



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JUNE 16, 2015 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Adoption of Minutes**
 - A. June 2, 2015 – Regular Council Meeting (Page 3)
- 6. Business Arising from the Minutes**
 - A. Action Items Report (Page 8)
- 7. Unfinished Business**
 - A. Canada Day (Page 11)
 - B. Hall Storage
- 8. Reports**
 - A. Chief Administrative Officer
 - B. Mayor and Council
 - i. National Health and Fitness Day & Community Engagement (Page 13)
 - C. Committees
 - i. Tree Application #59 (Page 15)
 - D. Staff
 - i. Rock Wall Remediation (Page 17)
 - ii. Lions Bay Beach Park Rock Removal (Page 19)
 - iii. Tree Assessment (Page 29)
 - iv. Public Works Manager Report (Page 49)
 - E. Emergency Services Reports (Page 53)
- 9. Resolutions**
- 10. Bylaws**
 - A. Officers Bylaw No. 494 – Adoption (Page 57)
 - B. Council Procedures Bylaw 2015 No. 476 (Page 61)
 - C. Official Community Plan Amendment Bylaw No. 493 – Schedule a Public Hearing

Agenda – Regular Meeting of Council – June 16, 2015

Village of Lions Bay

Page 2 of 2

11. Correspondence

- A. List of Correspondence to June 10, 2015 (Page 87)

12. New Business

- A. Wildlife Working Group (Page 109)
- B. Long Term Community Service Award/Long Term Achievement Award
- C. Water Conservation

13. Public Questions & Comments

14. Resolution to Close Meeting

BE IT RESOLVED THAT the Village of Lions Bay Council does close the June 16, 2015 Regular Council Meeting to the public on the basis of matters to be considered under the following section(s) of the *Community Charter*:

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

- c) labour relations or other employee relations;
- l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

15. Reporting Out from Closed Session

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, JUNE 2, 2015 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin
Councillor Helen Waterson
Chief Financial Officer Pamela Rooke
Public Works Manager Nikii Hoglund
Accounting Clerk Hayley Cook
Office Coordinator Shawna Gilroy (Recorder)

Attendees in Gallery: 6

1. Call to Order

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

2. Approval of Agenda

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the June 2, 2015 Regular Council meeting, as submitted.

CARRIED

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council rescind the previous motion to approve the agenda.

CARRIED

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the June 2, 2015 Regular Council Meeting with the following additions:

- 7E – Unfinished Business – Lions Bay Fitness Day Challenge
- 7F – Unfinished Business – I Love Lions Bay Photo Contest
- 8D – Staff Reports – this was changed to be discussed before 8A; 8i and 8ii were also reversed. The order will then resume as presented.

- 12C – New Business – Canada Day Liquor License at Lions Bay Beach
- 12D – New Business – Rain Barrels

CARRIED

3. Public Participation

A. Mr. Kambiz Azordegan

Mr. Azordegan expressed his concerns around parking fines being too low and having no after-hours bylaw officer.

4. Delegations

There were no delegations.

5. Adoption of Minutes

The following items were amended:

- 8Bi – change “and thanked to” to say “and thanked the”.
- Items 3, 4 and 6 – write the word “none” to show there was no discussion.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the May 19, 2015 Regular Council meeting, as amended.

CARRIED

6. Business Arising from the Minutes

A. Action Items Report

The action items were discussed from the previous meeting; the following new actions arose from the discussion:

ACTION: Ms. Hoglund to find out if lead based paint is unsafe to touch with wet hands.

ACTION: Building Inspector, Dave Butler, to inspect the structural integrity of Lions Bay Beach Washrooms and report back to Council via a ½ page report with his opinion on whether to repair or replace the building.

ACTION: Councillor Waterson and/or Mayor Buhr to research the Bear Smart Committee requirements.

7. Unfinished Business

A. Key Performance Indicators Discussion

Mayor Buhr presented his KPI suggestions.

B. Updated Council Priority List

Mayor Buhr briefed Council on the status of the Council Priority List; it will be published by the end of the week.

C. Lions Bay Beach Update

This item was brought up during a previous discussion and the update was satisfied.

D. Volunteer Day

Mayor Buhr discussed Volunteer Day and suggested taking a poll for volunteers from the Village.

E. Lions Bay Fitness Day Challenge

Councillor Waterson reminded Council to attend the Fitness Day Challenge on Saturday, June 6th from 12-3pm.

F. I Love Lions Bay Photo Contest

Councillor Waterson updated Council on the voting portion of the I Love Lions Bay Photo Contest; the winners were chosen and will be announced at the Lions Bay Fitness Day Challenge on June 6th.

ACTION: Mayor Buhr to write a thank you letter to the photo contest sponsors.

8. Reports

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of June 2, 2015, as submitted.

CARRIED

A. CAO

Council reviewed the CAO transition report.

B. Mayor and Council

There was nothing to report.

C. Committees

i. Board of Variance – May 14, 2015 Signed Meeting Minutes

Council reviewed the Board of Variance Meeting Minutes from their May 14, 2015 meeting.

D. Staff

i. Manager of Public Works

Ms. Hoglund discussed the punch-list report and updated Council on what has been completed.

Ms. Hoglund was excused from the meeting at 8:17 p.m.

ii. Finance Report – Update on Disaster Funding

CFO Rooke presented the Finance Report which addressed the funding shortfall related to the two debris slides in 2014.

9. Resolutions

There were no resolutions.

10. Bylaws

A. Bylaw Enforcement Amendment Bylaw No. 492 - Adoption

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts Bylaw Enforcement Amendment Bylaw No. 492.

CARRIED

B. Official Community Plan Amendment Bylaw No. 493 – First and Second Reading

Staff and Council had several minor changes which are to be sent to Mayor Buhr, who will update the original version before Third Reading.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council passes first and second reading of Official Community Plan Amendment Bylaw No. 493;

AND THAT staff facilitate a public hearing prior to third reading, pursuant to section 890 of the Local Government Act.

CARRIED

C. Council Procedures Bylaw No. 476 – Third Reading

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council tabled third reading of Council Procedures Bylaw No. 476;

OPPOSED

Moved/Seconded

BE IT RESOLVED that the Village of Lions Bay Council adopts Council Procedures Bylaw No. 476, as amended to stipulate that meetings be held on the first and third Tuesday's of every month, rather than the first alone.

CARRIED

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council rescinds the adoption of Council Procedures Bylaw No. 476.

CARRIED

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay council approves third reading of Council Procedures Bylaw No. 476, as amended to stipulate that meetings be held on the first and third Tuesday's of every month, rather than the first alone.

CARRIED

D. Officers Bylaw No. 494 – First, Second and Third Reading

The font is to be changed to Calibri to retain consistency with all updated bylaws.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council passes first, second and third reading of Officers Bylaw No. 494.

CARRIED

11. Correspondence

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the list of Correspondence to May 27, 2015.

CARRIED

12. New Business

A. Community Container

Council discussed locations within the Village where the Community Container could be placed.

B. CAO Hiring Committee – Terms of Reference (TOR)

Council discussed the details of the CAO Hiring Committee. Members of the public who were chosen to be a part of the selected committee will be subject to the same terms and conditions of the TOR and must sign a Non-Disclosure Agreement (NDA).

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopted the CAO Hiring Committee – Terms of Reference, as amended.

WHEREAS by the authority of Community Charter S.142, Council on June 2, 2015 strikes a Select Committee for the purpose of managing the search for and vetting of a permanent CAO for the Village of Lions Bay, and recommending suitable candidates to Council. The Committee is chaired by the Mayor and comprises one further Councillor (Helen Waterson), two members of staff (Pam Rooke and Nikii Hoglund), and two residents (Pieter Dorsman and Andrew Oliver).

CARRIED

C. Canada Day Liquor License at Lions Bay Beach

Councillor McLaughlin discussed the terms of the liquor license in order to host a beer garden at Lions Bay Beach on Canada Day.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council grants the approval of the establishment of the beer garden by the Events Committee between 12:00 p.m. and 4:00 p.m. on Canada Day.

CARRIED

D. Rain Barrels

This item was deferred.

13. Public Questions & CommentsA. Mr. Wilke

Mr. Wilke made a suggestion regarding the pipe on Oceanview Road.

14. Closed Resolution

Section [c] and [m] of the Community Charter were added to the Closed Resolution.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the June 2, 2015 Regular Council Meeting to the public at 9:38 p.m. on the basis of matters to be considered under the following section of the *Community Charter*:

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

- c) labour relations or other employee relations;
- g) litigation or potential litigation affecting the municipality;
- l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED**15. Reporting Out**

Council will be providing their updates and inputs of the 2014 Annual Report to staff by the June 16, 2015 Regular Council Meeting.

16. Adjournment

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the June 2, 2015 Regular Council meeting at 10:43 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	Business Arising from Minutes – Action Items Carried Over from Previous Meetings			
Author	S. Gilroy	Reviewed By:		
Date	June 5, 2015		Version	
Issued for	June 16, 2015 Regular Council Meeting			

For Council's review, these are the action items carried over from previous Council meetings. Note, this list does not include action items from the immediately preceding meeting which are contained in the DRAFT minutes of this Council package.

Meeting Date	Action Item Details
May 5, 2015	<i>8Di – Manager of Public Works Report</i> Ms. Hoglund to send the Village tree-cutting report to Mayor Buhr in order for him to follow up with a resident.
May 5, 2015	<i>10A – Council Procedures Bylaw No. 476</i> CAO Giesbrecht to prepare suggested updates in time for the bylaw to receive third reading at the May 19, 2015 Regular Council Meeting.
May 19, 2015	<i>11 – Correspondence</i> Mayor Buhr to respond to "R1 – 5 Year Plan".
May 19, 2015	<i>11 – Correspondence</i> Mayor Buhr to respond to "R2 – Kelvin Grove Beach Concerns".
May 19, 2015	<i>12A – Lions Bay Beach Washrooms</i> Mayor Buhr to inquire with TransLink regarding "R3 – Lions Bay Beach Washrooms" about the possible parking tax at the CN lot.
May 19, 2015	<i>12C – Parking in the Village</i> Mayor Buhr to draft text in the Weekly Village News to ask for the resident's feedback on parking signage, sent to feedback@lionsbay.ca (and will run the text by Council first)

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From: [Helen Waterson](#)
To: [Agenda](#)
Subject: Fwd: Canada Day
Date: Thursday, June 11, 2015 7:42:58 AM

Begin forwarded message:

From: Kate Pratt <[REDACTED]>
To: Helen Waterson <councillor.waterson@lionsbay.ca>
Subject: RE: Canada Day
Date: 10 June, 2015 9:20:54 pm GMT-7

Hi Helen,

I hope you are off some place fun :)

I just went through that list that [REDACTED] had sent from last year. I think since it is half a 'civic' event and half an entertainment event, it would be great if the office could help with the civic side of things.

This would include:

inviting a Mountie, dressed in attire from the Squamish RCMP

invite the Fire Dept for them to attend

invite the dignitaries- Mayor and Council, MP & MLA (I'm not sure if we have always invited both to attend?)

confirming which awards will be handed out (scholarship, Citizen of the Year, others?)

I'm happy to do the first two if that will make things easier, but the last two seem better handled through the office. I trust that the actual plaques they hand out as the awards are at the office? And they have them engraved? As I've never seen any notes about that.

I'm happy to contact the office for these things, or maybe be in touch with Karl, if that makes more sense? Let me know what you think.

I will definitely be in touch with [REDACTED] and ask her for some help as well. Thanks very much for the introduction :)

Thanks,
Kate

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	2015 National Health and Fitness Day & Community Engagement			
Author	H. Waterson	Reviewed By:		
Date	June 11, 2015		Version	
Issued for	June 16, 2015 Regular Council Meeting			

1. Recommendation

That Council receives this report for discussion and consideration.

2. Background

On June 6, a group of volunteers and myself helped to organize the LB's Fitness Day Challenge. The Trailblazers as well as three firefighters volunteered their Saturday morning to help with the event. Ian Grant helped organize a fun family Yoga Challenge. We had over 20 volunteers contributing their time and efforts to this event.

Although the day was enjoyed by those that did turn out, the resident participation was disappointing, especially considering the effort that was put into this event. I believe that we had a turn-out of 16 residents, as well as our MP, John Weston.

3. Discussion

I would suggest that for Council approved events, that Council contribute funds to assist in the promotion of the events. This could be in the form of street signs or direct mailers. Budget could be kept to a cap of \$200, and would go through formal approval during the event planning stage.

It would also be recommended that the Council team make best efforts to be role models by supporting and promoting community engagement and to attend these events.

For Council's consideration.

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From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Tree Application #59
Date: Thursday, May 28, 2015 2:44:13 PM
Attachments: [#59 application Gatto.pdf](#)
[ATT00001.txt](#)

For Council Approval.

-----Original Message-----

From: Helen & Simon Waterson [REDACTED]
Sent: Monday, May 25, 2015 9:08 PM
To: Lions Bay Reception
Cc: Mandy Giesbrecht
Subject: Tree Application #59

Dear Fran/Susan

Please find attached the site visit result for the above mentioned application. Please ensure that the response to Mr Gatto includes the “no cutting until” sentence.

Cheers

Simon

To: Mayor and Council
Cc: Mandy Giesbrecht
From: Simon Waterson
Sent: May 25th 2015
Subject: Tree Application # 59 Morgan Gatto

Application Approved – subject to council agreement

The Tree committee met and comprised of Ron McLaughlin, Harold Gienger and Simon Waterson.

Application to cut one tree down has been approved, subject to council approval.

The tree should be cut down completely and all debris be removed.

Simon Waterson

Simon Waterson
Chair. Tree Committee



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – Lions Bay Beach Park Rock Wall Remediation Works		
Author	N. Hoglund	Reviewed By:	
Date	June 8, 2015	Version	-
Issued for	June 15, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

1. Department of Fisheries response letter dated June 2, 2015

3. BACKGROUND

Further to the Manager, Public Works and Chief Administrative Officer's report entitled "Infrastructure Committee Recommendation Report – Lions Bay Beach Park Retaining Wall Remediation" dated April 2, 2015; liaison with the Department of Fisheries and Oceans (DFO) has been completed. DFO have authorized the mitigation works to go ahead, with a start date of no sooner than August 16, 2015.

These works will be finalized and scheduled accordingly.

4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.



Fisheries and Oceans
Canada

Pêches et Océans
Canada

200-401 Burrard Street
Vancouver, BC V6C 3S4

June 2, 2015

Your file Votre référence

Our file Notre référence
15-HPAC-00483

Nikii Hoglund
Village of Lions Bay - Public Works and Services
400 Centre Road
Lions Bay, BC V0N 2E0

Dear Ms. Hoglund:

Subject: Serious harm to fish can be avoided or mitigated

The Fisheries Protection Program (the Program) of Fisheries and Oceans Canada received your proposal on May 12, 2015.

Based on the information provided, your proposal has been identified as a project where a *Fisheries Act* authorization is not required given that serious harm to fish can be avoided by following standard measures. Proposals in this category are not considered to need an authorization from the Program under the *Fisheries Act* in order to proceed. In order to comply with the Act, it is recommended that you follow our guidance tools which can be found at the following website (<http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/index-eng.html>). It remains your responsibility to meet the other requirements of federal, provincial and municipal agencies.

Should your plans change or if you have omitted some information in your proposal such that your proposal meets the criteria for a site specific review, as described on our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>), you should complete and submit the request for review form that is also available on the website.

Should you have any questions or concerns about the compliance of your proposal with the *Fisheries Act* and those prohibitions of the *Species at Risk Act* that apply to listed aquatic species*, you may wish to engage an environmental professional familiar with measures to avoid impacts to fish and fish habitat (<http://www.dfo-mpo.gc.ca/pnw-ppe/env-pro-eng.html>).

Yours sincerely,



Michael Engelsjord, Team Leader
Ecosystem Management Branch

*Those sections most relevant to the review of development proposals include 20 and 35 of the *Fisheries Act* and sections 32, 33 and 58 of the *Species at Risk Act*. For more information please visit www.dfo-mpo.gc.ca.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Council Report – Lions Bay Beach Park Rock Removal		
Author	N. Hoglund	Reviewed By:	
Date	June 8, 2015	Version	-
Issued for	June 15, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information; and

THAT Council direct Staff to undertake either Option 1 or Option 2 noted in this report

2. ATTACHMENTS

1. Department of Fisheries and Oceans' response for further information email to the Manager, Public Works dated May 20, 2015 with file number 15-HPAC-00479
2. Department of Fisheries and Oceans' response for further information letter sent to the Village dated September 22, 2005

3. BACKGROUND

Further to the Manager, Public Works' report entitled "Information Report – Rock Removal, Lions Bay Beach Park Project" dated April 27, 2015; liaison with the Department of Fisheries and Oceans (DFO) has progressed. DFO have not authorized this project to commence to date, pending additional information requirements. As per the attached email, the information required is considerable, and will require the expertise of a Qualified Environmental Professional, as no in-house expertise exists.

Staff have located a previous DFO Response to a project with almost identical parameters in 2005, with similar results – the DFO indicated that the works and undertakings likely associated with the project have the potential to result in adverse environmental effects, including the harmful alteration, disruption, and destruction of fish habitat. There are no records on file that indicate the Village pursued the project once the attached letter was received.

4. DISCUSSION

Given this new information, Council may decide on one of two potential options:

Option 1

Council may direct Staff to not pursue this project further. Staff will follow up with DFO and advise that the project is withdrawn. There would be no financial implications associated with this option.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Option 2

Council direct Staff to hire a Qualified Environmental Professional (QEP) to assess Lions Bay Beach Park's ocean frontage and provide the further information that DFO is requesting. It is uncertain whether the information provided within that assessment would help or hinder the Village's chances of this project being approved by DFO. Hourly rates for a QEP can range from \$55 to \$120/hr – it is also uncertain at the time of writing this report how many hours, and what level of QEP will need to be hired by the Village to provide this required further information to DFO.

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.

From: [Gulbransen, Christina](#)
To: [Public Works](#); [Nikki Hoglund](#)
Subject: 15-HPAC-00479 DFO Request for Review: Beach Rock Removal Works, Lions Bay
Date: Wednesday, May 20, 2015 12:06:13 PM

Hi Nikki,

My supervisor has determined that additional information is required in order for DFO to complete a review of your project.

Please refer to the Guidance on Submitting a Request for Review (provided in the request for review form).

Section B: Description of Project

Please refer to the Guidance on

Submitting a Request for Review and provide the following clarifications:

- 1) Clarify the purpose of the rock removal project.
- 2) Will you remove all individual rocks >six inches in dimension located on the beach surface?
Are you planning on sifting through sand to find additional rocks or removing embedded rocks?
- 3) Are the majority of the rocks to be removed located in the high intertidal? Provide a project drawing or describe the location of the rocks to be removed relative to the HWM.
- 4) What are you planning to do with the removed rocks? Will they be disposed of offsite?

Section D: Description of the Aquatic Environment

Please refer to the Guidance on Submitting a Request for Review.

For example, please provide fish and fish habitat information such as waterbody type, substrate characterization, aquatic and riparian vegetation, fish species and life stages known to occur onsite.

Please clarify if this is a natural or man-made sandy beach? If man-made, when was the beach first constructed? Describe any annual beach maintenance activities.

Section E: Potential Effects of the Proposed Project

Please refer to the Guidance on Submitting a Request for Review.

For example, identify fish species present, the type of fish habitat to be lost or affected including any changes to fish habitat function and the potential for fish mortality as a result of project works.

You might consider hiring a Qualified Environmental Professional to assist you in completing the request for review form, if needed.

Please let me know if you have any questions.

Thank-you,

Christina Gulbransen, MSc
Fisheries Protection Biologist
Fisheries Protection Program
200 - 401 Burrard Street, Vancouver BC V6C 3S4

Fisheries and Oceans Canada
Government of Canada
Projects Near Water website:
www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html

From: Public Works [mailto:works@lionsbay.ca]
Sent: 2015-May-12 9:51 AM
To: XPAC Referrals Pacific
Subject: requests for review - lions bay

Good morning,

Attached, please find 2 requests for review for proposed work directed by Council that are located at Lions Bay Beach Park, on a Howe Sound beachfront. Picture files are also attached. The self-assessment was completed prior to these submittals.

Kind regards, Nikii

Nikii Hoglund
Public Works Manager

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9833 | Fax: (604) 921-6643

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Fisheries and Oceans
Canada
100 Annacis Parkway, Unit 3
Annacis Island
Delta, B.C.
V3M 6A2

Pêches et Océans
Canada

For Your Information

Smith/Jo

September 22, 2005

DFO File No. 5300-02-L-02-05-01

Village of Lions Bay
P.O. Box 141
400 Centre Bay Road
Lions Bay, B.C.
V0N 2E0

Attention: Lori Pilon
Administrator

Dear Sirs and Mesdames:

**Re: Village of Lions Bay
Works and Activities involving Foreshore
Lions Bay; Howe Sound
Interim Response – Request for Information**

Reference is made to the following document that relates to the subject:

- The August 8, 2005 letter from the Village of Lions Bay to Fishery Officer Dave Loop, Fisheries and Oceans Canada ("DFO").

To facilitate future correspondence or inquiries, please refer to the following file numbers and referral title when contacting DFO regarding the subject project:

DFO Habitat and Enhancement File No.: 5300-02-L-02-05-01

DFO HRTS File No.: 05-HPAC-PA2-000-000337

Referral Title: Village of Lions Bay
Works and Activities involving Foreshore

We note that your August 8, 2005 letter was sent to the attention of a DFO Fishery Officer at our Conservation and Protection Branch ("C&P") Squamish Office. In general, fishery officers and C&P do not review proposed works and activities. The DFO review of proposed works and activities falls to our Habitat and Enhancement Branch ("HEB"). Lions Bay is within the geographical area of this office - the HEB Lower Fraser Area. C&P provided this office with your letter on September 19, 2005.

Project description

From the referenced document DFO understands as follows:

- The Village of Lions Bay is proposing to carry out works and activities on intertidal foreshore at a number of sites along the shore of Howe Sound that front backshore upland within the village boundaries.
- Works and activities would include moving rocks, logs, and accumulated debris.

The aquatic environment of Howe Sound in the vicinity of the Village of Lions Bay is productive and sensitive fish habitat. This includes the waters, subtidal seabed, intertidal foreshore, and backshore upland and backshore upland vegetation adjacent to these features. In addition, the waters of Howe Sound, including the vicinity of the Village of Lions Bay, are frequented by fish, notably Pacific salmon species and other species of recreational and commercial value.

Our initial review of the documentation provided to date, along with other information, indicates that works and undertakings that might be associated with the proposed project have the potential to result in adverse environmental effects, including the harmful alteration, disruption, and destruction of fish habitat ("HADD"), and the deposit of deleterious substances to waters frequented by fish.

Any project involving HADD requires formal authorization by DFO pursuant to section 35(2) of the *Fisheries Act* if the project is to proceed. Any person who causes HADD without valid authorization pursuant to section 35(2) of the *Fisheries Act* is in contravention of the *Fisheries Act*. Similarly, section 36(3) of the *Fisheries Act* prohibits the deposit or release of a deleterious substance of any type to waters frequented by fish.

Your submission lacks information and details that DFO will require in order to carry out a proper review and assessment of the proposed project.

For your reference, in appendix A of this letter we have attached a general outline of the information that DFO requires in order to carry out a proper review and assessment of the proposed project. Should you wish DFO to provide further comment on the subject project, please provide us with the information identified in appendix A. You should also provide us with any additional technical or site specific information that might be relevant to the subject project.

Once DFO has received the information we have identified in appendix A, DFO will be in a position to proceed with our review and assessment of the subject project.

It should be noted that the information requirements identified in appendix A of this letter might not be all inclusive; they are intended to provide guidance on what information DFO requires to facilitate further assessment of the proposed project. It is possible that additional information may be required following receipt and review of the requested information, particularly if the proposed project requires formal DFO authorisation pursuant to the

Fisheries Act, and assessment and screening pursuant to the *Canadian Environmental Assessment Act (CEAA)*.

Further, this letter is valid only with respect to the mandate of DFO pursuant to the *Fisheries Act*, and for no other purposes. It does not purport to release the project proponent from any obligation to obtain permission from or to comply with the requirements of any other regulatory agency. The project proponent is responsible to ensure that the requirements of all other regulatory agencies are met.

If the project has been changed such that the referenced submission no longer accurately reflects the project, or if our understanding of the project as described in this letter is incorrect or incomplete, please contact DFO to review this matter.

Should you have any questions regarding this letter, or should you wish to discuss this matter further, please contact Bruce Clark of this office by telephone at 604-666-6140, or by facsimile transmission at 604-666-6627.

Sincerely,

Fisheries and Oceans Canada



Bruce A. Clark
Biologist
Habitat and Enhancement
Lower Fraser Area

p.c. Squamish Nation; Chief and Council
Squamish Nation; Sekyu Siyam - Chief Ian Campbell
Squamish Nation; Randall Lewis
Land and Water British Columbia Inc.; Julia Berardinucci
British Columbia Ministry of Environment; Brian Clark
Transport Canada Navigable Waters Protection Division; Jim Schellenberg
Environment Canada; Vivian Au
DFO Conservation and Protection; Field Supervisor, Squamish Field Office
DFO Habitat and Enhancement; Dave Nanson, Howe Sound/Squamish

Appendix A

Standard Information that DFO requires in order to carry out a proper environmental assessment of the subject project:

1. Confirmation that that appropriate consultation has been carried out with those First Nations with an interest in this matter, and the interests of First Nations have been appropriately accommodated with respect to this matter. Squamish Nation has identified the project site as within its traditional territory. Should the Village of Lions Bay wish to contact Squamish Nation, we suggest you contact Chief Ian Campbell (tel. 604-980-4553) and or Randall Lewis (tel. 604-892-5166).
2. A detailed project description, including the specifics of all proposed works and activities, and the rationale for the project.
3. Detailed empirical biological and physical ("biophysical") information describing all areas that would be potentially affected by the proposed works and activities, including subtidal seabed, intertidal foreshore, and adjacent backshore upland. Required biophysical information includes:
 - a) Physical features, including the nature and extent of surficial materials (e.g., mud, sand, gravel, cobble, boulder, bedrock).
 - b) Biological features, including the nature and extent of upland vegetation associated with the shore at the site, and aggregations and communities of marine macro-organisms, including marine vegetation, associated with the intertidal foreshore and subtidal areas, particularly the seabed and intertidal foreshore that would lie under piers, ramps, floats, and anchors. Marine organisms of interest include, but are not necessarily limited to barnacles, mussels, seaweeds, clams, and eelgrass.
 - c) Present elevations of biological and physical features relative to tide height (i.e., chart datum). Elevations should be based on empirical data gathered from in-the-field measurement at the project sites.
4. Details of the methods that would be used to carry out the project. Documentation of methods and materials should include all aspects of the project, and should include information on what type of equipment would be used (e.g., excavator, derrick and clamshell, tow boat), where the equipment would be located during the course of work (e.g., on upland, within the footprint of the works, barge based), where materials will be stockpiled (e.g., upland, within footprint of works, on barge), in-water work, work in the dry, timing of work, especially with respect to the March 1 – August 15 period of heightened sensitivity with respect to fisheries resources, etc..
5. Details of the site-specific mitigatory measures that will be employed to avoid and mitigate potential adverse environmental effects that might result from the works and activities associated with the project.

Appendix A cont'd

6. Details of the environmental monitoring of the project. It is standard practice for DFO to require project proponents to have those works and activities with the potential for adverse environmental effect monitored for compliance with applicable legislation, guidelines, and best management practises, and to ensure that potential adverse environmental effects are avoided and mitigated, as appropriate; monitoring to be carried out by an appropriately qualified expert.
7. Confirmation that the project will be consistent with DFO guidelines with respect to set backs / leave strips from aquatic environments.

Projects on the marine shore should include setbacks / leave strips along the shore to protect the aquatic environment, including tidal waters, seabed, foreshore, and adjacent backshore upland (including backshore vegetation). Disturbance of these features can result in significant adverse environmental effects, including the harmful alteration of fish habitat. To protect these areas and associated fish habitat from the potential adverse effects of low density residential or recreational development and activities, the applicable DFO guideline would apply a minimum 15.0 m setback / leave strip, measured horizontally, inland from higher high water large tide (i.e., approximately 5.0 m chart datum), or the top of the bank, depending on the characteristics of the site. For industrial or high-density residential development and activities, the DFO guideline would apply a minimum 30.0 m setback / leave strip.

The primary objective of the setback / leave strip is the conservation and protection of the environmental values of the aquatic environment, including adjacent backshore upland vegetation. Accordingly, setbacks / leave strips are to be left undisturbed and naturally vegetated. Access to the shore through the setback / leave strip should be designed and implemented to be consistent with the conservation and protection of the environmental values of the foreshore, and the backshore upland adjacent to the shore.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Council Report – Tree Assessment Next Steps		
Author	N. Hoglund	Reviewed By:	
Date	June 8, 2015	Version	-
Issued for	June 15, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information; and

THAT Council direct Staff to include the recommended works required to mitigate “Moderate 3” tree risk in the 2016 Budget process

2. ATTACHMENTS

1. BC Plant Health Care Inc. Arborist Report of a Tree Risk Assessment

3. BACKGROUND

Further to the Manager, Public Works’ report entitled “Information Report – Public Works Manager Punchlist” dated May 28, 2015; a tree risk assessment report for 13 trees located at Lions Bay Beach Park and 1 tree located on Brunswick Beach Road has been received from BC Plant Healthcare Inc.

As per Attachment 1, the Douglas Fir tree located on Brunswick Beach Road, and 3 Western Red Cedar trees/1 Douglas Fir tree located in Lions Bay Beach Park have been assessed as the highest “moderate” risk category (Moderate 3), with noted well-defined issues that will need to be monitored and remediated within the next 1-5 years.

4. DISCUSSION

Given that mitigation efforts are required to reduce current and future levels of risk associated with people, property, and various activities located within the proximity of the noted trees, Staff recommend that a business case for the mitigation options for the 5 trees listed as a Moderate 3 risk be prepared for review during the 2016 Capital Budget process.

Due to the very public locations of these trees, should Council endorsement be received for these risk mitigation works, Staff will prepare an information letter with regard to the required work that will be undertaken, and mail drop it to all residents to ensure that residents are aware of the work prior to commencement. No mitigation works will be scheduled during February to August of 2016 (nesting season).

For Council’s consideration.



BC Plant Health Care Inc.

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Surrey, BC, V3S 7A4 | Fax: 604-576-2972
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BC PLANT HEALTH CARE INC.



Arborist Report of a Tree Risk Assessment

**Site: 18 Brunswick Beach Road & Lions Bay
Park, Lions Bay**

**Performed by
Thomas Walz**

**I.S.A. Certified Arborist - #PN-5960AT
I.S.A. Certified Tree Risk Assessor #0263
I.S.A. Tree Risk Assessment Qualification
&**

Richard Wilson

**I.S.A. Certified Arborist/Climber Specialist PN #6029AT
I.S.A. Tree Risk Assessment Qualification**



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Surrey, BC, V3S 7A4 | Fax: 604-576-2972
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May 19, 2015

The Village of Lions Bay

400 Centre Road, PO Box #141

Lions Bay, BC V0N 2E0

Tel: 604-921-9333

Fax: 604-921-6643

Email: works@lionsbay.ca

Email: office@lionsbay.ca

Attention: Ms. Nikii Hoglund
Manager, Public Works Department

Re: Arborist Report of a Tree Risk Assessment for 18 Brunswick Beach Road & Lions Bay Beach Park, Lions Bay

BC Plant Health Care Inc. has been contracted by the Village of Lions Bay to provide a written report of a tree risk assessment for [2] separate sites:

- 18 Brunswick Beach Road: [1] Douglas-fir tree which is in decline along road edge
- Lions Bay Beach Park: [13] specimen trees located in proximity to target areas within the park

I, Tom Walz with the assistance of Richard Wilson of BC Plant Health Care Inc., performed the tree risk assessment on May 8, 2015 under clear, sunny, and calm conditions. This report was completed on the afternoon of May 15, 2015.

At this time, there are no high risk trees; all [14] assessed trees have varying degrees of moderate risk. Mitigation should be performed as soon as it is practical to do so. This report recommends the following mitigation options to reduce current and future levels of risk associated with people, property and activities within proximity:

18 Brunswick Beach Road – Low to medium exposure to people, property (overhead utilities and hydro box) and activities.

- [1] Douglas-fir tree: Remove to ground level to mitigate risk associated primarily with branch failure in the near future, and whole tree or stem failure in the future.

Lions Bay Beach Park – Low to medium exposure to people and activities during weekends and evenings during spring, summer and fall months; medium to high exposure to property.

- #37 - Crimson King Norway maple: Reduce and thin the (2) large upright scaffold attachments by 25% to promote the dominance of single central leader and mitigate future failure of weakly attached stems.



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The Village of Lions Bay

Ms. Nikii Hoglund

18 Brunswick Beach Road & Lions Bay Beach Park, Lions Bay

May 19, 2015

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- #38 - Western red cedar: Raise canopy by 5ft, crown clean and thin by 15% to promote health, remove small central upright branch near base to mitigate future trunk girdling.
- #39 - Western red cedar: Crown restore both stems to promote good future form and function, reducing long-term risk.
- #40 - Pacific dogwood: Remove dead, diseased and dying branches.
- #41 - Douglas-fir: Crown clean, crown thin upper 1/2 of tree by 25%, install dynamic cobra cable in upper 1/3 of tree to minimize separation of co-dominant stems, reduce end weight of scaffold over target areas.
- #42 - Western red cedar: Crown restore to promote the dominance of strongly attached leaders and reduce weakly attached stems, reduce end weight of elongated branches and stems over target areas.
- #43 - Western red cedar: Crown clean, crown restore to promote dominance of strongly attached leaders and reduce weakly attached stems, remove defective parts.
- #44 - Douglas-fir: Crown clean, reduce end weight of elongated scaffold over target areas.
- #45 - Western red cedar: Crown clean, crown thin canopy by 20%, crown restore at topping region to promote dominance of strongest stem attachment.
- #46 - Western red cedar: Crown clean, crown thin entire tree by 25%, crown restore to promote the dominance of strongest leader.
- #47 - Douglas-fir: Crown clean, crown thin entire tree by 25%, remove hangers over kayak storage area, crown restore to promote the dominance of strongest leader.
- #48 - Western red cedar: Remove small stem, cracks observed at base of severely decayed stem. Re-top the large stem to mitigate future risk.
- #49 - Western red cedar: Re-top to mitigate future risk.

● A basic visual tree risk assessment was performed for all trees to collect information regarding general health, condition, size, surrounding influences, and target areas. Aerial inspections were performed using spur-less climbing techniques to assess only specific trees which had been previously topped, with tree defects which could not be clearly seen from the ground.



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The Village of Lions Bay

Ms. Nikii Hoglund

18 Brunswick Beach Road & Lions Bay Beach Park, Lions Bay

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 This report includes the following supporting documents:

- The tree risk assessment in spreadsheet format;
- [42] photos of the tree and site assessments;
- The Overall Risk Ratings and Action Thresholds;
- The Limitations of Assessment.

Should you have any questions or concerns, please do not hesitate to call me.

Yours truly,

BC PLANT HEALTH CARE INC.



Thomas Walz

I.S.A. Certified Arborist - #PN-5960AT

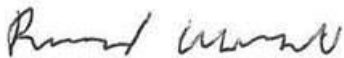
I.S.A. Certified Tree Risk Assessor #0263

I.S.A. Tree Risk Assessment Qualification

&

Yours truly,

BC PLANT HEALTH CARE INC.



Richard Wilson

I.S.A. Certified Arborist/Climber Specialist PN #6029AT

I.S.A. Tree Risk Assessment Qualification

/cs

Attachments: [42] Photos, Detailed Spreadsheet, Overall Risk Ratings and Action Thresholds, Limitations of Assessment



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Ms. Nikii Hoglund

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Photo 1 - 18 Brunswick Beach Road



Photo 3 - 18 Brunswick Beach Road



Photo 2 - 18 Brunswick Beach Road



Photo 4 - 18 Brunswick Beach Road



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Photo 5 - #37



Photo 7 - #37



Photo 6 - #37



Photo 8 - #38



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Photo 9 - #38



Photo 11 - #39



Photo 10 - #39

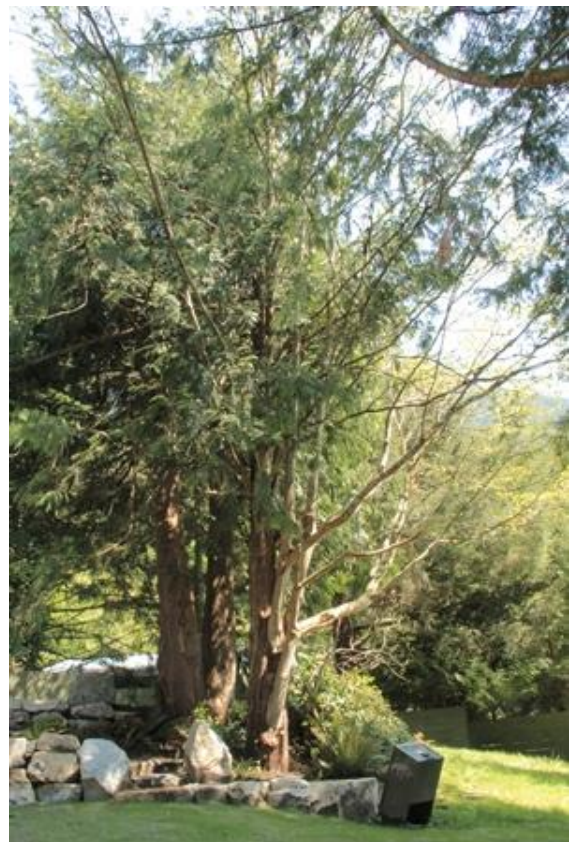


Photo 12 - #40



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Photo 13 - #41



Photo 15 - #41 target area



Photo 16 - #41, #42



Photo 14 - #41



Photo 17 - #41



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Photo 18 - #41



Photo 19 - #41



Photo 20 - #42



Photo 21 - #42



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Photo 22 - #42



Photo 24 - #43

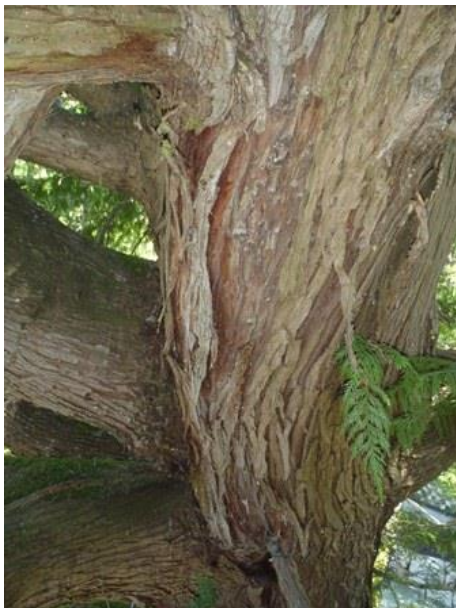


Photo 23 - #42

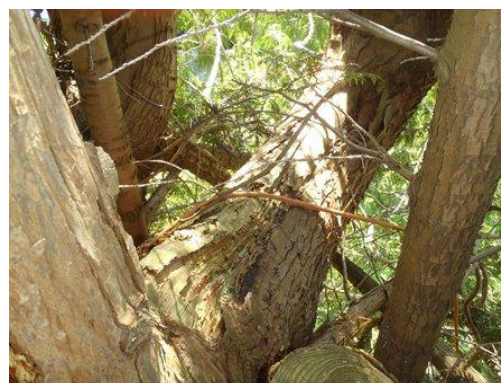


Photo 25 - #43



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Photo 26 - #43



Photo 27 - #43



Photo 28 - #43



Photo 29 - #44



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Photo 30 - #44



Photo 32 - #45



Photo 31 - #44



Photo 33 - #45



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Photo 34 - #45



Photo 36 - #46



Photo 35 - #46



Photo 37 - #47



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Photo 38 - #47



Photo 40 - #48, #49



Photo 39 - #47



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Address	DateAssessed	TreeTag	LocationOfTree	TreeGenus	TreeSpeciesAndCultivar	TreeHealth	HeightM	DBHCm	LiveCrownRatio	LeanDegrees	LocationOfDefect1	TypeOfDefect1	SeverityOfDefect1	LocationOfDefect2	TypeOfDefect2	SeverityOfDefect2	LocationOfDefect3	TypeOfDefect3	SeverityOfDefect3	TargetDescription	SizeOfDefectivePartDescription	ProbabilityOfFailureDescription	OverallRiskRating	Likelihood of Failure (TRAQ)	Likelihood of Impact (TRAQ)	Consequences of failure (TRAQ)	Recommendation	PruningRequired	MaintenanceRecommendations	Detailed Assessment	Notes
18 Brunswick beach road	08-May-15	1	near road roundabout	Pseudotsuga	menziesii	Poor	30	84	< 20 %	5	Roots	Girdling/Compacted soil	Major	Scaffolds	Deadwood /Stubs	Moderate	Scaffolds	Poor vigor	Moderate	Utilities [4]	between 10 to 50 cm [2]	Moderate [2]	8 - Moderate3: Well defined issues – retain and monitor. Not expected to be a problem for at least another 1 - 5 years.	Whole tree: Possible – failure could occur, but it is unlikely during normal weather conditions within the specified time period. Branch: Probable in windy conditions - failure may be expected under normal weather conditions within the specified time period.	Whole tree: High – the failed tree will most likely impact the target (utilities). This is the case when a fixed target is fully exposed to the assessed tree. Branch: Low – it is not likely that the failed tree or branch will impact the target. This is the case in an occasionally used area that is fully exposed to the assessed tree.	Whole tree: Significant – consequences are those that involve property damage of moderate to high value, considerable disruption, or personal injury. Branch: Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Remove to ground				Tree is in serious spiral of decline. Apparent cause is the proximity to the road with compaction, poor air and water availability, and poor soil quality. Soil tests not performed. No indication of root rot (ie. Laminated root rot, armillaria root rot)
beach park	08-May-15	37		Acer	platanoides 'Crimson King'	Good	14	37	> 50%	10	Trunk	Multiple/Weak Attachments	Moderate	Roots	Exposed Roots	Minor				Playground - occasional use [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Branch: Possible – failure could occur, but it is unlikely during normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Reduce and thin the 2 large upright scaffold attachments by 25% to promote the dominance of single central leader and mitigate future failure of weakly attached stems.			
beach park	08-May-15	38	near playground and bench	Thuja	plicata	Good	23	100	> 50%		Trunk	Codominants/Forks	Major	Trunk	Included Bark	Moderate	Scaffolds	Deadwood/Stubs/Hangers	Minor	Playground - occasional use [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Branch: Possible – failure could occur, but it is unlikely during normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Raise canopy by 5ft, crown clean and thin by 15% to promote health, remove small central upright branch near base to mitigate future trunk girdling.			
beach park	08-May-15	39	near washroom	Thuja	plicata	Fair	13	7565	> 50%	15	Trunk	Previously Topped	Major	Trunk	Multiple/Weak Attachments	Major	Trunk	Decay at toppings?		Building - Washroom [3]	between 10 to 50 cm [2]	Moderate [2]	7 - Moderate2: Well defined issues – retain and monitor. Not expected to be a problem for at least another 5 - 10 years.	Branch: Probable - failure may be expected under normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Crown Restore both stems to promote good future form and function, reducing long-term risk			
beach park	08-May-15	40	below 39	Cornus	nuttallii	Fair	14	67	> 50%	10	Trunk	Dead Top	Moderate	Trunk	Cavity At base	Moderate	Scaffolds	Deadwood/Stubs	Minor	Playground - occasional use [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Branch: Probable - failure may be expected under normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Crown Clean: remove dead, diseased and dying branches.			Soil recently installed over root collar, tree will likely become decayed at root collar due to soil mound; remove soil around root collar. Small cavity on tension side of lean, no apparent reduction in overall strength loss.
beach park	08-May-15	41	lower beach area adjacent to marina	Pseudotsuga	menziesii	Fair	26	130	> 50%	5	Trunk	Previously Topped	Moderate	Trunk	Multiple /Weak Attachments	Moderate	Trunk	Decay At topping region?	Minor	Pool / Beach [2]	between 10 to 50 cm [2]	Moderately High [3]	7 - Moderate2: Well defined issues – retain and monitor. Not expected to be a problem for at least another 5 - 10 years.	Branch : Probable - failure may be expected under normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Crown Clean, Crown Thin upper 1/2 of tree by 25%, install dynamic cobra cable in upper 1/3 of tree to minimize separation of codominant stems, reduce end weight of scaffold over target areas.		Aerial inspection: Old topping site has completely sealed over. Tree has significant elongated limbs due to being topped; these limbs are over benches. There is evidence of a wire near the old topping site.	Borers in lower trunk, likely Douglas-fir bark beetle. Marina parking also a potential target.
beach park	08-May-15	42	lower beach area	Thuja	plicata	Good	23	125	> 50%		Trunk	Previously Topped	Minor	Trunk	Multiple /Weak Attachments	Moderate	Scaffolds	Excessive End Weight	Major	Pool / Beach [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Stem: Possible - failure could occur, but it is unlikely during normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Significant - consequences are those that involve property damage of moderate to high value, considerable disruption, or personal injury.	Prune	Crown Restore to promote the dominance of strongly attached leaders and reduce weakly attached stems, Reduce End Weight of elongated branches and stems over target areas.		Aerial inspection: decay is minor at old topping site. Tree has significant co dominated scaffold branches with minor heaving? at the point attachment.	Recent reseed of lawn within critical root zone: unknown impact.
beach park	08-May-15	43	adjacent to stairway leading to beach	Thuja	plicata	Fair	20	100	> 50%		Trunk	Previously Topped	Severe	Trunk	Multiple /Weak Attachments	Major	Trunk	Decay At topping region	Moderate	Bench / Information Kiosk / Bridge [2]	between 10 to 50 cm [2]	High [4]	8 - Moderate3: Well defined issues – retain and monitor. Not expected to be a problem for at least another 1 - 5 years.	Stem: Imminent - failure has started or is most likely to occur in the near future, even if there is no significant wind of increased load. This is a rare occurrence for a risk assessor to encounter, and may require immediate action to protect people from harm.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Significant t - consequences are those that involve property damage of moderate to high value, considerable disruption, or personal injury.	Prune	Crown Clean, Crown Restore to promote dominance of strongly attached leaders and reduce weakly attached stems, Remove Defective Parts		Aerial inspection: multiple old topping wounds. decay is present on topside of large co dominant top facing south over lawn area. Above previous failure at old topping site there is a vertical split.	Major hanger over park bench removed during assessment.
beach park	08-May-15	44	below 43	Pseudotsuga	menziesii	Fair	60	90	> 50%		Trunk	Previously Topped	Moderate	Trunk	Multiple /Weak Attachments	Moderate	Trunk	Decay at topping region	Minor	Pool / Beach [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Branch: Possible – failure could occur, but it is unlikely during normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Crown Clean, Reduce End Weight of elongated scaffold over target areas.		Aerial inspection: Tree has been reduced twice in the past the older of the two being 35 foot level and is completely sealed over, the more recent is 10 feet above and there is minimal decay present. The tree has some excessively long limbs due to being topped.	

Address	DateAssessed	TreeTag	LocationOfTree	TreeGenus	TreeSpeciesAndCultivar	TreeHealth	HeightM	DBHCm	LiveCrownRatio	LeanDegrees	LocationOfDefect1	TypeOfDefect1	SeverityOfDefect1	LocationOfDefect2	TypeOfDefect2	SeverityOfDefect2	LocationOfDefect3	TypeOfDefect3	SeverityOfDefect3	TargetDescription	SizeOfDefectivePartDescription	ProbabilityOfFailureDescription	OverallRiskRating	Likelihood of failure (TRAQ)	Likelihood of impact (TRAQ)	Consequences of failure (TRAQ)	Recommendation	PruningRequired	MaintenanceRecommendations	Detailed Assessment	Notes
beach park	08-May-15	45	adjacent to kayak storage and swing set	Thuja	plicata	Good	24	100	> 50%		Trunk	Previously Topped	Moderate	Trunk	Multiple /Weak Attachments	Moderate	Trunk	Decay at topping region	Minor	Playground - occasional use [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.	Branch: Possible – failure could occur, but it is unlikely during normal weather conditions within the specified time period.	Medium – the failed tree or branch may or may not impact the target, with nearly equal likelihood. This is the case in a frequently used area that is fully exposed on one side to the assessed tree.	Minor – consequences are those involving low to moderate property damage, small disruptions to traffic or a communication utility, or very minor injury.	Prune	Crown Clean, Crown Thin canopy by 20%, Crown Restore at topping region to promote dominance of strongest stem attachment.		Aerial inspection: Tree has minimal decay at old topping sight. Several medium sized co dominant tops. LOF:medium LOI:moderate CON:moderate	
beach park	08-May-15	46	up against fence adjacent to the kayak storage	Thuja	plicata	Good	23	110	> 50%		Trunk	Previously Topped	Moderate	Trunk	Multiple /Weak Attachments	Moderate	Trunk	Decay At root collar	Minor	Building - residence [4]	between 10 to 50 cm [2]	Moderate [2]	8 - Moderate3: Well defined issues – retain and monitor. Not expected to be a problem for at least another 1 - 5 years.	Stem: Possible - failure could occur, but it is unlikely during normal weather conditions within the specified time period.	High – the failed tree or branch will most likely impact the target. This is the case when a fixed target is fully exposed to the assessed tree.	Significant - consequences are those that involve property damage of moderate to high value, considerable disruption, or personal injury.	Prune	Crown Clean, Crown Thin entire tree by 25%, Crown Restore to promote the dominance of strongest leader.		Aerial inspection: minimal decay present at old topping site, large co dominant tops and broken limbs over boat storage.	Tree is against fence in close proximity to the house.
beach park	08-May-15	47	up against fence adjacent to the kayak storage	Pseudotsuga	menziesii	Fair	25	120	> 50%		Trunk	Previously Topped	Moderate	Trunk	Multiple /Weak Attachments	Moderate	Trunk	Decay at topping region	Minor	Building - residence [4]	between 10 to 50 cm [2]	Moderate [2]	8 - Moderate3: Well defined issues – retain and monitor. Not expected to be a problem for at least another 1 - 5 years.	Stem: Possible - failure could occur, but it is unlikely during normal weather conditions within the specified time period.	High – the failed tree or branch will most likely impact the target. This is the case when a fixed target is fully exposed to the assessed tree.	Significant - consequences are those that involve property damage of moderate to high value, considerable disruption, or personal injury.	Prune	Crown Clean, Crown Thin entire tree by 25%, Remove hangers over kayak storage area, Crown Restore to promote the dominance of strongest leader.		Aerial inspection: Old topping site has healed over, large co dominate stem over neighbours property and structures, several large hangers and deadwood present over boat storage area.	Large hangers over kayak storage.
beach park	08-May-15	48	base of path near beach and kayak storage	Thuja	plicata	Poor	14	10040	> 50%	20	Trunk	Decay Small stem	Severe	Trunk	Decay large stem	Major	Trunk	Previously Topped	Major	Pool / Beach [2]	greater than 50 cm [3]	Moderately High [3]	8 - Moderate3: Well defined issues – retain and monitor. Not expected to be a problem for at least another 1 - 5 years.				Prune	Remove small stem, cracks observed at base of severely decayed stem. Re top the large stem to mitigate future risk.			
beach park	08-May-15	49	adjacent to 48	Thuja	plicata	Poor	13	100	40 - 49%	20	Trunk	Decay	Moderate	Trunk	Previously Topped	Major	Scaffolds	Weak Attachments	Moderate	Pool / Beach [2]	between 10 to 50 cm [2]	Moderate [2]	6 - Moderate1: Some issues but nothing that is likely to cause any problems for another 10 years or more.				Prune	Re top to mitigate future risk.			

Hazard Rating Table -					
Failure potential:	1 (low)	2 (moderate)	3 (moderately high)	4 (high)	5 (Extreme)
Size of part:	1 (0 - 10 cm)	2 (10 - 50 cm)	3 (>50 cm)		
Target rating:	1 (occasional use)	2 (intermittent use)	3 (frequent use)	4 (constant use)	

Limitations of this Assessment

It is BC Plant Health Care Inc.'s policy to attach the following clause regarding limitations. We do this to ensure that developers or owners are clearly aware of what is technically and professionally realistic in retaining trees.

The assessment of the trees presented in this report has been made using accepted arboricultural techniques. These include a visual examination of the above-ground parts of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the proximity of property and people. Except where specifically noted in the report, none of the trees examined were dissected, cored, probed, or climbed, and detailed root crown examinations involving excavation were not undertaken.

Notwithstanding the recommendations and conclusions made in this report, it must be raised that trees are living organisms, and their health and vigour constantly change over time. They are not immune to changes in site conditions, or seasonal variations in the weather conditions.

While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or any parts of them, will remain standing. It is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree or group of trees or their component parts in all circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

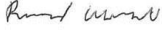
Although every effort has been made to ensure that this assessment is reasonably accurate, the trees should be re-assessed periodically. The assessment presented in this report is valid at the time of inspection.

Yours truly,
BC PLANT HEALTH CARE INC.



Thomas Walz
I.S.A. Certified Arborist - #PN-5960AT
I.S.A. Certified Tree Risk Assessor #0263
I.S.A Tree Risk Assessment Qualification
/cs

Yours truly,
BC PLANT HEALTH CARE INC.



Richard Wilson
I.S.A. Certified Arborist/Climber Specialist PN #6029AT
I.S.A. Tree Risk Assessment Qualification
/cs



BC Plant Health Care Inc.

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18465 59th Avenue | Phone: 604-575-8727
Surrey, BC, V3S 7A4 | Fax: 604-576-2972
Email: info@bcplanthealthcare.com
24 Hour Emergency Pager 604-607-1616



The Village of Lions Bay

Ms. Nikii Hoglund

18 Brunswick Beach Road & Lions Bay Beach Park, Lions Bay

May 19, 2015

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Limitations of this Assessment

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While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or any parts of them, will remain standing. It is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree or group of trees or their component parts in all circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Although every effort has been made to ensure that this assessment is reasonably accurate, the trees should be re-assessed periodically. The assessment presented in this report is valid at the time of inspection.



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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – Public Works Manager Punchlist		
Author	N. Hoglund	Reviewed By:	
Date	June 9, 2015	Version	-
Issued for	June 15, 2015 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

1. Public Works Manager's punchlist report as at June 9, 2015

3. BACKGROUND

Attached is the Public Works Manager's active high-level punchlist to provide a broad overview of tasks and functions currently in progress, with status updates noted.

Attachment 1 is by no means a comprehensive list of active tasks, but instead a high-level overview of key tasks that must be completed in addition to the myriad of activities that are generated during the day-to-day operational oversight of the Public Works department.

Key activities for the end of May and beginning of June included considerable effort due to the departure of the Village's CAO, with particular emphasis on FOIPPA and Bylaw requirements; the drafting of new procedures and protocols; and ensuring critical annual programs were in place, such as beach water sampling, wildfire danger signage, and the Village's new water conservation program.

4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.

Start	Deadline	Priority (1 high to 5 low)	Portfolio	Administrative Classification	Task, Status and Notes (as at June 9, 2015)	Primary	Other
20-Apr-15		1	Infrastructure	Infrastructure	Magnesia Intake - Phase 3 works - liaise with Creus and organize tender process for RFQ to qualified construction companies to schedule the last of the PEP work at Magnesia in early summer. A meeting is scheduled for next week with Creus to ensure environmental windows for working in the creek are not missed and project is sent to tender ASAP. Meeting rescheduled to week of June 8	NH	MK, Council, IC
22-Jul-14		4	Government	Administration	Work with CAO and Finance to create a "preferred vendors" strategy and implementation recommendations to Council - nothing exists at present	NH, MK	
20-Apr-15		2	Government	Administration	Work with Geoscientist once 3 - 4 months of quantifiable and verifiable data exists for rainfall amounts at intake locations to revisit and revise the safe working procedures due to unstable terrain upslope - at present they are set to the highest level to ensure Village crews are safe. This has been put on hold until it can be determined whether the Phase 4/5 Road (Alberta creek intake feasibility) will have to be added to the list. Discussions with VCH on April 9 indicate Alberta Creek is not feasible.	NH	Pierre Friele
23-Jun-14		2 & 3	Infrastructure	Infrastructure	2014 Capital Projects - Harvey and Magnesia Intake Road Upgrades and Magnesia PRV Bypass continue to be earmarked for the Build Canada Small Communities grant funding and have been delayed pending verification of application success. During the 2015 budget process, the budget allocated to the 2014 SCADA project was significantly reduced from \$50k to \$12.5K - the scope of this project will have to be re-written. The remaining projects outstanding from 2014 are no longer funded.	NH	
22-Oct-14		3	Government	Regulatory	Work with FLNRO/MOTI with regard to levels of service/expectations/roles/responsibilities and Village adherence to Acts and Legislation with regard to Crown Lands, and leases. Various phone conversations/emails in 2014. First face-to-face meeting took place January 14. Meeting with MOTI on Feb 2 re: trees on MOTI ROW	NH, MK	FLNRO, EMBC
15-Sep-14		4	Government	Administration	Work with CAO, Fire Chief, and Council to create a comprehensive Village parking strategy. Original recommendation report written in September 2014, but was put on hold pending public input	NH, AO, MK	
17-Jul-14		4	Government	Administration	Work with CAO to draft and present to Council various much-needed bylaw updates and new permits (such as road use and business licence)	NH, MK	
7-Jan-15		2	Infrastructure	Administration	Work with VCH/ALS to extend testing to include raw water sample at both treatment plants, and sample taken after UV treatment pre-chlorination to show results of UV application. Research and provide information to VCH as a result of a resident complaint to VCH. Research and compile data to provide answers to a number of IC questions with regard to the efficacy of the UV system. VCH followup completed Jan 27. IC audit of water system completed Feb 20. Followup with regard to sampling water running in ditch alongside school discussed April 9	NH	VCH, IC
6-Aug-14		4	Government	Administration	Research and incorporate "best practices" into all newly defined work programs and track progress - as time permits	NH	
7-Jan-15		3	Infrastructure	Administration	Investigate debris net hazard mitigation strategies for Harvey and Magnesia creeks upstream of both intakes. Preliminary conversations have taken place with EMBC (for endorsement for potential grant funding), installation companies, and the District of North Vancouver	NH	
13-Aug-14		3	Infrastructure	Administration	Research and obtain quotations from CCTV sewer/drainage companies and vendors to ascertain whether equipment should be purchased to inspect drainage and sewer pipe infrastructure in-house or via a contractor	NH	
3-Nov-14		4	Government	Administration	Work with CAO to write and present to Council OR create an RFP for numerous plans that do not currently exist that the Village must have to put forward various grant funding requests. Initial emphasis: watershed management plan, and water conservation plan	NH, MK	
3-Jul-14		4	Infrastructure	Administration	Work with MetroVancouver for PSAB contaminated site inventory; and landfill inventory and closure status assessment study - one item remaining	NH	MetroVancouver
3-Jul-14		4	Infrastructure	Administration	Work with MetroVancouver with regard to regional GHG credits/carbon credits	NH	MetroVancouver

Start	Deadline	Priority (1 high to 5 low)	Portfolio	Administrative Classification	Task, Status and Notes (as at June 9, 2015)	Primary	Other
7-Apr-15			Infrastructure	Administration	Create follow-up letters to residents with addresses that do not have clearly marked water service connection valves; monitor replies; create follow-up procedure and protocols with CAO. Original letters written and sent April 7; follow up ongoing. New response letter to be drafted in conjunction with CAO for those who have not responded to the initial letter. Letter drafted. Final response for those who cannot locate - Lawyer contacted with regard to legal advice re: Bylaw 2.	NH	MK
13-Apr-15	8-Jun	1	Infrastructure	Infrastructure	Investigate data logger pricing and availability for the plants; IC REVIEW COMPLETE. COMPLETE. New action item created to capture fill cycle data via screen shots instead	NH/GG	IC
27-Apr-15		3	Infrastructure	Administration	Start creating asset registers and condition assessments - the Village currently does not have an accurate or up-to-date register for many of its infrastructure assets	NH	
27-Apr-15		2	Government	Administration	Purchase and install MAIS work order module; trouble shoot; create procedures and protocols and put into everyday use	NH	Finance
11-Jun-15		1	Infrastructure	Administration/ Grants	Infrastructure Master Plan - next steps. RFP closes June 11; collate responses, bring forward shortlisted proponents, write report to Council, ensure endorsement made, then contractual paperwork. Ongoing	NH	IC, Council
28-May-15	8-Jun	2	Government	Administration	Write report to Council re: tree assessment next steps COMPLETE	NH	
15-Apr-15		2	Government	Administration	Write report to Council re: playground risk assessment	NH	
29-May-15	8-Jun	1	Government	Administration	Write report to Council re: DFO review - Lions Bay Beach Park Wall works COMPLETE	NH	
29-May-15	8-Jun	1	Government	Administration	Write report to Council re: DFO review - Lions Bay Beach Park rock removal COMPLETE	NH	
29-May-15		2	Government	Administration	Research costs and write report to Council re: Oceanview tank works for fire supply only	NH	
1-Jun-15	4-Jun	1	Government	Administration	Create new protocols and procedures for Bylaw officer. New procedure created for photographic evidence on June 4 and given to Bylaw officer. FIRST PROTOCOL COMPLETE	NH	SG, PR. MC
25-May-15	27-May	1	Government	Administration	Annual report - write Public Works section of annual report for inclusion of draft for June 2. COMPLETE	NH	
9-Jun-15		2	Government	Administration	Ensure report from IC is written to Council re: SCADA	IC	NH
9-Jun-15		2	Government	Administration	Ensure report from IC is written to Council re: Water Model for conservation levels 2 & 3	IC	NH
1-Jun-15	4-Jun	1	Government	Administration	Liaise with Ministry (wildfire management branch) daily re: wildfire danger class and ensure signage is changed to reflect current danger. PROCEDURE COMPLETE; ongoing monitoring required	NH	
19-May-15	1-Jun	1	Government	Administration	Ensure water conservation signage is up and actively monitored. Temporary signage erected June 1; permanent signage will be up in July. TEMPORARY SIGNAGE COMPLETE		
15-May-15	19-May	1	Government	Administration	Ensure beach water sampling for 2015 season is started and put into schedule. COMPLETE	NH	SG
15-May-15	2-Jun	3	Government	Community	Ensure frame is custom built and install Art Council project at KG Beach Park COMPLETE	NH	AC
8-Jun-15	9-Jun	1	Infrastructure	Infrastructure	Create and implement a process to capture fill cycle data from both reservoir tanks on alternate days via screen shots taken by on-call at night and crew first thing in the morning COMPLETE	NH	

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LBFD Monthly Report – May 31st 2015

May 1st – May 31th call outs = 7

Breakdown of call outs: 1 x MVA rescue required, 1 x MESA D, 1 x MESA, 1 x MESA B, 3 x BRUSH FIRE

<u>Incident Begin Time</u>	<u>Street Name</u>	<u>Incident Type</u>
05/19/2015 22:47:12	HWY 99	BRUSH/GRASS FIRE
05/19/2015 05:38:38	STRACHAN POINT	BRUSH/GRASS FIRE
05/18/2015 16:44:21	HWY 99	BRUSH/GRASS FIRE
05/11/2015 16:12:09	OCEANVIEW	MESA-D
05/09/2015 17:07:53	HWY 99	MVA - RESCUE REQUIRED
05/08/2015 21:43:46	OCEANVIEW	MESA
05/08/2015 20:04:44	BAYVIEW	MESA-B

Fundraising:

- Whistler Blackcomb grant has been approved @ \$14,000
- The Lions Club has donated \$6,000 for a Wildland Pump

Miscellaneous:

- The department is 29 strong (includes three recent confirmations)
- One potential new member is being evaluated
- PEP claimed thus far for 2015 = \$5,711
- Wildland claim thus far for 2015 = \$5,400

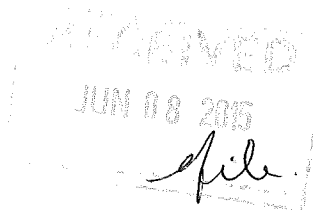
2015 - total claimed from OUTSIDE the village = \$11,111

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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

2015-06-05

To whom it may concern,

Lions Bay Activity Report - May 2015

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 21
Collision - Damage Under \$1000 x 1
Collision - Damage Over \$1000 x 1
Impaired x 1
Unspecified Assistance x 2
Abandoned Vehicles x 1
Collision - Non-fatal Injury x 1

28 calls for service

LIONS BAY VILLAGE

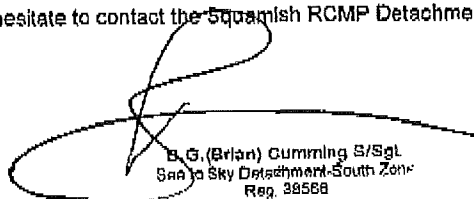
False Alarms x 6
Unspecified Assistance x 2
Lost Property x 4
Mental Health Act x 4
Breach of Peace x 2
Query to Locate Individual x 1
Mischief \$5000 or Under x 4
Utter Threats x 1
Insecure Premises x 1
Fraud x 1
Theft from Motor Vehicle x 1

26 calls for service

Total = 54

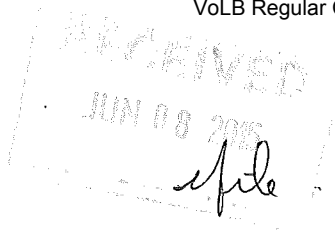
Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

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/Désignation
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross
OIC Sea to Sky RCMP
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

2015-06-05

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - May 2015

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

DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2013/14/15
2015.05.05	2015-2514	258 Stewart Rd	Yes - Confirmed False	1
2015.05.05	2015-2518	241 Bayview Rd	No - Cancelled Enroute	0
2015.05.15	2015-2789	310 Bayview Pl	No - Cancelled	2
2015.05.17	2015-2873	18 Brunswick Beach Rd	No - Cancelled by PR	0
2015.05.21	2015-2984	230 Lions Bay Ave	Yes - Confirmed False	2

TOTAL = 5

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

Regards

B.G. (Brian) Cumming S/Sgt.
Sea to Sky Detachment-South Zone
Reg. 38558

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

:/kh

Canada



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Officers Bylaw

Bylaw No. 494, 2015

Adopted:

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

VILLAGE OF LIONS BAY**OFFICERS BYLAW
BYLAW NO. 494, 2015****A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE VILLAGE OF LIONS BAY AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS**

WHEREAS the *Community Charter* S.B.C. 2003, s. 146 requires Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of those officers;

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

CITATION

1. This Bylaw may be cited for all purposes as "Village of Lions Bay Officers Bylaw No. 494, 2015".

OFFICER POSITIONS

2. The following positions are hereby established as officer positions of the Village:
 - (a) Village Manager, to be the Chief Administrative Officer and also assigned the responsibility of corporate administration as the statutory corporate officer under Section 148 of the Community Charter; and
 - (b) Treasurer, to be the Chief Financial Officer and also assigned the responsibility of financial administration as the statutory financial officer under Section 149 of the Community Charter.

POWERS, DUTIES AND RESPONSIBILITIES

3. The powers, duties and responsibilities of the Village Manager are as set out in sections 147 and 148 of the Community Charter, within the appropriate corporate policies, and in addition to those powers, duties and responsibilities as established by the Council.

REPEAL OF PREVIOUS BYLAWS

4. Village of Lions Bay Officers Bylaw No. 424, 2011 and Officers Amendment Bylaw No. 438, 2012, are hereby repealed.

READ A FIRST TIME on June 2, 2015

READ A SECOND TIME on June 2, 2015

READ A THIRD TIME on June 2, 2015

ADOPTED by the Council on

Mayor

Corporate Officer

**Certified a true copy of
Bylaw 494, 2015 as adopted**

Corporate Officer

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Procedures Bylaw 2015

Bylaw No. 476

Adopted: _____

Repealed:
Council Procedures Bylaw No. 453, 2012

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

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Bylaw No. 476, 2015

Council Procedures 2015

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THE VILLAGE OF LIONS BAY

BYLAW NO. 476

Council Procedures

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

PART 1 – INTRODUCTION

TITLE

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

SEVERABILITY

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

PREVIOUS BYLAW REPEAL

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

DEFINITIONS

4. In this Bylaw:

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

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

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

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

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

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

"Committee Meeting" means a meeting of a Select or Standing Committee of Council;

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

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

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

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

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

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

"Mayor" means the Mayor, but not the Acting Mayor, of the Village;

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

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

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

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

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

"Quorum" means:

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

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

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

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

"Village" means the Village of Lions Bay;

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

INTERPRETATION

5. Reference in this Bylaw to:

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

APPLICATION OF RULES OF PROCEDURE

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

PART 2 – COUNCIL MEETINGS

INAUGURAL MEETING

7. (1) Following a general local election, the 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 Council Meeting referred to in Section 7(1), the first Council Meeting must be called by the Corporate Officer and held as soon as reasonably possible after a Quorum has taken office.

TIME AND LOCATION OF MEETINGS

- 8. (1) All Council Meetings must take place within the Council Chambers of the Municipal Hall except when Council resolves to hold Council Meetings elsewhere. Except in the case of a Council Meeting outside Municipal boundaries, Council may pass a Resolution to hold a Council Meeting outside of Municipal Hall at the commencement of that Council Meeting.
- (2) Regular Council Meetings must:
 - (a) be held on the first **and third** 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 Council Meeting unless Council resolves to proceed beyond that time in accordance with Section 40(1).
- (3) Regular Council Meetings may:
 - (a) be cancelled by Council, provided that two consecutive Council 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).

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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 Council Meeting or call a Special Council Meeting under Section 10. The Corporate Officer must, as soon as practicable;
 - (a) post a notice at the Public Notice Posting Places which indicates revisions to the date, time and place of a Regular Council Meeting or cancellation of a Regular Council Meeting; and
 - (b) revise the schedule referred to in Section 9(1).
- (3) Subject to Section 9(2) the Corporate Officer must give public notice of a Regular Council Meeting at least 24 hours before the date of the Council Meeting.

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

NOTICE OF SPECIAL MEETINGS

- 10. (1) A Special Council Meeting may be called in compliance with applicable enactments.
- (2) Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members as required under the *Community Charter*, a notice of the date, time, and place of a Special Council Meeting must be given at least 24 hours before the time of Council Meeting by:
 - (a) posting a copy of the notice at the 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 municipal email address.
- (3) The notice under Section 10(2) must describe in general terms the purpose of the Council Meeting.
- (4) If the agenda for the Special Council Meeting contains a proposed resolution to close all or part of that Council Meeting to the public, the notices must state the basis under the *Community Charter* on which all or part of the Council Meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the Council Meeting is to be closed.

ELECTRONIC MEETINGS

- 11. (1) Provided the conditions set out in the *Community Charter* are met:
 - (a) a Special Council Meeting may be conducted by means of electronic or other communication facilities if the Mayor or Council requires;
 - (b) a Council Member or a Committee Member who is unable to attend at a Special Council Meeting, as applicable, may participate, including voting, in the Council Meeting by means of electronic or other communication facilities.
- (2) The Chair at a Special Council or Committee Council Meeting must not participate electronically.
- (3) No more than 2 Council Members or Committee Members at one time may participate at a Council Meeting under Section 11(1)(b).

- (4) A Special Council Meeting or Committee Council 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 respect of which Council has resolved to consider:

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

By giving public notice by:

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

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

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

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

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

ATTENDANCE OF PUBLIC AT MEETINGS

17. (1) Except where the provisions of Section 90 of the *Community Charter* apply, all Council Meetings must be open to the public.
- (2) Before closing a Council Meeting or part of a Council Meeting to the public, Council must pass a resolution in a public Council Meeting in accordance with Section 92 of the *Community Charter*.
- (3) This section applies to all Council Meetings of the bodies referred to in Section 93 of the *Community Charter*, including without limitation:
 - (a) Council Strategy Committee;
 - (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 Council Member responsible for acting in the place of the Mayor under Section 13, may expel or exclude from a Council Meeting a person in accordance with Section 27(4) of this bylaw.

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

18. (1) Minutes of the proceedings of Council must:
 - (a) be legibly recorded, with decisions and action items clearly noted;
 - (b) generally reflect the nature of business which occurred;
 - (c) be certified as correct by the Corporate Officer; and
 - (d) be signed by the Mayor, or other Council Member presiding at the Council Meeting, and the Corporate Officer once adopted by Council.
- (2) Verbatim transcription of statements and commentary will not be captured in the official minutes. Persons addressing Council, either as a Delegation or during participatory periods of the Council Meeting, may provide the Recorder with a transcript of their comments at the Council Meeting, for inclusion with the filing of the official Agenda package. Documents will not be received after the Council Meeting has concluded.
- (3) Subject to Section 18(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.
- (4) Section 18(3) does not apply to minutes of a meeting or that part of a meeting from which persons were excluded under Section 90 of the *Community Charter*.

CALLING MEETING TO ORDER

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

ADJOURNING MEETING WHERE NO QUORUM

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

AGENDA

22. (1) Prior to each Council Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that Council Meeting, noting the options and recommendations, if any, for each item on the agenda.

- (2) The deadline for submissions to the Corporate Officer of items for inclusion on the Council Meeting agenda must be noon on the Thursday prior to the Council Meeting. Electronic submissions are to be emailed to agenda@lionsbay.ca.
- (3) The Corporate Officer must make the agenda available to the Council Members and the public at least 24 hours before a regular Council Meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 24.

ORDER OF PROCEEDINGS AND BUSINESS

23. (1) Unless otherwise resolved by Council, the agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below :
- (a) 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) Closed Council Meeting (when applicable)
 - (n) Adjournment
- (2) Particular business at a Council Meeting must in all cases be taken in the order in which it is listed on the agenda unless otherwise resolved by Council.

LATE ITEMS

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

VOTING AT MEETINGS

25. (1) The following procedures apply to voting at Council Meetings:

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

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

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

PUBLIC PARTICIPATION

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

DELEGATIONS

28. (1) A maximum of three (3) delegations will be permitted at a regular Council Council Meeting. Council may, by unanimous decision, allow additional delegations if the subject matter is deemed to be urgent or time-sensitive.
- (2) Council may, by resolution, allow an individual or a delegation to address Council at a Council Meeting on the subject of an agenda item provided written application on a prescribed form has been received by the Corporate Officer by noon on the Thursday prior to the Council Meeting. Each address must be limited to ten minutes unless a longer period is agreed to by unanimous vote of those Council Members present.
- (3) Where written application has not been received by the Corporate Officer as prescribed in Section 28(2), an individual or delegation may address the Council Meeting if approved by the unanimous vote of the Council Members present provided the maximum number of delegations has not been met.
- (4) Council must not permit a delegation to address a Council Meeting of the Council:
- (a) regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action; 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 Council Meeting.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Delegation requests must include:
- (a) the full particulars of the subject matter;
 - (b) the proposed action, within the jurisdiction of the Village, which the delegation wishes the Village to take in response to the submission;
 - (c) the names and addresses of the person(s) or the organization comprising the delegation; and

- (d) the name, address and telephone number of the designated speaker(s).

CORRESPONDENCE

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

POINTS OF ORDER

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

CONDUCT AND DEBATE

31. (1) A Council Member may speak to a question or Motion at a Council Meeting only if that Council Member first addresses the Chair.
- (2) Council Members must address the Chair by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Council Members must address other non-presiding Council Members by the title Councillor.
- (4) No Council Member may interrupt a Council Member who is speaking except to raise a Point of Order.
- (5) If more than one Council Member speaks the Chair must call on the Council Member who, in the Chair's opinion, first spoke.
- (6) Council Members who are called to order by the Chair:
- (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and

- (c) may appeal to Council for its decision on the Point of Order in accordance with Section 132 of the *Community Charter*.
- (7) Council Members speaking at a Council Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a Motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and Council in connection with the rules and points of order.
- (8) If a Council Member does not adhere to Section 31(7), the Chair may order the Council Member to leave their seat, and, if the Council Member refuses to leave, the Chair may cause the Council Member to be removed by a peace officer from their seat.
- (9) A Council Member may require the question being debated at a Council Meeting to be read at any time during the debate if that does not interrupt another Council Member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council Meeting:
 - (a) A Council Member may speak more than twice in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the Council Member is explaining a material part of a previous speech without introducing a new matter; or
 - (iii) to ask a question pertinent to the matter under debate.
 - (b) A Council Member who has made a substantive Motion to Council may reply to the debate;
 - (c) A Council Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate;
 - (d) A Council Member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

MOTIONS GENERALLY

32. (1) Council may debate and vote on a Motion only if it is first moved by one Council Member and then seconded by another.
- (2) A Motion that deals with a matter that is not on the agenda of the Council Meeting at which the Motion is introduced may be introduced with Council's permission.
- (3) A Council Member may make only the following Motions when Council is considering a question:
 - (a) to adopt minutes;
 - (b) to refer to a Committee;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely;
 - (f) to postpone to a certain time;
 - (g) to move the previous question;
 - (h) to adjourn.
- (4) A Motion made under Sections 32(3)(d) to (h) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council Meeting if requested by a Council Member.

MOTION FOR THE MAIN QUESTION

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

AMENDMENTS GENERALLY

34. (1) A Council Member may, without notice, move to amend a Motion that is being considered at a Council Meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original Motion.

- (3) A proposed amendment must be decided or withdrawn before the Motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) No Motion to amend a Motion may be made if the amendment negates the Motion which would be amended.
- (6) If any Council Member states that a proposed amendment to a Motion would negate that Motion, the Chair must immediately rule whether that would be the case. The ruling may be appealed to Council as if the ruling were on a Point of Order.
- (7) An amendment that has been defeated by a vote of Council cannot be proposed again at a given Council Meeting.
- (8) A Council Member may propose an amendment to an adopted amendment.
- (9) The Chair must put the main question and its amendments in the following order for the vote of Council:
 - (a) a Motion to amend a Motion amending the main question;
 - (b) a Motion to amend the main question, or an amended Motion amending the main question if the vote under Section 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; and
 - (e) to raise a question of privilege of a Council Member.
- (2) A matter of privilege must be immediately considered when it arises at a Council Meeting.
- (3) For the purposes of Section 36(2), a matter of privilege listed in Section 36(1) has precedence over those matters listed after it.

PUBLIC QUESTIONS & COMMENTS

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

ADJOURNMENT

40. (1) Council may continue a Council Meeting:
- (a) from 10:00 p.m. to 10:30 p.m. only by an affirmative vote of a majority of the Council Members present; and
 - (b) from 10:30 p.m. to another specified time only by a unanimous vote of all Council Members present.

- (2) A Motion to adjourn either a Council Meeting or the debate at a Council Meeting is always in order if that Motion has not been preceded at that Council Meeting by the same Motion.
- (3) Section 40(2) does not apply to either of the following Motions:
 - (a) a Motion to adjourn to a specific day; or
 - (b) a Motion that adds an opinion or qualification to a preceding Motion to adjourn.

PART 5 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

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

FORM OF BYLAWS

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

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

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

READING AND ADOPTING BYLAWS

- 44.
 - (1) The Chair of a Council Meeting may request the Corporate Officer to provide a verbal synopsis of each proposed bylaw reading.
 - (2) The readings of the bylaw may be given by stating its title and object.

- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to Section 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 up to three readings to a proposed bylaw at the same Council Meeting.
- (6) Subject to this bylaw and any enactments, Council may give up to three readings of a bylaw in a single Motion.
- (7) Unless expressly authorized by statute, Council may not adopt a bylaw at the same Council Meeting at which it gives third reading.
- (8) Despite Section 135(3) of the *Community Charter* and in accordance with Section 890(9) of the *Local Government Act* Council may adopt a proposed official community plan or zoning bylaw at the same Council Meeting at which the plan or bylaw passed third reading.

RECONSIDERATION OF PART OR ALL OF A BYLAW

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

BYLAWS MUST BE SIGNED

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

PART 6 – RESOLUTIONS**COPIES OF RESOLUTIONS TO COUNCIL MEMBERS**

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

FORM OF RESOLUTION

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

INTRODUCING RESOLUTIONS

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

PART 7 – COUNCIL STRATEGY COMMITTEE

GENERAL PROVISIONS

50. A Council Strategy Committee is a Committee of which the Mayor and all Councillors are members. All members of the Council Strategy Committee must be Council Members.
51. Council Strategy Committee Council Meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.
52. The applicable rules of procedure as set out in this bylaw shall apply to Council Strategy Committee Council Meetings.

PART 8 – COMMITTEES

COMMITTEE MEETING PROCEDURES

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

DUTIES & AUTHORITY

54. Committees will undertake review into matters as directed by Council.
55. Committees are required to establish an annual meeting schedule and Committee Terms of Reference as soon as practicable once the Committee has been struck and member appointments made.
56. Committees operate exclusively in an advisory capacity by making recommendations to Council. Committees do not have the authority to direct staff nor to authorize expenditures or enter into contracts or agreements on behalf of the Village.

NOTICE OF MEETINGS

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

MINUTES OF MEETINGS

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

PUBLIC PARTICIPATION

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

MAYOR A MEMBER OF ALL COMMITTEES

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

PART 9 – GENERAL

IRREGULARITY

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

WAIVER

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

PART 10 – SCHEDULES

Schedule A: Public Guidelines

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

24

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

READ A FIRST TIME

January 6, 2015

READ A SECOND TIME

May 5, 2015

READ A THIRD TIME

June 2, 2015

Commented [SG2]: Added third reading date

ADOPTED

Mayor

Corporate Officer

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

Corporate Officer

DRAFT

SCHEDULE A:

Public Guidelines

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

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

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

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

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

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

Expulsion from Council Meetings

- 133 (1) If the person presiding at a Council Meeting considers that another person at the Council Meeting is acting improperly, the person presiding may order that the person is expelled from the Council Meeting.
- (2) If a person who is expelled does not leave the Council Meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

Intentionally Blank

VILLAGE OF LIONS BAY

Incoming Correspondence - June 16, 2015

General Correspondence:

G-1: Open for Business Awards

G-2: RBC Gran Fondo Whistler 2015

G-3: 2015 Call for Nominations for UBCM Executive

G-4: Woodfibre LNG - Associate Membership

G-5: Cumulative Effects Assessment

G-6: National Health and Fitness Day

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: 2015 Open for Business Awards
Date: Thursday, May 28, 2015 2:34:18 PM

From: Minister, STSB STSB:EX [mailto:STSB.Minister@gov.bc.ca]
Sent: Thursday, May 28, 2015 2:28 PM
Cc: Lewis, Kaaren JTST:EX; Hunter, Jaclynn JTST:EX; Kincross, Sean JTST:EX; 'gmacisaac@ubcm.ca'
Subject: 2015 Open for Business Awards

Ref: 109309

Dear Mayor and Council:

As Chair of British Columbia's (BC) Small Business Roundtable (Roundtable), I am pleased to inform you that the Roundtable is now accepting community submissions for the 2015 Open for Business Awards (Awards).

Launched in 2013, this award recognizes communities that are undertaking initiatives and partnerships to reduce the cost and complexity of doing business in BC. As an incentive, the Province has awarded \$10,000 each to sixteen communities which have best demonstrated they are operating within the spirit of the BC Small Business Accord (Accord): www.jtst.gov.bc.ca/sbaccord/.

The Province is pleased to extend this invitation to First Nations communities to celebrate and recognize their achievements to support economic development. Please note that the deadline for submitting an application is **July 17, 2015**, with the finalists announced in August. The winners will be announced during the annual Union of British Columbia Municipalities Convention in Vancouver in September.

I encourage your staff and government officials to contact your local business improvement association, chamber of commerce, economic development officers and small business community to invite their input in your Award submission.

The Open for Business Awards Best Practices Guide (www.smallbusinessroundtable.ca/sm_busi_roundtable/media/images/Open_For_Business_Best_Practices_Guide_2015.pdf) highlights local government initiatives that are in the spirit of the Accord and helped distinguish finalist communities as open for business. These best practices were identified by the Roundtable through the evaluation of past award submissions and represent communities that have reduced regulatory overlap, leveraged partnerships to improve government interactions with small businesses and maximized local economic development for the small business community.

Information about the Roundtable, the Accord and the Award is available in the application provided, as well as at www.smallbusinessroundtable.ca.

The Roundtable Secretariat is available to support the preparation of your application and can be contacted by telephone at 250 952-0403 or by email to: roundtablesecretariat@gov.bc.ca.

We look forward to receiving your submission in June.

Sincerely,

Naomi Yamamoto
Minister

pc: Ms. Kaaren Lewis
Assistant Deputy Minister
Tourism and Small Business Division

Ms. Jackie Hunter
Executive Director
Small Business and Regulatory Reform Branches

Mr. Sean Kincross
Manager, Small Business Branch
Secretariat, Small Business Roundtable



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604-568-8648 604.676.2528 info@toitevents.com

June 02, 2015

Mayor Karl Buhr & Council

Village of Lions Bay

400 Centre Road

Lions Bay, BC V0N 2E0

Dear Mayor Buhr and Council,

On behalf of GranFondo Canada I would like to express my sincere appreciation for agreeing to be a part of our GranFondo Whistler event for 2015.

The sixth annual RBC GranFondo Whistler will take place on Saturday September 12th, 2015 with approximately 4,000 cyclists riding the 122km distance from Vancouver to Whistler along the Sea to Sky highway. This world class event would not be possible each year without the involvement of local community stakeholders, contractors, suppliers, volunteers and participants. We truly appreciate the enthusiastic reception that this event receives each year from the Mayor, Council and Village of Lions Bay.

Since the inaugural year, we have worked to mitigate the traffic impacts to the communities along the route. As mentioned in our emails, we will be publicizing information regarding the traffic impacts one month prior to the event. This year we have produced a specific map for Lions Bay to educate the community. This detailed information and street maps can be found at www.september12.ca.

We very much look forward to another successful year celebrating the excellent road cycling that this area has to offer. Undoubtedly our riders will be propelled onward to personal success by the enthusiastic cheer stations along the way.

Sincere regards,

Brianna Waldman
Operations Lead, RBC GranFondo Whistler

Cc: Neil Mckinnon, President of GranFondo Canada



June 5, 2015

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Chair Rhona Martin
 Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Friday July 31, 2015**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2015 Nominating Committee are:

- Chair Rhona Martin, Immediate Past President, UBCM, Chair
- Councillor Brian Frenkel, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Director Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Corisa Bell, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 31, 2015**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Chair Rhona Martin	Chair email: rmartin@csrd.bc.ca
Chair, Nominating Committee	Chair tel: 250.517.9471 (cell)
60-10551 Shellbridge Way	250.836.4509 (home)
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1NOMINATIONS FOR THE 2015/2016 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2015** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2015

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].

Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week of November
- Second or third week of January
- Second or third week of April
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive member travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (5 positions)
Small Community Representative
Electoral Area Representative
Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2015

Advance nominations close.

Following the July 31 advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 23

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 24

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 24

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the remaining Executive positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for the remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 25

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

EXTRACT FROM THE UBCM BYLAWS: EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

From: [Woodfibre LNG](#)
To: [Shawna Gilroy](#)
Subject: Woodfibre LNG Granted SIGTTO Associate Membership
Date: Friday, June 05, 2015 11:33:02 AM



Dear Mayor and Council,

We have heard from the community that membership in SIGTTO (Society of International Gas Tanker and Terminal Operators Ltd.) is an important priority, a view that we have shared from day one.

Woodfibre LNG is happy to share with you that we have been granted an associate membership to SIGTTO. This membership confirms our pledge to build a project that will meet best practices, and where possible, exceed LNG carrier and terminal regulations. The siting of the Woodfibre LNG facility complies in every way with SIGTTO guidance.

Our [project update](#) provides all the details and I would greatly appreciate if you could share this information with members of your community.

As always, staying connected with the community is an important priority for all of us at Woodfibre LNG. Should you get any questions about the Project, or are in search of more information yourself; I hope that you will contact us.

Sincerely yours,

Byng Giraud

Have a question about our project? Visit askwoodfibrelng.ca

Woodfibre LNG

EMAIL info@woodfibrelng.ca

WEBSITE woodfibrelng.ca

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You are receiving this email because you have asked that we provide you updates about our project.

Our mailing address is:

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Squamish, BC V8B 0A3
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May 29, 2015

BY REGULAR MAIL AND EMAIL

Ruth Simons
Future of Howe Sound Society
Box 465
Lions Bay V0N 2E0

Dear Ms. Simons:

RE: Cumulative Effects Assessment for Howe Sound

At the March 18, 2015 meeting of the Squamish-Lillooet Regional District (SLRD) Board, the following was resolved:

THAT as a member of the Howe Sound Community Forum, Squamish-Lillooet Regional District accepts the Ministry of Forests, Lands and Natural Resource Operations' 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.

The SLRD fully supports the Howe Sound Community Forum and its work towards achieving comprehensive land and marine planning for Howe Sound over 2014-2018.

We wish you success with seeking commitment from the federal ministers to allocate staff and resources to the CEA, and look forward to further engagement with the Future of Howe Sound Society on this important topic.

Sincerely,

Jack Crompton
Chair, Squamish-Lillooet Regional District Board of Directors

Cc: **BY EMAIL ONLY**
SLRD Board of Directors
BY REGULAR MAIL ONLY
Members of the Howe Sound Community Forum:
Chiefs and Council, Squamish First Nation

cont'd

Mayor Rowe, Town of Gibsons
Chair Nohr, Sunshine Coast Regional District
Chair Morrison, Gambier Island Local Trust Committee
Mayor Buhr, Village of Lions Bay
Mayor Heinzman, District of Squamish
Mayor Wilhelm-Morden, Resort Municipality of Whistler
Mayor Skeels, Bowen Island Municipality
Chair Moore, Metro Vancouver
Mayor Richman, Village of Pemberton
Mayor Smith, District of West Vancouver
John Weston – MP for West Vancouver-Sunshine Coast-Sea to Sky Country
Nicholas Simons – MLA for Powell River-Sunshine Coast
Jordan Sturdy – MLA for West Vancouver-Sea-to-Sky
Steve Thomson, Minister of Forests, Lands and Natural Resource Operations



PRESS RELEASE

FOR IMMEDIATE RELEASE

FIRST Official National Health and Fitness Day!



(L-R: Arthur Mudry of the Nomads running group— in his 80s and still running 10K five times a week— joins Ambleside Mile Runners John Weston, MP for West Vancouver – Sunshine Coast – Sea to Sky Country, and Ian Mellor, also of the Nomads running group, moments before the race)

(West Vancouver) June 08 2015 – Saturday’s National Health and Fitness Day was the largest yet, with over 200 proclaiming cities celebrating the Day, Coast to Coast!

The initiative has its roots in founder MP John Weston’s (*West Vancouver – Sunshine Coast – Sea to Sky Country*) recognition that there was and is a growing health problem in Canada. When he, and later his partner in the initiative, Senator Nancy Greene Raine, started to look at the research, the statistics alarmed them. For example:

- Over ninety percent of our children get less than six hours of physical exercise weekly
- One third of our young people are overweight, and *fourteen* times more likely to suffer a cardiac event before age fifty
- We spend an average of \$7 billion annually on healthcare costs to treat illnesses tied directly to inactivity

The dream of the initiative is to make Canada the “Fittest Nation on Earth”, but it can’t be done alone; that’s why it relies on the grassroots efforts of communities across the country to raise awareness to get *all* Canadians on board.



PRESS RELEASE

Support for National Health and Fitness Day has come from companies such as adidas Group Canada, RBC, Canadian Tire Corporation, Sun Life Financial, GoodLife Fitness and Maple Leaf Sports and Entertainment. Thanks to the collaboration and leadership from these top players in the industry, the word is getting out and proving the initiative to be an effective and popular tool to raise the profile of the issue. As a result, Canadians are learning more about their health and the health of their children, and the need to get out and get active.

In Weston's riding alone, some of the activities arranged to mark the Day ranged from free physical literacy classes, to discounts on local recreation centers, to group hikes. Cities and townships across the country all found their own unique, grassroots way of supporting the health and fitness of our great nation.

While the Day has been celebrated in participating communities already for three years in a row, this Saturday is the first official Day since the event was formalized in law last December.

Quick Facts

- **Canada's Physical Activity Guidelines for adults recommend 150 minutes of *moderate* physical activity per week.**
- **Meeting activity guidelines is associated with significant reductions in the risk of death by any cause, cardiovascular disease, stroke, colon and breast cancer, and type 2 diabetes.**
- **Sedentary behaviour is associated with numerous health risks; recommendations are no screen time for those under 2 years of age; no more than 1 hour of screen time per day for those aged 2-4 years old; and no more than 2 hours of screen time for those aged 5-17 years of age.**
- **Right now, Canadians are less fit than their 1981 counterparts and engage in more sedentary behaviour than ever before.**

Quotes

"More than ever, we all need to promote taking personal responsibility for our own health—if we don't, our Health Care System is unsustainable. Canada is facing a crisis, and we must change."

- *The Honourable Senator Nancy Greene Raine*

"After years of work on this initiative to make Canada the Fittest Nation on Earth, I am delighted to see new collaboration & leadership from cities across Canada, health advocates, and other community leaders. Young and old, together we'll build a fitter & healthier Canada, a key goal I'll be pursuing as part of Canada's 150th anniversary."



John Weston^{MP}

West Vancouver – Sunshine Coast – Sea to Sky Country

PRESS RELEASE

- *John Weston, Founder of National Health and Fitness Day and MP for West Vancouver – Sunshine Coast – Sea to Sky Country*

Related Products – NHFD Backgrounder and Other Tools

http://www.johnweston.ca/?page_id=8387

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

Jessica Faddegon, Director of Communications

Office of John Weston, MP for West Vancouver - Sunshine Coast - Sea to Sky Country

John.weston.c1@parl.gc.ca

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

From: [Helen Waterson](#)
To: [Agenda](#)
Subject: Wildlife Working Group
Date: Thursday, June 11, 2015 7:27:55 AM
Importance: High

Wildlife Working Group

From: Norma Rodgers [REDACTED]
Date: 6 June, 2015 8:33:30 pm GMT-7
To: Helen Waterson <councillor.waterson@lionsbay.ca>

Hi Helen,
Hope fitness challenge went well.

Further to our conversation about bear smart, I'm willing to coordinate a Wildlife Working Group that includes Bear Smart principles and education about indigenous wildlife including coyotes, cougars and raccoons. I talked to Karl about a working group that doesn't need formal minutes just action points and recommendations to Council. I would be able to entice CO Busink into the group and Karl wanted to represent the Village. Karl mentioned that the village would fund this group annually without having to ask each year. I have contacts that would make the education component routine.

Norma

Intentionally Blank