



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, SEPTEMBER 16, 2014 at 7:00 PM GLENEAGLES COMMUNITY CENTRE, 6262 MARINE DRIVE, WEST VANCOUVER

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Adoption of Minutes**
 - A. September 2, 2014 – Regular Council Meeting (page 3)
 - B. September 8, 2014 – Public Hearing on (draft) Bylaw No. 475, Secondary Suites (pg 15)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Community Centre Renovation Update
 - B. DRAFT Land Use Master Plan Update
 - C. Survey of Trees on Islevue Place
- 8. Reports**
 - A. Interim CAO (on table)
 - B. Mayor and Council (page 17)
 - C. Staff:
 - i) 2015 Budget Process Timeline (page 21)
 - D. Committees:
 - i) Infrastructure Committee Minutes of May 13, 2014 (page 25)
 - ii) Tree Cutting Application #50 (page 27)
 - E. Emergency Services Reports (page 29)
- 9. Resolutions**
 - A. Resolution to Relocate October Meetings (page 33)
- 10. Bylaws**
 - A. Fees & Charges Amendment Bylaw No. 480 – First, Second and Third Reading (pg 35)
 - B. Council Procedures Bylaw No. 476 – DRAFT for public release (page 43)

Agenda – Regular Meeting of Council – September 16, 2014

Village of Lions Bay

Page 2 of 2

- C. Animal Control and Licencing Amendment Bylaw No. 481 – First, Second and Third Reading (page 77)
- 11. **Correspondence**
 - A. List of Correspondence to September 12, 2014 (page 81)
- 12. **New Business**
 - A. POL-1407: Community Facility Rentals (page 129)
 - B. POL-1408: Refunds & Cancellations (page 133)
- 13. **Public Questions & Comments**
- 14. **Reporting Out**
- 15. **Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, SEPTEMBER 2, 2014 at 7:00 PM

GLENEAGLES COMMUNITY CENTRE, 6262 MARINE DRIVE, WEST VANCOUVER

MINUTES

In Attendance: Mayor Brenda Broughton
Councillor Scott Ando
Councillor Fred Bain
Councillor Ron McLaughlin
Councillor Joanne Ronsley
Grant McRadu, Interim CAO
Carol Lee, Raincoast Ventures Ltd. (Recorder)

1. Call to Order

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

2. Approval of Agenda

Mayor Broughton suggested that the order of business on the Agenda be varied to address Item 7A – Community Centre Renewal Project Update upon the arrival of Gerald Longson, Project Manager.

Moved: Councillor Ando

Seconded: Councillor Bain

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the September 2, 2014 Regular Council meeting, as amended.

CARRIED

3. Public Participation

Mayor Broughton reviewed the procedures for Public Participation.

A. Marilyn Blusson

Ms. Blusson expressed concern regarding the tree topping that was performed across from 140 Lions Bay Avenue. The trees were removed, rather than being topped, in accordance with the approved plan that was circulated to the community. In addition, the site was left unsightly condition. Ms. Blusson questioned Council on the actions that would be taken to rectify the situation.

Action Item: Interim CAO McRadu was requested to review the tree topping approval granted by Council for the property across from 140 Lions Bay Avenue.

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 2 of 11

B. Jeffrey Stone

Mr. Stone posed questions and provided comments and requests regarding:

- Notification of the September 2, 2014 Regular Council meeting was not provided, in contravention of the Council Procedural Bylaw
- A response to the question that was asked nine months ago regarding when preventative maintenance would be performed by CN Rail has not yet been received
- The rationale for staff proceeding with the Community Centre Renewal Project without the consent of Council and prior to the modification of the provincial Small Community Recreation Grant
- The provisions of the Council Procedural Bylaw that allows Council to rescind the third reading of a bylaw.

Action item: Interim CAO McRadu was requested to provide responses to Mr. Stone's questions at the September 16, 2014 Regular Council meeting.

C. Louis Peterson

Dr. Peterson provided comments regarding the Land Use Master Plan, the need for the Official Community Plan to be reviewed and updated before the proposals in the Land Use Master Plan are implemented and the need to protect treed and green spaces.

Dr. Peterson questioned whether proper procedures and permitting processes were followed with respect to the cutting of trees on Isleview Place.

Dr. Peterson provided a document containing his remarks, a copy of which is retained with the agenda material.

D. Carole Conlin

Ms. Conlin requested that Council advise the public of the number of trees cut on Isleview Place by Michael Broughton that were located on Village owned property.

Ms. Conlin provided a document containing her remarks, a copy of which is retained with the agenda material.

4. Delegations

A. Penny Nelson

Ms. Nelson advised that her comments provided during the September 3, 2013 meeting had not been recorded correctly and have not yet been corrected, despite the fact that she had requested that the record be corrected almost one year ago.

Ms. Nelson advised that her remarks will focus on the enforcement of the Lions Bay Ethical Conduct Policy for Elected Officials. There have been an inordinate number

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 3 of 11

of in-camera meetings with Section 90.1 (c) being provided as the basis for the necessity of an in-camera discussion. In addition, over \$127,543 has been expended on legal fees paid to four law firms during the tenure of the current Council, which represents a significant percentage of tax revenues. Given that there is no record of litigation other than staff issues and the high rate of staff turnover, Ms. Nelson has concluded that the bulk of the legal fees are related to labour relations and other employee relations.

Ms. Nelson noted the provisions of the Ethical Conduct Policy for Elected Officials with respect to the requirement for conducting business in a manner that is respectful of all residents, taxpayers, staff and other Council members. Ms. Nelson questioned the specific actions that have been taken by Council and/or the CAO to address the issues that have given rise to the high staff turnover and legal expenses.

Ms. Nelson commented that the taxpayers have a right to know the reason for the disproportionately high legal bills. Councillor McLaughlin advised that the Q1 2014 Financial Report that was published in the Lions Bay Community News provides the extent of the disclosure permitted regarding the legal fees.

Ms. Nelson provided a document containing her remarks, a copy of which is retained with the agenda material.

B. Michael Broughton

Mayor Broughton recused herself for the discussion of this item and Councillor Ando assumed the Chair.

Dr. Broughton expressed concern regarding several events:

- The recording of the July 22, 2014 Council meeting provides evidence of Councillor Ando calling him a liar
- False and misleading information disseminated by the Infrastructure Committee regarding the frequency of collection of mail from the postal box located on the commercial property and the limited use of the pay phone, which has led to it being scheduled for removal by Telus
- The negative climate and culture that have resulted from the aforementioned comments
- Repeated vandalism of the commercial property since January 2014.

Dr. Broughton requested that following actions be taken to remedy the events:

- An apology and a retraction from Councillor Ando
- Correction of the record published on lionsbay.net and in the Lions Bay Community News
- An apology and a retraction from the Infrastructure Committee.

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 4 of 11

Councillor Ando reviewed the events and circumstances of the July 22, 2014 Council meeting wherein Dr. Broughton claims that he called him a liar and the subsequent correspondence regarding the land survey and windowing of trees on Isleview Place.

Mayor Broughton rejoined the meeting and reassumed the Chair.

Agenda Varied

In accordance with Item 2, the order of the Agenda was varied to now consider Item 7A.

7. Unfinished Business

A. Community Centre Renewal Project Update

Gerald Longson, Project Manager highlighted the report included with the agenda material:

- The Reroofing and Seismic Upgrade Project is complete, including all deficiencies, and exceeded the contract price by \$17,975.64 (11.3%)
- The Repairs and Upgrade Project is 21% complete as of August 25, 2014 and is expected to be completed by October 15, 2014
- There are a number of scope changes to the Repairs and Upgrade Project that have the potential of increasing the construction budget
- The construction is currently within the funds that are available.

Mr. Longson responded to questions and comments from Council regarding the construction schedule, oversight of the construction budget, additional seismic upgrading required and structural safety of the east wall of the Village Hall.

Action Item: Interim CAO McRadu was requested to ensure that there is not a Worksafe BC requirement to address the issue of the structural safety of the east wall of the Village Hall.

Mr. Longson responded to questions and comments from the public regarding the interconnecting hallway, separation of costs for the Village Hall and the Community Centre projects, construction budget and schedule, seismic upgrades and interior finishing and space planning in the Village Hall.

Interim CAO McRadu and Council thanked Mr. Longson for his diligence in overseeing this challenging project.

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the report of the Project Manager.

CARRIED

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 5 of 11

Agenda Varied

The order of the Agenda was now resumed.

5. Adoption of Minutes

Revisions to the Minutes of July 22, 2014 were requested as follows:

- Page 20 of 160, Item 7B – Replace the word “recommendation” with “recommendations” in the first sentence
- Page 20 of 160, item 7B – Utilize all capitals in the word “draft” in the first resolution
- Page 21 of 160, Item 8B – Utilize all capitals in the word “draft” in the second bullet of the first paragraph.

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the minutes of the July 22, 2014 Regular Council meeting, as amended.

CARRIED

6. Business Arising from the Minutes

None

7. Unfinished Business

B. Land Use Master Planning Update

Mayor Broughton advised that the venue of the September 8, 2014 public meeting has been changed from the Gleneagles Community Centre to the Gleneagles Golf Club to accommodate a larger gathering.

C. Trees on Islevue Place

Mayor Broughton recused herself for consideration of this item and Councillor Bain assumed the Chair.

Councillor Ando expressed his opinion that this matter has not been resolved and the two trees on the eastern side of 225 Islevue Place may have been located on Village property. There is a need to identify the owner of the lands adjacent to the private property in question and determine whether Village property has been damaged and whether the Tree Bylaw is required to be enforced.

At the invitation of Council, Dr. Broughton advised that all trees were surveyed and a survey plan was created and provided to the Village of Lions Bay.

Action Item: Interim CAO McRadu was requested to distribute the tree survey plan provided by Dr. Broughton by email to Council members.

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 6 of 11

Action Item: Interim CAO McRadu was requested to contact the Ministry of Transportation and Highways to question if there is a survey that they would be willing to share with the Village of Lions Bay in order to determine the owner of the property that abuts the southern boundary of the Publicover property.

It was agreed to defer further consideration of this item until the surveys have been obtained and reviewed. Interim CAO McRadu confirmed that the Ministry of Transportation and Highways has indicated that they have no interest in the trees in question.

Mayor Broughton rejoined the meeting and reassumed the Chair.

8. Reports

Moved: Councillor Ando

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of September 2, 2014, as submitted.

CARRIED

A. Manager of Public Works

Nikii Hogland, Public Works Manager advised that the smell remediation project had been inadvertently omitted from the report provided in the agenda material.

Ms. Hogland responded to questions and comments from Council regarding the capital projects and planned work.

Interim CAO McRadu advised that a staff recommendation may be brought to the September 16, 2014 Regular Council meeting to proceed with the Harvey Intake Road Safety Upgrade project in the absence of funding from the Build Canada Grant Program.

B. Mayor and Council

Mayor Broughton highlighted the Council Portfolio Update, for the period from July 22 to September 2, 2014, provided in the agenda material

- Meeting with the Honourable Lisa Raitt, Minister to Transport, regarding Howe Sound
- Work performed to advance enforcement of the Parking Bylaw.

Councillor Ronsley referenced the Information Report to Council, dated September 2, 2014, provided in the agenda material, and highlighted the establishment of the place of hope and recovery in North Vancouver for nine female residents.

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 7 of 11

C. Committees

(i) Finance Committee – Third Quarter Report

Councillor McLaughlin provided an on-table report titled “Village of Lions Bay Finances & Operations – 3rd Quarter – 2014”. Councillor McLaughlin acknowledged the contribution of the Finance Committee and Village staff in preparing the report.

Clarification was provided that the report covers financial data from the first and second quarters of 2014.

D. Emergency Services

Mayor Broughton referenced the July 2014 monthly reports from the RCMP and the Lions Bay Fire Department that were provided with the agenda material.

9. Resolutions

A. Resolution for Water Intake Safety Improvements

Council questioned whether funding received from the Build Canada grant program could be applied retroactively to works that have been undertaken. It was recommended that work be staged to take advantage of future federal funding that may be provided.

Mayor Broughton advised meeting with Minister Todd Stone has been requested regarding the necessity for funding for the water intake safety improvements.

Moved: Councillor Ronsley

Seconded: Councillor Bain

WHEREAS the Village of Lions Bay believes safety to staff and residents to be paramount and supports the undertaking of safety improvements to the Harvey Creek and Magnesia Creek water intakes;

AND WHEREAS the Village of Lions Bay Council has approved funding in the 2014 capital budget in support of water intake safety improvements for both Harvey and Magnesia Creeks;

AND WHEREAS the new Build Canada grant program may be available as a source of funding for this project;

THEREFORE BE IT RESOLVED THAT Village of Lions Bay Council authorizes staff to proceed with compiling and submitting an application to Build Canada when the application period has commenced, if such commencement date is feasible with a 2014 construction completion schedule;

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 8 of 11

AND THAT staff be authorized to proceed with the project tendering process should the Build Canada grant application commencement date not be feasible to meet a 2014 construction completion schedule.

CARRIED

10. Bylaws

A. Bylaw No. 461 Animal Control and Licensing

Moved: Councillor Bain

Seconded: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council adopts Bylaw No. 461 Animal Control and Licensing, as presented.

CARRIED

Councillor Ando provided the following questions and comments:

- Whether the reference to Item 6.5 in Item 6.6.3 is correct
- Item 6.7.2 does not allow for the application of the bylaw to new trails with new names.

B. Bylaw No. 465 Repeal of Prior Fees and Charges

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adopts Bylaw No. 465 Repeal of Prior Fees and Charges, as presented.

CARRIED

11. Correspondence

Councillor Bain noted Correspondence Item 8, included on Page 98 of 160 of the agenda material, from the Ambulance Paramedics regarding a proposal to implement a “Community Paramedicine Framework” in BC.

Action Item: Councillor Bain was requested to review the Ambulance Paramedic’s proposal and provide comments to the Lions Bay representatives who will be attending the Union of BC Municipalities conference.

Councillor Ando questioned the rationale for the inclusion of the correspondence Page 136 of 160 of the agenda package. Interim CAO McRadu advised that there is not a clear policy regarding the inclusion of correspondence in the agenda and staff will be developing a recommendation for a clear policy and practice to be incorporated into the Council Procedural Bylaw for Council’s consideration.

Interim CAO McRadu confirmed that staff responds to the correspondence received, as appropriate.

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 9 of 11

Councillor Bain commented on Item 5 and 6, included on Pages 105 and 106, respectively, of the agenda package.

Action Item: Councillor Bain was requested to author an article for the Lions Bay Community News regarding the dangers of speeding in Lions Bay and the necessity for lower speeds.

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council receives the List of Correspondence to August 28, 2014.

CARRIED

12. New Business

A. Parking Enforcement and Ticket Purchases

Interim CAO McRadu commented that parking is a challenge in the Village during the summer months and snow events. A report on parking will be provided at the September 16, 2014 Regular Council meeting.

Councillor Ando suggested that the draft report be posted to the Village website and suggestions be invited from the community.

B. Into the Future: The Coquitlam Health Campus

Moved: Councillor Ronsley

Seconded: Councillor Bain

WHEREAS the Village of Lions Bay Council recognizes the substantial need for increased opportunities to address health and mental healthcare needs in communities across the Province;

AND WHEREAS the Village of Lions Bay Council believes these initiatives are best served with community-based facilities and services;

THEREFORE BE IT RESOLVED THAT the Village of Lions Bay Council endorses the City of Coquitlam's principle that the Riverview Lands should remain under public ownership;

AND THAT the Village of Lions Bay supports the City of Coquitlam's vision for the lands to be utilized for the proposed Coquitlam Health Campus, as detailed in the report titled "Coquitlam Health Campus: An Overview".

CARRIED

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 10 of 11

C. POL-1407 Community Facility Rentals

Interim CAO McRadu reported that staff is recommends the draft policy be posted to the Village website for comment from the community prior to Council consideration at the September 16, 2014 Regular Council meeting.

Moved: Councillor Ronsley

Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council receives the report for information and directs that the draft POL-1407 Community Facility Rentals be posted on the Village website for public comment.

CARRIED

D. POL-1408 Refunds and Cancellations

Moved: Councillor Ronsley

Seconded: Councillor Ando

BE IT RESOLVED THAT the Village of Lions Bay Council receives the report for information and directs that the draft POL-1408 Refunds and Cancellations be posted on the Village website for public comment.

CARRIED

CONTINUANCE MOTION

Moved by: Councillor Ronsley

Seconded by: Councillor McLaughlin

BE IT RESOLVED THAT the Village of Lions Bay Council supports a motion to allow the meeting to continue for up to 12 additional minutes.

CARRIED

13. Public Questions & Comments

A. Penny Nelson

Ms. Nelson posed the following questions:

- When the time allotted to the Public Questions and Comments period was amended to ten minutes from the 30 minutes provided in the Council Procedural Bylaw
- Who defined the hours for the Bylaw Officer's current schedule
- Whether the impact of oil heaters in the Village Hall will impact the target of the Village attaining carbon neutrality by 2020.

B. Jeffrey Stone

Mr. Stone issued the following questions and comments:

- Request for documentation to confirm approval of the modification of the provincial Small Community Recreation Grant

Minutes – Regular Council Meeting – September 2, 2014

Village of Lions Bay

Page 11 of 11

- Action being taken by Council to provide for the 726 square feet of activity space that is the premise for the provincial Small Community Recreation Grant
- Speeding on Lions Bay Avenue is a concern and it is recommended that the speed be reduced to 15 kilometres per hour at the interchange with Highway 99 and to 30 kilometres per hour on lower Lions Bay Avenue
- Need for signage to warn vehicles of the railway crossing on Lions Bay Avenue.

C. Neville Abbott

Mr. Abbott questioned why the question he posed during the July 22, 2014 Council meeting was not included in unfinished business of the September 2, 2014 Regular Council meeting and commented on the need for the Parking Bylaw to be enforced equitably.

14. Adjournment

Moved: Councillor Bain

Seconded: Councillor Ronsley

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the September 2, 2014 Regular Council meeting at 10:15 p.m.

CARRIED

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PUBLIC HEARING **BYLAW NO. 475, 2014 SECONDARY SUITES AMENDMENT** **Amendment to Zoning Bylaw 362, 2004**

HELD ON MONDAY, SEPTEMBER 8th, 2014 at 6:00 PM
GLENEAGLES CLUBHOUSE, 6190 MARINE DRIVE, WEST VANCOUVER

MINUTES

1. Call to Order

Mayor Broughton called the Public Hearing to order at 6:00 p.m. and read the Opening Announcement.

2. Public Participation

Mr. Jim Cannell, 105 Seaview Place

- Concerned that the amended bylaw would not impose regulations
- Concerned that the amended bylaw does not address the issue of parking
- Noted that it is not possible to retrofit existing suites and queried how existing suites will be grandfathered
- Noted that Council has an obligation to properly regulate suites in the Village to protect not only property owners but also tenants and neighbours
- Noted that other municipalities have been successful in implementing protective requirements and that Lions Bay should do the same

Mr. Doug Pollock, 170 Lions Bay Avenue

- Noted that the bylaw does not seem to adequately address the perceived issues of parking and safety and that new suites being built are presumed to be up to code but there appears to be a lack of regulations to ensure this
- Concerned that the bylaw does not change much except to generate some extra revenue for the Village
- Concerned that there do not appear to be provisions for reporting issues, in terms of landlord requirements and potential actions from Council for non-compliance
- Noted that the number of off-street parking spots is irrelevant as there will still be extra vehicles for homes with suites and that the Village does not have

Minutes – Public Hearing – Secondary Suites Amendment Bylaw 475

September 8, 2014

Ms. Angela Atkins, 430 Mountain Drive

- Queried whether the bylaw would apply in the case of a suite space that is not being used to generate rental revenue. *Building Inspector Dave Butler advised no.*

Mr. Jerry Blackwell, 253 Stewart Road

- Queried if the 220 wiring requirement is practical given many older homes with 110 wiring. *Building Inspector Dave Butler provided an explanation of the rationale for this definition.*
- Suggested a definition be added for “parcel”
- Suggested item 6.2(5)(iii) is too loosely worded and should be modified to note “municipal, provincial and federal regulations”
- Queried how the parking covenants will be regulated and tracked

Councillor Ronsley noted it is the intent of the Secondary Suites Committee to review the bylaw in one year’s time to determine whether additional provisions and/or changes are necessary.

Mayor Broughton called for any additional speakers wishing to speak for a first time; no additional speakers came forward.

Mayor Broughton called for any speakers who wished to speak for a second time; no speakers came forward.

Mayor Broughton called a third and final time for anyone wishing to speak; no speakers came forward.

3. Adjournment

The Public Hearing was adjourned at 6:22 p.m.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REPORT

Information Report to Council

Presented: September 2nd to September 16th, 2014

From: Mayor Brenda Broughton

Subject: Council Portfolio Update

Portfolio	Parties Involved	Date	Update
Grants: Community Infrastructure Improvement Fund ~ <i>Project to be completed by March 31st, 2014 for this Funding to be received</i>	Mayor Broughton, John Weston, MP	March 18 th , 20 th , 22 nd , 2014	Discussion to try to advance the discussions with WD regarding the WD CIIF Funding.
	Mayor Broughton, Naina Sloan, Director General, Operations, Western Economic Diversification – WD, and Kandice Morrison, WD	March 18 th , 2014	Discussion to try to advance the WD and received notice that in addition to the change from 27% to 50% of spending prior to March 31 st , 2014, an extension for project completion for the project scope items invoiced on or prior to March 31 st , 2014, to August 1 st , 2014.
	Mayor Broughton and Josh Hemond	March 18 th , 19 th and 20 th	To review a letter sent to Minister Rempel, Minister of State Responsible for Western Economic Diversification, to request an extension to July 31 st , 2014 for the funding and the project completion.
	Mayor Broughton and Josh Hemond, Communications Adviser to John Weston, MP	February 24 th , 2014	To provide information regarding an extension for the WED \$250,000 funding
	Mayor Broughton and John Weston, MP	February 21 st , 2014	To discuss an extension for the WED \$250,000 funding
	Mayor Broughton, Grant McRadu,	February 19 th , 2014	To discuss an extension for the WED \$250,000 funding



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Small Community Recreation Grant ~ <i>Project to be completed by March 31st, 2015</i>	Interim CAO and Bernadette Lee, Wester Economic Development		To discuss an extension for the WED \$250,000 funding to line up with the BC Community Recreation Grant.
	Mayor Broughton spoke with John Weston, MP	November 20 th , 2013	John Weston, MP, update re Community Centre Renewal
	Mayor Broughton and John Weston, MP	May 1 st , 2013	
	Mayor Broughton and Liam Edwards, Director, Ministry Community & Sport	March 24 th , 2014	Discuss funding
	Mayor Broughton, Grant McRadu, Interim CAO and Liam Edwards, Director Infrastructure Operations, Ministry Community, Sport and Cultural Development	March 12 th , 2014	Confirmation of the change in the Community Centre Renovation Scope of Work under the Small Community Recreation Grant.
Community Centre Renewal ~ CCR	Joan McIntyre, MLA, Mayor, Council, Community Leaders, Volunteers and Staff.	March 30 th , 2012	Receipt of the \$440,343 Grant for the Community Centre Renovation. Lions Bay was the only community in Metro to receive the Small Community Recreation Grant Funding and only one of six communities in the Sea to Sky Provincial Riding.
	Mayor Broughton, Grant McRadu, Interim CAO and Lori Atherton, volunteer Design advisor	September 10 th , 2014	Met to confirm finishes and paint
	Mayor Broughton, Lori Atherton and Gerry Longson.	July 16 th , 2014	Discussion of surface finishing details
	Mayor Broughton, Councillor Ronsley, Grant McRadu	June 24 th , 2014	Walk around review
	Mayor Broughton, Tony Cox, Councillor	June 23 rd , 2014	Review of proposed changes and creation of a community space in the southend of the Library area.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

	Ronsley, Janet Couzins Mayor Broughton, Grant McRadu, Interim CAO, Gerry Longson and Lori Atherton Mayor Broughton, Grant McRadu, Interim CAO, Gerald Longson, Construction Mgr Consultant and Russ Meiklejohn, Architect	June 9 th , 2014	Overview on-site
Land Use Master Planning	Mayor Broughton and Council; Consultants Joaquin Karakas and Peter Whitelaw; Grant McRadu, Interim CAO; Mandy Koonts, Office Manager and Lions Bay Residents Mayor Broughton and Neil Curtis, Crown Lands Mayor Broughton; Neil Curtis, Crown Lands; and Grant McRadu, Interim CAO Mayor Broughton, Grant McRadu, Interim CAO, Neil Curtis, Crown Lands	September 8th, 2014 July 14th, 2014 June 24th, 2014 June 16th, 2014	A Public DRAFT Land Use Master Plan-LUMP meeting was attended by approx 170 residents of Lions Bay. Comments are invited by all residents on the DRAFT LUMP to be submitted by September 22nd, 2014. The meeting was held at the West Vancouver Golf Club due to public spaces being closed in Lions Bay. Discussion of mapping of desired land for Public use and potential crown lands for residential development. Discussion of Public and potential residential lands. Discussion of the process to obtain Public Lands. A discussion of lands
Metro Board Meeting	Board Directors	July 25 th , 2014	Board Meeting.
Translink Mayor's Council	Metro Mayor's	July 22 nd , 2014	Further discussion of final steps with the Province of BC with a long term transit plan.
BC Small Community Grant	Mayor Broughton, Councillor Fred Bain, Councillor Joanne Ronsley, The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development, Deputy Minister Rebecca Denlinger and staff.	February, 2014 October 28 th , 2013	Confirmed in Province of BC Budget 2015 to 2017 with 50% increase to the sum of \$298,000.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

EAO Office Proposed Woodfibre LNG Open House	Mayor Broughton	June 18th, 2014	Attended, subsequent Resolution of Council to respond to the EAO with the VOLB Council opposition to LNG Supertankers in Howe Sound due to Rogue Waves and boater and swimmer safety; Supertanker Safety; and foreshore erosion. This input has been provided within this project's Public Consultation time.
Waste Management	Mayor Broughton, Councillor Ronsley, Nikii Hoglund, Manager Public Works Mayor Broughton, Grant McRadu, Interim CAO and Ruth Simons, Chair, Climate Action Task Force	September 16 th , 2014 June 2 nd , 2014	Attended the Metro Zero Waste Conference Discussion with regard to the Metro Waste Management goals regarding Organic Waste goals of Lions Bay 2015. Communication will begin over the coming months.
Metro Intergovernmental Committee	Mayor Broughton, Eion Finn, the Intergovernmental Committee members	June 13 th , 2014	Presentation by Mr. Finn regarding LNG Supertanker Howe Sound shipping lane safety concerns
The Honourable Lisa Raitt, Minister of Transport meeting	Minister Lisa Raitt, MP John Weston, Mayor Broughton, Councillor Joanne Ronsley and elected officials from West Vancouver, Bowen Island, Islands Trust, Gibsons, Sechelt First Nations, Powell River, the Sunshine Coast Regional District, and Future of Howe Sound reps and concerned residents. This meeting was by invitation.	July 23 rd , 2014	To discuss the safety concerns of these jurisdictions in the Howe Sound waterway with a focus on the safety concerns of LNG Supertanker traffic in Howe Sound. Follow up to the meeting included the preparation of a DRAFT letter in collaboration with the Economic Officer of Bowen Island at the request of our MP John Weston, to request the review of a the safety issues in Howe Sound to be sent to the Minister by John Weston, MP
Electoral Area A	Mayor Broughton, Committee Members and Metro Staff	September 3 rd , 2014	Met and included discussion of opposition to Supertankers in Howe Sound. The Metro Intergovernmental Committee has posted Eoin Finn's presentation regarding a variety of concerns with regard to LNG in Howe Sound
Magnesia North	Mayor Broughton, Grant McRadu, Interim CAO, Ray and Fiona Fourie	September 10 th , 2014	Review of area



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	2015 operating and capital budget guidelines		
Title	Executive Summary		
Author	Hari Suvarna	Reviewed By:	
Date	September 09, 2014	Version	
Issued for	Council		

Recommendation:

This report titled "2015 operating and capital budget guidelines" be received for information.

Purpose:

The Village of Lions Bay is required by the Community Charter to prepare a 5 year Financial Plan Bylaw each year. The purpose of this report is to provide Council with a high level overview of the proposed schedule, strategy and overall philosophy associated with developing Village's 2015 operating and capital budgets which will then become a basis for the 2015 to 2019 Five Year Financial Plan.

Discussion:

The 2015 budget process will be open and transparent. It will be a ground up budget process involving departmental managers to identify the service levels and cost of providing those services in order to maximize the value. We will build on the process started in the 2014 budget incorporating changes in the administrative structure of the Village. The 2015 budget will identify economies of scale and efficiencies. Some of the main areas of focus will be as follows:

Operating Budget --

Tax rate:

The 2014 – 2018 Five Year Financial Plan assumed the property tax increase of 4% and utility user rate and parcel tax rate increase of 10% over the 5 year period. The rationale was to meet the annual increase of salaries and benefits under the collective agreement and inflationary increase in non-labour expenses. It would also enable VOLB to contribute to reserves annually. The 2015 budget process will evaluate this rationale in the course of the preparation of the budget and bring forward a true and reasonable tax and rate adjustments for Council's consideration.

Self-sustaining water and sewer funds:

The water and sewer utility rates and parcel taxes should be adequate to cover the operating expenditures and contributions to capital reserves required for infrastructure replacement.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Utility rate and parcel tax rationalization:

A review of the utility rates and parcel tax for water and sewer will be conducted to come up with ways to rationalize the tax structure for water and sewer utilities.

Salary and benefit costs:

Under the collective agreement which expires in 2015, annual salary increase for 2015 is 2.0%. We will make a reasonable assumption for years thereafter. Increases to benefit costs will be in accordance with rate increases prescribed by the carriers. Departmental managers will determine the level of services and staffing requirements.

Inflationary factor for costs:

The 2015 budget will determine the inflationary factor for all expenses other than salary and benefit costs.

Community Centre:

Fully operationalized community centre budget will be developed for 2015 with fixed costs to operate the centre and revenue generating possibilities.

Incremental costs:

All increases in costs with the exception of salary rates and inflationary factors, must be justified in terms of enhanced service levels approved by Council, Council priorities and corresponding revenue generation.

Contribution to capital reserves:

The objective of the budget will be to allow for contributions to capital reserves in order to build its capital reserves for future infrastructure replacement or upgrade. The contribution amount will be open to discussion.

Capital Budget –

Capital projects (infrastructure related):

All requests for capital projects to be included in the 2015 capital budget must accompany the following

- Justification for the project – Safety, legislative requirements, Council priority
- External engineers report
- Cost estimates-internal and external
- Operating budget impact (whether there will be additional operating costs as a result of the project)
- Funding sources – government grants, private grants etc.

Vehicles and equipment (including computers):

- Itemised list of equipment
- Justification – safety, legislative requirements, efficiency, cost savings
- Operating budget impact



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Internal funding vs. borrowing

The budget document will evaluate internal funding versus external borrowing for the infrastructure projects for 2015. The decision to borrow will primarily be based on cash position of the Village, reserve balances and the borrowing ceiling.

Please see the proposed schedule for 2015 budget and the five year financial plan 2015-2019 on the next page.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

2015 Budget and Five Year Financial Plan 2015-2019 Schedule

Tuesday, September 16th 2014	Regular Council Meeting	2015 Budget Strategy Report
Tuesday, October 7th 2014	Regular Council Meeting	2015 Municipal Grant Process
Thursday, November 13th 2014	Standing Committee on Finance	2015 Budget Discussion
Tuesday, January 20th 2015	Regular Council Meeting	2015 Provisional Budget Review
Tuesday, February 3rd, 2015	Regular Council Meeting	2015 Provisional Budget Adoption
Thursday March 12th 2015	Standing Committee on Finance	Five year Financial Plan 2015-2019 Discussion
Tuesday March 17th 2015	Regular Council Meeting	Five year Financial Plan 2015-2019 Discussion
Wednesday April 8th 2015	Public Meeting	Five year Financial Plan 2015-2019 Presentation
Tuesday April 21st 2015	Regular Council Meeting	Five year Financial Plan 2015-2019 First, Second and Third reading
Tuesday May 5th 2015	Regular Council Meeting	Five Year Financial Plan 2015-2019 Adoption
Friday May 15th 2015		Submit Five Year Financial Plan 2015-2019 to Ministry



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

INFRASTRUCTURE COMMITTEE MEETING HELD ON MAY 13, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

PRESENT: Councillor Scott Ando, Chair
Karl Buhr, Committee Member
Brian Ulrich, Committee Member
Will Emo, Acting Public Works Manager
Grant McRadu, Interim Chief Administrative Officer
Second half of meeting: Jim Hughes, Committee Member

1. Call to order 7:03 pm.
2. Karl appointed as this meeting's Recorder vide Jim.
3. Minutes of the March 31, 2014 meeting were approved after an edit to the date. No business arising from the Minutes. Agenda rearranged pending Jim's arrival.
4. Discussion of the short term recommendations made under the IC's mandate. The draft produced and circulated by Karl was discussed and approved for presentation to Council after minor edits to be circulated by Karl within 24 hours.
5. Discussion of the so-called 2005/6 Earthtech plans, which appears to in fact have been a dynamic set of documents added to as projects transpired. The administration has produced a partial list of what HAS been done against those projects and requests the IC's assistance in completing it. Members offered to contribute a morning's administration time to see what value they can offer. Grant will review with Mayor Broughton before the IC's review.
6. Public comment
 - a) Joanne Ronsley: IC's contribution is valuable.
 - b) Ron Wilke: have we determined peak and low flow in our creeks recently?
7. Discussion of the IC's recommendation for a strategic "Master Plan." The Committee suggested that the existing draft Master Plan recommendation be issued to Council, after final review and comment by all members.
8. Meeting adjourned 9:04 pm.

Intentionally Blank

To: Mayor and Council
CC: Mandy Koonts
From: Tony Cox
Sent: Sept 11 2014
Subject: Tree Application #50 for James Mole

Application Approved

The Tree Committee met today comprised of Ron McLaughlin, Tony Clayton, Jim Cannell and Tony Cox.

Mr Mole requested the removal of some trees in front of his new property.

Both neighbors were entirely in agreement with this work being done.

However, one neighbor Mr Michael Yule has written he would like this work to be done by a Tree Service Professional who has insurance.

Such a person will be of course responsible for all clean up on the completion of this work.

Tony Cox
Chair. Tree Committee

Intentionally Blank

LBFD Monthly Report – August 31st 2014

Aug 1st – August 31st call outs = 5

Breakdown of call outs:

4 x MVA – rescue required, 1 x Burning Complaint

<u>Incident Begin Time</u>	<u>Street Name</u>	<u>Incident Type</u>
08/10/2014 14:17:39	HWY 99	MVA - RESCUE REQUIRED
08/07/2014 20:06:59	PORTEAU	MVA - RESCUE REQUIRED
08/05/2014 06:47:14	HWY 99	MVA - RESCUE REQUIRED
08/03/2014 10:11:23	PORTEAU COVE RD	MVA - RESCUE REQUIRED
08/31/2014 15:35:25	410 CENTRE ROAD	BURNING COMPLAINT

Fundraising:

- All members are getting Silent Auction & Raffle prizes for the annual Lions Bay Firefighter day
- Firefighter day is being held on September 13th 2014

Miscellaneous:

- The department is now 25 strong

Intentionally Blank



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

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

Your File Votre référence

N/A

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

Our File Notre référence

2014-09-04

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - August 2014

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

DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2012/13/14
2014.08.03	14-4831	310 Bayview Rd	No - Canceled by Alarm Co.	0
2014.08.05	14-4886	2 Strachan Pt	Yes - Confirmed False	0
2014.08.15	14-5398	20 Ocean Pt Dr	No - Canceled by Alarm Co.	6

TOTAL = 3

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

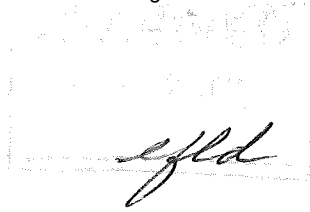
Regards

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

:/kh



Royal Canadian Mounted Police
Gendarmerie royale du Canada



Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

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

Your File Votre référence
n/a

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

Our File Notre référence
n/a

2014-09-04

To whom it may concern,

Lions Bay Activity Report - August 2014

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

HWY 99 (within limits of Lions Bay)

Traffic - Moving x 23
Traffic - Non-Moving x 4
Collision - Damage Over \$1000 x 1
Drive While Disqualified x 1

27 calls for service

LIONS BAY VILLAGE

False Alarms x 3
Harassment/Obscene Phone Calls x 1
Assault x 1
Missing Persons x 1
Mental Health Act x 2
Aeronautics Act x 1
Breach of Peace x 1
Fraud x 1
Liquor Act x 1
911 - False/Abandoned x 1
General Assist (lost kayakers/hikers) x 2
Theft - Under \$5000 x 1
Family Law Act x 1
Utter Threats Against Person x 1
Bylaw - Noise x 1

19 calls for service

Total = 48

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

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

:/kh



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	REPORT TO COUNCIL		
Title	Resolution to Relocate October Meetings		
Author	M. Koonts	Reviewed By:	
Date	September 9, 2014	Version	
Issued for	September 16, 2014 Regular Council Meeting		

Resolution:

THAT the Village of Lions Bay Council approves the relocation of October Council and Committee meetings to a meeting facility located outside of Village boundaries with location details to be posted in accordance with the Village of Lions Bay Council Procedures Bylaw No. 453.

Rationale:

As Council is aware, the school strike action continues and the Community Centre meeting space is not yet available. We are therefore suggesting tentative bookings be made outside of the Village for all scheduled October meetings.

The scheduled October meetings are as follows:

- October 7 (Regular Council Meeting)
- October 21 (Regular Council Meeting)
- Filming Committee Meeting (tentative – date TBC)
- Infrastructure Committee Meeting (tentative – date TBC)

The Community Charter states the following with respect to meetings and hearings outside of the municipality:

134.1(1) If authorized under subsection (2), the following meetings, hearings and other proceedings may be held, and all powers, duties and functions may be exercised in relation to those proceedings, outside the boundaries of the municipality:

- (a) council meetings;*
- (b) council committee meetings;*
- (c) other public meetings conducted by or on behalf of the council or a council committee;*
- (d) council hearings that are required by law or authorized by an enactment;*
- (e) council proceedings in which a person is entitled under this Act to make representations to the council.*

(2) A council may do either or both of the following:

- (a) by bylaw, provide that meetings, hearings or other proceedings referred to in subsection (1) may be held outside the boundaries of the municipality;*
- (b) by resolution in a specific case, allow a meeting, hearing or other proceeding to be held outside the boundaries of the municipality.*

For Council's consideration.

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Fees & Charges Amendment Bylaw No. 480 – First, Second and Third Reading		
Author	M. Koonts	Reviewed By:	G. McRadu
Date	September 9, 2014	Version	
Issued for	September 16, 2014 Regular Council Meeting		

The Village adopted Fees & Charges Bylaw No. 462 on February 18, 2014. This is the first fees and charges bylaw to be implemented in the Village and staff have been monitoring the application of fees over the last six months in order to review the bylaw for any necessary updates.

From a review of fees charged versus actual cost for providing certain services, we are recommending changes as noted in the attached Fees & Charges Amendment Bylaw No. 480, in order to update some of the schedules in the existing bylaw. Comments are included in this draft bylaw to provide insight on the changes.

It is staff's recommendation that all three readings of this non-contentious amendment bylaw occur today in order that the bylaw can be adopted at the October 7th Council meeting.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees and Charges Amendment Bylaw

Bylaw No. 480, 2014

Adopted:

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

Bylaw No. – 480, 2014
Fees and Charges Amendment Bylaw

**A bylaw to provide for the amending of schedules attached to
and forming part of Bylaw No. 462 – Fees and Charges Bylaw.**

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 and Charges Amendment Bylaw No. 480".
2. **Schedule 3 – Engineering & Public Works** attached to Bylaw No. 462 is hereby deleted and the attached Schedule 3 is substituted therefore.
3. **Schedule 4 – Animal Control & Licencing** attached to Bylaw No. 462 is hereby deleted and the attached Schedule 4 is substituted therefore.
4. **Schedule 6 – Community Facility Rentals** attached to Bylaw No. 462 is hereby deleted and the attached Schedule 6 is substituted therefore.
5. **Schedule 10 – General** attached to Bylaw No. 462 is hereby deleted and the attached Schedule 10 is substituted therefore.
6. The rates established hereunder shall commence effective on the date this bylaw is adopted by Council.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
Bylaw No. 480, 2014 as adopted.**

Corporate Officer

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	\$75 per worker per hour or portion plus equipment costs
Bear Smart garbage container	\$200
Green Waste utility trailer rental	\$175 per use
Composter Earth Machine	\$73.50
Composter turner	\$16.30
Carry box	\$6.50

Commented [MK1]: We have expanded this definition for clarity (previously termed Water turn on / off) and increased the hourly rate based on the demonstrated associated staffing costs for these types of issues.

Commented [MK2]: Increased to reflect actual costs for PW staff to deliver/pickup/empty the trailer.

Commented [MK3]: "Per day" removed from the wording as this is a purchase item, not a rental item.

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 30 \$60 if paid after March 30*
Annual licence for unaltered dog	\$60 if paid before March 30 \$90 if paid after March 30*
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

*Where ownership of a dog is obtained after March 30, the lesser licencing fee shall apply if proof of ownership date can be produced.

Commented [MK4]: Typo corrected (changed from "is" to "if")

Commented [MK5]: Feedback indicated people felt penalized for purchasing a dog after the licencing deadline. We felt this provision adequately addresses the issue.

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

The following rates apply to bookings made by Lions Bay residents. A surcharge of 20% will apply to all rates for bookings made by non-residents.

Description	Fee*
Gymnasium Rental for private events: Examples of use: dances, weddings, ceremonies, etc. <i>Rental fee includes use of kitchen and equipment</i>	\$200 if liquor being served \$100 if no liquor being served <i>If event occurs over multiple days, the rate above applies per day</i>
Gymnasium Rental for program use: Examples of use: programs contracted through the Village.	20% of revenue or the private rental rate noted above for non-liquor events; whichever is more.
Gymnasium Rental for non-profit groups: Examples of use: Community group activities open to members of the community, meeting a maximum of once per week to a maximum of 12 hours per month.	\$25 per month <i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program.</i>
Gymnasium Drop-In Rate: Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).	Youth: \$5 per person per hour Adult (18+): \$10 per person per hour <i>Youth must be supervised by an adult while using Village facilities.</i>
Community Kitchen Rental (includes use of club lounge area):	\$75 (no liquor permitted) <i>If event occurs over multiple days, the rate above applies per day.</i>
Meeting Room Rental (accommodates up to 10 persons):	\$10 per hour (2 hour minimum)
Cancellation Fee	Refer to policy: POL-1408 Refunds & Cancellations
Staff Assistance (assemble/disassemble equipment on-site)	\$100 set up \$100 take down
Equipment Rental Rates (for off-site use): Table rental	\$10 each

Commented [MK6]: Previous rate schedule is attached to this document only as a point of reference only (not an appendix to this proposed bylaw). The rationale for increased fees is directly reflective of the cost of staff time related to administration, facilitation and maintenance of facilities.

Commented [MK7]: We felt this wording would assist in providing clarity for applicants in the Municipal Grant process.

Commented [MK8]: Directly related to the cost associated to VCH cleaning requirements for kitchen space.

Commented [MK9]: Sound system has been removed as an off-site rental option due to the significant replacement cost of the item.

Chair rental <i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i>	\$1 each (\$10 minimum)
Deposit for facility / equipment rental	Equal to rental fee. Refundable at the discretion of the Village CAO or delegate, in accordance with policy POL-1407 Community Facility Rentals

*plus deposit

SCHEDULE 10 – GENERAL

DESCRIPTION	Fee
Boat space rental permit	\$100 per calendar year

Commented [MK10]: This was not specified previously in the bylaw though has always been Village practice.

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

The following rates apply to bookings made by Lions Bay residents. A surcharge of 20% will apply to all rates for bookings made by non-residents.

Description	Fee
<u>Village Hall Rental:</u>	
• Special events including parties, weddings, art shows, garage sales, dances etc. • Children's parties • Meetings, AGMS, workshops, committee meetings etc.	\$150* if liquor is being served; \$100* if liquor is not being served \$40 \$75* for hall and kitchen \$25* for kitchen or upper floor room
• Private Program Activities • Community Group activities with membership open to all members of the community, meeting a maximum of one session per week for a maximum of 12 hours per month.	\$10* per hour, minimum 4 hours \$25 per month
• Casual or drop in events • Monthly programs contracted through the municipality	\$10 per hour 15% of revenue
Library Rental	\$25
Cancellation fee (less than 48 hours' notice)	Forfeiture of damage deposit
Damage/cleaning deposit for facility rental	\$100 refundable at the discretion of the Village Manager
Table rental	\$10 per table
Chair rental	\$1 per chair (\$10 minimum)
Sound system rental (for use off site)	\$75~
Security deposit for equipment/resources	\$50
Assemble/disassemble chairs, tables and/or sound system	\$50 for set up \$50 for take down

*plus damage deposit

~plus security deposit



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Council Procedures Bylaw No. 476 - DRAFT		
Author	M. Koonts	Reviewed By:	G. McRadu
Date	September 10, 2014	Version	
Issued for	September 16, 2014 Regular Council Meeting		

Staff have spent the last several months reviewing the existing Council Procedures Bylaw No. 453 in conjunction with the Community Charter, other municipalities' similar procedure bylaws and Village office procedures in relation to Council business.

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

The proposed updates in this DRAFT bylaw are also meant to address other areas requiring additional clarification, such as Correspondence submission guidelines, as well as assist in streamlining Council procedures in order to ensure Council business is dealt with efficiently and with the most effective use of Administrative resources. The attached document is marked up to show the updates and changes being recommended by staff.

Under the Community Charter, sections 94 and 124(3) notice of changes to the Council Procedure Bylaw are required to be given to the public. As such, staff is recommending this draft document be released to the public on the Village website, with notification posted and an ePost sent out, in order that the public may have an opportunity to review and consider the proposed changes in advance of first reading at the October 7, 2014 Regular Council meeting.

For Council's consideration.

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Procedures Bylaw 2014

Bylaw No. 476

Adopted: _____

Repealed: Council Procedures Bylaw No. 453, 2012

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

Bylaw No. 476, 2014
Council Procedure 2014

Contents

	<u>Page</u>
PART 1 – INTRODUCTION.....	<u>4</u>
TITLE.....	<u>4</u>
SEVERABILITY	<u>4</u>
PREVIOUS BYLAW REPEAL	<u>4</u>
DEFINITIONS.....	<u>4</u>
INTERPRETATION	<u>6</u>
APPLICATION OF RULES OF PROCEDURE	<u>6</u>
PART 2 – COUNCIL MEETINGS.....	<u>6</u>
INAUGURAL MEETING	<u>6</u>
TIME AND LOCATION OF MEETINGS.....	<u>7</u>
NOTICE OF REGULAR COUNCIL MEETINGS	<u>7</u>
NOTICE OF SPECIAL MEETINGS.....	<u>8</u>
ELECTRONIC MEETINGS.....	<u>9</u>
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR	<u>10</u>
PART 4 – COUNCIL PROCEEDINGS.....	<u>11</u>
COMMUNITY CHARTER PROVISIONS.....	<u>11</u>
ATTENDANCE OF PUBLIC AT MEETINGS	<u>11</u>
MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC	<u>12</u>
CALLING MEETING TO ORDER	<u>12</u>
ADJOURNING MEETING WHERE NO QUORUM	<u>13</u>
AGENDA	<u>14</u>
ORDER OF PROCEEDINGS AND BUSINESS.....	<u>14</u>
LATE ITEMS.....	<u>15</u>
VOTING AT MEETINGS.....	<u>15</u>
PUBLIC PARTICIPATION	<u>16</u>
DELEGATIONS.....	<u>16</u>
CORRESPONDENCE.....	<u>17</u>
POINTS OF ORDER	<u>18</u>
CONDUCT AND DEBATE.....	<u>18</u>
MOTIONS GENERALLY	<u>19</u>
MOTION FOR THE MAIN QUESTION	<u>20</u>
AMENDMENTS GENERALLY.....	<u>20</u>
RECONSIDERATION BY COUNCIL MEMBER.....	<u>21</u>

Village of Lions Bay Council Procedure Bylaw No. 476, 2014	3
PRIVILEGE	22
ADJOURNMENT	23
PART 5 – BYLAWS	23
COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS	23
FORM OF BYLAWS	23
BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY	24
READING AND ADOPTING BYLAWS	24
BYLAWS MUST BE SIGNED	25
PART 6 - COMMITTEE OF THE WHOLE	25
GENERAL PROVISIONS	25
PART 7 – COMMITTEES	28
COMMITTEE MEETING PROCEDURES	28
PART 8 – GENERAL	30
SCHEDULE A: Public Participation Guidelines	32

THE VILLAGE OF LIONS BAY

BYLAW NO. 476

Council Procedure

WHEREAS

the Council of the Municipality of the Village of Lions Bay deems it expedient to provide for Council meeting and committee meeting procedures pursuant to the Community Charter; Council deems it advisable to adopt a By-law to regulate Council procedure;

NOW THEREFORE

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

PART 1 – INTRODUCTION

TITLE

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

SEVERABILITY

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

PREVIOUS BYLAW REPEAL

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

DEFINITIONS

- 2.4. In this Bylaw:

"Chair" means the member identified to preside over Council proceedings;

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

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

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

- is addressed specifically to Council;
- is addressed to a majority of Council members; or
- the Corporate Officer determines, based on the content, should be included as Council correspondence

Commented [MK1]: Added definition to provide clarity as to what is deemed to be Council correspondence

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

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

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

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

"Mayor" means the Mayor of the Village;

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

"member" means the Mayor or a Councillor;

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

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

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

"point of order" means a procedure by which a member interrupts another speaker to as the Chair to rules on a procedural matter immediately;

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

"quorum" means:

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

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

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

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

"Village" means the Village of Lions Bay;

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

INTERPRETATION

5. Reference in this Bylaw to:

(1a) A numbered Section or Part is a reference to the correspondingly numbered Section or Part of this Bylaw.

(2b) The plural is to be considered to be a reference also to the singular, unless the context otherwise requires.

(3e) A resolution or vote of the Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the members present and entitled to vote on the matter except as otherwise provided by the Community Charter or this or any other Bylaw of the Village.

APPLICATION OF RULES OF PROCEDURE

3.6. (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.

(2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 11th edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:

(a) applicable in the circumstances; and

(b) not inconsistent with provisions of this Bylaw or the Community Charter.

PART 2 – COUNCIL MEETINGS

INAUGURAL MEETING

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

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

TIME AND LOCATION OF MEETINGS

- ~~5.8.~~ (1) All Council meetings must take place within the Council Chambers of the Municipal Hall except when Council resolves to hold meetings elsewhere. Except in the case of a meeting outside Municipal boundaries, Council may pass the resolution to hold a meeting outside of Municipal Hall at the commencement of that meeting.~~All Council meetings must take place within the Council Chambers of the Village Office except when Council resolves to hold meetings elsewhere.~~
- (2) Regular Council meetings must:
 - (a) be held on the ~~first and~~ third Tuesday of each month, excepting August, subject to section 7(1); and
 - (b) begin at 7:00 p.m.; and
 - (c) be adjourned by 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 40(1)5-31;
 - ~~(d) when such meeting falls on a statutory holiday, be held on the next following day that the Village Office is open~~
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be changed to a different day, time and place by the Mayor, provided the ~~Secretary-Treasurer~~Corporate Officer is given at least 2 days written notice;
- (4) When a Regular Council meeting is postponed pursuant to section 8(3)(b) notice shall be provided in accordance with sections 9(2) and 9(3).
- ~~(e) when a Regular Council meeting is postponed pursuant to subsection (b) notice shall be provided in accordance with 7 (1) and (2).~~

NOTICE OF REGULAR COUNCIL MEETINGS

9. (1) The Corporate Officer must, at public notice posting places, annually before January 15 post a schedule of the dates, times and places of regular Council meetings.
- (2) The Council may cancel or reschedule a regular meeting or call a special meeting under section 10. The Corporate Officer must, as soon as practicable:

- (a) post a notice at the public notice posting places which indicates revisions to the date, time and place of a regular Council meeting or cancellation of a regular Council meeting; and
 - (b) revise the schedule referred to in section 9(1).
- (3) Subject to section 9(2) the Corporate Officer must give public notice of a regular Council meeting at least 24 hours before the date of the meeting.
- (4) If the agenda for the meeting contains a proposed resolution to close all or part of the meeting to the public, the notices must state the basis under the Community Charter on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.
- 6. ~~(1) In accordance with section 127 of the Community Charter, Council must prepare annually on or before January 15, a schedule of the dates, times and place of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.~~
- ~~(2) In accordance with section 127 of the Community Charter, Council must give notice annually on or before January 15, of the time and duration that the schedule of regular Council meetings will be available in accordance with section 94 of the Community Charter.~~
- ~~(3) Where revisions are necessary to the annual schedule of regular Council meetings, the Secretary-Treasurer must, within 5 working days, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.~~

Commented [MK2]: Already in the Charter. No point in restating. Will be added to our internal calendar to ensure charter regulation is met.

NOTICE OF SPECIAL MEETINGS

- 10. (1) A special meeting may be called in compliance with applicable enactments.
- (2) Except where notice of a special meeting is waived by unanimous vote of all Council members under the Community Charter, a notice of the date, time, and place of a special meeting must be given at least 24 hours before the time of meeting by:
 - (a) posting a copy of the notice at the public notice posting places,
 - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at Municipal Hall, and
 - (c) contacting each Council member by telephone (or leaving a recorded message) or by email to their Village email address.
- (3) The notice under section 10(2) must describe in general terms the purpose of the meeting.
- (4) If the agenda for the special meeting contains a proposed resolution to close all or part of the meeting to the public, the notices must state the basis under the Community

Charter on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.

7. ~~(1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the Community Charter, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by~~
- ~~(a) posting a copy of the notice at the Public Notice Posting Place;~~
 - ~~(b) leaving one copy of the notice for each Council member in the Council member's mailbox at Village Office; and~~
 - ~~(c) contacting each Council member by telephone (or leaving a recorded message) or by email to their Village email address.~~
- ~~(2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.~~

ELECTRONIC MEETINGS

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

ANNUAL MEETING

12. The Corporate Officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
- (a) The annual report prepared under the Community Charter; and
 - (b) Submissions and questions from the public;

By giving public notice by:

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

8. ~~(1) Provided the conditions set out in subsection 128(2) of the Community Charter are met,~~
- ~~(a) a special Council meeting may be conducted by means of electronic or other communication facilities,~~
 - ~~(b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate, including voting, in the meeting by means of electronic or other communication facilities, if:~~
 - ~~(i) the meeting is a regular, special and/or committee meeting;~~
 - ~~(ii) the member is unable to attend in person.~~
- ~~(2) The member presiding at a special Council or Council Committee meeting must not participate electronically.~~
- ~~(3) No more than 2 members of Council at one time may participate at a council meeting under section 8(1)(b).~~
- ~~(4) No more than 2 members of a Council Committee at one time may participate at a Council Committee meeting under section 8(1)(b).~~
- ~~(5) A special Council or Council Committee meeting will not be cancelled due to the unavailability, failure or malfunction of electronic or communications facilities, as long as a quorum still exists.~~

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

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

15. If both the Mayor and the member designated under section 13 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

~~(1) Annually in December Council must from amongst its members:~~

~~(a) designate a Councillor, or~~

~~(b) designate Councillors on a rotating basis,~~

~~to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.~~

~~(2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.~~

~~(3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.~~

~~(4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.~~

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

16. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 and Division 2 of Part 5. ~~The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.~~

ATTENDANCE OF PUBLIC AT MEETINGS

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all meetings must be open to the public.

(2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.

(3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:

(a) COTW;₂

(b) standing and select committees;₂

(c) parcel tax review panel; and₂

(d) Board of Variance;

- (4) Despite section 147(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 913 may expel or exclude from a Council meeting a person in accordance with section 27(5) of this bylaw.

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

18. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded with decisions and action items;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting, and the Corporate Officer once adopted by Council, or at the next meeting at which the minutes are adopted.
- (2) Subject to section 18(3), and in accordance with the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Village OfficeMunicipal Hall during its regular office hours.
- (3) Section 128(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

CALLING MEETING TO ORDER

19. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Chair must call the Council meeting to order. As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting until:
 - i) either the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 13 arrives; or

ii) the end of the meeting.

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

(2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:

(a) the Secretary-Treasurer must call to order the members present, and

(b) the members present must choose a member to preside at the meeting until:

i) either the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 arrives; or

ii) the end of the meeting.

ADJOURNING MEETING WHERE NO QUORUM

20. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the ~~Secretary-Treasurer~~Corporate Officer must:

(a) record the names of the members present and those absent and adjourn the meeting until the next scheduled meeting; and

(b) place all business on the agenda that is not dealt with at that regular meeting on the agenda for the next regular meeting.

21. If a quorum of Council is lost during a meeting, the Corporate Officer must record the names of the members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene, section 20 will apply.

(1) record the names of the members present, and those absent, and

(2) adjourn the meeting until the next scheduled meeting.

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

14

AGENDA

22. (1) Prior to each Council meeting, the ~~Secretary-Treasurer~~Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting the recommendation, if there is one, for each item on the agenda.
- (2) The deadline for submissions by the public to the ~~Secretary-Treasurer~~Corporate Officer of items for inclusion on the Council meeting Agenda must be 4:00 p.m. on the ~~Wednesday~~Thursday prior to the meeting.
- (4) The ~~Secretary-Treasurer~~Corporate Officer must make the Agenda available to the members of Council and the public at least 24 hours before a regular Council meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section ~~4724~~.

ORDER OF PROCEEDINGS AND BUSINESS

23. (1) Unless otherwise resolved by Council, the agenda for all regular Council meetings contains the following matters in the order in which they are listed below. The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda
- (b) Public participation
- (c) Delegations – requests to address Council
- (d) Adoption of minutes
- (e) Business arising from the minutes
- (f) Unfinished business
- (g) Reports – ~~Secretary-Treasurer~~Staff
- (h) Reports - Mayor and Council
- (i) Reports – Committees
- (j) Resolutions
- (k) Bylaws
- (l) Correspondence
- (m) New Business
- (n) Public Questions & Comments

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

15

- (n) In Camera (when applicable)
- (o) Adjournment
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

LATE ITEMS

- 24. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time the Agenda is approved.
- (2) If the Council makes a resolution under section 1724(1), information pertaining to late items must be distributed to the members and the Recording Secretary.

VOTING AT MEETINGS

- 25. (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed, the presiding memberChair must put the matter to a vote of Council members. For the purpose of this section and subsequent sections 'put' or 'putting' refers to putting the motion to a vote.
 - (b) when the Council is ready to vote, the presiding memberChair must put the matter to a vote by stating:
"Those in favour raise your hands." and then "Those opposed raise your hands."
 - (c) when the presiding memberChair is putting the matter to a vote under sections 25(1)(a) and (b) paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, or
 - (ii) interrupt the voting procedure under section 25(1) paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding memberChair puts the question to a vote under section 25(1)(b) paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding memberChair's decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and

- (g) the ~~presiding member~~Chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

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

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

PUBLIC PARTICIPATION

- ~~1927.~~ (1) Council shall hold a ten minute public participation period or until speakers have concluded, whichever comes first, at the beginning of the meeting.
- (2) Members of the public shall address their questions through the ~~Member chairing the Council Meeting Chair~~ and if the question can be answered either by or through that Member ~~or through the Member~~, Council shall do so.
- (3) Where Council is unable to address a question, the question shall be referred to staff for answer or subsequent research ~~and report~~.
- (4) Each address must be limited to 2 minutes.
- (5) All persons addressing Council are expected to adhere to the Public Participation Guidelines which are appended to this bylaw.

DELEGATIONS

- ~~208.~~ (1) A maximum of three (3) delegations will be permitted at a regular Council meeting. Council may, by unanimous decision, allow additional delegations if the subject matter is deemed to be urgent or time-sensitive.
- (2) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an ~~A~~agenda item provided written application on a prescribed form has been received by the ~~Secretary-Treasurer~~Corporate Officer by 4:00 p.m. on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (32) Where written application has not been received by the ~~Secretary-Treasurer~~Corporate Officer as prescribed in section 208(42), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Council must not permit a delegation to address a meeting of the Council:

- (a) regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
- (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action; or
- (c) if the purpose or subject of the delegation has no relation to an agenda item or is beyond the jurisdiction of Council;
except as otherwise permitted by Council.
- (3) ~~Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.~~
- (4)(5) The ~~Corporate Officer~~~~Secretary-Treasurer~~ may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation or if the maximum delegations has been reached for the meeting.
- (6) The ~~Secretary-Treasurer~~~~Corporate Officer~~ may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the ~~Secretary-Treasurer~~~~Corporate Officer~~'s decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Delegation requests must include:
 - (a) the full particulars of the subject matter;
 - (b) the proposed action, within the jurisdiction of the Village, which the delegation wishes the Village to take in response to the submission;
 - (c) the names and addresses of the person(s) or the organization comprising the delegation; and
 - (d) the name, address and telephone number of the designated speaker(s).

CORRESPONDENCE

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

Commented [MK3]: Amended to provide clearer submission guidelines. If adopted, the website will be amended to reflect same.

POINTS OF ORDER

- ~~2230.~~ (1) Without limiting the ~~presiding member~~Chair's duty under ~~section 132(1) of the Community Charter~~, the ~~presiding member~~Chair must apply the correct procedure to a motion:
- (a) if ~~the motion~~the motion is contrary to the rules ~~of procedure~~of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the ~~presiding member~~Chair is required to decide a point of order:
- (a) the ~~Chair~~presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the ~~Chair~~presiding member under ~~section 31(2)(a)~~; and
 - (c) the ~~presiding member~~Chair may reserve the decision until the next Council meeting.

CONDUCT AND DEBATE

- ~~231.~~ (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the ~~presiding member~~Chair.
- (2) Members must address the ~~presiding member~~Chair by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the ~~presiding member~~Chair must call on the member who, in the ~~presiding member~~Chair's opinion, first spoke.
- (6) Members who are called to order by the ~~presiding member~~Chair:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with ~~section 132 of the Community Charter~~.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language;

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

MOTIONS GENERALLY

2432. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to adopt minutes;
 - (b) to refer to committee;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely;
 - (f) to postpone to a certain time;
 - (g) to move the previous question;
 - (h) to adjourn.
- (4) A motion made under sections 32(3)(ed) to (eh) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

MOTION TO COMMIT

~~25. —Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.~~

MOTION FOR THE MAIN QUESTION

- ~~2633.~~ (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

AMENDMENTS GENERALLY

- ~~3427.~~ (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

- ~~(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.~~
- ~~(4)~~(3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- ~~(5) No motion to amend a motion may be made if the amendment negates the motion which would be amended.~~
- ~~(5)~~(6) If any member states that a proposed amendment to a motion would negate that motion, the Chair must immediately rule whether that would be the case. The ruling may be appealed to the Council as if the ruling were on a Point of Order.
- ~~(6)~~(7) An amendment that has been defeated by a vote of Council cannot be proposed again.
- ~~(7)~~(8) A Council member may propose an amendment to an adopted amendment.
- ~~(8)~~(9) The ~~presiding member~~Chair must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under section 35(9)(a)~~subparagraph (a)~~ is positive;
 - (c) the main question.

RECONSIDERATION BY COUNCIL MEMBER

- 3528. (1) Subject to section 35(5), a Council member may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 35(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

22

- (b) been reconsidered under section 35(1) or section 131 of the *Community Charter*; ~~or,~~
- (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the advertising of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 35(1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

PRIVILEGE

- ~~3629.~~ (1) In this section, a matter of privilege refers to any of the following motions:
- (a) to fix the time to adjourn;
 - (b) to adjourn;
 - (c) to recess;
 - (d) to raise a question of privilege of the Council;
 - (e) to raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of section 36(2), a matter of privilege listed in section 36(1) has precedence over those matters listed after it.

REPORTS FROM COMMITTEES

~~30. Council may take any of the following actions in connection with a resolution it receives from COTW:~~

- ~~(1) agree or disagree with the resolution;~~
- ~~(2) amend the resolution;~~
- ~~(3) refer the resolution back to COTW;~~
- ~~(4) postpone its consideration of the resolution.~~

Commented [MK4]: Council has this ability under Roberts Rules. It is not specific to committees. No need to restate it here.

PUBLIC QUESTIONS & COMMENTS

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

23

~~37~~34. During Public Questions and Comments, a person may address the Council for a maximum time of three minutes on a topic/topics which have already been subject to discussion at the meeting.

38. A question may be referred by Council to staff for subsequent response. In special circumstances Council may permit, by resolution, a person to address Council with a public question or comment, earlier in the meeting.

39. Section 27(5) applies during Public Questions & Comments.

ADJOURNMENT

- ~~32~~40. (1) A Council may continue a Council meeting
- (a) ~~From~~ 10:00 p.m. to 10:30 p.m. only by an affirmative vote of a majority~~2/3~~ of the Council members present; and
 - (b) from 10:30 p.m. to another specified time only by a unanimous vote of all Councillors.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Section ~~40~~(2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

~~41~~33. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

FORM OF BYLAWS

~~42~~34. A bylaw introduced at a Council meeting must:

- (1) be printed;
- (2) have a distinguishing name;

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

24

- (3) have a distinguishing number;
- (4) contain an introductory statement of purpose; and
- (5) be divided into sections;

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

4335. Council must consider a proposed bylaw at a Council meeting either:

- (1) separately when directed by the ~~presiding member~~Chair or requested by another Council member, or
- (2) jointly with other proposed bylaws in the sequence determined by the ~~presiding member~~Chair.

READING AND ADOPTING BYLAWS

4436. (1) The Chair of a Council meeting may request the Corporate Officer to provide a verbal synopsis of each proposed bylaw. ~~(1) The presiding member of a Council meeting may~~

~~(a) have the Secretary Treasurer read a synopsis of each proposed bylaw or group of proposed bylaws, and then~~

~~(b) request a motion that the proposed bylaw or group of bylaws be read;~~

The readings of the bylaw may be given by stating its _____ title and object.

(2) The readings of the bylaw may be given by stating its title and object.

(3)

A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

(4) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(5) In accordance with ~~section 135 of~~ the *Community Charter* Council may give two or three readings to a proposed bylaw at the same Council meeting.

(6) Subject to this bylaw and any enactments, the Council may give up to three readings of a bylaw in a single motion.

(7) Unless expressly authorized by statute, Council may not adopt a bylaw at the same meeting at which it gives third reading.

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

25

- (68) Despite section 135(3) of the *Community Charter* and in accordance with ~~S~~section 890(9) of the *Local Government Act* Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

RECONSIDERATION OF PART OR ALL OF A BYLAW

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

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Font: Not Bold

BYLAWS MUST BE SIGNED

- ~~374~~65. After a bylaw is adopted, and signed by the ~~Secretary-Treasurer~~Corporate Officer and the ~~Chair~~presiding member of the Council meeting at which it was adopted, ~~The Corporate Officer, the Secretary-Treasurer~~ must then seal the document and have the bylawit placed in the Village's records for safekeeping.

PART 6 - RESOLUTIONS

COPIES OF RESOLUTIONS TO COUNCIL MEMBERS

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

FORM OF RESOLUTION

39. ~~A resolution introduced at a Council meeting must be printed and have a distinguishing number.~~

INTRODUCING RESOLUTIONS

40. (1) ~~The presiding member of a Council meeting may:~~
- ~~(a) have the Secretary-Treasurer read the resolution; and~~
 - ~~(b) request a motion that the resolution be introduced.~~

PART 7 - COMMITTEE OF THE WHOLE

GOING INTO COMMITTEE OF THE WHOLEGENERAL PROVISIONS

476. A Committee of the Whole is a committee of which the Mayor and all Councillors are members. All members of the Committee must be Council members.
487. Committee of the Whole meetings will be held in the Municipal Hall Council Chambers unless otherwise resolved by Council.

~~498. The applicable rules of procedure as set out in this bylaw shall apply to Committee of the Whole meetings.~~

~~41. (1) At any time during a council meeting, Council may by resolution go into COTW.~~

~~(2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.~~

NOTICE FOR COTW MEETINGS

~~42. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:~~

~~(a) posting a copy of the notice at the Public Notice Posting Place,~~

~~(b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Village Office, and~~

~~(c) contacting each Council member by telephone (or leaving a recorded message) or email to their Village email address.~~

~~(2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 38, during a Council meeting for which public notice has been given under section 6 or 7.~~

MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

~~43. Minutes of the proceedings of COTW must be~~

~~(1) legibly recorded,~~

~~(2) certified by the Corporate Officer,~~

~~(3) signed by the member presiding at the meeting, and~~

~~(4) open for public inspection in accordance with section 97(1)(c) of the Community Charter~~

PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM

~~44. (1) Any Council member may preside in COTW.~~

~~(2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.~~

~~(3) The quorum of COTW is the majority of Council members.~~

POINTS OF ORDER AT MEETINGS

45. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

CONDUCT AND DEBATE

46. The following rules apply to COTW meetings:

- (1) a motion is not required to be seconded;
- (2) a motion for adjournment is not allowed;
- (3) a member may speak any number of times on the same question;
- (4) a member must not speak longer than a total of 10 minutes on any one question.

VOTING AT MEETINGS

- 47. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

REPORTS

- 48. (1) COTW may consider reports and bylaws only if
 - (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The COTW's reports to Council must be presented by the Secretary-Treasurer.

RISING WITHOUT REPORTING

- 49. (1) A motion made at a COTW meeting to rise without reporting
 - (a) is always in order and takes precedence over all other motions;
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 38(1), the Council meeting must resume and proceed to the next order of business.

Commented [MK5]: Practice among other municipalities is for COTW to be governed by the provisions in the procedure bylaw.

PART 87 – COMMITTEES

COMMITTEE MEETING PROCEDURES

5049. At all standing committees established by the Mayor and select or other committees (except COTW) established by the Council, the applicable rules of procedure as set out in the this bylaw shall apply.

MAYOR A MEMBER OF ALL COMMITTEES

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

DUTIES OF STANDING COMMITTEES

50. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:

- (a) matters that are related to the general subject indicated by the name of the committee;
- (b) matters that are assigned by Council;
- (c) matters that are assigned by the Mayor.

(2) Standing committees must report and make recommendations to Council at all of the following times:

- (a) in accordance with the schedule of the committee's meetings;
- (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

(3) At least half of the members of a standing committee must be council members.

DUTIES OF SELECT COMMITTEES

51. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

(3) At least one member of a select committee must be a council member.

SCHEDULE OF COMMITTEE MEETINGS

52. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

NOTICE OF COMMITTEE MEETING

53. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and place of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
 - (b) providing a copy of the schedule to each member of the committee.
 - (c) providing a copy of the schedule to the Secretary Treasurer.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Secretary Treasurer must, within 5 working days, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

ATTENDANCE AT COMMITTEE MEETINGS

54. Council members who are not members of a committee may attend the meetings of the committee.

MINUTES OF COMMITTEE MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

55. Minutes of the proceedings of a committee must be:
- (1) legibly recorded;
 - (2) certified by the recording secretary;
 - (3) signed by the chair or member presiding at the meeting; and
 - (4) open for public inspection in accordance with section 97(1)(c) of the Community Charter.

QUORUM

56. The quorum for a committee is a majority of all of its members.

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

30

CONDUCT AND DEBATE

- ~~57. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.~~
- ~~(2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion.~~
- ~~(3) A motion made at a meeting of a committee is not required to be seconded.~~

VOTING AT MEETINGS

- ~~58. Council members attending a meeting of a committee of which they are not a member must not vote on a question.~~

Commented [MK6]: Standard among other municipalities is to have the Procedure Bylaw provisions also apply to Committees. Further complimenting this is the recently adopted Volunteer policy which provides the details of committee reporting requirements.

PART 98 – GENERAL

- ~~59. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.~~
- ~~61. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.~~
- ~~62. Village of Lions Bay Procedure Bylaw No. 453, as amended, is repealed.~~

IRREGULARITY

- ~~512. The failure of Council to observe the provisions of the bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.~~

WAIVER

- ~~532. Where all members are present at a meeting, the absence of a call for such a meeting or failure to give notice to all or any member will not render the meeting invalid if the unanimous consent of those members present is obtained prior to transacting any business.~~

PART 9 – SCHEDULES

Schedule A: Public Participation Guidelines

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

Village of Lions Bay
Council Procedure Bylaw No. 476, 2014

31

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

~~Secretary-Treasurer~~ **Corporate Officer**

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

Corporate Officer

SCHEDULE A:

Public Participation Guidelines

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

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

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

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

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

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

Expulsion from meetings

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

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	Amendment to Animal Control & Licencing Bylaw			
Author	M. Koonts	Reviewed By:		
Date	September 11, 2014		Version	
Issued for	September 16, 2014 Regular Council Meeting			

At the September 2, 2014, Councillor Ando noted a referencing error in Animal Control and Licencing Bylaw No. 461. Section 6.6.3 incorrectly referenced section 6.5; it should have reference 6.6.1. This is an oversight from the proofing phase, which I apologize for.

Since the bylaw has been adopted, any correction must be made by way of an Amendment Bylaw. The attached Amendment Bylaw No. 481 is therefore submitted for Council's consideration.

Staff recommend all three readings to occur at this meeting so adoption can occur on October 7, 2014.

For Council's consideration.

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Animal Control and Licencing Amendment

Bylaw No. 481

Adopted:

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

Bylaw No. 481, 2014

Animal Control and Licencing Amendment Bylaw No. 481

A bylaw to provide for the amendment of the Village of Lions Bay Animal Control and Licencing Bylaw No. 461, 2014.

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

Citation

1. This by-law may be cited for all purposes as "Animal Control and Licencing Amendment Bylaw No. 481, 2014".

Amendments

2. Section 6.6.3 of Bylaw No. 461 is amended by deleting the reference to section 6.5 and replacing it with a reference to section 6.6.1.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED by the Council

Mayor

Corporate Officer

Certified a true copy of
Bylaw No. 481, 2014 as adopted

Corporate Officer

VILLAGE OF LIONS BAY

Incoming Correspondence - September 16, 2014

General Correspondence:

- G-1 Meeting Invitation from Official Opposition
- G-2 Thanks from Gran Fondo Staff
- G-3 Oil transport by Pacific Trails pipeline
- G-4 BC Achievement Foundation Awards
- G-5 Chamber of Shipping re LNG
- G-6 New Westminster Council re Fraser Surrey Docks Direct Transfer Coal Facility project
- G-7 Metro Vancouver Media Release re Waste to Energy Emissions

Resident Correspondence:

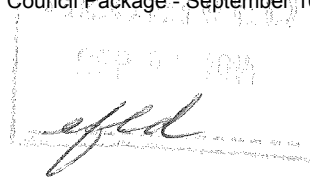
- R-1 Parking on Mountain Drive
- R-2 Heat in Kelvin Grove Washrooms
- R-3 Comments on Draft LUMP
- R-4 Emails re Isleview Trees
- R-5 Email re Kelvin Grove Beach



Selina Robinson, MLA
(Coquitlam-Maillardville)



**Province of
British Columbia**
Legislative Assembly



Selina Robinson, MLA
(Coquitlam - Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 – 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Telephone: 604 933-2001
Facsimile: 604 933-2002

August 28, 2014

Her Worship Mayor Brenda Broughton
and Members of Council
Village of Lions Bay
Box 141
Lions Bay, BC V0N 2E0

Dear Mayor Broughton and Councillors,

The Members of the Official Opposition are looking forward to attending the upcoming UBCM in Whistler on September 22nd - 26th, and hope to see you at our Official Opposition hosted breakfast on Friday, September 26th, 6:45 am in the Mt. Currie Ballroom at the Whistler Hilton.

I would love the opportunity to meet with you at the UBCM. I look forward to hearing about the needs of your local government, the challenges you are experiencing and to work with you on solutions and recommendations on how to address these challenges. The Official Opposition Caucus also knows that as local government representatives you are acutely in tune with a variety of needs and challenges of your communities. It is with this in mind that we would like to remind you that our caucus representatives are available to meet with you, to hear about your broader community concerns and ideas and to advocate on your behalf.

In reviewing the resolutions to be debated at UBCM, I noted that several local governments are working on issues that my BCNDP Opposition colleagues and I have repeatedly raised in the Legislature. For example;

- Kootenay Boundary Regional District, Cranbrook and the LMLGA Executive have brought forward resolutions calling on the Province to reconsider and properly consult on any changes to BC Ambulance Service Resource Allocation. We also raised this issue in the Legislature this past May.
- Nelson, Victoria, Coldstream, Central Kootenay Regional District and the LMLGA have all submitted resolutions to your membership asking the Province to support and protect the Agricultural Land Reserve. Together, with my caucus colleagues, we debated against Bill 24 for weeks this past legislative session.
- Maple Ridge is bringing forward a resolution asking your membership to support the work my colleague, Michelle Mungall, has been doing to end the child support clawback; a policy that has tremendous impact on the poorest families in our Province.

page.../2

page /2...continued

We applaud you for advocating on behalf of your constituents. If you would like to share what's going on in your community with us, I have included a current list of our caucus and their respective portfolios.

If you would like to set up a meeting with any of us while we are in Whistler, please contact Jared Butcher at 250-953-4607 or via email jared.butcher@leg.bc.ca

All the best,

A handwritten signature in cursive script that reads "Selina Robinson".

Selina Robinson, MLA
Opposition Advocate for Local Government

enclosure

NEW DEMOCRAT

OFFICIAL OPPOSITION

http://bcndpcaucus.ca phone: 250-387-3655
email: ndp@leg.bc.ca twitter: @bcndpcaucus

Backgrounder

July 23, 2014

NEW DEMOCRAT OFFICIAL OPPOSITION SHADOW CABINET

Leader, Official Opposition John Horgan

ECONOMIC SECTORS TEAM

Advanced Education, Caucus Vice Chair Kathy Corrigan
Agriculture and Food Lana Popham
B.C. Hydro Adrian Dix
Coastal Economic Development, Small Business, Arts and Culture Nicholas Simons
Economic Development, Jobs, Labour and Skills, Caucus Chair Shane Simpson
Energy and Mines Norm Macdonald
Finance Carole James
Deputy Finance, ICBC Mable Elmore
Forests, Lands and Natural Resource Operations Harry Bains
Deputy Forests – Coastal Bill Routley
Deputy Forests – Forest Futures, Citizen Services Doug Routley
Green Economy, Technology, Translink George Heyman
Interior Economic Development, Columbia Power, Columbia River Treaty Katrine Conroy
Natural Gas Development, Trade, Immigration, Multiculturalism Bruce Ralston
Deputy Trade, Immigration, Multiculturalism Jane Shin
Northern Economic Development Robin Austin
Tourism, Housing and Liquor Policy, B.C. Housing, B.C. Lottery Corporation,
B.C. Pavilion Corporation, Destination B.C., Liquor Distribution Branch David Eby
Transportation and Infrastructure, B.C. Ferries, B.C. Transit Claire Trevena

STRONGER COMMUNITIES TEAM

Aboriginal Relations and Reconciliation, Caucus Deputy Whip Scott Fraser
Children and Family Development Doug Donaldson
Community Living B.C. Jenny Kwan
Democratic Reform, Deputy Environment, Fisheries and B.C. Ferries Gary Holman
Education Rob Fleming
Environment Spencer Chandra Herbert
Health Judy Darcy
Justice (Attorney General) Leonard Krog

NEW DEMOCRAT
OFFICIAL OPPOSITION

<http://bcndpcaucus.ca> phone: 250-387-3655
email: ndp@leg.bc.ca twitter: @bcndpcaucus

Backgrounder

STRONGER COMMUNITIES TEAM

Justice (Public Safety and Solicitor General), Caucus House Leader Mike Farnworth
Local Government and Sports Selina Robinson
Mental Health and Addictions Sue Hammell
Northern and Rural Health, Deputy Children and Family Development Jennifer Rice
Social Development, Caucus Deputy House Leader Michelle Mungall
Women, Seniors, Early Childhood Development, Caucus Whip Maurine Karagianis

- 30 -

Mandy Koonts

From: Mandy Koonts
Sent: Wednesday, September 10, 2014 9:04 AM
To: Agenda
Subject: FW: Thank you

From: Brianna Waldman [mailto:brianna@granfondocanada.com]
Sent: Wednesday, September 10, 2014 8:54 AM
To: Mandy Koonts
Subject: Thank you

Hi Mandy,

I wanted to send my most heartfelt gratitude to the whole Lions Bay Community! You have all been so supportive over the past 5 years and this year was no different. You made our transition into this role, so easy and definitely helped with this events success.

It was a long road this year to make sure that all elements were aligned with a lot of new elements, but it was well worth it. This event was such a success for us and we hope it was for you too. It has been a pleasure to work with you over the last while. We truly look forward to working with you again over the next year.

As well, I am compiling all feedback received to review for next year. Please don't hesitate to provide us with your thoughts. It is all useful in helping us move forward for 2015.

Also, if you want to check it out, our social media stream is at: <http://granfondo.tbts.me/>. It is pretty fun to look at!

Take care,

Brianna

--

Brianna Waldman | Project Lead
GranFondo Canada (a division of TOIT EVENTS Inc.)
T: 604-990-2510 x 230 C:604-365-6564 brianna@granfondocanada.com | www.granfondocanada.com
1827 Victoria Diversion | Vancouver BC | V5N 2K2 | CANADA

The Rides You've Been Waiting For:
RBC GranFondo Banff - August 23, 2014
RBC GranFondo Whistler - September 6, 2014

Any content included or attached is provided for your information only. It is considered to be confidential and proprietary material of GranFondo Canada.

--

Mandy Koonts

From: Mandy Koonts
Sent: Tuesday, September 09, 2014 8:05 PM
To: Agenda
Subject: Fw: Woodfibre could export oil from Howe Sound if LNG prices fail - Northern BC First Nations are worrying about this re the Pacific Trails pipeline
Attachments: Oil could be transported by Pacific Trails pipeline if approved by FNLP members.docx

Thanks,
Mandy

From: Laurie Parkinson <lauriepar@shaw.ca>
Date: Tue, 9 Sep 2014 20:05:31 -0700
To: <mayorandcouncil@bimbc.ca>; <wrowe@gibsons.ca>; <dbouman@gibsons.ca>; <csanjenko@gibsons.ca>; <gtretick@gibsons.ca>; <Council@sechelt.ca>; <john@sechelt.ca>; <hockley@sechelt.ca>; <lamb@sechelt.ca>; <lutes@sechelt.ca>; <moore@sechelt.ca>; <shanks@sechelt.ca>; <siegers@sechelt.ca>; <info@scrd.ca>; <autumn.ruinat@scrd.ca>; 'Jan hagedorn'<jhagedorn@islandstrust.bc.ca>; 'Kate-Louise Stamford'<kstamford@islandstrust.bc.ca>; <msmith@westvancouver.ca>; <council@lionsbay.ca>; <office@lionsbay.ca>; <ubcic@ubcic.bc.ca>; <rirkkham@squamish.ca>; 'Bryan Raiser'<braiser@squamish.ca>; <drace@squamish.ca>; <pheintzman@squamish.ca>; 'Maria Harris'<a5a13297@telus.net>; 'Ron Sander'<rsander@squamish.ca>; 'Susan Chapelle'<schapelle@squamish.ca>; 'Ted Prior'<tprior@squamish.ca>; <msmith@westvancouver.ca>; <ccameron@westvancouver.ca>; <mbooth@westvancouver.ca>; 'Nora Gambioli'<ngambioli@westvancouver.ca>; <mlewis@westvancouver.ca>; 'Bill Soprovich'<bsoprovich@westvancouver.ca>; <tpanz@westvancouver.ca>; 'Joyce Williams'<Joyce_Williams@squamish.net>; 'Star'<semorris@uniserve.com>; 'Ruth Simons'<ruth.simons@futureofhowesound.org>; 'Eoin Finn'<efinn@shaw.ca>
ReplyTo: <lauriepar@shaw.ca>
Subject: Woodfibre could export oil from Howe Sound if LNG prices fail - Northern BC First Nations are worrying about this re the Pacific Trails pipeline

Hello All,

The First Nations recently negotiated a guarantee that the proposed Pacific Trails natural gas pipeline will never be used to transport oil, unless they approve. Please see the attached article. The first paragraph is below:

“Moricetown Indian Band Chief and Council and members of the Wet’suwet’en Hereditary Chiefs have secured commitments from officials of the Province of British Columbia, Chevron Canada Limited, Apache Canada Ltd., and the First Nations Group Limited Partnership (FNLP) that no oil will be transported in the proposed natural gas Pacific Trail Pipeline (PTP) Project owned by Chevron and Apache unless unanimously supported by the FNLP members.”

Globally, LNG prices are dropping, and supply is increasing significantly.

A short pipeline through Port Moody could connect the present Trans Mountain oil pipeline in Burnaby to the natural gas pipeline to Woodfibre.

Leads me to think about oil slicks in Howe Sound.

Cheers,
Laurie Parkinson BSc, MSc
Bowyer Island (Howe Sound)

<https://warriorpublications.wordpress.com/2014/08/19/no-oil-to-be-transported-by-the-ptp-unless-approved-and-unanimously-supported-by-the-fnlp-members/#more-4515>

Oil could be transported by Pacific Trails Pipeline if approved by FNLP members

[Aug 19](#)

Posted by [Zig Zag](#)



Members of Unis'tot'en camp, November 2012.

West Coast Native News, August 19th, 2014

Moricetown Indian Band Chief and Council and members of the Wet'suwet'en Hereditary Chiefs have secured commitments from officials of the Province of British Columbia, Chevron Canada Limited, Apache Canada Ltd., and the First Nations Group Limited Partnership (FNLP) that no oil will be transported in the proposed natural gas Pacific Trail Pipeline (PTP) Project owned by Chevron and Apache unless unanimously supported by the FNLP members.

The commitments were made during negotiations underway regarding Moricetown Indian Band's possible entry into the FNLP. The FNLP is a partnership of 15 First Nations dedicated to assuring that First Nations along the proposed route of the PTP benefit substantially from the Project, and that the Project only proceeds in a responsible manner that fully protects the interests of all parties and the environment.

"Before Moricetown considers joining the FNLP, we must be assured no oil will be carried in the Pacific Trail Pipeline," said Barry Nikal, Chief Councillor, Moricetown Indian Band. "With the Province's promise to establish regulation to prevent this from happening, we are prepared to continue to discuss the possibility of joining the FNLP."

Members of the Wet'suwet'en Hereditary Chiefs were invited to observe the ongoing discussions between the Moricetown Band and PTP parties.

"Members of the Hereditary Chiefs are here to make sure the land and water is protected, our people's voices are heard, and that no oil pipeline will come through Wet'suwet'en territory," said Ron Mitchell, Wet'suwet'en Hereditary Chief Hagwilnegh.

To ensure the "no oil" commitment is upheld, the Province intends to establish a regulation preventing natural gas pipelines for LNG projects from being converted to oil or crude bitumen pipelines. The details of the regulation will be developed this fall through ongoing consultation with Moricetown Indian Band and the Wet'suwet'en Hereditary Leadership.

"The Province has given written assurance that we intend to prohibit oil from being transported in natural gas pipelines used for LNG projects," said Rich Coleman, B.C. Minister of Natural Gas Development and Deputy Premier.

Chevron Canada and Apache Canada are in agreement. "The Pacific Trail Pipeline is designed specifically to transport natural gas to the Kitimat LNG facility at Bish Cove. As the pipeline operator, Chevron has listened to the concerns of the Moricetown Indian Band and the Wet'suwet'en people, and are pleased to work towards the mutual goal of building a pipeline that above all protects people and the environment," said Jeff Lehrmann, President, Chevron Canada Limited.

The Chevron-Apache commitment strengthens the "no conversion to oil" clause in the FNLP Agreement by including an amendment to further stipulate that no oil will ever be transported by the PTP unless approved and unanimously supported by the FNLP members. This commitment would be binding on any future owners of the Project.

SOURCE Moricetown Indian Band

BRITISH COLUMBIA ACHIEVEMENT FOUNDATION



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

Board of Directors

September 2, 2014

*Keith Mitchell, QC
Chair*

Hon. Christy Clark

Kathleen Bartels

Kevin Bent

Michael Bernier, MLA

Christopher Gaze, OBC

Carol Henriquez, CM

Marvin Hunt, MLA

Olga Ilich

Wendy John, OBC

*C.T. (Manny) Jules,
OBC*

Ron Lou-Poy, QC

Scott McIntyre, CM

Hon. Coralee Oakes

Michael Stevenson

Max Wyman, OC

I am pleased to announce the 2015 British Columbia Community Achievement Awards. The awards celebrate the spirit, imagination and dedication of British Columbians who make a significant difference in their communities.

We all know people who work tirelessly for the betterment of others either as committed volunteers or in the course of their work. These individuals bring strength to their communities and enrich our great province.

I invite you to reflect on those British Columbians who inspire us by their example, and to nominate them for an award this year.

Thank you for supporting the British Columbia Community Achievement Awards.

Sincerely,

Christy Clark
Premier, Province of British Columbia
Board Member, British Columbia Achievement Foundation

YASIN, N. (2014). *Journal of the American Academy of Child and Adolescent Psychiatry*, 53(1), 1-10.

YASIN, N. (2014). *Journal of the American Academy of Child and Adolescent Psychiatry*, 53(1), 1-10.

YASIN, N. (2014). *Journal of the American Academy of Child and Adolescent Psychiatry*, 53(1), 1-10.



British Columbia Community Achievement Awards

NOMINATION DEADLINE: NOVEMBER 15

Celebrating the spirit, imagination,
dedication, and outstanding contributions
of British Columbians to their communities.

Nominate a deserving individual who raises
the quality and character of your community for a
British Columbia Community Achievement Award.

BRITISH COLUMBIA
ACHIEVEMENT FOUNDATION

*"Give back to the people
who give the most in
your community."*

British Columbia's communities are shaped by the people who live in them, and especially by the contributions of extraordinary individuals.

The British Columbia Community Achievement Awards celebrate British Columbians who go above and beyond in their dedication and service to others and who devote time and energy to making their communities more caring, dynamic, beautiful, healthy, and unique. They inspire by their example.

The British Columbia Community Achievement Awards are presented by the British Columbia Achievement Foundation, a foundation established in 2003 by the Province of British Columbia to celebrate excellence in community service, enterprise, arts and the humanities.



*Cultural hero, spirited,
undaunted, fearless, bold
Raising our awareness to
a higher understanding*

- Robert Davidson

WHO IS ELIGIBLE?

British Columbians who have made a significant contribution to their communities in British Columbia are eligible for a BC Community Achievement Award. Nominees will have made a contribution in any area that provides a benefit to the community – either as a volunteer or in the course of their work. These include, but are not limited to, arts and culture, sports and recreation, multiculturalism, environment, healthcare, education, civic duty, business, community volunteerism, philanthropy, and youth or seniors' leadership.

Self nominations will not be accepted. Federal or provincial elected representatives are not eligible for nominations while they hold office. Posthumous nominations will not be accepted.

HOW IS SOMEONE NOMINATED FOR THIS AWARD?

Any individual or group may nominate a current or former long-term resident of British Columbia by completing the attached nomination form or the online form and submitting it with:

- A letter describing the contribution of the nominee;
- A brief personal history of the nominee;
- Two current letters of support for the nominee from individuals or organizations that describe the value and impact of the nominee's contributions to his/her community.
- For an online nomination form, please visit www.bcachievement.com/community/online.

HOW ARE THE AWARD RECIPIENTS CHOSEN?

An Advisory Council of independent community leaders reviews the nominations and selects approximately 30 award recipients. The Council will consider the impact of the nominee's contribution and commitment to the community.

WHAT DO THE AWARD RECIPIENTS RECEIVE?

In the Spring, recipients will attend a formal ceremony at Government House in Victoria. The Lieutenant Governor and the Premier of British Columbia are invited to present the recipients with the British Columbia Community Achievement Medallion, a special commemorative medallion designed by renowned BC artist, Robert Davidson. Also, recipients will receive a lapel pin signifying their award.

BC Community Achievement Awards
Tel: 604.261.9777 or Toll Free: 1.866.882.6088
Email: info@bcachievement.com or Web: www.bcachievement.com

BRITISH COLUMBIA COMMUNITY ACHIEVEMENT AWARDS NOMINATION FORM

Please complete all four sections:

1 NOMINEE

NAME (MR./MRS./MS./MISS/DR.)

HOME ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

CELL PHONE

EMAIL

ORGANIZATION (IF APPLICABLE)

ORGANIZATION ADDRESS (IF APPLICABLE) CITY/TOWN/PROVINCE/POSTAL CODE

Is the nominee a current or former long-term resident of BC? Yes/No

2 NOMINATOR

NAME (MR./MRS./MS./MISS/DR.)

ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

CELL PHONE

EMAIL

ORGANIZATION (IF APPLICABLE)

Please provide your relationship to the nominee and also indicate how long you have known the nominee.

I have provided or made provision for all the nomination material required for a completed nomination package.

SIGNATURE OF NOMINATOR

DATE

List the individuals who are providing a letter of support for the nomination.

3 LETTER OF SUPPORT 1

NAME (MR./MRS./MS./MISS/DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME/CELL PHONE

EMAIL

Please provide your relationship to the nominee and also indicate how long you have known the nominee.

4 LETTER OF SUPPORT 2

NAME (MR./MRS./MS./MISS/DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME/CELL PHONE

EMAIL

Please provide your relationship to the nominee and also indicate how long you have known the nominee.

Nomination deadline: November 15

YOUR COMPLETED NOMINATION PACKAGE MUST INCLUDE:

1. Completed nomination form
2. Three letters: (*maximum 500 words each*)
 - A letter from the nominator giving the reasons for nomination.
 - Two letters of support for the nominee from other individuals or organizations that describe the value and impact of the contributions of the individual.
3. Brief biographical overview of the nominee as it relates to the nomination.
4. Optional: Up to five pages of additional material about your nominee.
5. Please do not send submission packages in binders or folders.
6. You may visit www.bcachievement.com/community/online to complete an electronic nomination form.

FOR MORE INFORMATION:

Visit Frequently Asked Questions:

www.bcachievement.com/community/info

Contact:

Tel: 604.261.9777 or Toll Free: 1.866.882.6088

Email: info@bcachievement.comWebsite: www.bcachievement.com

MAILING INFORMATION:

Mail or courier completed nomination package to:
 BC Community Achievement Awards
 c/o 6209 Angus Drive
 Vancouver, BC V6M 3P2

Please note that it is the responsibility of the nominator to ensure that the nomination is complete, including the receipt of support letters by the deadline. All material received will be kept confidential.

Privacy Policy

The British Columbia Achievement Foundation is committed to protecting the privacy of people through responsible management of information received. Nominations are confidential between the nominator and the Awards program.

You may view the complete privacy policy at www.bcachievement.com or by calling the office for a copy.



British Columbia Community Achievement Awards

"The British Columbia Community Achievement Awards celebrate British Columbians who enrich our great Province. I invite you to nominate people within your community whose spirit, imagination, dedication and commitment have truly made a difference."

Hon. Christy Clark
Premier of British Columbia
Board Member, BC Achievement Foundation

BRITISH COLUMBIA ACHIEVEMENT FOUNDATION

The British Columbia Achievement Foundation is an independent foundation established and endowed by the Province of British Columbia to celebrate excellence in community service, enterprise, arts and humanities. The Foundation currently offers five awards:

BC Community Achievement Awards
BC National Award for Canadian Non-Fiction
Carter Wosk BC Creative Achievement Awards
BC Creative Achievement Awards for First Nations' Art
BC Aboriginal Business Awards

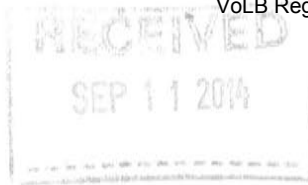
For more information about the awards, please contact the BC Achievement Foundation.

Tel: 604.261.9777 or
Toll-Free 1.866.882.6088
Email: info@bcachievement.com
Website: www.bcachievement.com



2014 Community Achievement Award recipients with Her Honour, The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia; Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development; BC Achievement Foundation chair Keith Mitchell, QC and board member Ron Lou-Poy, QC.

100 – 1111 West Hastings Street
Vancouver, B.C. V6E 2J3
Phone: 604 681 2351
Fax: 604 681 4364
www.cosbc.ca



September 5, 2014

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

Her Worship Brenda Broughton
Mayor of Village of Lions Bay
P.O. Box: 141
Lions Bay
BC, V0N 2E0

Dear Mayor Broughton,

The Chamber of Shipping of British Columbia (COSBC) represents the full spectrum of international and domestic shipping related interests in Western Canada including but not limited to international and domestic ship owners, BC Ferries, vessel agency companies, cargo interests, terminal interests, cruise lines, port authorities, pilotage, maritime lawyers, classification societies, marine surveyors marine support and service companies. As such we represent around 80% of all marine activity on Canada's west coast.

In recent months we have become keenly aware of the discussion around the safety of LNG shipping and unfortunately some of the mis-representations that have been made. In order to assist those having an interest in gaining a more thorough understanding of the movement and handling of LNG we are therefore hosting an information workshop on October 15 in Vancouver for which please see the attached flyer.

We would be very pleased to have yourself and/or a nominated representative(s) attend this workshop where in addition to presentations there will be every opportunity to table questions.

We hope to hear back from you.

Yours sincerely,

Capt. Stephen Brown
President
Chamber of Shipping of British Columbia



An examination of LNG shipping safety October 15, 2014

PROGRAM

- 07:30- 08:00 Registration & coffee**
- 08:00- 08:15 Opening remarks and introductions**
Captain Stephen Brown, President, Chamber of Shipping of British Columbia
- 08:15- 09:00 Safety in design and operation of proposed Pacific Northwest LNG terminal project**
Captain David Kyle, Marine Project Consultant, Pacific NorthWest LNG
Mr. Khairul-Faizi Osman, Head Marine & Port Development, Pacific NorthWest LNG
- 09:00- 09:30 Safe handling of LNG carriers**
BC Coast Pilots
- 09:30- 10:15 LNG Vessel construction**
Mr. Tony Bingham, Director Business Development & Technology, Technical Services
Teekay Corporation
- 10:15- 10:30 Health Break**
- 10:30- 11:15 Safe operational handling of LNG**
Mr. Tony Bingham, Director Business Development & Technology, Technical Services
Teekay Corporation
- 11:15- 11:45 Developments in LNG bunkering**
Mr. Calum McClure, President, CryoPeak
- 11:45- 12:00 Final remarks and wrap up**
Captain Stephen Brown, President, Chamber of Shipping of British Columbia

Please note that time will be allowed for questions from the audience following each presentation

VENUE

Dress Code: Business Casual, no athletic wear/jeans

**Vancouver Club
Grand Ballroom
915 West Hastings Street
Vancouver**



Wednesday October 15, 2014

An examination of LNG shipping safety



As investment decision time nears for several LNG export projects on the coast of British Columbia, project proponents are being asked a number of questions by local communities.

If you would like answers, please join us on the morning of October 15 for a workshop where subject matter experts will provide answers to all aspects of marine operational safety in the LNG industry.

Time: 07.30am Registration & coffee
08:00 — 12:00 Program
Venue: Vancouver Club
Grand Ballroom
915 West Hastings St
Vancouver

Registration Fee: \$25.00 + GST

Payment can be made by either credit card or cheque (make payable to the Chamber of Shipping of BC)

By email: thomas@cosbc.ca Phone: Thomas Gregoire 604-681-2351

Or return by Fax: 604-681-4364 and mail payment by October 10 to:
100—1111 West Hastings St
Vancouver, BC V6E 2J3

Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

Credit Card (VISA / Mastercard)

Card No:									
Card expiry (mm/yy):									

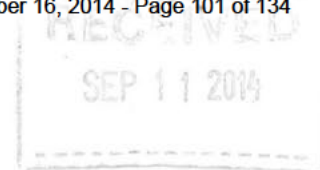
AS A GUEST PLEASE
IGNORE ALL PAYMENT
AREAS ON THE FLYER

--	--	--	--	--	--

Chamber of Shipping GST # R106905698



Wayne Wright
Mayor



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

August 29, 2014

Robin Silvester
President and Chief Executive Officer
Port Metro Vancouver
100 The Pointe, 999 Canada Place
Vancouver, BC V6C 3T4

Dear Mr. Silvester,

Re: Decision on Fraser Surrey Docks Direct Transfer Coal Facility project

At a meeting on August 25, 2014, New Westminster City Council received communication from Port Metro Vancouver (PMV) dated August 21, 2014 in which we have been advised that PMV has approved a new coal port facility at the Fraser Surrey Docks (FSD) immediately across the river from the City of New Westminster.

New Westminster Council wishes to express its extreme disappointment with this approval and the process leading to the decision to issue a project permit to FSD. Specifically, Council is concerned with the following issues:

1. It is apparent that the project permit was issued by the Chief Executive Officer and not the governing board of directors. It is deeply troubling to us that the governing board and in particular, the Community and Corporate Social Responsibility Committee did not play any meaningful role in the approval process;
2. Council is concerned that although a Human Health Risk Assessment (HHRA) was undertaken, the Project Review report indicates that no public consultation was undertaken on this report as it is "considered to be supplemental information to satisfy PMV's technical requirements". It is our understanding that neither the regional Chief Medical Health Officer or any other Provincial or Federal Health Official was consulted in the preparation of the terms or reference for the HHRA, its methodologies or its findings;
3. With respect to air quality, Council is concerned that PMV does not appear to be adhering to permitting requirements of the Integrated Air Quality and Greenhouse Gas

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

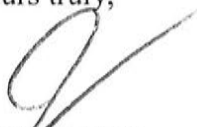
Management Plan administered by Metro Vancouver, the regulating authority for air quality under the Provincial Environmental Management Act; and

4. Within the Project Review report, there is reference to public comment and concern with the export of thermal coal originating from the US, the environmental and health impacts in transporting coal via rail and barge through other communities, and with the broader public policy issues of climate change, global warming and the apparent imbalance of economic gain at the expense of human health and the environment. None of these issues has been addressed in the Project Review report.

As a Federal entity operating within one of the most livable and sustainable regions in the world, we believe the social contract PMV has with the region and its member communities has been harmed with this project approval. By copy, I have copied the Prime Minister of Canada and the Premier of the Province of British Columbia to convey our disappointment and I wish to call on you to immediately suspend the project permit for this facility until the above matters can be fully addressed through the Inter-Agency review Committee that has been established to review this project.

I would appreciate the opportunity to speak further with you on this very important topic that we believe has the potential to adversely affect the livability of our City and the Region. Please feel free to contact Ms. Sharon Urquhart, Executive Assistant to the Mayor at (604) 527-4522 in order that a mutually convenient time can be arranged.

Yours truly,



Jonathan Cote
Acting Mayor

Cc: Prime Minister Stephen Harper
Premier Christie Clark
Metro Vancouver, Chair, Greg Moore
Bowen Island Municipality
Village of Anmore
City of White Rock
City of Abbotsford
City of Richmond
Village of Lions Bay
City of Port Moody
City of Burnaby
District of Maple Ridge
Village of Belcarra
City of Langley
Township of Langley
Electoral Area A

Corporation of Delta
Qayqayt First Nation
City of Port Coquitlam
City of North Vancouver
City of Vancouver
District of West Vancouver
City of Coquitlam
City of Pitt Meadows
District of North Vancouver
City of Surrey
Tsawwassen First Nation

Mandy Koonts

From: Metro Vancouver Media <MetroVancouver_Media@metrovancover.org>
Sent: Thursday, September 11, 2014 3:58 PM
Subject: Media Release - Waste-to-energy emissions about to get even lower
Importance: High



MEDIA RELEASE

September 11, 2014

WASTE-TO-ENERGY EMISSIONS ABOUT TO GET EVEN LOWER

Emissions from Metro Vancouver's waste-to-energy facility are getting lower and lower thanks to an upgraded nitrogen oxide control system.

Smog forms when nitrogen oxides react with other air pollutants in the presence of sunlight. The biggest sources of nitrogen oxides in our region are cars, trucks, ships and non-road vehicles like bulldozers.

"Our priority is to manage the waste in our growing region in the cleanest and safest way possible," said Malcolm Brodie, Chair of Metro Vancouver's Zero Waste Committee. "Waste-to-energy technology also allows us to extract value from waste, as a bonus."

"This project is part of ongoing efforts to minimize emissions from our facility," he said.

Nitrogen oxide emissions from the facility were already low and below regulatory limits, accounting for less than one percent of total regional emissions. The upgrades have further reduced nitrogen oxide emissions by 25 percent, and when the new system is complete, emissions will be less than half of the previous level.

The waste-to-energy facility's emissions for pollutants such as dioxins, furans, heavy metals, fine particles and others are even lower – hundredths or thousandths of one percent of regional totals, and also well below regulatory limits.

The new emission reduction system involves modifications to the facility's combustion air system to reduce the formation of nitrogen oxides plus improvements to the ammonia injection system to convert nitrogen oxides to harmless substances like water vapour and nitrogen gas. The cost of the upgrade is approximately \$7 million and it is expected to be complete in December, 2014.

The waste-to-energy facility handles about a quarter of the region's garbage, about 280,000 tonnes per year, and generates enough electricity to power 16,000 homes.

Metro Vancouver's recycling rate is currently 58% and the region aims to achieve 80% recycling by 2020 as well as sufficient waste-to-energy capacity to take care of the waste that cannot be recycled or composted.

Metro Vancouver manages an extensive air quality monitoring network that spans the region from Lions Bay to Hope. Regional air quality has generally improved since the early 1970s when Metro Vancouver became responsible for management and monitoring.

Contact Info:

Greg Valou
Communications Officer, Metro Vancouver
604 451 6016 / greg.valou@metrovancover.org

Metro Vancouver is a partnership of 22 municipalities, one Electoral Area and one Treaty First Nation that collaboratively plans for and delivers regional-scale services. Its core services are drinking water, wastewater treatment and solid waste management. Metro Vancouver also regulates air quality, plans for urban growth, manages a regional parks system and provides affordable housing. The regional district is governed by a Board of Directors of elected officials from each local authority.

Mandy Koonts

From: Lions Bay Reception
Sent: Thursday, September 04, 2014 3:18 PM
To: Agenda
Cc: Shawna Gilroy
Subject: FW: Parking on Mountain Drive
Attachments: Car in ditch small.jpg; cars in ditch 3 small.jpg; second car in ditch small.jpg; hiker traffic small.jpg

For Incoming Correspondence – I have only replied to the resident that it will be in the Sept 16th Incoming Correspondence and sent it to Agenda – no scan done.

Fran

From: [REDACTED] On Behalf Of kc dyer
Sent: Thursday, September 04, 2014 3:09 PM
To: Village of Lions Bay
Subject: Fwd: Parking on Mountain Drive

Mayor & Council

Village of Lions Bay

Municipal Services

PO Box 141, 400 Centre Rd

Lions Bay, BC V0N2E0

September 3, 2014

Dear Mayor Broughton and Members of Council,

This letter is intended as a respectful request for a change of parking restrictions along the frontage of 185 and 195 Mountain Drive – the ‘upper’ side of the street.

Currently, parking is restricted along the top part of Mountain Drive, and in fact is signed as a ‘No Stopping’ zone above the noted section., but in front of these two houses the parking is unrestricted. My request that this area be zoned ‘Resident Only’ parking all the way through to the stop sign at the intersection.

I have lived here at 195 Mountain Drive since December of 1995, and my neighbours Bill & Jeanette Kimmett have lived in their home at 185 much longer than that. There has always been an issue in the summer with visiting hikers parking along this stretch of roadway, but the increasing popularity of our trails has made the situation untenable. Our entire section of the roadway is jammed with cars throughout the summer months, and most weekends throughout the year. Every weekend we see tens of hikers – often more than a hundred – trek along our roadway up to reach Howe Sound Crest trail, or the Lions.

We regularly have to pull hikers' vehicles out of our ditch, which is deeper than it looks.

This situation leads to two particular dangers:

- - Unsafely parked cars lead to serious risk for pedestrians around the blind corner above the entrance to our two driveways.
 - The integrity of the ditch running along the roadway below my house [which, while not lined, is in full, active flow during most of the winter months] is being eroded by hikers' unregulated parking. In trying to park their cars off the roadway, the drivers show careless disregard of this ditch, and the constant spinning of tires as they roll in and out of the ditch undermines the surface. This threatens the drainage that currently keeps the winter run-off out of the houses below the road.

Just this past weekend, a Kimmett vehicle parked in front of their house on the street was blocked in by a careless hiker; taking nearly an hour to extricate. The Kimmett family often has difficulty in finding a place to park when they come to visit, as do visitors to my home. Bill and Jeanette have added their approval to the writing of this letter.

I include a number of photos of the parking situation by way of illustrating these concerns.

My request is that this issue be addressed by changing the parking restrictions along the requested section of Mountain Drive as soon as possible. I will be delighted to attend a Council meeting and speak to this issue, should that be required. Please let me know what, if any, further action I need to take to make a parking regulation change a reality.

Thank you for your attention to this matter.

Sincerely,

karen dyer

[REDACTED]

[REDACTED]

[REDACTED]

--

kc dyer

[REDACTED]





Mandy Koonts

From: Mandy Koonts
Sent: Monday, September 08, 2014 9:46 AM
To: Agenda
Subject: FW: Kelvin Grove Washrooms - Energy Squandering Continues

Mandy Koonts

Municipal Coordinator

(604) 921-9333 ext. 103
www.lionsbay.ca

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

From: PEACH AKERHIELM [REDACTED]
Sent: Saturday, September 06, 2014 11:44 AM
To: Grant McRadu; Brenda Broughton_Telus; Council @ Lions Bay; Mandy Koonts; Public Works; Lions Bay Reception
Cc: Lions Bay Reception
Subject: Re: Kelvin Grove Washrooms - Energy Squandering Continues

Mayor and Council
Village of Lions Bay, BC

Dear Mayor and Council

Below is what I sent to the CAO last year, which I gather the new CAO had no record of. And if I raise concern about that, I will be told that so many people have left and so on. But we're at a pretty pass in Village management if I have to write to Mayor and Council on a matter like closing a washroom door.

I have taken note of the three courteous communications back on my first note, received yesterday. Thank you. However, I asked for action or accountability - an explanation. Is the issue being dealt with? It is no cure if Public Works turns off the heat in the washroom in May and turns it back on when it gets cold. That doesn't address the problem. Someone obviously turned the heat back on this year. Why isn't the heat tamper-proof? And once the heat gets turned back on this winter, someone will keep wedging the washroom doors open to let the heat out, because that is what has gone on for years.

Please. I can't believe it's a vandal wedging the doors open; a vandal wouldn't be down there all year long and a vandal gets his jollies with a spray-paint can or a crowbar; a vandal doesn't opt for the invisible and deferred satisfaction of making his fellow-citizens pay more for hydro. Would it be Public Works staff, maybe someone who refuses to deal with the smells of a closed toilet space? Would it be some local citizen not using his brain and figuring he's sparing his fellow citizens his own odours? Would a sign on the washroom help? How about a door that lets off an alarm if it doesn't close? Why don't we just lock the washrooms in KG park during the winter? It's not a place where nannies and kids go to play, and Public Works staff could nip up to the Works yard in cases of dire necessity.

I still await either action that will resolve the problem or an explanation of why it can't be resolved.

Thank you.

Peach Akerhielm
[REDACTED]

----- Forwarded Message -----

From: "PEACH AKERHIELM" [REDACTED]
To: admin@lionsbay.ca
Sent: Thursday, July 11, 2013 9:51:43 AM
Subject: Two questions

Good Morning, Farouk

I had two questions.

1. What does it cost the Village to keep the electric heat on all summer and all winter in the washroom in Kelvin Grove beach park? (NB: the heat is on now, is always on and the door is always kept open, all summer and all winter, which seems to me like trying to help global warming).
2. A boat on a trailer has been parked pretty well forever on the roadside on the corner of Upper Bayview Road and Bayview Place. May other people park their trailers right behind it, since there's lots of room and it would be off the road? If this would not be allowed, I'd appreciate seeing whatever Council-approved policy or bylaw would be guiding the decision to let one person do it and not others.

Many thanks.
[REDACTED]

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

From: "Grant McRadu" <admin@lionsbay.ca>
To: "Brenda Broughton_Telus" <bbroughton@telus.net>, "PEACH AKERHIELM" [REDACTED], "Council @ Lions Bay" <council@lionsbay.ca>, "Mandy Koonts" <office@lionsbay.ca>, "Public Works" <works@lionsbay.ca>, "Lions Bay Reception" <reception@lionsbay.ca>
Sent: Friday, September 5, 2014 2:53:34 PM
Subject: RE: Kelvin Grove Washrooms - Energy Squandering Continues

Afternoon Peach:

Thank you for bringing this to my attention. My apologies for not being aware of this. We have a great new Manager of Public Works who will look into this and advise what she has done or will do, to address the problem.

grant

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

From: Brenda Broughton [mailto:b[REDACTED]]
Sent: Friday, September 05, 2014 1:02 PM
To: PEACH AKERHIELM; Council @ Lions Bay; Mandy Koonts; Grant McRadu; Public Works; Lions Bay Reception
Subject: Re: Kelvin Grove Washrooms - Energy Squandering Continues

Dear Peach,

I will pass this along to Grant McRadu, Interim CAO as well to Reception, as is my protocol.

I have not been aware of this situation, that the Village has heaters in the washroom at Kelvin Grove.

Thank you for drawing this to our attention to discover the reason/rationale, and accordingly, how it can be mitigated.

This information is most appreciated.

Sincerely,

Brenda

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

From: "PEACH AKERHIELM" [REDACTED]

To: <council@lionsbay.ca>; <office@lionsbay.ca>

Cc: <works@lionsbay.ca>

Sent: Friday, September 05, 2014 12:49 PM

Subject: Kelvin Grove Washrooms - Energy Squandering Continues

> Mayor and Council

> Village of Lions Bay

>

> Dear Mayor and Council

>

> About a year and a half ago, I recall writing to Mayor and Council and

> raising this issue. I can't see that there has been any action, and

> nobody has ever explained to me why the situation continues.

>

> The electric baseboard heat is always on in the Kelvin Grove

> washrooms, yet the doors are always wedged wide open. This situation

> has gone on for years - taxpayers are paying to heat the great

> outdoors all through the spring, summer, fall and coldest days of

> winter. We are paying right this minute. I walked into the women's

> washroom there this morning. I could feel that the radiator was warm, and this is September the 5th.

>

> Hydro charges are rising. I am sure everyone on Council is reflecting

> this in private decisions at home - turning off heaters, insulating,

> switching to energy-efficient appliances. Can we not have the same

> thinking reflected for a public facility? If this is some attempt to

> keep the washroom pipes from freezing, can staff not at least close

> the washroom doors to keep the heat in? Are there not such things as

> switches off or temperature gauges?

>

> Accountability requires either action or explanation. Thank you for

> your action on this - or an explanation to me of why the situation continues.

>

> Yours sincerely,

>

> Peach Akerhielm

[REDACTED]

>

Mandy Koonts

From: Mandy Koonts
Sent: Sunday, September 07, 2014 3:26 PM
To: Agenda
Subject: Fw: Comments on draft LUMP; question re S22 of FOIPPA

Thanks,
Mandy

From: Penny Nelson [REDACTED]
Date: Sun, 7 Sep 2014 21:18:36 +0000
To: Mandy Koonts<office@lionsbay.ca>
ReplyTo: [REDACTED]
Cc: Lions Bay Reception<reception@lionsbay.ca>
Subject: Comments on draft LUMP; question re S22 of FOIPPA

Dear Mandy,

Here are my comments on the draft LUMP. I would like this document to go on the public record, including the next agenda package as well as on the village website along with the other residents' comments already posted.

To the mayor and councillors of our village,

Here are my comments on the draft Land Use Master Plan (LUMP).

1. The draft LUMP ignores our OCP and misrepresents the results of the 2010 Housing Survey. It thus ignores the wishes of most residents, who have repeatedly said "no" each time council has asked the same question. On the current mayor's watch, we have now wasted \$9,500 + \$34,000 = \$43,500 (plus endless staff hours = money) on a question we already have the answer to: most residents are against the densification of Lions Bay. The report boasts that "over 90" residents attended the first "public meeting": it should be noted 177 residents participated in the 2010 survey, almost double this number, and their voices are being ignored. On page 12 of the draft LUMP: "What has repeatedly stood in the way of this type of product coming to market over the last decade has been community opposition." But the report ignores that opposition.
2. The report also ignores the core principles of the Livable Region Strategic Plan (LRSP), which is supported by all Metro Vancouver municipalities, including Lions Bay. Most importantly, the principles of sustainability laid out in the LRSP, such as compact communities and that the green zone was put in place as a boundary for urban development (not for development!), have been totally ignored.
3. Further, this document ignores almost every principle of sustainable urban planning, because it promotes, amongst other things:
 - Densification at the periphery of the metro area, away from transit and services vs compact communities (urban sprawl and low walkability);
 - Increased Greenhouse Gas (GHG) emissions due to the above, which means it entirely ignores section 877.3 of the Local Government Act and the resulting 2010 amendment to our OCP which clearly states in section 4.2:

"Policies & Actions for Reducing Greenhouse Gas Emissions

q) Greenhouse Gas Emissions: Seek to be a leader in municipal sustainability by supporting the Greenhouse Gas Reduction Emission Strategy contained within Section 9 that:

i) encourages citizens to reduce emissions through education and sharing of ideas;

- ii) makes sustainability and the reduction of emissions a priority in all planning processes and future decisions regarding development, transportation, housing density, and alternative energy; and
 - iii) work towards reducing greenhouse gas emissions.”
 - Greenfields developments vs brownfield redevelopment (even worse, in land designated Watershed/Environmentally Protected, green zones and established forests!);
 - The protection of green zones as an important aspect of livability.
4. The document refers to the preservation of existing homes’ views several times, but does not address other impacts of densification on quality of life and existing property values.
 - Cul de sacs: Homes on cul de sacs that become throughfares to higher density areas will suffer the most and would likely see a decrease in property values, and a decline in quality of life. People who have bought homes on cul de sacs should not be deprived of one of their primary reasons for doing so. Cul de sacs are gathering spots for neighbourhoods (more important than the hall), especially children, and are an integral part of life in these neighbourhoods. Cul de sacs are attractive to young families looking to move into Lions Bay.
 - New developments above existing homes will negatively impact privacy.
 - Light pollution is a real danger with higher density developments. Building codes require that common areas be lit in hours of darkness. This would have a huge impact on existing neighbourhoods that typically have no streetlights. In my involvement in this issue over the years, dark nights have often been mentioned as a benefit of living in our village.
 - Higher traffic volumes (most homes have at least two cars) results in increased air- and noise pollution.
 - Views: While ocean views are important in Lions Bay, mountain/forest views are as important to many. Forested areas contribute greatly to the particular character of many neighbourhoods, especially in the upper areas of the village such as our neighbourhood (Sunset, Timbertop, Mountain) and Oceanview. They also contribute hugely to property values. The Lions Trail is the “beach” for residents of Sunset, Mountain and Timbertop – it’s where we walk, often with dogs and strollers, every day. The Lions Trail is also one of the most popular with residents of the Lower Mainland and tourists. Detracting from its natural beauty with densification is self-centred and plain wrong.
 5. With regards the process: The first so-called “public” session was orchestrated and controlled to achieve a pre-determined end goal that is contrary to residents’ wishes and our OCP.
 6. Attendees for the second session were handpicked by the mayor and interim CAO and other residents were turned away. On page 4, the report says: “This second community stakeholder event was a more focused workshop format made up of a select group of participants representing the diverse interests and different neighbourhoods of the Village.” This statement is absurd and downright untrue. Our neighbourhood was not represented at all, for one. I recall there being around 40 blocks in the village, but there were only around 24 attendees at this meeting. This is not public consultation.
 7. Many attendees at the second session had vested interests in the outcome of the process, such as the rezoning of their lots for profit, or because they are realtors. This includes mayor Broughton and councillor McLaughlin, whose properties are both marked for intensification. Since both attended and fully participated in the “public” sessions as well as in closed and other meetings, this appears to constitute further conflicts of interests on their parts, especially given the relatively small number of private lots marked as such.
 8. We have now been informed that the final “public meeting” will again be a controlled workshop. Given the evidence we have -- that the draft LUMP report was so far from the spirit and intent of our OCP -- one can expect that any document coming from this meeting will similarly be contrary to residents’ wishes outlined in the OCP.
 9. The LUMP report was released in the middle of August when many residents are on vacation. The next public meeting is at a point in the school year when parents are extremely busy with back to school activities. This is not the way to facilitate public participation.
 10. Although the RFP stipulated that consultants would be expected to develop a communications plan, as a communications specialist who consulted in this field for several years, I can see no evidence of such a plan or of any honest attempts to ensure all residents were fully informed and engaged throughout the process. The fact that many

residents only recently learned that the issue of densification was being considered again, is further proof of an absolute failure to deliver on the requirement for a communications plan.

11. Why is the draft LUMP being rammed through so fast? The answer appears to be on page 12 of the draft LUMP: “What has repeatedly stood in the way of this type of product coming to market over the last decade has been community opposition. If community concerns can be addressed, the development community would likely need to see a 'catalyst' project succeed. This could be something as small as a 10-15 unit multi-family development being approved, constructed and quickly absorbed.” I’m not sure what part of “community opposition” council and the consultants do not understand. Further, the suggestion is to approve a development as soon as possible to make densification a done deal and thus open the floodgates to attract the “development community” who have no interest in Lions Bay at this time. This very telling paragraph in my view exposes council’s instructions to the consultants and their willingness to be complicit.
12. In 2013 we paid the fifth highest property taxes in BC and the second highest user fees in the province. Since we’re already paying some of the highest taxes in BC, where’s our money going? Consultants, legal fees, ... a quick glance at minutes of meetings, our SOFI report and lists of cheques issued speak volumes. It’s not that we don’t have the money, the question is what was it spent on? There appears to have been a lack of sound financial management during this council term. Some examples of where tax dollars went include:

Architect on the rejected CCR (hall) design	\$191,106
Legal fees January 2012 – June 2014	\$127,541
Project Manager on the CCR	\$ 50,000
Part-time interim CAO January – June 2014	\$ 55,802
Part-time accountant January – June 2014	\$ 49,262
LUMP consultants	\$ 34,000
Recruitment consultant (for Secretary-Treasurer, 2012)	\$ 17,400
TOTAL:	<u>\$525,111</u>

13. There has never been a thorough cost analysis of what densification will cost the village. The pervasive fearmongering has been that either we do this or we will have to increase taxes. (Another fearmongering tactic has been to say that the school might be closed, whereas the schoolboard has repeatedly denied that there have ever been plans to do so.) For example, the assumption has been made that all residents are opposed to tax increases to support the lifestyle they’ve chosen, but this has never been tested via referendum or other reliable means. While tax increases are never popular, some residents have in the past expressed a willingness to pay more to retain the lifestyle they bought into and love. However, if we stop spending needlessly, who knows if drastic increases would be necessary? The math has never been done.

Once the developers walk away at the end of construction, tax payers have to cover increased costs such as additional staff, maintenance, roads, water purification, ditch digging, salting, plowing, administration, to name but a few.

For example: say 70 new multiplexes are built at the end of Oceanview. If we say the General Municipal tax per new home per year is around \$1,200 (let’s just say, but it could be less as lots will be smaller), that’s \$84,000 in income for the village per year.

However: the cost of even just one new employee in the works yard is likely to be around \$60 – 70,000 a year. Add increased salting, snowplowing and daily water purification costs per litre, etc, then subtract the loss of tax income due to the possible devaluation of existing homes impacted by densification, and the real profit is in fact peanuts. It may even cost us.

14. I do not agree that higher density housing in Lions Bay will be more “affordable”. A quick look at listings in Seascapes on mls.ca shows that the cost of such homes is in fact as high or higher than many single family listings in Lions Bay. In 2006, homes in Seascapes were severely damaged by falling trees because the well-established forest had been undermined by construction. Some owners were out of their homes for up to a year. Given the topography in Lions Bay, new builds will be very expensive, as will the supporting infrastructure. Hence those new homes will be as expensive or even more expensive than existing Lions Bay homes. There seems to be a low demand for homes in Lions Bay compared to North- and West Vancouver, if one sees how long it takes to sell a listing in Lions Bay.

However, several families with young children have recently bought in Lions Bay because of the lifestyle currently offered here (low density, natural setting, quiet streets and cul de sacs). This can be encouraged.

15. On the steep terrain above the village, is it wise to destabilise our slopes? The Bayview house with large retaining walls on page 10 is not typical of homes in Lions Bay; in fact large, unsightly retaining walls are not desirable in the village as per our OCP:

“Specific attention will be paid to view protection, front yard averaging, and limitation on engineered retaining walls.” (pg 7: Section 4.3c)

16. The draft LUMP document is inconsistent and in my view poorly crafted on many levels. Apart from the obvious errors, here are some examples:

- Although the consultants’ website lists sustainability and engagement as core services, they have failed to deliver on either.
- Metro Vancouver data has been imposed on the village. We are atypical compared to most other municipalities in the region. For example, on page 5 it’s stated that “The Lions Bay total population has varied little over the last 10-15 years” but then the report goes on to say: “While Lions Bay has not grown recently, Metro Vancouver projects that Lions Bay will grow to a population of roughly 2,000 residents in 2041, from the current population of 1,315 (average annual growth of 1.5%).” No sources are provided for this statement, but informed residents are already questioning such an anomalous statement. The LRSP in fact identifies core areas for development, and increased roads and transit are being developed in line with this plan (the new Port Mann bridge, the Evergreen Line, etc). These areas do not include outlying areas such as Lions Bay.
- There are no sources, footnotes, supporting documents, etc.
- There are countless errors, contradictions, assumptions, misrepresentations of the 2010 Survey, etc throughout.
- The maps are misleading. For example, the entire village falls within the dashed blue line: this means it’s irrelevant whether a lot is marked red or not, because “existing buildings to be used for a different and/or more high intensity use (e.g. secondary suites, converting a single family home to a strata duplex or multiplex).” The truth is if a lot is rezoned for multiplexes, one cannot prevent an owner from demolishing an old house to rebuild multiplexes, or not. So in fact every lot in the village could become multiplexes as the map currently reads.
- The consultants have allowed council members (the client) to influence the outcome to support their (council members’) personal opinions.
- The consultants failed to engage with residents in a meaningful way.
- The document is at concept stage, almost entirely academic. Information and diagrams could simply have been copied and pasted from websites and/or existing documents and imposed on Lions Bay (and for this we are paying \$34,000). I doubt the consultants even visited many of the sites marked on the map. There is no quantitative data of any kind to support their “concept”.
- The consultants’ new website (thinkmodus.ca) states: “Some people think that involving diverse people and organizations in truly collaborative processes isn’t worth the time, effort and cost. **At Modus, we see things very differently.**

“Our robust and efficient approach to engagement strengthens projects and their outcomes by bringing more (and more diverse) perspectives into the mix. Insight, alignment, support and even organizational capacity are increased using our time-tested methods.

“Another major benefit of working this way? Better relationships and more trust in and with your community, **because you asked and you listened.**”

This is so far from what happened with the Lions Bay LUMP that it would be hysterically funny if it weren’t so tragic.

On their current website (barrsandassociates.com), one partner is described as: “an experienced urban design planner and project manager with a focus on the co-creation of walkable, livable and low-carbon communities and

neighbourhoods.” The draft LUMP he helped deliver proposed completely the opposite of a low carbon, walkable community.

17. The document released to residents is the 11th version. This appears to indicate a high level of client (council) involvement in its development. So where does the blame for this document lie? What kind of direction did council provide to the consultants that could possibly be so contrary to our OCP? What is it going to cost to make changes, or abandon the document altogether?
18. Current trends that have largely been ignored in this report and by council include:
 - Many homes that have sold in Lions Bay in recent years have been bought by parents with young families. These are exactly the kind of families who we need in the village. And yet in our neighbourhood, for example, newcomers are faced with changes to the neighbourhood that will make the street busier, endangering their kids.
 - The preferences of young people (Millenials) and young couples without children are to buy or rent closer to employment, transit and entertainment. Many do not even own cars. This demographic is unlikely to want to buy in Lions Bay until they are more established and/or are wanting to have families. This includes children who grew up in Lions Bay and want to return when they’re ready.
 - Our fire fighters typically rent here and move as soon as their training is complete, because they need to move on in their careers. They do not plan to stay/buy. Their needs and the needs of resident landlords are already met through house and suite rentals.
 - Secondary suites provide ample alternative housing options in the village. A previous mayor told me there were an estimated 110 secondary suites in the village. It is likely many are no longer available given the fees imposed, but they remain a viable and more acceptable option.
19. Most of the greenfields sites suggested are very steep and likely to be very costly or nigh on impossible to develop.
20. We do not have enough water to service a large community. Given the predictions of longer, hotter, dryer summers as a result of climate change, the flow rates in our creeks are likely to diminish further. The 2002 Microhydro report shows flow rates that far exceed current flow rates.

The repeated onslaught on our lifestyles and neighbourhoods each time the threat of densification has come up (3 times in the past 7 years alone) is incredibly stressful for residents. It pits neighbourhood against neighbourhood, and turns the residents-council relationship into “us and them”. So much for serenity (as in “Splendour in Serenity”)! It’s totally unnecessary.

The council message seems to be that this is just a “concept”. I find it hard to believe councillors agreed to spend \$34,000 on a “concept” if they did not intend to take it further. If they did, how dare they waste our money like that?

Instead of hammering away at a plan that is clearly unacceptable to residents, we should be taking a long hard look at our finances and finding an alternate strategy to meet residents’ desire to keep Lions Bay the way it is. People choose to live here, because it is what it is. This applies to those who’ve lived here for a very long time, but even more so to those who have recently paid high prices to move here.

Saying “we need to ensure the village is sustainable” seems to be council’s way to avoid admitting “we’ve spent all your money on nice-to-haves and now need to find more revenue to keep up with our poor financial management”.

We each value our own neighbourhoods highly, one is not more important than another. How certain neighbourhoods are not deemed worthy of “greater consultation” shows a callous disregard of the impacts of such development on those residents (pages 33/34).

Ramming this LUMP into the OCP bylaw by September-October as indicated on page 4 of the draft LUMP document, and as mentioned in the annual report, will mean prolonged upheaval over the next few years. It puts the cart before the horse, because the OCP review should feed into the LUMP discussion, not dictate it. It is not, as the mayor is fond of saying, a “take out” from the last OCP review. The proof of this is that the process was taken out of the hands of residents.

If the village-wide densification moves ahead, every homeowner will go through the same stress each time a property on

their street goes on the market: will this be the lot a small-scale developer buys (because it's cheaper than North Vancouver) to rebuild as multiplexes?

Page 1 of our OCP says: *"The plan provides an appropriate balance between the perspectives of ecology, economy and community. The plan also provides a measure of certainty about the future of the community. This is of benefit to community members in making their own decisions."* Residents have no certainty about their quality of life and property values in Lions Bay: the same threat to several neighbourhoods is repeatedly being foisted on them even though residents have spoken again and again. Why have successive councils not heeded their wishes?

In January 2013, I asked council why the LUMP was not taking place within the context of an OCP review, that is, allowing important decisions to be taken by residents, not consultants and a council that has repeatedly ignored public input on several issues. This document is proof that council chose to circumvent the OCP review process for the express purpose of once again trying to force an undesired agenda on the community. The strategy appears to be to take this document into the OCP review as something already agreed to by the community in "public consultation" (which I have already addressed), in order to move the agenda forward.

There is an alternate strategy for the village. A key component is prioritising spending and avoiding projects that are nice-to-haves, as opposed must-haves. A second key component is to stop wasting literally hundreds of thousands of tax dollars on consultants, legal fees and emergency patch jobs on roads and water. There's more, but I'm not going to expand on this in this document.

Penny Nelson

Mandy Koonts

From: Susan Publicover [REDACTED]
Sent: Wednesday, September 10, 2014 3:50 PM
To: Fred Bain; Scott Ando; Ron McLaughlin; Joanne Ronsley; Mandy Koonts; Lions Bay Reception; Grant McRadu
Cc: Nelson Publicover
Subject: Fwd: Mr and Mrs Publicover, reply to your email.

10 September 2014

Dear Alternate/Interim Mayor and Ms. Koonts,

We are requesting that Council publish the entire series of emails (4) below in the Agenda Packet for the 16 September 2014 Village Council meeting. While we realize that we had agreed with Council to keep our efforts with Michael Broughton to correct the public record a private matter, Mr. Broughton chose to have his response to us, one of a string of four messages, published in isolation within the 2 September 2014 Council Agenda Packet. This has generated an unbalanced and out-of-context entry in the official Village public record.

It is only fair that all the messages are published; all that we want is fair and equitable treatment by Council.

Thank you very much.

Sincerely,

Susan and Nelson Publicover

----- Forwarded message -----

From: Susan Publicover [REDACTED]
Date: Sat, Aug 23, 2014 at 5:46 PM
Subject: Fwd: Mr and Mrs Publicover, reply to your email.
To: a1a03265 [REDACTED], Michael P Broughton [REDACTED]
Cc: Nelson Publicover <[REDACTED]>, Grant McRadu <admin@lionsbay.ca>, Ron McLaughlin <councillor.mclaughlin@lionsbay.ca>

23 August 2014

Mr. Broughton,

It is clear that you have chosen not to provide tangible solutions to the mischaracterizations you have made about us in the public record, as documented in our 10 July 2014 message to you. We are reiterating our request to you to respond, for the public record, to each of the points made in our message, and others, which are of concern to the Village. (Please note that we have corrected Councillor McLaughlin's email address so he receives this exchange as you had indicated below. I have also included the entire string of messages for further clarity.)

We are now curious by your statements as to when the tree cutting occurred.

1. You say that the tree cutting was started on 28 March 2014 and that you immediately stopped cutting upon our request.
2. On 01 April 2014, we expressed our dismay about the cutting.
3. On 02 April 2014, you stated you would get back to us that evening.
4. On 03 April 2014, we again expressed our dismay and stated: "...we have been deceived and are now worried about possible future erosion, the property value of our home, the loss of the sound barrier and our privacy, as well as the destruction of the aesthetic of our lovely street".
5. On 03 April 2014, you wrote a letter to Council and Interim CAO McRadu that was placed in the Council Agenda packet for 15 April 2014 meeting, part of the public record, which we were unaware of until the week of 15 April 2014, falsely stating that we were "very supportive of the tree work in the area" and beginning a concerted effort on your part to create an alternate reality about our actions to our neighbours and the community.
6. On 05 April 2014, we emphatically asked you to stop tree cutting.
7. In your letter of 03 April 2014 to Council you state: "Steve's Trees was hired to do the work and had a bucket truck when the initial tree work was done, he will be returning early next week to complete the work to reduce the stump heights to Mr. Povill's specification." This statement coincides precisely with statements by our neighbours that a second cutting did occur, on 07 April 2014, clearly after we asked you to stop.

Your message below of 28 July 2014 reintroduces an interesting point regarding who is ultimately responsible for the cutting. Are you solely responsible, or were you acting on behalf of your strata, "Strata BCS 815", meaning that the strata is collectively responsible? Please share the names of the Secretary and the Treasurer of the Strata, and/or provide minutes of the Strata meeting, during which this discussion occurred to clarify this issue.

We remain very interested in a professional evaluation of the stability of the slope on the eastern boundary of 225 Isleview, which, if it erodes or collapses, could imperil our property that lies directly next door. There already is a long crack in the street, parallel to that boundary, indicating that there is

movement toward the bank, and at least one of the concrete barriers along that street has already tumbled down the slope. This issue is a Village matter, particularly if the roadway is impacted.

Finally, not all trees cut were located on private property. This is simple fact as visibly demonstrated by the property boundaries on the survey. This issue is a Village matter, a Village Tree Committee matter. Due diligence on the part of Village Council and Tree Committee can verify this.

Susan and Nelson Publicover

From: [REDACTED]
Date: Sat, Jul 26, 2014 at 1:15 PM
Subject: Mr and Mrs Publicover, reply to your email.
To: [REDACTED]
Cc: michael.broughton@telus.net, admin@lionsbay.ca, counselor.mclaughlin@lionsbay.ca

July 26, 2014

Dear Susan and Nelson,

Thank you for taking my call last evening. After dealing with another matter regarding the survey of the Povill property, I noted that I had received an email from you earlier in the day and upon a quick review I called to ask to meet with you both to discuss your concerns. You said you would prefer to have me reply in writing.

I am sorry that I missed your email of July 10, which you refer to in Friday's email. July 10 was the final day of a short vacation we had with our daughters and grandchildren in Osoyoos and ended in a drive home into the evening that day, and I began work early the next morning. My work is phone based thus I don't check emails regularly. I went back into my emails and discovered your July 10 email and other emails from the same day unopened following our conversation last night.

Upon careful review of your email, and further to my call last evening, I wish to note that the written material to date has not resolved this matter. Communication at best is imperfect in all forms and requires correction and clarification, as different people hear things differently although in the same discussion. Discussion with clarification and perception checks often assists in moving matters towards resolution.

I would like to address the concerns you have outlined in your email, I will respond to the cluster of concerns as I understand each. Thank you for taking the time to review this and I ask that you call or that we meet to discuss any further concerns you may have. I have my cellular phone with me at all times and take a solution oriented approach based. My number is [REDACTED]

1. My apologies for creating a feeling of vulnerability when I mentioned that you were away. I would not do that in the future and this has caused me to reflect.
2. On May 6, I noted the information in the minutes of April 15 was wrong. The minutes required correction and I am pleased this has occurred. I would certainly speak to this in a council meeting if you wish. If my

'correction' was based on an error, I can speak to that. I was correcting the record as it had been noted in the minutes. I am pleased to provide that clarification for the record.

3. Strata BCS 815 believed that the trees blocking the view of the 8 strata units were on Highways property. The strata AGM had requested that the Executive find out how to work with Highways to improve a shrinking view. The Secretary and Treasurer of the Strata agreed to pursue contacting the neighbours as required by highways. When they were unable to do so, I took over this role.

4. The trees on the bank remain alive and the root structures unaltered. The bank remains in the same condition it was prior to March 28th, 2014.

5. There has been some confusion about when the tree cutting occurred. Tree cutting occurred only on March 28th. No further tree work proceeded, as you had requested. The arborist was scheduled to return to sculpt the lower trees that had been initially topped at one level using the bucket truck, he was also to complete some branching work that had been incomplete. His return was delayed at your emailed request. The work ultimately has been postponed indefinitely, as those who spoke to me felt it better to not proceed with any further work at this time, even minor work. We have honoured your request to not complete the arborist work, despite requests from other neighbours to 'finish'.

6. Mr. Povill and I met at a community event. I became aware that some of the trees impacting the views of Strata BCS 815 were on private land while chatting with Mr Povill at the community event. This was Mr. Povill's private land and Mr. Povill was open to some tree work and in fact was having work done lower on the property at the time. Mr. Povill's arborist contacted me. The arborist had limited access to a bucket truck, which he preferred to work from when possible. The truck was available only on March 28th and the arborist was available later the next week to complete the work. The trees were on private land and the work was done with the owners prior permission. The opportunity arose quickly and provided a brief window to get the work completed.

I hope that this information is of assistance to you. I look forward to future positive relations and am very sorry for any distress that this has caused you.

Michael Broughton
[REDACTED]

Michael Broughton EdD
[REDACTED]

Broughton Consulting Group
[REDACTED]

Box 184 - 190 Lions Bay Avenue
Lions Bay, British Columbia Canada
[REDACTED]

On Fri, Jul 25, 2014 at 11:34 AM, Susan Publicover [REDACTED] wrote:

Mr. Broughton,

We are sending this second request, with all due respect, to give you the opportunity to respond to our message below.

Sincerely,

Susan and Nelson Publicover
[REDACTED]

From: Susan Publicover [REDACTED]
Date: Thu, Jul 10, 2014 at 9:40 AM
Subject: Correction of the Public Record
To: Michael P Broughton [REDACTED]
Cc: Nelson Publicover [REDACTED], Susan Publicover [REDACTED]

Mr. Broughton,

I am following up with you after our exchange of emails on May 18th and 19th.

My husband, Nelson, and I bought our home in Lions Bay 6 1/2 years ago after searching long and hard, literally for years, to find an ideal place to live out the rest of our lives. Nelson is Canadian, always wanting to return "home" where people have a strong sense of fairness and community. We thought that we had found that in Lions Bay.

Instead, we have found ourselves under attack, mischaracterized and the victims of a false narrative about tree cutting on private property that has been promulgated in the public record and multiple public Council meetings. We now feel that we must defend ourselves.

On multiple occasions you have incorrectly stated what we have said or done, and in one case announced to the entire community that we were away from our home for a family emergency, making us feel vulnerable and doubly stressed while taking care of sick, elderly parents.

In an email entitled "Tree Cutting on Private Property" dated 3 April 2014 addressed to Interim CAO McRadu and Council, you stated: "I have been working with Highways to obtain a tree permit in this area, which requires speaking to the residents and receiving written permission for any tree work on Ministry of Transportation land, prior to permitting occurring. While I have yet to speak to all of the residents, the two immediate residents, 40 Isleview and 55 Isleview, are very supportive of tree work in the area. I was pleased to contact the resident of 55 Isleview who I had spoken to previously and they were pleased to know that the work would be finished next week."

You have never spoken to us about cutting trees on Ministry land, never, so it would be impossible for us to have been "very supportive of tree work in the area". You spoke to me once about being "concerned about a Maple and a Douglas Fir" on the downhill side of Isleview, only. Your reference was vague and we never knew exactly where you were talking about, even after we asked you several times, in person, what was happening with your plan. We only learned of your April 3rd submission to the Village record with your plan for future cutting on Ministry land and its false statement about us, after the Council meeting of April 15th when we discovered the meeting package online. This statement needs to be retracted.

Both Nelson and I spoke during the public comment period at the April 15th Council meeting, expressing our concern about the extent of the tree cutting on Isleview Place and its potential impact on the stability of the slope next to our property. On May 6th, during the Council meeting, you spoke twice - once at the beginning and once at the end.

When you spoke at the beginning of the Council meeting of May 6th, during the public comment period, you mentioned something about the village doing some snowplowing and then went on to say: "I was very concerned to read the [draft] minutes...in in...prior to coming to the meeting tonight and I noted that the Publicovers, Mr. and Mrs. Publicover, spoke at the last meeting and both referred to the fact that they were very concerned that trees had been cut on their property and to further correct the minutes, the public record, clear that the trees were not cut on their property and in fact were demonstrated to have been on Mr. Povill's property."

You were not present at the April 15th Council meeting when we spoke. Your public statement to the Council on May 6th, reiterating that we were concerned that trees were cut on our property has been proven to be untrue, via our written scripts and the audio recording of the meeting. The minutes of the April 15th meeting have been corrected to reflect what we actually said, yet your statement remains. Since it is not the purview of the Village Council to change public statements made by community members at Council meetings, we are requesting that you publicly retract that statement about us to correct the public record which, as you inferred in your statement, is important.

We have never expressed any concern that the Isleview Place tree cutting was on our property, never, knowing that the property belonged to someone else. Consistently, we have expressed our concern about the stability of the slope adjacent to our property. In your e-mail of April 9th, you stated: "The arborist has offered to meet to confirm that the trees are and will remain healthy and that the root system will remain secure and in fact will be under less stress from some of the big winds that flow off the mountain in severe storms." Our first requests for arborist conclusions were the next day when Nelson asked you: "At this point, please provide us with contact information for the arborist and any other consultants or contractors you may have used. We would appreciate a copy of the determination of the arborist, particularly as it relates to bank erosion affecting the street and/or our property." And later that same day: "We would appreciate if you would respond via e-mail to the requests for contact/contractual information and documentation made earlier today." To date there has been no response to these requests.

Later in the Council meeting of May 6th, you said the following: "I just wanted to just update update briefly Council briefly. There are four people mainly involved on Isleview Place: the Povills, the Publicovers, the Stoddarts, and the Butters and Miss Butterworth. I've been in communication with the Publicovers last Friday [May 2], with Mr. Stoddart on Friday evening, with Miss Butterworth on Friday, and all of them are more than willing to meet with me and will be willing to attempt to resolve any issues that are in play there, which I feel very very badly about. There was some very very poor communication and we will I will meet them once the Publicovers are back again in Nevada dealing with a very serious family issue. The Butterworths are probably on holidays for two weeks and so once everyone is back in Vancouver, we will we will meet and we will resolve the matter. The trimming that occurred was was to be completed in a very professional way and as a result of a photo that was sent after the first number of hours of work, the Publicovers, who were in Nevada at the time, requested that the work cease and that was respected and continues to be respected until the other parties involved are met with and feel comfortable with moving forward. So it has been it has made the problem the situation extremely challenging because it is very difficult when to communicate as well as to who would you communicate to and how to communicate. So anyway, I just I'm very anxious to complete and resolve this matter and that will take place in a very short time. I am very very delighted to say that all four neighbours value one another greatly, regard their relationships very greatly and that is been very evident through through this process in my experience. So it's really been very helpful. It's been a really a very comforting to be a member of Lions Bay. Thank you."

Again, in the interest of correcting the public record, the following must be publicly retracted: "...as a result of a photo that was sent after the first number of hours of work, the Publicovers, who were in Nevada at the time, requested that the work cease." Cutting of trees occurred on March 28th per your email to us on April 8th. To clarify, we received photos of the cut trees from neighbours, who were deeply upset about the cutting, on April 1st and on April 4th, days after the cutting occurred. We did not actually ask you to stop cutting until Nelson's email of April 5th.

Additionally, in Nelson's conversation with you on May 2nd, he asked you to send an email to us stating what you wanted. We never agreed to a meeting. That should be publicly retracted as well. Because confusion seems to result from oral conversations, we prefer to express ourselves in writing and would like the same from you to avoid confusion.

Lastly, especially deeply concerning to us, you publicly announced that we were "back again in Nevada dealing with a very serious family issue", alerting the entire community that we were not home for an indeterminate time. This seriously created additional stress to us over worry that our empty home would be targeted and burglarized. To compound that fear, we received a Village Update on May 28th that a home on Upper Bayview Road had been burglarized on the previous day. In that instance, the homeowners were actually home. To be dealing with critically ill parents and worrying about the potential vulnerability of our home was simply too much.

We feel victimized by your statements about us and dismissed by virtue of your lack of response. To protect ourselves and to reassure others not directly involved in this matter, we ask you to retract the incorrect statements made by you and we ask again for reassurance by a professional, such as a certified arborist and/or geotechnical engineer, that the street and the downhill slope on Isleview Place will not become destabilized as result of the widespread tree-cutting.

Sincerely,
Susan and Nelson Publicover

[REDACTED]

Mandy Koonts

From: Agenda
Subject: FW: Kelvin Grove Beach

From: Patricia Watson
Sent: Thursday, September 11, 2014 1:46 PM
To: Mandy Koonts
Subject: Kelvin Grove Beach

To the Lions Bay Village Council,

I am writing to express my concern over the boats that have anchored on the Kelvin Grove beach waterfront. We are now up to three boats, and their various paraphernalia (zodiacs, canoes, floaters), and it has become dangerous to swimmers and divers. The boats are very close to the shore and at times, I have been able to walk out and touch them when the tide is out. One of the boats also runs a loud generator that spews exhaust toward the shore.

It is my understanding that there is little that can be done to stop them putting down their anchors, but I am writing to inquire if the two beach areas could be cordoned off in the water (similar to the Lions Bay beach) to force the boats out further into the water and prevent their interference with swimmers and divers.

Thank you.
Patricia Watson



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY		Policy No	POL-1407
Title	Community Facility Rentals			
Author	M. Koonts	Reviewed By:		
Date	July 28, 2014	Version	1	

PURPOSE

The purpose of the *Community Facility Rentals* policy is to provide guidelines for the rental of the Lions Bay Community Hall, kitchen and Village meeting rooms, according to the event descriptions and rental rates as listed in Fees & Charges Bylaw 462.

POLICY

1.0 General Guidelines

- a) All Facility Rentals are subject to approval by the Village
- b) All Facility Rentals are subject to cancellation at any time by the Village. In the rare occasion this should occur, fees will be refunded in accordance with policy POL-1408: Refunds and Cancellations
- c) Facility Rentals do not include for the delivery, set up and take down of equipment nor cleaning of the facility at the conclusion of the event
- d) Facility Rentals can only be made by an adult 19+ years of age. All child and youth events require adult supervision
- e) Any pre-recorded music played during an event is subject to a SOCAN fee (refer to Schedule A: SOCAN fees)
- f) Rice, confetti (inside or outside of facility) and any other materials that will be applied to the walls, floors or ceilings (including nails, tape, glue, dance wax or sand) are prohibited. Sticky Tac removable adhesive is acceptable
- ~~g) Individuals and their organization cannot "recruit" in public areas of the facility. Event bookings with a religious or political nature must be held as a private function only. No handouts, flyers or posters advertising the event, organization or its members may be distributed or posted on-site~~
- ~~h)g) Smoking is prohibited on all areas of municipal property~~

2.0 Applicant Responsibilities

The applicant is expected to:

- Be present at the event at all times;
- Report damages to Village staff as soon as possible;
- Remove all equipment and personal items from the space at the end of the event including food or beverages left in the kitchen;
- Ensure garbage and recycling is disposed of in the containers provided; and
- Leave the space in the same condition it was rented in.

3.0 Application Process

The applicant shall make application to the Village at least two (2) weeks in advance of the event and provide the following:

- Completed Rental Application form;
- Completed Release of Liability, Waiver of Claims and Indemnity Agreement form;
- Serving It Right Certificate (if applicable);
- Special Occasion Licence (if applicable);
- Temporary Food Service Permit (if applicable);
- Payment of Fees; and
- Payment of Damage Deposit.

4.0 Licences & Permits

4.1 Special Occasion Licence

For any event where alcohol will be served, the Applicant is required by law to obtain a Special Occasion Licence (SOL). A SOL permits you to serve, sell and consume alcohol at your special event. The SOL must be prominently displayed, on the day of the event, in the area where liquor is served. A complete copy of the laws that govern this license can be found at <http://www.pssg.gov.bc.ca/lclb/apply/special/index.htm>

To apply for a SOL, the Applicant must visit a BC Liquor Store for the necessary application form.

If you are planning to sell liquor at your event, you must pay a Social Service Tax of 10% on your estimated liquor sales before your event, at the time you are issued your licence. If you overestimate your sales and overpay tax, you may apply for a refund through the Ministry of Small Business and Revenue.

4.2 Serving It Right Certificate

Serving It Right (SIR) is BC's responsible beverage service program. It is designed to encourage a responsible approach to service of alcohol. SIR is a self-study program; it can be taken online at www.servingitright.com for a nominal fee.

4.3 Temporary Food Service Permit

For any event where food will be prepared and served using the Community Centre kitchen, a Temporary Food Service Permit is required to be obtained from Vancouver Coastal Health in advance of the event. More information can be obtained from the Temporary Event Planning Guide available at www.vch.ca.

4.4 Event Parking

Event attendees are expected to adhere to all Village parking regulations and bylaws and it is the responsibility of the applicant to ensure appropriate arrangements have been made for guest parking. If event parking needs are expected to exceed the available on-site parking facilities, visitor parking passes are available for purchase from the Village office during regular business hours. The Village of Lions Bay assumes no liability for vehicles which may be ticketed or towed as a result of non-compliance with parking regulations and bylaws.

5.0 Insurance

Comprehensive General Liability insurance in the amount of Two Million Dollars (\$2,000,000) is required for all facility rentals with the Village. The Applicant must supply the Village with a copy of the insurance documentation listing the Village of Lions Bay as an “also insured” party and include the address of the rented facility as a location covered under the insurance policy.

6.0 Fees

Facility and equipment rental fees shall be charged in accordance with Fees & Charges Bylaw No. 462, Schedule 6. Fees and deposits are due in full at the time of booking.

If you plan to play pre-recorded music at your event, SOCAN fees will be charged and submitted to SOCAN on your behalf, in accordance with Schedule A: SOCAN Fees.

Additional charges may apply to your event for use of special equipment or assistance with set up. Please refer to Fees & Charges Bylaw No. 462, Schedule 6.

Equipment rental fees do not cover any lost or damaged equipment. Any damaged or lost equipment will be covered by the rental damage deposit.

7.0 Deposits

Security, damage and/or cleaning deposits will be charged in accordance with Fees & Charges Bylaw 462. Release of deposits will occur within one week of the date of the event, less any damage or cleaning costs incurred by the applicant.

8.0 Refunds

Refunds for cancelled events will be assessed in accordance with Village of Lions Bay Policy POL-1408: Refunds & Cancellations

SCHEDULES:

- Schedule A: SOCAN Fees

SEE ALSO:

- Village of Lions Bay Policy POL-1408: Refunds & Cancellations
- Village of Lions Bay Fees & Charges Bylaw No. 462

Corporate Officer

Mayor or Delegate

Adopted by Council:	
---------------------	--

Schedule A: SOCAN Fees

SOCAN Event Fees:

Events with dancing:	\$59.17
Events without dancing:	\$29.56

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. SOCAN is proud to play a leading role in supporting the long-term success of its more than 100,000 Canadian members, as well as the Canadian music industry. Through licences, SOCAN gives businesses that use music the freedom to use any music they want, legally and ethically. SOCAN licenses more than 125,000 businesses coast to coast and distributes royalties to its members and peer organizations around the world. SOCAN also distributes royalties to its members for the use of Canadian music around the world in collaboration with its peer societies. In addition, SOCAN plays a leadership role in mentoring emerging creators on various aspects of the craft and business of music. We also advocate on behalf of our members to ensure that copyright is respected and that creators are appropriately remunerated for the use of their work.

SOCAN operates in accordance with tariffs certified by the Copyright Board of Canada. There are now over 20 different tariffs that correspond to different ways you can use music. As a not-for-profit organization, SOCAN put 86 cents of every dollar it collected in 2011 from license fees into the pockets of music creators and publishers; the rest was used to run the organization.

A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event - legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play (publicly perform) – a feat that most of us have neither the time nor the means to achieve. Instead, SOCAN makes this process simple by allowing users to pay a relatively small fee, often once a year, which is distributed to music creators in Canada and around the world through our reciprocal agreements with similar societies. The fees are distributed fairly to our Members who are composers, authors, and publishers of music, according to distribution rules approved by our Board of Directors. (Source: www.socan.ca)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY		Policy No	POL-1408
Title	REFUNDS AND CANCELLATIONS			
Author	M. Koonts	Reviewed By:		
Date	August 14, 2014		Version	1

PURPOSE

The purpose of this policy is to provide the basis and rationale for refunding fees for:

- Recreational programs administered by the Village of Lions Bay
- Rental of equipment owned by the Village of Lions Bay

DEFINITIONS

Facility & Equipment Rentals – the exclusive and contracted use of Municipal space or equipment for a defined date and duration by an individual or group upon payment of fees established by bylaw.

Refund – the amount of money, or other financial consideration, that is given back to a customer who has withdrawn from a service, program or rental contract. Refunds may be subject to proration, service fees or restrictions.

Registered Programs – services available to all users by means of pre-commitment (registration) for a service with defined dates, times, enrollment capacity, instructor to participant ratios, and possibly, skill prerequisites.

Village – the Village of Lions Bay

POLICY

REFUNDS FOR REGISTERED PROGRAMS

The Village will provide refunds for registered programs based on the following principles:

- The customer will receive a full refund for the percentage of the program not provided in the event the Village cancels all or a portion of a registered program.
- A full refund will be issued when staff initiates a customer refund or withdrawal for reasons related to customer safety or program quality (i.e. skills, age, maturity, etc.)
- Prorated refunds will be provided for the remaining portion of a program from the point when a customer withdraws from the program however, no refunds will be issued once the program has progressed to an overall completion status of 75%.
- Customer withdrawals submitted within 24 hours of a scheduled class will result in a forfeiture of the fees for that class.

Refunds are not provided for missed classes/sessions where the customer has not withdrawn from the program.

CANCELLATION OF RENTAL CONTRACTS

FACILITY BOOKINGS

- A full refund will be issued if a facility rental contract is cancelled with at least five (5) business days' advance notice.
- A 25% administration fee will apply for facility bookings cancelled with less than five (5) but more than two (2) business days' advance notice.
- No refund will be issued for facility bookings cancelled with less than two (2) business days' notice.

Refunds, or prorated refunds if applicable, will be issued without penalty if the Village cancels all or a portion of a rental booking (i.e. mechanical failure, safety concerns, etc.).

EQUIPMENT BOOKINGS

- Full refund will be issued for equipment rental contracts cancelled with at least one (1) business days' notice.
- No refund will be issued for bookings cancelled with less than one business days' notice.

SEE ALSO:

- POL-1407: Community Hall Rental Policy
- Fees & Charges Bylaw #462

Administrator

Mayor or Delegate

Adopted by Council On:	
------------------------	--