

## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

#### REGULAR MEETING OF THE COUNCIL

#### OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, NOVEMBER 20, 2018 at 7:00 PM UPSTAIRS MEETING ROOM, 400 CENTRE ROAD, LIONS BAY

#### **AGENDA**

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)
- 4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)
- 5. Review & Approval of Minutes of Prior Meetings
  - A. Regular Council Meeting October 16, 2018 (Page 7)

    THAT the Regular Council Meeting Minutes of October 16, 2018 be approved as circulated.
  - B. Inaugural Council Meeting November 6, 2018 (Page 21)

    THAT the Inaugural Council Meeting Minutes of November 6, 2018 be approved as circulated.
- 6. Business Arising from the Minutes
- 7. Unfinished Business
  - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
32	February 6, 2018	Mayor Buhr and CAO DeJong to work on a	Peter
		Terms of Reference for a Lions Bay Trail	
		Maintenance Committee	
56	July 3, 2018	G4: City of North Vancouver – Notice to	Peter
		Withdraw from the North Shore Bylaw	
		Notice Dispute Adjudication Registry	
		Agreement – CAO to follow up	
58	September 4, 2018	R2: Kelvin Grove Parking – Liz Bell – Mayor	Karl
		Buhr to respond	
59	September 4, 2018	R4: Gate at End of Lions Bay Avenue – Max	Peter
		Wyman – CAO DeJong to respond	

#### 8. Reports

#### A. Staff

- CAO: Review of Ethical Conduct Policy and Model of Excellence (Page 25)
   Recommendation: THAT Council provide direction to staff with respect to the issue(s) outlined in this report.
- ii. CFO: Parking Meter Revenue Report (Page 67)
  Recommendation: THAT the Information Report, "Parking Meter Revenue and Expense Report" be received for information.
- iii. CAO: Lions Bay Beach Park Upgrade Feedback (Page 69) Recommendation:
  - (1) THAT
    - (a) the Lions Bay Beach Park Revitalization Project should, subject to amendments to reflect input from the public, proceed and that staff commence the process of refining cost estimates and other requirements for the purposes of submitting a grant application under the Community, Culture and Recreation program by the January 23, 2019 deadline; or
    - (b) the decision on whether to apply for grant funding for the Lions Bay Beach Park Revitalization Project be deferred until Council has had an opportunity to consider its other strategic goals and priorities; **and**
  - (2) THAT the Lions Bay Beach Park Advisory Committee be requested to reconvene to review the Lions Bay Beach Park Revitalization Project Draft Concept Plans and the public input received, and provide recommendations on amendments to the Draft Concept Plans.
- iv. PWM: Bayview Culvert Emergency Repair (Page 111)
  Recommendation: (1) THAT Council approve the award of the
  Bayview Culvert Emergency Repairs to Capilano Highway Services
  in the amount of \$19,500; and
  - (2) THAT the CAO be authorized to execute contract documents in accordance with the scope of work required up to the amount of \$19,500, not including GST; and
  - (3) THAT the work be funded from the Public Works operational budget or, if required, from reserves.

#### B. Mayor

- i. Appointments to Standing Committees
  - Infrastructure Committee
     (see reporting out from the Closed portion of the meeting)

#### C. Council

- i. Appointments to Select Committees
  - Memorial Committee
     (see reporting out from the Closed portion of the meeting)
- ii. Councillor Bain: Consideration of Hiring a Part-Time Emergency Program Coordinator (Page 115)

Recommendation: THAT the Village of Lions Bay take active steps in pursuing the creation of a dedicated position for a part-time Emergency Program Coordinator (EPC) or Deputy EPC in the first quarter of 2019.

#### D. Committees

- Board of Variance March 27, 2018 Meeting Minutes (Page 117)
   Recommendation: THAT the Board of Variance Meeting Minutes of March 27, 2018 be received for information.
- ii. Trees, Views & Landscapes Committee Tree App #87: 305 Bayview Road (Page 119)

Recommendation: THAT once the final outstanding neighbour has been contacted and responded, as requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

#### E. Emergency Services (Page 135)

i. RCMP Monthly Report

Recommendation: THAT the RCMP Monthly Report be received for information.

#### 9. Resolutions

A. Council Chambers

Recommendation: THAT the location of Council Chambers be officially moved to the "Upper Meeting Room" located at the Village Hall, 400 Centre Road, Lions Bay, BC (former Library).

B. 2019 Council Meeting Schedule (Page 137)

Recommendation: THAT the 2019 Council Meeting Schedule be adopted as follows:

> January 8 & 22 February 5 & 19 March 5 & 19 April 2 & 16 May 7 & 21 June 4 & 18 July 2 & 16

#### **AUGUST BREAK**

September 3 & 17 October 1 & 15 November 5 & 19 December 3 & 17

C. Rescind Fees for "Walk for Erin" Event

Recommendation: THAT Council waive the fees for the rental of five tables and for Public Works staff time to deliver and pick up the tables for the "Walk for Erin" event on December 15, 2018.

#### 10. **Bylaws**

Page **4** of **5** 

- A. 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 Adoption (Page 139) Recommendation: THAT 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 be adopted.
- B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 First and Second Reading (Page 143)

Recommendation: THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be introduced and read a first and second time.

#### 11. Correspondence

A. List of Correspondence to November 15, 2018 (Page 169) THAT the following actions be taken with respect to the correspondence:

#### 12. **New Business**

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

#### 14. **Closed Council Meeting**

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

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

- Page **5** of **5**
- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

#### 15. Reporting Out From Closed Portion of Meeting

#### 16. Adjournment





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

#### REGULAR MEETING OF THE COUNCIL

#### OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, OCTOBER 16, 2018 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

#### **MINUTES**

In Attendance:

Council: Mayor Karl Buhr

Councillor Fred Bain

Councillor Norm Barmeier

Councillor Jim Hughes

Regrets: Councillor Ron McLaughlin

Staff: Chief Administrative Officer Peter DeJong

Chief Financial Officer Pamela Rooke

Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 12

#### 1. Call to Order

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

#### 2. Adoption of Agenda

Moved/Seconded

THAT item 8Aviii: Filming Application – New Resolution Productions Inc. be added; and

THAT item 8Ci: Verbal Report from Councillor Bain be added; and THAT item 11B: Correspondence M. Broughton be added; and

THAT item 11C: Correspondence L. Peterson be added; and

THAT the agenda be adopted, as amended.

**CARRIED** 

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

Moved/Seconded

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THAT Council waive the maximum 10 minute time restriction to allow for up to 8 people to speak for 2 minutes each.

**CARRIED** 

#### A. Carole Conlin

Ms. Conlin queried whether Mayor-elect McLaughlin will take his Oath of Office and abide by it and whether the Council members will see that the law, improvement and good government of the Village is carried out as per the Local Government Act and the Community Charter concerning Council matters and speak up. Due to a prior commitment, Ms. Conlin had to leave but left Council with materials which questioned the appropriateness of how a conflict of interest was handled at the October 2, 2018 Council meeting, particularly by Councillors Bain and McLaughlin. The conflict of interest related to Councillor McLaughlin and his personal relationship to Millenia Architecture. The materials also alleged a pecuniary conflict of interest due to Councillor McLaughlin's wife doing bookkeeping for Millenia [although that matter was investigated in 2014 and the opinion of esteemed legal counsel was that there was no pecuniary conflict of interest]. Ms. Conlin's material noted the 2014 issue with the Community Hall and the same architect which cost more than \$193,000 to design a building the residents could not afford nor approve borrowing for. She queried how much public money will the two Councillors and the architect cost the Village residents if Council fails to uphold the Oath of Office.

#### B. Dominic Main

Mr. Main introduced himself as part of the film production company who has applied to film in our area. He explained that they do this in a lot of neighbourhoods and understand that Lions Bay has a 100% polling policy, but that most municipalities work with a 90% polling policy. He advised that polling is a successful way of contacting neighbours and it allows them to speak with a homeowner and address any concerns residents may have. He noted that in his 15 years of experience he had never had a poll under 90% nor not addressed everyone's concerns.

#### C. John Price

Mr. Price, who also works with the film production company, advised Council that he was in the area today polling for the film project. He determined that they almost have full support; a few residents had expressed some concern which they are addressing, and only one resident was against it.

#### D. Jaime Cunliffe

Ms. Cunliffe expressed that film is a good opportunity for the Village, while managing the inconvenience that it may cause to some neighbours, but overall is a good opportunity for revenue into the Village. She also felt that a 100% polling policy is out of line from what is current. She noted that she lived in Gastown for years and there was filming all the time and people were always compensated for it. Ms. Cunliffe lives in

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Kelvin Grove where the movie will be filmed, although is one street up and was not polled, but would have been in favour if she was.

#### E. James Mole

Mr. Mole James advised Council that he lives on Sweetwater and supports the filming. He believes there is one individual who does not support it and thinks he is adverse to anything happening outside of his house for the past several years and believes the film company should suggest compensating the gentleman by offering him a hotel for a week if he is not willing to listen to any noise whatsoever outside of his house. He expressed concern that the Village will be losing out on revenue for the sake of one person, which did not strike him as being in the best interest of the Village.

#### F. Michael Broughton

Mr. Broughton introduced himself as a former member of the Highway Advisory Group for the Sea to Sky highway upgrade. They worked very closely with the Ministry of Transportation and Infrastructure (MOTI) and spent thousands of hours negotiating for the citizens of Lions Bay, also having in mind visitors from all over the world. He referenced the October 5th Village Update regarding the potential highway speed increase from 60 km/h to 70 km/h through the Village. Mr. Broughton understood Council had received several emails with concerns from other residents with respect to this. He applauded Council for their creativity at looking at different solutions and supports innovative ideas, but had a number of concerns with the proposal. He noted there was a very clear understanding with MOTI that the 60 km/h speed limit was part of a very carefully negotiated sound mitigation strategy on which they spent hundreds of hours on the impact of sound. Mr. Broughton's concern was that since there is lot of data not yet considered, which has been provided to Council, and based on that information it is very important Council holds off on the 70 km/h increase, which could put the Village in some jeopardy because there is an obligation on MOTI to obtain sound levels to the best of their ability. If the Village initiates an increase to the speed limit, the residents who have been promised a sound level that is not achieved, the Village could be liable. If the Village initiates a speed increase, they are no longer obligated. He strongly encouraged that Council not support proceeding with the speed limit change and reiterated that he strongly supports Council initiative in trying to resolve the problem, just not in this way.

Mayor Buhr thanked Mr. Broughton for his time and efforts in working for the best interests of Lions Bayers, but noted that the initiative to increase the speed limit has been Council policy for over a year and has been carefully studied by MOTI engineers. The Mayor noted that the fact of the matter is that no one is doing the speed limit and in fact, 85% of them are doing 90-100 km/h. The incremental change to 70 km/h is intended to try and get more people to drive at or close to the speed limit in an effort to reduce both noise and accidents.

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

None

Audio: 00:25

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

A. Special Council Meeting – June 9, 2015

Moved/Seconded

THAT the Special Council Meeting Minutes of June 9, 2015 be approved as circulated.

**CARRIED** 

B. Regular Council Meeting – October 2, 2018

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 2, 2018 be approved as circulated.

**CARRIED** 

#### 6. Business Arising from the Minutes

A. October 2, 2018 Regular Council Meeting Minutes

Item 8Ai from the previous meeting:

Councillor McLaughlin requested that the following statement be read into the record in his absence by CAO DeJong:

"At the last meeting of Council on October 2, 2018, I inadvertently failed to declare a conflict of interest with respect to the proposal from Millenia Architecture for various parking lot and street layout work, despite having previously dealt with a conflict regarding this firm due to my wife providing accounting services for the firm. I apologize for putting Council in an awkward position and will be sure not to let it happen again."

CAO DeJong also apologized for failing to remember that there was an issue regarding Councillor McLaughlin and Millenia and that he should not have allowed Councillor McLaughlin to vote on the motion to rescind the improperly passed resolutions prior to recusing himself from any further discussion of the matter.

CAO DeJong went on to advise that Mayor Buhr may require, pursuant to section 131 of the Community Charter and section 35 of Procedure Bylaw No. 476, 2015, as amended, that Council (absent Councillor McLaughlin) reconsider and vote again on resolutions from the October 2, 2018 Regular Council Meeting.

Mayor Buhr then stated: "Pursuant to section 131 of the Community Charter and section 35 of Procedure Bylaw no. 476, 2015, as amended, I require that Council

reconsider and vote again on the following resolutions from the October 2, 2018 Regular Council meeting:

Firstly, Item 13, which the Corporate Officer says should not have been put to a vote with Councillor McLaughlin present.

In reconsideration of this matter I move:

THAT the resolutions at Item 8Ai of the October 2, 2018 meeting be rescinded."

#### Seconded

**UNANIMOUSLY OPPOSED** 

<u>Secondly, Item 8Ai from the meeting of October 2, 2018. Mayor Buhr briefly reminded</u> Council what the matter entailed and then continued.

"In reconsideration of this matter I move the following:

THAT the proposal of Millenia Architecture Corp dated August 30, 2018, be approved to be undertaken in the following order and subject to the following conditions:

- (a) CN Lot layout;
- (b) Sunset Lot layout;
- (c) Municipal Precinct layout up to but not including any survey work, pending cost estimates for such survey work and sufficient budget to proceed.

AND THAT the CAO be authorized to sign the accepted proposal on behalf of the Municipality.

Seconded

**UNANIMOUSLY CARRIED** 

Audio: 00:36

#### 7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
32	February 6, 2018	Mayor Buhr and CAO DeJong to work on a	In progress
		Terms of Reference for a Lions Bay Trail	
		Maintenance Committee	

56	July 3, 2018	G4: City of North Vancouver – Notice to	In progress
		Withdraw from the North Shore Bylaw	
		Notice Dispute Adjudication Registry	
		Agreement – CAO to follow up	
58	September 4, 2018	R2: Kelvin Grove Parking – Liz Bell – Mayor	In progress
		Buhr to respond	
59	September 4, 2018	R4: Gate at End of Lions Bay Avenue – Max	In progress
		Wyman – CAO DeJong to respond and to	
		look into the situation regarding control	
		over use of easement	
60	October 2, 2018	CFO to email the grant funding breakdown	Complete
		for the ICIP – Community, Culture and	
		Recreation Grant to Council.	

Audio: 00:38

#### 8. Reports

A. Staff

i. CAO: Traffic and Parking Layouts for CN Lot, Sunset Lot and Central Lions Bay This item was discussed under item 6A.

Moved/Seconded

THAT the Traffic and Parking Layouts for CN Lot, Sunset Lot and Central Lions Bay report be received.

**CARRIED** 

#### ii. CFO: RFD – MFA Equipment Financing

CFO Rooke briefed Council on the Public Works truck purchase details.

Moved/Seconded

THAT the Council of the Village of Lions Bay authorizes up to \$390,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing five Public Works trucks; and

THAT the loan be repaid within five years, with no rights of renewal.

**CARRIED** 

Audio: 00:40

<u>iii.</u> <u>CFO: Information Report – Accounts Payable Cheque Listing</u> Council reviewed the Accounts Payable Cheque Listing and queried a few items.

#### Moved/Seconded

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

**CARRIED** 

Audio: 00:45

#### iv. Office Coordinator: Howe Sound Marine Reference Guide

A motion was made by Council at the November 7, 2017 meeting combining two options requested by the Ocean Watch Task Force by rounding the amount up, however the formality was that Council choose either A or B, not both. Due to this, staff was unable to pay the dues and brought forward the options again so that Council could choose one or the other.

#### Moved/Seconded

THAT Council rescind the resolution passed on November 7, 2017 regarding the Howe Sound Marine Reference Guide.

**CARRIED** 

#### Moved/Seconded

WHEREAS the Ocean Watch Task Force of the Howe Sound Community Forum, of which Lions Bay is a member, has recommended that Forum members endorse preparation of a Howe Sound Marine Reference Guide ("Guide"), and that its local government members contribute an aggregate \$20,000 per year for three years to its production;

NOW THEREFORE the Council of the Village of Lions Bay resolves to support such recommendation and to make a proportional contribution to the Howe Sound Marine Reference Guide as outlined in Scenario A: \$631.76 per year for three years.

**CARRIED** 

Audio: 00:52

The on table filming application was moved to be discussed after item 8Aiv.

Audio: 01:43

# v. CAO: Verbal Update on the Status of the Removal of the Magnesia Creek Infiltration Gallery

CAO DeJong advised that the protected galvanized steel screen was removed as well as the fill material and large black HDPE infiltration pipe. The old screen would need to be Minutes – Regular Council Meeting – October 16, 2018 Village of Lions Bay Page 8 of 13

properly mounted and a handrail reinstalled. He noted that expected completion would be Wednesday.

Moved/Seconded

THAT Council receive and approve the CAO's verbal update on the nature of the removal of the Magnesia Creek Infiltration Gallery.

**CARRIED** 

Audio: 01:45

# vi. CAO: Verbal Update re. Parking Signage, CN Parking Lot, and Lions Bay Beach Park

CAO DeJong updated Council on the following items:

- Parking Signage staff is awaiting an order of "Permit Required" signs without the May-Sep text for installation because we have run out.
- CN Parking Lot the backhoe is out of commission for two weeks while the
  digging boom and hydraulics are repaired. Our current schedule is presently
  taken up by removal of the infiltration gallery and the annual pump out of the
  waste water treatment plant and the preparation of Council Chambers, and the
  installation of a developer driven water service at 61 Brunswick Beach.
- Lions Bay Beach Park the shower pad has been formed and poured and is sufficiently secured to install the shower this week. The fence repairs are 90% complete, painting will commence in the spring and the handrails are being fabricated.
- CN parking lot the drainage that was designed has been signed off by the engineer but work is on hold pending resolution of our lease agreement.
- 35 Kelvin Grove lot water service was installed, sanitary and storm services to be installed by the end of the week.

Moved/Seconded

THAT the verbal update regarding Parking Signage, CN Parking Lot and Lions Bay Beach Park be received.

**CARRIED** 

Audio: 01:58

<u>vii.</u> CAO: RFD – Rural Dividend Program Lobbying Moved/Seconded

THAT staff prepare a letter to the Minister of Forests, Lands and Natural Resource Operations from the Mayor indicating reasons why the Village of Lions Bay should be eligible for the Rural Dividend Program, and other programs based on rural and/or small populations.

**CARRIED** 

<u>viii.</u> Filming Application – New Resolutions Productions Inc. This item was discussed after item 8Aiv.

Due to the outdated Filming Policy No. 0903 which currently requires a 100% polling result, Council discussed the on table Film Application at length. It resulted in approval of the application by way of amending the policy (for this application only until the Policy itself can be reconsidered in due course) from 100% to 90% polling and raised the fees from \$300 per day to \$1,200 per day. They also advised that the film crew poll Periwinkle and the top portion of Kelvin Grove, which would double the amount of polling they had been instructed to do.

#### Moved/Seconded

- 1. THAT, in respect only of the film application for "A Midnight Kiss", the polling support requirement in Lions Bay Filming Policy No. 0903 be amended from 100% to 90%, with lack of objection constituting "support" after five or more reasonable attempts to poll each of the residences on Tidewater Way, Sweetwater Place and Periwinkle Place, as well as the residences on the lower portion of Kelvin Grove Way from 10 Kelvin Grove Way to 165 Kelvin Grove Way;
- 2. THAT the film permit application for "A Midnight Kiss" be approved, including relaxations of relevant portions of Noise Bylaw No. 283, 1998, subject to no more than 10% of the affected residences polled as listed above being opposed;
- 3. THAT, in respect only of the film application for "A Midnight Kiss", the fee schedule in the Filming Policy be amended to \$1,200 per day;
- 4. THAT fire apparatus access in the Tidewater Way cul-de-sac be provided for in accordance with the approval of the Fire Chief; and
- 5. THAT the CAO be authorized to sign the filming permit and any other incidental documentation related to the film application for "A Midnight Kiss".

**CARRIED** 

#### B. Mayor

None

Audio: 02:01

#### C. Council

#### i. Verbal Report from Councillor Bain

Councillor Bain read aloud the following comments:

"Karl, this evening is your last scheduled official meeting as Mayor, as you well know. We would be remiss if we did not take a minute to say to you what we think. Ron was unable to attend this meeting, and as he and I served the full four years with you, we have collaborated on this short note.

Ron wrote recently to you: 'There have been some glitches along the way but boy did you pull the sled with strength and leadership. Thank you. I have not met a more selfless and determined person whose mantra was all about making Lions Bay better and spent every waking, and sometimes sleeping, hours doing so'. I concur.

You brought a personal skill level second to none. Your energy and drive is infectious and unstoppable. On behalf of your colleagues and our residents, we thank you. We know the term has come at a great personal expense to you (in frustration) but know that your efforts are extremely appreciated.

-Ron and Fred"

Moved/Seconded

THAT the verbal report from Councillor Bain be received.

**CARRIED** 

#### D. Committees

None

#### E. Emergency Services

None

#### 9. Resolutions

None

#### 10. Bylaws

A. 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018

Moved/Seconded

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THAT 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 be introduced and read a first, second and third time.

**CARRIED** 

Audio: 02:05

#### 11. Correspondence

A. List of Correspondence to October 11, 2018

Moved/Seconded

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

- G1: Community, Culture and Recreation Funding Stream no response
- G2: Foster Family Month no response
- G3: Non-Medical Cannabis no response
- R1: Highway Speed Brenda Broughton received and responded to, no further response

CARRIED

The highway speed correspondence in items 11A, B and C were discussed together.

CAO DeJong indicated that he had previously reviewed many years of HAG Committee minutes and noted that there had been many successes in lobbying and getting the Province and its contractors to make improvements for the sake of residents and the Village of Lions Bay. He noted that the Municipality is not a party to the Concessionaire Agreement between the Province and its contractors and, from an email by one of the residents, it appeared that the Province had provided a flat rate of compensation to some residents, particularly along Panorama, which was wholly inadequate to address or mitigate the effects of highway noise from the expanded highway. He indicated that he had not seen nor heard of any contractual agreement between MOTI and the Village of Lions Bay in terms of highway speed. He reiterated that the highway is not the Municipality's jurisdiction and that we should be under no liability in terms of decisions that are made within the jurisdiction of the Province.

## B. Correspondence M. Broughton – On Table

This item was discussed in item 11A.

#### C. Correspondence L. Peterson – On Table

This item was discussed in item 11A.

#### 12. New Business

None

# 13. Public Questions & Comments (2 minutes on any topic discussed in this meeting) Neville Abbott

Mr. Abbott mentioned to Council that the cannabis discussion was on the news which he happened to catch a bit of, and that it sounded like rules can be applied to each municipality with respect to whether they want cannabis to be smoked within their jurisdiction or not, and that it should be looked into for Lions Bay. He also queried if it was the municipality who did the work on Magnesia Creek. Lastly, Mr. Abbott discussed Ms. Conlin's public participation at the beginning of the meeting which was directed at Council regarding their Oath of Office, and whether a response would be sent to her in terms of the discussion Council had after she left. CAO DeJong indicated he would look into the regulation of where one can smoke cannabis; he also replied that Public Works staff had done the work in Magnesia Creek to remove the Infiltration Gallery as the quote for a contractor to do it was too high; CAO DeJong will also respond to Ms. Conlin.

#### 14. Closed Council Meeting

Moved/Seconded

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

- **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:
  - e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
  - j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

**CARRIED** 

The meeting was closed to the public at 9:35 p.m.

The meeting was re-opened to the public at 9:53 p.m.

### 15. Reporting Out From Closed Portion of Meeting

Council approved the award of a Real Estate listing agreement for the new parcel at 35 Kelvin Grove Way to Kim Taylor, of Royal LePage Sussex Realty, and that the CAO be authorized to execute the contract on behalf of the municipality at a list price of \$980,000.

Council also rescinded a resolution which had become moot, instructing the Mayor to write a letter to the Government of Canada and the Province of BC relating to the CWWF grant funding for the Harvey Water Tank Project.

#### 16. Adjournment

Moved/Seconded

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THAT the meeting be adjourned.

**CARRIED** 

The meeting was adjourned at 9:54 p.m.			
Mayor	Corporate Officer		
Date Approved by Council:			







#### THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

#### **INAUGURAL MEETING OF THE COUNCIL**

#### OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, NOVEMBER 6, 2018 at 7:00 PM BROUGHTON HALL, 400 CENTRE ROAD, LIONS BAY

#### **MINUTES**

In Attendance:

Outgoing Council: Outgoing Mayor Karl Buhr

**Outgoing Councillor Jim Hughes** 

New Council: Incoming Mayor Ron McLaughlin

**Incoming Councillor Neville Abbott** 

Incoming Councillor Fred Bain

Incoming Councillor Jaime Cunliffe

Regrets: Incoming Councillor Norm Barmeier

Staff: Chief Administrative Officer Peter DeJong

Chief Financial Officer Pamela Rooke Public Works Manager Nai Jaffer

Office Coordinator Shawna Gilroy (Recorder)

Public: 19

#### 1. Call to Order

Corporate Officer Peter DeJong called the Inaugural meeting to order at 7:01 p.m. and advised the incoming Council and the public that item 4 – Approval of the Agenda should be moved ahead of item 3 – Signing Ceremony.

#### 2. Oath of Office Swearing-In/Affirmation Ceremony

The Honourable Judge Reginald Harris performed the Oath of Office Swearing-In/Affirmation Ceremony for:

Mayor-Elect: Ron McLaughlin Councillors-Elect: Neville Abbott

Fred Bain Jaime Cunliffe

All elected officials present signed their Oaths of Office in the presence of Judge Harris.

#### 3. Approval of Agenda

Moved/Seconded

THAT items 4A – Ethical Conduct Policy for Elected Officials and 4B – Code of Ethics – Model of Excellence be deferred to the November 20<sup>th</sup> Regular Council Meeting for discussion; and

THAT the agenda be adopted, as amended.

CARRIED

#### 4. Signing Ceremony

None

#### 5. Inaugural Address

Mayor McLaughlin thanked both the returning and new Council members for standing for office, and staff for their tremendous service last term. He thanked outgoing Mayor Karl Buhr and Councillor Jim Hughes on behalf of himself and the community for their contribution and leadership over the past four years and welcomed them both to the podium to accept a token gift of appreciation from the Municipality. Karl Buhr and Jim Hughes both made a closing statement thanking their fellow colleagues and the community.

#### 6. Reports

#### A. CAO: Verbal Report re. Transition of Councils

On behalf of staff, CAO DeJong thanked outgoing Councillor Jim Hughes and Mayor Karl Buhr for their efforts and devotion they brought to the Village of Lions Bay during their term. He thanked returning members Ron McLaughlin, Fred Bain and Norm Barmeier and welcomed incoming Councillors Neville Abbott and Jaime Cunliffe, pledging staff support for the new Council.

#### B. Chief Election Officer: 2018 General Election Results

CAO DeJong advised that after the closing period for contesting nominations of candidates in the 2018 General Election, there were equal number of candidates and public offices to be filled. Accordingly, as mandated by the Local Government Act and as the Chief Election Officer, he had declared as acclaimed the following Elected Officials: Mayor Ron McLaughlin, Councillor Neville Abbott, Councillor Fred Bain, Councillor Norm Barmeier and Councillor Jaime Cunliffe.

#### 7. Resolutions

A. Resolution to Appoint Director to Metro Vancouver Regional District (MVRD)

Board of Directors

Moved/Seconded

THAT Council appoint Mayor Ron McLaughlin as the Village of Lions Bay's Municipal Director to the Metro Vancouver Regional District (MVRD) Board of Directors, effective November 6, 2018; and

THAT Council appoint Councillor Fred Bain as the Village of Lions Bay's Alternate Municipal Director to the Metro Vancouver Regional District (MVRD) Board of Directors, effective November 6, 2018.

**CARRIED** 

# B. Resolution to Appoint Member and Alternate to the TransLink Mayor's Council Moved/Seconded

THAT Council appoint Mayor Ron McLaughlin to the Mayor's Council on Regional Transportation (TransLink); and

THAT Council appoint Councillor Fred Bain as Mayor McLaughlin's Alternate to the Mayor's Council on Regional Transportation (TransLink).

**CARRIED** 

# C. Resolution to Appoint Banking Signatories

Moved/Seconded

THAT Mayor McLaughlin be added as a banking signatory in accordance with the requirements of the Bank of Nova Scotia.

**CARRIED** 

# D. Resolution to Adopt Acting Mayor Schedule

Moved/Seconded

THAT the following Acting Mayor's Schedule be approved:

November – January: Neville Abbott

February – April: Fred Bain May – July: Norm Barmeier August – October: Jaime Cunliffe

**CARRIED** 

# 8. Public Questions & Comments (2 minutes on any topic discussed in this meeting) None

#### 9. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED** 

Minutes – Inaugural Council Meeting – November 6, 2018 Village of Lions Bay Page 4 of 4

The meeting was adjourned at 7:23	p.m.	
Mayor	Corporate Officer	
Date Approved by Council:		





### THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Туре	Direction Request			
Title	Review of Ethical Conduct Policy and Model of Excellence			
Author	Peter DeJong Reviewed By		ved By:	Staff
Date	November 13, 2018		Version	
Issued for	November 20, 2018 Council Meeting			

#### Recommendation:

THAT Council provide direction to staff with respect to the issue(s) outlined in this report.

#### **Attachments:**

- 1. Lions Bay Ethical Conduct Policy;
- 2. Lions Bay Code of Conduct Model of Excellence;
- 3. District of North Vancouver Code of Conduct (which includes the Model of Excellence);
- District of Saanich Code of Conduct (which appears to be one of the Codes reviewed by the Ministry of Municipal Affairs & Housing, UBCM and LGMA Working Group on Responsible Conduct (WGRC) when creating their Model Code);
- 5. Model Code of Conduct recommended by the WGRC as a basic minimum, amended with Village of Lions Bay naming where applicable, as a potential starting point;
- 6. Model Code of Conduct in "example" form, which contains a number of references to additional options that Council may wish to consider adding or incorporating; and
- 7. Companion Guide for councils wishing to consider additional options to the Model Code of Conduct.

#### **Key Information:**

The Lions Bay Ethical Conduct Policy (Attachment 1) appears to have been written and adopted by Council in 2009. It is arguably missing some pertinent references, including the Respectful Workplace Policy adopted in April 2015.

More recently, a Working Group on Responsible Conduct (WGRC), consisting of members of the Ministry of Municipal Affairs & Housing, Union of BC Municipalities (UBCM) and the Local Government Management Association (LGMA), published a Model Code of Conduct,



### THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

including fundamental principles of responsible conduct, along with suggestions for customizing the Code to assist those local governments interested in doing so.

A draft of the basic Model Code of Conduct has been attached with the Lions Bay Coat of Arms and "Village of Lions Bay" inserted where appropriate. Attached separately are the Model Code with discussion points and a Companion document intended to assist councils wishing to consider additions to the Model Code.

As well, the Codes of Conduct of the District of North Vancouver and the District of Saanich are attached for examples of how other municipalities have addressed this topic.

#### **Desired Result:**

A code or policy suitable for the Village of Lions Bay, providing guidance for members of Council and potentially for appointees to boards and committees and potentially for staff, regarding desirable conduct by persons elected (or appointed or hired) to serve the Village of Lions Bay.

#### **Options to Pursue Desired Result:**

- (1) Make minor amendments to the existing Ethical Conduct Policy and Model of Excellence.
- (2) Take advantage of the extensive work done by the WGRC and adopt the Model Code of Conduct as the Village of Lions Bay Code of Conduct. If Council is inclined to pursue Options 3 or 4 below, this Option 2 may be a good starting point in the interim.
- (3) Engage in discussion at the Council table on potential additions to the Model Code that would be suitable for the Village of Lions Bay.
- (4) Set a date for a Council Strategy Committee (Committee of the Whole Council) to engage in a more fulsome discussion on fleshing out, or adding to the Model Code in a way that would be suitable for the Village of Lions Bay.

**Follow Up Action:** Per Council direction.

Communication Plan: Per Council direction.



#### VILLAGE OF LIONS BAY

#### **ETHICAL CONDUCT POLICY**

#### FOR ELECTED OFFICIALS

#### **Purpose:**

This policy provides a framework for the conduct of the Mayor and Council members in representing the electors and residents of Lions Bay. This policy is not intended to replace any existing or future legislation that must take precedence. Any conduct of the Mayor or a Council member may be subject to review under this policy and such conduct may be subject to the consequences described.

The Mayor and Council members will be referred to in this policy as "Members".

#### **Principles:**

As representatives of the Village of Lions Bay, Members are to conduct business in a manner that is respectful of all residents, taxpayers, staff and other Members. To this end, the following principles guide the conduct of Members:

#### Respect for People:

- Members will ensure that they comply with the Village's Harassment Policy.
- Members will not engage in personal comments at any time, in or out of Public Meetings, which
  may serve to discredit, abuse or otherwise reflect on the character or motives of other Members.
- Members will not make negative comments to any person about the performance of any staff member, volunteer or Administrator of the Village, except during In Camera discussions to the Administrator.

#### Respect for Privilege:

- Members will not disclose or discuss details of any person or organisation being considered for employment with any person other than those directly involved in the selection process.
- Members will not discuss or divulge any In-Camera items with parties other than those involved in the In-Camera discussions.
- Members will demonstrate respect for the bylaws by adhering to all Village bylaws and policies, and will never instruct or encourage any individual to violate any Village policy or bylaw.
- Members will not accept any gifts or favours that may be perceived as influencing decisions or votes.
- Members will not use public resources, staff time or supplies not available to the public for personal reasons.

#### **Respect for Process:**

Members will adhere to the Village's council-manager structure of government, where Council
determines the policies and the Administrator conducts the administrative functions of the
Village. Members, therefore, will defer to the authority and responsibility of the Administrator all
matters relating to the management of staff or their duties.

- Members will not undermine or be seen as undermining any bylaw or take any action that will discredit the bylaws or policies of the Village.
- Once a bylaw or policy is passed by majority vote, Members will represent the official policies or positions of Council and support the will of the majority.
- Members are required to maintain and contribute to the positive image and credibility of the offices of the Mayor and Council.

#### **Enforcement:**

Behaviour, which is deemed to be in conflict of the above principles, will be subject to such sanctions as are appropriate. These sanctions include (but are not limited to):

- a) Removal of "acting mayor" designation and responsibilities and any related compensation
- b) Removal of one or more portfolios and any associated compensation
- c) Removal from appointment to committees and any associated compensation
- d) Removal from speaking on behalf of the Village to the media, to any Regional, Provincial or Federal government.

Any Member or the Administrator may report infractions in writing, with details including the nature, timing and evidence of potential infractions.

Assessment of any infraction is within the purview of the Mayor to ensure good government and maintain the credibility and integrity of the lawmakers of the Village of Lions Bay.

The Mayor may, but is not obliged to, seek the advice of the Members in assessing the validity of an infraction.

Should the Mayor engage in violating this policy, the Members will assess by majority the validity of any claims and the associated consequence.

To ensure fairness, Members who are accused of violating any provision of this policy may respond within two weeks of notification to Members as a whole before sanctions are imposed.

#### **Implementation:**

Date:

This policy is intended to be self-enforcing. Members will receive a copy of this policy when first elected/appointed and be requested to sign a statement affirming they have read and understood the Village's Ethical Conduct Policy.

As a member of Council for the Municipality of the Village of Lions Bay, I agree to uphold this Ethical Cond	uc
Policy and conduct myself accordingly. I affirm that I have read and understood this policy.	

Signature:



## Village of Lions Bay Code of Ethics

#### **MODEL OF EXCELLENCE**

Council and Staff of the Village of Lions Bay,
Council Appointees to Boards, Committees, Commissions, & Task Forces

#### **MEMBER STATEMENT**

As a member of the Village of Lions Bay Council or staff, or of a Village Committee, Board, Commission or Task Force, I agree to uphold the Code of Ethics adopted by the Village and conduct myself by the following model of excellence. I will:

Recognize the diversity of backgrounds, interests and views in our community;

Help create an atmosphere of open and responsive government;

Conduct public affairs with integrity, in a fair, honest and open manner;

Respect one another and the unique role and contribution each of us has in making the Village a better place to work and live;

Strive to keep the decision-making process open, accessible, participatory, understandable, timely, just, and fair;

Avoid and discourage conduct that is not in the best interests of the Village;

Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Village of Lions Bay Code of Ethics.

Name:	Date:	
Office:		



#### The Corporation of the District of North Vancouver

#### **CORPORATE POLICY MANUAL**

Section:	Administration	1
Sub-Section:	Council - General	0530
Title:	CODE OF ETHICS	11

#### **POLICY**

The District of North Vancouver has adopted a Code of Ethics which is applicable to members of Council and to any person appointed by Council to boards, committees, commissions, panels or task forces. The Code of Ethics is outlined in Attachment 1 to this Policy.

#### **REASON FOR POLICY**

The purpose of the Code of Ethics is to ensure that:

- 1. public business is conducted with integrity, in a fair, honest and open manner;
- 2. members respect one another, the public and staff and recognize the unique role and contribution each person has in making the District a better place to work and live;
- 3. their conduct in the performance of their duties and responsibilities with District is above reproach; and
- 4. the decision-making processes are accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

#### **AUTHORITY TO ACT**

Retained by Council

Approval Date:	November 28, 2000	Approved by:	Regular Council
1. Amendment Date:	January 19, 2015	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

#### Attachment 1

# **CODE OF ETHICS**

For members of
District of North Vancouver Council
and Council Appointees to Boards,
Committees, Commissions and Task Forces ("members")

Adopted by the Council of the District of North Vancouver November 28, 2000

# **Preamble**

The residents and businesses of the District of North Vancouver are entitled to have fair, honest and open local government that has earned the public's full confidence for integrity. In keeping with the District of North Vancouver's Governance Principles and Corporate Values as described in the Corporate Business Plan, the District seeks to maintain and enhance the quality of life for all District residents through effective, responsible and responsive government. To help achieve this goal, members have committed to strive to ensure that:

- public business is conducted with integrity, in a fair, honest and open manner;
- members respect one another, the public and staff and recognize the unique role and contribution each person has in making the District a better place to work and live;
- their conduct in the performance of their duties and responsibilities with the District be above reproach; and
- the decision-making processes be accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

#### **Application of the Code**

To this end, the Council of the District of North Vancouver has adopted a Code of Ethics applicable to members of Council and to any person appointed by Council to boards, committees, commissions, panels or task forces. Unless otherwise specified, "members" is intended to include both members of Council and committees. The bodies which Council can appoint members to are referred to collectively as "committees" in the Code.

#### 1. Act in the Public Interest

Recognizing that the District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

### 2. Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the Provincial *Human Rights Code*; the *Criminal Code*, the *Local Government Act*, *Community Charter*, laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.

#### 3. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, committees, the staff or the public.

#### 4. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the District Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

#### 5. Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

#### 6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

#### 7. Communication

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee, which they may have received from sources outside of the public decision-making process.

#### 8. Conflict of Interest

The Mayor and Councillors shall be aware of and act in accordance with Division 6 of the *Community Charter*, and shall fulfil part (c) of their *Oath of Office*. Other Members shall act in accordance with the Conflict of Interest provisions of Corporate Policy 1-0360-3.

#### 9. Gifts and Favours

Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the District, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in District programs open to the public and may purchase District property or goods offered for public sale.

#### 10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

#### 11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

### 12. Advocacy

Members shall represent the official policies or positions of the District Council or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council, their committee or the District of North Vancouver, nor will they allow the inference that they do.

#### 13. Policy Role of Members

Members shall respect and adhere to the council-Chief Administrative Officer structure of government as practiced in the District of North Vancouver. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by the public, committees, and District staff.

Members, therefore, shall not interfere with the administrative functions of the District or with the professional duties of District staff; nor shall they impair the ability of staff to implement Council policy decisions.

#### 14. Positive Work Place Environment

Members shall treat other members, the public and District staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the Positive Workplace Environment: Anti-bullying and Harassment Policy.

### 15. Implementation

The District of North Vancouver Code of Ethics is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

For this reason, the Code of Ethics will be provided to candidates for Council and applicants to committees. Members elected to Council or appointed to a committee will be requested to sign the Member Statement affirming they have read and understood the District of North Vancouver Code of Ethics. In addition, Council and committees shall review annually the Code of Ethics, and Council shall consider recommendations from committees and update the Code as necessary.

#### **16. Compliance and Enforcement**

The District of North Vancouver Code of Ethics expresses standards of ethical conduct expected for members of the District Council and committees. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District of North Vancouver.

Council may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. Council may also rescind the appointment of a member to a committee for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, Council must ensure that a member has

- 1. received a written copy of the case against him or her;
- 2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
- 3. an opportunity to be heard.

The procedures outlined in the Positive Workplace Environment: Anti-bullying and Harassment Policy have been adopted by Council for dealing with a complaint under the Positive Workplace Environment: Anti-bullying and Harassment Policy (see paragraph 14, above).

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or committee decision.

\* \* \* \* \* \*

## MODEL OF EXCELLENCE

Council of the District of North Vancouver and Council Appointees to Boards, Committees, Commissions and Task Forces

#### **MEMBER STATEMENT**

As a member of the District of North Vancouver Council or of a District committee, I agree to uphold the Code of Ethics adopted by the District and conduct myself by the following model of excellence. I will:

Recognize the diversity of backgrounds, interests and views in our community;

Help create an atmosphere of open and responsive government;

Conduct public affairs with integrity, in a fair, honest and open manner;

Respect one another and the unique role and contribution each of us has in making the District a better place to work and live;

Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;

Avoid and discourage conduct which is not in the best interests of the District;

Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the District of North Vancouver Code of Ethics.

Signature	Date
Name (please print)	
Office / Committee	

#### **COUNCIL POLICY**

NAME:	CODE OF CONDUCT	
ISSUED:	November 28, 2016	INDEX REFERENCE:
AMENDED:		COUNCIL REFERENCE: 16/CNCL

#### **PURPOSE:**

To set minimum expectations for the behaviour of Council officials in carrying out their functions.

#### SCOPE:

All Council officials and the Chief Administrative Officer.

#### **DEFINITIONS:**

**Advisory Body Member:** a person sitting on an advisory committee, task force, commission, board, or other Council-established body.

**Confidential Information:** Confidential Information includes information that could reasonably harm the interests of individuals or organizations, including the District of Saanich, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the *Community Charter* applies.

Council official: the Mayor and Council members

**Personal Information:** has the same meaning as in the *Freedom of Information and Protection of Privacy Act* 

**Staff:** an employee or contract employee of the District of Saanich, and includes staff that supports Advisory Bodies.

**Municipal Officer**: a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section.

#### INTERPRETATION:

- (a) In this policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.
- (b) This Code of Conduct applies to the use of social media by Council officials in relation to District related matters.

#### **POLICY STATEMENTS:**

# 1. Key Principles

- 1.1. *Integrity*: Council officials are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council officials are expected to:
  - make decisions that benefit the community;
  - act lawfully and within the authorities of the *Community Charter*, *Local Government Act* and other applicable enactments; and
  - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- 1.2. Accountability: Council officials are obligated to answer for the responsibility that has been entrusted to them. They are responsible for decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; proper records must be kept.
- 1.3. Leadership: Council officials must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government. Council officials will provide leadership to District staff through the Chief Administrative Officer.
- 1.4. Respect: Council officials must conduct public business efficiently and with decorum. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognition of the different roles others play in local government decision making.
- 1.5. Openness: Council officials have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

## 2. General Conduct

2.1. Council officials must adhere to the key principles and provisions of the Code of Conduct.

2.2. Council officials must act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments and exercise a reasonable degree of care and diligence in carrying out their functions.

- 2.3. Council officials have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- 2.4. Council officials must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials must avoid conduct that:
  - contravenes this policy;
  - contravenes the law, including the *BC Human Rights Code*, and other enactments, and District Bylaws; and
  - is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment or verbal abuse of others.

# 3. Collection and Handling of Information

- 3.1. Council officials must:
  - Collect and use personal information in accordance with Freedom of Information and Protection of Privacy Act legislation and the policies and guidelines as established in Saanich;
  - Protect information that is specifically marked confidential, that is Personal Information and other material identified or understood to be confidential in nature;
  - Refrain from discussing or disclosing any Confidential Information with or to Staff, or with persons outside the organization except as authorized;
  - Refrain from discussing or disclosing any Personal Information with or to other Council Officials, Staff, or with persons outside the organization except in a manner consistent with the duty to protect Personal Information under the Freedom of Information and Protection of Privacy Act.
  - Take reasonable care to prevent the examination of confidential material or access to Personal Information by unauthorized individuals;

 Not use Confidential Information except for the purpose for which it is intended to be used;

- Only release information in accordance with established District policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- Not disclose decisions, resolutions or report contents forming part of the agenda for or from an in-camera meeting of Council until a corporate decision has been made for the information to become public; and
- Not disclose details on Council's in-camera deliberations or specific detail on whether individual Councillors voted for or against an issue.
- 3.2. Except in the normal course of duties, Council officials must not in any way change or alter District records or documents.
- 3.3. When dealing with Personal Information, Council officials must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information includes information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

## 4. Conflict of Interest

- 4.1. Council officials are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.
- 4.2. Council officials must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the *Community Charter*.

# 5. Interactions of Council officials with Staff and Advisory Body Members

- 5.1. Council is the governing body of the District of Saanich. It has the responsibility to govern the District in accordance with the *Community Charter* and other legislation.
- 5.2. The Mayor is the head and chief executive officer of the District and has a statutory responsibility to provide leadership to the Council and to provide general direction to municipal officers respecting the municipal policies, programs and other directions of the council as set out in the *Community Charter*.

5.3. Council officials are to contact staff including Municipal Officers, according to the procedures authorized by Council and the District Chief Administrative Officer regarding the interaction of Council members and staff. As a general principle, the District adopts the one employee model where Council's point of contact with staff is the Chief Administrative Officer.

- 5.4. Council officials are to direct inquiries regarding departmental issues or questions to the District's Chief Administrative Officer or the Department Head (Director) of the appropriate department and refrain from contacting other staff without first discussing the issue with the Department Head.
- 5.5. Advice to Council from staff will be vetted, approved and signed by the Chief Administrative Officer.
- 5.6. Council officials will invite the Chief Administrative Officer to be present at any meeting between a Council official and a member of staff where such attendance is requested by the staff member.
- 5.7. Council officials are not to issue instructions to any of the District's contractors, tenderers, consultants or other service providers.
- 5.8. Council officials must not make public statements attacking or disparaging staff or Advisory Body Members and shall show respect for the professional capacities of staff. Council officials must not involve staff in matters for political purposes.
- 5.9. Council officials must not publish or report information or make statements attacking or reflecting negatively on staff or Advisory Body Members except to the Chief Administrative Officer as appropriate to bring a complaint to the attention of the Chief Administrative Officer for follow up.
- 5.10. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, should also be provided to all other Council members, and to the Chief Administrative Officer.
- 5.11. Council officials must treat members of the public, other Council officials, Advisory Body Members and staff appropriately, and without bullying, abuse or intimidation in order to preserve a workplace free from harassment.

#### 6. Council Officials Use of Social Media

6.1. It is not the role of individual Council officials to report directly on District related business. Council officials will use caution in reporting decision-making by way of their social media profiles and websites prior to official communication by the District.

- 6.2. Council officials will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the District's social media postings and when creating original posts pertaining to District related business.
- 6.3. Council officials will refrain from using or permitting use of their social media accounts for purposes that include:
  - defamatory remarks, obscenities, profane language or sexual content;
  - negative statements disparaging staff or calling into question the professional capabilities of staff;
  - content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
  - statements that indicate an actual attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
  - promotion of illegal activity;
  - information that may compromise the safety or security of the public or public systems.
- 6.4. Council officials must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate this Code of Conduct.

## 7. Interactions with the Public and the Media

7.1. Council officials will accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council, and by so doing affirm the respect for and integrity in the decision-making processes of Council.

7.2. When discussing the fact that he/she did not support a decision, or voted against the decision, or that another Council official did not support a decision or voted against a decision, a Council official will refrain from making disparaging comments about other Council officials or about Council's processes and decisions.

# 8. Gifts and Personal Benefits

The receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. However, the general language used in those sections creates some level of uncertainty and this Code of Conduct is intended to provide some guidance to Council officials.

- 8.1. What are Gifts and Personal Benefits?
  - 8.1.1. Gifts and personal benefits are items or services of value that are received by Council officials for personal use. These would include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewellery, pens, food or beverages, discounts or rebates on purchases, free or subsidized drinks or meals, entertainment, invitations to social functions, etc.
  - 8.1.2. The following are not to be considered gifts or personal benefits:
    - Compensation authorized by law (see section 105(2)(b) of the *Community Charter*).
    - Reimbursement for out of pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with an authorized travel.
    - A lawful contribution made to a Council member who is a candidate for election conducted under the *Local Government Act*.
- 8.2. What Gifts and Personal Benefits may be Accepted?
  - 8.2.1. Section 105(1) of the *Community Charter* prohibits Council officials from directly or indirectly accepting a fee, gift or personal benefit connected with the official's performance of the duties of office.
  - 8.2.2. In accordance with section 105(2), a Council official may accept gifts and personal benefits received as an incident of the protocol or social obligations that normally accompany the responsibilities of elected office.

8.2.3. Gifts and personal benefits received in accordance with section 105(2)(a) of the *Community Charter* as referenced in section 8.2.2 must be reported and disclosed in accordance with section 106 to the Corporate Officer.

- 8.2.4. Where a gift or personal benefit that may be accepted under the *Community Charter* has a value in excess of \$100.00, the Council official who receives the gift will do so on behalf of the District and turn over the gift to the District, except as otherwise permitted by Council.
- 8.2.5. Council officials must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest, and to assist in avoiding that situation, Council officials will not accept gifts or personal benefits from business or commercial enterprises having a value that exceeds \$50.00 or, where the total value of such gifts and benefits, received directly or indirectly from one source in any twelve (12) month period, would exceed \$250.00.
- 8.3. How Must Gifts and Personal Benefits be Reported?
  - 8.3.1. Council officials must disclose to the Corporate Officer gifts and personal benefits in accordance with section 106 of the *Community Charter*.
  - 8.3.2. If a Council official receives a gift or personal benefit that they do not wish to accept, regardless of value, they may immediately relinquish the gift or personal benefit to the District, in which case a disclosure form would not be required. If the gift or personal benefit is not immediately relinquished to the District, then the Council official must file a disclosure form.
  - 8.3.3. The content of the disclosure must comply with section 106(2) of the *Community Charter* and must be filed "as soon as reasonably practicable".
  - 8.3.4. It is the responsibility of Council officials to be familiar with the provisions in the *Community Charter* relating to acceptance and disclosure of gifts and to ensure that they comply with these requirements as contemplated by the statute.

- 8.4. How are Gifts and Personal Benefits Valued?
  - 8.4.1. For the purposes of this Code, the value of each gift or personal benefit shall be determined by its replacement cost, i.e., how much it would cost to replace the item?
- 8.5. Procedure for Dealing with Relinquished Gifts and Personal Benefits
  - 8.5.1. Where a gift or personal benefit with value that exceeds \$50 is relinquished to the District, the Corporate Officer will record the receipt of the item, nature of the gift or personal benefit, source (including the addresses of at least two individuals who are directors, when the gift is provided by a corporation, if available), when the gift was received, and the circumstances under which it was given and accepted.

# 9. Breaches, Complaint Handling and Disciplinary Action

## General

9.1. Council officials are to abide by the requirements of the *Community Charter* and this Code of Conduct, and shall endeavour to resolve disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.

## **Council Officials**

- 9.2. Alleged breaches of this Code of Conduct by Council Officials shall be submitted in a written complaint addressed to the Mayor and the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Mayor is the subject of, or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor unless that individual is the subject of, or implicated in the complaint.
- 9.3. Upon receipt of a complaint under section 9.2, the Mayor, or Acting Mayor, and the Chief Administrative Officer shall, if they are not able to resolve the matter informally, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator"). If the parties cannot agree on the choice of investigator, the nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator.

- 9.4. The Third Party Investigator:
  - 9.4.1. May conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed;

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- 9.4.2. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
- 9.4.3. Provide an investigation updated within ninety (90) days of his or her appointment to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent;
- 9.4.4. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent; and
- 9.4.5. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
  - dismissal of the complaint; or
  - public censure of the Council Official or Officials for misbehaviour or a breach of this Code of Conduct;
  - a recommendation that a Council Official or Officials apologize to any person adversely affected by a breach of this Code of Conduct;
  - counselling of a Council Official or Officials; and/or
  - such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.
- 9.5. The Mayor or Acting Mayor shall consider whether the Report should be presented to Council.
- 9.6. The Corporate Officer will receive and retain all reports prepared under section 9.4.3 and 9.4.4.

9.7. Where a Council Official alleges a breach of this Code of Conduct by a fellow Council Official, all Council Officials shall refrain from commenting on such allegations at open meetings of Council pending the conclusion of the Report and any decision of Council on the Report.

9.8. Council Officials who retain legal counsel to represent them in proceedings under this section may request in writing that the District indemnify them for their reasonable costs of representation, in accordance with section 740 of the Local Government Act.



# A. INTRODUCTION

As local elected representatives ("members"), we recognize that responsible conduct is essential to providing good governance for the Village of Lions Bay.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

# B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This Code of Conduct applies to the members of the Village of Lions Bay. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

# C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. Integrity - means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

- 2. Respect means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
- 3. Accountability means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
- 4. Leadership and Collaboration means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

## D. STANDARDS OF CONDUCT

**Integrity:** Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

**Respect**: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

**Accountability:** Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision- making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.

- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

# MODEL CODE OF CONDUCT

# Getting Started on a Code of Conduct for Your Council / Board

Produced by the Working Group on Responsible Conduct

August 2018







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The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

# INTRODUCTION & EXPLANATORY NOTES

# What is a Code of Conduct?

- A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A local
  government council or board can adopt a Code of Conduct to establish shared expectations for how
  members should conduct themselves while carrying out their responsibilities and in their work as a
  collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible
  conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a
  way that furthers a local government's ability to provide good governance to their community (e.g.
  governing in a way that is transparent, ethical, accountable, respectful of the rule of law, collaborative,
  effective, and efficient).
- A Code of Conduct is one tool that can be used by a local government council or board to promote or further responsible conduct.

# What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model Code of Conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own Code of Conduct.
- This model Code of Conduct may also be useful for councils or boards who already have a Code of Conduct in place, but wish to review or refresh the document following the 2018 general local elections.
- The Working Group on Responsible Conduct has also developed a "Companion Guide" to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board's conversation in developing a Code of Conduct.
- The general standards of conduct set out in this model Code of Conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration. Every Code of Conduct should be built on these key foundational principles.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model Code of Conduct by:
  - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
  - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided; and/or
  - o Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

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<sup>&</sup>lt;sup>1</sup> The Working Group on Responsible Conduct identified four foundational principles that can be used to guide the conduct of local elected officials in B.C. More information about these principles can be found <u>here</u>.

# What are some considerations in developing and using a Code of Conduct?

- In developing a Code of Conduct, council or board members should consider not just the content of the Code of Conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no 'right' way to develop and use a Code of Conduct, councils or boards should consider the following to maximize the effectiveness of their Code of Conduct:
  - O Don't overlook the importance of the process when developing and adopting a Code of Conduct:

    How a Code of Conduct is developed and adopted matters; providing opportunities for council or board members to discuss the language and content of the Code of Conduct and how it can best be customized to meet the needs of the council or board, and individual members, is important to ensure its effectiveness. Discussing shared expectations as a part of the orientation process for newly elected officials, or including the Code of Conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a Code of Conduct is adopted in a meaningful way.
  - Make the Code of Conduct meaningful: Finding ways to integrate the Code of Conduct into the council or board's ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the Code of Conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
  - Make sure the Code of Conduct is consistent with existing laws and policies: Council or board members may include a variety of topics in their Code of Conduct. Where existing laws or policies deal with topics they choose to include in their Code of Conduct (i.e. privacy legislation; Human Resources policies; etc.), they must ensure that their Code of Conduct is consistent with those laws and policies.
  - Offer ongoing advice, education and support: A council or board will also want to consider how members can best be supported in working with their Code of Conduct. This could include, for example, general education around the purpose of Codes of Conduct, opportunities for members to receive specific advice on how the Code of Conduct should be interpreted and applied, as well as other ongoing opportunities for support and education for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the Code of Conduct guided the discussion.
  - Revisit it regularly: Council or board members should approach their Code of Conduct as a living
    document to be reviewed and amended from time to time, to ensure that it remains a relevant and
    effective tool.

# MODEL CODE OF CONDUCT<sup>2</sup>

## A. INTRODUCTION

As local elected representatives ("members"), we recognize that responsible conduct is essential to providing good governance for the [city / municipality / regional district / district] of [name of local government].

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This Code of Conduct applies to the members of [city / municipality / regional district / district] of [name of local government]. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

MODEL CODE OF CONDUCT: GETTING STARTED ON A CODE OF CONDUCT FOR YOUR COUNCIL/BOARD

<sup>&</sup>lt;sup>2</sup> Some sections of this Code of Conduct include additional information in a shaded box. This information is for guidance and context only, and is not intended to be included in a local government's Code of Conduct.

#### C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

# Information about the Foundational Principles:

The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every Code of Conduct.

A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model Code of Conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

- 1. *Integrity* means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
- 2. Respect means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
- 3. **Accountability** means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
- 4. Leadership and Collaboration means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

## D. OPTIONAL: VALUE STATEMENTS

#### Information about including Value Statements:

A council or board may wish to customize their Code of Conduct to include 'value statements'. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their Code of Conduct.

A council or board may find the "Companion Guide" to this Code of Conduct useful as they consider how 'value statements' may be incorporated into their own Code of Conduct.

# E. STANDARDS OF CONDUCT

# Information about the Standards of Conduct:

The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their Code of Conduct by including <u>additional</u> standards of conduct, or by <u>expanding</u> on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.

A council or board may find the "Companion Guide" to this Code of Conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.

**Integrity:** Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they
  act on the basis of relevant information and principles and in consideration of the
  consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

**Respect**: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour
  includes unwanted physical contact, or other aggressive actions that may cause any person
  harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decisionmaking, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can
  understand the process and rationale used to reach decisions and the reasons for taking
  certain actions.

**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.

- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

## F. OPTIONAL: ADDITIONAL POLICIES

## Information about including Additional Policies:

A council or board may choose to include additional policies as part of their Code of Conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.

A council or board may want to consult the "Companion Guide" for tips and resources for including additional policies (e.g. examples of social media policies from particular local governments).

# **Policies About Communications**

- Use of social media by members.
- How members communicate as representatives of the local government.

#### **Policies About Personal Interaction**

- Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g. respectful workplace policies).
- Roles and responsibilities of staff and elected officials.

#### **Policies About How Information is Handled**

- Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.
- Retention and destruction of records.
- How and when information that was relevant to the decision making process is made publicly available.

## **Policies About Other Matters**

- Creation, use, and retention of the local government's intellectual property.
- Personal use of local government resources.
- Receipt of gifts and personal benefits by members.
- Provision of remuneration, expenses or benefits to members in relation to their duties as members.

# COMPANION GUIDE

# Getting Started on a Code of Conduct for Your Council / Board

August 2018

Produced by the Working Group on Responsible Conduct

# What is Responsible Conduct?

Responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community

#### Keep in mind...

before thinking about the content of your Code of Conduct, ensure that everyone is on the same page about what you want to achieve and how you want to get there. Agreeing on the objectives and the process upfront will help make the Code of Conduct more meaningful and successful

# Introduction

The Working Group on Responsible Conduct has developed a model Code of Conduct that can be used as a starting point by local government councils/boards to develop their own customized Code of Conduct.

This companion guide provides discussion questions, things to keep in mind, and other helpful tips and resources to facilitate a council/board's conversation in developing their own Code of Conduct. This guide is also useful for councils/boards that already have a Code of Conduct in place, but may want to review or refresh it following the 2018 general local elections.

# What is a Code of Conduct?

A Code of Conduct is a written document that sets shared expectations for conduct or behaviour. A council/board can adopt a Code of Conduct to establish expectations for how members should conduct themselves while carrying out their responsibilities, and in their work as a collective decision-making body for their community.

Responsible conduct of elected officials is not optional; it is essential to good governance. A Code of Conduct is one tool that can be used by a local government council/board to promote or further responsible conduct.

# Before you get Started

Before you discuss the content of your Code of Conduct, it is important to ensure that all council/board members understand the purpose of embarking on the development of a Code of Conduct, have clear expectations about what the Code of Conduct will and will not do, and that there is consensus on the process for developing it.

Ensuring that everyone is on the same page before diving into the details of your Code of Conduct will help make the development process easier and the Code of Conduct more meaningful. Ask yourselves:

- Q Why is developing a Code of Conduct important to us?
- Q What are our key objectives in developing a Code of Conduct?
- Q Do we each understand the role of a Code of Conduct (i.e. that it is in addition to, not instead of, legal rules and local government policies)?
- Q What kind of process do we want to undertake to develop our Code of Conduct? Do we want to do this ourselves, with staff or get assistance from a facilitator or other consultant?
- Q Would we benefit from training or education about responsible conduct or Codes of Conduct generally before we get started on developing our own?
- ★ <u>TIP</u>: It may take multiple sessions and a variety of approaches to develop a Code of Conduct that works for you don't feel you have to get it done in one sitting or using any one particular method.

# Setting the Scope

Developing a Code of Conduct requires consideration about its scope, including who it applies to and in what capacity. For example, the model Code of Conduct prepared by the Working Group on Responsible Conduct is intended to apply to local elected officials.

When thinking about the scope and application of your Code of Conduct, ask yourselves:

- Q Other than the elected members of your council/board, will the Code of Conduct apply to anyone else over which the local government has authority (e.g. senior staff)? If it includes staff, how will that work with existing policies and laws (e.g. employment contracts, collective agreements, workplace laws/policies)?
- Q Will the Code of Conduct apply to any or all of your local government committees and/or commissions? If so, are there specific considerations, limitations or criteria on how the Code of Conduct will apply to these bodies?
- Q Will the Code of Conduct apply to elected members in carrying out all of their roles and responsibilities in all circumstances (e.g. when an elected official sits on an advisory committee with members of the public and others not covered by a council/board's Code of Conduct)?
- ★ TIP: Make sure the scope of your Code of Conduct aligns with the objectives you initially identified for developing a Code of Conduct. The broader the scope of the Code of Conduct, the more difficult it may be to implement and put into practice.

# Thinking about Principles & Values

The model Code of Conduct developed by the Working Group on Responsible Conduct is built on four key foundational principles -- integrity, respect, accountability, and leadership and collaboration. At a minimum, every Code of Conduct should incorporate these four principles, but your council/board may want to build on these principles and provide more context regarding the values and objectives underlying the Code of Conduct. Ask yourselves:

- Q Are there additional principles that are fundamentally important to our council/board (e.g. openness; impartiality; transparency)? If so, what are they and how are they defined? Should they be included in our Code of Conduct?
- Q Are there particular values that are important to us that should be explicitly articulated as value statements in our Code of Conduct (e.g. "we practice high standards of ethical behaviour and conduct our decision-making in an open and transparent way to inspire trust"; "we strive for continuous improvement")?
- Q Are there principles in our Code of Conduct that we want to include in other policies or procedures to ensure our expectations for conduct are consistent (e.g. ensure any principles set out in the procedure bylaw are consistent with principles set out in the Code of Conduct)?
- ★ <u>TIP</u>: Use clear, concise language that can be easily understood by everyone at all levels of the organization, as well as the public.

#### Keep in mind...

that elected officials must always conduct themselves in accordance with the law – this includes rules set out in local government legislation and other legislation, such as human rights rules.

Ensure that your Code of Conduct is consistent with existing laws and policies

#### Keep in mind...

that a Code of Conduct
does not need to be
complex or elaborate –
it simply needs to spell
out the standards your
council/board feels are
important to be
commonly understood

# **Setting Standards of Conduct**

The model Code of Conduct developed by the Working Group on Responsible Conduct sets out a range of standards of conduct that reflect the four key foundational principles. Because these are broadly applicable, they are necessarily written as general statements.

Your council/board can customize by adding other standards, expanding on the ones provided or by providing specific statements or examples of expected behaviour. Ask yourselves:

- Q Are there specific behaviours that should be identified and encouraged under our Code of Conduct? For example:
  - o members should listen courteously and attentively to all discussions at the council/board meeting, and focus on the business at hand
  - o members must make every effort to show up to all meetings on time and well prepared to take an active role in the business at hand
  - members should always consider the impact that their choice of language may have on other individuals
- Q Are there specific behaviors that should be identified and discouraged under our Code of Conduct? For instance:
  - members must not interrupt each other during a meeting, including by talking over another person
  - members must not engage in specific physical actions or language, such as shaking a fist, eye rolling, turning their back to people who are speaking, making faces, pointing aggressively, using curse words, or making comments about a person's appearance
  - members must stop talking and pay attention when the chair is talking or seeking order
- ★ <u>TIP:</u> No Code of Conduct will capture every situation that may arise. Consider which standards of conduct matter the most to your council/board now and incorporate additional standards as needed.
- ★ <u>TIP:</u> Look at other published Codes of Conduct for ideas you feel may be appropriate for your council/board's Code of Conduct (see "List of Resources & Helpful Links" section of this guide).
- ★ <u>TIP:</u> Ensure that your standards of conduct are clear and easy to intepret (e.g. any member should be able to see whether they are or are not meeting the standard).

#### Keep in mind...

that it is important
to balance rules
about appropriate
conduct (including
language,
communication and
other physical
actions) with the
importance of open
discourse that is
necessary for
governing bodies

#### Keep in mind...

that achieving consensus at the council/board table about the content of the Code of Conduct may be challenging, but having these difficult conversations is an important part of developing a meaningful Code of Conduct

# **Incorporating other Policies**

Local governments are likely to have a range of existing policies on a number of topics, from communications to information management to human resources. A Code of Conduct may be a useful place to connect to some of these policies. Ask yourselves:

- Q What existing policies do we already have that could be referenced in our Code of Conduct (e.g. respectful workplace policy; use of social media; handling of information; gifts and personal benefits)?
- Q Are there any existing policies that need to be updated to reflect or reference the Code of Conduct?
- ★ <u>TIP:</u> You do not need to replicate all of your organization's existing policies in a Code of Conduct. Key policies can simply be referenced where appropriate, throughout your Code of Conduct.

# Adopting and Publishing your Code of Conduct

Once you have come to a consensus on the content of your Code of Conduct, ask yourselves:

- Q How will we try to ensure that all members are comfortable with a Code of Conduct that is adopted? What can we do if some members disagree with the Code of Conduct?
- Q Should each council/board member formally commit to the Code of Conduct in some way? What would this look like (e.g. each member signs the document)?
- Q How are we going to communicate or present the Code of Conduct to staff, the public and others? Should it be on our website? How else can we make it known?
- ★ <u>TIP</u>: Make sure your Code of Conduct is easily accessible by everyone in the organization, as well as the public.

# **Putting the Code of Conduct into Action**

Finding ways to integrate the Code of Conduct into your ongoing governance will help ensure that it remains a relevant and effective 'living' document. Consider how you will maintain, use and keep your Code by Conduct 'alive' and meaningful by asking yourselves:

- Q How will we use and refer to the Code of Conduct (e.g. by including it in every agenda package? Displaying it on the wall? Framing it on every member's desk?)?
- Q Should there be education or any other supports for our council/board members or employees about the Code of Conduct (e.g. at a set time such as the start of every term)? How will new members be oriented to it (e.g. after a by-election)?
- Q How do we know that that the Code of Conduct is working for us? How will we review and evaluate the Code of Conduct (e.g. when/how often should we review it? Should there be a set process for reviews? How will changes be incorporated?)?
- ★ <u>TIP</u>: It may be useful to establish a process for feedback on the Code of Conduct to ensure that when a review happens, all of the relevant feedback is readily available and can be considered.

#### Keep in mind...

that if it is
challenging to
achieve consensus
at adoption or any
other stage of the
development
process – don't be
afraid to seek out a
facilitator or
another consultant

#### Keep in mind...

that making your
Code of Conduct
accessible,
transparent and
available to the
public will help build
public confidence and
demonstrate a
commitment to good
governance

#### Keep in mind...

that your Code of Conduct is not 'set in stone'; it can be and should be revisited and reviewed regularly

# **List of Resources & Helpful Links**

#### **WORKING GROUP ON RESPONSIBLE CONDUCT RESOURCES**

**Model Code of Conduct** 

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/MODEL CODE OF CONDUCT Aug2018 FINAL.pdf

Responsible Conduct of Local Elected Officials Website (Policy Paper; Foundational Principles Brochure)
https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/responsible-conduct

Responsible Conduct of Local Elected Officials – Consultation Paper (March 2017)

http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Governance/Working~Group~on~Responsible~Conduct/ResponsibleConductLocalGovtElectedOfficials Consultation Paper March302017.pdf

#### **EXAMPLES OF LOCAL GOVERNMENT CODES OF CONDUCT (BC)**

**District of Sparwood** 

https://sparwood.civicweb.net/document/67075

**District of Saanich** 

http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~and~Policies/code-of-conduct-nov-2016.pdf

City of Vancouver

http://vancouver.ca/files/cov/boards-committees-code-of-conduct.pdf

**District of Sooke** 

https://sooke.civicweb.net/document/11215

City of Prince George

https://www.princegeorge.ca/City%20Hall/Documents/Mayor%20and% 20Council/Council Code of Conduct.pdf

**District of North Vancouver** 

http://app.dnv.org/OpenDocument/Default.aspx?docNum=2611131

Cariboo Regional District

http://bouchielakerec.ca/wp-content/uploads/2013/03/Code-of-Conduct-and-Ethics-FINAL-CRD-Board.pdf

Regional District of Central Okanagan

https://www.regionaldistrict.com/media/201242/Code of Conduct.pdf

#### **RESOURCES ABOUT ROLES AND RESPONSIBILITIES**

City of Port Moody (sample policy)

 $\underline{\text{http://www.portmoody.ca/modules/showdocument.aspx?documentid=}} \\ \underline{1513}$ 

City of Maple Ridge (orientation manual)

http://www.mapleridge.ca/DocumentCenter/View/4526/Council-Orientation-Manual-2014

#### **RESOURCES ABOUT SOCIAL MEDIA POLICIES**

Social Media Resource Guide (Alberta Urban Municipalities Association)

https://www.auma.ca/sites/default/files/Advocacy/Programs Initiatives /citizen engagement/social media resource guide.pdf

[Note: page 26 pertains to Elected Officials and Social Media Policy]

City of Pitt Meadows (sample policy)

http://www.pittmeadows.bc.ca/assets/Policies/C074-

Council%20Social%20Media-Reaffirmed.pdf

City of Maple Ridge (sample policy)

http://www.mapleridge.ca/DocumentCenter/View/1367/social media policy 3010?bidld

City of Leduc (sample policy)

https://www.leduc.ca/sites/default/files/2014-11-

17%20Public%20CoW%20Agenda%20Item%2006b%20-

 $\frac{\%20 Social\%20 Media\%20 Policy\%20\%28 Distributed\%20 Under\%20 Separat}{e\%20 Cover\%29.pdf}$ 

City of Guelph (sample policy)

http://guelph.ca/news/social-media/social-media-principles-and-guidelines-for-elected-officials/

#### **RESOURCES ABOUT HARASSMENT / HUMAN RIGHTS**

City of Vancouver: Human Rights & Harassment policy https://policy.vancouver.ca/AE00205.pdf

City of Richmond: Respectful Workplace Policy

https://www.richmond.ca/ shared/assets/Respectful Workplace Polic y22820.pdf

*District of Sooke: Anti-bullying Policy* https://sooke.civicweb.net/document/11213

#### RESOURCES ABOUT PRIVACY & HOW INFORMATION IS HANDLED

Privacy Management (Office of the Information & Privacy Commissioner)

https://www.oipc.bc.ca/guidance-documents/1545

District of Saanich (sample privacy management policy)

http://www.saanich.ca/assets/Local~Government/Documents/Bylaws~a
nd~Policies/privacy-management-may-2017.pdf

Produced by the Working Group on Responsible Conduct











Туре	Information Report					
Title Parking Meter Revenue and Expense Report						
Author	Hayley Cook	Reviewed By:		Peter DeJong		
Date	November 13, 2018		Version	1		
Issued for November 20, 2018 Regular Council Meeting						

#### Recommendation:

THAT the Information Report, "Parking Meter Revenue and Expense Report" be received for information.

#### **Attachments:**

(1) 2018 Parking Meter Revenue and Expense Breakdown

# **Key Information:**

In 2017 the Village of Lions Bay began a Parking Meter trial in three locations:

- 1. Lions Bay Beach Park Lot
- 2. Kelvin Grove Beach Park Lot
- 3. Sunset Trailhead Lot

In 2018, the Village continued with the program; fees payed for parking were increased as below:

At Lions Bay Beach Park from \$2 per hour to \$3 per hour At Kelvin Grove Beach Park from \$1 per hour to \$2 per hour At Sunset Trailhead from \$1 per hour to \$1.50 per hour

A number of upgrades to the Lions Bay Beach parking lot have been budgeted for completion in 2018 for a total budget of \$26,200, including drainage, paving and a new safety fence. This project is incomplete as of yet, so actual costs are unknown at this time.

In 2017, a total of \$16,552 was received for the 3 parking meter locations. The meters were installed for 11 weeks, from July 18 to October 5. Expenses related to the parking meters



were reduced in 2017 as there were no rental fees charged by Precise Parklink during the trial. Expenses in 2017 were \$970; leaving net revenue of \$15,582.

In 2018 a total of \$20,331 was received for the 3 parking meter locations. The meters were installed for 16 weeks; from May 25<sup>th</sup> to September 17<sup>th</sup>. Parking meter expenses for this period totalled \$6,091, leaving net revenue of \$14,241.

**Follow Up Action:** Staff to follow up with a complete cost of the parking lot upgrades once the work is complete.



Туре	Request for Decision					
Title	Lions Bay Beach Park Upgrade Feedback					
Author	Peter DeJong and Shawna Gilroy	Reviewed By:				
Date	November 16, 2018		Version	1		
Issued for	I for November 20, 2018 Regular Council Meeting					

#### Recommendation:

# (1) THAT

- (a) the Lions Bay Beach Park Revitalization Project should, subject to amendments to reflect input from the public, proceed and that staff commence the process of refining cost estimates and other requirements for the purposes of submitting a grant application under the Community, Culture and Recreation program by the January 23, 2019 deadline; or
- (b) the decision on whether to apply for grant funding for the Lions Bay Beach Park Revitalization Project be deferred until Council has had an opportunity to consider its other strategic goals and priorities; and
- (2) THAT the Lions Bay Beach Park Advisory Committee be requested to reconvene to review the Lions Bay Beach Park Revitalization Project Draft Concept Plans and the public input received, and provide recommendations on amendments to the Draft Concept Plans.

#### **Attachments:**

- (1) 2017 Lions Bay Beach Park Survey (128 Responses)
- (2) Summary of Top Takeaways from Survey
- (3) Lions Bay Beach Park Advisory Committee Phase I and II Recommendations
- (4) Lions Bay Beach Park Revitalization Draft Concept Plan
- (5) Draft Concept Plan Feedback via Village Update (19 Responses)

## **Key Information:**

The Lions Bay Beach Park Advisory Committee (LBBPAC), established September 12, 2017, has been busy exploring opportunities for improvements at Lions Bay Beach Park. The



Committee considered the current condition of the park, consulted with the residents through an online survey in the first half of December 2017, reviewed and prepared recommendations for improvements to the beach, and prepared a report to Council for consideration of their proposed recommendations, Phase I of which were incorporated into the 2018 budget. All of the LBBPAC recommendations are included as Attachment 3 to this report.

The online survey in late 2017 resulted in 128 responses, 111 of whom were Lions Bay residents, and 19 of whom were visitors from other communities. The responses are included as Attachment 1 to this report and a Summary of the Top Takeaways from the Survey are included as Attachment 2.

Some of the Phase I upgrades began in the summer of 2018 but are not yet complete (in some cases completion will revolve around finalized layout plans, in particular for the new kayak rack structure as there has been significant feedback on the proposed new location). The upgrades consisted of a beach shower, installation of pavers at the head of the stone steps, adding handrails, temporary repair of the main stairs pending replacement, removal of 3 large compromised trees, and initiation of design options for a new kayak/canoe/paddle board rack.

A Lions Bay Beach Park Revitalization Draft Concept Plan was prepared in time for the Firefighters Day event and was simultaneously uploaded to <a href="www.lionsbay.ca">www.lionsbay.ca</a> (see Attachment 4). For the past several weeks, staff have been further requesting resident feedback in the Village Update with respect to the proposed concept plan. As of the publication of this report, 24 people have responded with their feedback. The proposed Phase I and II improvements consist of the following:

- 1. Entry/Book Hut/Bike Racks/Garbage
- 2. Ping Pong Tables
- 3. Sports Court
- 4. Youth Playground refurbished
- 5. Picnic Tables & Relocated Flagpole (playground relocated)
- 6. New Washrooms
- 7. Swings Refurbished
- 8. New Stairs



- 9. New Kayak/Canoe/SUP Racks (with washdown)
- 10. New Tot Playground
- 11. Roofed Picnic Area
- 12. Terraced Amphitheater
- 13. Performance Patio
- 14. Beach Shower
- 15. Revitalized Pier

Generally speaking, many of the recent respondents were not in favour of the following three proposals:

- 1. Relocation of the boat rack they were, however, in favour of upgrading to a new rack, but leaving it in the same location. They were compelling in their reasons for leaving it in its current location, such as: not aesthetically pleasing in such a prominent spot on the open grass area; concerns with theft due to higher visibility from the Marina parking lot (some queried whether all boats would have the option of being locked up); more exposed to the winter elements in that location (windier); and more difficulty launching boats on that side of the beach park due to swimmers.
- 2. Patio/performance area (checkerboard) and terraced amphitheatre most feedback was consistent in that the checkerboard was an unnecessary use of much needed grass space now that the beach park is a lot busier in the summer. Some suggested that experience from other places show checker/chess facilities are not well used and game pieces are exposed to vandalism and theft, but more importantly, people use this area of grass to sit on and do not want it to be taken away. Most people were not in favour of the terraced amphitheatre area with the tiered grass steps and would prefer to see it left the way it is for games and sitting/lying on, as mentioned above. A few people felt it might be a nice idea.
- 3. There were a few residents opposed to the idea of a sports court as the sound of bouncing balls on the pavement would carry up towards the homes above, but also be disruptive to the tranquility of the beach and therefore would prefer to keep the green space and natural beauty of the park. Some made the point in that there is already a court at the school and in the Village Hall, and that there are enough paved areas in the Village already. Others, however, noted that, while the area is



used for frisbee, soccer, football, and bocce, it's also great for events and performances and it would be handy to have some kind of facility up top for bands and such events. It may be that improvements can be made to enable easier, more efficient use of the space for events, while remaining more or less "natural".

The addition of picnic tables/benches, the flagpole relocation, new stairs and railings, and the upgraded washrooms seemed to have some positive feedback. Some commented that a few picnic tables should be in shaded areas, others liked the idea of moving the flagpole away from the washrooms due to its ceremonial element, but also not in the middle of the ocean view. Most were in favour of upgrading the stairs and railings due to safety. In terms of the washroom, most seemed satisfied with just an upgrade (including wheelchair access) while a couple of others mentioned relocating the building to the far upper corner out of the way and to allow for more grass, and while it would be a budget impact, doing it properly to account for the next 40+ years of beach use would be wise. One other had also mentioned an addition of an equipment room (attached to the washroom building) on the north side for event storage (i.e. tables/chairs etc.)

With respect to the remaining proposals, only a few responded to the ping pong tables but were either opposed to the idea or opposed to the location of them posing a danger to kids playing soccer/frisbee on the grass. No one commented on the refurbishment of the youth playground or the swings. However some were in favour of the new tot lot and its location, making it easier for parents to watch their children (however, one person mentioned that only two playgrounds instead of three were needed and to save the green space), while some were opposed all together. One person suggested the covered picnic area be up top instead of down below. One mentioned the beach shower, wondering if it could be tied in to the kayak wash-down station or at least closer to the boat rack, and one mentioned the pier, requesting it be made into a kayak launch area to safely bypass swimmers. Lastly, another queried the idea for wheelchair access to the sand.

There was one response opposed to spending any money and resources to benefit a small group of people when there is a need to address poor infrastructure and roads throughout the Village, sidewalks, street lights, water drainage, open ditches, and unmanicured boulevards. Another characterized the plans as "nice to haves" and was wary of ballooning budgets when there are infrastructure priorities unmet. Several were concerned about potential costs and more focussed on retaining green spaces.



Overall, it was apparent that losing green space was a main concern for all (and some suggested replanting trees for shade), and that there was too much organized, manmade material feeling very city-like, but that safety upgrades such as the stairs and railings was prudent. An upgrade to the boat rack was very positive, however leaving it in the current location was preferred with it remaining largely out of sight and not taking up any grass space. The checkerboard, tiered grass seating and sports court was not well received by most residents but the new tot lot was a generally considered a good idea, alongside picnic tables and upgraded washrooms.

#### **Financial Considerations:**

Finalizing the cost estimates will depend on final designs and components included therein. Replacing the washroom structure is the biggest single expense but also one which seemed to have support in the initial survey, while draft plan feedback respondents tended to suggest upgrades. (Note: some upgrades would actually require larger footprint, such as more stalls, more storage, etc.) Other aspects of the plan require further discussion to settle upon preferred amenities and configurations. Scrapping a sports court up top would save about \$15,000, but adding more picnic tables and benches may eat up that savings.

Regardless of the inevitable tweaks and changes to a final plan, and assuming the previously estimated costs are reasonable, but adding a 25% contingency at this pre-planning stage, Council should assume that the full plan would cost in the neighbourhood of \$785,000. Certainly there could be opportunities to reduce costs, but for the purposes of determining whether to apply for grant funding and ensuring sufficient funds to complete the project substantially as applied for, it's prudent to be conservative with estimates.

The federal and provincial governments recently announced the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP), which provides 73 cents on the dollar towards projects such as this one. Management staff recently had a teleconference with the provincial program administrator and gained some insights into this grant opportunity. Staff reviewed the draft concept plans against the program requirements, which have a particular emphasis on accessibility (i.e. free public space) and were encouraged by the provincial feedback.



Roughly speaking, Lions Bay would need to come up with about \$210,000 (27%), which would be from reserves, potentially supplemented by public fundraising or the pending sale of municipal land. Currently, the Municipality has two bare land parcels for sale as a result of road closure bylaws: 35 Kelvin Grove Way and 52 Brunswick Beach Road. The net sale proceeds from the sale of 35 Kelvin Grove Way could be used for capital expenditures without restriction, while the net sale proceeds from 52 Brunswick Beach Road could only be used directly for our proportional share of the safe access items related to pavers, handrails and stairs (about \$8,500). However, the Municipality would be able to lend itself funding from these restricted proceeds to cover the remaining \$200,000 or so, if that was determined to be the preferred option.

The CCR grant has a deadline of January 23, 2019, so a decision will need to be made very soon on proceeding with fine tuning of the Draft Concept Plan and preparing the grant application. Determination of successful applicants likely won't occur until the fall of 2019, with improvements likely to be staged over the winters of 2019/20 and 2020/21 so as to provide for use and enjoyment for residents through the summer of 2020. A final completion in 2021 would tie in nicely with the 50<sup>th</sup> anniversary of the Village of Lions Bay as a municipality.

#### **Legal Considerations:**

Application of the Municipality's legal test for the use of *Community Charter* s.41 reserves regarding the sale of 52 Brunswick Beach was applied per the Financial Considerations noted above. The bulk of the Municipality's share of costs would need to come from reserves or from part of the sale proceeds of the newly created parcel at 35 Kelvin Grove Way.

#### **Options:**

(1) Determine that the Lions Bay Beach Park Revitalization Project should, subject to amendments to reflect input from the public, proceed and that staff should commence the process of refining cost estimates and other requirements for the purposes of submitting a grant application under the CCR program by the January 23, 2019 deadline. This may require further meetings with the LBBPAC to review the public feedback as well as subsequent decisions on the part of Council as to the final project to be submitted. This option would recognize that 77% grant funding opportunities are not



the norm historically and, with one or more senior government elections on the horizon, may not be available again any time soon.

These are not monies that would otherwise be spent on water, sewer and roads projects. Those infrastructure projects require at least 50% grant funding to be at all economically feasible and the loan authorization bylaw approved by referendum in 2016 was also clear on that concept. The Municipality has applied for each of the infrastructure grant intakes, with approval on the first and an unknown result on the second. We will be ready with shovel ready plans for the third such intake, expected in Spring 2019.

- (2) Defer the decision on whether to apply for grant funding for the Lions Bay Beach Park Revitalization Project until Council has had an opportunity to consider its other strategic goals and priorities. The issue with deferring a "go/no go" decision is that time is short and if the ultimate decision is "go", the opportunity to receive further assistance from the LBBPAC may be lost. Council could request that the LBBPAC meet in the interim in any event, as soon as possible, to provide further recommendations regarding the project and the public feedback received to date, pending a Council decision on proceeding.
- (3) Determine that the Lions Bay Beach Park Revitalization Project should not go forward at this time and, other than a few repairs or improvements, should be shelved for the next several years. The issue with this option is that many of the structures are in serious need of repair or replacement and cannot be left more or less 'as is' due to the associated risks of potential liability issues. This means that the Municipality could end up having to spend significant sums of money just to maintain the amenities it currently has at this well-used, central community park. Grant funding could leverage that investment to provide for a much greater, more valuable return.

#### **Preferred Option:**

(1) Option 1 or Option 2 for the reasons as stated therein.

#### **Follow Up Action:**

This will be in accordance with Council directions per the Options noted above.

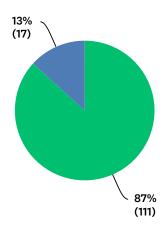
#### **Communications:**



Again, this will be dependent upon Council directions.

# Q1 Your household is...

Answered: 128 Skipped: 0



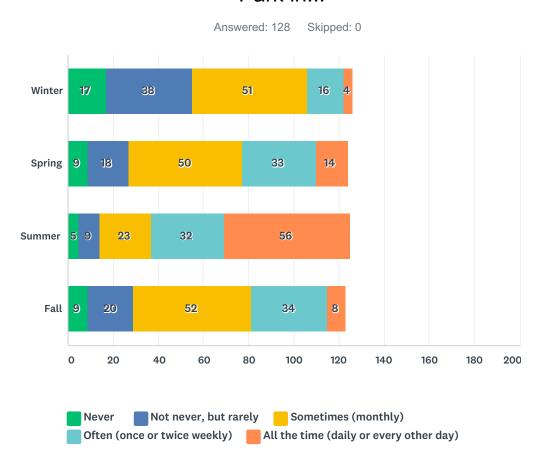
...resident in Lions Bay

...resident in a community outside Lions Bay (say which below if you like):

ANSWER CHOICES	RESPONSES	
resident in Lions Bay	87%	111
resident in a community outside Lions Bay (say which below if you like):	13%	17
TOTAL		128

#	RESIDENT IN A COMMUNITY OUTSIDE LIONS BAY (SAY WHICH BELOW IF YOU LIKE):	DATE
1	Sunset Marina	12/9/2017 11:48 AM
2	Sunset beach	12/8/2017 8:08 PM
3	Horseshoe Bay	12/8/2017 6:54 PM
4	HSB	12/8/2017 11:38 AM
5	North Vancouver	12/5/2017 4:16 AM
6	Vancouver	12/5/2017 2:49 AM
7	North vancouver and Anmore	12/5/2017 2:02 AM
8	Surrey	12/4/2017 6:22 PM
9	White Rock	12/4/2017 6:07 PM
10	North vancouver	12/4/2017 4:39 PM
11	Surrey	12/4/2017 12:42 PM
12	Vancouver	12/4/2017 11:58 AM
13	Lynn Valley	12/4/2017 11:26 AM
14	North Vancouver	12/4/2017 11:15 AM
15	Port Coquitlam	12/4/2017 11:07 AM
16	vancouver	12/4/2017 10:57 AM
17	Richmond	12/4/2017 9:08 AM

# Q2 How much does your aggregate household use Lions Bay Beach Park in...



# Q3 How many of each age group from your household use the Lions Bay Beach Park?

Answered: 126 Skipped: 2

ANSWER CHOICES	AVERAGE NUMBER	TOTAL NU	JMBER RES	PONSES
Toddlers (0-5)		1	39	39
Youth (6-12)		1	86	59
Teens (13-17)		1	47	34
Adults 18+		2	266	123
Total Respondents: 126				

#	TODDLERS (0-5)	DATE
1	0	12/15/2017 7:36 AM
2	0	12/14/2017 10:54 PM
3	1	12/14/2017 10:25 AM
4	2	12/13/2017 10:25 PM
5	2	12/13/2017 10:19 PM
6	1	12/13/2017 5:55 PM
7	1	12/11/2017 10:59 AM
8	0	12/11/2017 10:43 AM
9	1	12/9/2017 12:13 PM
10	1	12/9/2017 9:09 AM
11	1	12/8/2017 11:47 PM
12	2	12/8/2017 8:08 PM
13	4	12/8/2017 6:01 PM
14	0	12/8/2017 4:10 PM
15	1	12/8/2017 2:36 PM
16	1	12/8/2017 2:30 PM
17	1	12/8/2017 2:29 PM
18	2	12/8/2017 2:00 PM
19	1	12/8/2017 1:31 PM
20	1	12/8/2017 1:06 PM
21	2	12/8/2017 12:42 PM
22	2	12/8/2017 12:09 PM
23	1	12/8/2017 11:56 AM
24	0	12/7/2017 6:50 PM
25	0	12/5/2017 4:16 AM
26	0	12/5/2017 2:02 AM
27	0	12/4/2017 6:22 PM

28	0	12/4/2017 11:07 AM
9	0	12/4/2017 9:08 AM
0	0	12/4/2017 8:02 AM
1	0	12/3/2017 9:01 PM
2	1	12/3/2017 6:06 PM
3	1	12/3/2017 4:21 PM
34	2	12/3/2017 1:29 AM
35	2	12/2/2017 9:57 AM
86	2	12/2/2017 9:12 AM
37	2	12/1/2017 5:28 PM
8	1	12/1/2017 3:59 PM
9	0	12/1/2017 7:46 AM
1	YOUTH (6-12)	DATE
	1	12/15/2017 3:01 PM
)	1	12/15/2017 1:40 PM
3	0	12/15/2017 7:36 AM
ļ	2	12/14/2017 11:00 PM
5	0	12/14/2017 10:54 PM
3	1	12/14/2017 9:52 PM
7	2	12/14/2017 5:40 AM
3	1	12/13/2017 10:25 PM
)	3	12/11/2017 12:34 PM
10	2	12/11/2017 10:59 AM
11	0	12/11/2017 10:43 AM
12	2	12/10/2017 4:39 PM
13	1	12/9/2017 9:40 PM
14	1	12/9/2017 12:13 PM
15	1	12/9/2017 11:48 AM
16	1	12/9/2017 10:26 AM
17	1	12/9/2017 9:09 AM
18	1	12/9/2017 8:43 AM
19	1	12/9/2017 12:38 AM
20	1	12/8/2017 11:47 PM
21	2	12/8/2017 10:23 PM
22	1	12/8/2017 9:09 PM
23	2	12/8/2017 6:54 PM
24	13	12/8/2017 6:01 PM
25	1	12/8/2017 4:50 PM
26	0	12/8/2017 4:10 PM
27	2	12/8/2017 3:44 PM
28	2	12/8/2017 2:30 PM

29	2	12/8/2017 2:00 PM
30	2	12/8/2017 1:31 PM
31	1	12/8/2017 1:06 PM
32	1	12/8/2017 12:42 PM
33	1	12/8/2017 11:56 AM
34	2	12/8/2017 11:38 AM
35	0	12/7/2017 6:50 PM
36	3	12/6/2017 5:42 PM
37	2	12/6/2017 1:42 PM
38	3	12/6/2017 12:35 PM
39	1	12/5/2017 9:49 PM
10	2	12/5/2017 9:31 PM
11	1	12/5/2017 9:18 AM
12	1	12/5/2017 5:45 AM
13	0	12/5/2017 4:16 AM
14	0	12/5/2017 2:02 AM
15	0	12/4/2017 6:22 PM
16	2	12/4/2017 2:12 PM
17	0	12/4/2017 11:07 AM
48	0	12/4/2017 9:08 AM
19	0	12/4/2017 8:02 AM
50	0	12/3/2017 9:01 PM
51	5	12/3/2017 6:06 PM
52	1	12/3/2017 2:55 PM
53	2	12/3/2017 7:37 AM
54	1	12/3/2017 1:29 AM
55	2	12/2/2017 10:00 PM
56	1	12/2/2017 7:33 PM
57	2	12/2/2017 3:47 PM
58	2	12/2/2017 11:47 AM
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15	2	12/8/2017 3:14 PM
16	2	12/8/2017 1:32 PM
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18	0	12/7/2017 6:50 PM
19	1	12/5/2017 9:18 AM
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21	0	12/5/2017 2:02 AM
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26	1	12/4/2017 8:02 AM
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16		Council Meeting - November 20, 2018 - Page Survey Mon
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23	0	12/11/2017 7:05 PM
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32	2	12/9/2017 12:20 PM
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86	2	12/9/2017 10:26 AM
37	4	12/9/2017 9:49 AM
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39	2	12/9/2017 9:09 AM
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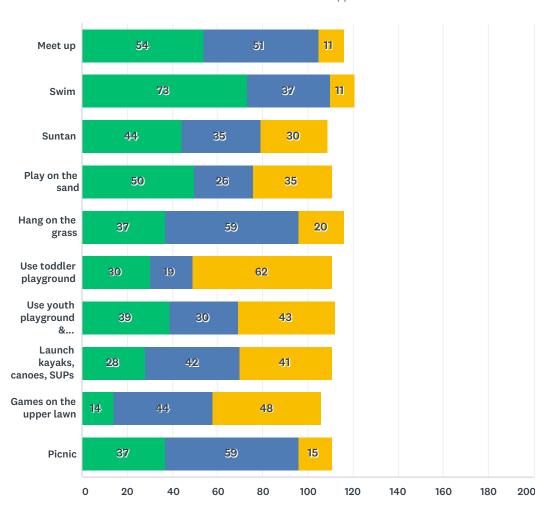
Lions Bay Beach Park community survey		Regular Council Meeting - November 20, 2018 - Page 85 of 190 Monke
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102	2	12/2/2017 10:00 PM
103	4	12/2/2017 7:33 PM
104	1	12/2/2017 4:11 PM
105	2	12/2/2017 3:47 PM
106	2	12/2/2017 11:47 AM
107	2	12/2/2017 10:57 AM
108	2	12/2/2017 9:57 AM
109	2	12/2/2017 9:12 AM
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113	1	12/1/2017 7:06 PM
114	2	12/1/2017 6:43 PM
115	4	12/1/2017 5:44 PM
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	-	

Often

Sometimes

# Q4 What-all do you-all do there?





	OFTEN	SOMETIMES	NEVER	TOTAL
Meet up	46.55%	43.97%	9.48%	
	54	51	11	116
Swim	60.33%	30.58%	9.09%	
	73	37	11	121
Suntan	40.37%	32.11%	27.52%	
	44	35	30	109
Play on the sand	45.05%	23.42%	31.53%	
	50	26	35	111
Hang on the grass	31.90%	50.86%	17.24%	
	37	59	20	116
Use toddler playground	27.03%	17.12%	55.86%	
	30	19	62	111
Use youth playground & swings	34.82%	26.79%	38.39%	
	39	30	43	112

Never

#### Lions Bay Beach Park community survey

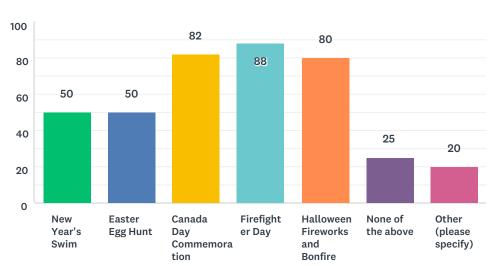
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Launch kayaks, canoes, SUPs	25.23%	37.84%	36.94%	
Laurich Rayars, carioes, 30FS	23.23 %	37.04 % 42	30.94 / <sub>0</sub>	111
	-	·-		
Games on the upper lawn	13.21%	41.51%	45.28%	100
	14	44	48	106
Picnic	33.33%	53.15%	13.51%	
	37	59	15	111

#	OTHER (PLEASE SPECIFY)	DATE
1	Birthday party	12/15/2017 1:40 PM
2	Washroom	12/15/2017 1:23 PM
3	Walk through. Use washrooms during my walk through. Enjoy watching activities.	12/14/2017 10:54 PM
4	Mee for social events ran by the village	12/14/2017 10:04 PM
5	Kayak storage	12/8/2017 2:00 PM
6	Organized parties	12/6/2017 5:42 PM
7	Look for crabs (under the rocks of course)	12/6/2017 12:35 PM
8	Birthday parties	12/5/2017 9:49 PM
9	Only attend for Firefighters Day, Canada Day, NY's swim, Halloween fireworks, and Easte hunt.	r egg 12/5/2017 9:57 AM
10	Scuba diving, kayaking all during off-peak times of the year	12/5/2017 2:02 AM
11	watch sunsets; take out of town visitors to see our beautiful beach; throw a ball for dog to off season.	chase in 12/4/2017 9:28 PM
12	Likely KG Beach users Scuba dive	12/4/2017 6:22 PM
13	Likely KG Beach users SCUBA dive	12/4/2017 6:07 PM
14	Likely KG Beach users Scuba dive	12/4/2017 4:39 PM
15	Birthday parties	12/4/2017 2:12 PM
16	Likely KG Beach users scuba dive	12/4/2017 12:42 PM
17	Likely KG Beach users Scuba Diving	12/4/2017 11:58 AM
18	Likely KG Beach users Scuba	12/4/2017 11:26 AM
19	Likely KG Beach users Go diving.	12/4/2017 11:15 AM
20	Likely KG Beach users Scuba dive	12/4/2017 11:07 AM
21	Likely KG Beach users Scuba dive	12/4/2017 10:57 AM
22	walk dog but very seldom hence only in fall/winter (maybe once every couple of years). ne beach because no dogs allowed.	ver use 12/4/2017 10:06 AM
23	Likely KG Beach users SCUBA dive	12/4/2017 9:08 AM
24	Likely KG Beach users dive	12/4/2017 7:55 AM
25	Work (academic) while the kids are playing. Often in the summer, never the rest of the year	ar. 12/3/2017 7:37 AM
26	bbq	12/3/2017 1:29 AM
27	sit and watch the wave roll in	12/1/2017 6:43 PM

# Q5 Which organised events does your household attend at the beach?

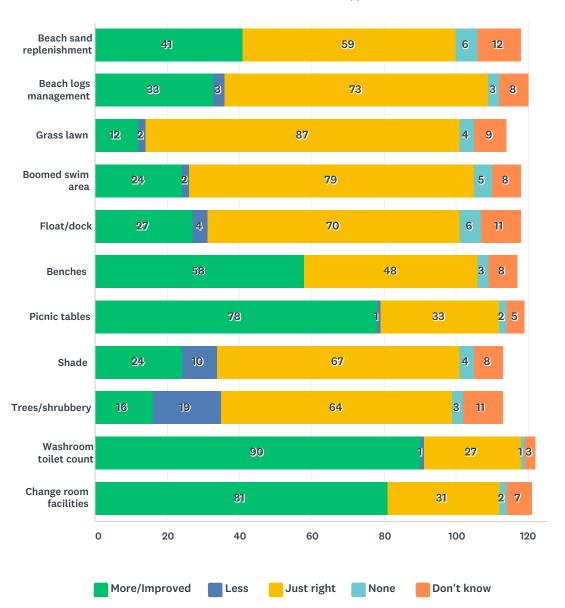




#	OTHER (PLEASE SPECIFY)	DATE
1	Dine together event	12/15/2017 1:23 PM
2	Community eat together.	12/14/2017 10:54 PM
3	Music concerts like this years white table	12/14/2017 10:04 PM
4	School events - Birthday parties	12/14/2017 9:52 PM
5	When our kids were young we attended all of these.	12/14/2017 4:49 PM
6	Birthday parties	12/14/2017 5:40 AM
7	Music and Long Table summer event	12/11/2017 12:34 PM
8	Summer Solstice (Is that 'organised'?)	12/9/2017 12:13 PM
9	summer solstice informal gathering	12/8/2017 2:30 PM
10	Watch fireworks from our deck	12/8/2017 2:00 PM
11	Eat together event	12/8/2017 11:53 AM
12	Birthday parties,	12/6/2017 5:42 PM
13	Organized SCUBA dives	12/4/2017 6:07 PM
14	Unfortunately, we are often not here in early July, otherwise we would also attend the Canada Day commemoration.	12/3/2017 7:37 AM
15	longest day celebration	12/3/2017 1:29 AM
16	After school get together with kids and parents	12/2/2017 10:00 PM
17	Birthday party	12/2/2017 3:47 PM
18	Everything	12/2/2017 11:47 AM
19	2017 White Dinner	12/2/2017 10:57 AM
20	Eat Together	12/1/2017 4:27 PM

# Q6 What changes are needed?





#	OTHER (PLEASE SPECIFY)	DATE
1	We need a launch spot for kayaks outside the boomed swim area. It is very difficult, and dangerous for other beach users, to beach and store a kayak late on a summer's afternoon. Manoeuvering a 25 kilo, 18 foot boat around youngsters is a challenge for the kayaker and potential danger to the kids.	12/15/2017 5:01 PM
2	Outdoor shower	12/15/2017 1:40 PM
3	Some tree removal, as there is too much shade now, especially up on the playground area. The trees have gotten too big.	12/14/2017 4:49 PM
4	I feel that the grass area could be kept cleaner (free from goose feces)	12/14/2017 5:40 AM
5	Need a working shower. This is our family's most urgent priority along with the replacement of the toddler play area.	12/13/2017 10:25 PM

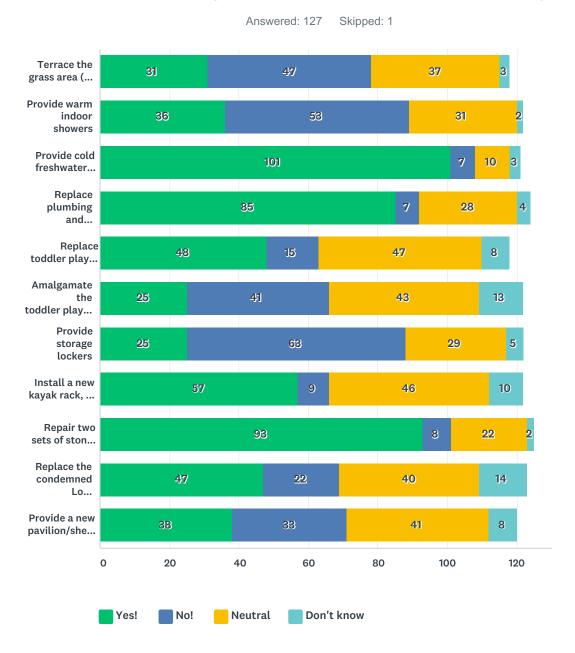
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6	I know many consider the washrooms unattractive, but really as a public facility at a sandy/dirty location, I think it is quite fine. On par with what you see along the West Van seawall - a cement bunker with a sink and toilet! I have found we rarely have to wait to use the toilet.	12/11/2017 12:34 PM
7	I hate washroom at beach. I couldn't go to the beach last year, because I scared to yucky it.	12/9/2017 9:40 PM
8	We have kayaks and we would love to be able to launch from the beach using the kayak rack and we feel that we would be attending more of the events and using more of the beach since we would be using our kayaks regularly.	12/9/2017 3:30 PM
9	Complete redo of the washrooms	12/9/2017 11:48 AM
10	All that is really needed is the shrubbery around the trees close to the beach need to be cleaned out. This will increase the usable space considerably and make the park more open and fresh. We used to have younger children and actually assisted in the installation of the playgrounds as volunteers. If they need replacement for safety reasons, well, so be it, and go ahead. But do not increase their footprint at all.	12/9/2017 9:49 AM
11	Cleaner washrooms, perhaps a weekly password on the door for residents/guests so it doesn't get vandalized by non-locals	12/9/2017 9:09 AM
12	Proper showers, paddle board storage and a filtered water bottle station needed.	12/8/2017 3:44 PM
13	More garbage cans.	12/8/2017 3:14 PM
14	Support increasing boat storage space. Could there even be tiered pricing for boat storage - e.g. a smaller amount to officially store kids kayaks and other water toys during the summer? This summer we found our neighbours in the storage area were trying to stow a tonne of kids stuff plus 2 kayaks in their one teeny spot and it kind of jammed up the whole shelf and made getting our stuff out a painful exercise. Sympathize with them not wanting to pay \$100 per year for each kids item - maybe if there was a cheaper, official area for kids stuff?	12/8/2017 2:30 PM
15	Additional storage for SUP, kayaks etc.	12/8/2017 1:06 PM
16	If the trees are rotten, getting rid of them should be high priority!!!!	12/8/2017 12:09 PM
17	the quality of the beach sand is construction site type sand, it is dusty and dirrty	12/8/2017 11:57 AM
18	Fix up what is there	12/8/2017 11:53 AM
19	Lockers would be of great value. Vending area (summer only) would be handy. Something that does not compete with the Marina. The kayak/canoe storage racks are inadequate in that the spaces are the wrong dimensions (length and width) for most crafts. The spaces should better match the typical crafts (and not stick out causing a serious safety issue not sure how many times I've knocked my head in on the two yellow kayaks at the bottom) and ensure the neighboring craft in the adjacent slot doesn't impose on the space you've rented by either just falling over or poor storage techniques.	12/6/2017 12:35 PM
20		12/5/2017 9:31 PM
21	Washroom revitalization is extremely desired with the items in this section less important.	12/5/2017 9:57 AM
22	Shade was good this summer, but if your planning on taking down trees it will be too little shade next summer.	12/5/2017 9:18 AM
23	stairway access from beach to parking area. As well as the pathway was highly washed out last time. These have kept me away for some weeks now as well as rude people and a very rude by-law officer.	12/5/2017 2:02 AM
24	Event facilities with covered common area. Common BBQ where residents can bring a tank down and picnic. Multiple points for recycling and garbage with more frequent collection especially on weekends.	12/4/2017 2:12 PM
25	Improved parking. Divers are always going to frequent this area, they're even happy to pay for parking if it's easy to do on site, or via a mobile device. Better changing rooms, safer steps to beach will also improve things. More garbage bins too.	12/4/2017 10:57 AM
26	Repair stairs. Install public access faucet/hose/shower for post swimming/scuba rinse	12/4/2017 9:08 AM

T	ions	Ray	Reach	Park	community	SHITVEV
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27	Obviously "personally", I think the beach and swim areas are great as they currently are; the crew does an excellent job removing logs at the end of each winter, leaving a few logs in place which I appreciate; and I appreciate being able to use my laptop or read documents on my cell phone in the shade - I love the trees! - while my kids are playing and swimming. I have to be doing something, either paddling or trying to accomplish something, and have never been able to just "hang out" on a beach. I appreciate that I'm able to do both easily here.	12/3/2017 7:37 AM
28	Diving board on dock. Kids love the floating dock-great hangout place. Could have a second floating dock further out for older kids and adults. This is the best feature of the beach. Could extend the boomed area out. Could improve the kayak/canoe/SUP launch maybe a dock to launch from.	12/2/2017 3:47 PM
29	garbage and recycle improvements	12/2/2017 11:47 AM
30	Washrooms / changerooms need replacing or updating but are right sized on balance.	12/1/2017 7:23 PM
31	an actual dock going out from the concrete section (or fixing concrete/rocks) would be amazing for those that don't swim out to the pontoon but maybe that doesn't make sense?	12/1/2017 5:28 PM

# Q7 Here are some of the early suggestions for capital investment the Committee is considering. Help us prioritise them, or add your own....



#	COMMENTS FOR "TERRACE THE GRASS AREA (TO PROVIDE LEVEL SPACE)"	DATE
	There are no responses.	
#	COMMENTS FOR "PROVIDE WARM INDOOR SHOWERS"	DATE
	There are no responses.	
#	COMMENTS FOR "PROVIDE COLD FRESHWATER OUTDOOR SHOWER FIXTURE"	DATE
	There are no responses.	
#	COMMENTS FOR "REPLACE PLUMBING AND MIRRORS WITH VANDAL-RESISTANT FIXTURES"	DATE
	There are no responses.	

#	COMMENTS FOR "REPLACE TODDLER PLAY STRUCTURE SEPARATELY, IN AN OPTIMAL LOCATION"	DATE
	There are no responses.	
#	COMMENTS FOR "AMALGAMATE THE TODDLER PLAY STRUCTURE WITH THE YOUTH PLAY STRUCTURE"	DATE
	There are no responses.	
#	COMMENTS FOR "PROVIDE STORAGE LOCKERS"	DATE
	There are no responses.	
#	COMMENTS FOR "INSTALL A NEW KAYAK RACK, IN AN OPTIMAL LOCATION"	DATE
	There are no responses.	
#	COMMENTS FOR "REPAIR TWO SETS OF STONE STEPS TO BEACH LEVEL, INSTALL HANDRAILS"	DATE
	There are no responses.	
#	COMMENTS FOR "REPLACE THE CONDEMNED LORI BECK MEMORIAL PAVILION AS IT IS, WHERE IT IS"	DATE
	There are no responses.	
#	COMMENTS FOR "PROVIDE A NEW PAVILION/SHELTER/BANDSTAND/GAZEBO, ELSEWHERE"	DATE
	There are no responses.	

# Q8 In 100 characters or less, what's right and what's wrong with Lions Bay Beach Park?

Answered: 75 Skipped: 53

#	RESPONSES	DATE
1	I go there to be close to the sea. If you put signs up to show the other water right of way access points and make the owners keep them accessible I would be happier.	12/17/2017 12:25 PM
2	It's a nice spot but not the best for launching kayaks. Let's separate kayakers and swimmers.	12/15/2017 5:01 PM
3	It is a charming place is some disrepair. It would appear this project will provide necessary upgrades. Bravo!	12/15/2017 3:01 PM
4	Great the way it is. Suggested improvements are good	12/15/2017 1:40 PM
5	With increased use from non-residents, we need to provide increased facilities, washrooms, benches, picnic tables etc.	12/15/2017 9:30 AM
6	Overuse on weekends results in excess garbage, washroom problems and reduced parking area. Would like to see day use fees charged for non-residents.	12/14/2017 11:00 PM
7	I love walking through the park. Sometimes I sit on one of the benches and just enjoy the peace and quiet and sometimes I enjoy watching the children and the people playing and relaxing. The washrooms could use a facelift. It's a small park and not much can be done about that. Just a bit of care and it's perfect.	12/14/2017 10:54 PM
8	The bathrooms are deplorable more level space and more garbage containers lets keep it to fit into its surrounding natural environment and lets not convert it into a country club that also goes to the children's play area can we get more muted colours less plastic like Ambleside but please no music	12/14/2017 10:04 PM
9	Great resource/amenity to the community. Please invest in it and give it the renewal it needs!	12/14/2017 9:52 PM
10	This is an amazing park for our community & a very well used beach for swimming for kids, adults, & many of our seniors. It is the reason I am still here after 30 years. The community events at the park are all very well attended by residents of all ages. It is what pulls our community together, & is a fabulous place to meet new neighbours. I am so glad that the village is finally making some long awaited improvements to our amazing LB Beach Park.	12/14/2017 4:49 PM
11	bad: vandalism, crowding, parking ,tree topping, no outdoor cold shower/fountain. good: sand, dock( should be cedar not pressure treated wood)	12/14/2017 10:25 AM
12	Great safe area. Love the multi-aged play areas (but keep them separate). Bigger, better play structures would be wonderful for the village as a whole. WE use the park regularly throughout the year just for our toddlers even when not beach weather	12/13/2017 10:25 PM
13	It's the perfect locals' hangout! It's rustic and so much fun. We love that there's a beach and a park in the same place. It just needs basic maintenance to keep it safe and clean.	12/13/2017 10:19 PM
14	See Above. Its great the way it is. It just needs some minor upgrades to fix worn out materials	12/13/2017 11:33 AM
15	Great swimming beach, washrooms and stairs need repair	12/12/2017 4:32 PM
16	It's beautiful and the basic footprint and functionality should support our villages needs. Improved management and facilities for the betterment of Lions Bay residents, specifically those families who regularly use the amenities	12/10/2017 4:39 PM
17	retaining the character of the beach, clean and fix up but not reinvent	12/9/2017 12:20 PM
18	Lions Bay Beach Park is great but community and Metro Vancouver's growth now means it's insufficiently appointed to accommodate the current demand. Upgrades on most facilities are required.	12/9/2017 12:13 PM
19	Lots of green space is good, no more sand replacing grass needed	12/9/2017 9:49 AM

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20	It's the most special little place and it's still mostly a secret to the locals so you don't have to rush down early in the morning to get a spot.	12/9/2017 9:09 AM
21	Right the spot wrong not maintained at all.	12/9/2017 8:43 AM
22	We have recently been introduced to the park / beach and we do love it! What a gem!	12/8/2017 6:54 PM
23	Love love love our beach. Toilets suck too much shade, less logs more sand. Don't close at 10 in summer, the dusk with fire pits is the best.	12/8/2017 5:37 PM
24	Best place in summer but all the outsiders push out locals on the weekends. Use bylaw salary to pay for all this.	12/8/2017 4:50 PM
25	It's a wonderful gathering place that could be improved for residents.	12/8/2017 3:44 PM
26	In general our family loves the beach as it is. General updates/improvements are definitely in need. We have raised our baby in Lions Bay, and the segregated big kid/little kid playground has always been a plus.	12/8/2017 2:29 PM
27	Maybe have a stone pick up day when tide is low to clear the beach	12/8/2017 2:00 PM
28	The bathroom facilities are in dire need of upgrading.	12/8/2017 1:06 PM
29	too crowded! We no longer swim on weekends.	12/8/2017 12:09 PM
30	what's wrong is the members only sign was hidden away and since then we have avoided the overcrowded/full of strangers from other towns LB beach park	12/8/2017 11:57 AM
31	Great dock and log boom area for swimming, just need more garbage bins otherwise every other recommendation would be a bonus.	12/8/2017 11:56 AM
32	Thin out trees. Time for a big cleanup of vegetation in and aroundk	12/8/2017 11:53 AM
33	Great gathering point for fun and relaxation	12/7/2017 6:50 PM
34	People, water, sand, beauty awesome! The bathroom needs to be redone and outdoor showers are a must.	12/6/2017 5:42 PM
35	Terrific natural access point to Howe Sound, friends, community activities, and wholesome outdoor fun!	12/6/2017 1:42 PM
36	It's a great and wonderful commen area. The village has unfortunately allowed it to degrade. Happy that this committee has been formed and working towards improving the beach. Thank you to all of you on the committee for putting in your time and effort! Hopefully it won't be for not. :-)	12/6/2017 12:35 PM
37	Beautiful beach that holds so many memories for so many people. Let's keep making improvements and taking steps forward!	12/5/2017 9:49 PM
38	Sand, dock - great. Bathrooms, showers, garbage - needs work. So many people	12/5/2017 9:31 PM
39	Washroom revitalization and servicing, new and larger gazebo and kayak storage, playground facilities to code, and garbage maintenance are the most important items int he revitalization.	12/5/2017 9:57 AM
40	The beach is great. The picnic table and gazebo area is great but BBQ not necessary. People bring and use their own. Bathrooms need more cleaning. Garbage emptied more in summer. Climbing structures necessary for big kids.	12/5/2017 9:18 AM
41	general maintenance and TLC is much needed. More activities for older kids, like a skate park or a basketball court	12/5/2017 5:45 AM
42	What's wrong is the localism of lions bay residents over the public park areas and the use nuisance bylaws to keep non-residents out.	12/5/2017 4:16 AM
43	Not user friendly. Parking is not equitable to all British Columbia's as in other municialities	12/5/2017 2:49 AM
44	The area is stunning, it's a beautiful area to enjoy all year around. Some kindness from the locals I've interacted with would go a long way to making the community better. I've only had one very pleasant interaction there with a local out of many bad experiences.	12/5/2017 2:02 AM
45	Lions Bay beach park is a wonderful SMALL community beach park, that we are proud of, and should remain as such. A small community beach park for residents to enjoy.	12/4/2017 9:28 PM
46	Needs free parking and more of it	12/4/2017 6:22 PM

47	Love LB beach. Just needs a facelift and rework structures be more funcitonal and used by all community memebers	12/4/2017 2:12 PM
48	Beautiful space, just needs capacity management and understanding that public spaces are for all public residents to enjoy!	12/4/2017 12:42 PM
49	Don't limit parking time for non-residents. No other park in the lower mainland does that.	12/4/2017 11:07 AM
50	Would be nice to have child-free periods so that those without kids wouldn't be overwhelmed by noise and mess in washrooms.	12/4/2017 10:06 AM
51	Although I fully understand we are part of a bigger area and developments beyond our control, the park on summer weekends is very often outnumbered by visitors	12/4/2017 9:45 AM
52	Absolutely love it except for the one cranky resident who often harasses divers. Perhaps plant a large shrub between his house and the parking lot to obscure his view.	12/4/2017 9:08 AM
53	new stairs at Kelvin Grove Beach	12/4/2017 7:55 AM
54	Do not promote Lions Bay beaches to the public outside of Lions Bay.	12/3/2017 9:01 PM
55	We think it is pretty much ideal. We've used it for 40 years with kids and now grandkids. The washroom needs improving and the steps down to the beach.	12/3/2017 6:06 PM
56	Right: family-friendly; good versatility Not-so-right: garbage, washrooms/changing rooms; rec watercraft access and storage	12/3/2017 7:37 AM
57	Lions Bay Beach is breath-taking. Yes to safety and upkeep, no to "biggering"/hot showers, storage lockers, bandstands Let's keep it clean and green.	12/3/2017 1:29 AM
58	Washroom facility is a dump. We would be happy with a workable outdoor shower and foot rinse shower.	12/2/2017 10:00 PM
59	The play equipment needs to be replaced. It is unsafe. The washrooms need an upgrade.	12/2/2017 7:33 PM
60	Having kayak at beach is great. Dock and floating fenced off area is great. Toilets suck-dirty, overflowing need replacement/improvement I like that there are no dogs allowed. Too many trees, shrub and bushes spoil beach area. Great area for kids to play and people to socialise.	12/2/2017 3:47 PM
61	Its almost perfect just needs a better washroom with some showers and BBQ area.	12/2/2017 11:47 AM
62	Our Lions Bay beach is a wonderful place to be. Such beauty needs to be protected. I am against just standing by and doing nothing. There is plenty of that going on in this world of ours	12/2/2017 10:57 AM
63	It is a lovely little park - but it's little and has become overcrowded in the last few years.	12/2/2017 9:57 AM
64	LB beaches are for the comunity & services should be directed as such.	12/2/2017 9:12 AM
65	Captial spending on the beach should not be a priority. Our roadways require improvement, our community requires safety improvements such as street lights, tree/shrubs need to be pruned. The beach serves only few residents. Money should NOT be wasted on the beach.	12/2/2017 6:32 AM
66	The beach parks provide convenient access to the ocean for both residents and visitors. The playgrounds have always been well used and should be maintained to a safe and enjoyable standard. Washrooms are quite tired and in need of updating. Regular and preventative maintance should be a priority to maximize the useful life of our village assets. Since so much is broken it would seem this has not been the case.	12/1/2017 7:23 PM
67	Respect the ruralness of the LB beach, there is no need for a big fancy washroom	12/1/2017 7:06 PM
88	I think all LB families really enjoy OUR friendly beach.	12/1/2017 6:43 PM
69	i kind of like it as is, bathrooms could be fixed. the toddler play strucutre needs to be replaced	12/1/2017 5:28 PM
70	Awful washrooms, difficult to park, not enough cooking facilities, sub standard play area for the young ones, needs to be maintained to a higher standard	12/1/2017 4:45 PM
71	The response scale for Question #6 makes no sense! What is the difference betweenthe changes needed are just right and none? This scale will provide no meaningful data. Shame! Also,	12/1/2017 4:37 PM
	what about my predicted needs? My children are now grown. They don't use a toddler area. Their children will when I am a soon to be grandmother. In order to find out what's right and wrong, the questions need to be tested and you need to be sure you are measuring what you are intending to measure.	

### Lions Bay Beach Park community survey

# Regular Council Meeting - November 20, 2018 - Page Survey Monkey

73	I am basically happy with the way the beach is maintained. A few of the ptojects listed above would be nice but don't have to be done all at once	12/1/2017 4:25 PM
74	Its pretty good as it, given the size and funding available.	12/1/2017 4:15 PM
75	It's a jewel. Outsiders don't contribute.	12/1/2017 7:46 AM



#### Lions Bay Beach Park Advisory Committee (LBBPAC)



This committee was formed in order to develop ideas for the revitalization of the Lions Bay Beach Park (LBBP). The members serve on an advisory group which will assist Municipal staff with public engagement and ideas for developing the park for the future. The LBBPAC Terms of Reference can be viewed <a href="https://example.com/here.com/here">here</a>.

The recent Lions Bay Beach Park Survey results can be viewed <u>here</u>. Top takeaways from the 128 survey responses included:

- the top 3 uses of the Lions Bay Beach Park were beach related: swimming, playing on the sand and suntanning.
- the top 3 events attended were the Canada Day celebration, the Firefighters Day event and the
  Halloween Fireworks; discussion ensued on whether the park can be configured to better
  accommodated these events eg: larger, more useful gazebo structure, location for such a
  structure, etc.- members agreed that a new gazebo structure should be installed at the lower
  portion of the park as opposed to the upper portion of park; other ideas were also discussed such
  as including a basketball/multi-use court at the south end of the flat upper grassy area.
- in response to the question re. what changes are needed, most replied that items listed were "Just Right", other than requests for more benches and picnic tables, more toilets and change room facilities.
- in response to the question re. capital investments, the following was noted:
  - people were generally not in favour of terracing, but the committee noted that some terracing may be required, especially if a gazebo is to be built in the lower portion of the park;
  - o outdoor, cold, freshwater showers was the top request;
  - replacement of plumbing fixtures was heavily favoured;
  - responses and committee feedback indicated the toddler and youth play areas needed to be kept separate, but could be relocated if kayak racks are moved to the Marina side of the park

     this would be logical as it's closer to the beach and kids could be better observed by parents, etc.;
  - responses favoured a new kayak rack and the committee agreed it should be on the Marina side of the park – staff looking into designs and costs;
  - o stone steps were noted to be in need of repair/replacement;
  - o responses favoured replacing the Lori Beck gazebo and providing a new gazebo or pavilion/shelter the committee agreed with this and consensus was that it would make sense to have it within the lower portion of the park (discussion and tentative agreement to move Lori Beck plaque to new structure).
  - o additional ideas discussed included basketball/multi-use court up top, concrete ping pong tables and shuffleboards, etc.

#### RECOMMENDATIONS WORKING PAPER

The Lions Bay Beach Park Advisory Committee (LBBPAC), after several meetings, public consultation, and investigation, recommends the following changes be made to the beach park over the next 2 years.

#### PHASE ONE

Budget: \$30,000

(includes \$1,000 from "Horns" movie filmed at Ruth Simons' house)

Estimated costs reviewed and confirmed by staff

Timeline: Some pieces sooner but all items by the end of 2018

#### DESIGN AND COMMUNICATION (\$5,500)

 We recommend that a landscape architect or professional designer develop a conceptual plan and that a rendering of this basic design be placed upon a billboard within the park for the public to view and comment upon.

#### STAND-UP SHOWER/FOOT RINSE/DRINKING WATER & BOAT WASH STATION (\$2,500)

- We recommend the installation of a concrete pad at the top of the south steps for the placement of a fixture that will include a stand-up shower, a foot rinse, a water refill station, and/or drinking tap, and a hose bib for washing down kayaks, canoes, and paddleboards.
- The LBBPAC requests that Public Works labour costs come from their operating budget with only the materials provided through the LBBPAC budget.

#### PAVERS AND HANDRAILS AT SOUTH STEPS (\$1,500)

- We recommend the installation of a metal handrail at the south steps and a level paving stone area where the existing slope is showing signs of erosion.
- The LBBPAC requests that Public Works labour costs come from their operating budget with only the materials provided through the LBBPAC budget.

Staff looking into whether this can come from the restricted water access fund.

#### NEW KAYAK RACK (\$20,000)

 We recommend the construction and installation of a new kayak/canoe/paddle board facility along the south fence of the lower parcel (adjacent to the Marina parking lot). Paddleboards would be stored in the upright position. The new unit is estimated to hold up to 100 vessels.

- The configuration of this new unit should be stepped and paved for easier access. The unit should be angled with vessels loaded and unloaded loaded from the uphill side.
- Existing users of the current facility should be provided with adequate time to relocate their vessels upon completion of the new unit. Upon completion of this move the old unit would be deleted and preparation of the space for the future relocation of the tot's playground could begin.
- The LBBPAC requests that Public Works labour costs come from their operating budget with only the materials provided through the LBBPAC budget.

Staff looking into whether this can come from the restricted water access fund, but doubtful.

#### LITTLE FREE BOOK HUT (\$500)

- We recommend the design and installation of a small book hut with a door to keep the books dry.
   A sign reading, "Take a book or leave a book or both" would accompany this unit.
- The LBBPAC requests that Public Works labour costs come from their operating budget with only the materials provided through the LBBPAC budget.

#### REMOVAL OF MIDDLE CEDAR/FIR TREE (\$6,000)

- We recognize that the middle cedar and fir trees have been reviewed by a certified arborist and deemed unhealthy and unsafe.
- We recommend that the estimated cost of removal be drawn from the Public Works dangerous tree removal budget.

#### REPLACE OR REPAIR WOOD STEPS

- We recognize that the existing steps down from the play structure area to the lower grassed area is deteriorating. We recommend replacement of these steps as part of a comprehensive plan to be completed as part of the Phase 2 process.
- We recommend that Public Works provide a temporary repair to make the steps safe for the interim.
- The LBBPAC requests that Public Works labour costs come from their operating budget with only the materials provided through the LBBPAC budget.

#### PICNIC TABLES

- We recommend the purchase and installation of picnic tables as part of the Phase 2 process.

#### **DEMOLISH ENTRANCE ARCH**

 We recommend Public Works attend to the deteriorating arch and that this work be performed as part of their operating budget.

#### **OPENING HOURS**

 We recommend that Council consider implementing a summer park closure time of 11:00 PM from May through September.

#### MAINTENANCE (ONGOING COSTS)

- We recommend that Public Works monitor the *cleaning* frequency over this summer and work with the contractors employed by the Village to improve/correct any deficiencies.
- We recommend that Public Works monitor the enhanced waste collection frequency over the summer and work with the contractors employed by the Village to improve/correct any deficiencies.

#### **PHASE TWO**

Budget: \$630,000

Estimated costs reviewed by staff

Timeline: If funds available, operational by summer 2019,

we recommend that the staff maintain up to date estimated costs.

#### TENDER READY, DESIGN AND PLANS (\$50,000)

- Tender ready design to include electrical, mechanical, and structural drawings for a new washroom facility.
- Tender ready design for the landscaping to include drawings containing details of soft and hard landscaping features including a new gazebo, steps, retaining walls, etc.

#### REPLACE OR REPAIR WOOD STEPS (FIRM ESTIMATE IN 2017 - \$30,000)

 Replacement of the steps from the play structure area to the lower grass area is estimated to cost \$30,000.

Staff looking into whether the capital costs of replacement can come from the restricted water access fund.

#### TOTS' PLAYGROUND (\$25,000-\$40,000 DEPENDING ON SELECTION)

- The existing tot's play structure is deteriorating and replacement parts are difficult to source. We

recommend the installation of a new tot playground at the current location of the kayak rack and Lori Beck Pavilion.

- Pricing is dependent upon the manufacturer and the components of the structure. We recommend a simple, small structure that works aesthetically with nature and that it include a side-by-side double slide to encourage and engage tots in playing together.
- We recommend that the Lori Beck pavilion be deconstructed as part of this Phase 2 work and that salvageable material from the existing pavilion be repurposed for benches or to form part of the new pavilion.

#### TOTS' SLIDE (\$11,000)

 We recommend the installation of a hill slide with the location to be determined but with the option of having it lead from the new location of the tot's playground to the beach providing it is safe and meets playground safety regulations.

#### LARGER SHADED AREA, GAZEBO OR BANDSTAND, AND TERRACING (\$150,000)

— We recommend the design consider the inclusion of a new gazebo or bandstand in the approximate location of the middle cedar/fir tree. We suggest that the roof be sloped to accommodate the view and sun with benches strategically placed.

#### WASHROOM REPLACEMENT (\$300,000)

- We recommend that a new washroom facility be designed and constructed and that this new facility have a larger footprint than the existing facility.
- We recommend that the facility be designed such that it does not require winterizing and can be kept open in the winter – at the very least for the weekends.
- We recommend that the LBBPAC be involved in the design and provide the background and comparatives to assist with the new design.

#### JETTY UPGRADE & SAND BEACH ENHANCEMENT (\$50,000)

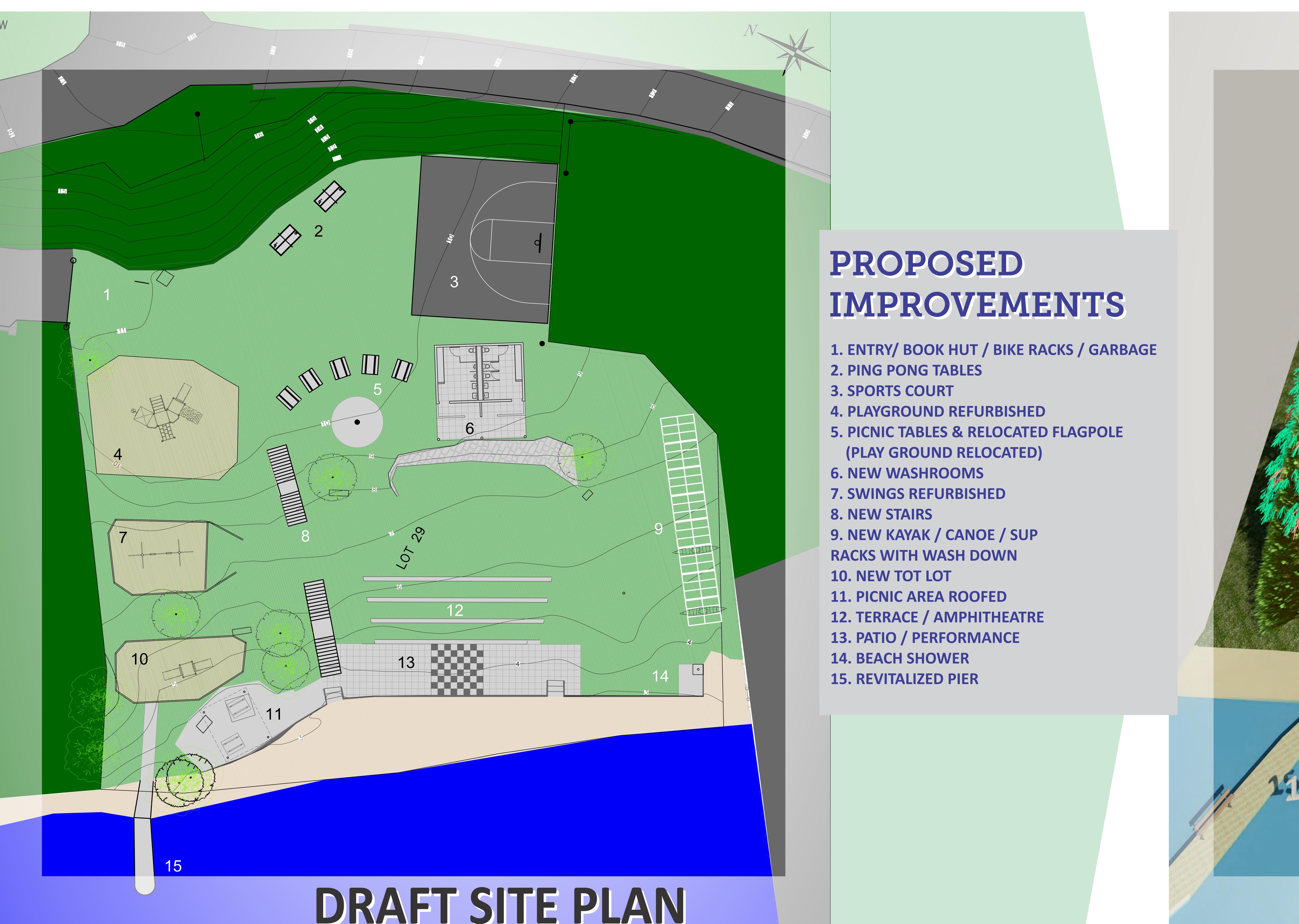
- We recommend that the jetty located adjacent to the existing kayak racks be restored and enhanced to be a park feature.
- We recommend that the rocks strewn about the beach near the northern steps be removed and used in the restoration of the jetty.

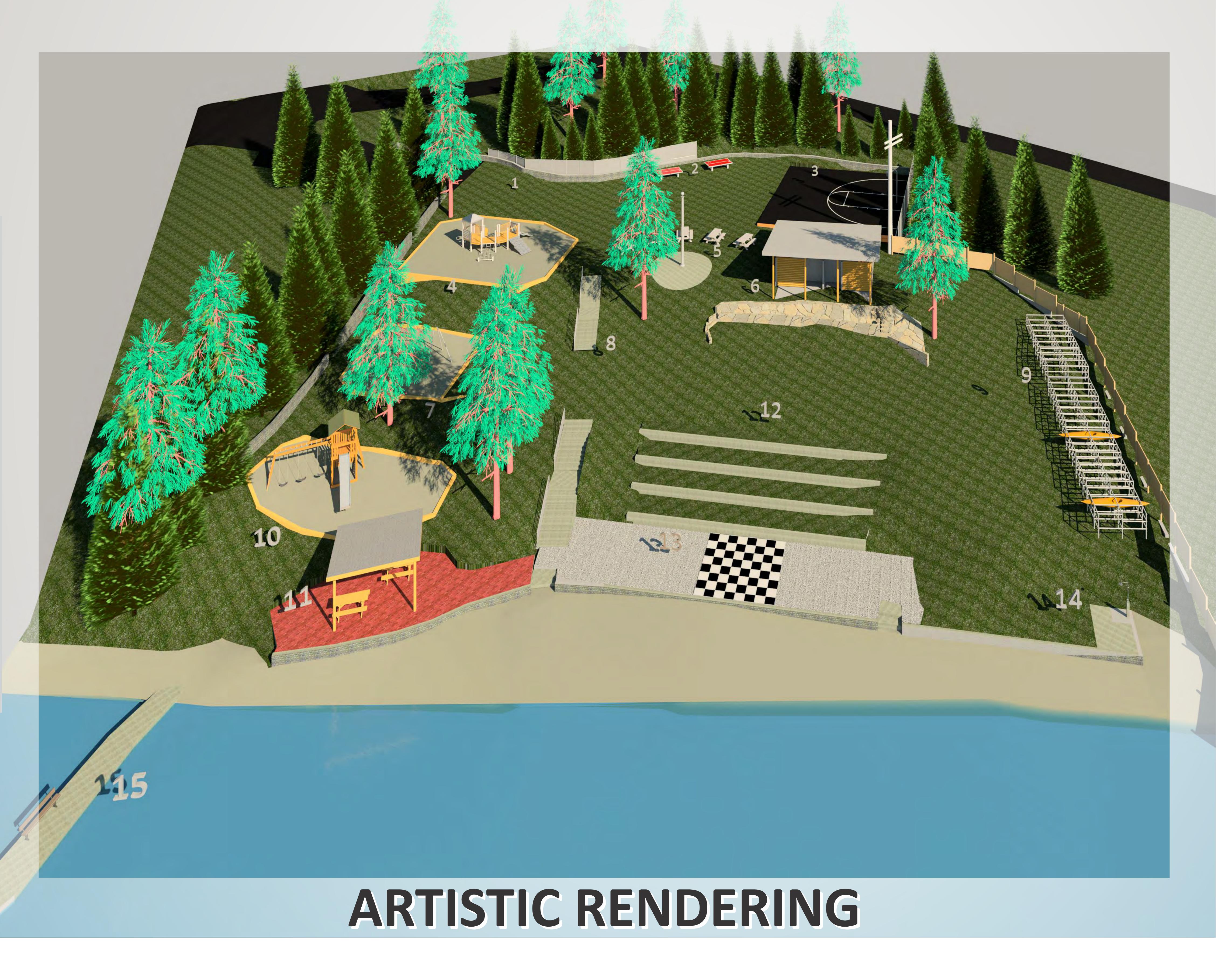
#### EXTRAS REQUIRING MORE DISCUSSION AS PHASE II IS GIVEN A GO AHEAD

 Ping-pong tables. Install one or two permanent outdoor ping-pong tables that can double as regular tables (food buffet, silent auction, etc.) for events. (These cost approx. \$2,500 each, installed.)

- Sport Court including equipment (\$15,000)
- Garbage Pits. Highly desired alternative to garbage pile up but logistical issues need to be worked out if this is to proceed. Also addressed under Maintenance heading in Phase One. If garbage pits are not feasible and greater capacity is required, then we recommend additional Bear Smart cans (\$2,000 each).
- Fundraising by the residents for specific features considered but tabled until Phase II plan is approved.

# LIONS BAY BEACH PARK REVITALIZATION - DRAFT CONCEPT PLAN





This site plan and rendering represents the recommendations of the Lions Bay Beach Park Advisory Committee. For more information visit <a href="www.lionsbay.ca">www.lionsbay.ca</a> and provide your comments to <a href="feedback@lionsbay.ca">feedback@lionsbay.ca</a>.

				Playgrour	Picnic In Tables & h Flagpol									
	Entry/Book Hut/Bike	Ping Pong	Sports	d		Washro	New	New Boat Rack with	New	Picnic Area	Terrace /Ampit	Patio/Perfo	Roach	
Comments	Racks/Garbage		Court	ed	е	oms	Swings Stairs	Washdown				rmance	Shower	Pier
Overall I think the revitalisation of the beach is great. Removal of the tree was sad but has opened up a nice lawn area from which to use the beach and park. when looking at the proposed plans one item sprung out at me instantly, the location of the kayak and paddle board storage? the location proposed is great for access from a users point of view, but i wonder how clean, tidy and aesthetically pleasing it will be when it is a prominent fixture in the grassy area? will it be shielded from view in some fashion?								yes to new, no to location change						
the key interests noted in the survey for beach users were swimming, playing in sand, and suntanning(of late kayak and paddle-boarding access from the beach is growing) additionally, the flat beach park area has served as a venue for events and an area for older kids play - the toilet and change facilities need renewal, with cold outdoor shower. could it be moved up and to the marina side to open up some more upper space. If a new building some storage could be included for seating and equipment for event support - play areas are important for small and older kids. I think the young kid areas could be 2 not the suggested three and would fit within the design suggestions on the northern side, good views to that for parent supervision - a new boat rack is needed but its a mistake to move it to the marina side. rebuild and leave it where it is, somewhat out of view. It has worked where it is, and there is still ample room for improved access and the kids play areas - the upper area works well now as a venue for several things and as a play area for older kids. there is no need for a basketball or other part court, or other fixed things. I would build a gazebo type of stage (where the band set up on firefighter day ) for community events and entertainment - rebuild the lori beck gazebo where it is i see no need for stepped seating and stage area right above the beach (checkered area in the design). leave that area clear and focus events up top - yes, add benches and some tablesvia legacy community donations - strive to keep the main beach area focused on the swimming, sand playing, and suntanning interests -yes, fix steps and railings as needed, keep the beach as is with logs new ideaextend the ramp on the north side of the beach, slopping into the water as a launch place for														
larger kayak, board launching to the side of the swimming area further to my earlier comments, here is an update: forget about the 1/2 basketball court, table tennis, chess board, steps down centre of grass just above the wall redo/update the washroom building and add a room at the north side for storage of event materials, (food service equipment, tables, etc move the swing set play area to the south adjacent to the steps down in order to allow for keeping the boat rack on the north side, expanding the size by 2 units behind the swing set, widen the access trail to access boats and walk them down the trail to the beach, rebuild the boat racks boat rack should stay north side as it is relatively hidden and safe. south side location opens up the boats to view and access from marina for theft extent the concrete pier on north side, slopping it into water (rocks/concrete) to allow for an easy boat entry point outside of swim area move the small kids play area down just below the swing set relocation (requires some minor clearing) or across to the other side above the shower in clear view of parents powerwash the rock wall and repair build a covered gazebo/bandstand where band tent goes on upper level south side, with lighting/power as a ready setup for events update the barbecue area add picnic tables/benches in appropriate areas, some south of bathroom in the shadeappeal for donations by residents		no	no		yes to tables	move to upper area and add an equipm ent room	yes	yes new, no to location change	yes to locatio ns but only 2, don't need 3	gazebo on upper	no	no		make a kayak launch area
Focus on safety and site improvement issues syncing with the survey first. Move the washroom facility back to open up space on the grass (budget point of view, it's less to upgrade current facility, but prudent to get it right the first time so it can last the next 40+ years). Flagpole should not be outside of the wasrhoom, but also not in the middle of the ocean view. Drop the checkerboard - consumes valuable real estate and in experience is not well used and managing play pieces is difficult (i.e. vandalism and theft). Play spaces are awkward - difficult management of the surfaces, more to maintain, safety. Beach is the best parts of the site and design does not take into account the flow of kids and adults from the upper part of the park to beach. Sport court makes sense, can it be larger so kids can play hopscotch, ride a trike etc?			yes, can it be bigger	n	move locatio n of pole	yes, move			awkwai d, difficult to manage , more to	r t	never used, need the space for grass,			
Is it possible to add a ramp to get access to the sandy beach for wheelchairs? That would make the whole area accessible for all.														
i am not in favour of taking that much grass space away for the set of stairs and checker board, the grass area is a very well used. more so since we are sharing our beach with so many non residents, it is a local hang out in the evening. consider leaving us some space so we can feel like it is still our beach. Also, I noticed there is a trench already in progress on the beach side of the marina for the canoe and paddle board rack, are paddle boards and canoes locked up being visible from the marina parking lot. (theft) it will get a lot windier there during the winter season.								no to location			no	no		

	Frature / Darah			Playgroun	Picnic Tables				Na Baat		Diamia	T		
Commante	Entry/Book Hut/Bike		Sports	a Refurbish ed	Flagpol			New	New Boat Rack with Washdown	New	Picnic Area		Patio/Perfo	Beach Shower Pier
Comments	Racks/Garbag	e Tables	Court	ea	е	oms	Swings	Stairs	washdown	TOT LOT	Roorea	neatre	rmance	Snower Pier
hearing lots of complaints re plan for beach park and now that we see what you are planning people are really upset. who on earth is advising you on this. it does not fit the village green natural feel. before parents put their on effort into building play area which the children are proud of, and saves cost. keep our park green, replant trees where you wrongly cut perfectly old trees for shade again. cost estimates are very high especially for washrooms and gazebo and if any preliminary drawings exist a second opinion on the scope of work and cost is needed. no terracing or concrete paving we need the green grass natural slope in center as beach area sand is over loaded by people now. we have extremely high tides which maybe higher with stronger wind forces. leave kayak area as is just improve it as moving to marina side is exposed to elements and launching into swimming area not allowed dangerous for swimmers unless marina will allow launching there. keep our natural park without huge structures replanting nature as shade is important.			no						upgrade but leave location as is	no		no	no	
my first reaction is that there is too much expensive development (paversman made materials) in this plan, & detracts from the natural beauty (green space) of this park. specifically, i do not like the sports court, & the patio/performance area. both seem unnecessary, & change the whole feel of the park. the current, top grassy area is open, & gets used for frisbee, soccer, football, bocce & is really great for performances, & large group events. i really think that the washrooms, & stairs/handrails are the most urgent upgrades & should be the primary focus. can the beach shower be located closer or combined with the wash down area for the kayaks? i do like the idea of moving the tots play area down lower & the terraced area, looks like it might be a nice area to hang out. i really liked how much nicer the grass was this year, with the 3 trees removed. the park/beach was busier than i have ever seen it, & many groups used the open green grassy areas. the upper & lower picnic areas on the plan look really nice too. looking forward to keeping the new washrooms & stairs! thanks to the beach committee for all their hard work.			no		yes	yes		yes	washdown and beach shower combined or closer to each other	yes		yes	no	yes but closer to kayak washdo wn
The plans for the park look great! We are hoping this will be completed over the winter so our son can enjoy it over the summer!														
it seems to me that the park is looking too organized, i am not sure that the multiple steps for a concert type of occasion is warranted. I think that the grass area is important for people to be able to sit without too much organized space. maybe making some leveled area in the grass would be good.												no	no	
A completely re-built Washroom with wheelchair or walker access seems extremely costly at this time; ditto for level terracing (for picnic tables and a covered gazebo) and a winding and suitably graded pathway (for wheelchairs or walkers) down to the beach.  Perhaps a suggestion for a court for bocci ball or croquet (or even lawn bowling) cold be put on the list for future consideration. For aesthetic reasons I believe that a line of low growing trees along the south fence would help to obscure the industrial Marina site and also enhance a sense of privacy.			for bocci or			wheelc hair/wa Iker								graded pathwa y for wheelc hair and walker
selse of printey.			croquet			access					yes	no	no	access
looks good but unless there is a court surface that reduces noise we are selfishly asking for reconsideration of the sports court. the noise from bouncing balls on asphalt will be very annoying as it will travel up to our house. this sound can travel far as we have experienced at the west van community centre. there is already a ball court at the school and at the gym and more green space can be enjoyed for other ball games.			no											
i find it hard to believe that we are spending resources on such a small area of the community which affect a small group of people when we have very limited resources and poor infrastructure. to name a few things; we don't have sidewalks, we have inadequate street lights, we have poor water drainage, we have open ditches, ugly and unmanicured boulevards and streets that are in dire need of repair/replacement. our community is very dependent on subsidies to fund many of our expenses and still we want to spend money to improve a very small section of beach. crazy!	no	no	no	no	no	no	no	no	no	no	no	no	no	no no
great work, committeel a couple thoughts i had: 1) i'm not sure that taking up so much of the grassy area up top with the sports court is worthwhile. this is one of the only flat, grassy areas in the village, and it's a good place for kids to play soccer or frisbee or tag, without having to deal with concrete. the sports court would be a nice feature - i'm just not sure that it's worth losing one of the nice features we already have. 2) i wasn't really sure about the terraced "amphitheatre" idea, but perhaps that could be developed into a local performance spot of some type, which i guess would be nice. it doesn't seem terribly ideal, however, given the lack of shade and the fact that any performers would have the sun behind them every evening, so they couldn't be seen very well. 3) with the loss of the large trees, it really would be helpful to plan for some more shade on the main grassy slope, presumably by planting some trees, but maybe there are other options as well. 4) perhaps this was part of the proposal, but it'd be nice to have some sort of permanent steps or maybe a boardwalk type setup that goes right down to the sand, rather than the current setup which seems to involve large leaps onto concrete blocks/logs/whatever. this is fine for the kids and most people, but less than ideal for a nice beach access. 5) i'd love to see 2-3 gas or even charcoal bbqs kept in the plan.			no									no	no	boardw alk or stairs to sand

Comments	Entry/Book Hut/Bike Racks/Garbage	Ping Pong	Sports Court	Playgroun d Refurbish ed	&		New Swings Stairs	New Boat Rack with Washdown	New Tot Lot	Picnic Area Roofed		Patio/Perfo	Beach Shower	Pier
As a long time resident of our Village, I agree with the update of the washrooms, and a shower close to the beach area. The idea of tiering the grass areas holds fear of injuries for children and seniors. Please reconsider this idea, it will never be safe.  The trees protecting the kayaks, and paddle boats are shady areas, to be kept, and I am very surprised about the possibility of removing the barbecue, built with love from the community. I hope our community remains the Village I chose to live in.	,													
						yes		no			no	no	yes	
We need to find creative ways and outside funding that does not rely on local tax dollars to make big upgrades. I am concerned about what looks like a plan to place a Gazebo or bandstand and roofed picnic area right at beach level removing natural grass sitting areas adjacent to the beach and potentially impeding unobstructed views to the beach and water. These areas should be located in the upper section of the beach park so as not to interfere with the access to the beach and avoid reducing grass seating areas next to the beach. Proposed terracing in the lower portion should be only implemented if necessary to preserve the integrity of the beach access area. If undertaken, it should be done with design consideration to provide levels of grass seating wide enough to accommodate blanket seating areas for families. There is no mention of addressing sectioned access to the beach and launching corridors for kayakers. Currently it is quite challenging to have to launch a kayak through the cordoned off swimming area. The new kayak/canoe/paddle board facility along the south fence of the lower parcel (adjacent to the Marina parking lot) creates an opportunity to create such an beach access area along the southern most border of the beach. A sports court could be a really noisy area and be very disruptive to the tranquility of the beach. If this are deemed desirable it should be located as far as possible with noise reduction landscaping away from lower portion where those wanting to enjoy a quiet beach experience congregate. Dogs should be allowed at the beach. There are a lot of dog owners in Lions Bay who pay taxes and we would like to be able to take our dogs swimming at our beach. If children are allowed then dogs should be allowed as long as owners clean up after them. There are								yes only fo easier	r					
lots of examples on the Gulf Islands where adults, children and dogs share beach parks harmoniously. Increased use from non-residents makes it crowded and noisy on summer weekends with more garbage and demand on our facilities.	3		no					access to water			no	no		
We like the proposed design	yes	yes	yes	yes	yes	yes	yes yes	yes	yes	yes	yes	yes	yes	yes
All in all, it's great. The patio is nice and can face both ways so the terrace/amphi works well. Kayak racks as shown are too regimented, the idea is to have them slightly higgeldy piggledy to be more organic. Don't support kayak washdown. Not sure I like the basketball pad - the constant boing boing will be intrusive in the summer, but all weather area for bands, tables and more might be good. Layout is missing space for a future 3-season awning area, although maybe we just can't have that - but there's not much shaded area. Is roofed picnic area i nthe right place? maybe it should be on upper level.			no					more organic looking boa rack, no wash dowr	t	yes but upper level	yes	yes		
although we are happy to see efforts to renovate and improve the space, we do not agree with all of the suggested changes. specifically, there are too many changes which are compromising the amount of green, grassy space for kids to play, we do not wish any of the upper field to be turned into a court. there are enough paved spaces in lions bay already, if kids wish to play basketball they could do this at the school. there is no need to pave over a good portion of the field at the beach. the grass on the field by the beach is used for games during the summer months and for other activities come easter, halloween and other lions bay sponsored activities, the ping pong tables should be put in a place where they do not interfere with kids playing soccer or frisbee on the field. they pose a safety concern, where they are currently located on your plan, because the hard edges are dangerous when kids are running about chasing balls or frisbees and not watching what is around them. the idea of a "stage" near the beach is nice, but likely will not be utilized as such. we prefer to leave the grassy area as it is, where kids and adults alike can put their beach blankets, should they do not wish to be in the sand. we don't understand why money needs to be spend to move the kayaks and boats from one side of the area to the other. it seems like a bad use of funds. also, we anticipate that the items will be more prone to theft there. currently, they are out of the way and somewhat hidden. we are also not impressed with the decision to cut all of the trees at the side of the area which is near the marina. It looks terrible open like that. instead of moving the boats etc, we would prefer to see reforestation in that area, to increase the feeling of being in nature and make the space more cozy and less exposed. the park benches which were located there, should be replaced. not everyone can sit on the grass. sa a whole, we are against cutting down large trees and shrubs. we did not move to lions bay to have a park which resembl	,	no, not in that location	no		bring park benche s back			no to location			no	no		
i'm not sure why we are once again spending money on nice-to-haves like this project, and not using our limited resources to upgrade and repair critical infrastructure (water, roads, drainage and more)? the grant will cover 73c on the dollar, or 73% of the proposed budget of \$630,000, which means we will have to come up with just over \$170,000. as with the hall debacle, this budget will likely balloon (even the shower is already over the initial budget!), but more than that, staff have stated several times that they are snowed under, and spending time on this project means not enough time to focus on what really needs doing. scale it back to the initial \$30,000's worth of repairs until the more important work in the village is finally done. am wondering why we'd move the kayak rack into the teeth of the winds, and into the sightline of those on the beach? and why the chess board - in the prime spot on the beach, right where the moms are sitting to watch the kids or the view?!		no	no	no	no	no	no no	no	no	no	no	no	no	no

					Picnic										
	Entry/Book			Playgroun	Tables				New Boat		Picnic	Terrace			
	Hut/Bike	Ping Pong	Sports	a Refurbish	& Flagpol	Washro		New	Rack with	New	Area		Patio/Perfo	Beach	
Comments	Racks/Garbag	ge Tables	Court	ed	е	oms	Swings	Stairs	Washdown	Tot Lot	Roofed	heatre	rmance	Shower	Pier
Was on the playground committee at the beach park when it was first rebuilt and the committee fundraised to raise enough funds on our own and after Council approval, built the playground on weekends as volunteers. The Village was not responsible for any of the payments. In reviewing the plans, I agree with rebuilding and resituating the boat rack, adding more spaces. Revitalization of washrooms is indicated as are improvements to the stairs, any improvement to tot play area would be welcomed, hope Council will approve and find funding for some aspects of phase 1. However, basketball court, ping pong tables, terraced amphitheater with seating, rebuilding covered picnic area, refurbished pier, and removing two cedar trees seems an excessive expenditure of money that should be spent on infrastructure (roads, water and ditch) improvements for the Village. The beach is just that, a beach, where people spend their summer months. The influx of visitors have taken up space with chairs and sunshades, building a terrace will take away more space. There is a paved court at the school for basketball, there are tennis courts which get little use, the gym refurbished for basketball, volleyball, ping pong, floor hockey etc. which hardly gets used in the summer. Leave the wonderful beach as is with some needed updates to the washroom and stair repair.		no	no	yes	no	yes		yes	yes	no	no	no	no		no
I love the idea of a washdown for kayaks. From the plan on your site, I'm not sure where the actual kayak launch area is. Logically it will be near the racks. Please bear the following in mind:															
1. Many kayakers don't store their boats in the racks. There needs to be a route between road and water for those who bring their boats down on their cars. Nothing fancy needed, just a pathway that facilitates transportation of a kayak on its trolley from the park entrance to the launch, i.e. no stairs involved and not too much meandering through other facilities.															
2. Hopefully, launching of canoes and kayaks is separated from the main swimming area. Launching or beaching a 30k kayak through swimmers is tricky and potentially dangerous for small children. The rebuilt pier might be a safe place to launch, but then the proposed rack and washdown would be better on that side of the park. If the launch area is to be on the south side of the beach, all we need is a rock-free portion of sand that is segregated from the roped swimming area.														yes, kayak	pathwa y and launch area for kayaks
i have reviewed the proposal for both phases and am in favour of the phase 1 objectives. i have great reservations regarding phase 2 given the estimate of its cost given the limited finances our community has. as i walk up bayview road as it makes its turn onto mountain i am concerned about the rotting metal channel undermining the road, the landscaping on public land is also struggling regarding its maintenance. i feel that infrastructure should be the priority rather than a wish list for the park. i am also opposed to use of the green space to be used as a sports area. (table tennis tables ok )if more sports areas are wanted why not use part of the kevin grove parking lot which is highly under-utilized?															
		okay	no					yes	yes					yes	
although no-longer a resident of lions bay, i had the privilege of growing up in the village and regularly visit as my parents are still residents. i make regular (1 day/month in winter & 2-4 days/month in summer) use of the the lions bay beach park and appreciate the village's efforts in revitalizing this beautiful area. i believe that the lions bay beach park should be left in as natural a state as possible. for children growing up in the village, the beach is a place to play and connect with nature. the proposed upgrades in phase 1 of the lbbpac recommendations working paper are logical upgrades to existing infrastructure (with the exception of the book hut which will likely be under-utilized & vandalized and will require further investment to restore). all of the recommendations in phase 2 are unnecessary and a poor use of tax dollars, with the exception of the replacement of the tots playground. The tots playground should be upgraded but remain where it currently is, i am against the paving of the grassy area in order to put in a sports court. the current grass area is one of the only grass areas that many children in lions bay are able to use for play, lions bay resident children that attend gleneagles elementary (where my partner is a kindergarten teacher) do not have the opportunity to play on grass, leaving the lions bay beach and lions bay school as the only areas. additionally, i am against the proposed terrace / amphitheater and patio / performance. these "upgrades" represent unnecessary spending which would significantly alter the natural feel that is unique to lions bay beach. thank you.	no		no	yes						yes but remain in same locatio n		no	no		
please first upgrade our deteriorating water system and the putrid septic system at the kelvin grove beach. a pretty little beach park is not a															
priority in my opinion.	no	no	no	no	no	no	no	no	no	no	no	no	no	no	no
Further to my previous letter I have yet to talk to anyone who likes THIS plan with extremely high costs. Why are we seeing only this one presentation? Where are other bids and applications for the project from those who ARE experts in play parks? Surely we need only a simple safe play scape for the children and new washrooms. Why relocate boats to other side where they are exposed to elements also it is not allowed to launch boats into a swimming area and I am sure the marina will not give permission to use their launching area. Why spend so much money and time on this when we have other major issues to take care and have been waiting years to get done. e.g. The water pipes for Highview Place to Upper Oceanview road are still the original ones and have not been replaced, Infrastructure, water etc. We need natural trees in our park for shade and existing grass area to stay as is. Please replant trees so future generations will enjoy, not structures that will blow away and are costly. No flagstones etc. As you know there is less sand area now and with rising tides etc. as more families from outside our village are enjoying the beauty this being the only sandy beach in the Sound, please let it remain the jewel and special Haver it is being uniquely one of a kind.	no	no	no	yes	no	yes	no	no	no	no	no	no	no	no	no





Туре	Request for Decision	Request for Decision					
Title	Bayview Culvert Emergency Repair						
Author	Naizam Jaffer	Review	red By:	Peter DeJong			
Date	November 15, 2018 Version			1.0			
Issued for	November 20, 2018 Regular	Meeting	of Counc	il			

#### Recommendation:

- (1) THAT Council approve the award of the Bayview Culvert Emergency Repairs to Capilano Highway Services in the amount of \$19,500; and
- (2) THAT the CAO be authorized to execute contract documents in accordance with the scope of work required up to the amount of \$19,500, not including GST; and
- (3) THAT the work be funded from the Public Works operational budget or, if required, from reserves.

#### **Attachments:**

(1) Bayview Road Culvert Failure and Photos

## **Key Information:**

On December 24, 2016, a localized sinkhole appeared in the northbound travel lane of Bayview Road near 242 Bayview Road. Public Works staff barricaded the sinkhole and erected single lane traffic pattern around this failure. On January 4, 2017, Public Works staff excavated the area and determined the failure to be a result of a deteriorating corrugated metal pipe (CMP). Over time, the invert of the pipe had rusted through and stormwater was able to infiltrate the road subgrade eventually washing away some of the subgrade beneath the asphalt. The crown of the pipe retained its shape and some structural capacity and staff effected a temporary repair by placing concrete filled sand bags (dam-sacs) along the length of the failure.

The section of Bayview Road between Mountain Drive and Stewart Road was the subject of discussion at the Infrastructure Committee as well as in Council in the form of the Bayview Drainage and Roadway Improvement Project or Bayview "DRIP". At the time, it was Council's intent to submit the Bayview DRIP (including replacement of 760 meters of



watermain) as the Municipality's next capital grant submission. The Bayview DRIP consisted of the installation of an undergrounded stormwater pipe network that would eliminate the multiple failing CMP culverts and the CMP lined drainage ditch on the east side of the road. Unfortunately, the next available grant opportunity did not lend itself to facilitate this project and the plans are held in abeyance pending a suitable grant opportunity, potentially with the 3<sup>rd</sup> intake of the Investing in Canada Infrastructure Program in the spring of 2019 (although any grant approval wouldn't likely be known until the fall).

Unfortunately, the culvert continues to deteriorate and staff have noted indicative signs of failure including the formation of a depression just south of the 'original' repair. A visual inspection of the inside of the pipe indicates complete deterioration of the bottom of the culvert. Based upon this visual inspection staff are concerned that a further sinkhole and failure is imminent. Public Works recommends that this culvert be replaced to alleviate potentially costly emergency repairs. To this end, staff have purchased the replacement pipe and invited three contractors to quote on the replacement of this culvert. Capilano Highway Services was the lowest bid at \$19,500.00.

#### **Options:**

- (1) Award the proposed replacement of the culvert to Capilano Highway Services in the amount of \$19,500. This will result in a culvert that will function until such time as a grant opportunity is available and the plans developed for the Bayview DRIP can be acted upon.
- (2) Direct staff to perform the repair in-house. While this option will save the Municipality some money by virtue of the fact that Public Works staff time is covered by the operating budget, it will result in a delay in maintenance operations. Activities such as roadside vegetation trimming, ditch cleaning, and regulatory flushing of the watermains will be delayed even further than current. Additionally, staff will need to rent equipment we do not possess in-house such as trash pumps, vibratory compactors, steel road plates, not to mention flagging personnel.
- (3) Do Nothing this is not really an option. Neglecting the repair for any length of time will result in a much more costly repair when the inevitable failure occurs. Such failure is judged to be imminent.



## **Preferred Option:**

Option (1) is the preferred option as contractors have the available resources and equipment to efficiently carry out this repair. Weather is also a factor as winter approaches, more rain will is likely and the deterioration will continue to advance. Public Works must complete their flushing (required by the *Drinking Water Protection Act*) prior to being able to mobilize to this project – this will result in a minimum three week delay.

## **Follow Up Action:**

Capilano is available to mobilize and address this urgent situation right away. If approved, staff will coordinate the work with Capilano immediately.

#### **Communication Plan:**

A communication plan for affected residents will be formulated and implemented as soon as possible.

Bottom of culvert rusted through with water escaping and creating sinkholes that undermine the road.



Туре	Report to Council				
Title	Consideration of Hiring a Part-Time Emergency Program Coordinator				
Author	Fred Bain Reviewed By: Peter DeJong				
Date	November 20, 2018		Version		
Issued for	Regular Council Meet	ing of 2018/11/2	0		

#### RECOMMENDATION

THAT the Village of Lions Bay take active steps in pursuing the creation of a dedicated position for a part-time Emergency Program Coordinator (EPC) or Deputy EPC in the first quarter of 2019.

## 1. **BACKGROUND**

A local authority must, under the *Emergency Program Act*<sup>1</sup>, have emergency plans and an emergency management organization. Emergency Plan Bylaw No. 409, 2009, section 3.1 establishes an emergency program comprised of:

- a) the Council;
- b) an Emergency Program Committee; and
- c) an Emergency Program Coordinator.

An EPC or Deputy EPC would be responsible for promoting emergency preparedness for our residents as well as ensuring that plans are in place to plan for, respond to and recover from emergencies and disasters. Included in this, the EPC could also be the planner, organizer and trainer for the Emergency Operations Centre (EOC) including preparing staff and volunteers to make significant contributions to our community in times of emergency by providing them with the skills to manage the situations with which they would be confronted. The present and future workload of staff to undertake these responsibilities would make meeting of these objectives very difficult to achieve without the aid of an EPC. At present, the CAO is the designated EPC of record with Emergency Management BC (EMBC).

## 2. ADDITIONAL BACKGROUND

Lions Bay has had an Emergency Program Committee off and on over the years as volunteers who were motivated to serve stepped forward to manage the above responsibilities. Without consistent leadership, however, due to the many demands on

<sup>1</sup> Emergency Program Act [RSBC 1996] CHAPTER 111, Part 2 — Administration, Local authority emergency organization 6 (1), (2), (3), (3.1), (4).

volunteers' time such as work, family commitments, and other important life issues, the planning and execution has been stunted. The best of intentions have not met the needs of the community. Examples of this are the lack of a detailed evacuation plan should an interface fire or landslide put our residents at risk (particularly concerning are those on cul-de-sacs in our upper elevations) and the setup and operation of the EOC.

#### 3. FEEDBACK RECEIVED

This writer has spoken with the Chair of the BC Association of Emergency Managers, the Deputy Director of North Shore Emergency Management (NSEM), and the EPC currently serving Squamish. All have emphasized the importance of having an EPC in place, even if only part time. They have also acknowledged the networking capability of the emergency community that is available to all communities who have the time and understanding to access it.

## 4. **OPTIONS**

Discussion invited.

## 5. PREFERRED OPTION

As recommended

For Council's consideration.



## MEETING OF THE BOARD OF VARIANCE TUESDAY, MARCH 27TH, 2018 AT 6:30PM. IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY, BC

In Attendance: Board of Variance Members: Ian Mackie, Peter Wreglesworth, Morgan Gatto

Staff: Susan Loutet, BOV Secretary
Applicant: Agata & Sergio Verdina
Robert Bradbury, Architect

Neighbour: Vivienne O'Keeffe, 70 Isleview Pl

1. Call to Order

BOV Secretary called the meeting to order at 6:32 p.m.

2. Approval of the Agenda

All in favor

3. Minutes – BOV Meeting – December 4, 2017

Moved/Seconded

THAT the BOV Meeting Minutes of December 4, 2017 be approved as circulated.

4. New Business: Application to be heard

(1) Civic Address: 80 Isleview PI, Lions Bay, BC

Legal Description: Lot 35, Block 5, Plan 10236, DL 1575

Owner: Sergio & Agata Verdina and

Julius & Margaret Grabowski

Request: Approval sought for Front Yard Variance of 6.28 metres (20.6 ft) from

7.5 metres (24.6 ft) to 1.22 metres (4 ft).

Per Zoning Bylaw 520, Part VII 7.5.1

5. Discussion (1) 80 Isleview Pl

Robert Bradbury, authorized Architect representative for Sergio & Agata Verdina presented the variance application to the Board of Variance. They are seeking approval from the Board of Variance for a front yard variance of 6.28 metres from 7.5 metres to 1.22 metres.

The applicant is proposing to replace the existing carport structure. The reason for hardship is the siting of the original building and the driveway location and it's proximity to the front of the property line. A carport structure has been designed that is fully contained within the applicant's property line, but requires relaxation of the front yard setback from 7.5 metres to 1.22 metres. The existing house is located on this fairly steep site, with the house positioned close to the road. There is no other suitable site in which to locate a carport structure.

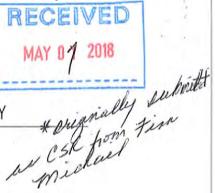
#### 6. Decision

The Board has heard the submission of the architect and the applicant and the neighbour and in the circumstances are granting the applicants' application as set out, to provide for a front yard variance of 6.28 metres, from 7.5 metres to 1.22 metres per zoning bylaw 520, 2017, Part VII, section 7.5.1. This is the only variance being granted at this time.

7.	Adjournment Moved/Seconded	
THAT	the meeting be adjourned.	
The m	eeting was adjourned at 6:55 p.m., March 27th, 2018	
lan Ma	ackie – Board Chair	Susan Loutet – Board Secretary
Date A	Adopted:	



#81.



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

## **Tree Cutting Application Form**

All fields must be completed

Applicant's Full Name: AORIAN	RYAN		
Address: 305 BAWIEW	RO, LON	s Bay	
Phone:		Email:	
Arborist/Contractor Name: 5764	es times	LTO ; STEVE	HOTZIAK
Phone: 778. 231. 5091		Email:	

Office Use Only	Tree Application Number: 8/
Received by:	Date: May 1/18 *
Amount Paid: 1500	Cash or Cheque: cash 673747
Application Complete (1)/N)	Hote: delayed due to sete
Date referred to Public Works:  May 24/18	Date returned by Public Works: (See attached comments)
Date Application to Tree Ctte: 18/07/08	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte: ,
Council Agenda Date:	Council Decision:
Parties Notified:	
Date of Letter Notifying Applicant of Decision:	Received Damage Deposit: Name of Arborist/Contractor:
(March 1-July 31: Arborist Certification Required)	Proof of WorkSafe Certificate: Proof of Insurance (\$5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:



2 × CEDAN TREES  2 × FIN TREES  Location of Tree(s):  ** 350 BAYVIEW RD, LION  Trees must be clearly marked with marking tape in time	us Bay
Location of Tree(s):  ** 3\$0 BAYVIEW RD, LIO	us Bay
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	us bay
Trees must be clearly marked with marking tape in tim	
ommittee's site visit.	ne for the Trees, Views and Landscapes
Reason for Removal:  Too close to property (foundation, garage, fence, etc.) Dead, dying or diseased Unattractive Blocking sunlight Attracting wildlife	☐ Interfering with infrastructure (roads, sidewalks, etc.) ☐ Leaves causing problems ☐ Blocking site access ☐ Affecting house value ☐ Hazardous ☐ Interfering with view
Please provide additional comments which may be use  ARBERIST ADVISES TREES A  LAND SO APPLICATION REQUIRE  CRANTED BY HOME OWNER.  A  BEEN TOPPED. ARBORIST SU	HE BERDERING MUNICIPIAL ED APPROVIAL FOR WORKS IL TREES HAVE PREVIOUSLY

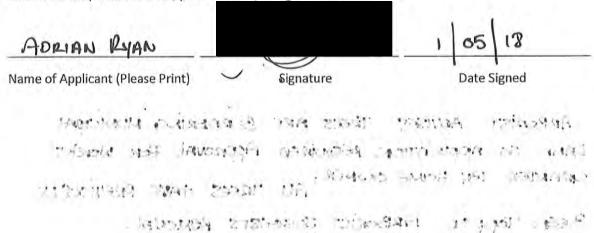


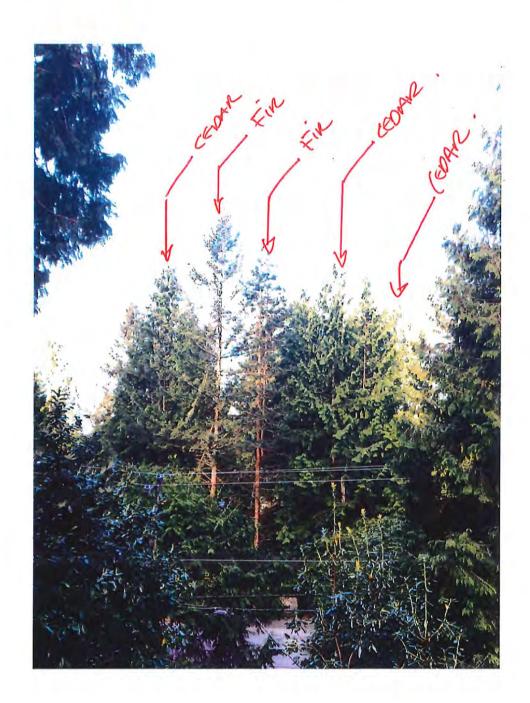
I have attached a colour photograph or colour photocopy of the subject tree(s) with descriptive notes or markings if applicable.

I have verified the information contained within this application is correct. No cutting of Significant Trees, as defined by Schedule "C" to Village of Lions Bay Tree Bylaw No. 393, 2007, as amended, is contemplated by this application or, if it is, this fact is clearly and explicitly set out in the application along with supporting rationale.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with any and all conditions of approval incorporated in the Council resolution, and that failure to comply with such conditions may result in fines, penalties and/or legal action.





300/305 Buylew

- only 3 trees tagged





## Public Works Tree Cutting Referral Comments

Name of Applic	Cant: Adrian Ryan
Address of App	licant: 305 Bay view Rd
Location of Tre	e(s): 300 Bayuren Kd  icipal Land: (Y/N) 2 YES 1 NO
	icipal Land: (Y/N) 2 YE5 1 ~0 equired at applicant's cost)
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Location in Rela	ation to Others' Infrastructure (Telus / Hydro Lines, etc.):
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<b>の</b> K Replanting Req	uired (Y/N and recommendations, if any):
Other Consider  ONLY THREE  THE SOUTH WE  THE FIR AND	uired (Y/N and recommendations, if any):  ations / Comments:  TREES ARE MARKED.  ST CEDAR MAY BE ON PRIVATE PROPERTY A SURVEY MAY BE REDVIXED  PING CAN BE REMOVED, NO TOPING, RESIDENTS OF # 300 TO  TUMP HEIGHT.

- lu for Steve (Trees) June 22 re lu comments - tacked to Steve re results + no topping - ok to adrian to discuss descripcades pe twen 3 trees togged +

5 referenced on application, only 8 of 3 on muni. property ?? survey may be needed

Regular Council Meeting - November 20, 2018 - Page 126 of 196



Who has granted pumission to

# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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mail hone	use only:	owner's	eceived Notice	e of application	
Phone Office	use only: Confirm Affected Prope Confirm Affected Prope	Owner's opp	eceived Notice	e of application application details Other  Other	
Phone Office	use only: Confirm Affected Prope Confirm Affected Prope Supportive	Owner's opposity Owner's opposity Owner's	eceived Notice	e of application application details Other  Other	



Form letter for canvassing Affected Property Owners (print as many copies as may be necessary)

ffected Property Owner's	Name:
Idress: 315	BAYVIEW RO, LIONS BAY
nail Address:	
one Number(s):	25 £
ear	eonfling a confling
: Tree Cutting Applic	ation
e as follows:	1
ocation:	366 BAYNEW RD, LIONS BAY
	AS DISCUSSED ON SITE
	366 BAYNEW RD, LIONS BAY
ype(s) of Tree(s): Description of Work:	250 BAYVIEW RD., LIONS BUY AS DISCUSSED ON SITE  2x CEDAIL 2x FIR
ype(s) of Tree(s):	250 BAYVIEW RD, LIONS BAY AS DISCUSSED ON SITE
ype(s) of Tree(s):	250 BAYVIEW RD., LIONS BUY AS DISCUSSED ON SITE  2x CEDAIL 2x FIR



Rationale for Application:	IMPERDING VIEW & LIGHT TO					
	PROPERTY.					
	PROPERTY.					
	PART STATE OF STATE STATE					
	March Mark March Committee					
would appreciate if you woul	roperty Owner, please accept this letter as notification of my application. Id provide me with your written response as soon as possible, noting your arding this work, so that I may forward your comments with my application					
have attached a colour phot markings if applicable.	tograph or colour photocopy of the subject tree(s) with descriptive notes o					
Thank you,						
0-10-1						
Applicant Name	Completed the o					
	200					
Email	AND THE PARTY OF T					
Phone						
Hone						
Confirm Affected Pr	operty Owner received notice of application operty Owner's position on application details  Opposed II Other II					
☐ Name of Affected P	roperty Owner spoken to by staff:					
☐ Date verified by offi	ce staff: May 28 18					
☐ Staff member name	: Sus an lowlet					



Form letter for canvassing Affected Property Owners (print as many copies as may be necessary)

Date:

Address:

Email Address:

Phone Number(s): \_

Affected Property Owner's Name:

:
ion
n for a permit to remove trees on municipal property and, as part of the ired to notify Affected Property Owners. The specifics of the application
AS DISCUSSED RD, LIEUS BLIY
2× CEDAK 1178 24 1178
RESEPPING / REMOVAL AS DISCUSSED  AND AS ADVISED BY ARISMIST



Rationale for Application:	IMPEEDING PRODERTY.	VIGW	+ 4947 To
	PROJOERTY.		20,50,10
	Printers and	11/11	
10 102	STON CAN	02.20.44	٤,
	15 4 - 20		Carlotte I
As you may be an Affected Pro would appreciate if you would support or any concerns regard package.	provide me with your writt	ten response as	s soon as possible, noting your
I have attached a colour photomarkings if applicable.	graph or colour photocopy	of the subject	tree(s) with descriptive notes
Thank you,			
ADDIAN RYA	~		
Applicant Name	denting the	anserie!	
Email	•		
ETHAL	71.145.55	9.	
Phone	-in-		
Office use only:  Confirm Affected Prop  Confirm Affected Prop  Supportive	perty Owner's position on a		ails
☐ Name of Affected Pro	perty Owner spoken to by	staff:	La constitution of the con
☐ Date verified by office	staff: May	28 18	3
☐ Staff member name: _	Susa	m lon	tet



Form letter for canvassing Affected Property Owners (print as many copies as may be necessary)

Date: Sep. 29/18	
Affected Property Owner's Name: _	
Address: 300 Bayview Road	
Email Address:	
Phone Number(s):	
Dear :	

I intend to make an application for a permit to remove trees on municipal property and, as part of the application process, I am required to notify Affected Property Owners. The specifics of the application

are as follows:

Re:

**Tree Cutting Application** 

Location:	300 Bayview Rd, Lions Bay As discussed on site
Type(s) of Tree(s):	2x Cedar 2x Fir
Description of Work:	retopping/removal as discussed and as advised by Arborist
Replanting Plan:	



Rationale for Application:	1 mpeeding property	view	+ light	to

As you may be an Affected Property Owner, please accept this letter as notification of my application. I would appreciate if you would provide me with your written response as soon as possible, noting your support or any concerns regarding this work, so that I may forward your comments with my application package.

I have attached a colour photograph or colour photocopy of the subject tree(s) with descriptive notes or markings if applicable.

Thank you,

Adrian	Ryan		
Applicant Name	J	-	
Email			
Phone			

Office use only:		
☐ Confirm Affected Property	Owner received notice	of application
Confirm Affected Property Supportive	Owner's position on a	pplication details
Supportive√	Opposed □	Other 🗆
Name of Affected Property  Date verified by office staff  Staff member name: Sh	: October a	And an amount of the Control of the

## Minutes of the Tree Committee meeting

July 18th, 2018

On-site @ 305 Bayview Road - #87

In attendance; Chair, Simon Waterson, Mike Jury, Jim Cannell and Jay Barber.

- 1. The meeting was called to order at 10:01 am.
- 2. Simon Waterson was appointed Recorder for the meeting.
- 3. The Agenda was approved unanimously.4. Public Participation None
- 5. The previous minutes from the meeting dated June 1st 2018, were approved unanimously.
- 6. Old Business; None.
- 7. New Business;
  - a. Tree Application #87 305 Bayview Place moved by Jim Cannell; Seconded by Simon Waterson, that:

Once the final outstanding neighbour had been contacted and responded, as requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

8. Adjournment; - The meeting adjourned at 10:16 am.

Simon Waterson

Recorder

Royal Gendarmerie Canadian rovale Mounted du. Police Canada

Inspector Kara TRIANCE OIC Sea to Sky RCMP 1000 Finch Drive Squamish, BC

Security Classification/Designation Classification/désignation sécuritaire Unclassified

Regular Council Meeting - November 20, 2018 - Page 135 of 190

Your File

Votre référence

Our File

Notre référence

Village of Lions Bay 400 Centre Road Lions Bay, BC VON 2E0

2018-11-05

**V8B 0M5** 

To Whom it May Concern,

Lions Bay Activity Report

Report period: September and October 2018

The following is a list describing Calls for Service to the RCMP from in and around the area of Lions Bay.

HWY 99 (within jurisdiction of Lions Bay):

Traffic - Moving/Non-Moving Violations x 30

Impaired Driving Investigations x 1

Collision - Damage Over / Under \$1000 / Non-fatal x 10

Collision - Fatal x 0 Parking Violations x 0

Other: all remaining call types x 5

46 Calls for Service

Lions Bay Village:

Cause Disturbance/Breach of Peace x 2 911 - False/Abandoned x 2 False Alarms x 3 Suspicious Circumstances x 1 Theft of Vehicle / Theft from Motor Vehicle \$ 7 Theft under \$5000 x 0 Break and Enter Residence/Business x 0

Mischlef x 4

Bylaw x 1

Other Investigations (of which 4 prevention of an offense) x 15 35 Calls for Service

Total = 81

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

Kind regards,

K. (Kara) TRIANCE, 0.3086 (Insp).

OIC Sea to Sky RCMP

/hm







Туре	Request for Decision			
Title	2019 Council Meeting Schedule			
Author	Shawna Gilroy	Reviewed By: Peter DeJong		
Date	November 14, 2018		Versio	
			n	
Issued for	November 20, 2018			

#### Recommendation:

THAT the 2019 Council Meeting Schedule be adopted as follows:

January 8 & 22 February 5 & 19 March 5 & 19

April 2 & 16 May 7 & 21

June 4 & 18

July 2 & 16

## **AUGUST BREAK**

September 3 & 17

October 1 & 15

November 5 & 19

December 3 & 17

## **Attachments:**

None

## **Key Information:**

The attached 2019 Council Meeting Schedule was created per the Council Procedures Bylaw, being the first and third Tuesday of every month, excluding the August break.

The January 1<sup>st</sup> meeting conflicts with New Year's Day and has therefore been amended from January 1<sup>st</sup> and 15<sup>th</sup> to January 8<sup>th</sup> and 22<sup>nd</sup>. All other dates have been reviewed alongside the 2019 BC Statutory Holiday schedule and do not have any further conflicts.

## **Options:**

- (1) Adopt the 2019 Council Meeting Schedule as it stands.
- (2) Amend the schedule further, and then adopt.



## **Preferred Option:**

Either option, if Council has any conflicting dates or notice any that should be cancelled, it should be done now, if possible.

## **Follow-Up Action:**

Council meeting dates are added to the shared "Municipal" calendar with a reminder setting, are added to the Village website calendar, and posted at the two official posting places, the Village Office Notice Board and Post Office Notice Board.



Туре	Request for Decision			
Title	35 Kelvin Grove Way Delegation Bylaw No. 553, 2018			
Author	Peter DeJong Reviewed By:			
Date	November 15, 2018 Version 2			
Issued for	November 20, 2018 Regular Council Meeting			

## **Recommendation:**

THAT 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 be adopted.

## Attachments:

Draft of 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018.

## **Key Information:**

The purpose of the bylaw is to provide the CAO with delegated authority to negotiate and enter into a binding contract with a potential purchaser of the subject lands.

## **Options:**

- (1) Adopt the bylaw;
- (2) Rescind 3<sup>rd</sup> reading, amend the bylaw and then re-read a third time;
- (3) Refer the bylaw back to staff with alternate directions.

Preferred Option: Option 1.





# 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018

**Adopted:** 

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

## 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018

A bylaw to delegate authority to the CAO to negotiate and enter into a binding contract with respect to the sale of 35 Kelvin Grove Way

WHEREAS the Village of Lions Bay (the "Municipality") has stopped up and closed a portion of highway for which title has been raised over lands known as 35 Kelvin Grove Way, and has entered into a listing contract to sell the said lands;

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

- 1. This Bylaw may be cited for all purposes as "35 Kelvin Grove Way Delegation Bylaw No. 553, 2018".
- The Council of the Village of Lions Bay delegates to the CAO the power to, on behalf of the Municipality, enter into a contract for the sale of lands at 35 Kelvin Grove Way, more particularly known and described in Road Closure Bylaw No. 550, 2018 as:
  - Parcel A Part of Road Dedicated by Plan 18530, District Lot 1575, Group 1, New Westminster District as shown in road closure reference plan EPP84147. (the "Lands")
- 3. For certainty, the authority of the CAO in section 2 of this bylaw includes the authority to negotiate and execute any agreement, on behalf of the Municipality, on any terms or conditions considered appropriate, including terms for settlement of:
  - (a) sale price;
  - (b) completion and adjustment dates;
  - (c) conditions precedent;
  - (d) any other terms or conditions deemed to be acceptable to the CAO;
  - subject only to any limiting conditions imposed by resolution of Council.
- 4. For further certainty, any agreement between the CAO and a purchaser of the Lands, or any other matter in issue between the parties related thereto, shall be binding upon the Municipality.

- 5. Where this bylaw delegates a power, duty or function to a named position or to a committee, the delegation of the power, duty or function is to the person who from time to time holds the position or to the committee as it may be from time to time constituted.
- 6. For clarity, a person or committee to whom a power, duty or function is delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.
- 7. If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.
- 8. This bylaw shall take effect upon adoption.

READ A FIRST TIME	October 16, 2018
READ A SECOND TIME	October 16, 2018
READ A THIRD TIME	October 16, 2018
ADOPTED	, 2018
	Mayor
	Corporate Officer
Certified a true copy of Delegation Bylaw No. 553, 2018, as adopted.	
Cornorate Officer	



Туре	Request for Decision			
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018			
Author	Shawna Gilroy Reviewed By: Peter DeJong			
Date	November 14, 2018 Version 1			
Issued for	November 20, 2018 Regular Council Meeting			

#### **Recommendation:**

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be introduced and read a first and second time.

#### Attachments:

- (1) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018
- (2) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 (Consolidation)

#### **Key Information:**

The Fees Bylaw is looked at yearly in order for updated fees to take effect on January 1<sup>st</sup> of each year. Schedules 1-10 have been reviewed and several items have been amended, as outlined in the draft consolidation.

## **Options:**

- (1) Approve the recommendation above and give the bylaw first and second readings;
- (2) Amend the bylaw and then give it first and second readings;
- (3) Refer the bylaw back to staff for revisions and bring it back for three readings on December 4<sup>th</sup>.

## **Preferred Option:**

(1) Approve the recommendation above and give the bylaw first and second readings.

## **Follow Up Action:**

Assuming two readings are given, the bylaw will be brought back to the Regular Council Meeting on December 4<sup>th</sup> for third reading, and December 18<sup>th</sup> for adoption.

## **VILLAGE OF LIONS BAY**



# Fees Bylaw No. 497, 2016 Amendment Bylaw No. 554, 2018

Adopted: xxx

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

# Fees Bylaw No. 497, 2016 Amendment Bylaw No. 554, 2018

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

- 1. This bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018".
- 2. Fees Bylaw No. 497, 2016 is hereby amended as follows:
  - a) Schedule 1 General Administration:
    - i. delete the line called "NSF cheque fee";
    - ii. delete the lines called "Tax certificates", "Property title search from Land TitleOffice", and "Reprinted tax/utility documents"; and
    - iii. add the following table:

Property Tax and Utility Information:	
Property Tax Certificate Reprinted Property Tax/Utility Fee Notice Property Title Search from Land Title Office Property Ownership Transfer Tax on tax sale properties	\$30 (no charge to property owners) \$20 (no charge to property owners) \$25 As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office

- b) Schedule 2 Development, Land and Building Services:
  - i. replace the items relating to Temporary User Permits with the following:

Temporary Use Permit Application Fee (non-refundable)	\$250
Temporary Use Permit Inspection fee for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit (TUP)	\$1,000 (\$750 for renewal application)
TUP – Application for Council Reconsideration	\$250

- ii. in the item called "Request for Preliminary Review of Subdivision Development Proposal", add "or strata lot" in between "lot created";
- iii. add "(non-refundable)" after "Board of Variance";
- iv. add "at time of renewal" after "75% of current Building Permit Fee" in Permit Renewals;
- v. delete the items called "Site Alteration Permit & Reconsideration by Council";
- vi. delete the item called "Oil Tank Inspection Fee";

vii. add the following item:

Driveway Crossing Permit	\$100

- viii. delete the item for "Lot grading";
- ix. add the word "paid" after "50% of the building permit fee" in the item for "When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken";
- x. insert the following heading for all items prescribing fees for soil deposit or removal: "Site Alteration Permits:"; and
- xi. add to the bottom of the Site Alteration Permits section the following item: "Application for Council Reconsideration per s.11.2 of Bylaw No. 510, 2018 \$250 (non-refundable)".
- c) Schedule 3 Engineering and Public Works:
  - i. in the line called "Locate water leak/water shutoff valve on private property/turn water on or off" insert "per person" between "\$75" and "per hour" and between "\$115" and "per hour"; and
  - ii. delete the item for "Driveway Crossing Permit"
- d) Schedule 5 Traffic & Parking Fees:
  - i. in the line "Extra annual parking permit" delete "per year" after \$40;
  - ii. add ", and two free permits within 30 days of becoming a new property owner)" at the end of the sentence in brackets in the table called "Extra annual parking permit";
  - iii. delete the item for "Daily fee for placing dumpster/bin or construction material on highway" and replace it with the following:

Fee for placing dumpster/bin or construction material on	\$35 per day
highway	

- iv. in the item called "Clean-up of spills or deposits on highway" insert "per person" between "\$75" and "per hour" and between "\$115" and "per hour";
- v. in the item called "Remediation of damage to highway" insert "per person" between "\$75" and "per hour" and between "\$115" and "per hour";
- vi. delete the item called "Administration fee for commercial contract"; and
- vii. in the item called "Towing of Vehicle" insert "per person" between "\$75" and "per hour" and between "\$115" and "per hour".

- e) Schedule 6 Community Facility Rentals:
  - i. add item "Block Hall for set-up/take-down: \$55" to the item called "Hall Rental for private events:";
  - ii. add "Youth must be supervised by an adult while using Village facilities." to the end of the italicized text in the table called "Hall Rental for non-profit groups";
  - iii. delete the item called "Hall Drop In Rate";
  - iv. delete the item for "Meeting Room Rental" and replace with the following:

Meeting Room Rental	
Upper Council Chambers (former library)	\$10 per hour (2 hour minimum)

- v. delete the item for "Projector and Laptop Rental";
- vi. in the item called "Deposit for facility/equipment rental", strike the words "Equal to rental fee or minimum of \$50, whichever is greater" and replace with "\$100", and add the word "Damage" to the beginning of the item heading; and
- vii. delete the asterisk from the word "Fee" at the beginning of the Schedule 6 Fee table and delete the "\*plus deposit" from the end of this table.
- f) Schedule 7 Filming:
  - i. add "(non-refundable)" after "Filming application fee"; and
  - ii. add "(per day)" after "Filming in VOLB parks"
- g) Schedule 9 Memorials and Dedications
  - i. add "(valid for 10 years)" after "Bench Dedication".

	Corporate Officer
	Mayor
ADOI 1110	
ADOPTED	xxx
READ A THIRD TIME	xxx
READ A SECOND TIME	XXX
READ A FIRST TIME	XXX

Certified a true copy of Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 as adopted.

**Corporate Officer** 

## **VILLAGE OF LIONS BAY**



# Fees Bylaw No. 497, 2016

# Office Consolidation

This document is an office consolidation of Fees Bylaw No. 497, 2016 with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Fees Bylaw No. 497, 2016, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: <a href="mailto:admin@lionsbay.ca">admin@lionsbay.ca</a>

## **List of Amending Bylaws**

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	2.1	Replaces Schedules 1-10	December 19, 2017
544	2(a)	Adds soil deposit and removal fees in schedule 2	May 11, 2018
	2(b)	Amends parking meter rates in schedule 5	
547	2(a)-(c)	Amends text in Schedules 2 and 5 June 5	
551	2(a)-(d)	Amends birthday party rental fees and non-profit	September 18,
		rental fees in schedule 6	2018
	3	Deletes insurance costs from the table	

Page 2

<u>554</u>	2(a)-(g)	Amends text and fees in schedules 1, 2, 3, 5, 6, 7
		<u>and 9</u>

## Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

**WHEREAS,** pursuant to the provision of the *Community Charter and the Local Government Act,* the Village of Lions Bay may impose municipal fees in respect of all or part of a service of the municipality, the use of municipal property, the exercise of authority to regulate, prohibit or impose requirements, or in respect of such other matters permitted by an enactment;

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

#### Part 1 – CITATION:

1.1 This Bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016".

#### Part 2 - SEVERABILITY:

2.1 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 section, subsection, paragraph, subparagraph, clause or phrase.

#### Part 3 – FEES AND CHARGES

3.1 The municipality hereby imposes the fees for the provision of services and information as specified in Schedules 1 to 10 inclusive, which are attached hereto and form part of this bylaw.

#### **Schedules**

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

3.2 Fees imposed under this bylaw for the provision of services or information apply instead of any fees imposed under other bylaws for the same services or information, in the event of any conflict between this bylaw and any other bylaw.

#### Part 4 - REPEAL

- 4.1 The following bylaws are hereby repealed:
  - 1. Security Alarm System Regulation Bylaw No. 272, 1997;
  - 2. Fees and Charges Bylaw No. 462, 2014;
  - 3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
  - 4. Fees and Charges Amendment Bylaw No. 480, 2014; and
  - 5. Fees and Charges Amendment Bylaw No. 490, 2015.

## Part 5 – CONSEQUENTIAL AMENDMENTS

- 5.1 The following bylaws are hereby amended as follows:
  - 1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
    - (a) Section 4 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
    - (b) Schedule A is amended by deleting section 2, Connection Charges.
  - 2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
    - (a) Section 3 is amended by striking the heading and substituting therefore the heading "Fees";
    - (b) Section 3 is further amended by deleting the existing wording and substituting therefore: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended";
    - (c) Section 17 is hereby renumbered as Section 18; and
    - (d) The following is hereby inserted as Section 17:
      - "17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building sewer from the wye to the house has been tested successfully, the plug shall be removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no

- circumstances shall the building sewer be used for drainage purposes during construction.
- (e) Schedule A is hereby deleted.
- 3. Subdivision Bylaw No. 141, 1985, as amended:
  - (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".
- 4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987:
  - (a) Section 6 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
- 5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
  - (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
- 6. Building Regulation Bylaw 234, 1994:
  - (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
  - (b) The existing Section 21 is hereby renumbered as Section 21(b);
  - (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
  - (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
- 7. Animal Control and Licencing Bylaw No. 461, 2014:
  - (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
- 8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
  - (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
- 9. Traffic and Parking Bylaw No. 413, 2009, as amended:

- (a) The following is inserted as Section 35: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
- 10. Fire Bylaw No. 428, 2011, as amended:
  - (a) Section 53 is hereby renumbered as Section 54;
  - (b) The following is hereby inserted as Section 53: "Additional fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
  - (c) Appendix B is hereby deleted.
- 11. Development Application Procedures and Fees Bylaw No. 431, 2011, as amended:
  - (a) All references in Sections 3 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
- 12. Village of Lions Bay Outdoor Water Use Bylaw No. 484, 2015:
  - (a) The reference in Section 4 of Schedule B to the Village of Lions Bay Fees and Charges Bylaw is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

#### Part 6 - EFFECTIVE DATE

6.1 This bylaw shall come into force and take effect on January 1, 2017.

READ A FIRST TIME	December 15, 2015
READ A SECOND TIME	December 15, 2015
READ A THIRD TIME	December 6, 2016
ADOPTED	December 20, 2016
	Mayor
	-
	Corporate Officer
o .:C: 1 . C=	

Certified a true copy of Fees Bylaw No. 497, 2016 as adopted.

**Corporate Officer** 

# SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the Freedom of Information and Protection of Privacy Act and Regulation	As per Freedom of Information and Protection of Privacy Act and Regulation, Schedule of Maximum Fees.*
	*Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	\$0.25 per page (black & white) \$1.65 per page (colour)
Copy of house plans	\$75 plus actual costs
NSF cheque fee (returned cheques)	\$30 per cheque
<del>Tax certificates</del>	\$30 each
Property title search from Land Title Office	<del>\$25</del>
Property Tax and Utility Information:	
Property Tax Certificate  Reprinted Property Tax/Utility Fee Notice  Property Title Search from Land Title Office  Property Ownership Transfer Tax on tax sale properties	\$30 (no charge to property owners) \$20 (no charge to property owners) \$25 As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees
Reprinted tax / utility documents	\$20 per document (no charge for property owner)
Lions Bay Flag	\$100
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Permit under Outdoor Water Use Bylaw No. 484	\$40
Biodegradable Organics Bags	\$4 plus GST

[Amended by Bylaw No. 554]

# SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan Amendment (Residential)	\$2500 or \$3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	\$2000 plus \$300 for each additional lot after first lot <u>or strata lot</u> created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	\$1000 plus \$200 for each additional lot or strata lot after first lot or strata lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary Use Permit Application Fee (non-refundable)	\$250
Inspection fee for Temporary Use Permit Inspection Fee for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit (TUP)	\$1,000 plus (\$750 for renewal application)
TUP – Application for Council Reconsideration	<u>\$250</u>
Board of Variance (non-refundable)	\$500
Building Permit Application Fee (non-refundable)	\$100
Pre-Building Permit Application Consultation Fee	\$75 per hour
Building Permits (based on value of construction):	
Minimum fee (<\$1,000)	\$150 \$150 plus \$12 per \$1,000 \$250 plus \$11 per \$1,000 \$300 plus \$10 per \$1,000 \$400 plus \$9 per \$1,000 Building permits are valid for a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.

Page 9

	T
Permit renewals	75% of current Building Permit Fee at time of
A building permit is valid for a maximum of two years, at	<u>renewal</u>
which time it expires. A permit may be renewed once only	
in accordance with Building Bylaw No. 234, 1994, as amended.	
umenaea.	
Damage Deposit (based on value of construction):	
• Up to \$10,000	\$500
• Up to \$50,000	\$1,500
• Up to \$250,000	\$3,000
<ul> <li>Greater than \$250,000</li> </ul>	\$5,000
A Damage Deposit is required when taking out a Building	
Permit or a Demolition Permit, or when performing other	
works requiring an engineer's certificate or heavy	
machinery on Village highways. An occupancy certificate is	
needed with respect to a Building Permit and an	
inspection by the Public Works Manager is required prior	
to a Damage Deposit being returned.	
Demolition Permit fees:	
Accessory building or structure	\$100 per building
All other buildings	\$1000 per building
Site Alteration Permit (includes soil and other material	\$ <del>250</del>
deposit or removal and land clearing)	
Reconsideration by Council	<del>\$750</del>
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
Secondary suite inspection fee	Initial inspection plus one additional inspection
'	free. Each additional inspection \$75/hour
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Driveway Crossing Permit	<u>\$100</u>
Oil Tank Inspection Fee	\$ <del>250</del>
Plumbing Fee	\$100 plus \$25 for each fixture
Fire Sprinkler Permit:	
New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$250 plus \$2.50 per sprinkler head
Alternate Solutions:	
Building Inspector (additional charge if required on more	\$75 per hour (\$225 minimum)
involved issues per Building Bylaw)	
	Actual cost plus 10%
involved issues per Building Bylaw)	

Extra Inspections (after second inspection)	\$100 per inspection
Lot grading (trucking receipt required)	<del>\$250 (up to 10 loads)</del>
	\$500 (11-20 loads)
	\$1000 (more than 20 loads)
Pre-inspection of a building being moved within the	\$500 per structure
Village	
· ·	50% of the building permit fee paid and 100% of
construction begins and the owner has provided written	the deposit shall be refunded to the property
notification that the project will not be undertaken	owner.
Plan review for building design modifications	\$75 per hour
Transfer of building permit	\$125
Unregistered Encroachment Agreement	\$400
Review & registration of Section 219 covenant placed	\$400
according to the Land Title Act	
For discharge of Section 219 covenant placed according to	\$100
the Land Title Act	
Site Alteration Permits:	
An application for the soil deposit or removal of more	\$100 (non-refundable)
than 27 cubic meters (m³) and up to 45 m³ of in any one	
year.	
year.	
Any application for the soil deposit or removal of more	\$200 (non-refundable)
than 45 m <sup>3</sup> and up to 90 m <sup>3</sup> in any one year.	
, ,	
Any application for the soil deposit or removal of more	\$400 (non-refundable)
than 90 m <sup>3</sup> and up to 180 m <sup>3</sup> in any one year.	
	\$600 (non-refundable)
than 180 m³ in any one year.	
Application for Council Reconsideration per s.11.2 of	<u>\$250 (non-refundable)</u>
<u>Bylaw No. 510, 2018</u>	
<u>!</u>	

<sup>\*</sup>NOTE: All permits include one inspection. All security deposits are refunded, less costs incurred, after Final Inspection

[Amended by Bylaw No. 547] [Amended by Bylaw No. 554]

## **SCHEDULE 3 – ENGINEERING & PUBLIC WORKS**

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs
	After hours: \$115 <u>per person</u> per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs
	After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Driveway Crossing Permit	\$ <del>100</del>

[Amended by Bylaw No. 554]

# SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 31 <sup>st</sup> or within 30 days of becoming a new resident or obtaining a new dog
	\$60 for all others
Annual licence for unaltered dog	\$60 if paid before March 31 <sup>st</sup> or within 30 days of becoming a new resident or obtaining a new dog \$90 for all others
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

## **SCHEDULE 5 – TRAFFIC & PARKING FEES**

#### **FEES FOR PERMITS**

Description	Fee
Extra annual parking permit — obtainable by a resident, allows	\$40 <del>-per year</del>
parking in "permit parking" zones	(1 free permit for each Lions Bay Fire
	Rescue member, Search and Rescue
	member, and Village staff member, not
	otherwise receiving free permits with a
	property tax notice, and two free permits
	within 30 days of becoming a new property
	owner)
Worksite parking permit for building-site workers for three	\$40 for three months
months – obtainable by homeowners or construction managers	
on projects, allows parking in "permit parking" zones	
Film company parking	
Film worker's personal vehicle	Refer to Schedule 7: Filming
Film company truck	
Daily parking permit – obtainable by residents, allows parking	\$0 per vehicle
for one day for guests	
	605
Operating a vehicle or combination of vehicles in excess of	\$35 per vehicle load
63,500 kgs licensed gross vehicle weight on highway	
Monthly fee for parking of extraordinary vehicle or trailer on	
Village property, with permission of Council	¢20
Extraordinary vehicle or trailer under 6.1 metres in length	\$80 per month/\$960 per year
Extraordinary Vehicle or trailer 6.1- 6.5 metres in length	\$80 per month/\$960 per year
Extraordinary Vehicle or trailer 6.5-7.7 metres in length	\$110 per month/\$1,320 per year
Extraordinary Vehicle or trailer over 7.7 metres in length	\$135 per month/\$1,620 per year
Daily free for placing dumpster/bin or construction material on	\$35 per day
highway Where work is performed by the Village in cleaning up spills or d	

Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time.

Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs  After hours: \$115 per person per hour (3 hour minimum)
Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs  After hours: \$115 per person per hour (3 hour minimum)
Administration fee for commercial contract	<del>\$150</del>

## FEES FOR REMOVALS FROM HIGHWAY

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged	
for removals and towing. If these items are not claimed and must subsequently be advertised and sold at	
auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things Regular hours (7 am to 3 pm): \$75 per hour or portion,	
seized from highway	plus equipment costs
	After hours: \$115 per hour (3 hour minimum) plus \$50
	per day fee for storage
Towing of vehicle	Actual cost plus
	Regular hours (7 am to 3 pm): \$75 per person per hour or
	portion, plus equipment costs
	After hours: \$115 per person per hour (3 hour minimum)
Sale of chattels, obstructions and things seized	\$1000 flat fee
from highway	

## FEES FOR METERED PARKING

Description	Fee
Lions Bay Beach Park Lot (adjacent to train tracks) *Permit holders NOT exempt from fee.	\$3/hour or portion thereof up to a maximum of \$24 within a calendar day
Kelvin Grove Beach Park Lot *Permit holders exempt from fee.	\$2/hour or portion thereof up to a maximum of \$16 within a calendar day
Sunset Trailhead Lot *Permit holders exempt from fee.	\$1.50/hour or portion thereof up to a maximum of \$12 within a calendar day

[Amended by Bylaw No. 530] [Amended by Bylaw No. 544] [Amended by Bylaw No. 547] [Amended by Bylaw No. 554]

## **SCHEDULE 6 – COMMUNITY FACILITY RENTALS**

Rental fee includes use of kitchen, tables, chairs and music player.

Rental fee includes use of kitchen, tables, chairs and music playe	er.
Description	Fee*
Hall Rental for private events:	
Examples of use: dances, weddings, ceremonies, etc.	\$220 if liquor being served
	\$110 if no liquor being served
Block Hall for set-up/take-down:	\$ <u>55</u>
	If event occurs over multiple days, the rate
	above applies per day
Hall Rental for children's Birthday parties	\$50 per event (maximum 4 hours)
Hall Rental for program use:	
Examples of use: programs contracted through the Village.	20% of revenue per session, or minimum
	payment amount of \$40.00 per month,
	whichever is greater.
	Service of the Green of the Control
Hall Rental for non-profit groups:	
Community group activities, meeting a maximum of once per	\$25 per month
week to a maximum of 12 hours per month.	7-0 por
Additional fee for events exceeding the maximum	\$25 per event
radicional ree for events exceeding the maximum	723 per event
Non-profit community groups (single event)	\$25 per event
	725 per event
	This is the fee rate applicable to requests
	for fee waivers under the Municipal Grant
	program. <u>Youth must be supervised by an</u>
	adult while using Village facilities.
Hall Drop-In Rate:	
Examples of use: drop in for casual sports and fitness use (drop	Youth: \$5 per person per hour
in rate does not apply for programs).	Adult (18+): \$10 per person per hour
	Youth must be supervised by an adult while
	using Village facilities.
Meeting Room Rental (accommodates up to 10 persons):	
Meeting Room A (includes washroom)	\$10 per hour (2 hour minimum) per room
Meeting Room A and BCouncil Chambers (former library)	
Rental of Tennis Courts for Program Use	20% of revenue per session or minimum
(max 2 hours per day)	payment amount of \$40.00 per month,
	whichever is greater.
Canadiation Fac.	
Cancellation Fee:	Refer to policy:
	POL-1408 Refunds & Cancellations

\$50 set up
\$50 take down
\$100
\$50
\$10 each
\$1 each (\$10 minimum)
\$25 per use
Equal to rental fee or minimum of \$50,
whichever is greater. \$100
Refundable in accordance with policy POL-
1407 Community Facility Rentals. <i>Note:</i>
Liability for damage or loss is not limited to
the deposit amount.

\*plus deposit

[Amended by Bylaw No. 551] [Amended by Bylaw No. 554] SCHEDULE 7 – FILMING [to be reviewed with filming policy]

Description	Fee
Filming application fee (non-refundable)	\$250
Filming fee (per day)	\$300
Damage deposit	\$5000 (refundable)
Filming in VOLB parks (per day)	\$500
Parking fees:	
Car	\$25/day
Truck	\$100/day
Filming Liaison	\$40/hour
Municipal Services	\$80/hour
Fire Rescue Services	\$100/hour
Fireworks (pyrotechnics) permit	\$100

[Amended by Bylaw No. 554]

# SCHEDULE 8 – FIRE RESCUE / EMERGENCY PERMITS & FEES

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 <sup>nd</sup> inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 <sup>rd</sup> and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	\$100 per person per hour or portion thereof to cover time plus use of municipal equipment.  Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged, based on invoices or receipts for materials or equipment.
	Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.

<sup>\*</sup>Note: all permits include one inspection

# **SCHEDULE 9 – MEMORIALS AND DEDICATIONS**

Description	Fee
Bench Dedication (valid for 10 years)	\$1,500 - \$1,750 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

## **SCHEDULE 10 – GENERAL**

Description	Fee
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 <sup>st</sup> \$150 if paid after March 31 <sup>st</sup> , but before May 31 <sup>st</sup> (after May 31 <sup>st</sup> , boat will be seized and removed)
	*If a new boat space is obtained after March 31st, the \$150 permit fee shall be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1st.	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee



## **VILLAGE OF LIONS BAY**

## **Incoming Correspondence - November 20, 2018**

## General Correspondence:

G-1: Notes from CEA Update (Page 1)

G-2: Adoption Awareness Month (Page 3)

G-3: A Letter on Transit (Page 5)

G-4: Congratulations from John Horgan, Premier (Page 13)

G-5: Congratulations from BC Assessment (Page 14)

## Resident Correspondence:

R-1: Carole Conlin - Conflict of Interest (Page 15)

R-2: Brenda Broughton - Congratulations Council (Page 21)

From: Peter DeJong
To: Municipal

Subject: FW: Notes from CEA Update

**Date:** Tuesday, October 16, 2018 9:34:52 AM

Correspondence for next meeting.

## Peter DeJong, BA, LLB, CRM

Chief Administrative Officer

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

PO Box 141, 400 Centre Road, Lions Bay, BC VON 2E0, Canada Village Office (604) 921-9333 | Fax (604) 921-6643

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**From:** Howe Sound Community Forum [mailto:howesoundcommunityforum@gmail.com]

Sent: Tuesday, October 16, 2018 7:59 AM

Subject: Notes from CEA Update

Hello Everyone,

For those that couldn't make the call here are my quick notes from this "casual conversation" today. Thanks to those that did join in.

On the call from Forests, Lands and Natural Resource Operations & Rural Development: <a href="mailto:Jeff.Juthans@gov.bc.ca">Jeff.Juthans@gov.bc.ca</a> - Land and Resource Specialist, South Coast <a href="mailto:Scott.Barrett@gov.bc.ca">Scott.Barrett@gov.bc.ca</a> - Manager of Resource Management, South Coast BC <a href="mailto:lan.Blackburn@gov.bc.ca">lan.Blackburn@gov.bc.ca</a> - Manager of Resource Management <a href="mailto:Tonianne.Mynen@gov.bc.ca">Tonianne.Mynen@gov.bc.ca</a> - Section Head for Regional Initiatives (Land Use Planning, new)

#### Status and cause of delay:

- Findings on seven eco-system values were presented internally in the spring containing lots of technical info.
- There was a need for more focus on management response, context. More adjustments were made end of July.
- Waiting to get feedback on reports internally from group who are not technical people.
- Approval taken longer as there is no process for approval.
- This report is first to identify broad different agency activities that is not normally published. Process approvals have not been transparent or clear.

#### **Expectations:**

• Aiming for approval next couple of weeks then report is before regional integrated committee in November.

Expect to release five of the seven values within few weeks and getting EZRI (Stewardship Baseline Objectives Tool) online soon thereafter to display the information.

- Feeling good and look forward to sharing.
- Information is not secret.
- Website will house the information.

Using the information in decision making and planning:

- Not clear yet
- Should communities wish to have the information on the values made available to them sooner for specific reasons, contact Jeff Juthans.
- If you have any questions re: the Modernization of Land Use Planning in our region you can contact Tonianne (604 586-5624) or Jeff.

I am sure we will have a formal presentation at the next Howe Sound Community Forum in April or May.

# Ruth Simons, Lead, Howe Sound Biosphere Region Initiative 604 921-6564 778 834-4292

## **Assisting:**

## Howe Sound Community Forum Established in 2002

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District -Squamish Lillooet Regional District

From: Lions Bay Reception

To: <u>Municipal</u>

Cc: Peter DeJong; Shawna Gilroy

Subject: FW: Letter from the Honourable Katrine Conroy

Date: Friday, November 02, 2018 3:22:30 PM

Attachments: <u>image001.png</u>

For Incoming Correspondence for next Council Meeting

#### **Susan Loutet**

Administrative Assistant

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

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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From: MCF Info MCF:EX [mailto:MCF.Info@gov.bc.ca]

Sent: Friday, November 02, 2018 3:06 PM

**To:** Lions Bay Reception < reception@lionsbay.ca> **Subject:** Letter from the Honourable Katrine Conroy

Ref: 240087

His Worship Mayor Karl Buhr and Council

Village of Lions Bay

E-mail: reception@lionsbay.ca

Dear Mayor Buhr and Council:

As the Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are hundreds of children and youth in foster care hoping for a permanent home to call their own. Some are part of a sibling group, some have special needs, and some are teens. Each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

This year the ministry is pleased to announce a new Adoption Campaign. For more information on

this important campaign, please see the following Web link at: Adoptnow.ca.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption, and invite local adoptive parents to a "meet and greet". If you are interested in exploring these ideas please contact MCFD staff at: <a href="mailto:MCF.AdoptionsBranch@gov.bc.ca">MCF.AdoptionsBranch@gov.bc.ca</a>.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC's representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the three licensed adoption agencies in British Columbia, can be accessed at: <a href="https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child">https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child</a>.

Adopt BC Kids Web site is an online portal that allows citizens to complete an adoption application online 24/7. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at: <a href="www.gov.bc.ca/adoptbckids.">www.gov.bc.ca/adoptbckids.</a>

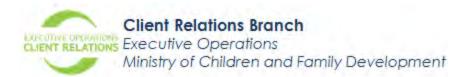
On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

#### ORIGINAL SIGNED BY

Katrine Conroy Minister of Children and Family Development

Sent on behalf of the Minister by:



From: D. Malcolm Johnston

To: village.hall@anmore.com; rdrew@belcarra.ca; bim@bimbc.ca; mayor@burnaby.ca; Richard Stewart;

whiterockcouncil@whiterockcity.ca; info@westvancouver.ca; Mayor Lois Jackson; H. Bains; garry.begg.MLA@leg.bc.ca; jagrup.brar.MLA@leg.bc.ca; rachna.singh.MLA@leg.bc.ca;

bruce.ralston.MLA@leg.bc.ca

Cc: mayorscouncil metro vancouver; adriane carr; Colleen Hardwick; marc.garneau@parl.gc.ca; mintc@tc.gc.ca

Subject: To Mayor and council, A letter on transit

Date: Tuesday, November 13, 2018 8:46:43 AM

My name is Malcolm Johnston and I have been an advocate for affordable transit solutions in the metro Vancouver and Fraser Valley since 1986. I am 35 year member of the international Light Rail Transit Association and was the person responsible for the Leewood Study, for the Rail for the Valley group, for a proposal reinstating a Vancouver to Chilliwack passenger service, using TramTrain on the former BC Electric interurban route.

With my long association with the LRTA, I have made many contacts with professionals in the transit industry, who have guided me and given me much information on modern public transport.

## **Overview**

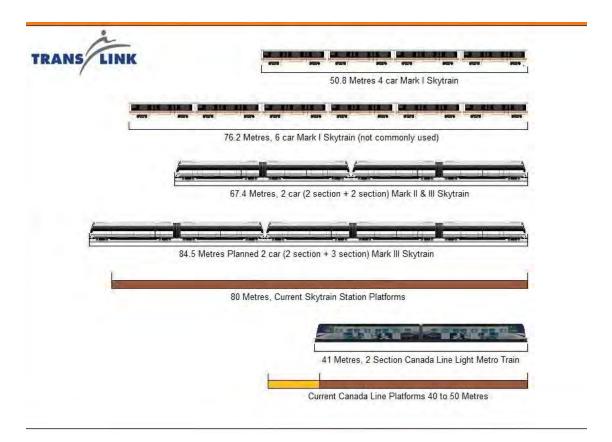
The region has a very serious problem with transit and the ill-informed actions by the new Surrey Council cancelling LRT, will set back regional transit for decades. The anti-LRT rhetoric, all too common throughout the recent Surrey election, had no basis and reminded me of President Trumps all to common tirades. Surrey's cancelling of LRT is based on a foundation of lies and innuendo.

What we call SkyTrain is actually two railways. The Canada line, a conventional electric railway, operating electrical multiple units or EMU's on a grade separated rights-of-way and the Expo and Millennium Lines, operating the proprietary Advanced Light Rail Transit (ALRT) and Automated Rapid Transit (ART) systems, which technical patents are owned by Bombardier Inc. and engineering patents owned by SNC Lavalin. The Canada line EMU's and the Expo and Millennium Line cars are not compatible in operation.

Currently, Bombardier calls their proprietary products, the Innovia ART system and is not compatible with any other transit system in operation.

Bombardier Inc. is also the sole supplier of the Innovia vehicles.

The following schematic compares our two rapid transit railways, used in Vancouver.



## **The Canada Line**

The Canada Line was former Premier's Gordon Campbell's foray with a transit P-3's and so unappealing was the Canada Line P-3, that the eventual winning consortium did not have to assume risk and obtained a very sweet maintenance contract. Assuming risk on a project is the hallmark of a P-3 project, transferring risk from government to the private sector.

TransLink now pays the SNC Lavalin lead consortium operating the Canada line P-3 around \$110 million annually. As it the Canada Line is a p-3, it is very hard to get accurate figures as most are concealed under a confidentiality clause in the contract.

The Canada line can only operate 41 metre two car trains and has slightly more than half the capacity of the ALRT/ART Lines.

To increase capacity, over \$1.5 billion must be spent lengthening platforms and rationalizing track locations, and much more.

As the Canada line is a conventional railway, it has far more in common with modern LRT than it does with the rest of the ALRT/ART system.

## **The Innovia Lines**

The Expo and Millennium lines are proprietary railways, which history has been one of a marketing failure. First marketed by the Ontario Crown Corporation, the <u>Urban Transportation</u> <u>Development Corporation (UTDC)</u> as Intermediate Capacity Transit System (ICTS), in the early 1980's. At the same time modern LRT entered the urban rail market and potential

customers soon found that ICTS cost more to build and operate and had less capacity than LRT.

Like the Ford Edsel, ICTS was a lemon.

The name was changed to Advanced Light Rail Transit (ALRT) to compete against LRT, which fooled no one except politicians in Victoria and Metro Vancouver.

Lack of sales saw the dissolution of the UTDC and ALRT sold to Lavalin and the again the marketing name was changed to Automatic Light Metro (ALM). Lavalin went bankrupt during the time it was trying to sell ALM to Bangkok and the technical patents were sold to Bombardier inc. and SNC Lavalin retained the engineering patents.

The name was again changed to Advanced Rapid Transit (ART), with Bombardier manufacturing a completely redesigned vehicle and included it in their Innovia Line of proprietary light metros, including monorail.

Light rail made ALRT obsolete by the late 1980's and there is clear evidence that BC Transit and the Social Credit government knew that, what is now called the Expo Line, was inferior to LRT!

Only seven such systems have been built since the late 1970's and only three are seriously used for urban transit (Toronto will soon tear theirs down), with the remaining four being airport people movers (2), a theme park people mover and an aged single track demonstration line. There has not been a sale of SkyTrain for over a decade and soon Bombardier Inc. will soon dismantle their production line for Innovia mini-metro cars as TransLink is the only customer left and the production line is needed for more lucrative train orders.

Compared with light rail, over two hundred new LRT systems have been built during the same period.

The reason for SkyTrain's demise is simple as it costs up to ten times more than light rail to install; it costs more to operate and maintain than light rail; has less capacity than light rail and lacks the inherent flexibility of light rail in operation!

Metro Vancouver taxpayers have paid more than twice as much for rapid transit than they should have by building with SkyTrain, as light rail gives a far bigger bang for one's buck!

## **The Worn out Expo Line**

The Expo Line is now approaching 34 years in operation and because it operates small cars (which have to do 2 to 3 times the work as a regular metro car to carry the same amount of people) is wearing out a lot faster than comparative light rail lines and needs an extensive and extremely expensive overhaul before any thought of increasing capacity can be entertained.

Transport Canada's Operating Certificate for SkyTrain Innovia Lines, limits capacity to 15,000 persons per hour per direction. To increase capacity, around \$3 billion dollars must be spent on a general rehab of the existing Expo Line and to a lesser extent, on the Millennium Line. This cost includes lengthening station platforms to 100 or 120 metres to permit longer trains; replacing and upgrading the electrical supply; replacing and upgrading the the automatic train

control system (this includes about 10,000 km of wiring); replace at least one section of guideway; replace all switches with new switches to permit faster operation; and a lot more.

This is extremely important that this must be done before any thought of extending SkyTrain to Surrey and beyond to Langley.

You can extend SkyTrain, yes, but it will create massive overcrowding of the Expo line from New Westminster to downtown Vancouver as only a limited amount of trains can be operated.

Another major concern is that the mayor of Surrey's ill founded belief that SkyTrain can be built for the same cost as LRT. Had he consulted with real experts, he would find that the <u>HATCH Study</u> for SkyTrain to Langley cost of \$2.95 billion is correct.

SkyTrain construction consumes up to ten times more cement than light rail and the cost of of cement is increasing at two to three times the rate of inflation, thus the cost for SkyTrain to be built to Langley soon exceed \$3 billion and the longer it takes to build SkyTrain, the more costly it will become when compared to light rail!

What is happening in Surrey is a simple deceiver's bamboozle.

The Mayor of Surrey, completely out of his depth with SkyTrain construction and costs, is <u>abandoning a fully funded LRT line</u>, with the pie in the sky promise of building SkyTrain for the same cost. In reality, SkyTrain, if built, will be funded to go to Fleetwood and no further, unless at least <u>another \$1.5 billion in funding is sourced!</u>

Thus for the \$1.65 billion earmarked for a modern light rail system, the taxpayer instead will get an obsolete light metro system, with limited capacity on a very limited route.

Surrey Council's plan for SkyTrain, will not reduce congestion and will greatly limit Surrey's ability to build "rail" transit in the future.

## The Broadway SkyTrain Subway

The Broadway SkyTrain subway is more questionable planning by TransLink and the Mayor's Council on Transit.

In North America, the traffic flows needed on a transit route that would require a subway is 15,000 pphpd and in Europe the threshold for a subway construction, because of the success of light rail, is in excess of 20,000 pphpd! It is also important to remember that the Innovia SkyTrain's capacity is limited to 15,000 pphpd.

Peak hour traffic flows on Broadway is around 4,000 pphpd. Checking the time table for the 99B, which sees a peak hour service of 3 minute headway's 20 trips per hour per direction), giving a peak hour capacity of 2,200 ppphd.

The real cost of the Broadway subway will be \$3.2 to \$3.5 billion and for what, a badly designed subway that will not attract ridership and will not reduce congestion, as subways are very poor in doing this!

A Broadway subway will also increase TransLink's operating costs by a minimum of \$40

million annually.

There is no real reason to build a subway under Broadway, only a political one!

## The impending transit fiasco

It is clear that TransLink is now faced with a massive financial fiasco as it's two show case rapid transit projects are rapidly devolving into a financial and a transit train wreck.

Noted American transit engineer, Gerald Fox, in a 2009 review of the Evergreen Line's Business Case and found major inaccuracies, stated:

But, eventually, Vancouver will need to adopt lower-cost LRT in its lesser corridors, or else limit the extent of its rail system. And that seems to make some TransLink people very nervous.

The <u>1999 Greer report</u> also found major issues with continued SkyTrain planning:

The main conclusion of this review is that the most relevant information advanced in support of the SkyTrain option was misleading, incomplete or unsubstantiated.

More specifically, the review found: cost comparisons appear to have been contrived to favour SkyTrain over LRT;

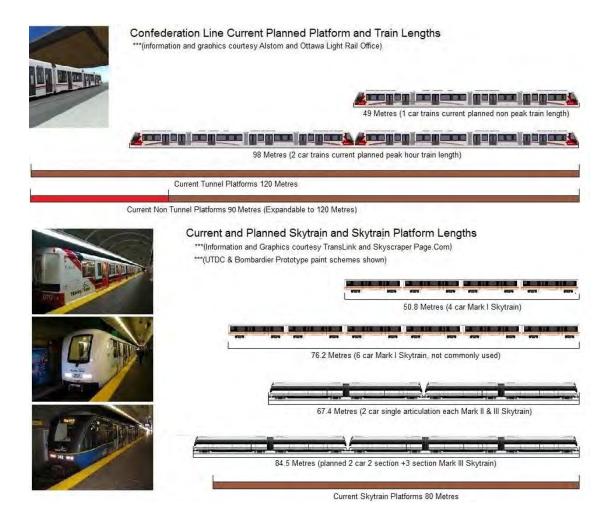
- no ridership (demand) analysis was reported to justify the high capacity system;
- air quality and transportation benefits are unsubstantiated;
- accelerated construction advantages of SkyTrain were clearly unrealistic;
- risks associated with the SkyTrain car manufacture have not been assessed.

The shock effect of fiscal reality of continued building with the unsustainable SkyTrain light-metro has yet to make its appearance, but it will and with a vengeance.

#### Parting words

The following schematic clearly shows the economy of Ottawa's new LRT system when compared to SkyTrain.

One modern tram (which as the same maximum speed as SkyTrain) is as efficient as four MK.1 cars and three MK. 2/3 cars, thus making for much cheaper maintenance costs for light rail. Ottawa's new LRT can carry more people at a much cheaper cost, the sad refrain about SkyTrain for the past 40 years!



I am not writing this letter to sell Light Rail, as the superiority of LRT is clear when compared to Innovia SkyTrain. Rather I am acting as a 'canary in the coal mine', warning of a major, SkyTrain lead transit fiasco in the near future. I do not see the appetite of regional politicians to challenge the misinformed Mayor of Surrey and his desire the continued use of the proprietary Innovia SkyTrain system and the increased costs that come with SkyTrain.

Sadly the anti-LRT lies and propaganda by the well established SkyTrain Lobby, entrenched in both major political parties; Ministry of Transportation; TransLink, universities, the media and regional bureaucracies, will ensure that there will be no LRT solution in the foreseeable future.

The fear of the truth and the possibility of legal action will insure the status quo.

Today, by continuing to build with the obsolete Innovia SkyTrain system, we are planning a 1980's transit system base on extremely dated 1960's and 70's transit philosophy, where rapid transit was designed to be out of the way of the car and recently modified for Vancouver to use SkyTrain as a driver for quick profits for land speculator's, land developers, and more recently money launders.

In the real world, light rail is built to provide an affordable and user-friendly transit system that has the inherent ability to attract the motorist from the car. In that end, transit is seen as a product and if the product is good, customers willingly take the tram and they do, which

explains the success of light rail and the lack of success of SkyTrain and light-metro.

In Vancouver, transit customers are treated as cattle, crammed into buses and forcibly made to transfer to SkyTrain (over 80% of SkyTrain's ridership, first take the bus) so TransLink can pretend its doing a good job. In Metro Vancouver, politicians pretend that SkyTrain is a "world class system", yet internationally, the Canada Line is considered a classic white elephant and the Innovia SkyTrain system is considered more of a historical curiosity, like the Wuppertal Schwebebahn, than anything else.

Metro Vancouver has become a case study on how not to build transit, which continues with the Mayor of Surrey's actions, as no one has copied Vancouver's transit planning, nor its exclusive use of SkyTrain or light-metro. Sadly, Vancouver's Broadway subway may even be the next Charleroi (Belgium), where a metro was built but with no funds to buy cars or operate it and has remained derelict for over twenty years.

Photo, the Charleroi Metro built but never used and has remained derelict for over 20 years.



I leave the last words to Gerald Fox to sum up the situation in Vancouver.

"I found several instances where the analysis had made assumptions that were inaccurate, or had been manipulated to make the case for SkyTrain. If the underlying assumptions are inaccurate, the conclusions may be so too." And adding: "It is interesting how TransLink has used this cunning method of manipulating analysis to justify SkyTrain in corridor after corridor, and has thus succeeded in keeping its proprietary rail system expanding. In the US, all new transit projects that seek federal support are now subjected to scrutiny by a panel of transit peers, selected and monitored by the federal government, to ensure that projects are analyzed honestly, and the taxpayers' interests are protected. No SkyTrain project has ever passed this scrutiny in the US."

Malcolm Johnston 5177 Cliff Place Delta V4m 2C6

604-889-4484



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November 13, 2018

Mayor McLaughlin and Councillors Village of Lions Bay Box 141 Lions Bay, BC V0N 2E0

Dear Mayor McLaughlin and Councillors:

Hagar

I would like to congratulate you all for being elected to serve the Village of Lions Bay.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Village of Lions Bay as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

John Horgan

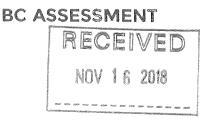
Premier

Greater Vancouver Region 200-2925 Virtual Way Vancouver BC V5M 4X5



Date: November 13, 2018

Attn: Mayor Ron McLaughlin Village of Lions Bay Box 141 Lions Bay, BC. VON 2E0



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

Dear Mayor Ron McLaughlin and Councillors,

Congratulations on behalf of BC Assessment and the Greater Vancouver region regarding your recent success in the 2018 Local Government General Elections. My name is Edward Shum, and I am the Assessor for the Greater Vancouver region. My Deputy Assessor team includes Paul Borgo, Grant McDonald, Christina Randle and Preet Basra.

BC Assessment is the Crown Corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia. Please visit bcassessment.ca to learn more.

BC Assessment holds ourselves accountable to local governments. We are committed to providing transparent, fair, timely, and respectful communications and assessment services. In addition to our regional team, our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. Contact our Local Government Department at 1-866-valueBC (825-8322) local 00498 or localgovernment@bcassessment.ca.

Congratulations once again, and we look forward to opportunities to meet at your civic offices and local government conferences in order to grow the relationship between BC Assessment and your Council. We are also available to present to your Council upon request to share more details about our mandate and relationships with local governments.

Sincerely,

**Edward Shum** 

Assessor, Greater Vancouver Region

Edward P. Sh

 From:
 Peter DeJong

 To:
 Shawna Gilroy

 Cc:
 Municipal

Subject: FW: Mayor-elect McLaughlin's Conflict of Interest re Council Meetings October 2 and 16, 2018

**Date:** Monday, October 29, 2018 3:21:16 PM

For Nov.20<sup>th</sup> correspondence please.

# Peter DeJong, BA, LLB, CRM

Chief Administrative Officer

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

PO Box 141, 400 Centre Road, Lions Bay, BC VON 2E0, Canada Village Office (604) 921-9333 | Fax (604) 921-6643

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From: conlin

**Sent:** Monday, October 29, 2018 3:16 PM **To:** Peter DeJong <ao@lionsbay.ca>

**Cc:** Council @ Lions Bay <council@lionsbay.ca>

Subject: Mayor-elect McLaughlin's Conflict of Interest re Council Meetings October 2 and 16, 2018

Hi Peter,

Thank you for addressing my concerns that Mayor-elect McLaughlin 'forgets' he has a Conflict and does not Disclose the Conflict, Recuse himself, and refrain from participation/voting/influencing council members. It is helpful if Council and Administration remind him should he forget in the future.

There is nothing wrong in having a Conflict of Interest, and it is hard to avoid having one, but there is a proper way to handle a Conflict of Interest, and unfortunately Mayor-elect McLaughlin has not yet done so. I look forward to hearing of his Disclosure and Recusing in the future should the occasion arise.

Regards, Carole

From: Peter DeJong < cao@lionsbay.ca>

**Sent:** 29 October 2018 14:53

To: conlin

Cc: Council @ Lions Bay

Subject: RE: Mayor-elect McLaughlin's Conflict of Interest re Council Meetings October 2 and 16,

2018

Hi Carole:

I believe I understand your concerns and I believe they have been addressed in so far as what the future procedure will be going forward, namely that:

Going forward, Councillor McLaughlin has chosen to treat any matters dealing with Millenia Architecture as a potential *non-pecuniary*, *personal* conflict of interest, and he intends to recuse himself from consideration of any matters having to do with awarding of work to that firm.

This means that he will not remain in the meeting for discussion, participate in, vote on or influence Council in respect of awarding any potential work to Millenia Architecture. Given that the procedural deficiencies from the October 2<sup>nd</sup> Council meeting were addressed at the October 16<sup>th</sup> Council meeting, I expect that this matter has now been satisfactorily addressed, subject only to your warning that you'll be watching for any future conflict issues.

This string of correspondence will be attached to the agenda for the November 20<sup>th</sup> Council meeting. Thank you.

**Peter DeJong**, BA, LLB, CRM *Chief Administrative Officer* 

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

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From: conlin [

**Sent:** Monday, October 29, 2018 12:10 PM

**To:** Peter DeJong < cao@lionsbay.ca>

**Cc:** Council @ Lions Bay < council@lionsbay.ca>

Subject: Mayor-elect McLaughlin's Conflict of Interest re Council Meetings October 2 and 16, 2018

Thank you for your email of October 18 in response to my query of the same date.

I would like this email and those we have exchanged (below) entered into the Correspondence record for Council.

The audio of October 16 is now complete with all those who signed up for Public Participation two minute presentations; thank you.

Thank you for providing the statement Mayor-elect McLaughlin asked you to read in his absence October 16<sup>th</sup>. In that statement McLaughlin indicates that on October 2<sup>nd</sup> he "inadvertently failed to declare a conflict of interest…..despite having previously dealt with a conflict regarding this firm…I apologize for putting Council in an awkward position and will be sure to not let it happen again".

Additionally, on October 17<sup>th</sup>, you advise as CAO, "took the opportunity to apologize for failing to remember that there was a potential issue to Councillor McLaughlin......I should not have let him vote on rescinding the earlier resolution. Again, that was my mistake as Council members do look to me for appropriate procedural advice."

You make mention of a legal opinion in 2013-2014 obtained by the Village that "Councillor McLaughlin did not have any pecuniary conflict of interest as a result of his wife's bookkeeping services for Millenia", and in the next paragraph indicate that going forward, "McLaughlin has chosen to treat any matters dealing with Millenia as a potential non-pecuniary, personal conflict of interest...."

The actions taken by Mayor-elect McLaughlin regarding his conflict of interest are troubling. In June 2014 Global News heard former Mayor Brenda Broughton indicate that the council of the day, which included McLaughlin and Bain, two current Councillors, as keeping McLaughlin's conflict (that the Architect hired by the Village Council was his wife's client, a pecuniary Conflict of Interest for him) from the public/residents for more than two years. Link: <a href="https://globalnews.ca/video/1400647/town-hall-fight-in-lions-bay">https://globalnews.ca/video/1400647/town-hall-fight-in-lions-bay</a>

It is a fact that Millenia was paid by the Village more than \$193,000 for architectural services to design a Community Hall that the Village could not support nor afford the more than \$3 million to build, and Council diverted their attention away from other matters (including infrastructure) for more than two years while they worked with the Architect on the Community Hall folly which would remain below building code and be simply renovated for more than \$1 million dollars.

Legal advice is the opinion, in exchange for financial or other tangible compensation, that the Village sought in 2013-2014 regarding the substance or procedure of law in relation to the factual situation, the McLaughlin Conflict of Interest with Millenia. An opinion letter is written by a lawyer providing an opinion to a client about the law, how it applies to a particular situation, and the advised action a client should take. The Local Government Act, Community Charter and the Oath of Office that ALL Council members take provide the laws and guidance on Conflict of Interest. Should Mayor-elect McLaughlin continue to have a Conflict of Interest

on Council regarding matters involving Millenia, which include **participation/voting/influencing Council**, then it may be necessary for litigation before a Judge.

Regards, Carole

Carole Conlin

**From:** Peter DeJong <<u>cao@lionsbay.ca</u>>

**Sent:** 18 October 2018 15:43

To: conlin

Subject: RE: Public Input items and McLaughlin's statement you read re Fw: Public Participation at

Oct.16th Meeting

## Hi Carole:

The audio has been available on the website since yesterday and Shawna has checked to ensure that it's complete. Perhaps you need to reload/refresh the page? Three of the speakers were from the filming company so they didn't all speak and Neville Abbott was on the list but decided not to say anything.

The statement I read into the minutes was from my own notes – it was not a distributed on table item. The full text of that statement will appear in the minutes, but I have copied and pasted it below:

"At the last meeting of Council on October 2, 2018, I inadvertently failed to declare a conflict of interest with respect to the proposal from Millenia Architecture for various parking lot and street layout work, despite having previously dealt with a conflict regarding this firm due to my wife providing accounting services for the firm. I apologize for putting Council in an awkward position and will be sure not to let it happen again."

Please let me know if you have any further questions. Thanks.

**Peter DeJong**, BA, LLB, CRM *Chief Administrative Officer* 

**The Municipality of the Village of Lions Bay** www.lionsbay.ca
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From: conlin [

Sent: Thursday, October 18, 2018 10:58 AM

**To:** Peter DeJong < cao@lionsbay.ca>

Subject: Public Input items and McLaughlin's statement you read re Fw: Public Participation at

Oct.16th Meeting

Hi Peter,

Thank you for your email.

I noted that all the audio of the October 16th meeting is not available on the website; only one of the 8 Public Input issues raised was included (Councillor-Elect J. Cuniliffe re Filming at Rogers/Mailey). Is the complete audio available or is this a permanent edit with the other 7 excluded?

Is the statement you read on behalf of Mayor-elect McLaughlin part of the "on-table" items?

May I have a copy of McLaughlin's statement you read from? Kind regards,

Carole

**From:** Peter DeJong <<u>cao@lionsbay.ca</u>>

**Sent:** 17 October 2018 16:32

To: conlin

Cc: Council @ Lions Bay

Subject: Public Participation at Oct.16th Meeting

Hello Carole:

Thank you for taking the time to participate in the Public Participation portion of the October 16, 2018 Council meeting where you provided Council with your questions and concerns in relation to the voting on Items 8Ai and 13 during the October 2, 2018 Council meeting. These matters were addressed after you left the meeting, at Item 6: Business Arising from the Minutes, wherein I read into the minutes of the meeting a statement from Councillor McLaughlin.

I also took the opportunity to apologize for failing to remember that there was a potential issue for Councillor McLaughlin, which should have led me to ensure that the matter was dealt with more appropriately. As well, in the circumstances and as the Corporate Officer, I should not have let him vote on rescinding the earlier resolution. Again, that was my mistake as Council members do look to me for appropriate procedural advice.

As you may know by now, the Mayor exercised his authority under the Community Charter and our procedure bylaw to require Council to reconsider and vote again on these resolutions from the October 2<sup>nd</sup> meeting. They did so and legitimately addressed the procedural deficiencies from that meeting.

With respect to your two questions, I'm not sure if they are somewhat rhetorical as Mayor and Council are bound to abide by their respective duties and responsibilities encompassed under sections 115 and 116 of the *Community Charter*, amongst other statutory and common law obligations, including those pertaining to conflict of interest. The oath or affirmation of office is a formality that reaffirms those obligations and each of them are required to swear or affirm it in order to take office.

In regards to your comments about the circumstances of Councillor McLaughlin's relationship with the principals of Millenia Architecture back in 2013-14, I note that there was a legal opinion obtained by the Village at that time which was ultimately released to the public. Without getting into all of the details, it clearly stated that Councillor McLaughlin did not have any pecuniary conflict of interest as a result of his wife's bookkeeping services for Millenia.

Going forward, Councillor McLaughlin has chosen to treat any matters dealing with Millenia Architecture as a potential *non-pecuniary*, *personal* conflict of interest, and he intends to recuse himself from consideration of any matters having to do with awarding of work to that firm.

I trust that the foregoing meets with the spirit of your requests at the October 16<sup>th</sup> meeting, but please don't hesitate to contact me if you have any further questions or concerns. Thank you Carole.

**Peter DeJong**, BA, LLB, CRM *Chief Administrative Officer* 

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

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From: <u>Lions Bay Reception</u>

To: <u>Municipal</u>

Subject: FW: Congratulations!

**Date:** Tuesday, November 06, 2018 2:47:12 PM

For Incoming Correspondence

### **Susan Loutet**

Administrative Assistant

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

PO Box 141, 400 Centre Road, Lions Bay, BC VON 2EO CANADA

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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From: Brenda Broughton

Sent: Tuesday, November 06, 2018 1:56 PM

**To:** Ron Mclaughlin < >; Council @ Lions Bay <council@lionsbay.ca>

Cc: Peter DeJong <cao@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>

**Subject:** Congratulations!

Dear Incoming Mayor Ron McLaughlin and Incoming Council,

Congratulations on your new Council!

Thank you for your commitment to the Village of Lions Bay in serving on the Lions Bay Council over the coming 4 year term!

Michael and I wish you every success in serving the people of the Village of Lions Bay.

We deeply appreciate the time and community learning that you will invest toward making meaningful decisions that have the best outcomes for Lions Bay.

We likely are not able to attend this evening, as we have a previous commitment.

Have a very special Inaugural Council meeting and a great 4 year term.

Sincerely,

Brenda and Michael Broughton

# ON-TABLE ITEMS



# INFRASTRUCTURE COMMITTEE

### **TERMS OF REFERENCE**

# **Purpose**

To advise Council on the establishment of policies, bylaws and matters related to infrastructure planning, development and maintenance in the Village.

# **Establishment and Authority**

Section 141 of the Community Charter provides the Mayor with the authority to establish Standing Committees. The Infrastructure Committee (the "Committee") was amended from a Select Committee to a Standing Committee by a resolution of Council on January 6, 2015.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council through its Chair.

# Composition

The Committee shall be comprised of three equal numbers of members of Council, and three members of the public as appointed by the Mayor.

# **Committee Role and Responsibility**

The Committee's role is to provide guidance and recommendations to Council with respect to Infrastructure as follows:

- 1. Suggest for Council's consideration revisions and/or updates to Village policies and bylaws with respect to infrastructure planning, development and maintenance.
- 2. Prepare and prioritize, for Council's consideration, a list of items to be included in the Village's budget for infrastructure planning, development and maintenance and recommend funding sources wherever possible.
- 3. Other items as may be assigned, by Council, to the Committee related to infrastructure planning, development, maintenance and funding.
- 4. Defer to Village staff for the day-to-day operations of the Village; Committee input will be at a strategic level.

# **Staff Role and Responsibility**

- 1. Assists the Committee with information related to Village infrastructure planning, development and maintenance activities.
- 2. Bring forward Committee recommendations to Regular Council Meetings for consideration.
- 3. Manage the operation and contracts of activities related to infrastructure planning, development and maintenance for the Village.

## **Policies and Procedures**

Committee procedures are in accordance with Division 3 of the BC Community Charter as well as the current version of the Village's Council Procedures Bylaw to the extent applicable.

The Committee is established as a non-voting structure, and its recommendations shall be formulated by consensus of those present at its meetings. In the event of procedural conflict, Roberts Rules of Order shall apply.

The Committee will appoint its own Chair and take descriptive minutes. Committee meetings shall not be recorded.

The Committee will meet on the 4<sup>th</sup> Monday of each month, subject to the Chair's ability to move meeting dates as necessary, in consultation with Committee members.

Adopted by Council:	February 17, 2015
Amended:	October 18, 2016

Established: February 19, 2013 Page 1 of 1

Updated: 2015