten cabinet on wall using a minimum of 4 screws per cabinet. Make sure the appropriate screw type is used. (Review Fastener Recommendation)
- 6) Use corrosion resistant washers on all screws and exterior grade caulk on all fasteners and wire penetration holes.

- 7) NOTE: Siren Strobe (Red Light) alarm is rated for exterior use. However the slots on the top will fill with water if cabinet is installed in an area with full exposure to the rain and snow. Use the appropriate installation methods to minimize full rain and snow exposure.

Mounting Heights:

We are not aware of Accessibility Standards that apply to AED cabinets. However there are related guidelines that recommend that "Storage lockers...should have a bottom shelf of the compartment no higher than 1220 mm" (4' 2.5")

Alarm Information and Trouble Shooting Guide

The siren strobe alarm includes a 9-volt battery and 2 keys (key # 102) that turn the alarm on or off.

Alarm Operation

Key in the vertical (Off) position alarm will not sound
Key in the horizontal (On) position - Door is opened - The alarm will sound for 2 minutes (even if the door is closed)
If the alarm is sounding and the key switch is turned to the vertical (Off) position the alarm will turn off immediately.

Maintenance

Replace 9-Volt battery yearly or as needed.

Trouble Shooting Guide

PROBLEM: Alarm Key Switch On – Door Open – Alarm Not Sounding

SOLUTION: Change Battery (Use High Quality 9-Volt Alkaline Battery)

PROBLEM: Alarm Key Switch On – Door Open – Battery is new - Alarm does not sound
SOLUTION: Replace alarm (part # 14A-2MIN) This can be done using a small flat screw driver and a standard size Philips screw driver.

Fastener Recommendations

Always use corrosion resistant fasteners.

Steel Studs: # 6 X 2-1/2" Fine Thread - Wood Studs: # 6 X 2-1/2" Coarse Thread
Brick, Block or Concrete: leadwood or plastic wall anchors – minimum imbedded depth 1-1/2"

Hollow Wall Anchor – Minimum grip range 5/8" – 3/4" or more



Part # for key switch and 2 keys is **14L-01**
Number listed on the key is **102**



Slot to open alarm enclosure. You can use a flat screw driver or the flat edge of the key to open.



Plunger switch

Location of 9-Volt Battery



To replace alarm cover - Hook cover on bottom 2 hooks - Then snap top of cover in-place.



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14L-13

LIFESTART® Exterior Grade Cabinets

These cabinets are made from galvanealed corrosion resistant steel and are finished with a white powder coat paint is designed for exterior use. These cabinets also come complete with a full gasket, "T" handle and radiant heater.

Installation Instructions

- 1) Locate Studs or identify backing material
- 2) Mark location of cabinet
- 3) Mark location of screws – Note Location of pre-punched holes in cabinet
- 4) Wall Type
 - A. Stud Wall – Install hollow wall anchors – Maximum 2 per cabinet (other 2 screws must go into stud)
 - B. Brick, Block or Concrete – Install leadwood or plastic wall anchors minimum of 4 per cabinet
- 5) Fasten cabinet on wall using a minimum of 4 screws per cabinet. Make sure the appropriate screw type is used. (Review Fastener Recommendation)
- 6) Use corrosion resistant washers on all screws and exterior grade caulk on all fasteners and wire penetration holes.
- 7) NOTE: Siren Strobe (Red Light) alarm is rated for exterior use. However the slots on the top will fill with water if cabinet is installed in an area with full exposure to the rain and snow. Use the appropriate installation methods to minimize full rain and snow exposure.

Mounting Heights:

We are not aware of Accessibility Standards that apply to AED cabinets. However there are related guidelines that recommend that "Storage lockers...should have a bottom shelf of the compartment no higher than 1220 mm" (47.25")

Alarm Information and Trouble Shooting Guide

The siren strobe alarm includes a 9-volt battery and 2 keys (key # 102) that turn the alarm on or off.

Alarm Operation

- Key in the vertical (Off) position alarm will not sound
- Key in the horizontal (On) position - Door is opened - The alarm will sound for 2 minutes (even if the door is closed)
- If the alarm is sounding and the key switch is turned to the vertical (Off) position the alarm will turn off immediately.

Maintenance

Replace 9-Volt battery yearly or as needed.

Trouble Shooting Guide

- PROBLEM:** Alarm Key Switch On – Door Open – Alarm Not Sounding
SOLUTION: Change Battery (Use High Quality 9-Volt Alkaline Battery)
- PROBLEM:** Alarm Key Switch On – Door Open – Battery is new - Alarm does not sound
SOLUTION: Replace alarm (part # 14A-2MIN) This can be done using a small flat screw driver and a standard size Philips screw driver.

Fastener Recommendations

Always use corrosion resistant fasteners

Steel Studs: # 6 X 2-1/2" Fine Thread - Wood Studs: # 6 X 2-1/2" Course Thread
Brick, Block or Concrete: leadwood or plastic wall anchors – minimum imbedded depth 1-1/2"
Hollow Wall Anchor – Minimum grip range 5/8" – 3/4" or more



Part # for key switch and 2 keys is **14L-01**
Number listed on the key is **102**



Slot to open alarm enclosure. You can use a flat screw driver or the flat edge of the key to open.



Plunger switch

Location of 9-Volt Battery

To replace alarm cover - Hook cover on bottom 2 hooks - Then snap top of cover in-place.

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14L-14

Page 1 of 4

Appendix E

Cabinet Mounting
Instructions**AED Cabinet**

Exterior Grade Surface Mount Cabinet With Square Edges
Catalog # 1463F12-63H

Specifications:

- 18 Gauge Exterior Grade Galvannealed Steel
- Exterior Grade White Powder Coat Paint Finish
- Exterior Grade "T" Handle with Gasket
- Water Resistant design comes standard with continuous door bulb-gasket
- Radiant Heater requires 120 VAC and has 50 watts of power. It will have two wires, a hot and a neutral. So, it has power requirements similar to that of a small light bulb. Comes standard with an in-line thermostat designed to turn on at 40° and off at 55°
- Clear Acrylic with identification graphics silk-screened on inside of window Pre-Installed In Cabinet
- Can be Ordered with or without an Alarm:
 - ↳ Commander (Audible)
 - Sounds a Powerful 85dB Warning Horn When Door Is Opened.
 - Turns Off When Door is Closed.
 - ↳ Siren Strobe (Audible Visual)
 - Sounds a Powerful 85dB Warning Horn When Door Is Opened.
 - Turns Off After 2 Minutes or When Door is Closed.
- Both Alarms Have:
 - ↳ Keyed On/Off Switch
 - ↳ Self Contained 9 VDC Alkaline Power Source is Provided.



TRIM & DOOR MATERIAL & SERIES #	TRIM STYLE	TUB O.D.		
Galvannealed Steel		Width	Height	Depth
1463F12-63H	Surface Mount	15"	15"	9"

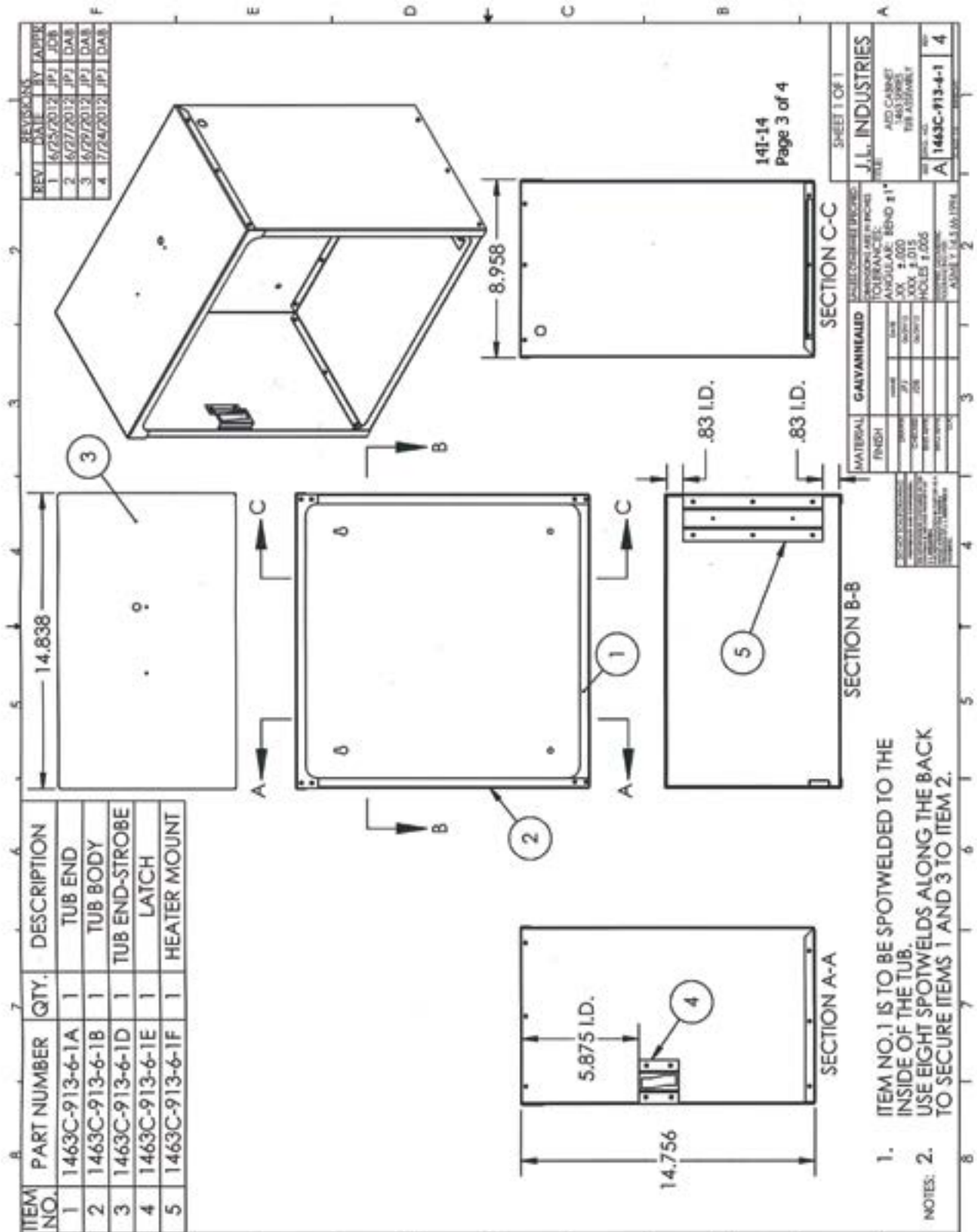
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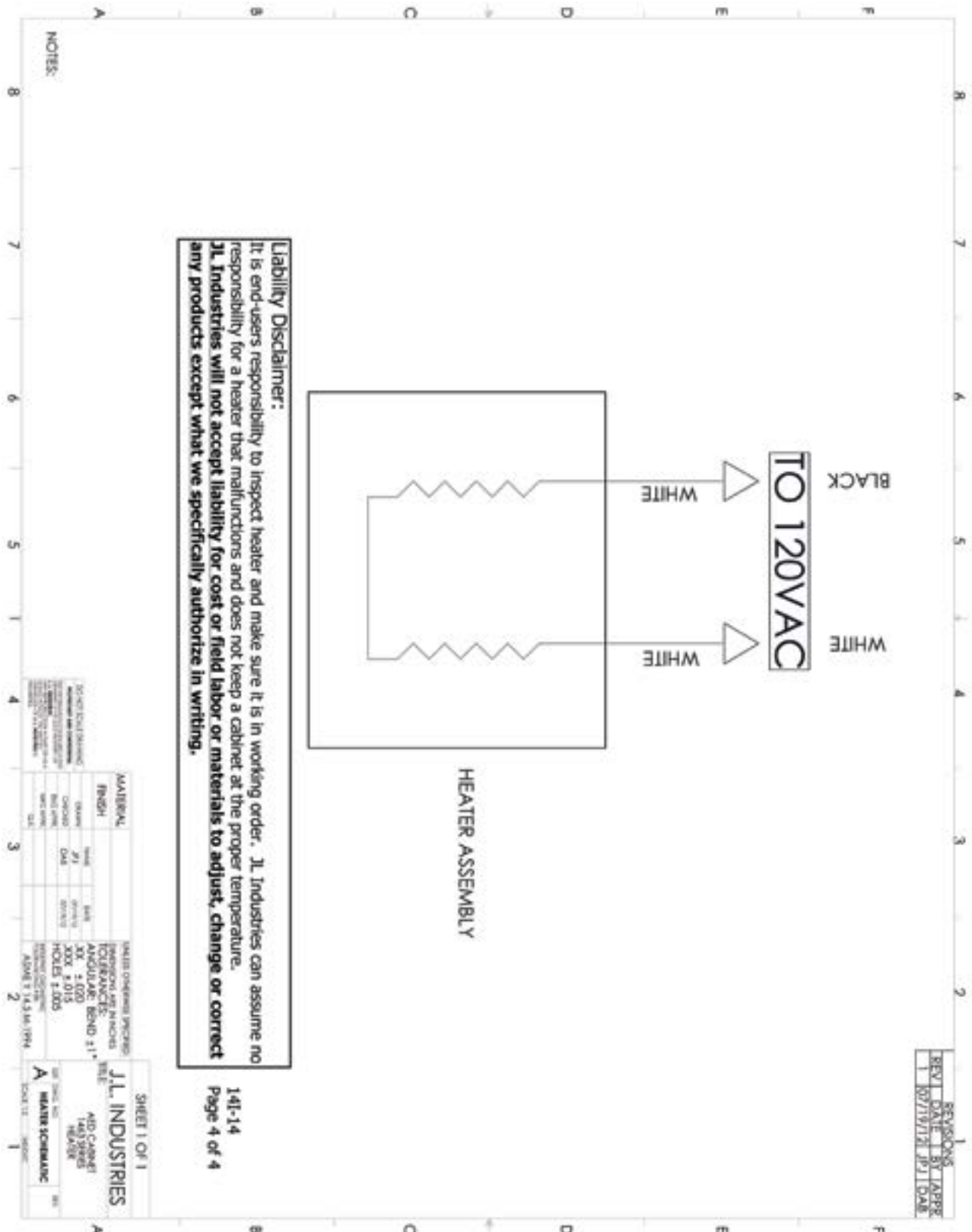
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Phone: 952-835-6850 - Fax: 952-835-2218

Appendix E

Cabinet Mounting
Instructions

Appendix E

Cabinet Mounting Instructions



Important Contact Information

PAD Program:

Email: BCPAD@hsf.bc.ca

Phone: 1-888-473-4636, Extension #351

AED Technical Support:

Cardiac Science Technical Support Group

Phone: 1-800-426-0337

**To order AED
batteries and PADS:**

Iridia Medical:

Email: info@iridiamedical.com

Phone: 1-888-404-6444

Notes

BCPADprogram.ca



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PAD

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PROGRAM



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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Infrastructure Master Plan		
Author	N. Hoglund	Reviewed By:	
Date	December 8, 2014	Version	-
Issued for	December 16, 2014 Regular Council Meeting		

RESOLUTION

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

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

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

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

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

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

BACKGROUND

The Village of Lions Bay is responsible for providing a wide variety of infrastructure that is vital to the community's well-being. The development of a meaningful infrastructure master plan is essential to ensure capital investment in the Village's considerable infrastructure assets is undertaken in a timely and financially sustainable manner. It will serve as a strategic, tactical, and financial document, and will further ensure the management of municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and established levels of service.

At a strategic level, this plan will identify current and future challenges facing the Village that need to be addressed in order to maintain sustainable infrastructure services on a long-term, life-cycle basis. At a



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

tactical level, it will develop an implementation process to be applied to the needs-identification and prioritization of infrastructure asset renewal, maintenance, and replacement activities, resulting in a 10-20 year plan that will include growth projections. At a financial level, a fully-integrated strategy will be created to ensure delivery and optimization of both long and short-term budgets and available grant funding opportunities from more senior levels of government.

FINANCIAL IMPLICATIONS

Option One (Recommended):

The Village has limited, but competent Staff resources which could be utilized to put together and issue the Infrastructure Master Plan RFP. Council has further indicated that time is of the essence for this RFP; as such, provision of this RFP in-house has distinct time advantages over undertaking the required processes to hire (and provide oversight for) a consultant to provide this service.

Should Council so direct, the Public Works Manager (M.B.A., C.P.P.) could be seconded to provide this service, in conjunction with the CAO. The most cost-effective solution for the Village would be to backfill the Public Works Manager's considerable day-to-day oversight of the works crews and enable her to concentrate solely on the RFP and high-level operational planning for Village for a period not to exceed 4 weeks. This could be accomplished by having the Village's Works-Operator 2 act in capacity as a working foreman on a temporary basis for the aforementioned period of time.

The cost to implement the above solution would be approximately \$4/hr (2014 CUPE 389 rates, salary only).

Option Two:

Alternatively, should Council so direct, a Request for Quotations could be created to hire a consultant to put together the Infrastructure Master Plan RFP. The cost to implement this solution would likely be in the range of \$125/hr to \$153/hr plus disbursements (ACECBC, 2014).

OFFICIAL COMMUNITY PLAN (OCP) COMPLIANCE

The recommendation contained within this report correlate to the following sections of the Village's OCP:

4.7(a) Planning: Ensure capital and operational resources are effectively planned and coordinated in both the short and long term; and

4.7(c) Water Conservation: Initiate a water monitoring program (including testing for leaks) and education program to reduce the need for building additional water capacity system expansion; and



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

4.7(d) Water Quality/Watershed Protection: Ensure quality of drinking water through multiple barrier treatment, protection of the watershed, monitoring and testing of water systems; and

4.7(e) Watershed Protection: Ensure current and future water supply for Lions Bay by complying with the Drinking Water Protection Act; and

4.7(f) Road Maintenance and Construction: Continue with a comprehensive road maintenance program to reduce and avoid unnecessary future capital replacement; and

4.7 (l) Green Energy: Explore opportunities for green micro-energy such as small creek generated power with minimal community or environmental impact; and

4.7(m) Other Services: Seek out grants and cost sharing for upgrades and required improvements to community infrastructure.

For Council's consideration.

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Resolution re Cumulative Effects Assessment for Howe Sound

Background:

In 2014 members of The Howe Sound Community Forum - District of West Vancouver, Village of Lions Bay, District of Squamish, Town of Gibsons, Municipality of Bowen Island, Resort Municipality of Whistler, Village of Pemberton, Gambier Island Local Trust, SLRD, SCRD and Metro Vancouver, renewed their commitment to the Principles for Cooperation. The majority of these local governments supported the following resolution passed at UBCM September 2013:

WHEREAS all local governments around Howe Sound are currently dealing with recent multiple referrals and applications for gravel, liquid natural gas, coal and bitumen;

AND WHEREAS Howe Sound is a sensitive, ecologically significant area of unparalleled scenic beauty, and provides important ecosystem services for various First Nations, senior and local governments, and is without a land and marine use plan to facilitate a coordinated approach to land and marine use planning;

AND WHEREAS there has been no discussion between the local governments and the Squamish First Nation regarding the cumulative potential impacts;

AND WHEREAS there is a growing concern regarding the future of Howe Sound as commercial, industrial and recreational uses expand without an approach for assessing the cumulative impacts of those increased uses, thereby putting recent progress of significant ecosystem recovery at risk:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to support the development of a Comprehensive Management Plan for Howe Sound that facilitates a coordinated land and marine use planning process between First Nations, senior and local governments, and other local bodies to ensure ongoing recovery and responsible land use planning within Howe Sound.

The request was referred to the Ministry of Forests, Lands and Natural Resource Operations. By way of correspondence, Minister Thomson responded negatively to a Land Resource Management Plan for Howe Sound, but is supportive of planning and acknowledged the potential cumulative effects that multiple projects and expanded development may have on the Howe Sound land and marine region.

In January 2014 the Province of BC, via the Ministry of Forests Lands and Natural Resource Operations (FLNRO), committed to implementing a Cumulative Effects Assessment Framework throughout the province over the next several years.

Resolution re Cumulative Effects Assessment for Howe Sound

The Howe Sound Community Forum received presentations and Q & A sessions on the CEAF from Ministry Staff at a Forum meeting in January 2014 and a webinar in February 2014. Forum member communities then expressed interest in further exploring the CEA for Howe Sound through submitting individual Council resolutions to the FLNRO Minister. Ministry staff again presented at Howe Sound Community Forums on May 2nd, and October 17th, 2014.

The use of Cumulative Effects Assessment (CEA) as a decision support tool was also discussed at the Howe Sound Aquatic Forum in April 2014, an event attended by diverse government and non-government stakeholders and First Nations. The Aquatic Forum report expressed participant support for an integrated planning approach that incorporates multiple complementary tools. These could include strategic (marine) planning; marine spatial planning and management; marine protected areas planning; and action planning; combined with decision support tools, such as CEA and ecosystem services assessments. Project-level environmental assessment is another decision support tool currently being used in the Sound.

On October 17th, FLNRO offered to proceed with a Cumulative Effects Assessment, to be undertaken within the Provincial CEA Framework, but tailored to local governments' request for an area-wide approach. In order to focus on the Howe Sound area, the CEA will generally be based upon the Landscape Units around Howe Sound, with assessment work commencing in early 2015.

Therefore let it be resolved:

As a member of the Howe Sound Community Forum, _____ accepts the FLNRO's offer to conduct a Cumulative Effects Assessment (CEA) for Howe Sound, within the BC CEA Framework but tailored to the Howe Sound area, with assessment work commencing in early 2015.

It is also recommended that Council continue its commitment to the Howe Sound Community Forum and its ongoing contributions towards achieving comprehensive land and marine planning for Howe Sound over 2014-2018.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Council Procedures Bylaw No. 476 DRAFT		
Author	M. Koonts	Reviewed By:	
Date	December 9, 2014	Version	
Issued for	December 16, 2014 Regular Council Meeting		

Recommendation:

That Council receives for information DRAFT Council Procedures Bylaw No. 476 and authorizes staff to release the document for public review and comment prior to being brought forward for first reading on January 6, 2015.

Background:

Earlier this year, staff spent a significant amount of time reviewing the existing Council Procedures Bylaw No. 453 in conjunction with the Community Charter, other municipalities' similar procedure bylaws and Village office procedures in relation to Council business.

One of the more substantial recommendations being made in the DRAFT bylaw is reducing the number of meetings per month from two to one (excepting when December requires an inaugural meeting). For the months of June and July 2014, the meetings were reduced due to a lack of meeting facilities. Staff noted that reducing the number of meetings provides not only for a more substantial agenda, but for more fulsome reports and discussions with more time between meetings to allow for research and preparation of the information coming forward. If required, the ability to call a Special Meeting of Council remains.

The proposed updates in this DRAFT bylaw are also meant to address other areas requiring additional clarification, such as Correspondence submission guidelines, as well as assist in streamlining Council procedures to ensure Council business is dealt with efficiently and with the most effective use of Administrative resources. This DRAFT bylaw was reviewed by the last Council who recommended minor changes. The document is now coming forward in a "clean" version for review and comment by the current Council prior to receiving any readings.

Under the Community Charter, sections 94 and 124(3) notice of changes to the Council Procedure Bylaw are required to be given to the public. As such, staff is recommending this draft document be released to the public on the Village website, with notification posted and an ePost sent out, in order that the public may have an opportunity to review and consider the proposed changes in advance of first reading at the January 6, 2015 regular Council meeting.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Procedures Bylaw 2014

Bylaw No. 476

Adopted: _____

Repealed: Council Procedures Bylaw No. 453, 2012

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Email: office@lionsbay.ca Web: www.lionsbay.ca

Bylaw No. 476, 2014
Council Procedure 2014

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THE VILLAGE OF LIONS BAY

BYLAW NO. 476

Council Procedure

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

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

PART 1 – INTRODUCTION

TITLE

1. This Bylaw may be cited as the “COUNCIL PROCEDURES BYLAW NO. 476, 2014”.

SEVERABILITY

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

PREVIOUS BYLAW REPEAL

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

DEFINITIONS

4. In this Bylaw:

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

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

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

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

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

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

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

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

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

“Mayor” means the Mayor of the Village;

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

“member” means the Mayor or a Councillor;

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

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

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

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

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

“quorum” means:

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

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

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

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

“Village” means the Village of Lions Bay;

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

INTERPRETATION

5. Reference in this Bylaw to:

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

APPLICATION OF RULES OF PROCEDURE

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

PART 2 – COUNCIL MEETINGS

INAUGURAL MEETING

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

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

TIME AND LOCATION OF MEETINGS

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

NOTICE OF REGULAR COUNCIL MEETINGS

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

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

NOTICE OF SPECIAL MEETINGS

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

ELECTRONIC MEETINGS

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

ANNUAL MEETING

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

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

By giving public notice by:

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

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

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

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

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

ATTENDANCE OF PUBLIC AT MEETINGS

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

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

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

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

CALLING MEETING TO ORDER

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

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

ADJOURNING MEETING WHERE NO QUORUM

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

AGENDA

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

ORDER OF PROCEEDINGS AND BUSINESS

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

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

LATE ITEMS

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

VOTING AT MEETINGS

25. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the Chair must put the matter to a vote of Council members. For the purpose of this section and subsequent sections 'put' or 'putting' refers to putting the motion to a vote.
 - (b) when the Council is ready to vote, the Chair must put the matter to a vote by stating:

"Those in favour raise your hands." and then "Those opposed raise your hands."
 - (c) when the Chair is putting the matter to a vote under sections 25(1)(a) and (b) a member must not:
 - (i) cross or leave the room, or
 - (ii) interrupt the voting procedure under section 25(1)(b) unless the interrupting member is raising a point of order;

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

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

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

PUBLIC PARTICIPATION

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

DELEGATIONS

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

- (3) Where written application has not been received by the Corporate Officer as prescribed in section 28(2), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Council must not permit a delegation to address a meeting of the Council:
 - (a) regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action; or
 - (c) if the purpose or subject of the delegation has no relation to an agenda item or is beyond the jurisdiction of Council;

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

CORRESPONDENCE

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

POINTS OF ORDER

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

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

CONDUCT AND DEBATE

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

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

MOTIONS GENERALLY

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

- (a) to adopt minutes;
- (b) to refer to committee;
- (c) to amend;
- (d) to lay on the table;
- (e) to postpone indefinitely;
- (f) to postpone to a certain time;
- (g) to move the previous question;
- (h) to adjourn.

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

MOTION FOR THE MAIN QUESTION

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

AMENDMENTS GENERALLY

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

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

RECONSIDERATION BY COUNCIL MEMBER

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

PRIVILEGE

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

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

PUBLIC QUESTIONS & COMMENTS

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

ADJOURNMENT

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

PART 5 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

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

FORM OF BYLAWS

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

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

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

READING AND ADOPTING BYLAWS

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

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

RECONSIDERATION OF PART OR ALL OF A BYLAW

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

BYLAWS MUST BE SIGNED

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

PART 6 - COMMITTEE OF THE WHOLE

GENERAL PROVISIONS

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

PART 7 – COMMITTEES

COMMITTEE MEETING PROCEDURES

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

MAYOR A MEMBER OF ALL COMMITTEES

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

PART 8 – GENERAL

IRREGULARITY

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

WAIVER

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

PART 9 – SCHEDULES

Schedule A: Public Guidelines

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

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 476, 2014 as adopted.**

Corporate Officer

SCHEDULE A:

Public Guidelines

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

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

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

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

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

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

Expulsion from meetings

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

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

VILLAGE OF LIONS BAY

Incoming Correspondence - December 16, 2014

General Correspondence:

- G-1: Create Stories, Not Garbage campaign
- G-2: Land Use Master Plan letter
- G-3: NHFD Bill - Second Reading
- G-4: Teamsters Canada
- G-5: North Shore Neighbourhood House Closure Letter
- G-6: Recycling and Solid Waste Management
- G-7: Woodfibre LNG Environmental Assessment
- G-8: North Shore Table Matters Newsletter
- G-9: Message from Linda Reimer
- G-10: Message from the Minister
- G-11: LNG Tankers in Howe Sound and Georgia Strait
- G-12: TranksLink Finance Capital Projects
- G-13: District of Hudson's Hope Letter

Resident Correspondence:

- R-1: Thank You Note
- R-2: Daffodils
- R-3: Community Centre Repairs and Update

Shawna Gilroy

From: Mandy Koonts
Sent: October-31-14 9:34 AM
To: Agenda
Subject: FW: Media Release - Story Tellers Create Memories, Not Garbage
Importance: High

From: Metro Vancouver Media [mailto:MetroVancouver_Media@metrovancover.org]
Sent: Friday, October 31, 2014 9:25 AM
Subject: Media Release - Story Tellers Create Memories, Not Garbage
Importance: High



MEDIA RELEASE

October 31, 2014

STORY TELLERS CREATE MEMORIES, NOT GARBAGE

Local performers will tell their best holiday season stories during a public performance which celebrates memories of time spent with family and friends.

Actors, artists, writers and broadcast personalities will share their tales, from hilarious to heartbreaking, during a live television taping at the Cottage Bistro 4470 Main Street in Vancouver, at 7 p.m. on Wednesday, November 5, 2014.

The Flame – Holiday Edition is presented in collaboration with Metro Vancouver, part of Metro Vancouver’s “Create Memories, Not Garbage” Christmas Campaign, which encourages people to think carefully about their Christmas purchases, and to focus on the experiences we share with our friends and family.

This year’s storytellers:

- Tetsuro Shigematsu – YouTube personality, Huffington Post columnist , broadcaster
- Beverley Elliott – singer, songwriter and star of ABC’s Once Upon a Time
- Matthew Payne – writer, actor, founding member of Theatre SKAM
- B.C. Lee – former politician, marketing professional, Mandarin and Cantonese pop singer
- Jenn Griffin – actor, stand-up comic and slam poet
- Kevin Kerr - playwright, actor, director and founding member of Electric Company Theatre
- Morgan Brayton – Canadian Comedy Award nominee, performer, writer and flibbertigibbet
- Joey Lesperance – professional actor, clown and balloon artist
- Charlie Demers – comedian, author, shrill Leftist

With special music guest: The Brass Monkeys

Tickets are \$20 (adults) / \$15 (student/senior) at the door.

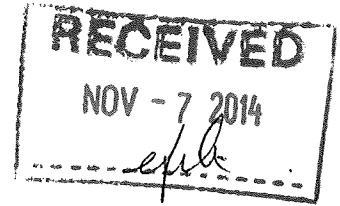
The Flame is a monthly storytelling event produced by Deb Williams (Mom's the Word creator) and Joel Wirkkunen (Bard on the Beach).

This is the fifth year of The Flame and the fourth year of the televised Christmas Special to be broadcast on Shaw TV, Channel 4 during December.

For further information, please contact Dana Carlson at 778-452-4611.

Videos of past storyteller performances, as well as information and videos about reducing waste during the holiday season, are available at www.metrovancouver.org/christmas

Metro Vancouver is a partnership of 21 municipalities, one Electoral Area and one Treaty First Nation that collaboratively plans for and delivers regional-scale services. Its core services are drinking water, wastewater treatment and solid waste management. Metro Vancouver also regulates air quality, plans for urban growth, manages a regional parks system and provides affordable housing. The regional district is governed by a Board of Directors of elected officials from each local authority.



Ref: 209792

OCT 3 1 2014

Her Worship Mayor Brenda Broughton
Village of Lions Bay
PO Box 141
Lions Bay, British Columbia
V0N 2E0

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

Dear Mayor Broughton:

Thank you for meeting with me on Monday, September 22 at the 2014 UBCM Convention to discuss Lions Bay's land use master plan.

I appreciated your update on efforts underway to initiate a master planning process, and we are willing to explore the feasibility of a Crown land sale project in your community. As you noted, support from First Nations and stakeholders will be crucial to this project moving ahead. It would also be helpful if you were able to provide any information or documentation to support a residential development designation or zoning over the parcels of interest.

With respect to your request to combine municipal tenures on community lands under a single licence or grant, ministry staff would be pleased to look into this matter further and will be contacting Lions Bay officials in the near future.

Again, thank you for the constructive discussion.

Sincerely,

Steve Thomson
Minister

pc: Jordan Sturdy, MLA (West Vancouver–Sea to Sky)
Dave Peterson, Assistant Deputy Minister, Tenures, Competitiveness and Innovation Division
Myles Mana, Director, LNG, Crown Land Opportunities and Restoration
Neil Curtis, Manager, Planning and Local Government



John Weston^{MP}

West Vancouver – Sunshine Coast – Sea to Sky Country

PRESS RELEASE

For IMMEDIATE RELEASE

The importance of this matter is reflected in the unanimity displayed by Members of Parliament this week

(West Vancouver, Oct 31, 2014) On October 29th, parliamentarians of all parties voted on Bill S-211, an Act to establish National Health and Fitness Day. The Bill was supported unanimously by everyone from all parties in the House of Commons. The exact numbers were 283 Yays, 0 Nays.

The vote followed several speeches in the House of Commons over preceding weeks which touched upon the health and economic benefits of increasing the profile on positive physical activity.

The Bill is now going to committee before coming back to the House for its third reading.



Senator Raine and MP John Weston

-30-

For additional information or comment from MP Weston, please contact:

Josh Hemond, **Director of Communications** of John Weston,

C: 604.340.2981, john.weston.c1@parl.gc.ca   JohnwestonMP

Get Involved-Stay Connected! [Sign-up for News from MP Weston's Office](#)



October 21, 2014

Subject: Teamsters Canada's TV ad on rail safety

Ms. Brenda Broughton
Mayor of Lions Bay
Box 141
Lions Bay, BC V0N 2E0

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

As you may remember, after the Lac-Mégantic disaster, I sent you a letter concerning the rail industry's self-regulation.

In the last few months, the Teamsters have worked tirelessly to improve the safety of rail workers and the Canadian public.

Our latest initiative is an ad campaign broadcast on Sportsnet, TSN, TVA Sports and RDS. The 30-second spots invite the federal government to hire more inspectors to ensure stricter application of rail safety regulations.

You can view the French version at: teamsters.ca/PubRail

The English version is available at: teamsters.ca/RailAd

It appears that the Honourable Lisa Raitt, Minister of Transport, has agreed to our request and made a promise on social media to increase the number of inspectors. While we commend her decision, much work remains to be done.

More specifically, there are two other very important issues that must be addressed: the self-regulation and fatigue management.

Once again, it is everyone's responsibility, especially elected officials, to speak out about the problems that exist in the rail industry. We owe it to both the victims of Lac-Mégantic and the Canadian public.

I would be happy to answer any questions you may have.

Solidarily,

A handwritten signature in black ink, appearing to read "Robert Bouvier".

Robert Bouvier
President
Teamsters Canada

Mandy Koonts

From: Lions Bay Reception
Sent: Friday, November 07, 2014 10:20 AM
To: Agenda
Subject: FW: closure letter
Attachments: Lions Bay Closure letter.docx

Susan Loutet - Administrative Assistant

reception@lionsbay.ca

The Village of Lions Bay

Municipal Services Team
400 Centre Road Box 141
Lions Bay BC V0N 2E0 Canada

Phone: 604-921-9333 x100
Fax: 604-921-6643
www.lionsbay.ca



“Spare the Air” – Lions Bay is an Idle Free Zone

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From: Scott Ando
Sent: Thursday, November 06, 2014 4:52 PM
To: Lions Bay Reception
Cc: Council @ Lions Bay; Grant McRadu; Mandy Koonts
Subject: FW: closure letter

Dear Susan / Fran,

Please include in Correspondences for the November 18th Council Meeting.

Sincerely,

Scott

From: lionsbay
Sent: November 6, 2014 2:19 PM
Subject: FW: closure letter

Dear Families,

Please see the attached closure letter. I will forward you the contact information for the daycare group since we do not have any news as to what they may be able to offer in January.

It has been such a pleasure to meet each of you and spend time with your children, I will miss them all very much!

Thanks you!

Anne Fontaine

Supervisor Lions Bay Kids Club
North Shore Neighbourhood House
t 604.290.2770
w www.nsnh.bc.ca
250 bayview rd lions bay bc v0n 2e0

November 5, 2014

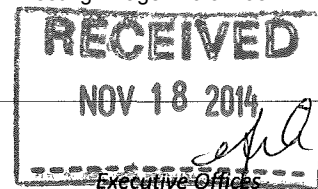
Dear families,

After much thought and consideration we have decided that Lions Bay Kids' Clubs last day of providing childcare will be December 19, 2014. We have had many meetings with the principal, Scott Wallace, the teachers from Lions Bay Community School and members from the playschool committee to problem solve about increasing the enrollment. We were truly hopeful that the enrollment would increase and we could continue to operate but unfortunately we don't have the numbers. We wish you all the very best.

If you have any questions or concerns please contact me anytime.

Sincerely,

Lisa Hubbard
Executive Director
North Shore Neighbourhood House
604-987-8138
lhubbard@nsnh.bc.ca



Tel. 604 432-6215 Fax 604 451-6614

NOV 13 2014

File: CR-12-01

Ref: ID 5514

Mayor Brenda Broughton and Council
Village of Lions Bay
400 Center Road
Lions Bay, BC V0N 2E0

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

Dear Mayor Broughton and Council:

Re: Summary of European Delegate Recycling and Solid Waste Management Presentations

At its October 10, 2014 regular meeting, the Greater Vancouver Sewerage and Drainage District Board of Directors adopted the following resolution:

That the GVS&DD Board receive the report dated September 5, 2014 titled "Summary of European Delegate Recycling and Solid Waste Management Presentations" for information and distribute the report to Metro Vancouver member jurisdictions.

Attached is a copy of the report presented to the Board.

On July 22, The Metro Vancouver Zero Waste Committee heard presentations from three European waste management experts regarding their experience in solid waste management.

- **Herman Huisman**, Senior Advisor International Cooperation, Netherlands Ministry of Infrastructure and the Environment
- **Phil Conran** and **Vicki Cooper**, Directors of 360 Environmental, a waste management regulatory consulting firm in England.

The attached report presented to the Board on October 10 outlines major points brought forward by these delegates. The report confirms that Metro Vancouver's approach of encouraging reduction in waste generation combined with maximizing recycling at source and management of residuals through waste-to-energy is consistent with European waste management strategy.

Summary of European Delegate Recycling and Solid Waste Management Presentations

Page 2 of 2

We hope you find this information useful. If you have any questions regarding the report, please contact Paul Henderson, Solid Waste Services General Manager at 604 432-6442.

Sincerely,



Malcolm Brodie, Chair
Zero Waste Committee

MB/PH/tc

Attachment

Summary of European Delegate Recycling and Solid Waste Management Presentations and Reports



Section E 1.5

To: GVS&DD Board of Directors

From: Zero Waste Committee

Date: September 11, 2014 Meeting Date: October 10, 2014

Subject: **Summary of European Delegate Recycling and Solid Waste Management Presentations**

ZERO WASTE COMMITTEE RECOMMENDATION

That the GVS&DD Board receive the report dated September 5, 2014 titled "Summary of European Delegate Recycling and Solid Waste Management Presentations" for information and distribute the report to Metro Vancouver member jurisdictions.

At its September 11, 2014 meeting, the Zero Waste Committee considered the attached report titled "Summary of European Delegate Recycling and Solid Waste Management Presentations", dated September 5, 2014. The Committee subsequently requested that the report be also provided to Metro Vancouver members.

Attachment:

Report titled "Summary of European Delegate Recycling and Solid Waste Management Presentations", dated September 5, 2014

10203648



To: Zero Waste Committee

From: Marcel Pitre, Acting Senior Engineer, Solid Waste Services

Date: September 5, 2014 Meeting Date: September 11, 2014

Subject: **Summary of European Delegate Recycling and Solid Waste Management Presentations**

RECOMMENDATION

That the GVS&DD Board receive the report dated September 5, 2014 titled "Summary of European Delegate Recycling and Solid Waste Management Presentations" for information.

PURPOSE

The purpose of this report is to summarize key points of discussion and information presented by European delegates to the Zero Waste Committee Meeting on July 22, 2014.

BACKGROUND

On various occasions over the last number of months there has been discussion at the Zero Waste Committee about the European waste management experience. Committee members suggested there would be benefit in hearing directly from European experts on their experience. On July 22, 2014, the Zero Waste Committee heard invited delegations from the Netherlands and the UK to present an international perspective on solid waste management. Board members were also invited to the presentations.

The Zero Waste Committee requested that staff prepare a summary of the presentations from the Netherlands and United Kingdom pertaining to their experience with Solid Waste Management, as presented at its July 22, 2014 meeting.

DISCUSSION

On July 22, the Zero Waste Committee received presentations from three European waste management experts:

- Mr. Herman Huisman, Senior Advisor International Cooperation, Netherlands Ministry of Infrastructure and the Environment
- Phil Conran and Vicki Cooper, Directors of 360 Environmental, a waste management regulatory consulting firm in England.

Herman, Phil and Vicki also presented at a Sustainability Dialogue at the Wosk Centre earlier in the day with approximately 150 people in attendance. Mr. Huisman presented in person, and Mr. Conran and Ms. Cooper presented electronically.

Key points from the presentations have been categorized under major headings and summarized in the list below. The full presentations from the delegates are included as a link to the Metro Vancouver website at the end of this report.

General Information

- Focus of solid waste management activities in Europe is very similar to Metro Vancouver: i.e. reduce waste generation and maximize source diversion;
- European jurisdictions are moving towards a circular economy;
- Similar to British Columbia, European jurisdictions have implemented extensive extended producer responsibility programs (e.g. packaging, electronics, batteries);
- Different countries are using different regulatory approaches to reduce disposal, particularly landfilling.
- European experience is that countries with high use of WTE also have high recycling rates; countries with high use of landfilling and low use of WTE have lower recycling rates.

Regulatory Mechanisms

- Maximizing diversion through source separation, with new European directives coming into place in 2015 mandating source separation in all sectors;
- Source separated organics are now being widely collected in both UK and Holland with significant development of new anaerobic digestion facilities encouraged with a renewable energy subsidy;
- European Union requirement to reduce organic waste and recyclables going to landfill has been in place for a number of years;
- Recycling in multi-family settings was enhanced through communal below-ground storage containers that overcame the storage capacity issues;
- The Netherlands and UK both utilize landfill taxes that have increased over time. In the UK these taxes are now in the range of \$150 per tonne landfilled;
- As the landfill tax increased so did waste diversion.

Residuals Management

- The Netherlands manages almost all residual residential garbage using WTE facilities;
- England now processes approximately 20% of residual garbage with 30 WTE facilities and another 30 are in planning. London processes 40% of residual garbage using WTE;
- Several older WTE facilities closed in the UK and the Netherlands in the 1990s due to air emissions from out-of-date technology. Regulatory changes were made that led to stringent emissions standards for facilities. In the Netherlands, environmental groups worked with government and industry to push for high-efficiency standards and low emissions for WTE facilities;
- Various methods have been tried to process residual garbage including Mixed Waste Material Recovery Facilities (MWMRF) / Mechanical Biological Treatment (MBT) facilities. These facilities have been unsuccessful due to the low quality of both recyclables and compost. Now, effectively all products from these facilities are either landfilled or combusted at WTE facilities because end-products do not meet market specifications, in spite of significant investments and high tech equipment. Operators of these facilities

consider them unsustainable. Mixed waste organics from these facilities are prohibited from use in agriculture. These facilities recover in the order of 1% or less of recyclables;

- MBT residual waste from England is shipped to the Netherlands for incineration due to excess capacity in that country;
- The Netherlands overdeveloped WTE capacity in the 2000s due to rapidly increasing waste quantities and lack of central planning;
- There is some concern in Great Britain that offshore processing of MBT residuals will reduce the potential to develop local residuals management infrastructure.

Environmental Considerations

- Environmental organizations' concerns about WTE emissions have been addressed through modern emission control systems;
- Concerns with respect to WTE development in Great Britain are now primarily focused on local neighbourhood issues such as traffic impacts, concerns typical of all large waste management facilities;
- There are some differences between the UK, Netherlands, and Metro Vancouver climate and topography. Nonetheless, experience shows that WTE is a safe, well-regulated industry whose contribution to air pollution is very small compared to other sources such as heavy industry and transportation;
- Various technology solutions are in use and under development that allow the use of bottom ash for various non-landfill based beneficial use applications;
- Statistics show that low cost landfilling, not WTE, impedes recycling.

Report for Metro Vancouver on UK Waste Developments

Phil Conran of 360 Environmental Ltd. prepared a report detailing the aspects of waste management in the UK (Attachment 1). The document, entitled *Report for Metro Vancouver on UK Waste Developments*, provides an overview of the regulatory framework, waste diversion measures, extended producer responsibility programs, the facilities for waste treatment and flow control issues in the UK. The report is an assessment of UK waste management developments across both residential and IC&I waste streams. It is based on 360 Environmental's extensive experience in the waste industry together with information gathered from various UK sources.

Conclusions of the report are similar to that provided at the Zero Waste Committee and Sustainability Dialogue presentations. They include:

- The UK faces many of the same challenges as Metro Vancouver in targeting higher recycling rates, and emphasising waste prevention and the need to move toward a circular economy.
- Throughout the UK there is a focus on maximizing source diversion of both dry recyclables and organics as the key to reducing waste disposal
- There is increasing social pressure to reduce the amount of food waste and generate energy from organics; some regulatory changes are planned or in place, though they vary across the UK.
- Increasing food waste diversion and preferential renewable electricity rates have led to a proliferation of anaerobic digestion facilities to process source separated food waste
- Reductions in waste to landfill have primarily been achieved through increased recycling, with the incrementally increasing landfill tax a key driver in reducing landfilled quantities
- The improvement in recycling rates has flattened over the last five years, and countries throughout the UK are working on ways to continue to increase diversion

- Move towards WTE to manage residuals has not negatively impacted recycling rates.
- Attempts at MWMRFs/MBT facilities designed to take in garbage and separate dry recyclables and organics have been unsuccessful because of the low quality of outputs in spite of significant investments and advanced technology. Output from these facilities are now almost exclusively either burned in mass burn incineration plants or landfilled.
- The predominant waste-to-energy technology approach that is being applied in the UK is mass burn with little success in pyrolysis or gasification.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

SUMMARY / CONCLUSION

On July 22, 2014, the Zero Waste Committee heard presentations from three European waste management experts. The Zero Waste Committee requested that staff prepare a summary report highlighting the key aspects of the presentations given. All speakers noted the importance of extended producer responsibility, the circular economy, and source separation of recyclable materials to maximize waste diversion.

In the Netherlands and the UK, mixed waste processing through MWMRF/MBT facilities has produced low quality materials that do not meet market specifications, despite significant investment and advanced technology. Consequently, product from mixed waste processing facilities is either burned in WTE plants or landfilled. European countries have introduced various regulatory mechanisms to decrease disposal, such as a landfill tax. These regulations have resulted in more waste diversion. Stringent air quality standards have helped WTE overcome environmental concerns. WTE is widely used for management of residuals in countries that demonstrate the highest recycling rates in the European Union. Additional information on waste developments in the UK have been prepared in a report for Metro Vancouver (Attachment 1).

Attachments and References:

Attachment 1: Report by Phil Conran, 360 Environmental Ltd. dated July 2014 titled "Report for Metro Vancouver on UK Waste Developments".

Presentations by European delegates:

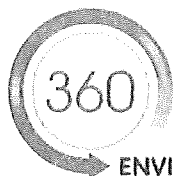
http://www.metrovancouver.org/boards/Zero%20Waste%20Committee/Zero_Waste_Committee-Regular_Meeting-July_22_2014-Presentations.pdf



metrovancover

SERVICES AND SOLUTIONS FOR
A LIVABLE REGION

Report for Metro Vancouver on UK waste developments



ENVIRONMENTAL

Prepared by Phil Conran, Director at 360 Environmental Ltd – www.360environmental.co.uk – July 2014

INDEX

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3	Key waste diversion regulatory measures both EU and within the UK	5
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1. Introduction

- a. This report is written as an assessment of UK waste management developments across both residential and IC&I waste streams. It is based on extensive experience within the waste industry together with information gathered from various UK sources. Where possible, these are noted.
- b. Much of the report is based on anecdotal information and general knowledge and may therefore vary from the interpretation of others.

2. Overall regulatory framework, ie who is responsible for what and how do they undertake their responsibilities

- a. The UK Regulatory framework is based on policy being applied by central government and regulation being enforced through environmental Agencies. This is complicated by the gradual devolution of power in the UK which has now led to environmental issues being separately addressed in each country.

Country	Policy	Enforcement
England	Department of the Environment, Farming and Rural Affairs	Environment Agency
Scotland	Scottish Government	Scottish Environmental Protection Agency
Wales	Welsh Government	Natural Resources Wales (previously part of England and Wales EA up to 2013)
Northern Ireland	Department of the Environment Northern Ireland	Northern Ireland Environment Agency

Fig. 1 – Relevant bodies in UK countries.

- b. Environmental policy, regulation and enforcement are now completely devolved although some European Directives and Regulations are still applied on a national basis. Some examples are shown below.

	Explanation	How applied
Environmental Protection Act 1990	This provides the overarching law for UK waste regulation	Applies to England, Wales and Scotland.
Waste Regulations	Applies the requirements of the revised European Waste Framework Directive including 50% by 2020 requirements.	Scotland and Northern Ireland have own separate versions, England and Wales have combined version.
Packaging Waste Regulations	Applies EU Directive. Managed by Department for Environment Food & Rural Affairs (Defra).	England, Scotland and Wales operate under one set, NI under a duplicate but separate set.
WEEE Regulations and Batteries Regulations	Applies EU Directives. Managed by Department of Business, Innovation and Skills (BIS)	One set of Regulations applies to whole UK.
Environmental Permitting	Applies the requirement for waste handling sites to be licensed.	Scotland and Northern Ireland have own separate versions,

Regulations.		England and Wales have combined version.
Hazardous Waste Regulations	Applies the process for managing special/hazardous waste.	Scotland and Northern Ireland have own separate versions, England and Wales have combined version.
Landfill Tax	Sets the amount of tax raised for each tonne of waste landfilled.	UK wide at present although Scotland gets powers to set its own in 2015.

Fig. 2 – Examples of devolved waste regulation

- c. These examples show the impact of devolution on environmental Regulation as devolved governments have gradually taken control over more localised regulation whilst leaving more strategic regulation largely in the hands of central government.
- d. The setting of regulation tends to be a factor of two things:
 - The need to apply European Regulation and Directives.
 - Politics.
- e. There are certain European requirements where the UK has no choice but to act. A case in point is the Waste Prevention Plan that was required to be published by Member States by December 2013 under the Waste Framework Directive. This was determined to be a devolved government issue with each part of the UK producing a separate plan and Defra then producing the WPP for England (Waste Prevention Programme). The revised WEEE (Waste Electrical and Electronic Equipment) Directive that had to be transposed by February this year was implemented by BIS (Department for Business, Innovation and Skills) at the end of 2013.
- f. However, where there is no EU imperative, the current UK coalition Government has a declared position that they will avoid new regulation if at all possible and have a 'one in, one out' policy if not. If new legislation is required, generally it will then be incorporated into amended existing regulations. An example of this is the introduction of new regulations governing clean MRFs (Material Recovery Facilities) processing single stream source separated recyclables that require input and output sampling to be carried out with the results made public. This is an attempt to drive up quality, but rather than new regulation, it has been incorporated into the Environmental Permitting Regulations.
- g. The department responsible for environmental policy – Defra – has been one of the hardest hit in budget cuts since the start of the current government. With farming and flooding far higher profile issues in its portfolio of responsibilities, waste tends to have a low profile and indeed, the Minister responsible for waste declared¹ to industry in November 2013 that Defra were 'stepping back in areas where businesses are better placed to act and there is no clear market failure.'
- h. In general terms, new legislation will be preceded by consultation that normally has a 12 week response period although this is increasingly being shortened to 8 weeks.
- i. Responses are not generally weighted related to the scale of the representation of the respondents and government departments are then required to publish responses within 12 weeks of the consultation closing.
- j. Implementation of regulation will then be determined by the political calendar and available time for reading by the House of Commons and the House of Lords.

¹ Letter from Minister to industry

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/255508/waste-stakeholder-letter-131106.pdf

- k. Legislation relating to waste is very rarely challenged and generally, if it is placed before the two houses, it is approved. However, with the complex devolved government arrangements, all UK-wide and England only law goes through Parliament whilst specific law relating to devolved regions will go through their own Assembly bodies.
- l. Once enacted, all law, regardless of which part of the UK it applies to, is placed on a UK legislation website.
- m. Enforcement of waste legislation is then carried out by the relevant environmental Agency as shown in Fig. 1 above. Each only has jurisdiction in their own part of the UK and each will therefore create their own guidance on legislation. For UK-wide legislation, the four Agencies will work together to produce common Guidance although even then, there may be differences in interpretation at a lower officer level.
The Environment Agency is the largest waste enforcement body in the UK. It has around 11,000 staff although this is undergoing a major reduction to around 9,700. It is a hugely complex structure which manages flood defences, water, farming and waste. From a waste point of view, it operates on an area basis for waste management regulation and on a centralised basis for the enforcement of areas such as producer responsibility.

3. Key waste diversion regulatory measures both EU and within the UK

- a. Historically, the UK has relied on the application of recycling targets to Local Authorities to achieve diversion of household waste from landfill with landfill tax providing the main driver for commercial waste.
- b. In 1990, the government produced a Waste Strategy for England and Wales which set a household waste recycling rate of 25% by 2000. This was then built on by a revised waste strategy published in 1995 – ‘Making Waste Work’ which also set additional targets such as 40% of households to have home composting and the amount of household, industrial and commercial waste landfilled reducing to 60% from 70% by 2000. At that stage, the household recycling rate was approximately 5-6% with 90% of household waste going to landfill. Waste to energy was an important part of the reduced dependence on landfill and in 1996, only 5 of the 30 incinerators in use in the UK met new stringent EU emissions requirements with the expectation that only 10 would be operational by the end of 1997. There was also a debate at that time about the use of wheeled carts for household waste collection with health and safety considerations driving their wider use, but concerns that households with bins tended to produce more waste than those with sacks.
- c. The structure of local government should be considered at this point. The UK is made up of three main types of local authority:
 - A District Council (227 in the UK) provide local services such as housing, planning and waste collection.
 - A County Council (27) manages wider requirements such as roads, education, adult social care and waste disposal and has the authority to dictate to Collection Authorities where their collected waste should go.
 - A Unitary authority (177) is where there is a large conurbation and it is considered more effective that one authority covers the responsibilities of District and County. These will therefore look after waste collection and disposal. London Boroughs and large metropolitan areas such as Manchester are also Unitary authorities.
- d. The balance has changed over the years with more and more District/County Councils combining into Unitary Authorities.

- e. Government set individual targets for local authorities in 1996 and in a revised Waste Strategy set in 2000, increased the targets requiring Authorities to double their recycling by 2003.
- f. In 1996, the government introduced the Landfill Tax as a rate of £7/tonne for general waste containing anything biodegradable and £2/tonne for inert waste. Initially set at a level that was supposed to then be compensated for by a reduction in business National Insurance rates, from 2000, this then slowly increased as a tool to drive waste from landfill.
- g. The graph below shows the effectiveness of this which saw an annual increase of £1/tonne from 1999, £3/tonne from 2005 and £8/tonne from 2008 when it was set with a cap of £80/tonne by 2014. In the Spring 2014 budget, the Chancellor announced that this will now be increased by the Retail Price Index (RPI). The rate for inert waste rose to £2.50/tonne in 2008 and will rise to £2.60 from 2015.

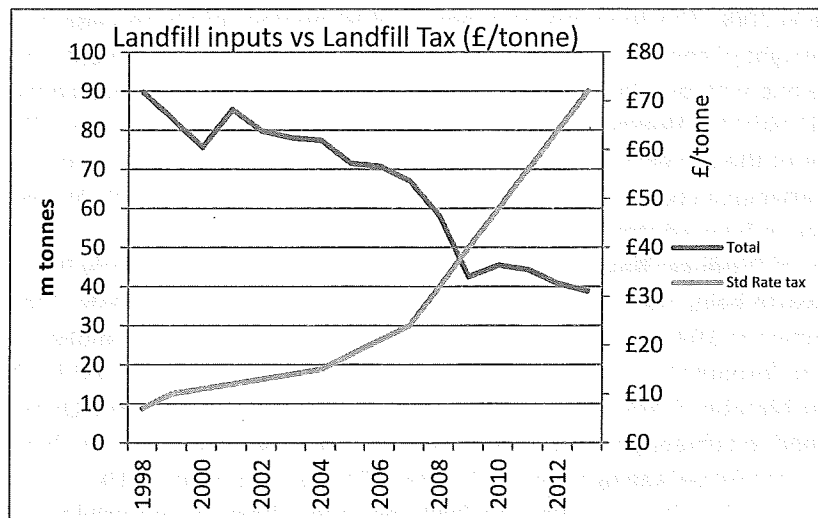


Fig. 3 – UK Landfill inputs related to Landfill Tax rate²

- h. UK targets for landfill diversion have been largely driven by Europe. The Landfill Directive of 1999, as well as applying stricter rules as to what could go into landfill, applied targets to Member States for the diversion of biodegradable waste from landfill.
 - By 2010 reduce the biodegradable waste landfilled to 75% of that produced in 1995.
 - By 2013 reduce the biodegradable waste landfilled to 50% of that produced in 1995.
 - By 2020 reduce the biodegradable waste landfilled to 35% of that produced in 1995.
- i. To meet these targets, the Government introduced a Landfill Allowance Trading Scheme through the Waste and Emissions Trading Act 2003. These set the total amount of biodegradable municipal waste that could be landfilled and divided that between local authorities in relation to the waste they produced. Local Authorities could then opt to put in place measures to meet the targets or buy any surplus reduction from other local authorities. This had a challenging history as there were difficulties in determining the waste that was affected eg whether it include commercial waste collected by Local Authorities, and was seen as ineffective. It was therefore scrapped in 2013 as part of the current Government's drive to reduce red tape.

² This includes residential, industrial, commercial, construction/demolition and tax-exempt waste such as inland waterway dredgings.

- j. The 2010 and 2013 targets were deemed to have been met relatively easily, but there are concerns as to whether sufficient reductions will be made to achieve the 2020 target. However, at present, the Government believes there is sufficient capacity on stream or planned to achieve this target and has therefore now withdrawn from providing **Private Finance Initiative (PFI)** support for treatment projects.
- k. To help the public sector develop large-scale capital projects, the UK has, since 1991, been using PFI. Effectively, this allowed public sector organisations to use private finance on guaranteed repayments that were then supported by central government funding. This expanded hugely in the late 90's including into the development of major waste infrastructure projects. Although heavily criticised for the excessive repayment terms, this allowed the development of new waste treatment facilities including waste to energy incinerators, clean MRFs and other technologies such as Anaerobic Digestion along with mixed waste MRF/MBT plants. Defra set up a Waste Implementation Programme in 2003 and developed this into the Waste Infrastructure Delivery Programme in 2006. This funded a programme of technology pilots and also provided greater oversight of the PFI program. However, under the new Government's austerity programme and with expectations that the UK now has sufficient planned capacity to meet the EU 2020 bio-degradable targets, new PFI spending was halted from 2010 with recent cases of the Government cancelling previous PFI allocation after contract signature between a Local Authority and the infrastructure delivery company with the consequence of huge contractual liabilities.
- l. The concept of **Producer Responsibility** emerged from Europe in the early 90's with packaging waste being the first targeted material. A 1993 Packaging Waste Directive saw the introduction in 1997 of the UK's Packaging Waste Regulations that applied obligations to 'producers' on a UK-wide basis to meet targets set by the EU for 2001. Whilst other Member States focussed on household packaging waste, the UK regulations were designed to achieve the targets at minimum cost by enabling the 'low hanging fruit' of commercial packaging waste to be used. The basic concept of UK implementation of EU Producer Responsibility has been shared responsibility, a process that enables businesses to meet compliance through the performance of others by buying evidence of recycling rather than actually having to recycle themselves. More will be discussed on this in later chapters, but since the Packaging Regulations started, the UK has seen packaging waste recycling rise from less than 3m tonnes in 1998 to over 6.5m tonnes in 2013.

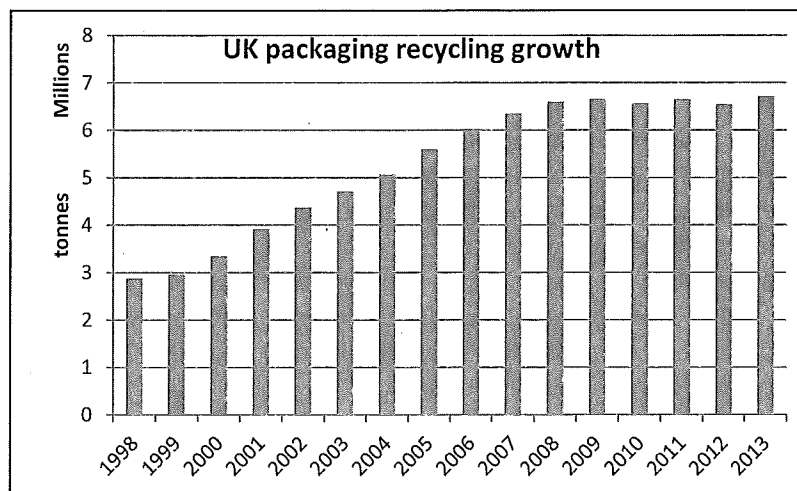


Fig. 4 – UK Packaging waste recycling growth

- m. However, the EU only set targets up to 2008 and have stuck with those since then to allow new Member States to catch up. Consequently, flat targets have led to a plateauing for the UK which is only just beginning to start rising again, albeit slowly. However, as the graph shows, one of the key consequences of the low cost, shared responsibility approach has been the growth in dependence on exports to meet additional reprocessing demand. The lack of predictable investment support from the PRN³ system had seen limited growth in UK capacity ie the waste has chased the most cost effective recycling route which has generally been emerging markets.
- n. Further Producer Responsibility was introduced in 2007 for WEEE and 2010 for batteries on the back of European legislation. For WEEE, the desire by Government not to 'gold-plate' has seen little growth in WEEE recycling whilst for Batteries, the desire to keep costs low for businesses has actually seen a decline in the diversion of small portable batteries from landfill.
- o. Overall, the UK producer responsibility legislation has been heralded a success as it has minimised the cost burden on UK businesses. But in so doing, it has provided little incentive for growth and many would argue that the growth in packaging waste recycling has tended to be much more a factor of landfill tax and the desire to recycle more than driven by the Packaging Waste Regulations.
- p. Underpinning UK waste law are the requirements of the European **Waste Framework Directive** (WFD). These set the basis under which Member States should control waste to minimise the impact on human health and the environment. A 2008 revision to the WFD has seen the need to implement the changes through new legislation in the UK. This has been done on a national basis with England and Wales having a common regulation and Scotland and Northern Ireland each then applying their own. There are three key measures that have applied fundamental change to UK waste management.
 - i. The first is a revised waste hierarchy and a requirement for waste producers to state that have applied this to the way their waste is treated though a tick box on waste transfer notes. The waste hierarchy prioritises prevention, reuse, recycling, recovery and landfill at the bottom. This is being overtaken in profile terms by the expression 'The Circular Economy', but the focus in the UK now is on reuse and the prevention of wasted resources in the first place.

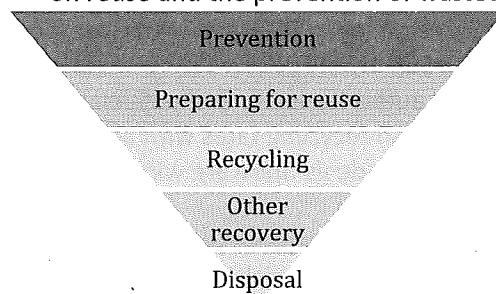


Fig. 5 – The EU Waste Framework Directive Waste Hierarchy

- ii. The second is a requirement for separate collection of four recyclable materials – paper/card, glass, plastic and metals – from 1 January 2015. The onus is on waste collectors – both local authorities and private operators – being required to offer to collect these materials, but there is no requirement on waste producers to accept the offer other than the expectations of the waste hierarchy. There is a get-out through something called TEEP – Technically,

³ The Packaging Recovery Note is the system of tradable certificates used to demonstrate compliance with packaging waste recycling targets whilst generating additional funding for recycling activity.

Environmentally and Economically Practicable – whereby an operator could state that it would be too expensive to collect plastic film, for instance, from a low volume producer, but at this stage, there is no guidance from the Environment Agency as to how this will be enforced. But the big argument at the moment is whether ‘separate collection’ means single separate material collection or the four materials co-mingled. The England and Wales Regulations do not define this but essentially allow either where the quality of the recyclable material is not degraded. Given that the growth of UK recycling has largely come through the growth in comingled collection into clean Materials Recycling Facilities (MRFs), a prescriptive requirement to collect the materials as individual materials would have been catastrophic for the UK waste management industry as well as created a hugely expensive change to local authority collection practices, but it is expected that this will be legally tested in 2015 as there has been extensive pressure by the reprocessing sector – in particular, paper mills – for collection by separate material. However, another factor that may affect the mix of what is collected is the MRF Code of Practice (see below). Whilst England, Wales and Northern Ireland have left the onus on waste collectors, Scotland has gone two steps further. First, they have applied the legal requirement to producers to place out the recyclable materials – to which they have added source separated food waste – for collection and second, they applied this requirement from 1 January 2014. (See below)

- iii. The third measure is a household waste recycling target of 50% by 2020. Whilst parts of the UK are on track to achieve this, English recycling has been flat-lining for the last couple of years which many have put down to the lack of central government leadership. Scotland’s Zero Waste plan set a target of 40% in 2010, 50% in 2013 and 70% by 2025. It missed the 2013 target by some margin at around 41%, but it is currently driving a hard programme of increased collections – including the mandatory source separated collection of food waste – which they believe will enable the 70% target to be met. Wales had set their own target of 52% by 2013 which they achieved and are now aiming for 58% by 2016 and 70% by 2025 as well as a ban on the landfilling of recyclables by 2017. Northern Ireland achieved 45% recycling in 2013 and with their food waste bans to landfill are expected to reach 50% by 2010. Defra is now under significant pressure from industry, the local authority sector and politicians to demonstrate how it intends to reinvigorate English recycling rates with accusations of a lack of leadership and complacency being made as there are widespread concerns that England will not achieve the 50% target.
- q. There have been widespread concerns within the reprocessing community – paper mills, glass furnaces – that the proliferation of ‘clean’ Materials Recovery Facilities (MRFs) for single stream waste sorting has led to a significant reduction in the quality of material they are supposed to recycle. This is exacerbated by tightening quality demands from export markets – China in particular – who have been concerned that the poor quality is tantamount to the dumping of waste due to excessive levels of contamination. Pressure on Government for legislation reform has seen the recent (April 2014) introduction of the **MRF Code of Practice** to England and Wales through amendments to the Environmental Permitting Regulations. This doesn’t place prescriptive quality requirements on clean MRF output, but requires clean MRFs to regularly sample inputs of single stream materials from all suppliers and outputs by material. Results have to be submitted on a quarterly basis to the Environment Agency who will then publish these

through a public register. The idea is that the market will then be able to see who is producing poor quality feedstock for the MRFs and which MRFs are producing poor quality output for recycling and that the market should then drive quality improvement. Similar regulations are also in place in Scotland and in theory, this should lead to the collection regime determining a fairly standard approach to what can and can't be collected comingled (paper, plastic, glass, metal).

- r. In addition to the biodegradable targets on central government, there is increasing social pressure on reducing the impact of **food waste**, both reducing the amount and using it to recover energy. At present, there is no regulatory requirement in England and Wales or Northern Ireland to collect food waste. However, Wales have it as a declared intent in their 'blueprint' document for Local Authorities to collect food waste and Northern Ireland has just declared the intention to introduce mandatory source separated food collections starting with large food businesses in 2015 rise to all households and food businesses by 2017 with a ban on collected food waste to landfill.
- s. In Scotland, however, they have already introduced a mandatory food waste collection from large food businesses (hospitality sector, food manufacturers) >50kgs/week falling to 5kgs/week in 2016.
- t. Increasing numbers of local authorities now collect food waste separately which has led to a proliferation of **Anaerobic Digestion** plants. This has been helped by increasing demand for food waste treatment by food waste businesses due mainly to landfill tax but also by an increasing trend towards 'Zero to Landfill'. Indeed it has almost become competitive marketing to be able to claim 'zero to landfill' with large food retailers and manufacturers leading the way. It is estimated that the UK now has 73 food waste-fed AD plants with a further 128 under development. Current demand is estimated at 1.45m tpa rising to 5.5m tpa by 2017.
- u. Whilst not directly impacting on recycling rates, the **European Waste Shipment Regulations** prohibit the export of untreated waste for disposal. The landfill disposal of waste has therefore been confined to the UK and all subject to the same rate of landfill tax which has therefore provided the necessary incentive to develop alternatives.
- v. The same cannot be said for other treated wastes. The excess capacity in waste to energy facilities in other Member States brought about by high recycling achievements have seen sharp falls in gate fee and a consequent a growth in the shipment of **Refuse Derived Fuel** out of the UK – expected to be around 2.4m tonnes in 2014 compared to 200k tonnes in 2010 – which has led to increasing concerns about development of waste to energy capacity in the UK being undermined. The latest 'Circular Economy Package' (below) has further encouraged cross- boundary movement of treated waste to fill unused capacity.

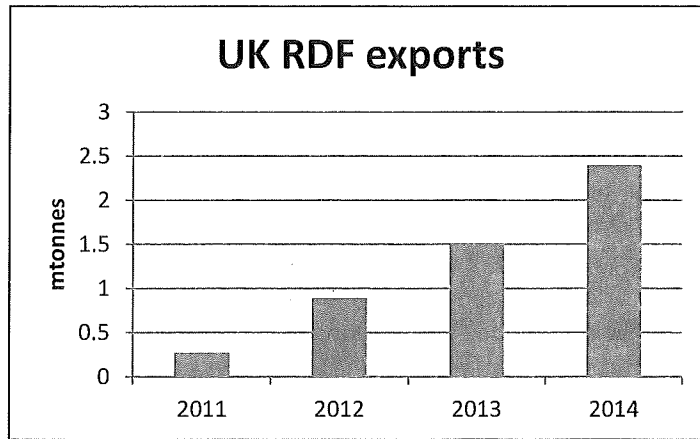


Fig. 6 – Refuse Derived Fuel exports

- w. The ease of shipment of recyclable material has also led to the UK being fairly unique in Europe in its levels of export to meet reprocessing demand for the increase in recyclable collections. Cheap labour, low shipping costs and lax quality controls have allowed sorted clean MRF material to find markets at much lower quality thresholds in the Far East than have been financially viable in the UK.
- x. On 2 July, the European Commission published its **Circular Economy Package**. This is a set of proposals to push Member States up the waste hierarchy with increased targets and landfill bans. Proposals include:
 - 70% household waste recycling target by 2030 (up from 50% by 2020).
 - 80% packaging waste recycling target by 2030 (up from 60% now) with material recycling increases (compared to now) – 90% glass (60%), 90% metals (50%), 60% plastic (22.5%).
 - Ban on landfilling recyclable waste including plastic, paper, metals, glass and bio-waste by 2025.
 - Reduction in food waste of 30% by 2025 from 2017 levels.
 - Whilst at this stage, these are proposals that have to be agreed by Member States, they give an indication of challenges for the future and the fundamental shift that will be needed in waste policy in England if it is to achieve them.
4. Overview of progress in waste diversion in the UK in both the household and commercial sectors, key accomplishments and next steps, including targets and current diversion success
 - a. UK waste diversion from landfill has to be seen as a considerable success story. 20 years ago, the UK was seen as 'the dirty man of Northern Europe' with a 4% recycling rate for household waste and a 30% recycling rate for packaging. That has now reached a national 43% (with parts of the UK having exceeded 50%) for household waste and 62% for packaging waste.
 - b. However, whilst the UK has strong statistics for household and waste associated with Producer Responsibility, it has very little statistics on industrial and commercial waste and it is therefore impossible to say what the rates of recycling are for IC&I waste. The Landfill Tax statistics would certainly suggest that there has been strong growth in recycling across IC&I and extrapolating from known municipal statistics, it would suggest that whilst the amount of household waste landfilled has followed a relatively consistent

decline, the amount of commercial and industrial waste landfilled has declined in relation to the increase in landfill tax rate and the economy.

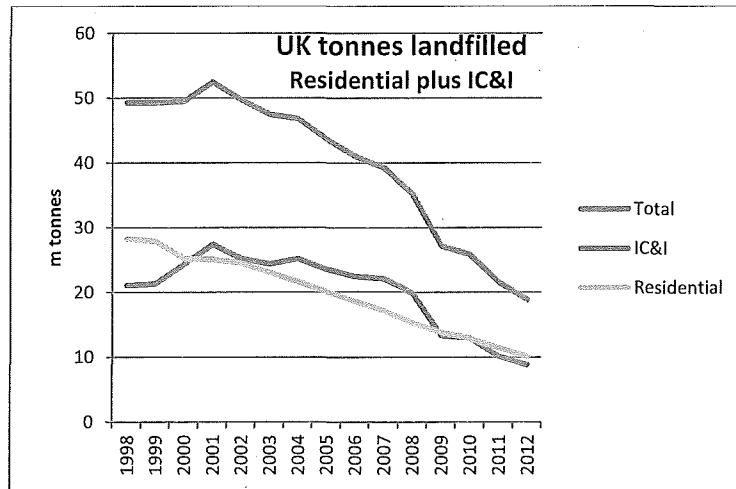


Fig. 7 – Comparison of residential and IC&I landfill decline

- c. As previously indicated, the rate of decline of residential waste into landfill has been primarily driven by three factors:
 - In the late 90s and early 2000s, by local authority recycling targets.
 - In the first decade of 2000, by the requirement for bio-degradable reduction and the LATS⁴ system.
 - Since 1996 and in particular, the last 10 years, by landfill tax.
- d. The residential waste landscape in the UK contains many examples of technology that have struggled to work technologically or financially. The resistance to mass burn waste to energy plants in the late 90s and early 2000s in the face of intense NGO lobbying saw very little construction of large scale facilities following the late-90's closures that occurred due to European emission controls. The low cost of landfill dis-incentivised alternative disposal routes until the combined price of the landfill gate fee and the landfill tax hit £40-50/tonne in the late 2000s. A New Technologies Demonstrator programme was launched in 2005 providing £30m to fund a variety of pilot schemes. These included Anaerobic Digestion, Pyrolysis, In-vessel composting and gasification but there has been very little progress on any of these other than Anaerobic Digestion, although gasification has started to emerge as an alternative.
- e. Statistics for 2012/13 show that the disposal of residential waste is accounted for as follows:

⁴ The Landfill Allowance Trading Scheme enabled poor landfill-diversion performing Local Authorities to buy capacity from over-performing Local Authorities

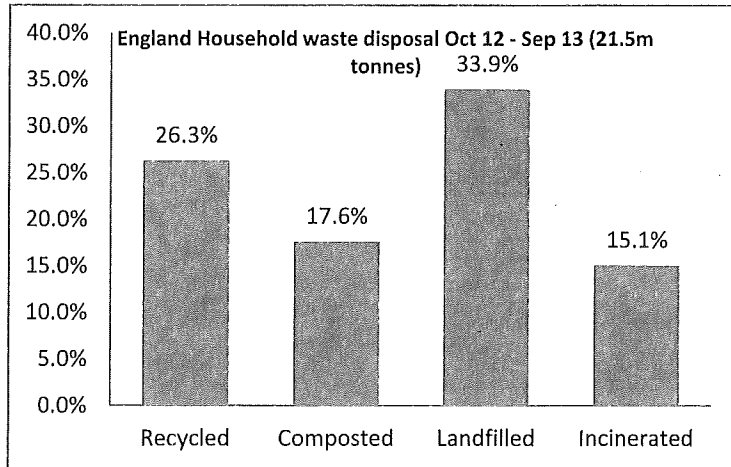


Fig. 8 – Disposal routes for English residential waste 2012/13

- f. However, the graphs below show that after strong growth in the early 2000s, recycling has tailed off and indeed, it is only a decrease in waste arisings since 2006 that has prevented the recycling rate falling. However, it can also be seen that despite a significant increase in mass burn waste to energy from 2010 in London, it has not negatively affected recycling rates.

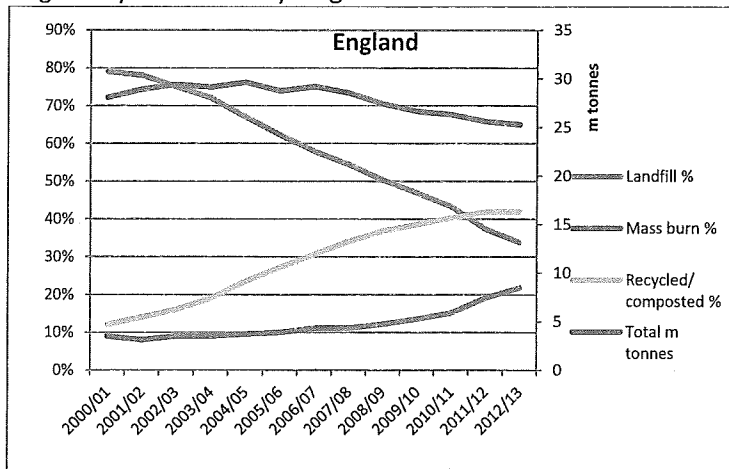


Fig. 9 – Residential waste disposal since 2000 – England

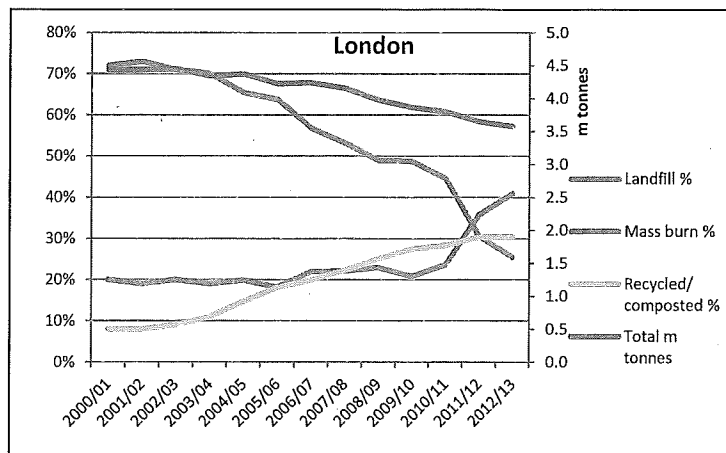


Fig. 10 – Residential waste disposal since 2000 – London

- g. So what has caused this reduction in recycling growth? Much of the change can be attributed to politics. The Labour government of 1997 – 2009 saw Local Authorities being much better funded in the early 2000s. The credit crunch in 2008 then saw funding tightening and the new government in 2009 has since applied stringent cuts to the public sector that has heavily impacted on Local Authorities. In addition, the drive to increase recycling in the first part of the decade essentially plucked the low hanging fruit of the dry recyclables – newspapers and magazines, cardboard, cans and glass – leaving the more difficult material requiring more technological solutions.
- h. The targets set in the late 90's for residential waste recycling demanded a fundamental change in Local Authority practices. By 1997, a Parliamentary Report determined that the UK residential waste recycling rate was approximately 7%. This was primarily through two sources:
 - Bring banks for newspapers/magazines and bottles.
 - Doorstep collection of newspapers and magazines.
- i. To achieve the 25% recycling targeted for residential waste required focus on both a broader range of materials and on encouraging greater participation. A change in government in 1997 saw pressure eased on local government finances and investment growth in infrastructure projects and staff. Local Authorities employed specialist recycling officers to educate householders and to encourage greater recycling. Early attempts at 'dirty MRFs' (Materials Recovery Facilities) which accepted raw garbage and attempted to sort dry recyclables met with concerns over working conditions as well as poor quality recyclables. A scheme in 2001/2 that required residents to separate recyclables into pink bags that were then collected at the same time as residual garbage on compaction vehicles was quickly found to be uneconomic as bags were splitting and being cross-contaminated by garbage. Separate collection of comingled single stream recyclables, source separated organics and garbage emerged as the primary means of collection.
- j. The UK has adopted the 'single stream collection/clean MRF sorting' system as the most common form of recyclables collection and currently has approximately 180 operational MRFs throughout the country. These vary in levels of technology and what they can receive and then separate, ranging from just mixed cans and plastic bottles to a full mix of all recyclables – cans, rigid plastics, card, paper, foil and glass. The main attraction for Councils has been threefold:
 - Existing vehicle utilisation through adopting alternate weekly collections.
 - High participation and yield rates.
 - Less complex for residents.
 - Relatively low cost.
- k. In parallel with single stream collection growth, there was also a strong view expressed in many areas that only multiple stream collections could ensure the necessary quality. This was also the only option for Councils that were not served by a local single stream MRF. However, multiple stream collections required separate vehicles and significant additional labour as the material had to be hand-sorted at kerbside. Once collected, the materials could then be simply tipped into bays for storage and bulk collection, but generally, this method of collection excluded plastic bottles due to the rapid rate that the vehicles filled up.
- l. Although mainly single stream, the UK now has a mixture of single stream and multiple stream source-separated collections of recyclable materials with a vast variety of different permutations of materials and containers that are serviced.

- m. In addition to dry recyclables, there has been a growing demand for food waste collections. European organic waste diversion targets set in 1999 required Member States to reduce the amount of biodegradable waste to landfill relative to 1995 levels. These were set as:
- By 2010 reduce the biodegradable waste landfilled to 75% of that produced in 1995.
 - By 2013 reduce the biodegradable waste landfilled to 50% of that produced in 1995.
- n. By 2020 reduce the biodegradable waste landfilled to 35% of that produced in 1995. England adopted the Landfill Allowance Trading Scheme (LATS) in 2004 (with the rest of the UK using a similar but non-trading scheme) which set specific diversion targets onto each disposal authority. To achieve these targets, local authorities put in place organic waste collections and also encouraged home composting with subsidised home composters provided to residential properties. Initially, the collections were focussed on garden waste which led to concerns that Councils were collecting waste that would otherwise be composted by households thereby increasing the amount of waste collected. However, in early 2000's, the main form of treatment for organic waste was open windrow composting which was not considered suitable for meat waste and which therefore limited collection to mainly garden waste and fruit and vegetables.
- o. The early 2000s saw the import of Mechanical Biological Treatment technology from the continent where it was already in widespread use. An extension of the 'dirty MRF' concept, MBT plants were designed to take in raw garbage and separate dry recyclables and organics, but the quality of the output was not sustainable. Instead, these are now primarily in use for treatment of residual waste where source separated collection schemes have already removed the bulk of the dry recyclables. The MBT plants will then separate heavy fragments – stones, glass etc – metals and light fractions such as plastic and paper for recycling, the organic fines for composting through Anaerobic Digestion and the residual waste is then either landfilled or more commonly now, sent for incineration as Refuse Derived Fuel. An example of input and output for an MBT plant receiving 77k tonnes a year (from a total 122k tonnes collected) is shown below. Recovered recyclables represent less than 1% of incoming materials. Organics sent to AD facilities are contaminated to the extent that the product of the AD facilities is only suitable for use as landfill cover. Only a small number of new MBT facilities are under development in the UK.

Collections		→	MBT plant	
Residual	64%		Landfill	9.9%
Recycling collection	21%		Organics	37.1%
Recycling bring	15%		Metals	2.8%
			RDF	46.3%
			Moisture loss	3.8%

Fig. 11 – MBT plant performance

- p. In 2011, it was estimated that 47% of households had access to separate food waste collections although recent estimates suggest that less than 20% of residential food waste is actually collected. Demand for food waste treatment facilities has led to a growth in Anaerobic Digestion treatment capacity with government subsidies to encourage renewable energy since the late 90's. These initially saw mass burn waste to energy plants supported by the Non Fossil Fuel Obligation that was then replaced in 2003 with the Renewable Obligation Certificate Scheme that saw energy producers able to purchase tradable certificates from green energy producers. More recently, with

binding targets placed on EU countries by the Renewable Energy Directive of 2009, the Government introduced Feed in Tariffs for smaller plants which has seen a proliferation of small-scale AD facilities for food waste, both from agriculture and households. The UK has a target of 15% renewable energy by 2020 from a position of 4% in 2012.

- q. It is difficult to portray the average residential property's waste collection arrangements now in the UK as they are so varied. However, as an example, the author's house has the following containers and collections:

Waste type	Materials	Container type	Collection frequency
Residual garbage	Non-recyclable	240 litre wheeled cart – grey	Fortnightly - 1
Garden waste	Grass cuttings, plants etc	240 litre wheeled cart – green	Fortnightly - 2
Kitchen waste	Meat, bones, veg etc	10 litre 'caddy'	Weekly
Dry recyclables	Cans, rigid plastic, glass containers, foil	240 litre wheeled cart – blue	Fortnightly – 2
Paper	Newspaper, magazines, cardboard	40 litre box	Fortnightly 2

Fig. 12 – typical UK household refuse and recycling collection arrangement

- r. Split compaction vehicles are used to collection two streams at once with the waste then taken to a waste transfer station for bulking before being transported to the relevant disposal or treatment facility.
- s. Clearly, the increase in container quantities and the complexity of material separation leads to issues with householders with difficulties, in particular, for small houses having sufficient space both to keep waste materials separated in the house and to keep the number and size of containers.
- t. There is also ongoing debate about the frequency of food waste and residual garbage collections which has taken a highly political dimension. To make separate collections affordable and encourage public participation, Councils moved from a weekly residual garbage collection supplemented by a fortnightly recyclables collection to alternate weekly collections of each. As food waste started to be collected, this often saw this being added to the fortnightly collection. However, Ministers have tried to persuade Councils that both residual garbage and food waste should be collected weekly and whilst weekly residual garbage collection has been largely ignored – indeed, some Councils now moving to residual garbage only collected every three weeks – it is generally accepted that food waste should be collected weekly.
- u. The collection of single stream recyclables – which has seen the gradual increase of glass into the mix as Councils have strived for higher percentages and clean MRFs have offered to accept glass as part of the mix – has recently undergone legal Judicial Review. The European Waste Framework Directive calls for 'separate collections' of paper/card, glass, metal and plastic. There has been fierce debate as to the definition of 'separate collection' with the reprocessing industry – largely the paper mills – arguing it should mean multiple stream collection. However, the WFD also qualifies it with a statement '*Member States shall take measures to promote high quality recycling and, to this end, shall set up separate collections of waste where technically, environmentally and economically practicable and appropriate to meet the necessary quality standards for the relevant recycling sectors*' which opponents to single stream collections have taken to mean that unless the same quality can be achieved through single stream, collections

should be multi-stream. This argument has been lost in the UK courts but Councils must be able to justify the use of single stream if that is the method of collection they wish to use. Given the UK's dependence on single stream and MRF separation, it is expected that most Councils will continue down this route. But there is a strong lobby that believes that where paper is included in the single stream, glass should not and there are indications that where Councils persist using this method, there may be further legal challenges after 1 January 2015 which is when the new requirements apply.

- v. This issue also illustrates the increasing divergence of devolved Governments in the UK. Wales has adopted a more stringent test with multi-stream collections being the default whilst Scotland has stated that glass should not be collected in a single stream collection. Across the UK, recent rules⁵ for clean MRFs will, by the end of 2014, require sampling of inputs and outputs which will be made public and which will be used to try to drive up quality through commercial pressure.
- w. Targets have been imposed under the Waste Framework Directive that must be met by Member States by 2020:
 - For household (residential) 'and possibly from other origins as far as these waste streams are similar to waste from households' a target of 50% preparing for reuse or recycling by weight. The UK's current position is that this should apply only to residential waste, but that is due for review by the end of 2015 and may then include commercial waste. At present, the UK is recycling approximately 43% of household waste.
 - For construction and demolition waste, 70% preparing for reuse or recycling is required. It is estimated that the UK already exceeds this by some margin.
- x. However, the Circular Economy Package proposed by the European Commission in July 2014 puts forward further targets.

Activity	Current EU target	Proposed EU target
Household and similar waste recycling/reuse	50% by 2020	70% reuse and recycling by 2030
Packaging waste recycling/reuse	55% by 2008	80% by 2030 (including 90% for paper by 2025, 60% plastic and 80% glass and metals by 2030)
Phasing out landfill of recyclable material (including biowaste)		By 2025
Reducing food waste levels to 70% of 2017 levels		By 2025

Fig. 13 – European Circular Economy proposals 2 July 2014

5. Progress with Extended Producer Responsibility

- a. Included above are higher packaging recycling and reuse targets. These are part of the producer responsibility regime applied by Europe across all Member States. Apart from End of Life Vehicles which only apply to vehicle manufacturers and importers, three waste types are affected:
- b. **Packaging** – commenced in the UK in 1997 with general packaging recycling targets for 2001 and more focussed packaging material targets for 2008. These required an overall recovery rate of 60% and recycling rate of 55% with separate material targets.

⁵ The MRF Code of Practice has been incorporated into the Environmental Permitting Regulations for England and Wales. <http://www.legislation.gov.uk/ukxi/2014/255/made>

- Paper and glass – 60%
- Metals – 50%
- Plastic – 22.5%
- Wood - 15%.

Since the start of the regulations, UK packaging recycling has moved up from around 2.9m tonnes to 6.7m tonnes. The system operates under a shared responsibility process where obligated businesses are able to buy into the recycling carried out by others. If the amount of evidence available to buy is less than the targets, the cost of evidence (Packaging Recovery Notes or PRNs) goes up providing more subsidy to collect additional material. If enough is collected to meet targets, then the subsidy goes down. However, there is a view that whilst the UK's system tends to be lower cost than the rest of Europe, it does little to drive packaging recycling forward and instead provides a backstop funding mechanism for a tight target year. Given that the majority of packaging recycling growth – other than glass – tends to come from commercial waste, it is generally felt that without the packaging regulations, it is unlikely our packaging recycling performance would have been much different.



Fig. 14 – Packaging recycling growth since the start of producer responsibility

The cost of the UK packaging system relates primarily to the requirement for producers to purchase PRNs. It is estimated that producers have paid around £1bn for PRNs since the regulations began but as shown in Fig. 12, the volatility of the PRN system is such that it provides very little basis for investment.

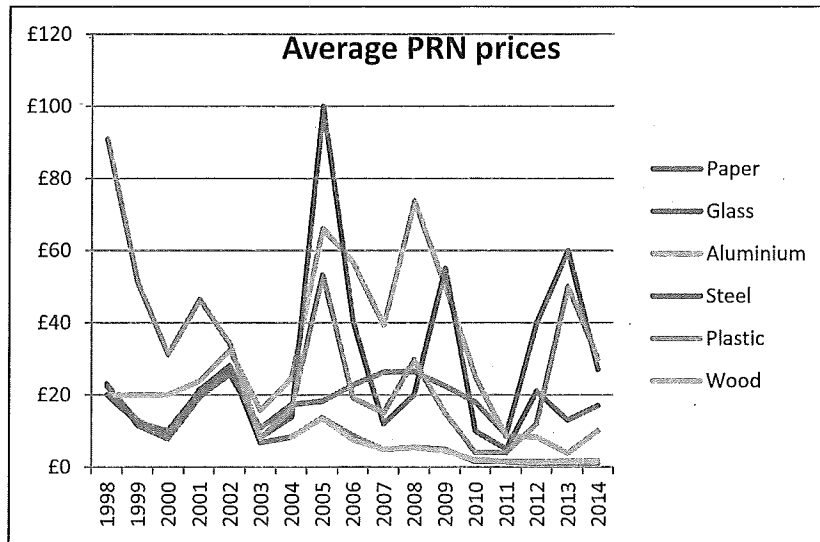


Fig. 15 – UK average PRN prices paid by producers

- c. **WEEE** – commenced in the UK in 2007 and until now, has simply been about ensuring the collected Waste Electrical and Electronic Equipment is properly treated through appropriate facilities rather than applying any increased collection targets. This has changed for 2014 onwards to include targets related to what has been placed on the market. The EU required 45% collection by 2016 and 65% by 2019. Recycling targets are then applied to what is collected. Currently, the UK is collecting around 43% on a recorded basis.
- d. **Batteries** – commenced in the UK in 2010. These regulations were designed to target the diversion of portable batteries from landfill, portable being defined as anything that is not automotive or industrial. In fact, since the regulations started, true portable batteries – alkalines, NiCds, etc – have seen collection rates fall as the Environment Agency has allowed already-collected lead acid batteries to be used. Although it was expected that the regulations would see battery collection points in virtually every shop selling batteries and also possible, see local authorities collecting portable batteries, very little has so far changed. There is a target of 45% collection of portable batteries by 2016 which the UK is on course to meet, but only because of the lead-acid battery evidence.
- e. The UK government has had a policy of minimum intervention and leaving target achievement to market forces through the lowest cost route. This has had the result across all three regimes that there has been very little investment in processing capacity other than for WEEE where export restrictions have tended to lead to more localised solutions. However, as can be seen in Fig. 16 below, the increase in packaging recycling has been largely through exports as the volatility of the PRN has not enabled it to be used as an investment tool.



Fig.16 – UK Packaging waste recycling

- f. Moving forwards, EPR is still very much a key plank in Europe's drive towards the Circular Economy with 'preparing for reuse' now proposed as part of the targets for packaging and for waste in general, for instance. However, as yet, there is no indication that the concept of shared responsibility will shift to individual responsibility and therefore, that Producer Responsibility will affect design. Shared producer responsibility seems set to apply until the end of the decade with the cost of individual responsibility cited as the biggest obstacle.

6. UK waste treatment facilities

- a. As previously discussed, UK waste is managed through a variety of disposal solutions. Obtaining accurate data of operational and planned facilities is not simple, but the following is obtained from various sources.
- b. From the Eunomia Residual Waste Infrastructure Review May 2014, the UK has:
 - 44 Waste to energy mass burn facilities operational or under construction – approximately 10m tonnes capacity. A list of facilities is shown here.
 - 7 Gasification facilities operational or under construction – approx. 1m tonnes capacity.
 - 31 Pre-treatment facilities operational or under construction – approximately 5m tonnes capacity.
 - 8 cement kilns taking Refuse Derived Fuel.
- c. In addition it is estimated there are:
 - 15-20 MBT plants in operation with approximately 3-3.5m tonnes capacity and a further 5 in construction including a £120m plant in Essex.
 - 180 clean Materials Recovery Facilities of which around 100 are primarily for residential single stream. Total capacity is unknown but estimated at approximately 12-15m tonnes. WRAP produced a map which has not been updated since 2010 but which provides details for 94 residential clean single stream MRFs.
 - 73 Anaerobic digestion plants taking residential and IC&I food waste with a further 128 under development. Current capacity of 1.45m tonnes of food waste rising to

5.5m tonnes by 2017⁶. An [online map](#) shows the facilities in place related to different waste types.

- The growth in AD plants has been dramatic since the introduction of Feed in Tariffs for smaller facilities. The graph below shows the number of sites constructed in the period shown.

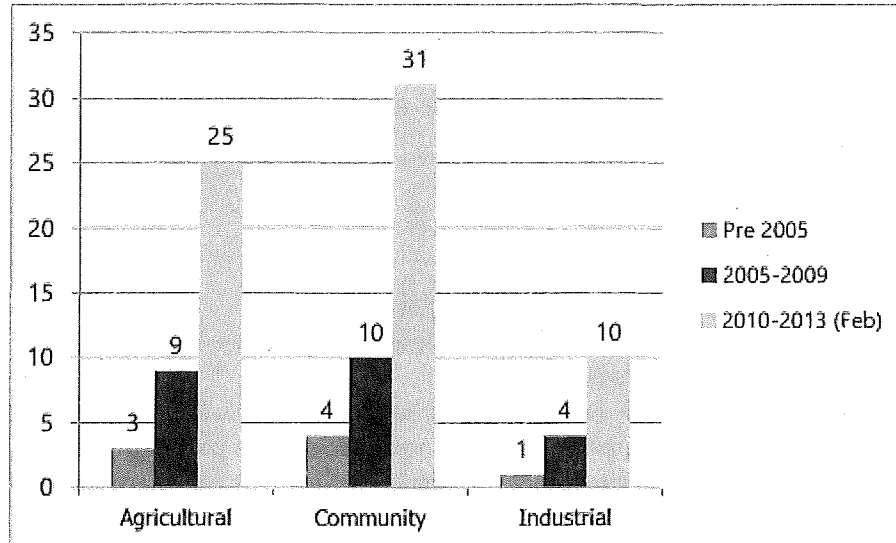


Fig. 17 – Growth in AD sites – from *Cogent Market Report March 2013*

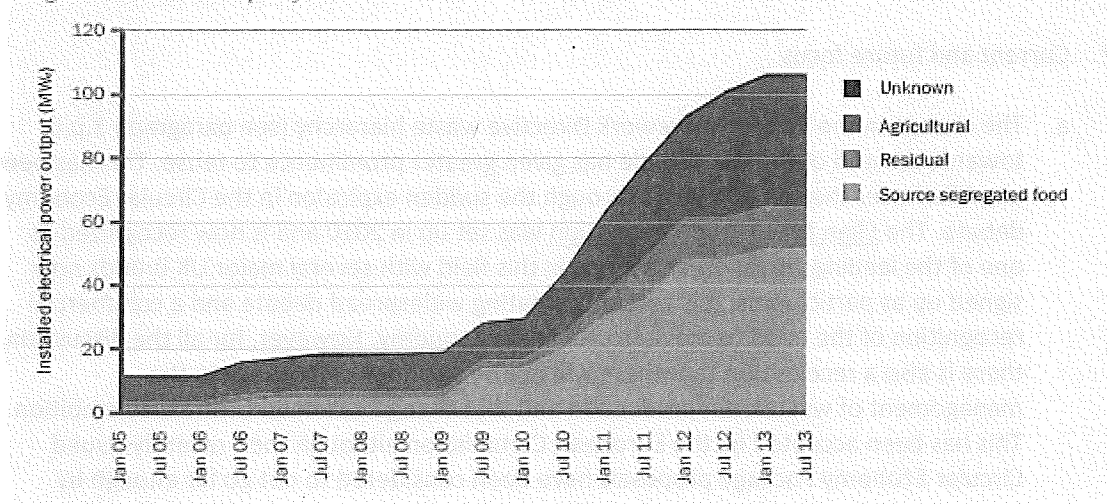
- d. There is now continuous debate as to whether the UK is over or under-supplied with residual waste capacity moving towards the organic waste and dry recycling targets for 2020. Eunomia, a well-respected UK consultancy, maintains that the UK will have a surplus of capacity if all the planned developments take place. However, other reputable organisations conclude that there will only be a surplus if all the currently planned projects are delivered which, in the current market, is unlikely. A recent [Government report](#) suggests that if all planned projects are completed, there is a 97% chance of meeting landfill diversion targets with the potential for a 2.7m tonne surplus will emerge and that even where financial support has been withdrawn, there is a 95% likelihood of meeting the 2020 targets.
- e. This debate has widened over the last year with the rapid growth in residual waste exports. Waste to energy mass-burn projects demand long term volume feedstock for the life of the project. Northern European countries moved away from landfill to mass burn waste to energy in the 90's and 2000s but as recycling rates increased, residual waste supply for these facilities fell leaving significant over capacity. This capacity is now being taken up by countries with high landfill dependence and high landfill costs.
- f. As previously mentioned in paragraph 3.v, the UK has tapped in to this market extensively with growth from 200k tonnes in 2011 to a predicted 2.4m tonnes in 2014. The Waste to energy plants in these countries are deemed to be recovery operations as they have combined heat and power recovery – as opposed to disposal in most facilities in the UK where there is only energy recovery. The European Waste Shipment Regulations allow cross-border movement for recovery, not disposal, but there is growing concern that the material being exported to these facilities is to all intents and purposes, untreated waste and that the UK is simply exporting its waste for disposal. At present, there are no signs of this trend being challenged from a legal perspective, but

⁶ Farmers Weekly article April 2013 <http://www.fwi.co.uk/articles/20/04/2014/144216/report-highlights-rapid-growth-of-uk-ad-sector.htm>

there are growing calls for some constraint as it is also now affecting the availability of financing for large scale waste to energy mass burn projects in the UK due to the uncertainty of long term feedstock. The RDF exports are driven by two factors:

- Cost – the low gate fees charged by European facilities give a total cost for disposal including haulage and costly administration requirements, significantly less than UK landfill and mass-burn waste to energy.
 - Landfill reduction - this helps both IC&I waste producers and local authorities to claim higher rates of landfill diversion.
- g. The recent European Commission Circular Economy Package proposals actively encourage the utilisation of European capacity between Member States and it is expected this debate will continue to develop.
- h. There are also signs that Anaerobic Digestion capacity may be moving ahead of demand. The graph below shows how capacity for food waste has grown and gate fee index reports suggest that AD gate fees may be slipping below economic levels. The second graph is taken from the WRAP Gate Fee report and shows how Waste to energy gate fees have tracked landfill costs as they have been escalated by the landfill tax whilst AD and composting gate fees have remained largely flat or falling as capacity has grown.

Figure 2: Installed AD Capacity in the UK



Source: SLR Consulting

Fig. 18 – AD capacity growth

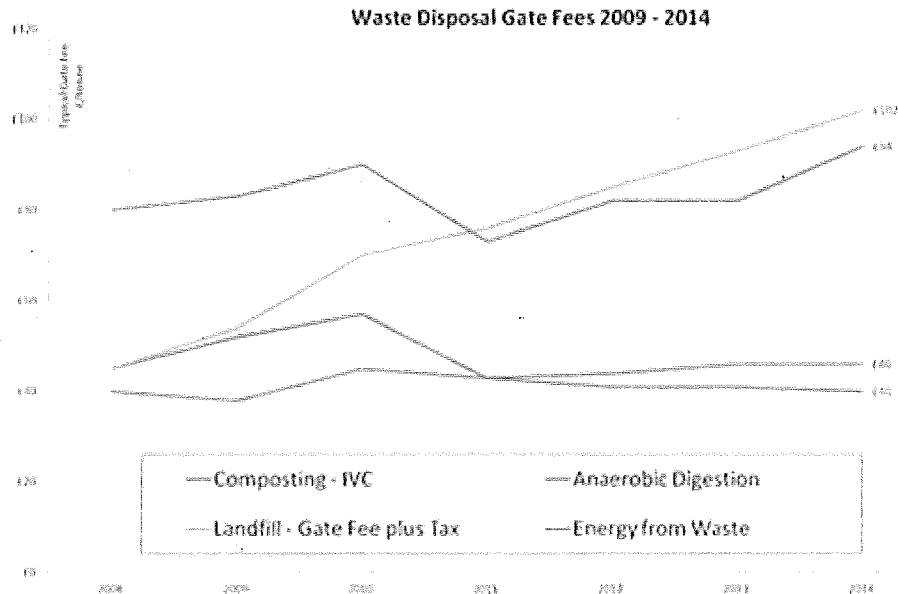


Fig. 19 – Gate fees related to disposal types. Current Gate fees: Composting – IVC = £46; Anaerobic Digestion = £40; Landfill – Gate Fee plus Tax = £102; Energy from Waste = £94.

7. Current and future focus

- a. The change in the Waste Framework Directive waste hierarchy (see paragraph 3.p.i) towards the end of the last decade has given greater prominence to reuse. This has been amplified over the last two years through the sudden explosion in the Circular Economy debate. The Ellen MacArthur Foundation was set up in 2010 and is now recognized as one of the leading global organisations in this field with several major UK brands now signed up as participants. It is certainly creating widespread debate and a commercial recognition of the need to move from a linear economy. However, for all the discussion, there is also a recognition that there will not be a sudden sea change in the management of waste or in production and that change will need centralised ambition. This has been accepted by the European Commission although their recently issued Circular Economy Package proposals have been considered to not go far enough by many commentators. For instance, whilst it raises packaging recycling targets under producer responsibility, it does not extend EPR to other materials nor does it push towards individual PR.
- b. Whilst, therefore, there is a lot of discussion on circularity, the reality is that products are getting cheaper making their long term value more debatable and for the average consumer, the Circular Economy as an expression is fairly meaningless although the counter to that is that extending product life has become easier than ever through online selling and exchange platforms such as eBay, gumtree etc.
- c. In practical terms, the main area of growth has been 'zero to landfill' or 'zero waste'. This dominates waste management thinking with many corporations in the UK now adopting a zero waste to landfill target date. This is also being applied by devolved governments in the UK with both Scotland and Wales adopting ambition landfill reduction targets.
- d. It is recognised that the desire to see more reuse is often challenged by waste legislation, in particular the definition of waste, but also the costs associated with complying with waste legislation. This can sometimes make recycling an easier, more

cost effective option and more compliant solution than reuse once a product has been deemed to be waste. As an example, the amount of WEEE reused has fallen since the introduction of the WEEE Regulations as the evidence needed to demonstrate that targets have been met is easier to obtain through recycling than reuse.

- e. A previous key priority for the European Union has been the decoupling of waste growth from GDP. This appears to have been largely achieved with UK residential waste quantities falling year on year since 2008 despite a significant population and GDP growth. How much this relates to the economic downturn and how much to cultural changes is difficult to estimate although a recent WRAP report attempts to explain this.

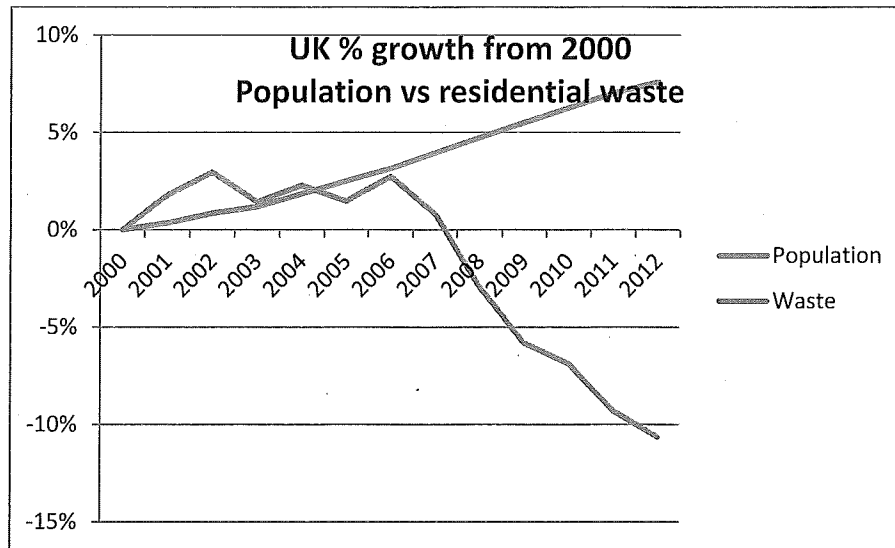


Fig. 20 – Percentage growth from 2000 of UK population compared to residential waste generation

- f. There have been campaigns run by WRAP to encourage the reduction of waste, in particular, food. The 'Love Food, Hate Waste' campaign started in 2007 and still runs, getting regularly refreshed with new material. Local Authorities tend to run the campaigns on a local level with a combination of bill board posters, local newspaper adverts, leaflets and other support material. It has gained national recognition through a common brand and is credited with achieving significant results. A Case Study in London states that over a period of 6 months from October 12 to March 13, edible food waste decreased by 14% and that £8 was saved in collection and disposal costs for every £1 spent on the campaign. A two year campaign in Manchester resulted in a doubling of the number of residents who took action to reduce their food waste, from 37% to 75%. The strapline has now become nationally recognised, but whether it has a lasting impact or just an immediate but short term impact has not been analysed.

8. Flow control issues

- a. Residential waste collection in the UK has always been treated on the basis of free market development. Controls over the use of Council-employed staff were swept away in labour reforms in the 80's with Councils then required to demonstrate lowest cost. More recently, this has changed to Best Value allowing Councils more flexibility in selection on criteria beyond simply price. However, collection authorities are then required under the Environmental Protection Act 1990 to dispose of their collected waste under the direction of disposal authorities. There is provision for collection

authorities to determine the disposal route for recyclable waste, but the disposal authority can object if it affects their waste plan. A waste disposal authority therefore has control over the flows of all streams of residential waste. As an incentive for collection authorities to maximise recycling, disposal authorities have been required in the past – although it is now voluntary – to pay recycling credits to collection authorities equivalent to the amount saved by not landfilling.

- b. However, for IC&I waste, there are no flow controls other than Transfrontier Shipment Regulations that prevent waste leaving the UK for disposal. This does not prevent the export of waste for recycling and recovery and as previously shown with Refuse Derived Fuel and the use of overseas facilities as a release valve for collection growth has had a clear impact on the development of UK facilities.
- c. As previously shown in Fig. 16, the majority of packaging recycling growth has come through exports because of the easy expandability of output and the lower quality requirements.
- d. The restriction on the export of waste for landfill and the common UK landfill tax does at least apply a level playing field to UK disposal.
- e. The majority of waste treatment facilities are now built on a merchant basis with disposal authorities contracting for capacity and the operator then able to sell spare capacity to other authorities or commercial operators.

9. Management of residual waste

- a. Waste management in the UK has tended to be characterised by non-intervention, free market output based requirements other than where European legislation has demanded transposition into UK law. That has generally led to infrastructure being developed on a commercial basis and failures then being attributed to commercial rather than bureaucratic mistakes.
- b. There are some notable cases of a lack of legislative enactment or enforcement leading to problems:
 - In 2002, the UK delayed the transposition of European requirements for the treatment of CFCs leaving the UK woefully unprepared for the deadline date set by Europe as companies were not prepared to invest without knowing the specific requirements. This led to highly publicised 'fridge mountains'.
 - Loose interpretation by the UK Government of the EU WEEE Directive led to an unfulfilled expectation of a growth in WEEE collection and the rapid over-development of WEEE treatment capacity which has subsequently seen significant commercial failures.
 - A change in the interpretation of AD digestate from MBT plants in the mid 2000s led to expensively processed waste that could only be used as landfill cover and not count as recycling.
- c. With plentiful supplies of landfill as the backdrop, the UK was slow to develop infrastructure and even now, the waste industry continually expresses concern to Government that a lack of a clear strategy beyond landfill tax limits the potential for commercial long term investment.
- d. Alternative technologies for residual waste have been slow to develop despite the known rise in landfill tax. Attempts have been made at gasification and pyrolysis with little success although a large scale pyrolysis plant planned to treat 300k tonnes per year of auto shredder fluff waste is due to be commissioned by the end of the year by EMR, one of the world's largest – and family owned – scrap metal businesses. Most

technology developments have been focussed on specific streams with gasification in particular, focussed on waste wood.

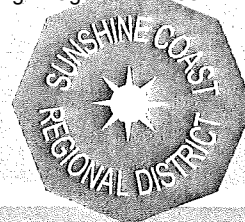
- e. The key residual waste treatment technologies remain primarily mass burn waste to energy and MBT 'dirty MRFs' with the latter now being used primarily to separate organic waste for low quality AD power generation and the dry fraction being used as Refuse Derived Fuel. MBT-derived digestate from the AD facilities is then landfilled. Although MBT plants are still being developed, they are at a much slower rate than mass burn waste to energy and the overall cost and environmental effectiveness is often questioned in relation to mass burn. Mass burn WTE is generally seen as safe, but there is continued local opposition to the development of new facilities due to traffic impacts.

Sunshine Coast Regional District

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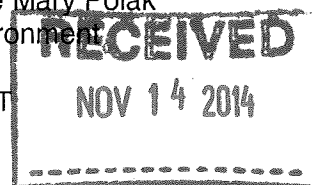


November 3, 2014

SCRD File: 5500-03

The Honourable Leona Aglukkaq
Minister of the Environment
Member of Parliament for Nunavut (Nunavut)
Les Terrasses de la Chaudière
10 Wellington Street, 28th Floor
Gatineau, Quebec
K1A 0H3

The Honourable Mary Polak
Minister of Environment
PO BOX 9047
STN PROV GOVT
VICTORIA, BC
V8W 9E2



Dear Minister:

RE: Woodfibre LNG Environmental Assessment

The SCRD received communication from the Future of Howe Sound Society (FHSS) requesting support for a letter to be sent to the federal Minister of the Environment asking that the decision to merge the federal environmental assessment (EA) review into the provincial review (substitution decision) be reconsidered.

The Board discussed whether this would achieve the desired outcome of ensuring that local input would be given appropriate consideration in the EA process. The Board concluded that rather than offer support for requesting the rescinding of the substitution decision, it would be more appropriate to set out the specific and general concerns regarding the Woodfibre proposal and EA process.

At the October 23, 2014, Board meeting the following resolution was adopted:

526/14 **Recommendation No. 24** *Request for Support from Future of Howe Sound Society Regarding Woodfibre LNG*

The Corporate and Administrative Services Committee recommended that the Senior Planners' report titled "Request for Support from Future of Howe Sound Society Regarding Woodfibre LNG" be received;

AND THAT a letter be sent to the Federal and Provincial Ministers of Environment outlining the following concerns:

1. Lack of appropriate public consultation in the Sunshine Coast Regional District both due to a lack of public meeting(s) on the Coast, to date, and the need for a reasonable public comment period beyond the 30 day minimum, to allow time for the public to review and comment on what is likely to be a significant amount of technical information;
2. Potential impact of large LNG tankers on shipping in Howe Sound, which is adjacent to the largest population in BC. There is a large amount of marine traffic, especially BC Ferry traffic and recreational/tourism small craft and log barges, tugs and ocean liners accessing the pulp mill. This concern arises from a safety perspective (relatively narrow shipping lanes, poor maneuverability of tankers and their long stopping distances and from the anticipated exclusion zone around the tankers);

3. Potential environmental impact of the re-industrialization of Howe Sound arising from this and other potential projects, with specific concern regarding air quality (from the tankers and the processing plant) and impacts of the LNG if it is released due to an accident;
4. The EA process concludes with a confidential report of the project and public input from the BCEA office to ministers. The report is only made public after ministerial decisions are made. This does not allow for any opportunity to ensure that there are no gaps in the report or that it fails to adequately reflect concerns raised during the EA. The lack of transparency needs to be addressed;
5. There be consideration of the emergency response to any marine traffic incidents that may happen, including that arising from the presence of the LNG tankers, in restricted/narrow area.

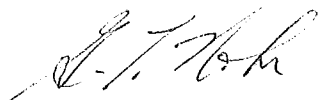
The Board directed staff to forward the letter to several agencies (see list below).

The SCRD will continue to participate in the EA process. Please contact David Rafael, Senior Planner, if you have any questions at 604 885 6804 or david.rafael@scrd.ca

Thank you for considering the issues and we look forward to seeing a response.

Respectfully,

SUNSHINE COAST REGIONAL DISTRICT



Garry Nohr
SCRD Chair

cc:

- Chiefs and Council of the Squamish Nation;
- Canadian Environmental Assessment Agency;
- BC Environmental Assessment Agency;
- Future of Howe Sound Society;
- *shíshálh* Nation;
- Union of British Columbia Municipalities;
- Town of Gibsons;
- District of Sechelt
- Howe Sound Community Forum members – not listed above
 - Chair, Metro Vancouver
 - Chair, Squamish Lillooet Regional District
 - Mayor, District of Squamish
 - ✓ Mayor, Village of Lions Bay
 - Mayor, Resort Municipality of Whistler
 - Mayor, Village of Pemberton
 - Mayor, District of West Vancouver
 - Mayor, Bowen Island Municipality
 - Chair Gambier Island Local Trust Committee



North Shore Table Matters Newsletter Fall 2014

North Shore Food Charter Update

The North Shore Food Charter was endorsed by all five North Shore municipalities, both the North and West Vancouver School Districts and the Tsleil-Waututh Nation. It is expected that the Charter will be presented for a signing ceremony at the next North Shore Congress meeting in early 2015 when all elected officials meet.

The Food Charter provides a common agenda for action related to food and the food system. The five primary principles of the Charter are:

- health, access and equity
- environmental responsibility

In This Newsletter

- North Shore Food Charter Update
- Table Matters Network Event – Food Recovery
- Scaling – Up Food Recovery Project Launch
- Waste Less Food by Meal Planning

- government leadership and collaboration
- economic vitality; and
- community, food culture and education.

[Read the Charter](#)

Table Matters Network Event - Food Recovery

Over 150 attendees packed the CNV's atrium to attend the annual Table Matters Network event. Food Recovery was the theme and non-profit organizations, businesses, food retailers, community members, and school staff packed the hall to hear about how we can put the food we waste to better use.

Jen Rustemeyer and Grant Baldwin, local award winning film makers, spoke about their most recent documentary – “Just Eat It.” They opened the eyes of the crowd to the scale of food waste in our society, and gave them a few laughs about what it's really like to live off of grocery store seconds and ‘dumpster diving’. [For more information on the film.](#)

Directory

Did you know that Table Matters maintains a directory of food related resources in your community? [Check it out!](#)

News

We search the daily news for interesting and relevant food system articles and information. [Check it out!](#)



Local food recovery expert, Scott Rowe, spoke about the community food recovery system that could be developed. Surindra Sugrim spoke on behalf of the Quest Food Exchange where thousands of pounds of recovered food are sold at affordable prices to residents of the downtown eastside and around the lower mainland. Quest is working to open a North Vancouver outlet. Justin Malialis revealed the steps that the Whole Foods Market in West Vancouver has taken to design their store to reduce food waste. His energetic presentation had everyone excited about the work Whole Foods is doing to recover food waste and support our community. Finally, Emily Jubenvill of the Edible Garden Project and Jen Meilleur of the North Shore Recycling program presented on what individuals can do to prevent food waste at home and in their gardens. They recommended making “cream of leftovers” soup each week!



Following these presentations, the Mayors (or Councilor representatives) from the North Shore municipalities were invited to a panel to discuss where food system issues have come since they started in office, where they see things going, and what role municipalities can play in food recovery.

Throughout the event Fresh Street Market, City Market, and Whole Foods Market provided excellent food for all the attendees. The Canoe Quartet played beautiful music during the intermissions.

Thank you to Vancouver Coastal Health North Shore Population Health Program for sponsoring the event!

If you didn't make it to the event, [take a look at some highlights!](#)

Scale-Up Food Recovery Project

The Table Matters Network launched *Scaling-up Food Recovery on the North Shore* on Wednesday October 8, 2014. It is the first Table Matters Network project since the launch of the North Shore Food Charter and helps implement the Charter principles.

The Scaling Up Food Recovery Project will develop systems to direct edible food that food retailers and wholesalers are currently putting in the garbage to community food programs such as the food bank or seniors lunches.

The project involves three types of Stakeholders – Providers (primarily retailers and wholesalers of food), Distributors (Food Rescue organizations such as Quest Food Exchange and the Greater Vancouver Food Bank) and Receivers (Community organizations and groups). As a follow up to the October 8 launch, there will be workshops for grocers and community programs later this fall and in the spring 2015. The project is funded by a BC Healthy Communities Plan H grant.

Are you a grocer or community food

program interested in
participating? Please contact Project
Coordinator, Rubina Jamal at

rubinajamal@secondharvestwest.com



Meal Planning

***Eat Healthier, Save Time, Money and
Reduce Food Waste***

Meal Planning

Meal Planning will help you eat healthier, waste less food and save you time. It does not need to be complicated. A piece of paper and a pen is all you need. If you prefer, there are many online tools and Apps designed for meal planning and organizing grocery shopping. Use what works for you.

Begin with planning dinner only, either for a few days or longer. Work towards including breakfast and lunch in your meal plan to save even more money and waste less food.

Take Stock

Check your fridge, freezer, and cupboards to take stock of ingredients on hand that can be used in your upcoming meal plan. This will use up items you already have (less food waste) and avoid spending money on items you don't need. Check your schedule for the week. Working late Tuesday night - no problem, have "planned extras" (make extra food at one meal for use at another. For example, on Monday night cook extra chicken for use on Tuesday).

Get creative

Choose meals from your favourite recipes or search online for new ideas. Ask family members to contribute to the meal plan as they are more likely to eat what is being served, hence less food waste. Include variety in your meals by using different types of fruits and vegetables, whole grains and meat and alternatives (poultry, fish, meat, legumes, tofu).

Shop

Once your meal plan is complete make a shopping list and stick to it.



To make shopping easier and quicker, arrange the items on your grocery list according to where they are located in the store.

-Sally Hayes, Registered Dietitian

A Message from Linda Reimer

These last few months have been very busy with the legislature sitting in what will be a defining session in support of an expanded Liquified Natural Gas industry.

We live in an incredibly busy and engaged community of Anmore, Belcarra, Port Moody and Coquitlam, which is evidenced by the number of events I have been so pleased to attend. These included the Crossroads Hospice Donor Reception, Eagle Ridge Hospital Evening of Caring Gala, Douglas College – A Class Act, Place des Arts Impromptu, Evening of Inspiration for TriCities Women, to name a few.



MEDALS FOR READING

I was happy to be one of the people to present award medals at the Port Moody Library Annual Summer Reading Club, at Inlet Theatre. Wonderful to see kids of all ages excited to receive recognition for a job well done!



ARTS CENTRE EXPANSION

So great to participate in the grand opening of the Port Moody Arts Centre Appleyard expansion. A beautiful facility made even better for use in our community!

TERRY FOX DAY

I was so honoured to work with Mark Pettie and the Terry Fox Family in having September 14th proclaimed Terry Fox Day. Subsequent to that I introduced a Private Members Bill in the



Legislature to have the second Sunday after Labour Day enacted Terry Fox Day forever! The announcement of that was made on October 17th at Terry Fox Secondary School in Port Coquitlam.



HOSPITAL CELEBRATES 30th!

Congratulations was in order at the wonderful 30th Anniversary celebration at Eagle Ridge Hospital. It's incredible to think that we've had this important medical facility in our community for three decades! Thanks to all the hard working professional staff and volunteers that make ERH a jewel in our midst.



HATCHERY REBUILD GETS BOOST

As many will remember, the Mossom Creek Hatchery which provided our young people education and fun related to nature and sustainability for decades, burned to the ground on December 11th. Soon after the dedicated Mossom Creek founders and supporters started

planning the rebuild. I was so pleased to be able to present a \$35,000 contribution on behalf of the BC Government to the Burrard Inlet Marine Enhancement Society's rebuilding project at Mossom Creek, just in time for matching funding from Imperial Oil Foundation, doubling our investment!

CONGRATULATIONS, HAL!

Happy also to have been present in September when constituent, Dr Hal Weinberg was awarded



the Order of B.C., in Victoria.



CONSTITUENTS WALK 100 KM

Veterans, Guy Black, Markus Fahrner and Sonny Son, with Jim Millar of the Port Moody Station Museum walked almost 100km on November 5th and 6th, from Port Moody to Victoria to commemorate the 100th Anniversary of WWI. I was so honoured to welcome them with my MLA colleagues at the Legislature, after their symbolic walk in terrible weather.

[Have a look at my speech recognizing them in the house.](#)

UPCOMING EVENTS

- **Light the Hall** – November 22nd, Coquitlam City Hall, 3000 Guildford Way
- **Treasures of Christmas for Crossroads Hospice** – November 22nd at Hard Rock Casino, Coquitlam
- **Old Fashioned Christmas Bazaar** – November 23rd at Glen Pine Pavilion, Coquitlam



Contact Linda:

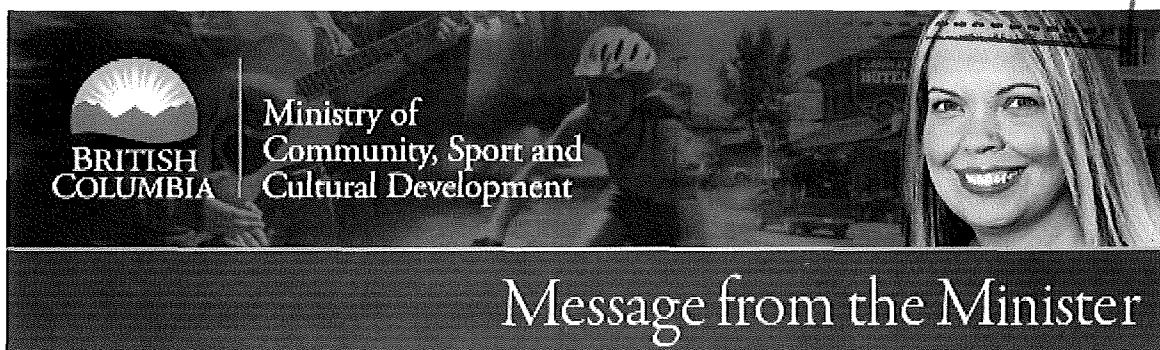
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MLA Linda Reimer

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Message from the Minister



I am pleased to connect with you in this Fall 2014 edition of our newsletter. The Union of British Columbia Municipalities (UBCM) annual convention, September 22-26 ushered in a busy autumn season, highlighted by the 3rd Session of the 40th Parliament.

On October 6, the 3rd Session of the 40th Parliament opened with the Throne Speech from Lieutenant Governor Judith Guichon. A few days later, the Legislative Assembly of British Columbia appointed an all-party Special Committee on Local Elections Expense Limits. The committee's recommendations will support the development of legislation and regulations necessary to implement expense limits for local elections in 2018.

Towards the end of November, Finance Minister Michael de Jong introduced the Liquefied Natural Gas Income Tax Act to establish a comprehensive, competitive income tax applicable to the LNG industry. The tax gives LNG developers the certainty they need to make investments and ensures British Columbians will benefit from the industry.

We have celebrated many great success stories this fall – a number of them included in this newsletter. The UBCM convention proved very productive and I was pleased to meet with many local government representatives.

In the last week of October, about 30 British Columbians age 16 to 18 came to Victoria from communities all across the province to attend a Democracy In Action youth conference. Supported by the Government of British Columbia and B.C. Rotary Clubs, the conference helped encourage future leaders to further understand and appreciate the importance of democracy in B.C.'s history and civic life.

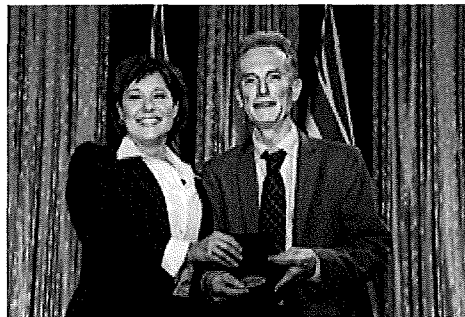
I look forward to continue working with local governments, communities and citizens throughout the province to create opportunities for a successful future for all British Columbians.

Victoria welcomes Canada Games torch



The Canada Winter Games Canada Games Roly McLennan Torch arrived in Victoria on October 17, marking the start of the 2015 Canada Winter Games Torch Relay in British Columbia. [Read more](#)

Ministry professionals honoured by BC Public Service Hall of Excellence



Premier Christy Clark presents Gary Paget with a BC Public Service Hall of Excellence award.

Congratulations to Gary Paget and Brian Walisser on their induction into the BC Public Service Hall of Excellence. [Read more](#)

Please accept my best wishes for a safe and happy holiday – and a bright new year ahead in 2015.

Sincerely,

Honourable Coralee Oakes

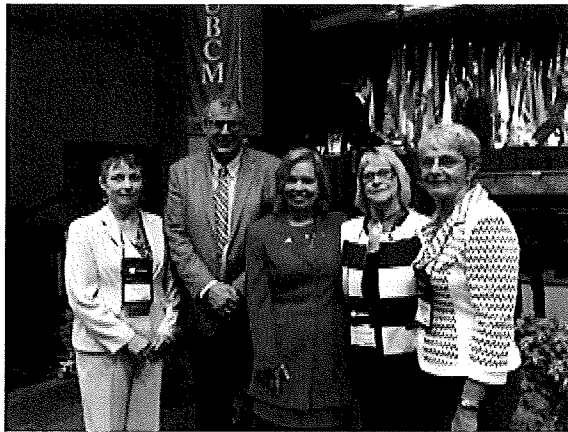
Minister of Community, Sport and Cultural Development and MLA for Cariboo North

Twitter: [@coraleeoakes](#)

Facebook: [/Coralee.Oakes](#)

[Minister's bio](#)

Province commits to rural development



From left: Rhona Martin, UBCM President, Minister Steve Thomson, Minister Coralee Oake, Grace McGregor, Kootenay Boundary Regional District, Chair and Parliamentary Secretary Donna Barnett.

A new rural advisory council is the key commitment from the Province's new report on rural development, Supporting Rural Development: Creating a Voice for Rural British Columbia. [Read more](#)

Local elections expense limits committee appointed

The Legislative Assembly of British Columbia has appointed an all-party Special Committee on Local Elections Expense Limits. The committee's recommendations will support the development of legislation and regulations necessary to implement expense limits for local elections in 2018. [Read more](#)

Minister Oakes joins Cabinet colleagues for UBCM panel discussion

Fernie residents approve merger with West Fernie

Congratulations to the residents of West Fernie Waterworks District, the City of Fernie and the Regional District of East Kootenay for on-going efforts to upgrade and replace the water infrastructure for 400-or-so residents in the small unincorporated community of West Fernie. [Read more](#)

\$400,000 helps put BC Youth back in the Game



MLA Richard T. Lee announces \$400,000 grant for KidSport BC on behalf of Coralee Oakes, Minister of Community, Sport and Cultural Development. [Read more](#)

Upcoming 2015 Canada Winter Games Torch Relay events

Eight communities went head-to-head in an online vote from Aug. 27 to Sept. 12 for the chance to hold a regional torch celebration for the 2015 Canada Winter Games. Minister Coralee Oakes announced the successful communities at the Union of British Columbia Municipalities Convention in Whistler. [Read more](#)

Vancouver hosts largest ever Special Olympics Canada Summer Games



Coralee Oakes, Minister of Community, Sport and Cultural Development, speaks at the Cabinet panel session on September 24 at the Union of British Columbia Municipalities 2014 convention. Minister Oakes is flanked (left) by Stephanie Cadieux, Minister of Children and Family Development, Don McRae, Minister of Social Development and Social Innovation and (right) Peter Fassbender, Minister of Education.

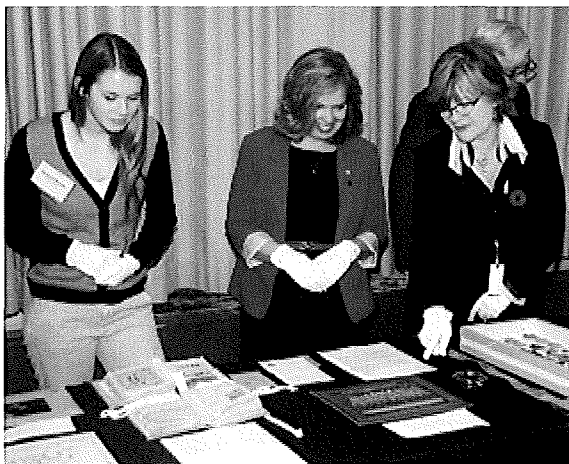
The 111th annual UBCM convention brought together representatives of the B.C. Government, local governments and First Nations for discussions, presentations, education and networking opportunities.

\$1.5 million for asset management

The Government of British Columbia is providing \$1.5 million to establish a new asset management fund administered by UBCM. Local governments can apply to the fund to support cost-effective planning for their public infrastructure, including water systems and local roads, to be ready to make the most of economic opportunities that lay ahead for British Columbia.

[Read more](#)

Young British Columbians experience Democracy in Action



Team BC enters the Doug Mitchell Thunderbird Sports Centre in Vancouver for the largest Summer Games in Special Olympics Canada history.

More than 2,000 athletes, coaches and officials from across Canada gathered for four days of intense competition from July 8 to 12, 2014. Minister Coralee Oakes helped kickstart the event with an address at the opening ceremony.

Nine communities receive Open for Business Awards



This year's winners are Grand Forks, Kelowna, Langley, Surrey, Parksville, Port Coquitlam, Salmon Arm, Smithers, and Vernon. The awards were presented by Minister of State for Small Business Naomi Yamamoto and Minister of Community, Sport and Cultural Development, Coralee Oakes. [Read more](#)

Local governments benefit from funding for safety and services

Communities in B.C. are sharing almost \$74 million through the Strategic Community Investments Fund to help them invest in policing, community safety, services and various projects. [Read more](#)

As a participant of Democracy in Action youth conference, Prince George's Gemma Hansen joins Minister Coralee Oakes and RBCM archivist Ann ten Cate to look at WW1 letters, photos and diaries.

Civic engagement and good citizenship were at the core of a recent pilot program initiated by the Ministry of Community, Sport and Cultural Development.

[Read more](#)

Prince George: a great place to compete, train and study

The University of Northern British Columbia (UNBC) is hoping athletes and officials participating in the 2015 Canada Winter Games will want to return to pursue higher education. [Read more](#)

BC Summer Games in Nanaimo a great success



More than 2,500 athletes between the ages of 11 and 18 competed in 19 sports at this year's BC Summer Games in Nanaimo from July 17-20.

Competitions for athletes with a disability were also included with events in athletics, para-equestrian and swimming. [Read more](#)

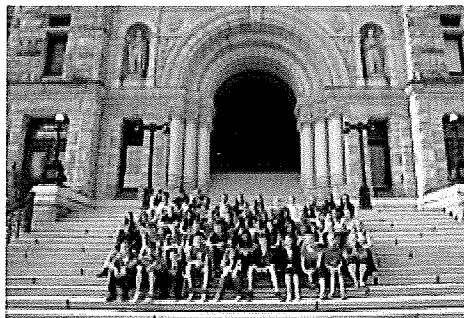
Black Diamond Gala celebrates B.C.'s heroes of Sochi 2014

Small Community Fund

Small communities can now apply for funding to support local infrastructure projects including drinking water, wastewater, road improvements, and green infrastructure. Program guides and application information are available online at:

www.gov.bc.ca/smallcommunitiesfund

Applications being accepted for Capital for Kids travel funding

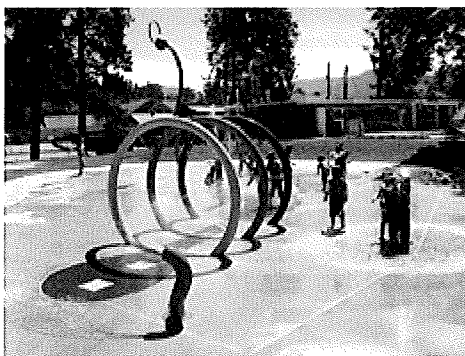


Students from Westside Academy take part in Capital for Kids.

Travel funding is available for student and youth groups for educational field trips to Victoria to learn about B.C. history, governance and the democratic process.

[Read more](#)

Upgraded Oval Park proving a big success in Lumby



With support from the community, local governments and the Government of British Columbia, the White Valley Spray Park has become a popular recreational asset in Lumby. [Read more](#)



From the left, Michelle Stilwell, MLA for Parksville-Qualicum, Kay Fulford, BCAS President, Andy Price, BCAS Director of Fund Development, Minister Coralee Oakes and Wayne Leslie, Executive Director.

In support of adaptive skiing and snowboarding programs in B.C., Minister Oakes attended the BC Adaptive Snowsports Black Diamond fundraising gala on Sept. 26, 2014. [Read more](#)

Taylor Elementary School authors publish their books

Congratulations to students at Taylor Elementary School for their outstanding efforts as authors. The young writers enjoyed the satisfaction of seeing their work published as hard copy books. [Read more](#)

Vancouver Aquarium celebrates expansion



Vancouver Aquarium officials and supporters cut the ribbon to officially open the largest expansion project in the conservation organization's 58-year history. From left: Don Lindsay, President and CEO of Teck, Minister Coralee Oakes, Brian Hanna, Chair of the Vancouver Aquarium Board of Directors, John Nightingale, President and CEO of Vancouver Aquarium and Honourable James Moore, Canada's Minister of Industry and Member of Parliament for Port Moody-Westwood-Port Coquitlam. Local school students, First

Mark your Calendars

Community Gaming Grants:

Government gaming grants allow eligible organizations to apply for gaming revenues to support a broad range of programs and services.

February 1 - May 31: applications will be accepted for the arts and culture, and sports sectors.

April 1 - June 30: applications will be accepted for Parent Advisory Councils and District Parent Advisory Councils.

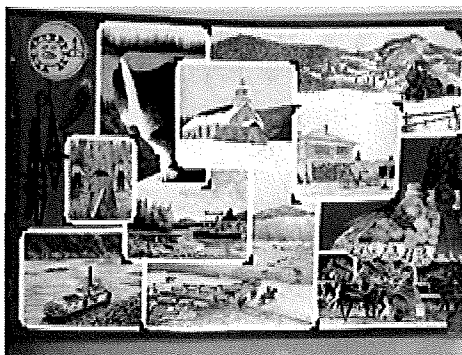
July 1 - Aug 31: applications will be accepted for Public Safety and Environment Sectors.

Aug 1 - Nov 30: applications will be accepted for Human and Social Services sectors.

For more information visit:

gaming.gov.bc.ca/grants/community-gaming.htm

Barriere wins Provincial Heritage Conservation Award



Barriere's award-winning heritage mural

Two green thumbs up to the District of Barriere which was presented with the 2014 Provincial Heritage Conservation Award at the B.C. Communities in Bloom conference held in Trail on Sept. 14.

[Read more](#)

Land transfer supports airport expansion

Nations representatives, aquarium staff and volunteers also helped cut the ribbon. [Read more](#)

Royal BC Museum commemorates the Great War



The story of Arthur Douglas Crease, First World War veteran from Victoria, is presented by the Royal BC Museum. The Royal BC Museum was named the number one museum in Canada for 2014 by reviewers on Tripadvisor.ca [Read more](#)



From left: Cariboo North MLA Coralee Oakes, Williams Lake Mayor Kerry Cook and Cariboo-Chilcotin MLA Donna Barnett helped celebrate a Crown land transfer at Williams Lake Regional Airport.

Crown land transferred to the City of Williams Lake for its airport will provide revenue opportunities from additional hangar space and allow future expansion of aircraft-based firefighting at the Cariboo Fire Centre. [Read more](#)

Upcoming Events

Dec. 6 – Canada Games Torch Relay Celebration, Terrace

Jan. 17 – Canada Games Torch Relay Celebration, Quesnel

Feb. 9 – Family Day

Feb. 17 – Budget Day

Feb. 13-March 1 – 2015 Canada Winter Games in Prince George

www.gov.bc.ca/cscd

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Sunshine Coast Regional District

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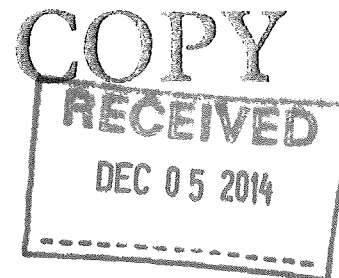
info@scrd.ca
 www.scrd.ca



November 24, 2014

SCRD File: 5500-03

The Right Honourable Stephen Harper
 Prime Minister of Canada
 Office of the Prime Minister
 80 Wellington Street
 Ottawa, ON
 K1A 0A2



Dear Prime Minister Harper:

RE: LNG Tankers in Howe Sound and Georgia Strait

At its regular meeting of July 24, 2014, the Sunshine Coast Regional District (SCRD) Board received and considered a resolution adopted by the Town of Gibsons regarding LNG Tanker Traffic in Howe Sound and Georgia Strait.

The issue was triggered by *Woodfibre LNG Limited's* proposal to construct and operate a liquefied natural gas production, storage and marine transfer facility located about 7 km west-southwest of Squamish, BC on the west side of Howe Sound. The Sunshine Coast Regional District borders on the Sound and it is a very important transportation corridor, recreation/tourist facility and environmental feature for our community.

The SCRD Board expressed support for this resolution and adopted the following recommendation to urge the federal government to ban the passage of LNG tankers in the waters of Howe Sound and Georgia Strait.

424/14 Recommendation No. 17 *LNG Tankers in Howe Sound and Georgia Strait*

THAT a copy of the Town of Gibsons resolution R2014-250 regarding LNG Tanker Traffic in Howe Sound and Georgia Strait adopted at the July 15, 2014 regular council meeting be received;

AND THAT the SCRD urge the federal government to ban the passage of LNG tankers in the waters of Howe Sound and Georgia Strait.

The main concerns arise from potential impact of large LNG tankers on shipping in Howe Sound and Georgia Strait, which are adjacent to the largest population centres in BC. There is a large amount of marine traffic in the Sound. This includes recreational/tourism small craft (from marinas in the Sound and the

wider area); log barges/tugs accessing the pulp mill in the Sound; and cargo/container ships accessing Squamish Terminals deep water port. Another important component is the BC Ferry traffic that links Horseshoe Bay to Nanaimo, Langdale and Bowen Island and the various water taxis that link Gambier, Keats and other islands to the Sunshine Coast.

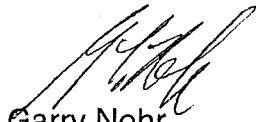
Concern arises mainly from a safety perspective (relatively narrow shipping lanes, poor maneuverability of tankers and their long stopping distances) and from the anticipated exclusion zone around the tankers.

The SCRD will continue to participate in the Environmental Assessment process. Please contact David Rafael, Senior Planner, if you have any questions at 604 885 6804 or david.rafael@scrd.ca

Thank you for considering the issues and we look forward to seeing a response.

Respectfully,

SUNSHINE COAST REGIONAL DISTRICT



Garry Nohr
SCRD Chair

Enclosures: Town of Gibsons Council resolution regarding LNG Tanker Traffic in Howe Sound and Georgia Strait

cc: John Weston – MP for West Vancouver–Sunshine Coast–Sea to Sky Country
Nicholas Simons - MLA for Powell River-Sunshine Coast
Jordan Sturdy – MLA for West Vancouver-Sea-to-Sky
shíshálh Nation Chief and Council;
Chiefs and Council of the Squamish Nation;
Future of Howe Sound Society;
Union of British Columbia Municipalities;
Town of Gibsons;
District of Sechelt
Howe Sound Community Forum members – not listed above
Chair, Metro Vancouver
Chair, Squamish Lillooet Regional District
Mayor, District of Squamish
✓ Mayor, Village of Lions Bay
Mayor, Resort Municipality of Whistler
Mayor, Village of Pemberton
Mayor, District of West Vancouver
Mayor, Bowen Island Municipality
Chair Gambier Island Local Trust Committee

R2014-250 LNG Tanker Traffic in Howe Sound and Georgia Strait

MOVED by Councillor Bouman

SECONDED by Councillor Johnson

WHEREAS the waters of Howe Sound and the Georgia Strait provide a vital habitat for diverse bird and fish species, a corridor for commercial and recreational marine traffic and an attraction for upland settlement;

AND WHEREAS Woodfibre LNG is soliciting Interest to build an LNG export plant in Howe Sound, which will involve the passage of up to 40 LNG tankers annually in the Georgia Strait, which will interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route;

THEREFORE BE IT RESOLVED that Gibsons Council urge the federal government to ban the passage of LNG tankers in the waters of Howe Sound and the Georgia Strait, and to request the support of other communities around the Howe Sound to support this resolution.

CARRIED



Media Release

FOR IMMEDIATE RELEASE: December 8, 2014

TransLink secures \$130 million to finance capital projects

More than \$1 billion raised through bond issues since 2010

NEW WESTMINSTER, BC – TransLink successfully launched its sixth bond issue in November, bringing in \$130 million for financing roads and capital projects.

As Canada's only transportation agency to raise funds directly through Canadian debt capital markets, TransLink has raised more than \$1 billion since 2010.

"The demand for our bonds reflects TransLink's solid financial position, and it shows strong investor confidence in the organization," said TransLink CEO Ian Jarvis.

"This access to capital helps keep Metro Vancouver's transit and road network moving and contributes to the maintenance of transportation assets so they serve the region for years to come."

Before the bond issue, Moody's Investors Service and Dominion Bond Rating Service (DBRS) reaffirmed TransLink's Aa2 and AA stable credit ratings.

Both agencies highlight TransLink's diverse revenue streams, sound governance structure, and track record of prudent fiscal management as reasons for the high credit rating.

Credit rating reports are available through [DBRS](#) and [Moody's](#).

-30-

TransLink is Metro Vancouver's regional transportation authority that manages an integrated network of bus, SkyTrain, West Coast Express, SeaBus, cycling routes as well as major roads and bridges. These bridges include the Pattullo, Golden Ears, Knight Street and Westham Island. The Canada Line cycling and pedestrian bridge is also under TransLink management. We are the first North American transportation authority to be responsible for planning, financing and managing public transit in addition to major roads and bridges.

Media contact:

Jiana Ling: Cell: 778-375-7788
Email: media@translink.ca

Via E-mail

December 2, 2014

Dear Mayor and Council Members

Re: Referral of Proposed Site C Dam Project to BC Utilities Commission

Now that the November 2014 local government elections are complete, I am pleased to forward you a copy of our letter dated November 18th, 2014 regarding the proposed Site C Dam Project.

Site C would add about \$8 billion dollars to the provincial debt leaving the province with much less ability to contribute to important local government infrastructure projects in areas such as transit, water, sewer, and housing. Finance Minister Mike De Jong is quoted in the attached article as saying, "It [Site C] will likely crowd out many other projects."

The District of Hudson's Hope and the Peace River Regional District are calling on the BC government to place a one year moratorium on deciding whether to proceed with Site C. This will allow time to refer Site C to the BC Utilities Commission (BCUC) for an inquiry and public hearing into its economic effects, including potentially less costly alternatives. Adoption of a less costly alternative would free up provincial borrowing capacity to support important local government infrastructure priorities.

We ask you to review our November 18th, 2014 letter and to consider resolving to support our request for a one year moratorium and BCUC consideration of less expensive alternatives to Site C.

Yours truly,



Mayor Gwen Johansson



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

December 16, 2014 - VoLB Regular Council Meeting - Page 180 of 198
Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

Open Letter to BC Minister of Energy and Mines Bill Bennett

Via E-mail

November 18, 2014

The Honourable Bill Bennett
Minister of Energy and Mines and
Minister Responsible for Core Review
Government of British Columbia
PO Box 9041 Stn. Prov. Govt.
Victoria, BC V8W 9E1

Dear Minister Bennett:

Re: Referral of Proposed Site C Dam Project to BC Utilities Commission

I am writing in response to your letter dated October 31, 2014 received on November 12, 2014.

The District of Hudson's Hope, a community of 1,100 people in the heart of the Peace River Valley, will be more adversely impacted than any other municipality by the proposed Site C dam.

We have reviewed your letter and respectfully remain firmly of the view that the BC Utilities Commission should hold an inquiry and public hearing on the economic effects of the proposed Site C Dam Project ("Site C") prior to Executive Council making a final decision on Site C, especially in view of key recommendations #46 to #49 of the Joint Review Panel.

The Joint Review Panel noted in its report that it did not have the information and analysis to fully, properly and transparently assess the economic effects of Site C:

The Panel **cannot conclude on the likely accuracy of Project cost estimates** because it does not have the information, time or resources. This affects all further calculations of unit costs, revenue requirements, and rates. [Page 280]

The Panel concludes that, **basing a \$7.9 billion Project on a 20-year demand forecast without an explicit 20-year scenario of prices is not good practice.** Electricity prices will strongly affect demand, including Liquefied Natural Gas facility demand. [Page 287]

The Panel concludes that **demand management does not appear to command the same degree of analytic effort as does new supply.** [Page 291]

The Panel concludes that **methodological problems in the weighing and comparison of alternatives** render unitized energy costs only generally reliable as a guide to investment...Uncosted attributes such as the ability to follow load, geographical diversity, or the ability to assist with the integration of intermittent sources need more analytic attention. [Page 298]

The Panel concludes that a **failure to pursue research over the last 30 years into B.C's geothermal resources** has left BC Hydro without information about a resource that BC Hydro thinks may offer up to 700 megawatts of firm, economic power with low environmental costs. [Page 299]

The Panel concludes that the Proponent has **not fully demonstrated the need for the Project on the timetable set forth**. [Page 306] *[emphasis added]*

As a result, Hudson's Hope, along with other participants in the Joint Review Panel public hearing, did not have an opportunity to review key information and analysis on Site C's economic effects.

The federal/provincial agreement governing the environmental assessment of Site C and the Panel's terms of reference highlight the importance of:

- (a) thorough review, and
- (b) meaningful participation of the public and interested groups through a public hearing,

to achieve a full, proper and transparent assessment of Site C.

Since the Joint Review Panel's release of its report on May 1st, 2014, interested parties including BC Hydro, the Ministry of Energy and Mines, other provincial government ministries and agencies, KPMG, the District of Hudson's Hope, and Clean Energy BC have prepared, or are preparing new information, analysis, reports, studies, forecasts and research ("New Material") in an effort to address the above concerns and recommendations of the Joint Review Panel. This New Material includes further examination of potentially less costly alternatives to Site C and the implications of Site C for the province's triple-A rating which has been given a negative outlook by Moody's.

However, unlike previous information and analysis on the environmental, economic, social, health and heritage effects of Site C, this New Material has been largely kept confidential. Most importantly, the New Material has not been the subject of independent and expert assessment and a public hearing as the terms of reference of the Joint Review Panel would have required. It is clear that further analysis of Site C is needed before Executive Council makes a final decision. As recently as November 13th, 2014, the Select Standing Committee on Finance and Government Services unanimously agreed that further fiscal and environmental review of Site C was needed. The issue is whether that additional analysis should include independent and expert review and a public hearing.

We continue to believe that the BC Utilities Commission (“BCUC”) offers the best avenue for further independent, expert review and a public hearing regarding the economic effects of Site C. A review under section 5 of the *Utilities Commission Act* could be structured in a way that addresses all of your stated concerns with a BCUC review.

The Task Force conducting the independent review of the BC Utilities Commission highlighted the efficacy of the section 5 review approach¹ in their October 2014 interim report:

This [section 5] provides the **benefit of a public process and independent verification of projects and plans** but reserves the final decision on plans and projects that have broader public interest criteria to be decided by elected officials. [page 37] *[emphasis added]*

We are enclosing draft section 5 terms of reference to illustrate how a BCUC review could be structured. Please note:

- The final decision on Site C still rests with Executive Council,
- BCUC is given a deadline of November 30, 2015 to complete its work²,
- The BCUC review is focused on new information and analysis regarding the economic effects of Site C to minimize duplication of previous assessment work, and
- Funding could be set aside by BC Hydro³ or the BC Government in 2015/2016 to ensure BCUC has the necessary resourcing to complete this work in a timely manner.

Site C is estimated to cost \$7.9 billion which would make it the largest provincial public expenditure of the next 20 years. It is essential to public confidence in Executive Council’s final decision on Site C, that a full, proper and transparent assessment of New Material on the economic effects of Site C is conducted. Further, that the assessment and analysis should come through an inquiry and public hearing, just as there was for previous information and analysis on Site C.

¹ As the Task Force noted –

Section 5 requires the BCUC, on Cabinet’s request, to provide advice on any matter regardless of whether it is in the Commission’s jurisdiction. Section 5 also allows Cabinet to issue Terms of Reference for the inquiry. Government, rather than exempting projects and/or plans through direction and legislation, could direct these projects be subject to a section 5 review and recommendation to Cabinet. This provides the benefit of a public process and independent verification of projects and plans but reserves the final decision on plans and projects that have broader public interest criteria to be decided by elected officials.

Broader use of section 5 is similar to the approach taken by the Federal government in its recent amendments to the National Energy Board Act. These amendments redefined the role of the Board, which is now mandated not to decide on applications for pipeline certificates, but to instead make a recommendation to the Federal Cabinet.

² There is time for this additional work: “The Panel concludes that, under the Low Liquefied Natural Gas Case, available resources could provide adequate energy and capacity until at least 2028” [Page 304 Joint Review Panel Report]

³ The funding required to support a BCUC inquiry and public hearing would be modest in comparison to the over \$300 million expended by BC Hydro to date on Site C.

For a project of this size and importance, we agree with the independent Joint Review Panel – the proper course of action is to refer Site C to the BC Utilities Commission.

In closing, we formally request that Executive Council

1. Place a one year moratorium on deciding whether to proceed with Site C, and
2. Refer the economic effects of Site C to the BC Utilities Commission for an inquiry and public hearing.

I request an opportunity to meet with you to discuss this letter before Executive Council decides whether or not to proceed with Site C.

Yours truly,

A handwritten signature in dark ink, appearing to read "Gwen Johansson", with a horizontal line underneath.

Gwen Johansson
Mayor

Cc: BC Government Executive Council Members
BC Opposition Party Leaders
UBCM Membership

Encl.

DRAFT TERMS OF REFERENCE

IN THE MATTER OF the *Utilities Commission Act* (the *Act*)

and

IN THE MATTER OF an Inquiry under Section 5 of the *Act* relating to the Site C Clean Energy Project

BACKGROUND

1. British Columbia Hydro and Power Authority (the “Proponent”) proposes to develop and operate a third dam and hydroelectric generating station on the Peace River in northern British Columbia which would provide up to 1,100 MW of capacity and about 5,100 gigawatt (GWh) of energy each year (the “Project”).
2. The Project is estimated to cost \$7.9 billion which would make it the largest provincial public expenditure of the next 20 years.
3. In August 2013, the federal and provincial governments named a Joint Review Panel (the “Panel”) to conduct an independent and expert assessment of the environmental, economic, social, health, and heritage effects of the Project.
4. The federal/provincial agreement governing environmental assessment of the Project and the terms of reference for the Panel (the “Panel Terms of Reference”) required the Panel to hold a public hearing in order to provide opportunities for timely and meaningful participation of aboriginal groups, the public, governments, the Proponent and other interested groups (the “Participants”) in the assessment of the Project.
5. The Panel Terms of Reference provide that the objective of the public hearing is to provide the Panel with relevant information from Participants, in a fair manner, to enable the Panel to conduct a thorough and timely review of the Project.
6. A public hearing conducted in accordance with the principles of procedural fairness inherently contributes to a full, proper and transparent assessment of the Project.
7. The Panel Terms of Reference require the Panel to consider the economic effects of the Project including:
 - (a) the need for the Project,
 - (b) alternatives to the Project,
 - (c) the economic effects of the Project,
 - (d) the significance of the economic effects of the Project,
 - (e) the value of electricity generated by the Project,
 - (f) initial capital construction cost and operating cost estimates,
 - (g) impacts on government revenue, and

(h) impacts on gross domestic product.

(the “Economic Effects”)

8. The Panel Terms of Reference require the Panel to prepare and deliver a Joint Review Panel Report on the Project (the “Report”) to the federal and provincial government who in turn are required to publish the Report.
9. On May 1st, 2014, the Panel delivered its Report to the federal and provincial government and the Report was published.
10. The Panel did not have the information, analysis, reports, studies, forecasts, and research to fully, properly and transparently assess the Economic Effects of the Project. In its Report the Panel notes:

“The Panel cannot conclude on the likely accuracy of Project cost estimates because it does not have the information, time or resources. This affects all further calculations of unit costs, revenue requirements, and rates.” [Page 280]

“The Panel concludes that, basing a \$7.9 billion Project on a 20-year demand forecast without an explicit 20-year scenario of prices is not good practice. Electricity prices will strongly affect demand, including Liquefied Natural Gas facility demand.” [Page 287]

“The Panel concludes that demand management does not appear to command the same degree of analytic effort as does new supply.” [Page 291]

“The Panel concludes that methodological problems in the weighing and comparison of alternatives render unitized energy costs only generally reliable as a guide to investment...Uncosted attributes such as the ability to follow load, geographical diversity, or the ability to assist with the integration of intermittent sources need more analytic attention.” [Page 298]

“The Panel concludes that a failure to pursue research over the last 30 years into B.C.’s geothermal resources has left BC Hydro without information about a resource that BC Hydro thinks may offer up to 700 megawatts of firm, economic power with low environmental costs.” [Page 299]

“The Panel concludes that the Proponent has not fully demonstrated the need for the Project on the timetable set forth.” [Page 306]

11. As a result, Participants in the Joint Review Panel Public Hearing did not have an opportunity to review key information, analysis, reports, studies, forecasts, and research necessary to a full, proper and transparent assessment of the Economic Effects of the Project.
12. The Panel made several recommendations to address the lack of a full, proper and transparent assessment of the Economic Effects of the Project:

RECOMMENDATION 46

“If it is decided that the Project should proceed, a first step should be the referral of the Project costs and hence unit energy costs and revenue requirements to the BC Utilities Commission for detailed examination.”

RECOMMENDATION 47

“The Panel recommends that BC Hydro construct a reasonable long-term pricing scenario for electricity and its substitutes and update the associated load forecast, including Liquified Natural Gas demand, and that this be exposed for public and Commission comment in a BC Utilities Commission hearing, before construction begins.”

RECOMMENDATION 48

“The Panel recommends, regardless of the decision taken on Site C, that BC Hydro establish and research and development budget for the resource and engineering characterization of geographically diverse renewable resources, conservation techniques, the optimal integration of intermittent and firm sources, and climate-induced changes to hydrology, and that an appropriate allowance in its revenue requirements be approved by the BC Utilities Commission.”

RECOMMENDATION 49

“The Panel recommends that, if Ministers are inclined to proceed, they may wish to consider referring the load forecast and demand side management plan details to the BC Utilities Commission.”

13. Since the Joint Review Panel Report was released on May 1, 2014, Participants including BC Hydro, the BC Ministry of Energy and Mines, other provincial government ministries and agencies, the District of Hudson’s Hope, and Clean Energy BC have prepared, are preparing, or could prepare new information, analysis, reports, studies, forecasts, and research on the Economic Effects of the Project (the “New Material”) in an effort to address the concerns and recommendations of the Joint Review Panel set out in paragraphs 10 and 12 above.
14. However, unlike previous information and analysis on the environmental, economic, social, health, and heritage effects of the Project, this New Material is largely confidential and has not been the subject of independent and expert assessment and a public hearing as the Panel Terms of Reference would have required.
15. On October 14, 2014, the Minister of Environment and the Minister of Forests, Lands and Natural Resource Operations issued an environmental assessment certificate to BC Hydro allowing the Project to proceed, subject to remaining authorizations including that of Executive Council, without addressing how to ensure a full, proper and transparent assessment of the Economic Effects of the project, and without addressing Panel recommendations #46 to #49.

16. Before Executive Council makes a final decision on whether or not to proceed with this \$7.9 billion Project, Executive Council wishes to ensure that New Material is the subject of an independent and expert assessment and a public hearing, and by doing so seeks to ensure that there is a full, proper and transparent assessment of the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
17. Section 5 of the *Act* provides that the Lieutenant Governor in Council may ask the BC Utilities Commission (the "Commission") for advice on any matter, and further that the Lieutenant Governor in Council may specify terms of reference requiring and empowering the Commission to inquire into the matter.

REQUEST FOR ADVICE ON THE PROJECT AND TERMS OF REFERENCE

NOW THEREFORE the Lieutenant Governor in Council requests the advice of the Commission on the Economic Effects of the Project pursuant to subsection 5(1) of the *Act* and specifies the following Terms of Reference for the Commission's inquiry into the Project pursuant to subsection 5(2) of the *Act*:

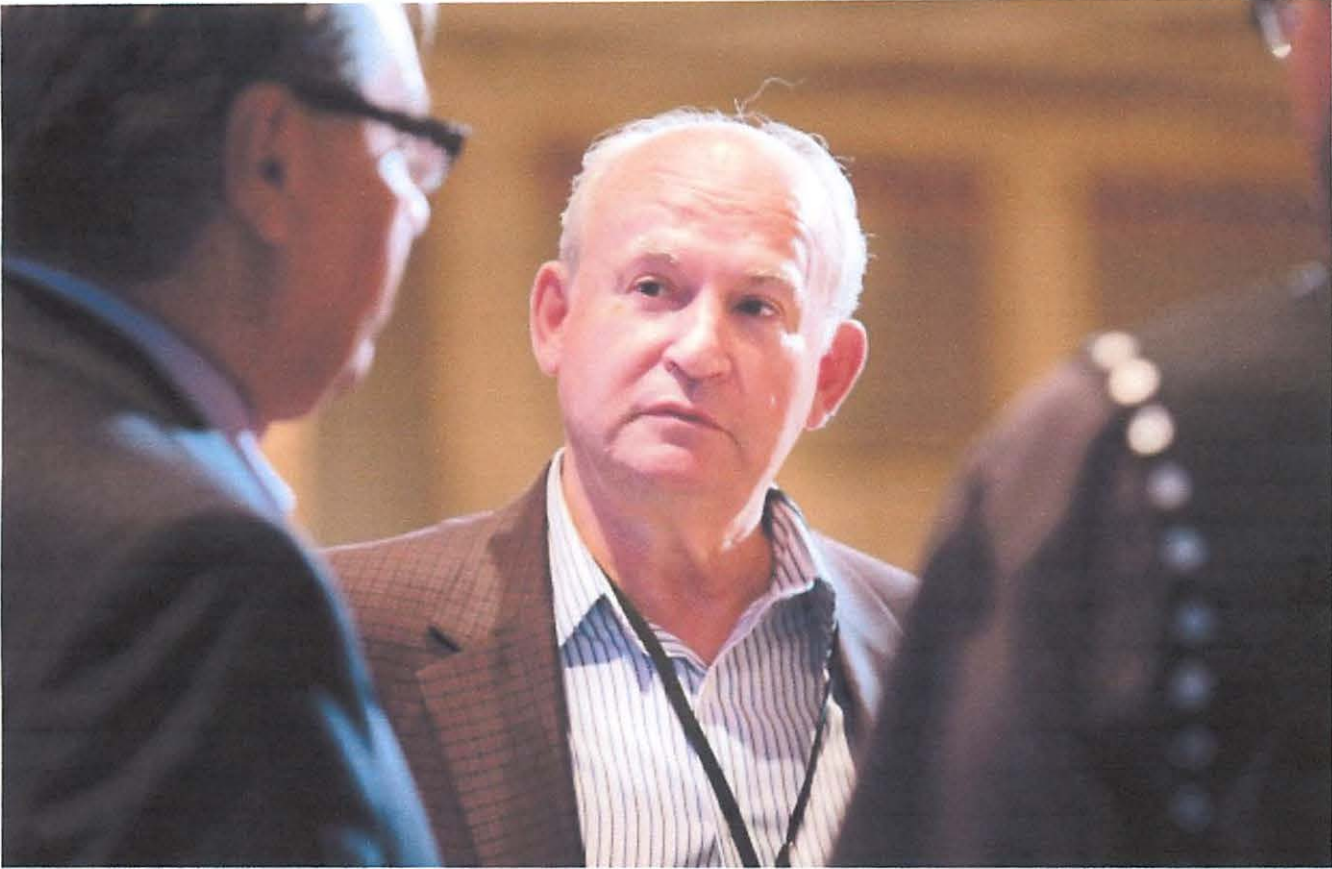
1. The purpose of this inquiry is for the Commission to make an assessment of the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
2. The Commission must hold a public hearing in accordance with standard Commission policy and practice on the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
3. For the purpose of conducting this inquiry and public hearing, the Commission:
 - (a) must invite and consider submissions, evidence and presentations on the Economic Effects of the Project including the New Materias from any interested person, including without limitation, aboriginal groups, the public, governments, the Proponent, other utilities, power producers, ratepayer groups and other interested groups;
 - (b) must hold the public hearing in accordance with the Commission's Public Hearing Guidelines, except that the Commission will make recommendations to the Lieutenant Governor in Council rather than making determinations; and
 - (c) may use all of the powers provided to it under the *Act*.
4. The Commission must prepare a report and recommendations on its assessment of the Economic Effects of the Project, including the results of the public hearing and any implications of its assessment for the Project, BC Hydro ratepayers and BC taxpayers. The report must be provided to the Minister of Energy and Mines by November 30, 2015.
5. The Minister of Energy and Mines must publish the report within 10 days of receipt.

November 18, 2014

Vaughn Palmer: On power, fork in the road is a dam dilemma

Site C vs. independent power producers, debt vs. multi-year contractual obligations

BY VAUGHN PALMER, VANCOUVER SUN COLUMNIST NOVEMBER 28, 2014



Energy Minister Bill Bennett chats with First Nations representatives at the All Chiefs Summit held at the Hotel Vancouver a year ago. First Nations considerations are one of the many factors the B.C. Liberals consider as they ponder green-lighting Site C.

Photograph by: Kim Stallknecht, Vancouver Sun

VICTORIA — As decision day approaches, the B.C. Liberals face two main choices to meet the province's future electricity needs, both controversial.

"I can tell you that we're down now to essentially two options, one of which is Site C and one of which is the independent power project option," Energy Minister Bill Bennett told reporters recently.

The first option would see BC Hydro construct a last-of-its-kind hydroelectric dam at Site C on the Peace River.

The second would entail Hydro contracting with private operators to build smaller-scale power projects — wind, run of river, perhaps biomass and geothermal — that would be scattered around the province.

In disclosing the final two options, Bennett tacitly confirmed that the Liberals have dropped

consideration of building either a new gas-fired generating plant or refurbishing the little-used thermal plant on Burrard Inlet.

December 16, 2014 - VoLB Regular Council Meeting - Page 189 of 198

Each of the two remaining options has its proponents and — no surprise, this being British Columbia — each also raises ferocious objections. Anything one might say on this file is debatable, including this statement.

The pluses for Site C, as the government sees them, are that hydro is the proven method of electrical generation in this province and it provides some of the cheapest rates on the continent. Once the construction cost has been paid out, hydro dams are reliable for the long-term and there's no need to estimate the future cost of fuel, as with a gas-fired plant.

For the Liberals, independent power projects have their good points too. "I don't think there's any issue around the reliability of the independent power industry," Bennett told reporters. "It's a good industry. We're actually very proud to have it. We get 25 per cent of our electricity today in the province from the IPP industry."

The industry, in a recent analysis (the one prepared, then withdrawn by KPMG), cited some other advantages of smaller-scale projects over the all-or-nothing aspect of Site C. IPPs could be phased in over time and spread around the province. Hydro could contract for range of power sources, including unproven-for-B.C. options such as geothermal.

Bennett, for his part, insists that the deciding factor between the two options should be the impact of each on future electricity rates. "We have to make a decision here that will have implications for many, many decades to the people who live in the province, to the businesses that operate here. We have to try to do everything we can to keep rates down, and that's the basis upon which we'll make this choice."

But having seen competing analyses on that score over the years, I doubt there's an indisputable answer to the question raised by Bennett. It all depends on the assumptions one makes going in and going forward.

Besides, other considerations have to be weighed, including the veto-in-all-but-name that First Nations exercise over resource development in this province.

One advantage for independent power involves the emerging role in such projects for First Nations as partners, developers and suppliers of services. By comparison, natives in the Peace River region have mounted a strong legal case that Site C would cause irreparable damage to aboriginal rights, title and interests.

Another factor is the impact on the provincial debt. IPPs don't entail a lot of provincial borrowing. They are underwritten in large measure by long-term contracts, which by verdict of the independent auditor general (applying generally accepted accounting principles) are listed in the public accounts as \$56 billion-and-counting worth of multi-year contractual obligations but not as debt.

December 16, 2014 - VSLB Regular Council Meeting Page 190 of 198

Not so with BC Hydro. Because of the corporation's already hefty debt load, and the government's practice of raiding its accounts for dividends, the giant utility will have to borrow much of what it estimates to be the cost of Site C, namely \$8 billion.

The province is already constrained in how much more it can borrow, according to Finance Minister Mike de Jong. "I don't think we have a lot of room to move at this point," he told me during an interview Thursday on Voice of B.C. on Shaw TV.

"Those rating agencies that assess us increasingly look at other variables and other measures ... The distinction that has historically been made by these agencies between taxpayer-supported debt and the debt incurred by agencies like BC Hydro, which is self-supporting, is beginning to blur in the minds of some of these bodies. So I'm saying we have to be cautious."

Plus if Hydro is green-lighted to borrow billions for Site C, there will be that much less borrowing room for everything else. "It will likely crowd out many other projects," de Jong continued.

Not to say that debt-loading or First Nations will trump all other considerations. Only that when the Liberals say this is one of the toughest and most expensive decisions they've faced, they mean it.

As to timing, Premier Christy Clark told reporters Thursday that BC Hydro, as proponent for Site C, is pressing for a "yes" by the end of the year in order to take full advantage of the 2015 construction season.

But she also left open the possibility that the decision, being contentious, could spill over into next year.

vpalmer@vancouversun.com

[Click here to report a typo](#) or visit vancouversun.com/typo.

Is there more to this story? We'd like to hear from you about this or any other stories you think we should know about. [CLICK HERE](#) or go to vancouversun.com/moretothestory

Shawna Gilroy

From: Lions Bay Reception
Sent: November-07-14 2:44 PM
To: Agenda
Subject: FW: Thanks

For Incoming Correspondence

Susan Loutet - Administrative Assistant
reception@lionsbay.ca

The Village of Lions Bay
Municipal Services Team
400 Centre Road Box 141
Lions Bay BC V0N 2E0 Canada
Phone: 604-921-9333 x100
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-----Original Message-----

From: Greg Smith [mailto:gregsmith11@me.com]
Sent: Friday, November 07, 2014 2:46 PM
To: Lions Bay Reception
Subject: Thanks

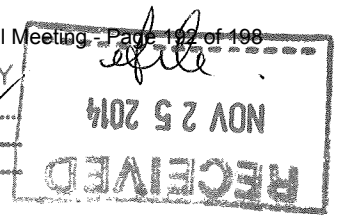
Hi- Please thank the staff and Council very much for their efforts.

We really appreciate it.

Sincerely,

Pat and Greg Smith

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



To Mayor and Council

Congratulations to one and all,

Some years ago when Max Wyman was the Mayor i asked through the council to be given permission to collect and plant daffodils for the village. The idea was adopted and we chose a very prominent and focal point. It was the bank that falls from the village hall to the road from the fire hydrant to the gate of Margery Meadows. The land was cleared and daffodils were planted, unfortunately this bank is no longer an attraction summer or winter. The bulbs have naturalized, increased in volume, and forced their way through but are a sorry sight from what they could be. Of course much work has been carried out around the village and it is a constant battle for the hard working crews and hard to prevent some areas from falling a little behind.

If given a free range and approved by council I am willing to take over this area. In the spring time it will be a mass of daffodils and through the year rows of lavender, nothing else. Once the hard graft is finished little upkeep will be required and in any case i shall see to that. It is an ideal spot for lavender, sun all day and good drainage. They like lime which i shall give them but the ivy, which is everywhere, does not so that problem is solved.

Kind thoughts,

K.W.Miskin.

Handwritten signature of K.W. Miskin.

Shawna Gilroy

From: Lions Bay Reception
Sent: November-24-14 9:41 AM
To: Agenda
Subject: FW: Community Centre Repairs and Update

For Incoming Correspondence

Susan Loutet - Administrative Assistant
reception@lionsbay.ca

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

From: Louis Peterson [mailto:lpeterso@sfu.ca]

Sent: Friday, November 21, 2014 10:29 PM

To: Village of Lions Bay

Cc: Brenda Broughton; Scott Ando; Fred Bain; Ron McLaughlin; Joanne Ronsley; Karl Buhr; Jim Hughes; Helen Waterson; ED LANGFORD; langford5; Marek Sredzki; EGerlach@bearmountain.ca; Heather Mossakowski

Subject: Re: Community Centre Repairs and Update

Following from Grant McRadu's recent note to the community, I hope that residents can be provided with a clear description of the actual status of the Community Centre. I would expect that everyone concerned about the safety of our public facilities and the well being of the public would agree with me. While I understand that much was omitted from the original concept due to under budgeting, the updates should at least have made the building somewhat safer.

For the benefit of future plans and planners, including future Councils, and to avoid future confusion, which Building Code does the building in fact meet? Does it address any of the "green initiatives" that were to be a public example? In what way will it be better for user groups? And what was omitted from the original list of deliverables?

Unfortunately my "Jewel in the Crown" concept was even further out of reach.

Louis.

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

From: Village of Lions Bay <epost@lionsbay.ca>

Sent: Thu, 20 Nov 2014 12:28:31 -0800 (PST)

Subject: Community Centre Repairs and Update

Recently, I have been asked by a resident about the comments attributed to Councilor Ando in which he speaks about his personal concerns regarding the Community Centre. I hope the following information will help to put the work on the Community Centre Repairs and Update into perspective.

The Municipality of the Village of Lions Bay issues Building Permits when the Structural and Geotechnical Engineers have provided the required drawings, documents and Letters of Assurance. The Village engaged two registered professional engineering firms who signed and affixed their professional engineering seals according to the practice and laws of the Association of Professional Engineers and Geoscientists of British Columbia Association and the applicable requirements and by-laws of the Village of Lions Bay. The Village is entitled to rely on these professional seals and it is common practice for local governments to do so in construction projects. If members of the public wish to review the structural drawings and letters of assurance, please contact the Village Office to set up an appointment.

As most residents in the Village know, throughout the initial iterations of the Community Center and the resultant repair work for the Community Centre, there were numerous ideas, designs and opinions offered as to what work the Community Centre ought to be and what ought to be in the Community Centre. However, it needs to be clearly stated that from the very beginning of the Repair and Upgrade phase of this project, the three goals were to:

1. make the building safer;
2. increase the life expectancy of the buildings; and 3. keep the costs within a realistic and affordable budget and within the Council approved Scope Ladder.

The Village believes that each of the three goals has been achieved. To ensure the building was made safer, the Village hired competent, qualified, and experienced engineering firms who carried out seismic upgrades. To extend the life of the Building, the Village hired an experienced Project Manager. To ensure the project was both cost effective and within the Council approved budget Council, staff and the Project Manager kept a tight rein on all expenditures and ensured that only experienced and industry respected building firms were hired.

The Community Center has historically been the heart of Lions Bay. The Community Centre Repairs and Upgrade project is an affordable retrofit that is now safer and has been renewed to serve the Village of Lions Bay for an additional 25 - 30 years.

I hope you the residents of Lions Bay will embrace the updated Hall and once again make it the heart of Lions Bay.

For further information regarding the Community Centre Update and Renovations, please refer to the Village of Lions Bay web page: <http://www.lionsbay.ca/Home.html> - Community Centre Renewal.

Grant McRadu
Interim Chief Administrative Officer

admin@lionsbay.ca<<mailto:reception@lionsbay.ca>>

The Village of Lions Bay

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Intentionally Blank

Mandy Koonts

From: Tinaker@aol.com
Sent: Monday, December 08, 2014 12:35 AM
To: Mandy Koonts; Mandy Koonts
Subject: Lions Bay's Christmas Caroling Request for Hall Usage
Attachments: MagicalChristmasPoster2013-Epost.pdf

Hi Mandy,

Could you please forward the following request to the next Council meeting - December 16, 2014.

My name is Tina Schneider and I'm one of the volunteer organizers that create "The Magical Christmas Carol Singing" evening for the Village." This event is run by a small group of volunteers, with a zero budget, and is open to the entire Village to join in the evening festivities, free of charge.

Singing Christmas carols in the Village is a decades old tradition, but in recent years we have been trying to encourage all age groups to attend - from young families with children, couples, singles and the elderly and leaving them each year with a memorable experience. It is very well received.

We try to do different locations - outside - in different parks found in the Village or inside the Hall depending on the weather. We want residents to see Lions Bay has a lot to offer. We do not like to use the same outside location twice in a row and Kelvin Grove is still closed off.

Because of the unpredictable weather at this time of the year and we use our own personal valuable equipment and have newly printed carolling books, it is difficult to have a Christmas Caroling event held always outside.

We would like to ask the Council if we may use the Hall on Sunday, December 21, 2014 to facilitate our event.

We have used the Hall in the past and have had the fees waived by previous administrations.

We ask this new Council to do the same and waive all the fees that are associated with holding our Christmas Caroling event in the Community Hall.

Our Time Schedule:

Set up 1:00-3:00pm

Event - 4:00 - 5:30pm

Clean up 5:30 to 6:30pm

Attached please find a sample copy of last years Christmas Carolling at Wade Park advertisement.

Thank you.

Regards,

Tina Schneider

Lions Bay Caroling Team, Organizer

Phone#(604)921-7375

Tinaker@aol.com

'A Magical Christmas at Wade Park'

~ An Enchanted Lions Bay Musical Sing Along ~

Presented by the Lions Bay Caroling Team



Time:

Sunday December 22, 2013
4:00 - 5:30 pm



Place:

Wade Park on Isleview Place
(weather permitting - poster will update)



Volunteers / Info: Tina S. - tinaker@aol.com



We Provide: Song Sheets, Goodies, and Cheer
You Bring: Flashlights and proper footwear to wear.

Food: Provided courtesy of L.B. Arts Council

We Suggest: Your dog(s) is waiting for you at home.

Walk or Park away (Limited Parking).
Girl Guides will be selling Lanterns by
donation for the Food Bank.



Sponsored by The Lions Bay Arts Council

