



**REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, NOVEMBER 21, 2023, AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

Zoom Invite Link: <https://us02web.zoom.us/j/2780145720>
To join via phone, dial 778-907-2071 | Meeting ID: 278 014 5720

We are privileged to be meeting and doing work on behalf of the residents of Lions Bay on the traditional unceded territory of the Squamish and Musqueam Nations.

AGENDA

1. Call to Order

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Labour

Recommendation:

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the

council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Council will reconvene the open meeting at 7 pm to consider the balance of the Agenda

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

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

6. Delegations (10 minutes maximum)

None.

7. Approval of Minutes of Prior Meetings

- A. Special Meeting of Council – September 21, 2023 (*page 5*)
- B. Regular Meeting of Council – November 7, 2023 (*page 7*)
- C. Special Meeting of Council – November 9, 2023 (*page 15*)

8. Business Arising from the Minutes

9. Unfinished Business

- A. Follow-Up Action Items from Previous Meetings (see Schedule 9A) (*page 17*)

10. Reports

A. Staff

- i. CAO: Draft Corporate Communications Policy – for direction (*page 19*)
- ii. FO: 2024 Budgeting Milestones – for discussion (*page 28*)
- iii. CAO: Kelvin Grove Beach Parking Lot Report – for direction (*page 29*)
- iv. CAO: Draft Updated Respectful Workplace Policy (*page 32*)

Recommendation:

THAT the revised Respectful Workplace Policy, dated November 16, 2023, be adopted.

- v. FO: Purchasing Policy and Purchase Card Policy – for adoption (*page 42*)
- vi. FO: Audit Report – update
- vii. CAO: Holiday Closure and final Regular Council Meeting – for discussion

B. Committees

- i. Infrastructure Committee: Councillor Abbott - Verbal Report
- ii. Lions Bay Beach Park Advisory Committee: Process Update – To be received for information. (*page 58*)

C. Mayor and Council

- i. Mayor Berry: One Employee Model (*page 59*)

Recommendation:

- ii. THAT Council endorse the “One Employee Model” by ensuring that the CAO is utilized as the primary point person for all corporate communications.
- iii. Councillor Broughton: Relocation of North, South and East bound railroad crossing stop signs (*page 60*)

Recommendation:

THAT the northbound, southbound and eastbound traffic control Stop signs at the three Lions Bay rail crossing be installed consistent with the ISL Engineering report of January 16th, 2023, “Traffic Operations Review Near Three Rail Crossings”, reflecting the traffic and topographical challenges for safety of each location; and

THAT the westbound stop signs at each location be retained for resident safety.

- iv. Councillor Abbott: Office of the Municipal Government Ethics Commissioner (*page 68*)

Recommendation:

(1) THAT the Village of Lions Bay supports the City of Port Moody in calling on the Province to establish an Office of the Municipal Government Ethics Commissioner to provide a fair and unbiased resource for municipal governments to turn to provide guidance on issues such as legality, conflict, code of conduct violations, and bullying; AND

(2) THAT staff send a letter to the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM), the BC Premier and Minister of Municipal Affairs to inform them of the Resolution.

- v. Councillor Broughton: CAO Blackwell review Council resolutions during absence of an onsite Corporate Officer (*page 71*)

Recommendation:

(1) THAT Council resolve that duly appointed CAO and Corporate Officer Blackwell review all resolutions of Council made during the absence of an onsite Corporate Officer to ensure their authority and legality.

(2) That Council direct CAO and Corporate Officer Blackwell review all resolutions which are not consistent with Council Correspondence Policy POL-1405, section 4.3.

11. Resolution

12. Bylaws

13. Correspondence

A. List of Correspondence to November 16, 2023 (*page 74*)

14. New Business

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

16. Resumption of Closed Council Meeting (if applicable)

17. Reporting Out from Closed Meeting (if applicable)

18. Adjournment



**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, SEPTEMBER 21, 2023 AT 4:00PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe (via conference)
Councillor Marcus Reuter (via conference)

Staff: Ross Blackwell, Chief Administrative Officer
Marina Blagodarov, Acting Municipal Coordinator (Recorder via video recording)

Public: 2 people in gallery
3 via conference

1. Call to Order

Mayor Berry called the meeting to order at 4:03p.m.

2. Adoption of Agenda

Moved/Seconded
THAT the agenda be adopted as submitted.

CARRIED

3. Public Participation

A. Tamara Leger: Drought weather conditions.

4. Review of Trail Access Closure

A. Motion Special Council Meeting August 31, 2023
COUNCIL HEREBY RESOLVES to take a longer term view when assessing the reopening of parking for hikers seeking to access trails and that, beginning with the Regular Council Meeting of 05 September 2023 and at each regular Council meeting thereafter as necessary until the end of this calendar year, Council will review relevant available data and professional opinions in consideration of reversing the closure of parking used to access the trails surrounding the Village of Lions Bay.

Discussion ensued if the trails should continue to be closed.

Moved/Seconded

THAT the Trails be open to hikers immediately and removing parking restrictions.

CARRIED

(Councillor Reuter opposed)

5. Public Participation

- A. Fred Bain: Commented about having process in place to deal with emergency situations such as this trail closure.

6. Adjournment

Moved/Seconded

THAT the September 21, 2023 Special Meeting of Council be adjourned.

CARRIED

The meeting adjourned at 4:50p.m.

Mayor

Chief Administrative Officer

Date Adopted by Council:	
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**REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, NOVEMBER 7, 2023, AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe
Councillor Marcus Reuter (via conference)

Staff: Ross Blackwell, Chief Administrative Officer
Karl Buhr, Public Works Manager
Joe Chirkoff, Controller
Marina Blagodarov, Acting Municipal Coordinator (Recorder)

1. Call to Order

Mayor Berry called the meeting to order at 6:01 p.m.

Moved/Seconded

THAT the Village of Lions Bay Regular Council Meeting of November 7, 2023 be called to order.

CARRIED

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Labour

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

CARRIED

Mayor Berry reconvened the Open session of the meeting at 7:03 p.m.

Moved/Seconded

THAT the meeting is called to order.

CARRIED

3. Reporting out from Closed portion of Meeting

None.

4. Adoption of Agenda

Moved/Seconded

THAT the agenda of the November 7, 2023 Regular Council Meeting be adopted with the following amendments:

- Add to Correspondence section: letter from the LGMA
- Add to Correspondence section: letter from Patrick Weiler
- Add to Resolution section: Operational authority of CAO Blackwell
- Add to New Business section: CAO to review motions which may contravene current existing policy
- Strike section 10dii and 14A

DEFEATED

Moved/Seconded

THAT the agenda of the November 7, 2023 Regular Council Meeting be adopted with the following amendments:

- Remove section 14A of the agenda
- Add to Correspondence section: letter from the LGMA
- Add to Correspondence section: letter from Patrick Weiler
- Add to Resolution section: Operational authority of CAO Blackwell
- Add to New Business section: CAO to review motions which may contravene current existing policy

CARRIED

Agenda varied to move section 6 (Delegation) of the agenda prior to Section 5 (Public Participation)

6. Delegations

- A. Lions Bay Beach Park Advisory Committee (LBBPAC) (*page 7 of the agenda package*)
LBBP revitalization project update was added On Table

The LBBPAC spoke to progress of the Beach Park project, timeline to achieve the work before Canada Day 2024, and sought confirmation of Council's commitment to partnering with the Committee to finish the project.

Moved/Seconded

BE IT RESOLVED THAT Council, Staff and the Lions Bay Beach Park Advisory Committee will work together to confirm the scope of recommendations of the Committee within the schedule and timelines allotted in order to celebrate the reopening of the Lions Bay Beach Park on Canada Day 2024.

CARRIED

5. Public Participation

- A. Greg Weary: Expressed concern about this year's increased number of fires in the Village.

7. Approval of Minutes of Prior Meetings

- A. Regular Meeting of Council – October 17, 2023 (*page 8 of the agenda package*)

Moved/Seconded

THAT the Regular Meeting of Council Minutes of October 17, 2023 be approved as presented.

CARRIED

B. Special Meeting of Council – June 5, 2023 (*page 12 of the agenda package*)

Moved/Seconded

THAT the Special Meeting of Council Minutes of June 5, 2023 be approved as presented.

CARRIED

C. Special Meeting of Council – April 14, 2023 (*page 14 of the agenda package*)

Moved/Seconded

THAT the Special Meeting of Council Minutes of April 14, 2023 be approved as presented.

CARRIED

8. Business Arising from the Minutes

None.

9. Unfinished Business

- A. Follow-Up Action Items from Previous Meetings (see Schedule 9A) (*page 16 of the agenda package*)

10. Reports

A. Staff

- i. Financial Officer (FO): Proposed 2024 Budget Calendar (*page 17 of the agenda package*)

FO Chirkoff was tasked with confirming dates via email to approve the proposed calendar, and Council is expected to provide confirmation of their availability, allowing for a longer timeline to ensure public involvement in the budget process.

- ii. FO: Budget to Actual (*page 19 of the agenda package*)

FO Chirkoff presented the Budget to Actual report for the period ending September 30, 2023, which was reviewed at the Council table. Adjustments were made to certain budget line items. In case members of Council had questions about specific line items FO Chirkoff would be available for subsequent discussions.

- iii. FO: General Purchasing Policy and Purchase Card Policy (*page 46 of the agenda package*)

Discussion ensued with various question for the FO, who was directed to address the specific concerns raised and report back to Council.

Moved/Seconded

THAT the Council receive the October 25, 2023 draft General Purchasing Policy and Purchase Card Policy; and

THAT revisions be forwarded to Council for final review by Friday.

CARRIED

- iv. FO: Travel Expense Policy (*page 85 of the agenda package*)

Moved/Seconded

THAT the Village of Lions Bay Council/ Staff Travel Expense Policy dated November 1, 2023 be approved.

CARRIED

- v. Chief Administrative Officer (CAO): Corporate Communications Policy (*page 91 of the agenda package*)

Item was moved to end of the agenda – Item was not discussed at this meeting

- vi. CAO: Updated remaining 2023 Council Calendar (*page 100 of the agenda*)

Item was moved to end of the agenda – Item was not discussed at this meeting

- vii. Public Works Manager (PWM): Lions Bay Connector Project (*page 106 of the agenda package*)

PWM Karl Buhr informed that TransLink required a response generally, and that Council might wish to reconsider the scope of the Lions Bay Connector Project.

Moved/Seconded

THAT Council Direct staff to re-scope the Connector Project and bring back to Council.

CARRIED

Pedestrian waypoint signage for Resident/Visitors Project

Moved/Seconded

THAT Council direct staff to proceed with wayfinding signage project, subject to community input.

CARRIED

- viii. PWM: Annual Water Report acceptance by Water Authority (*page 149 of the agenda package*)

The report was received by Council for information purposes.

B. Committees

i. Board of Variance Minutes – February 8, 2023

The Board of Variance Minutes of February 8, 2023 were received for information purposes.

ii. Board of Variance Minutes – August 30, 2023

The Board of Variance Minutes of August 30, 2023 were received for information purposes.

iii. Trees, View and Landscape

(a) Tree Application #129 – 340 Kelvin Grove

Moved/Seconded

THAT the Trees, Views and Landscapes Committee recommends to Council
THAT Council approves Tree Cutting Permit Application No. 129, subject to the following:

- a. For the scope of work detailed in the application, except 8.c) should be removed. The applicant intends to use Silverback Treeworks Ltd and there is not a dead tree or one in decline
- b. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- c. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - i. compliance with the bylaw restrictions regarding bird nesting season,
 - ii. if working from the road, a traffic control plan approved by Public Works
 - iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - iv. any other Municipal bylaw requirements.

CARRIED

(Councillors Abbott and Reuter Opposed)

(b) Tree Application #126 – 395 Bayview Place

Moved/Seconded

THAT the Trees, Views and Landscapes Committee recommends to Council
THAT Council approves Tree Cutting Permit Application No. 126, subject to the following:

- a. For the scope of work detailed in the application

- b. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- c. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - i. compliance with the bylaw restrictions regarding bird nesting season,
 - ii. if working from the road, a traffic control plan approved by Public Works
 - iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - iv. any other Municipal bylaw requirements
 - v. cutting of the Cedars is allowed in perpetuity, or until Council directs otherwise
 - vi. the applicant is allowed to keep the chopped wood

CARRIED

iv. Lions Bay Beach Park

The Lions Bay Beach Park Information Report was to be received for information purposes. The LBBP Presentation was be posted on the Village Website.

C. Emergency Services

- i. Fire Chief Information Report: FireSmart Community Funding and Supports UBCM-CRI Grant Application (*page 263 of the agenda package*)

Moved/Seconded

THAT Council authorize Frontera Solutions to submit the Grant application on behalf of the Village of Lions Bay's behalf.

CARRIED

D. Mayor and Council

- i. Mayor Berry: Mayor's year end report – On-Table
Mayor's report was received for information
- ii. Mayor Berry: Finance Committee update
Update was received for information purposes.

Time was 10:02p.m

Council resolved to proceed beyond that time in accordance with the Council Procedures Bylaw Section 40(1).

Moved/Seconded

THAT the meeting will be extended past 10:00p.m.

CARRIED

iii. Mayor Berry: Townhall (parking task force; Hwy noise task force)
Task for Mayor Berry to call residents for a task force meeting.

iv. Mayor Berry and Councillor Broughton: Howe Sound Community Forum
Whistler meeting October 13th, 2023 (page 268 of the agenda package)
Information Report was received for information purposes.

ix. Councillor Abbott: Canadian Protected and Conserved Areas Database (CPCAD)
(page 269 of the agenda package)
Councillor Abbott provided a briefing on the key highlights of the report.

Moved/Seconded

THAT Council direct Staff to sign the attached consent form; and
THAT Staff support the BC Nature team to assess our participation in the
Canadian Protected and Conserved Areas Database (CPCAD); AND
THAT Staff provide an update for Council outlining their progress at the Regular
Council Meeting of November 21st.

CARRIED

The Meeting at 10:30p.m without a formal adjournment.

Mayor

CAO

Date Adopted by Council:	
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**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, NOVEMBER 9, 2023 AT 6:00PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC**

MINUTES

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe

Absent with Regret:
Councillor Marcus Reuter

Staff: Ross Blackwell, Chief Administrative Officer
Marina Blagodarov, Acting Municipal Coordinator (Recorder)

Public: None

Also Present: Lions Bay Beach Park Advisory Committee Members:
Scott Gordon
David Lee
Susan Davis (via videoconference)
Kristy Pappas (via videoconference)

Councillor Cunliffe joined the meeting at 6:02p.m.

1. Call to Order

Mayor Berry called the meeting to order at 6:02p.m.

Moved/Seconded

THAT the Special Meeting of Council be called to order.

CARRIED

2. Public Participation

None.

3. Closure of Special Council Meeting 603pm

Proposed topics for discussion in the absence of the public:

A. Contracts

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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

- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

CARRIED

Meeting returned to Open session at 6:53p.m.

4. Reporting out from Closed Meeting (if applicable)

There was nothing to report out of Closed session at this time.

5. Adjournment

Moved/Seconded

THAT the Special Council Meeting be adjourned.

CARRIED

Meeting was adjourned at 6:54p.m.

Mayor

CAO

Date Adopted by Council:	
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Schedule 9A: Open Council Meeting

Village of Lions Bay Follow-up Action Item List				
Action No.	Date	Item/Action/Description	Person	Status
284	June 20 2023	Contact the local Member of Parliament and Member of the Legislative Assembly to inform of CN Rail's request and seek required support	Councillor Broughton	On-Going
293	July 18 2023	Bayview Bridge	PWM, Karl Buhr	On-Going; minor construction items left before completion
296	Sept 19 2023	Audit and Annual Report	CAO, Ross Blackwell and Controller, Joe Chirkoff	In Progress
297	Sept 19 2023	Cost-benefit analysis on document storage options	CAO, Ross Blackwell	In Progress
298	Sept 19 2023	Call an EPC Meeting	CAO, Ross Blackwell to communicate with EPC	In Progress
301	Oct 3 2023	Review the secondary suits revenue	FO, Joe Chirkoff	In Progress; to work on and circulate back
303	Oct 3 2023	On a monthly basis - present up to date budget	Controller, Joe Chirkoff	On-Going Monthly Report
304	Oct 17 2023	® Advise Province of BC that VoLB request an exemption from Speculation Vacancy Tax	CAO, Ross Blackwell & Councillor Reuter	On-Going
305	Oct 17 2023	Obtain LBBP Committee file copies	PWM, Karl Buhr	On-Going
306	Oct 17 2023	Rain Barrels item to be considered by the CAC	Climate Action Committee	On-Going

307	Oct 17 2023	Provide Preliminary guidelines on public participation and correspondence response/from Action item 294: Research best practices for Correspondence and Communication Policies. 1401, 1405, 1704, and 1705	CAO, Ross Blackwell	On-Going
308	Nov 7 2023	® Confirm dates via email to approve the proposed calendar, and Council is expected to provide confirmation of their availability, allowing for a longer timeline to ensure public involvement in the budget process.	FO, Joe Chirkoff	On the agenda
309	Nov 7 2023	® Purchasing Policy and Purchase Card Policy: Address the specific concerns raised and report back to Council	FO, Joe Chirkoff	On the agenda
310	Nov 7 2023	® re-scope the Connector Project and bring back to Council	PWM, Karl Buhr	On-Going
311	Nov 7 2023	® proceed with wayfinding signage project, subject to community input	PWM, Karl Buhr	On-Going
312	Nov 7 2023	Call residents for a task force meeting	Mayor Berry	In progress
313	Nov 7 2023	Canadian Protected and Conserved Areas Database (CPCAD): Sign consent form; update for Council outlining progress re: CPCAD	Staff	In progress



The Village of LIONS BAY

Type	Request for Decision		
Title	Corporate Communications Policy In conjunction with: Website and Village Update Content Policy 1704		
Author	Ross Blackwell, CAO	Reviewed By:	Marina Blagodarov
Date	October 24, 2023	Version	V2
Issued for	November 21, 2023		

RECOMMENDATION:

For Direction

BACKGROUND:

Effective communication is vital for internal coherence, external relations, and public perception. To ensure that the Village of Lions Bay maintains transparency, professionalism, and consistency in its communications, it is important that the municipality adopts a Corporate Communications Policy.

DISCUSSION:

The purpose of this staff report is to set out the significance of adopting a Corporate Communications Policy for the Village of Lions Bay. Such a policy will serve as a guiding framework for municipal communication efforts, both within the organization and in interactions with the public, stakeholders, and others ensuring that municipal messaging aligns with its values, objectives, and legal obligations.

Importance of a Corporate Communications Policy:

1. **Consistency:** A well-defined communications policy will facilitate uniformity in municipal messaging. It will provide clear guidelines on the language, tone, and style the municipality uses across all communications, creating a coherent and recognizable Village brand. This specific content is typically provided in the context of a “style guide”) not currently part of the draft policy set out in the subject report but can be added at a later date.
2. **Transparency:** A corporate communications policy promotes transparency. By clearly defining how and what information is communicated, it ensures that municipal stakeholders, including the public, have access to accurate and up-to-date information regarding municipal operations and decisions.
3. **Efficiency:** A structured approach to communication will increase efficiency. By detailing roles and responsibilities, it will reduce redundancy and streamline municipal messaging processes.
4. **Reputation Management:** Having a policy in place allows the municipality to manage its reputation effectively. The municipality can plan and execute responses to crises, manage



The Village of
**LIONS
BAY**

social media interactions, and engage with the media in a manner that upholds its reputation.

5. **Legal Compliance:** In its communications, the municipality must adhere to legal obligations such as privacy laws, public records laws, and Freedom of Information requests. A policy will ensure that the municipality is in compliance with these requirements.
6. **Public Engagement:** A communications policy will also guide how the municipality interacts with the public. It can define how it collects feedback, responds to inquiries, and conducts public consultations, ultimately enhancing the quality of its engagement with the community.
7. **Consolidating the Brand:** A well-defined communications policy can help consolidate and strengthen the Village of Lions Bay's brand identity, reinforcing our values and priorities to residents, partners, and other stakeholders.

FINANCIAL CONSIDERATIONS: None

LEGAL CONSIDERATIONS: None

OPTIONS:

- (1) THAT the Corporate Communications Policy be adopted as presented.
- (2) THAT the Corporate Communications Policy not be adopted as presented and specific direction be provided to staff.

Respectfully submitted by,

Ross Blackwell, MAP, MCIP, RPP

Chief Administrative Officer

Attachments:

Draft Corporate Communications Policy.



Type	POLICY		Policy No	POL-23XX
Title	Corporate Communication			
Author	Ross Blackwell	Reviewed By:	Marina Blagodarov	
Date	October 24, 2023		Version	2

1.0 PURPOSE

1.1 This purpose of the Corporate Communications Policy is to establish guidelines for the Village of Lions Bay for communications, including the procedures, roles and responsibilities for all Village employees and representatives when communicating or releasing information on behalf of the Village. The purpose of this policy is:

- 1.1.1** to ensure information is provided in a timely, consistent and appropriate manner;
- 1.1.2** to provide guidelines and procedures that support transparent, consistent, and informative communications from the Village of Lions Bay.
- 1.2** This policy applies to all Village of Lions Bay employees and all contractors or partners who communicate with citizens, other agencies or the media on behalf of the Village.

2.0 RESPONSIBILITIES

2.1 The Chief Administrative Officer is responsible for:

- 2.1.1** Implementing this policy;
- 2.1.2** Ensuring policy and procedures reviews occur.
- 2.1.3** Understanding and adhering to this policy;
- 2.1.4** Ensuring employees are aware of this policy and related procedures;
- 2.1.5** Review and amend this policy as required.

2.2 All Village of Lions Bay employees are responsible for understanding and adhering to this policy.

3.0 GUIDING PRINCIPLES

3.1 All communication activities conducted by the Village of Lions Bay must adhere to the appropriate policies, guidelines or statutory requirements set out by legislation.



3.2 Communications activities must also reflect the Village of Lions Bay’s Communications Principles:

3.2.1 Provide information that is timely, accurate, objective, clear, accessible and responsive.

3.2.2 Consider the range of communication tools at our disposal and use those most appropriate to address the needs associated with each circumstance.

3.2.3 Work collaboratively across the organization to ensure that information is thorough, factual and timely.

3.2.4 Respect the access to information and privacy rights of citizens and employees.

3.2.5 Support opportunities for engagement to inform public policy.

3.2.6 Strive to achieve a culture of two-way communication and “communications excellence” practices.

4.0 PLAIN LANGUAGE

4.1 The Village of Lions Bay will use ‘plain language’ for its external communications whenever possible.

4.2 ‘Plain language’ can be broadly described as any writing designed to ensure the reader understands the message as quickly, easily, and completely as possible. Plain language strives to be easy to read, understand, and use. It avoids verbose, convoluted language and jargon and uses document structure and visual aids (such as graphics or charts) to guide the reader.

5.0 TIMELY RESPONSE

5.1 The Village of Lions Bay provides residents, business, visitors, and other stakeholders timely, accurate, clear, accessible and responsive information. As such, Village of Lions Bay employees must respond to enquiries in a prompt manner, either in person, by telephone or voicemail, by email, or through other official Village channels.

5.2 Enquiries should be responded to or acknowledged within one business day. When the information requested is not immediately available, the message must be acknowledged as soon as possible. Information in the acknowledgement may include an estimated timeline for the response, alternate staff members or departments the enquiry is being forwarded to, or other information that informs the citizen their enquiry is being actioned.

6.0 ENGAGEMENT

6.1 The Village of Lions Bay is committed to involving its citizens as part of decision-making processes. The Village will consider the International Association of Public Participation (IAP2) Core Values as its foundation when considering public participation and engagement.



6.2 Core Values for the Practice of Public Participation (source: IAP2 Canada):

- 6.2.1** Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 6.2.2** Public participation includes the promise that the public's contribution will influence the decision.
- 6.2.3** Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- 6.2.4** Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 6.2.5** Public participation seeks input from participants in designing how they participate.
- 6.2.6** Public participation provides participants with the information they need to participate in a meaningful way.
- 6.2.7** Public participation communicates to participants how their input affected the decision.

7.0 MEDIA RELATIONS

- 7.1** All media relations activities are coordinated by the office of the CAO. Unless otherwise authorized, the chief spokespersons for the Village of Lions Bay are designated members of Village Council or the Chief Administrative Officer. The Mayor or a designated Councillor is the authorized spokesperson to speak with media on behalf of Council-related to decisions and outcomes of Council business. The Chief Administrative Officer (or authorized delegate) is authorized to speak with the media on policy matters or on matters affecting the administration of the Village. Village of Lions Bay employees who are not authorized to act as spokesperson will not respond on behalf of the Village to any enquiry, or initiate communication with, the media.
- 7.2** All media enquiries must be referred to the office of the CAO in a timely manner for official response and follow up.
- 7.3** Media releases are used to communicate official Village activities, decisions, projects or services, or for use as official statements during Emergency Operations. Media releases must be approved by the Chief Administrative Officer prior to release (or EOC Director during Emergency Operations). All media releases are distributed by email to Council and published to the Village of Lions Bay website.
- 7.4** Inaccurate media coverage should be brought to the attention of the Chief Administrative Officer for correction.



8.0 PARTNERSHIPS AND THIRD-PARTY PROMOTION

- 8.1** A partnership is defined as an arrangement where parties agree to cooperate to advance their mutual interests in order to increase the likelihood of each achieving their mission and to amplify their reach. A sponsorship is defined as a formal agreement in which cash and/ or an in-kind fee is paid toward a program, service or amenity in return for marketing, advertising, public relations or other recognition.
- 8.2** The Village of Lions Bay regularly as part of its day-to-day operation enters into partnerships and/ or sponsorships with other organizations, governments, societies and businesses. As a course of business and transparency, the Village of Lions Bay should acknowledge these partnerships as part of its regular communications. This may include short statements outlining the partnership or sponsorship arrangement, use of a logo on advertising materials, or another similar tactic.
- 8.3** The Village of Lions Bay will not actively promote or advertise any third-party organization, society, entity or business over another similar organization, unless as part of an officially recognized partnership or sponsorship relationship.

9.0 BRANDING AND BRAND ELEMENTS

- 9.1** The Village of Lions Bay establishes policies, provides services, and maintains a variety of facilities. For its role and responsibilities to be clearly recognized, it must have a single and consistent visual identity. The Village of Lions Bay logo reflects the organization's role as the accountable and authoritative body and distinguishes the Village from other organizations and groups. The logo is protected by copyright and trademark and cannot be used without the expressed consent of the Village of Lions Bay. Village logo use by outside organizations must reflect the Village's official role or partnership in a program, service, or event. Logo use requests by outside organizations must be directed to the office of the CAO. The Village of Lions Bay provides details on logo placement, colours, typography and other branding elements.

10.0 WEBSITE

- 10.1** The Village of Lions Bay will maintain an official website to provide the public with information regarding Village services, Council decisions, Council and committee meeting schedule, minutes and agendas, bylaws, activities and events, and ongoing local government business.
- 10.2** Wherever possible, the website will provide links to other official information sources, rather than copying and pasting information directly to the website. The website should be considered as the first point of contact when new or revised information regarding programs and services is established.



- 10.3** The Deputy Corporate Officer is responsible for content edits, additions and deletions may make routine edits and additions to website content. Non-routine, complex, or brand-new content (for example, a new page or section, or a rewrite of an existing page) must be approved by the Chief Administrative Officer.
- 10.4** The Village of Lions Bay website will not be used to promote an individual business, not-for-profit organization, or community organization over any other, and will not be used to promote an individual political philosophy.

11.0 SOCIAL MEDIA

- 11.1** The Village of Lions Bay uses social media as a communication and engagement tool to share information and encourage dialogue with a wide variety of audiences.
- 11.2** All social media accounts must first be approved by the Chief Administrative Officer. All social media accounts must be branded in such a way as to reflect their official attachment to the Village of Lions Bay and include appropriate contact information and a statement outlining the rules of use.
- 11.3** Under the direction of the Chief Administrative Officer, the Deputy Corporate Officer is responsible for specific social media functions, including posting fresh and engaging content, monitoring statistics and ensuring timely responses to public questions.
- 11.4** The Village's social media channel(s) is (are) used to share relevant Village information, including from various partners or stakeholders, and not from individuals, businesses, or groups. During a State of Emergency, content from outside sources may be shared on all Village social media channels with the approval of the CAO. The following guidelines shall apply:
- 11.4.1** Relevant to the benefit of the community
 - 11.4.2** In response to a community-wide disruptive occurrence
 - 11.4.3** It does not financially benefit individual businesses
 - 11.4.4** Aligns with the Village's overall goals and directions under the Strategic Plan and supports the citizens, not-for-profits, or the business community.
 - 11.4.5** Written approval has been obtained from the content owner.
 - 11.4.6** The current approved social media channels for Village use are:
 - 11.4.6.1** Facebook
 - 11.4.6.2** YouTube



- 11.5** Employees representing the Village on social media channels are expected to always conduct themselves following the Employee Code of Conduct, Respectful Workplace and Human Rights policies, and the *Freedom of Information and Protection of Privacy Act*.
- 12.0 Social Media Moderation Procedure**
- 12.1** As outlined in the Village of Lions Bay Respectful Workplace Policy, the Village of Lions Bay values all its employees and is committed to providing an environment where Employees, Members of Village Council, Volunteers, Customers, Contractors and Visitors are treated and treat each other professionally and respectfully with dignity in their interactions.
- 13.0 Approval and Access**
- 13.1** All social media channels must be approved by the Chief Administrative Officer, in consultation with the Deputy Corporate Officer. Only employees with authorized access, approved by the CAO or Deputy Corporate Officer, to Village social media channels are permitted to post or comment on behalf of the Village. Sharing account log-in information is not permitted.
- 14.0 Personal Social Media Use**
- 14.1** Whether or not an employee chooses to create or participate in a blog, wiki, online social media network, or any other online publishing platform is their own decision. However, the Village of Lions Bay recognizes that emerging online collaboration platforms are changing how individuals and organizations communicate.
- 14.2** The Village expects that employees using personal social media accounts will use the same discretion and good judgment when posting online that they would use in a public setting. An employee who chooses to express an opinion regarding Village policy may do so only if they precede their disclosure with a disclaimer acknowledging that their personal statement does not necessarily reflect the opinion of their employer.
- 14.3** Village employees have no right to privacy concerning their personal use of social media or personal social media accounts. They should not expect or assume privacy or confidentiality for personal social media use. Employees are responsible for ensuring their online activities do not interfere with their ability to fulfil their job requirements or their commitments to their manager, co-workers or customers.
- 14.4** The Village of Lions Bay expects its employees to adhere to the Village's Respectful Workplace and Code of Conduct policies and to be truthful, courteous and respectful toward co-workers, citizens, customers and other persons associated with the Village. Do not engage in name-calling or personal attacks. Refrain from making disparaging comments about the workplace, policies,



supervisors, or discussing internal employment disputes on social media. Assume anything written about a co-worker or supervisor will be read by that co-worker, your supervisor and many others.

14.5 Employees are encouraged to share posts from the Village’s official sites to their sites to assist the Village in getting a message out and ensure that what they are posting to their pages is the official message from the Village.

15.0 Enforcement

15.1 Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Use of the Village provided internet, email, and social media is a privilege. Unauthorized use will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action as deemed appropriate.

Corporate Officer

Mayor or Delegate

Adopted by Council:	
Updated:	



Type	Information Report		
Title	2024 Budgeting Milestones		
Author	Joseph Chirkoff	Reviewed By:	Ross Blackwell
Date	November 16, 2023	Version	2
Issued for	November 21, 2023		

Recommendation:

THAT the Information Report regarding 2024 Budgeting Milestones be received.

Attachments:

(1) None

Key Information:

The staff of the Village of Lions Bay (Village) is drafting the next municipal budget for 2024-2028. Each year, the Village prepares a five-year financial plan to guide how it will provide services and infrastructure for the Village’s residents.

- November 20, 2023 - 2024 – 2028 financial plan workshop (Finance Committee)
- November 27, 2023 - 2024 – 2028 financial plan workshop (Committee of the Whole)
- December 1, 2023 - Financial plan provided to Council for review
- December 18, 2023 - 2024 – 2028 financial plan workshop (Committee of the Whole)
- January 12, 2024 - Revised financial plan provided to Council for review
- February 27, 2024 - Staff presentation of the financial plan to Council for readings and adoption

Communication Plan: Public engagement is planned for January 15, 2024 to provide members of the public an opportunity to comment on the 2024 – 2028 financial plan. Feedback may also be provided to budget@lionsbay.ca



STAFF REPORT

DATE: November 6, 2023 **FILE:**
TO: Council
FROM: Ross Blackwell, MAP, MCIP, RPP, CAO
RE: **KELVIN GROVE BEACH PARKING LOT**

RECOMMENDED RESOLUTION:

For direction.

BACKGROUND:

As Council is aware, use of the Kelvin Grove beach parking lot has been a significant issue for an extended duration for one neighbouring property owner in particular. The issue primarily concerns what this property owner deems as disruptive activities within the parking lot during and after the adjacent Kelvin Grove Beach & Marine Park's posted public use hours, including claims of noise, nudity, drinking, smoking, urination and other publicly undesirable behaviours. The issue is most problematic for the property owner during the warmer months of the year.

The parking lot has installed signage that sets out hours of "public use" of the beach park. There is no physical barrier to restrict entry into the parking lot the beach park and there are effectively no options currently available to the Village to manage after hours activity in the parking lot.

The resident has provided the following list of requests:

- Remove the Resident Permit zone along lower Tidewater Way and make it "No Parking".
- Install larger and more emphatic signage denoting closing times for the lot (as opposed to the beach park).
- Ban (by signage) motorcycles and campers.
- Require (by signage) anyone changing into swimming or diving gear to do out of sight of the resident behind the parking lot's hedge.
- Require people by signage to only use the washrooms at the beach park for ablution purposes.
- Change the 2 Disabled Parking spots in the lot back to Resident Parking.

DISCUSSION:

The Kelvin Grove beach parking lot is a significant and easily accessed location that draws significant use over the course of the year. As Council is aware, Kelvin Grove is Lions Bay's only dog beach, so residents from the entire Village drive there to use it, parking along Tidewater Way (anecdotally to "leave space in the lot for visitors," and in the lot itself (free with Resident decal). It is also a nationally renowned dive spot, with mild currents, reefs and walls, and a wide variety of sea life. Most cliff jumpers take the bus, but some do also park in the lot. The lot is also a drop-off for bus tours to the beach park and cliff jump.



The Public Works Manager has investigated this matter fully and is satisfied that the current approach employed at the parking lot is the achieves the best possible balance for its entire user base.

Signage – the parking lot has signage that sets out hours when the beach park is open to the public and listing undesired activities in the parking lot. An “Enjoy Your Visit” sign lays out expectations for the beach park. To the extent that the signage is large enough or sufficiently legible at all light levels, it has proven to have only limited effect in managing/limiting undesired behaviour. Accordingly, it is suggested that signage alone will not adequately address the concerns associated with after hours use.

Enforcement – to the extent that activities occurring within the parking lot are in contravention of Village Bylaws, regulations can be enforced. This is contingent on the deployment schedule and availability of a bylaw enforcement officer. The primary concerns pertaining to excessive after-hours noise emanating from the parking lot is not something that the Village can enforce, currently, as there are no dedicated bylaw enforcement staff on duty after beach park closing. Accordingly, it is suggested that enforcement alone will not address the concerns associated with after hours use.

Physical closure – the only practical way to preclude use of the parking lot—to residents and visitors alike—is to install a physical barrier that prohibits access to the parking lot during the hours of parking lot beach park closure. The image below illustrates an example of this type of system. Supply and installation of two 12-foot swing gates that would lock at the point where both gates meet would cost between \$5,000 to \$6,000. A single narrow gate would not be significantly less money. Given the width of the parking lot entrance, it would be necessary to install wing walls (such as Jersey barriers) to narrow it so that the gates would function as intended.

There are additional considerations associated with this type of physical access barrier solution such as additional staffing that would be necessary to open the gates in the morning and lock the gates at 10:00 pm beach park closing. Another consideration would involve establishing protocols should visitor, resident or guest vehicles remain in the parking lot after closing and become locked in until morning opening; no parking in Lions Bay currently closes at certain hours.



Example of Jersey Barrier



Example of Swing Gates



OPTIONS:

- (1) Direct staff to install entry gates and other associated improvement to secure the parking lot during closed hours.
- (2) Provide no decision or direction on this matter at this time.
- (3) Refer the matter to staff with specific direction.

RECOMMENDED OPTION:

For direction.

FINANCIAL CONSIDERATIONS:

Supply and installation of lockable driveway gates and associated appurtenances necessary to secure the parking is estimated to cost approximately \$5,000 - \$6,000 for gates plus a yet to be determined amount for additional items necessary to secure the parking lot, plus a staffing allowance shift during the times the gate would be in use.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted by,

A handwritten signature in black ink, appearing to be "R. Blackwell". The signature is written in a cursive style with a horizontal line extending to the right.

Ross Blackwell, CAO
Chief Administrative Officer



STAFF REPORT

DATE: November 16, 2023 **FILE:** POL 23XX
TO: Council
FROM: Ross Blackwell, MAP, MCIP, RPP, CAO
RE: **UPDATED RESPECTFUL WORKPLACE POLICY**

RECOMMENDED RESOLUTION:

THAT the revised Respectful Workplace Policy, dated November 16, 2023, be adopted.

BACKGROUND:

The current staff report addresses the imperative need to update our existing Respectful Workplace Policy, originally implemented in 2015 (POL-1501). The rationale for this revision is rooted in the evolving landscape of occupational health and safety obligations under *British Columbia's Workers Compensation Act* (the "Act"), reflecting the dynamic nature of workplace dynamics, societal expectations, and legal requirements.

DISCUSSION:

Rationale for Policy Update:

1. Legal Compliance:
 - The proposed revisions are necessary to align our policy with the current legal framework outlined in the Act. Compliance with legal obligations ensures that our municipality meets the highest standards of workplace safety and fosters an environment that prioritizes the well-being of our workforce.
2. Enhanced Definition and Examples:
 - The updated policy includes refined definitions and illustrative examples of bullying and harassment. This specificity is crucial for ensuring clarity and understanding among employees, enabling them to recognize and report inappropriate conduct accurately.
3. Promotion of a Positive Workplace Culture:
 - A well-defined and up-to-date Respectful Workplace Policy contributes to the establishment of a positive workplace culture. By emphasizing a zero-tolerance approach to bullying and harassment, the policy serves as a proactive tool to prevent such behaviors and promotes a healthy, respectful work environment.



4. Employee Empowerment:

- The updated policy places a stronger emphasis on empowering employees by clearly delineating reporting mechanisms and providing assurance of a prompt, fair, and confidential investigation process. This empowers employees to come forward without fear of retaliation, fostering trust and transparency.

5. Risk Mitigation:

- By staying abreast of current legal and societal expectations, our municipality mitigates the risk of potential legal issues arising from workplace bullying and harassment. This, in turn, safeguards our reputation as a responsible and forward-thinking employer.

Importance of the Updated Policy:

1. Employee Well-being:

- The Respectful Workplace Policy directly impacts the well-being of our employees. A workplace free from bullying and harassment contributes to increased job satisfaction, mental health, and overall productivity.

2. Community Perception:

- As a public entity, our municipality's commitment to a respectful workplace is not only an internal matter but also contributes to our standing within the community. Demonstrating our dedication to creating a positive work environment reinforces community trust and confidence.

3. Legal Obligations:

- Upholding the highest standards of workplace safety is not just an imperative but a legal obligation. Adhering to the Act's requirements is crucial to avoiding legal repercussions and demonstrating our commitment to lawful and ethical practices.

4. Attraction and Retention of Talent:

- A workplace known for its commitment to a respectful environment is attractive to potential employees and aids in the retention of existing talent. This, in turn, enhances our organizational effectiveness and performance.

The proposed update to the Respectful Workplace Policy is not merely a procedural formality but a strategic and necessary step to ensure legal compliance, adaptability to changing dynamics, promotion of a positive workplace culture, employee empowerment, risk mitigation, and the well-being of our workforce.

OPTIONS:

- (1) Adopt the revised Respectful Workplace Policy, dated November 16, 2023.



(2) Provide no decision or direction.

(3) Refer the matter to staff with specific direction.

FINANCIAL CONSIDERATIONS:

N/A

LEGAL CONSIDERATIONS:

N/A

Respectfully submitted By,

A handwritten signature in black ink, appearing to be "R. Blackwell". The signature is stylized with a large, looped initial "R" and a horizontal line extending to the right.

Ross Blackwell, MAP, MCIP, RPP
Chief Administrative Officer

Attachments:

(1) Draft Respectful Workplace Policy



POLICY: RESPECTFUL WORKPLACE

POL 23XX

1.0 POLICY STATEMENT

The Village of Lions Bay is committed to providing a work environment in which all individuals are treated with mutual dignity and respect. Accordingly, the Village of Lions Bay is committed to ensuring that bullying and harassment of employees at or in connection with work is not tolerated. The Village will take steps to prevent discrimination, bullying and harassment by providing education to employees to recognize the potential for bullying and harassment, to respond, and to follow the procedures for reporting. It is our mutual responsibility to ensure that we create and maintain a harassment-free workplace and address this from all possible sources including all employees, elected officials, appointed committee members, contractors and anyone doing business with the Village. This Policy is intended to comply with all relevant legislation and regulations including the *British Columbia Human Rights Code* and *Workers Compensation Act*.

2.0 PURPOSE

To promote a consistent understanding of a respectful workplace which is free from discrimination, bullying and harassment and to outline procedures for addressing concerns that may arise.

3.0 SCOPE

This Policy applies to all Village of Lions Bay employees. Harassment of employees by elected officials (Council), appointed committee members, contractors and anyone doing business with the Village is also prohibited. This is addressed in Council's Code of Conduct, workplace signage and through contractual terms/conditions and legislation.

This Policy applies to the workplace itself, and to work-related events. (refer to definition of "workplace" in the next section) It includes harassment involving Village employees that happens away from the workplace or after regular working hours, where the harassment has a negative impact on the workplace.

4.0 DEFINITIONS

4.1 Respectful Workplace

A work environment where individuals treat each other with respect at all times. This includes:

- Inclusion of people with different backgrounds, strengths and opinions;
- Safety from disrespectful, bullying or intimidating behaviours;
- Individual accountability for effective workplace relationships involving the constructive resolution of differences.



4.2 Discrimination

Discrimination is any unfair differential treatment of an individual or group on any of the prohibited grounds outlined within the *BC Human Rights Code* which includes race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction. Discriminatory harassment is a form of discrimination where abusive, unfair, offensive, or demeaning treatment of a person or group has the effect of interfering with an employee's work.

4.3 Harassment / Personal Harassment

Harassment (or personal harassment) is one or a series of incidents of behaviour directed toward a group or individual that a reasonable person would know or ought to know would cause offence, humiliation or intimidation. Such behaviour includes but is not limited to making derogatory comments to or about another person, swearing, yelling, derogatory gestures, gossip, reckless disregard or denial of another's rights or improper use of power or authority.

Harassment is **NOT**: legitimate job-related action performed in good faith by managers/ supervisors. Such action may include giving work direction or assignments, conducting performance appraisals, attendance monitoring and implementation of disciplinary or other corrective actions.

4.4 Sexual Harassment

Sexual Harassment is a specific form of harassment prohibited under this Policy. Sexual Harassment entails sexually oriented comments, conduct, gestures, visual displays or contact including sexual remarks, leering, touching or other sexually oriented behaviour that creates an uncomfortable or offensive work environment.

4.5 Bullying

Bullying is any repeated or systematic behaviour, including physical, verbal or psychological conduct which would be seen by a reasonable person as intending to belittle, intimidate, coerce or isolate another person.

4.6 Complainant

An employee who believes that he or she has a complaint of conduct contrary to this Policy and is bringing forward the complaint.

4.7 Respondent

The individual against whom an allegation(s) of conduct contrary to this Policy has been made and who is responding to the allegation(s) made in the complaint.



4.8 Workplace

The workplace includes:

- Village offices, buildings, facilities, vehicles or worksites;
- locations visited by employees while traveling on Village related business including conferences, meetings, vendor/supplier or customer sites;
- locations of work-related social gatherings;
- internet/electronic communications;
- any other locations where the prohibited conduct may have a subsequent impact on the work relationship.

5.0 ROLES AND RESPONSIBILITIES

All employees and elected officials of the Village are expected to contribute constructively to a respectful workplace environment that is collaborative, inclusive and embraces diversity.

Village of Lions Bay

- The Village has the primary responsibility to establish and maintain a work environment free of discrimination, harassment and/or bullying as defined in this Policy.

5.1 Mayor and Council Members are expected to:

- fully comply with Council's related Code of Conduct;
- be familiar with the Respectful Workplace Policy and not participate in discriminatory, harassing or bullying behaviour; and
- exemplify respectful speech and behaviour.

5.2 Employees are expected to:

- not engage in harassment or bullying of other employees;
- report if harassment or bullying is observed or experienced in the workplace; and
- apply and comply with the Employer's policies and procedures on harassment and bullying.

5.3 Managers/Supervisors/Fire Chief are expected to:

- clearly communicate this Policy to all employees; including new employees on the commencement of their employment;
- promote, within their area of responsibility, a work environment which is free from harassment and bullying and is supportive of the dignity and respect of every employee;
- model inclusive and professional behaviour and not participate in discriminatory or harassing behaviour;
- immediately address any harassment or bullying that they may observe or of which they become aware; and
- ensure that harassment and bullying is not allowed, condoned or ignored and may be considered a party to the harassment if they fail to take corrective actions.



5.4 Corporate Administration will:

- champion respectful workplace behaviours and practices;
- ensure this Policy and related information is available and accessible;
- provide advice and/or guidance on the Policy and related processes;
- facilitate corporate training and development related to respectful workplaces;
- ensure a fair, prompt and equitable process is followed, and oversee the resolution/investigation process as may be required; and
- where appropriate, to facilitate joint involvement of management, union representatives and other staff to resolve issues.

6.0 COMPLAINT RESOLUTION PROCEDURES

6.1 Informal Process

Employees who believe they have been the subject of discrimination, harassment or bullying are encouraged to resolve the situation informally by making their concern known to the other party. This is an important step to ensure that the other party knows that his or her conduct is unwelcome. If after discussing a complaint with the other party, the complaint is dealt with to an individual's satisfaction, the issue is considered to be resolved. If the employee is uncomfortable informing the other party that their actions are unwelcome, they may seek assistance from a supervisor, manager, union representative or Chief Administrative Officer (CAO). The supervisor, manager, union representative or Chief Administrative Officer will meet with the parties (either separately or together) and attempt to mediate a resolution that is acceptable to both parties. If a solution is reached, the complaint will be deemed resolved.

All persons who believe that they have experienced discrimination, harassment or bullying should keep detailed notes about the issue.

6.2 Formal Process

In the event that the matter is not resolved to the Complainant's satisfaction, or if the employee chooses not to proceed informally, the employee may proceed with a formal complaint.

1. To file a formal complaint, the Complainant must complete a Respectful Workplace Complaint Form (Appendix A) and forward it to the Chief Administrative Officer (CAO) for complaints involving all employees or a member of Council Depending on the circumstances, the CAO may also consider first attempting an informal resolution if such has not already been taken.

For any complaints involving Council (including the Mayor), the CAO will appoint an external Investigator.

2. Once a formal written complaint is received, the designated individual will begin a formal investigation if appropriate and will appoint an internal or external investigator to conduct a confidential investigation of the complaint.



The investigator will:

- notify the Respondent of the allegations of the complaint
- interview the Complainant (for unionized employees, a Union representative may be present at the Complainant's request)
- interview the Respondent (for unionized employees, a Union representative may be present at the Respondent's request)
- interview witnesses as determined by the investigator

Both the Complainant and Respondent will have an opportunity to identify possible witnesses or others to be interviewed. Every effort will be made to complete the investigation and document the findings within a reasonable timeframe.

3. At the conclusion of the investigation:

- a confidential report including the complaint investigation findings will be presented to the CAO.
- The Complainant and the Respondent will be advised of the outcome of the investigation having regard to the privacy interests of all parties.
- The CAO will determine any appropriate corrective or disciplinary action to be taken. (See Section below- Remedies)

7.0 APPEAL PROCEDURE

If a Complaint or Respondent is not satisfied with the final decision in respect to the complaint, the following avenues may be considered:

- Unionized employees may speak with their Union about filing a grievance under the Collective Agreement. The timelines for filing a grievance will be applied.
- Management and Exempt employees may appeal to the CAO or designate in writing within 20 working days outlining their reasons for disagreement with the outcome of the complaint. The CAO's review will be limited to reviewing the investigator's report and the outcome as determined by the individual designated to manage the formal complaint to determine whether this Policy was reasonably and appropriately applied. The CAO will then issue a decision in writing either confirming the decision of the individual designated to manage the formal complaint or outlining an alternative outcome which will then constitute the Village's final decision.

8.0 REMEDIES

In keeping with the procedures as set out above, where a complaint is substantiated, an appropriate remedy will be implemented. The determination of an appropriate remedy will be assessed on a case-by-case basis. This may include corrective action such as education and training, mediation or



other conciliatory approaches, temporary or permanent changes to reporting structures or work assignments, and/or discipline up to and including termination of employment where applicable.

9.0 TIME LIMITS

The Village reserves the right to consider any matter that comes to its attention at any time; however, Complainants are encouraged to bring concerns forward in a timely manner. A formal complaint must be made to the individual designated to manage formal complaints within six (6) months of the date of the last alleged incident of harassment.

It should be noted that there is a limitation period of six (6) months for a complaint under the *British Columbia Human Rights Code* to the British Columbia Human Rights Tribunal in respect of discrimination on a prohibited ground (see the definition of Discrimination).

10.0 CONFIDENTIALITY

To protect the interests of the Complainant and Respondent, confidentiality will be maintained throughout the resolution processes to the extent appropriate under the circumstances. Parties to a complaint, including witnesses, are not to share information or discuss details of the complaint.

All employees are expected to respect and preserve the confidentiality of any complaint and process under this Policy and to assist management in the informal resolution process or the formal investigation of any complaint by providing information as requested. This includes refraining from discussions or releasing information in any form except for the purpose of resolving the complaint.

Management and any investigator appointed by the Village, insofar as possible, will keep all information concerning the complaint confidential. Confidentiality will be maintained throughout the process and information will be disclosed only to the extent necessary to carry out these procedures, including the conduct of a fair investigation and the implementation of corrective/disciplinary measures, and where disclosure is required under lawful authority. In all circumstances, only the minimum amount of information necessary will be disclosed.

11.0 RETALIATION

Any retaliation against any party involved in a complaint or complaint resolution process will not be tolerated. Retaliation may form the basis of a separate complaint and could result in disciplinary action up to and including dismissal.

12.0 MALICIOUS ALLEGATIONS

An investigation may determine that a complaint is not supported and that there is no breach of this Policy. Such a finding does not necessarily mean that the complaint was malicious. Malicious complaints are those where the complainant or others know there is no foundation to the



complaint and where the complaint is filed for the purpose of bringing an adverse consequence to the respondent or another employee of the Village.

Such complaints are a breach of this Policy and any employee engaged in presentation or filing of such a complaint may be subject to discipline, up to and including dismissal.

13.0 RECORD KEEPING

The Village will maintain all documentation pertaining to complaints in a confidential manner. If the allegations are not proven and there is no disciplinary action, there shall be no records of the complaint placed in the personnel files of the Complainant, the witnesses or the Respondent. However, documentation of the investigation shall be kept in a confidential file separate from the personnel files and maintained by the Manager of Human Resources in order to evidence the Village's proper investigation of the formal complaint.

Where a complaint is substantiated, documentation which outlines disciplinary action arising from an investigation shall be placed in the Respondent's personnel file.

14.0 COLLECTIVE AGREEMENTS & LEGISLATION

In the event that any portion of this Policy is inconsistent with a binding Village collective agreement or federal or provincial legislation, that portion and only that portion of the Policy shall have no application to the extent of that inconsistency. All other portions of the Policy shall continue in full force and effect.

15.0 RELATED POLICY, LEGISLATION & AGREEMENTS

Village of Lions Bay Council Code of Conduct
British Columbia Human Rights Code
British Columbia Workers Compensation Act
Collective Agreement - Village of Lions Bay and CUPE 389



GENERAL PURCHASING POLICY

Type	POLICY		Policy No.	POL-xxx
Title	General Purchasing Policy			
Author	Joseph Chirkoff Financial Officer	Reviewed By:	Ross Blackwell Chief Administrative Officer	
Date	November 15, 2023		Version	10
Issued for	November 21, 2023			

Purpose

The purpose of the General Purchasing Policy (GPP) is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services at the Municipality of the Village of Lions Bay (the Village).

Objectives

The objective of the policy is to provide guidelines that will result in purchasing processes that:

- provide guidelines for the procurement of all goods and services.
- defines roles, responsibilities, and authority levels.
- obtain the best value for all funds expended.
- promote fairness, integrity, accountability and transparency throughout the procurement process.
- leverage limited public resources to achieve strategic and social outcomes that best serve the community.

Roles and Responsibilities

1. **The Financial Officer (FO) holds the statutory responsibility and accountability for the acquisition of goods as well as protection and disposal of assets. The Financial Officer is responsible for the administration of the General Purchasing Policy and to employ such**



practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of purchasing management services.

2. Purchasing and supply management activities for the Village are decentralized by department, and each departmental head is responsible for acquiring goods, equipment, services and construction for all operational and capital expenditures requirements as authorized in the annual departmental budget.
3. All Village staff, including the FO and Managers, will comply with the guidelines of this General Purchasing Policy.

Commitment, Spending and Signing Authority

4. All employees delegated authority to make purchases will abide by the guidelines and established purchasing limitations set out in Appendix A – Spending, Commitment and Signing Authority matrix. Dividing a single purchase into two or more purchases or payments to circumvent policies, limits or signing authority level is prohibited.
5. Persons with Spending, Commitment and Signing Authority as outlined in Appendix B – Signing Authority – Purchasing Limitation, have the following responsibilities:
 - a) ensure that funds have been provided in the approved budget for the proposed expenditures and that the purchase will not result in a budgetary overage.
 - b) ensure that the Village can meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation.
 - c) ensure that any contract complies with WorkSafeBC legislation, labour legislation, employee collective agreements, tax legislation, all trade agreements and other legislative and regulatory requirements.
 - d) ensure that the appropriate level of approval has been obtained for the purchase.
6. All employees issued a purchase card will comply with Purchase Card Policy (PCP).
7. Corporate Seal

The FO designated by Bylaw is authorized to affix the corporate name and seal of the Village on all deeds, transfers, mortgages, instruments or documents required to be in writing for



which the Village is a party, provided the expenditure has been authorized in the current Five Year Financial Plan.

8. Standards of Conduct

Employees will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate when expending Village funds.

Where an employee has been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of an employee's professional activity should be forthright and not intended to mislead or deceive others.

Employees shall maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of the Village. Employees should not use their position to garner personal favours or advantage.

9. Conflict of Interest

Employees who supervise or work on specific projects as part of their regular duties, may not in any way participate in tendering or bidding on contract work relating to those projects, nor shall they participate as an employee of a third party or provider of goods or services to a third party that is successful in the award of the contract work.

10. Gifts and Gratuities

Village employees are expressly prohibited from soliciting or accepting any rebate, gift of gratuity (excepting minor mementos of no value) from any person or firm to which any contract or purchase order may be awarded.

11. Social, Environmental and Economic Sustainability

The Village considers the environmental, social and economic sustainability value of the goods and services being purchased, with the intent to shift spending away from goods and



services that negatively impact the environment and society towards products and services that are more environmentally sound, socially beneficial and economically sustainable.

Recognizing its role as a major purchaser of goods and services, the Village will seek opportunities to encourage environmental and socially preferable products where possible. The Village will practice economic sustainability by evaluating life cycle costs when evaluating projects.

It is the Village's practice to include sustainability guidelines as value added evaluation criteria in procurement documents where practical. The evaluation criteria used will be tailored to the specific competition; however, more points may be awarded for activities that have a greater impact on social, environmental and economic sustainability.

The value-added evaluation criteria used will be tailored to the specific competition; and will be clearly stated in the procurement documents.

Social, environmental and economic sustainability achieved through Village purchasing practices will be reported annually in the Annual Report.

Purchasing Process

12. Petty Cash

Local purchases under \$50 may be made from the departmental petty cash, verification and submission of receipt required.

13. Purchase Card

The Village's purchasing card program is guided by both the Purchase Card Policy and this GPP. Purchase cards are encouraged where possible for transactions up to \$500. Receipts must be obtained, coded, authorized and submitted for processing within one working day.

14. Purchase Order (PO)

A purchase order is a legally binding document between a supplier and a buyer detailing the item(s) and quantities to be purchased and the agreed price. Purchases over \$500 require



that a purchase order be issued to the supplier prior to the sale transaction, unless the purchase has been made by purchase card, pre-approved supplier, or duly authorized contract or agreement. Purchase orders are retained by the issuing department and matched to the invoice upon receipt. Purchase orders over the issuing persons purchase limit must be authorized in accordance with APPENDIX B, SIGNING AUTHORITY-PURCHASING LIMITATION.

15. Written Agreements

A written agreement or contract between a supplier and the Village is required in each of the following circumstances:

- a) If requested by a supplier.
- b) For all Tender awards that are greater than \$75,000.
- c) For Proposal (RFP) awards that are greater than \$75,000.
- d) For all purchases and awards that are complex, and it is prudent to capture all specifications such as conditions, warranties, or indemnities, clearly and concisely for the benefit of the supplier and the Village.
- e) For all professional service agreements.
- f) If a written agreement is not required, a purchase order must be issued.

Construction, service or purchase of goods shall not proceed until a duly authorized written agreement is in place.

16. Invoice Approvals

Invoices are to be authorized at the departmental level and shall be forwarded to the finance department as expeditiously as possible, with the PO, receipt, contract or other supporting documentation as required by this GPP. The departmental authorization includes completing the following processes:

- a) Confirmation that the goods or services have been received.
- b) Confirmation that the contract price and quantities are accurate.
- c) Follow up with the vendor if there are any discrepancies.
- d) The correct account code is on the invoice.
- e) All signing authorities are in place.



Competitions

17. Trade Agreements

British Columbia is a party to the Agreement on Internal Trade (AIT), a trade agreement amongst all provinces, two territories and the federal government. To address any shortcomings of the AIT, the government of British Columbia and Alberta created the Trade, Investment and Labour Mobility Agreement (TILMA), and later, the governments of British Columbia, Alberta, Saskatchewan, and Manitoba signed the New West Partnership Trade Agreement (NWPTA).

TILMA and NWPTA require that government and public entities remove impediments across all economic sectors. Specifically, both TILMA and NWPTA obligates public entities to ensure there are:

- a) No obstacles – government standards and regulations cannot restrict or impair trade, investment or labour mobility between the provinces.
- b) Non-discrimination – there will be no preferential treatment of a province’s people, investments and goods, except for justified actual cost-of-service differences.
- c) Suppliers cannot be discriminated against based on their geographic location. Where service is a factor, the required service levels must be defined in the tender documents and be considered as part of the tender award process.

The procurement rules of TILMA and NWPTA apply to the municipal government sector where the anticipated costs are at or above the following thresholds:

- a) Goods or Services of **\$75,000 or greater**.
- b) Construction of **\$200,000 or greater**.

Procurement notices shall be posted through the [BC Bid](#) website and the tender documents must:

- a) Clearly state the requirement of the procurement.
- b) Identify measurable criteria that will be used in the evaluation of bids (including the weighting of each criteria).
- c) Provide relevant information to assist suppliers in completing and submitting their bids.

TILMA and NWPTA applies to most purchasing, but there are certain exceptions, including but not limited to:



- a) Health and social services.
- b) Lawyer and notary services.
- c) Emergency situations.
 - Management shall have authority to bypass policy and procedures in the event of an emergency such as a natural disaster or a labour dispute, or where the cost or delay to the Municipality would be prohibitive. However, staff must record all purchases made during emergency situations.
- d) Sole-supplier situations, when it can be demonstrated that only one supplier provides the product or service needed.
 - Monopoly – where the market is controlled by a statutory or natural monopoly.
 - Technical Compatibility – to ensure compatibility with existing technology.
 - Specialized Services – if the expertise or product exists with one supplier only.
 - Emergency or Time Sensitive Situations – in cases when the need for a service is under a tight timeline or otherwise necessary immediately.

For a detailed list of exclusions, refer to TILMA Part V (Exceptions) or NWPTA part V (Exceptions).

18. Request for Quotations (RFQ)

A RFQ is an invitation to suppliers to provide a price quote on a specific product or service.

- a) Verbal Quotations (three (3) whenever possible), for individual amounts \$1,501 to \$10,000. Verbal refusal may count as a request for quote.
- b) Written quotations (three (3) required) for individual amounts over \$10,000. Verbal refusal may count as a request for quote under \$25,000.
 - Rotate suppliers invited to quote or post on Village website.
 - \$25,000 - \$75,000 **must** post on Village website
 - Over \$75,000 **must** post on Village website, and post on BCBid as per TILMA rules.

19. Request for Proposal (RFP)

A RFP is an invitation for suppliers to submit a proposal for goods or services, that provides a solution when there are alternative ways to fulfill a specific need. The supplier is invited to propose what they consider the best way of meeting the Village's need.

- a) Proposals shall be advertised as follows:
 - up to \$75,000 **must** post on Village website



- over \$75,000 **must** post on Village website, and **must** post on BC BID as per **TILMA** rules
- b) If desired, further electronic advertising may be done on the Civic Info website, or invitations may be sent to qualified vendors; neither is mandatory.

20. Request for Tender (RFT) or Tender

A RFT is an invitation that solicits competitive bids and is appropriate when it is clear what the solution is, and detailed specifications are available. Tenders can be evaluated against clearly stated criteria and specifications. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the Village's right to negotiate with the successful vendor after the award has been made.

- a) Tenders shall be advertised as follows:
 - up to \$75,000 **must** post on Village website
 - over \$75,000 **must** post on Village website, and **must** post on BC BID as per **TILMA** rules
- b) If desired, further electronic advertising may be done on the Civic Info website, or invitations may be sent to qualified vendors; neither is mandatory.

21. Bulk Purchases

Where possible, all small item purchases should be grouped together to be purchased by Tender. This requires Managers coordinating such purchases so that costs or prices may be reasonably competitive.

22. Issuance of Purchase Documents

Purchase documents must clearly convey to the suppliers:

- a) Evaluation criteria that is pre-set.
- b) Any value-added evaluation criteria relating to social, environmental, economic sustainability or service levels for the competition must be clearly stated in the procurement documents, and the evaluation criteria must be disclosed.
- c) Tenders are to be addressed to the originating Departmental Manager and received at the Village office where they will be date stamped and securely retained until the opening.



- d) Each Tender is to clearly outline what documents must be enclosed with the tender.
This may include a surety deposit, bond, or property and liability insurance, etc.
- e) Each Tender document must clearly make the following statements (or similar):
 - i. The Village reserves the right to abandon tenders if the bids are over the approved budget.
 - ii. The Village reserves the right to abandon the tender if only one tender is received.
 - iii. The Village will not necessarily accept the lowest or any bid.

23. Receiving of Bids

- a) All envelopes shall be stamped or handwritten with the time of receipt (date, hour and minutes).
- b) A log of submissions received shall be kept.
- c) All submissions must be kept in a secure place.
- d) Bids submitted via a PDF emailed document are acceptable unless expressed in writing otherwise.
- e) Amendments or revisions can be received by email provided they are received in full by the closing date unless such is expressly not permitted. The Village will not bear any responsibility for non-receipt or delayed receipt of email or for technical failure of equipment. Proponents sending documents close to closing deadline are advised to call the Village office to ensure their documents have been received.
- f) Revision to the submission is attached to the relevant submission and must only show an increase or reduction.
- g) The Village staff should attempt to notify the submitter of any obvious irregularities in the receipt of the submission prior to opening.



24. Opening of Bids

Sealed tenders, unless stated otherwise, will be opened publicly in the presence of at least one Manager or their designate, and one staff member.

- a) The opening shall be at the advertised time.
- b) The names of all in attendance at the opening and their affiliation shall be recorded.
- c) Upon opening each bid:
 - record the name of the bidder.
 - record the tender amount.
 - record the documentation attached (surety deposit, insurance, or other).
 - date stamp each tender and both staff members initial the tender document.
 - the name of the bidder and the tender amount is read aloud if it is a public opening.
- d) Village personnel record their name, position, signature, date and time on the bid sheet.
- e) Under no circumstance is the Village staff to give an indication of who the successful bidder is until directed by the Chief Administrative Officer or designate.
- f) All late submissions shall be returned to the sender unopened with the envelope marked "Late Submission/Unopened".
- g) Unsuccessful bidders shall be entitled to a refund of deposit or surety without interest on funds or deposits. The policy on deposits on land sales by the Village is covered under separate policy.

25. Completion of tender process

The originating Department will complete the analysis of the bids and make a recommendation.

Letter awarded to successful proponent, and a written response to all unsuccessful proponents.

All follow-up documentation (contract or purchase order, securities, insurance and WorkSafeBC certification) will be in place prior to commencement of a project.

26. Post Tender Negotiation

The Village may negotiate changes to the submission with the awarded bidder only.



APPENDIX A

SPENDING, COMMITMENT AND SIGNING AUTHORITY MATRIX

Spending \$ Level	Commitment Type	Number of Quotes	Method of Quote Type	Signing Authority	Special Conditions
< \$50	Petty cash	Single	In person	Department delegation	Detailed receipts. Reconciliation by departmental manager.
≤ \$ 1,500 per item or aggregate	Purchase Card, PO or cheque requisition	Single	Verbal	Purchase card holder or delegated authority	Detailed receipt if Purchase Card or cheque requisition PO issued if purchase card not used and the purchase is over \$500, except for pre-authorized suppliers. All receipts and PO's must be GL coded, signed, submitted within 24 hours.
\$ 1,501-\$10,000 per item or aggregate	Purchase order	Three verbal or written quotes. Verbal refusal included in count.	Verbal with a staff documented record	Delegated authority up to \$10,000 or co-sign by manager if < \$5,000 or FO if > \$5,000	Delegated Authority by or purchase order with co-sign if over delegated authority. (3 verbal quotes when possible for either method, refusals count as a quote).
\$10,001-\$25,000	Purchase order	Three written quotes. Written refusal included in count.	Written document	Delegated authority up to \$25,000 or co-sign manager	Delegated Authority by purchase order with co-sign if over delegated authority. (3 written quotes when possible for either method, refusals count as a quote).
> \$25,000 - \$75,000	PO, contract or agreement	By invitation, see special considerations	Request for Quote (RFQ) or Request for Proposal (RFP) or Tender	If ≤ \$75,000 CAO and FO	Department heads may initiate the written request for review and authorization by the approved signing authority. Up to \$75,000, the CAO or FO have authority. Invitations must be advertised on the Village website. Optional to advertise on BC Bid website
> \$75,000	PO, contract or agreement	By invitation, see special considerations	Request for Quote (RFQ) or Request for Proposal (RFP) or Tender	If > \$75,000 both CAO and FO	Above \$75,000, authorization by both the CAO and FO , and the originator. For RFPs >\$75,000 and Tenders >\$200,000 for goods or services, must be advertised on Village website, and BC Bid website

***all quotes and refusal to quote (verbal to be documented by recipient) to be attached to invoice



The Village of
**LIONS
BAY**

APPENDIX B

SIGNING AUTHORITY – PURCHASING LIMITATION

After the budget is approved by the Village Council, each Manager is accountable for their own budget. The following delegated authorities or their designate are authorized at the established limits. Purchases between \$25,000-\$75,000 must be authorized by the Chief Administrative Officer and Financial Officer. Purchases >\$75,000 must be authorized by the departmental manager, and **both** the Chief Administrative Officer and Financial Officer.

Departmental Manager and Both of Chief Administrative Officer & Financial Officer	over \$75,000
Chief Administrative Officer	\$75,000
Financial Officer	\$75,000
Departmental Manager	\$25,000
Mayor (purchase card)	\$3,000

Delegated Authority - responsibility remains with the individual who has delegated the authority.

Employees not listed above:	
▪ delegated authority by their Departmental Manager	\$1,500
▪ holder of a Village Purchase Card	\$1,500

All purchase documents over the stated limits are to be co-signed by the Chief Administrative Officer, or Financial Officer.

***The above limits are not to include provincial or federal taxes.



PURCHASE CARD POLICY

Type	POLICY	Policy No.	POL-xxx
Title	Purchase Card Policy		
Author	Joseph Chirkoff	Reviewed By:	Ross Blackwell
Date	October 20, 2023	Version	1
Issued for	November 7, 2023		

Purpose

The purpose of the General Purchasing Policy is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services at the Municipality of the Village of Lions Bay (Village).

Objectives

The objective of the policy is to provide guidelines that will result in purchasing processes that:

- provide guidelines for the procurement of all goods and services.
- defines roles, responsibilities, and authority levels.
- obtain the best value for all funds expended.
- promote fairness, integrity, accountability and transparency throughout the procurement process.
- leverage limited public resources to achieve strategic and social outcomes for the community.

Roles and Responsibilities

1) Purchase cards are authorized for use by:

- Mayor
- Chief Administrative Officer
- Financial Officer
- Deputy Corporate Officer
- Manager of Operations

The following guidelines are established for purchase card use while travelling on Village business:



- a) Staff shall ensure that costs associated with entertaining dignitaries is reasonable and shall require prior authorization by the Chief Administrative Officer if costs exceed \$100.
 - b) When a staff per diem has been paid, only the dignitary's portion of the meal bill shall be paid.
 - c) Purchase card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip by the next working day after the business trip is completed.
- 2) General purchase guidelines:
- a) Purchase card single transaction limit is as established in the General Purchasing Policy, Appendix B, Signing Authority – Purchasing Limitation.
 - b) Aggregate monthly limit will be set with the purchasing card carrier at \$3,000.00 except for higher authorization limits and \$10,000.00 monthly aggregate limit for the following: Chief Administrative Officer, Manager of Operational Services, and financial officer.
 - c) Single and Aggregate monthly limits may be increased for a one-time purchase with written authorization by either the financial officer or the Chief Administrative Officer or designate.
- 3) All purchase cardholders must sign and adhere to the Village of Lions Bay's agreement to keep the current purchase card. This agreement is to be kept in the employee's personnel file (Appendix A).
- 4) All questions regarding the use and regulation of the current purchase card are to be directed in writing to the Finance Department's purchase card coordinator.
- 5) All disputes with regards to purchase and amounts charged must be discussed with the Finance Department's purchase card coordinator to resolve the issue.
- 6) All purchase card receipts must be coded to the appropriate expense code, signed by the cardholder and submitted to the Finance Department within one working day of purchase.



Appendix A

Agreement to Accept the Current Provider's Purchase Card

Your participation in the Village of Lions Bay Purchase Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. General Purchasing Policy is to be followed for all purchases made with a purchase card. Your signature below verifies that you understand the Purchase Card Program guidelines outlined below and agree to comply with them.

The Purchase Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.

1. The card is for business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of company funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the company. Any personal charges on the card could be considered misappropriation of company funds since the Cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures to protect corporate assets. This includes keeping receipts, reconciling the current provider's monthly memo statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Purchase Card monthly memo statement and resolving any discrepancies by contacting the Village's finance department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Purchase Card Service Centre. Refer to the Finance Department for the purchase card provider's phone number. This number is given to the employee when accepting the purchase card and signing this agreement.
8. A Cardholder must surrender his or her card upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.



The Village of
**LIONS
BAY**

Cardholder Signature

Purchase Card Coordinator Signature

Cardholder Printed Name

Purchase Card Coordinator Name

Date

Date

DRAFT



Type	Information Report		
Title	Lions Bay Beach Park Advisory Committee Process Update.		
Author	Michael Broughton	Reviewed By:	
Date	November 16, 2023	Version	2.0
Issued for	November 21, 2023		

Recommendation:

THAT the Information Report, “**Lions Bay Beach Park Advisory Committee Process Update**” be received.

Key Information:

All Council has been provided with the original request for proposals (RFP’s), the criteria and process of assessment, the actual proposals received, and a documentation of the process undertaken with the resulting recommendations. This has been consistent with the intent of Council Resolution August 3rd, 2023 “*That Council approve the recommendation made by the Lions Bay Beach Park Revitalization Project Committee to accept the following proposals and move to the next stages of negotiation and return to Council for review and approval. (CM and Playscape)*”

The LBBPAC provided a formal report prior to the November 7th, 2023 Regular Council meeting after a collaboration of the Councillors involved, the CAO and the Committee to provide a deeper understanding of where the project is at and how this has been achieved.

The outcome of this meeting, and next steps, was shared at the November 7th, 2023 Regular Council Meeting. The report was provided to be posted with the resource materials for the meeting. This will be of interest to all residents and will provide a real sense of pride as to what can be accomplished in our amazing community when a competent and dedicated group take on a task with cooperation, collaboration and high motivation for outcome in good faith.

Council met in a Special Council meeting on November 9th, 2023 and passed numerous resolutions which formalize and confirm the various contracts and proposals required to proceed with the Beach Park revitalization.

Staff, including the CAO, PWM and Comptroller met with key members of the LBBPAC on November 15th, 2023 to establish a process to operationalize the beach park revitalization.

The LBBPAC will meet November 22nd, 2023 to explore decisions and provide more information and recommendations to Staff to facilitate moving forward in a timely way .



Type	Information Report		
Title	One Employee Model		
Author	Ken Berry	Reviewed By:	Michael Broughton
Date	November 15, 2023	Version	
Issued for	November 21, 2023		

Recommendation:

THAT council fully support the **“One Employee Model”**

Key Information:

Implement, Follow and Support the “One Employee” Model

Per the Municipal Advisors Report dated August 31st, 2023, authored by Randy Diehl, recommending the following: **“Resolve to adopt the One Employee Model. Council requests to staff must come through the new CAO once in place. The CAO cannot manage staff if members of the council continually communicate with staff and whether it is surreptitious or not, appearing to provide direction to them. To run an effective organization there must be trust between staff, administration and councillors and there must only be one boss not 5. The CAO is then accountable to council when services do not get delivered as directed. As the level of trust is improved, positive interactions between staff and councillors will follow”.**

Follow Up Action: Pass a resolution to ensure council fully supports the CAO’s initiatives, roles and responsibilities.



The Village of
**LIONS
BAY**

Type	Request for Decision		
Title	Relocation of North, South and East bound railroad crossing stop signs.		
Author	Michael Broughton	Reviewed By:	Jaime Cunliffe
Date	November 1, 2023	Version	2.0
Issued for	November 21, 2023 Council Meeting – Open Session		

Resolution:

Be it resolved that the northbound, southbound and eastbound traffic control Stop signs at the three Lions Bay rail crossing be installed consistent with the ISL Engineering report of January 16th, 2023, “Traffic Operations Review Near Three Rail Crossings”, reflecting the traffic and topographical challenges for safety of each location.

Further, that the westbound stop signs at each location be retained for resident safety.

Attachments:

Photos:

1. West Vancouver crossing with warning lights and stop sign. Bellevue at 16th.
2. North Vancouver crossing with warning lights and stop sign. Riverside at Spicer.
3. Photo of near miss with CN truck on railway with no lights flashing, one of multiple incidents documented.

Communication with MP Patrick Weiler and MLA Jordan Sturdy

Key Information:

Transport Canada has requested CN require consistency at railway crossings with warning lights and stop signs across Canada. Their mandate is solely to address train/vehicle interactions. This is inconsistent with our Village traffic safety needs.

Lions Bay railway crossings all exist at pinch points for access to Village recreational areas. The crossings, rather than being a railway line with a crossing, are a residential traffic intersection with a rail line running through it. If the railway did not exist, the intersections would still be there.



Transport Canada in the Railway Act, 8.4. clearly states: *“Stop signs should only be installed by the authority identified in the Highway Traffic Act for the province or territory in which the sign is erected. (Generally, this is the road authority or municipality, but if authority is unclear, the Minister may provide solution.)”* Authority here is clearly that of the Village.

The British Columbia Motor Vehicle Act, Chapter 318, Part 3, Sec. 119 defines:

“traffic” includes pedestrians, ridden or herded animals, vehicles, cycles, and other conveyances, either singly or together, while using a highway to travel.:

“traffic control device” means a sign, signal, line, meter, marking, space, barrier or device, not inconsistent with this Part, placed or erected by authority of

- a) the minister responsible for the administration of the Transportation Act,
- b) the council of a municipality
- c) the governing body of a treaty first nation.
- d) a Nisga’a Government, or
- e) a person authorized by a person or body referred to in paragraph a), b), c) or d) to exercise that authority.

The Village clearly has jurisdiction over the roadways which carry traffic within its boundaries. All traffic must be considered. All ages and all ranges of mobility apply.

ISL Engineering did a study in November of 2022 and did not accurately reflect the nature of the intersection use and broad ranging traffic but rather took a train / vehicle interaction perspective. This denied the reality of the mixed use of the space. Local government has the responsibility to protect our residents based on our knowledge and experience.

Both Brunswick and Lions Bay Avenue crossings have topographical sightline issues which must be respected and assessed by each driver by stopping before proceeding. All cars but in particular, SUV’s, trucks and the increasing number of box van delivery vehicles have serious blind spots at these intersections.

Transport Canada’s rationale for removing stop signs at light controlled crossing is to “prevent confusion”. This is an unsupportable argument.



Councillor Broughton has met with and shown MP Patrick Weiler and MLA Jordan Sturdy the crossings and received their support. Councillor Broughton recently met with CN representative, Tyler Banick, Manager of Public and Government Affairs from Calgary, preplanned at the UBCM, in September, and received his support to address the matter and inform the Transport Canada representative of our position. Recently, Mayor Sager of West Vancouver and two West Vancouver Councillors provided Councillor Broughton with a ride from the Howe Sound Community Forum in Whistler. They were shown the Lions Bay Avenue crossing, while riding in a SUV, and were stunned at the suggestion that the stop sign be removed.

While Councillor Broughton spoke against the spending of any funds on engineering studies on a change that should not be made prior to becoming a Councillor, it is hoped that some value can be achieved for the unnecessary \$16,000 + study in relocating the Northbound, Southbound and Eastbound stop signs to increase safety for all forms of traffic in the three intersections.

Options:

- (1) Instruct staff to proceed with the stop sign adjustments at all three sites, Northbound, Southbound and Eastbound but leave the Westbound stop signs to retain resident safety.
- (2) Instruct staff to leave all stop signs in their current location.

Preferred Option: Option 1 will take advantage of recommendations made that may increase traffic safety in these intersections for all users in order to get some benefit from the large expense incurred.

Legal Considerations: n/a

Communication Plan: Councillor Broughton to explain Council's decision to maintain resident safety in the Village Update.







Meeting with MP Patrick Weiler

Saturday, July 1, 2023. Canada Day.

Re: Unacceptable CN directive to remove stop signs at all three rail crossings in Lions Bay.

1. Removal of stop signs at our three rail crossings will decrease safety for Village residents.
2. The Federal Transportation Act states that the Municipality has the last say on the placement of stop signs. *“Stop signs should only be installed by the authority identified in the Highway Traffic Act for the province or territory in which the sign is to be erected. (Generally this is the road authority or municipality, but if authority is unclear, the Minister may provide solution.)”*
3. The Provincial Motor Vehicle Act identifies that all ‘traffic’ must be considered.
4. ‘Traffic’ on the roadway is defined in the MVA, *“includes pedestrians, ridden and herded animals, vehicles, cycles, and other conveyances, either singly or together, while using a highway to travel”.*
5. The CN Railway directive concerns itself only with vehicle/train interactions.
6. The CN Railway directive does not honour the presence or safety of any other ‘traffic’.
7. A engineering report commissioned by the Village of Lions Bay was incorrectly focussed on the narrow parameters of the CN directive. The context and safety of all Village residents and visitors was not considered.
8. The railway crossings are ‘pinch point’ locations where everyone accessing beaches and parks must cross.
9. The stop signs do not exist for the railroad, they exist for the intersections which are part of the Village roadway system.

In Summary:

Lions Bay as a municipality has control of its roadways in the best interest of the safety of its residents and visitors. In our case, our roadways are also our walkways and as such, all ‘traffic’ and all users must be protected. This is stated in the Federal Transportation Act and in the Provincial Motor Vehicle Act. Traffic on the roadway is anything on the roadway, and the report received by Council is narrowly confined to interests of the railway and car/train crashes. The roads of Lions Bay exist within a larger context and it is the Village’s responsibility to protect the Village.

The residents of Lions Bay are seeking your support in retaining the stop signs currently in place heading west.

Meeting with MLA Jordan Sturdy

Tuesday, July 11, 2023.

Re: Unacceptable CN directive to remove stop signs at all three rail crossings in Lions Bay.

1. Removal of stop signs at our three rail crossings will decrease safety for Village residents.
2. The Federal Transportation Act states that the Municipality has the last say on the placement of stop signs. *“Stop signs should only be installed by the authority identified in the Highway Traffic Act for the province or territory in which the sign is to be erected. (Generally this is the road authority or municipality, but if authority is unclear, the Minister may provide solution.)”*
3. The Provincial Motor Vehicle Act identifies that all ‘traffic’ must be considered.
4. ‘Traffic’ on the roadway is defined in the MVA, *“includes pedestrians, ridden and herded animals, vehicles, cycles, and other conveyances, either singly or together, while using a highway to travel”*.
5. The CN Railway directive concerns itself only with vehicle/train interactions.
6. The CN Railway directive does not honour the presence or safety of any other ‘traffic’.
7. A engineering report commissioned by the Village of Lions Bay was incorrectly focussed on the narrow parameters of the CN directive. The context and safety of all Village residents and visitors was not considered.
8. The railway crossings are ‘pinch point’ locations where everyone accessing beaches and parks must cross.
9. The stop signs do not exist for the railroad, they exist for the intersections which are part of the Village roadway system.

In Summary:

Lions Bay as a municipality has control of its roadways in the best interest of the safety of its residents and visitors. In our case, our roadways are also our walkways and as such, all ‘traffic’ and all users must be protected. This is stated in the Federal Transportation Act and in the Provincial Motor Vehicle Act. Traffic on the roadway is anything on the roadway, and the report received by Council is narrowly confined to interests of the railway and car/train crashes. The roads of Lions Bay exist within a larger context and it is the Village’s responsibility to protect the Village.

The residents of Lions Bay are seeking your support in retaining the stop signs currently in place heading west.



The Village of LIONS BAY

Type	Request for Decision		
Title	Office of the Municipal Government Ethics Commissioner		
Author	Neville Abbott	Reviewed By:	Marcus Reuter
Date	15 November 2023	Version	V3
Issued for	21 November 2023 Council Meeting – Open Session		

Recommendation:

- (1) THAT the Village of Lions Bay supports the City of Port Moody in calling on the Province to establish an Office of the Municipal Government Ethics Commissioner to provide a fair and unbiased resource for municipal governments to turn to provide guidance on issues such as legality, conflict, code of conduct violations, and bullying; AND
- (2) THAT staff send a letter to the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM), the BC Premier and Minister of Municipal Affairs to inform them of the Resolution.

Attachments:

- (1) PDF extract of Port Moody resolution.

Full version available in the Port Moody agenda package for RCM of October 24th, 2023 (see page 119):

<https://calendar.portmoody.ca/meetings/Detail/2023-10-24-1900-Regular-Council-Meeting/cea2e031-016a-4a5f-9f09-b0a0016bde5a>

Key Information:

The British Columbia Community Charter Act outlines the key purposes of every municipality in BC, including providing for the good government of its community.

At a Council meeting on October 24th, 2023, the City of Port Moody unanimously supported a call for the establishment of a Provincial ethics commissioner. Their Council also approved sending the motion to the Lower Mainland Local Government Association (LMLGA), the



Union of BC Municipalities (UBCM), as well as a letter to the BC Premier and Minister of Municipal Affairs.

The rationale as provided in the Port Moody agenda report is as follows:

As it stands now municipal councils are self-regulating bodies. There is currently no place for councillors or councils to turn to outside of council itself for seeking neutral investigations or other supports around issues such as legality, conflict of interest, code of conduct complaints, and bullying. How or if a council chooses to address allegations or complaints made by a member of the public or another member(s) of council is decided by a majority vote. At times the very people that are facing an accusation or concern could oversee how its handled. Conversely, there are no protections or supports for councillors in minority situations who may be facing issues such as bullying or instances of retaliation. While councils can seek legal opinions, undertake internal investigations, or hire external firms, the direction to undertake these steps and the review and actioning of any findings is ultimately up to a council and these decisions usually occur behind closed doors.

While there has been substantial focus by municipalities across BC and the province around the need for council codes of conduct, as long as councils oversee application of their own codes of conduct the risks of biased application or punitive uses remain obvious and constitute a threat to the democratic process of local governments. As well intentioned as a council may be, true neutrality can only be achieved outside of the council body. While larger municipalities like Surrey and Vancouver may have their own ethics commissioners, recommendations are nonbinding and there have been calls for greater provincial oversight.

The establishment of a provincial Office of the Municipal Government Ethics Commissioner would provide a desperately needed resource for councillors and councils for truly independent, neutral third-party reviews, investigations, training, and advice for municipal councils across the province and would directly support the fair and transparent application of the new provincial legislation pertaining to municipal codes of conduct.*

** Following a UBCM resolution (SR3 Strengthening Responsible Conduct, 2021) the province has changed legislation to require councils to consider adopting or updating a code of Conduct within 6 months after their first regular council see Bill 26 – 2021: Municipal Affairs Statutes Amendment Act (No. 2), 2021 (gov.bc.ca).*



Options:

(1) Pass the motion as presented - If this motion is passed it would come with the expectation that a letter would be written by staff on behalf of Council sharing this motion with the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM), the Minister of Municipal Affairs and the Premier.

(2) Modify the motion prior to passing.

(3) Do nothing: defeat the motion.

Preferred Option: Supporting the motion is consistent with statements made by all members of Council at some point in the last year and our code of conduct which opens with the following: *As local elected and appointed representatives (“Members”), we recognize that responsible conduct is essential to providing good governance for the Village of Lions Bay.*

Financial Considerations: Minimal staff time required to write and issue a letter.

Legal Considerations: None: the request has no binding commitments; dependent on the Province’s response Council may choose to commit to a course of action.

Follow Up Action: Staff to act on the resolution and bring back any response from the Minister of Municipal Affairs and the Premier.

Communication Plan: as directed by Council.



The Village of LIONS BAY

Type	Request for Decision		
Title	CAO Blackwell review Council resolutions during absence of an onsite Corporate Officer		
Author	Michael Broughton	Reviewed By:	Name
Date	November 16, 2023	Version	2.0
Issued for	November 21, 2023 Council Meeting – Open Session		

Recommendation:

- (1) THAT Council resolve that duly appointed CAO and Corporate Officer Blackwell review all resolutions of Council made during the absence of an onsite Corporate Officer to ensure their authority and legality.
- (2) That Council direct CAO and Corporate Officer Blackwell review all resolutions which are not consistent with Council Correspondence Policy POL-1405, section 4.3 .

Key Information:

During the absence of a CAO in the Village of Lions Bay, Council by resolution assigned sole authority for content in the Village Update to the Acting Municipal Coordinator.

Council further limited the content of the Village Update in Closed session on June 20th, 2023. Council was required to reconsider this decision in Open session on July 4th, 2023. (See resolutions below) This resolution provides direction contradicting Policy POL-1405, sec. 4.3.

Councillor Broughton brought forward a resolution to remove the restrictions on content at the RCM September 5th, 2023. This resolution was defeated. (see resolution below)

Councillor Broughton was informed that further reconsideration of this resolution was only possible by the request of those who supported the resolution. A request for review on September 19th, 2023 was denied.

The resolutions of June 20th, 2023 and July 4th, 2023 refer to *'for a period lasting through Council's summer recess'* and inherently require ongoing action following the summer recess. Council has not followed it's own direction in addition to violating sec 4.3 of Policy POL-1405.



The hiring of a CAO has made both the above motions redundant in that the Policy POL-1405 prevails with the hiring and presence of a CAO who was unanimously supported by all Council.

References:

Council Correspondence Policy POL-1405, section 4.3*** (See note below)

Public Notifications by ePost (Village Update)

Information to be circulated by ePost or Village Update will be compiled and sent by Village staff once per week on Fridays, or Thursday where the Friday falls on a holiday. In cases where information relates specifically to health and safety matters, legislative requirements or where time constraints exist, ePosts may be sent more than once per week. No advertising is permitted in the Village Update, the content of which is intended to reflect the following:

- Mayor's message
- Council and Committee Info
- Lions Bay Volunteer Committees
- Grants
- Coastal Fire Centre Newsletters
- Emergency Information
- Public Works Notices
- Lions Bay Fire Rescue Information
- Village Office Notices
- Village Hall Programs/Info
- Similar types of information to be disseminated to the community at large
-
- (*****It should be noted that consistent with Municipal Advisor Randy Diehl's concern of July 19th, 2023 identifying out-of-date Building and other Bylaws, section 4.3 does not appear on the Village website although apparently adopted by Council in November of 2018. It is unclear how residents could be aware of it's existence.) It appears that our bylaws are not only out of date, but some that have been reviewed have not been updated on the Village website.**)
- (*****Mr Diehl, in his final report, August 31, 2023 stated, once in place, the "CAO should work on updating the following bylaws and policies for council approval: Procedures, Building and Zoning Bylaws, Procurement and Correspondence Policies. The Legislative Consultant has provided reports to the council and administration on best practices for Procurement and Correspondence Policies. The consultant also recommended a thorough review**



The Village of
**LIONS
BAY**

of the Council Procedures Bylaw. The Building and Zoning Bylaws are also out of date and need to be reviewed considering recent legislative changes.)

•

Resolutions June 20th, 2023 and July 4, 2023.

Moved /Seconded

BE IT RESOLVED THAT Council hereby directs that, for a period lasting through Council's summer recess and to be revisited thereafter, there be no inclusions within the Village Update from any member of Council or other uses of the Village's communication system to residents by members of Council unless approved in advance by Council;

AND THAT any communications from Staff within the Village Update or otherwise as above be confined to brief operational updates;

AND THAT the approving jurisdiction and authority for the Village Update and other electronic communications to residents shall reside within the sole discretionary authority of the Acting Municipal Coordinator, in consultation with contractor Campbell on an ad hoc basis, as determined to be necessary by the Acting Municipal Coordinator.

Carried. Berry/Broughton Opposed

Resolution September 5th, 2023.

Moved/Seconded

Whereas Mayor Berry was duly elected singularly as the Mayor of Lions Bay on October 15th, 2022, AND

Whereas democracy thrives in an environment of accurate and timely information, AND

Whereas a community excels in the presence of recognition and support, AND

Whereas the Mayor is seen and must act as the key representative and head of the Village of Lions Bay at times of celebration and challenge,

Therefore

Be it resolved that restrictions to the Mayor posting regular communications to the Community of the Village of Lions Bay in the Village Update be removed effective immediately.

Defeated Abbott/Cunliffe/Reuter opposed.

General Correspondence:			
Date Rec'd	FROM	TOPIC	Page No.
20-Oct-23	G1 Ivan Scott, Concerned Citizens of Surrey	NDP Government's dealing of the policing issue in Surrey	1
20-Oct-23	G2 Mayor City of Surrey, Brenda Locke	Surrey police transition	2
26-Oct-23	G3 Ian Bushfield, BC Humanist Association	Inclusive Remembrance Day ceremonies	4
26-Oct-23	G4 BC Ferries	BC Ferries Charting the Course Workshop	5
27-Oct-23	G5 City of Kamloops	IDEA Conference	6
31-Oct-23	G6 Ivan Scott	Keep the Surrey RCMP Campaign Bill 36 - PRESS RELEASE	7
31-Oct-23	G7 Client Relation Branch	Letter from the Honourable Mitzi Dean, Minister of Children and Family Development	9
31-Oct-23	G8 RCMP "E" Division	new Operations Officer & Assistant District Commander as well as our new Assistant Operations Officer at the LMD:	11
31-Oct-23	G9 Metro Vancouver	Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction	14
1-Nov-23	G10 Surrey Fire	Surrey Regional Fire Dispatch Monthly Report - Lions Bay Fire Rescue	16
3-Nov-23	G11 RCMP	RCMP Report Sept - Oct 2023	20
Resident Correspondence:			
Date Rec'd	FROM	TOPIC	Page No.
17-Oct-23	R1 John Dudley	Parking at the Pit and early weekend bus next year	22
1-Nov-23	R2 Val Morton and Hana Boye, DSF Butterflyway Rangers	Lions Bay Butterflyway Project certification	23
16-Nov-23	R3 Norma Rodgers	Finance Report	24
Additions:	MP, Patrick Weiler	Funding	
	LGMA	Funding	

To: Lieutenant Governor of British Columbia

Cc: Governor General of Canada; Cc: BC Government Ministers; Cc: BC Federal MPs; BCc: BC Government MLAs; BCc: BC Municipal Governments; Cc: Surrey City Council; BCc: Canadian Media; Cc: Federal Ministers of Canada

The Honourable Janet Austin, OBC
Lieutenant Governor of British Columbia
Government House
1401 Rockland Avenue
Victoria BC V8S 1V9

Your Honour

We write this letter with a sense of disappointment regarding the NDP Government's dealing with the ongoing policing issue in Surrey.

The principles of Democracy and Separation of Power are two essential parts of our political structure. Can a democracy survive if the elected government disregards the will of the people? What would prevent us from suffering tyranny when all the powers are concentrated in the hands of a few members of the political elite?

We need to answer these fundamental questions as the NDP Government in BC under Premier Eby is forcing a police transition in Surrey against the wishes of the great majority.

Policing is an issue of local nature. The Mayor and City administrators are best suited to take a call in this matter. By amending the Police Act, the tyrannical political elite sitting in Victoria wants to dictate terms to the residents of Surrey, which is unacceptable.

The people of Surrey have given a clear mandate to Mayor Brenda Locke to keep the RCMP in Surrey. The Provincial government should and must respect this mandate. Crucial policy decisions should not be guided by "vote bank" politics of appeasement.

In conclusion, Your Honour, we call upon you to exercise your constitutional prerogative by not giving Royal Assent to Bill 36 - 2023 POLICE AMMENDMENT ACT, 2023

Concerned Residents of Surrey

ਸਰੀ ਦੇ ਵਸਨੀਕ ਸ

Sarī dē vasanīka sa

Ivan Scott
3576 - 150A Street
Surrey, BC, V3Z 0Y2
778-229-5108(Cell)

CITY OF SURREY

OFFICE OF THE MAYOR

October 20, 2023

Dear colleagues,

I am writing to you about the Surrey police transition, and the growing impacts on all communities in the region as a result of the Provincial Government's approach. Instead of working with the City of Surrey to unwind this poorly planned transition, the Province is trying to take power over policing away from local governments. The Province will be spending significant provincial tax dollars for no added public safety benefit in Surrey, and creating an environment for policing instability in the region.

Sweeping new powers over local policing

As you likely know, the Province recently introduced unprecedented revisions to the *Police Act* to cover up a mess they created. The Province approved the original transition in 2019 despite prescient warnings about the overwhelming cost impacts to Surrey taxpayers, as well as significant challenges to recruiting frontline officers to the Surrey Police Service (SPS).

The proposed changes to the *Police Act* should concern all local governments and elected officials. Effectively, the Solicitor General is taking the ultimate power of choosing the model of policing away from local governments, clearly motivated by papering over a decision he should not have made in the first place.

As elected officials, it is our job to represent the voters and work earnestly to enact the mandate upon which we were elected. The Province's job should continue to be to ensure that local governments have an appropriate policing plan in place, supported by voters. It is not their role to step-in and make important decisions about local policing models based on their own political motivations.

Significant new costs for Surrey and regional taxpayers

If forced to move ahead, this transition will cost Surrey taxpayers hundreds of millions of dollars. I continue to oppose the Province's plan, and do not believe that it is in the best interest of Surrey, or the region. It is not the best use of provincial tax dollars to fund a police transition that Surrey does not want and that will provide no added public safety benefit.

The Province has already committed \$150 million toward support with additional transition costs, but the ongoing gap between the RCMP contract model and a new municipal force is estimated at no less than \$462 million over the next 10 years. We are looking at our options to continue to fight this transition, but make no mistake, if the Province has the ability to force this transition ahead with this unprecedented legislation, I will be seeking hundreds of millions more from the Province to protect Surrey taxpayers.



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126



Furthermore, if Surrey does not maintain the RCMP, our City's share of the Division Administrative costs are in excess of \$32M per year, based on our full strength of members. Once the RCMP ceases to police Surrey, these costs will need to be absorbed by all other Municipalities across BC that continue to have RCMP provide Policing services.

But, again, this is not the best use of Provincial tax dollars. As a region, we have significant challenges in front of us requiring urgent Provincial attention including housing, hospitals, schools, and transit. We should all be encouraging the Province to stand down and focus scarce provincial funds on more urgent priorities.

Recruitment woes creating a destabilizing effect on local policing

Finally, if the Province is able to force this transition ahead, it will have a significant destabilizing effect on policing throughout the region. The Province was warned by many experts that the original transition plan had a gaping hole in it, and those warnings about SPS recruitment issues have come true. Today, 75% of the police in Surrey are still with the RCMP. In recent weeks and months, the SPS has even lost recruits. As it stands, the SPS is nowhere near the number of frontline officers they need to become the police of jurisdiction.

And since Surrey RCMP officers are not transferring to the SPS, which the Province was very clearly warned about, the SPS is actively recruiting from municipal police forces in Vancouver, Delta, Abbotsford, New Westminster, Port Moody, and West Vancouver. This has become a serious policing problem not just in Surrey, but in other communities now as well. Again, this issue is a direct result of the Province's mismanagement of this transition from the beginning.

Sending the Province a message

As the Mayor of Surrey, it is my job to stand up for public safety and taxpayers in Surrey. But as this issue continues to drag on, the impacts for the rest of the region are also growing. Instead of doing their job and properly scrutinizing the proposed transition from the start, the Province is now taking policing powers from local governments, spending scarce tax dollars on a transition Surrey does not want, and creating real instability in policing throughout the region.

I hope that you will join me in raising these concerns with the Premier and the Solicitor General. They need to know that the region's Mayors are not prepared to accept the growing list of impacts as a result of their mismanagement of this important file.

Sincerely,



Brenda Locke,
Mayor



From: [Lions Bay Reception](#)
To: [Council](#)
Cc: [Agenda](#)
Subject: FW: Inclusive Remembrance Day ceremonies
Date: Thursday, October 26, 2023 1:43:47 PM

From: Ian Bushfield <exdir@bchumanist.ca>
Sent: Thursday, October 26, 2023 1:39 PM
To: Ian Bushfield <info@bchumanist.ca>
Subject: Inclusive Remembrance Day ceremonies

To whom it may concern:

I am writing to you on behalf of the BC Humanist Association to confirm that any upcoming Remembrance Day ceremonies planned by your community will be secular and inclusive.

The duty of local governments to be religiously neutral was clearly established by the Supreme Court of Canada in its 2015 decision *Mouvement laïque québécois v. Saguenay (City)*, 2015 SCC 16. It is important to ensure that all members of our community feel welcome and included in these events, regardless of their religious beliefs, or lack thereof.

We would like to further draw your attention to the recently updated [Chaplain General Direction on Chaplain's Spiritual Reflection in Public Settings](#). This directive emphasizes the importance of respecting the diversity of beliefs within the Canadian Armed Forces and adopting a sensitive and inclusive approach when military chaplains provide spiritual reflections at public ceremonies. Notably, [a recent survey as part of an internal CAF review](#) found that 39% of CAF members have no religious affiliation.

While Remembrance ceremonies are not always formal CAF events, we believe that this directive can guide other public events, particularly those with obvious connections to the military. We urge you to ensure that your ceremonies, including the statements delivered by any invited religious representatives, are inclusive of all members of your community. For example, as an alternative to a traditional prayer, consider offering a moment of silence or reflection that respects the diversity of beliefs among veterans and within your community.

We understand that not all communities host a Remembrance Day ceremony themselves. Others coordinate with the local Legion in the planning. We do still encourage your government, as local leaders, to promote these values of inclusion and secularism in those ceremonies in your community, even if simply by forwarding our request to local organizers.

We appreciate your attention to this matter.

Sincerely

Ian Bushfield

From: [Lions Bay Reception](#)
To: [Council](#)
Cc: [Agenda](#)
Subject: FW: Save the Date: BC Ferries Charting the Course Workshop
Date: Thursday, October 26, 2023 2:35:11 PM

From: Anderson, Brian <Brian.Anderson@bcferries.com>
Sent: Thursday, October 26, 2023 2:32 PM
Cc: Dong, Jodi <Jodi.Dong@bcferries.com>; jen@spurcommunication.ca
Subject: Save the Date: BC Ferries Charting the Course Workshop

Good afternoon,

Please save the date for a workshop where we will work toward building a long-term vision for ferry services in BC.

Over several months, BC Ferries and the BC Ferry Authority will be developing *Charting the Course*, a plan that will define the policies and investments needed to keep people, goods, and services in coastal communities connected - now and into the future.

Event Details:

- **Date:** Nov 24, 2023
- **Time:** 10:00am-12:00pm
- **Venue:** Virtual - Link to follow

This workshop is part of our first phase of engagement. We will provide more details about the workshop and the broader public engagement program in the coming weeks as the project launches.

RSVP: Please confirm your attendance by November 14, 2023 to secure your spot. Spur Communication is supporting the engagement for this project. For inquiries or to RSVP, please contact Jen Hazell at jen@spurcommunication.ca.

Your insights are invaluable as we shape the future of the coastal ferry network. We look forward to your participation and meaningful contributions.

Thanks,
Brian.

Brian Anderson (*he/him*)
Vice President, Strategy and Planning
British Columbia Ferry Services Inc.
Suite 500 – 1321 Blanshard Street, Victoria, BC V8W 0B7
T: 250-978-1276
brian.anderson@bcferries.com

BC Ferries acknowledges and respects the territories of Indigenous peoples on whose beautiful lands and waters our ships, offices, terminals, and work sites operate along the Pacific West Coast.

From: [Lions Bay Reception](#)
To: [Council](#)
Cc: [Agenda](#)
Subject: FW: You're Invited! - City of Kamloops IDEA Conference
Date: Friday, October 27, 2023 11:07:14 AM
Attachments: [image004.png](#)

From: Samantha Bauer <sbauer@kamloops.ca>
Sent: Friday, October 27, 2023 10:53 AM
Subject: You're Invited! - City of Kamloops IDEA Conference

Hello!

The City of Kamloops invites you to attend our November 27 & 28, 2023 IDEA Conference. This first-of-its-kind conference will be an engaging space for staff and elected officials from small to mid-sized municipalities and Indigenous bands throughout BC to share successes and struggles while developing best practices in our collective effort to build more inclusive, diverse, equitable, and accessible communities. We also invite the community at large to attend.

We welcome you to come to Kamloops to learn and share together.

Throughout the day you will enjoy world famous speakers, a multicultural menu, door prize draws, a guided walk by the river, a movement break and extra long coffee breaks to connect with colleagues, and a wine tasting at the end of Day One – don't forget to order your ticket with your conference registration.

We have a great conference slate for you!

- Keynote speakers and wrap-up presenter
- Inspiring and unique breakout sessions
- A panel discussion on Municipal Inclusion of Gender Identity and Expression



Don't miss out on early bird rates until October 31, 2023! Learn more and register at: [Kamloops.ca/IDEAConference](https://kamloops.ca/IDEAConference)

Please don't hesitate to reach out if you have any questions!

Thank you/Kukwstsetsemc,

Samantha Bauer (she/her)
Human Resources Advisor – Training Opportunity | City of Kamloops

You don't often get email from ivan.scott566@gmail.com. [Learn why this is important](#)

To all Media **Cc** all BC Municipalities; all BC MLAs and Ministries; all BC MPs and Ministries; **Bcc** KTRIS members; Surrey Police Board; Interested others

PRESS RELEASE FROM KEEP THE RCMP IN SURREY

OCTOBER 29, 2023

The members of “Keep the RCMP in Surrey Campaign” (KTRIS) are outraged by the passage of Bill 36 - 2023 Police Amendment Act, 2023, in the BC Legislature on October 26.

This new bill revokes and usurps the powers that all British Columbia municipalities have had as their legal right for decades, to determine which policing model they select for themselves.

It is nothing less than a dictatorial grab attack to override the precious democracy that we enjoy as British Columbian and Canadian citizens. The bill was hurriedly forced through the legislature in a blatant attempt to cover-up several years of inefficiency, deceit and outright lies from the Solicitor-General & Minister of Public Safety (Mr. Farnworth) along with two Premiers, due to the legal unwillingness of the City of Surrey to accept the Surrey Police Service as its final POJ.

The New Democratic Party government made a substantial number of serious errors when it improperly approved the creation of a municipal police for Surrey at the whim of the former mayor (McCallum). The SPS was approved by the minister without any detailed development plan, no budget nor financial forecast, without even a workable, basic transition plan.

In October last year, Mayor Brenda Locke and her Surrey Connect Team were voted into power with a majority and a clear mandate to retain the services of the RCMP. Mayor Locke has been subjected to misogyny, harassment and attempted arrogant public humiliation by ministers of the NDP government because she is being true to her election platform promise.

The actions of Minister Farnworth and Premier Eby are a most serious affront to our constitutional system of government and are cause for a thorough review of their actions regarding BILL 36 – 2023 POLICE AMENDMENT ACT.

The residents of the City of Surrey demand the retention of the Royal Canadian Mounted Police – its “Police Of Jurisdiction” for over 70 years.

The KEEP THE RCMP IN SURREY CAMPAIGN (the voice of at least 100,000 Surrey citizen supporters) therefore demands the immediate resignation or firing, by Premier Eby, of Mr. Farnworth as PSSG Minister.

We also demand the immediate repeal of BILL 36 – 2023 POLICE AMENDMENT ACT

Merle Scott KTRIS Administration Director

Peter Short KTRIS Communications Director

Paul Daynes KTRIS Strategy Director

(604) 828-5937 pdaynes@shaw.ca

From: [Lions Bay Reception](#)
To: [Council](#)
Cc: [Agenda](#)
Subject: FW: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development
Date: Tuesday, October 31, 2023 11:47:58 AM
Attachments: [image001.png](#)

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Tuesday, October 31, 2023 11:36 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref:
282965

Your Worship Mayor Ken Berry and Council
Lions Bay
E-mail: reception@lionsbay.ca

Dear Mayor Berry and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the

Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

Some people who received this message don't often get email from lmd_district_office@rcmp-grc.gc.ca. [Learn why this is important](#)

The following is sent on behalf of Chief Superintendent Bruce Singer, Acting Lower Mainland District Commander

Good Morning Mayors, Chief Administrative Officers and Primary Police Contacts,

I wanted to introduce you to our new Operations Officer & Assistant District Commander as well as our new Assistant Operations Officer at the LMD:

**New Lower Mainland District Operations Officer & Assistant District Commander
Chief Superintendent Duncan Pound**

I would like to take this opportunity to welcome and congratulate Superintendent Duncan Pound on his appointment to the rank of Chief Superintendent as our new Lower Mainland District Operations Officer & Assistant District Commander. He will be directly overseeing the leadership of six Lower

Mainland Detachments, Coquitlam, Langley, North Vancouver, Richmond, Ridge Meadows and the Upper Fraser Valley Regional Detachment (UFVRD). Duncan comes to his new role from the Combined Forces Special Enforcement Unit of BC where he was the Deputy Operations Officer managing all investigative teams in all four Districts within “E” Division. In his most recent role he had the opportunity to work with detachments and municipal departments across the Lower Mainland District.

Prior to being the Deputy Operations Officer, Duncan was the CFSEU-BC Inspector responsible for Operations Support which included surveillance, CAST and Uniform Gang Enforcement Teams. Duncan’s background and experience also includes many years in the Federal Policing Program including being the NCO i/c Special O, Advisory NCO to the Deputy Crops Officer of Federal Policing, working within the Border Integrity Program, Integrated National Security Enforcement Team (INSET) as well as the “E” Division Major Crime Section – Anti-Corruption Unit.

In advance of assuming his new role, Duncan has stated *“I am proud to be a part of the RCMP and to be able to work alongside so many dedicated, talented and passionate employees whether sworn or civilian. My time at CFSEU-BC has taught me a great deal about integrated Policing and the capabilities we can have when we work together as one team. I am looking forward to learning from and collaborating with the LMD team in my new role.”*

**New Assistant Operations Officer
Superintendent Michael O’Flynn**

I am pleased to welcome Superintendent Michael O’Flynn to the Lower Mainland District Office where he will assume the role as Assistant Operations Officer. Superintendent O’Flynn is well suited for the position, coming to the district with a diverse operational background. He was most recently the Management & Administration Services Officer for Halifax District, partnered with Halifax Regional Police Service. Prior to that the Career Development and Resource Officer for the Lower Mainland of British Columbia.

With over 26 years of service, Supt O’Flynn is a well-known leader and has earned a Certificate in Police Leadership with a concentration in supervisory skills from Dalhousie University Henson College. He has worked in a variety of operational, operational support and administrative roles in three provinces: British Columbia, Alberta and Nova Scotia. Operationally, Superintendent O’Flynn has led integrated teams, working closely with partner police agencies in both rural limited duration postings and urban settings. Administratively he has worked closely with local government and police boards toward shared goals of delivering effective and efficient policing to all residents.

Directly overseeing the leadership of five Lower Mainland Detachments, Mission, Sea to Sky, Sunshine Coast, University (UBC) and White Rock, Superintendent Michael O’Flynn is a welcome addition to the Lower Mainland District team.

Please join me in welcoming and congratulating Duncan and Michael to their new roles!

Thank you,

Chief Superintendent Bruce Singer M.O.M.

Acting Lower Mainland District Commander

Lower Mainland District Office

RCMP "E" Division, HQ

#506 Mailstop / Arret postal

14200 Green Timbers Way

Surrey, B.C. V3T 6P3

O: 778-290-5085

/CW



Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancover.org

October 31, 2023

File: CR-12-01
Ref: RD 2023 Sep 29

Mayor Ken Berry and Council
Village of Lions Bay
400 Centre Road PO Box 141
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.berry@lionsbay.ca; office@lionsbay.ca

Dear Mayor Ken Berry and Council:

Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction

As you know, there is a significant and urgent need for rental housing in the Metro Vancouver region, and the Province as a whole. Exploring new technologies and modern methods for delivering rental housing such as off-site construction has the potential to drive housing supply, affordability, climate action, and construction sector innovation in the region. The Province of British Columbia, in anticipation of the launch of BC Builds, is seeking municipal partners to advance these efforts in the Metro Vancouver region.

At its September 29, 2023 meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) receive for information the report dated August 14, 2023, titled, "Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction"; and*
- b) direct staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.*

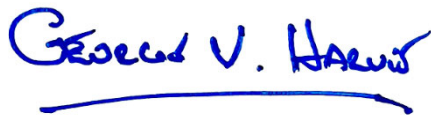
At this time, Metro Vancouver is seeking to identify member jurisdictions who are interested in stepping forward as local government champions for this project led by the Province, alongside a coalition of other early adopters who will explore off-site construction and other innovative actions to achieve housing targets, and increase housing supply and affordability. As participants, member jurisdictions will have the opportunity to explore the creation and implementation of standardized

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guidelines and zoning regulations for six-storey rental buildings (including pre-approved building plans) that would facilitate the use of off-site construction methods.

Should your jurisdiction be interested in advancing actions to streamline the delivery of rental housing through the use of pre-approved building plans and off-site construction, I invite you or your staff to contact Heather McNell, Deputy CAO, Policy and Planning, by November 17, 2023 by phone at 604-436-6813 or by email at heather.mcnell@metrovancover.org.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Ross Blackwell, Chief Administrative Officer, Village of Lions Bay
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Coté, Deputy General Manager, Regional Planning and Housing Development, Metro Vancouver
Michael Epp, Director, Housing Planning and Development, Metro Vancouver

Encl: [Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction](#)

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From: [Ross Blackwell, CAO](#)
To: [Marina Blagodarov](#)
Subject: FW: Surrey Regional Dispatch Monthly Report - Lions Bay
Date: Thursday, November 2, 2023 8:54:56 AM
Attachments: [Chart1 - Incidents by Type Image 1.png](#)
[Chart2 - Incidents by Hour Image 1.png](#)
[Chart4 - Prototype by Hour \(On Scene Time, 90%\) Image 1.png](#)
[Chart4 - Prototype by Hour \(Travel Time, 90%\) Image 1.png](#)
[Chart4 - Prototype by Hour \(Turnout, 90%\) Image 1.png](#)
[Chart5a - Header Incident Performance \(Sheet\) Image 1.png](#)
[Chart5a - Header Incident Volume \(Sheet\) Image 1.png](#)
[Logo Image 1.png](#)

Marina, please place this on the open agenda under correspondence.

Thanks,

Ross Blackwell, MAP, MCIP, RPP
Chief Administrative Officer

www.lionsbay.ca

PO Box 141, 400 Centre Road,

Lions Bay, BC V0N 2E0

CANADA

Tel: +1(604) 921-9333 | Cell: (250) 715-6928

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From: Fire Officer Report <fireofficerreport@surrey.ca>
Sent: Wednesday, November 1, 2023 4:13 PM
To: Ross Blackwell, CAO <CAO@lionsbay.ca>
Subject: Surrey Regional Dispatch Monthly Report - Lions Bay



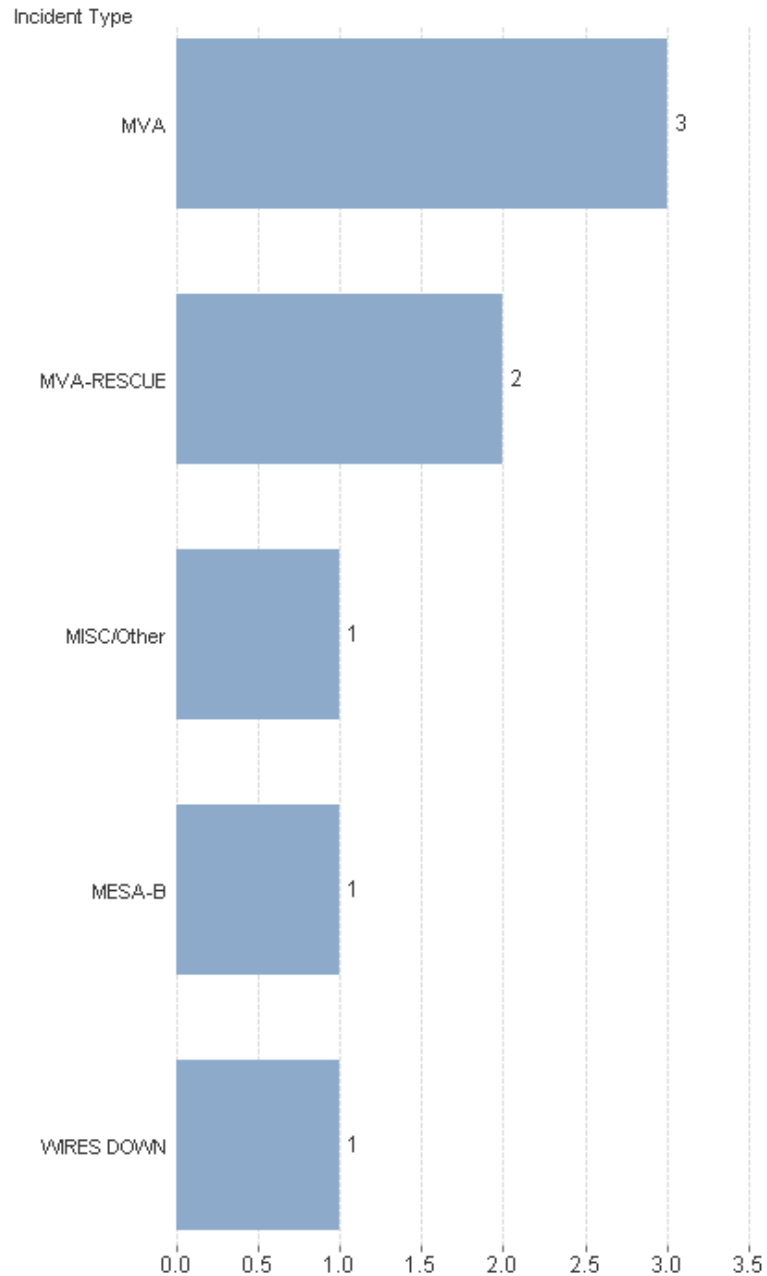
Surrey Regional Fire Dispatch Monthly Report LIONS BAY FIRE RESCUE

For month of Oct 2023

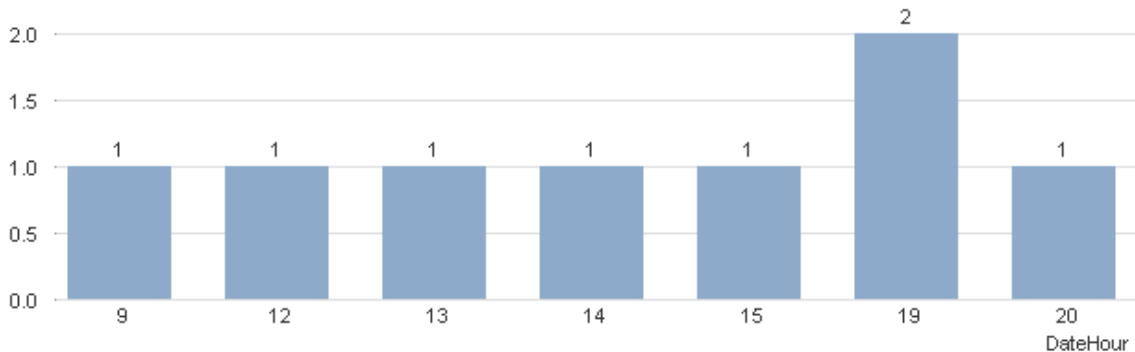
LIONS BAY FIRE RESCUE
All Incidents: Frequency (Oct 2023)

Incident Volume		
Incidents 8	Apparatus 14	Attendees 48

LIONS BAY FIRE RESCUE
Incidents by Type: 8 (Oct 2023)



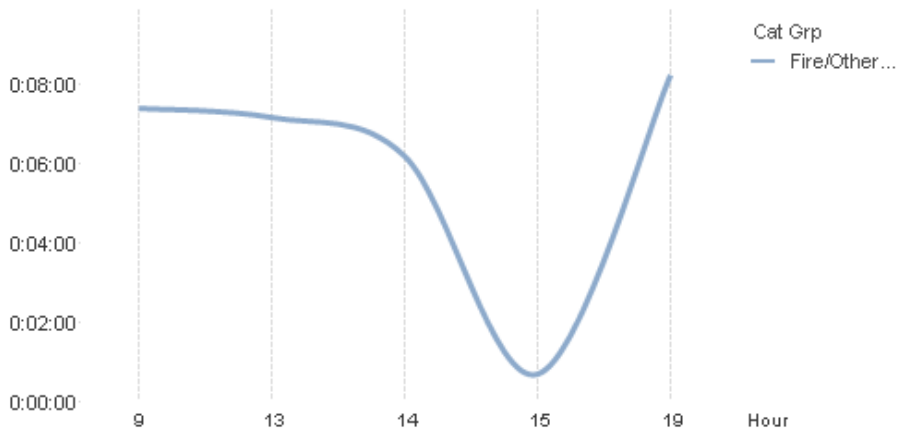
**LIONS BAY FIRE RESCUE
Incidents by hour of day (Oct 2023)**



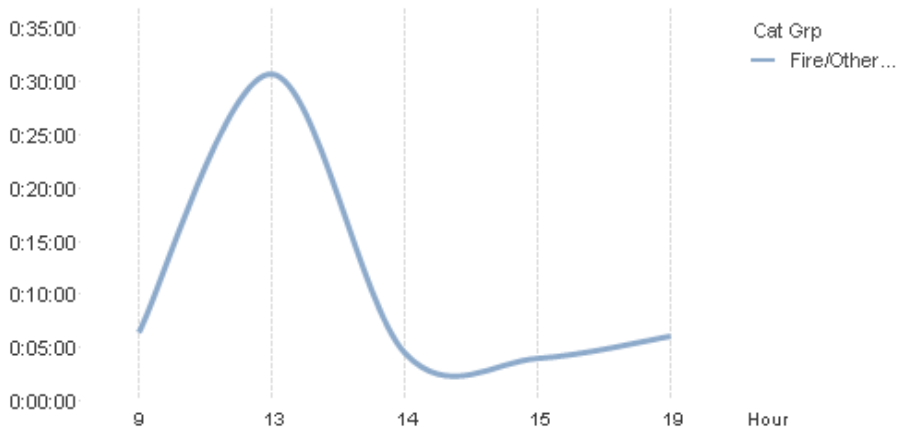
**LIONS BAY FIRE RESCUE
Emerg/1st on scene Incident Performance (Oct 2023)**

Apparatus Committed			Return
Turnout 08:02	Travel 16:03	On Scene 0:41:53	Return Qt

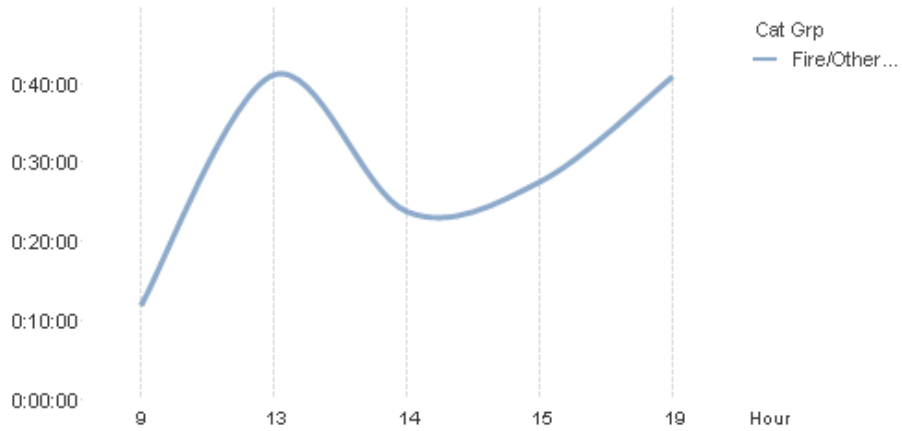
**LIONS BAY FIRE RESCUE
Turnout Time - 90th Percentile (Oct 2023)**



**LIONS BAY FIRE RESCUE
Travel Time to Scene - 90th Percentile (Oct 2023)**



**LIONS BAY FIRE RESCUE
Time On Scene until Return Quarter - 90th Percentile (Oct 2023)**



**LIONS BAY FIRE RESCUE
Truck Utilization (Oct 2023)**

AppUnit	AppName	Hours Committed	# of Days Selected	Hours Capacity	Utilization
LBE62	LB Engine 62	3	31	744	0%
LBR63	LB Rescue 63	2	31	744	0%
LBE61	LB Engine 61	1	31	744	0%



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire
Unclassified

S/Sgt Gareth BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

Village of Lions Bay
400 Centre Road
Lions Bay, BC
V0N 2E0

Our File Notre référence

2023-11-03

To Whom it May Concern,

Lions Bay Activity Report
Report period: September and October 2023

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

HWY 99 (within boundaries of Lions Bay):

- Traffic - Moving x 21 / Non-Moving x 1
- Impaired Driving Investigations x 3
- Collision - Damage Over \$10000 x 1 / Under \$10000 x 4 / Non-fatal x 2 / Fatal x 0
- Suspicious pers/veh/occurrence x 1 / Unspecified Asslat x 1 / Animal x 1
- Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 3
- Check well-being x 2
- Lost property x 1

41 Calls for Service

Lions Bay Village:

- Sexual Assault x 1 / Harassing Communication x 4
- Fraud x 1 / Theft under \$5000 x 1 / Theft from Auto under \$5000 x 2
- Breach of Peace x 2
- Traffic - Moving x 2
- Stranded Person location known x 1 / Missing person x 2
- False Alarms x 6 / 911 - False/Abandoned x 2 / Property Lost x 1
- Unspecified Assist x 2 / Suspicious Pers/Veh/Occurrence x 2
- Collision Under \$10000 x 1

30 Calls for Service

Total = 71

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

Kind regards,



S/Sgt. G. (Gareth) BRADLEY
Operations Commander Sea to Sky RCMP

/hm



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire
Protected A

S/Sgt Gareth BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

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

Our File Notre référence

2023-11-03

To Whom it May Concern,

Village of Lions Bay False Alarm Report: September and October 2023

To assist the Village of Lions Bay the following is a list of False Alarms that were attended by the RCMP and confirmed to be false:

DATE	FILE #	ADDRESS
2023-09-02	23-5576	
2023-09-05	23-5623	
2023-09-18	23-5955	
2023-09-18	23-5957	
2023-09-27	23-6184	
2023-10-25	23-6830	

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

Kind regards,



S/Sgt. G. (Gareth) BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, B.C.

/hm

From: [REDACTED]
To: [Agenda](#)
Subject: Fwd: Parking at the Pit and early weekend bus next year.
Date: Tuesday, October 17, 2023 11:44:14 AM

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

From: John Dudley [REDACTED]
Date: Tue, Oct 17, 2023 at 11:41 AM
Subject: Parking at the Pit and early weekend bus next year.
To: Council <Council@lionsbay.ca>, Ken Berry <mayor.berry@lionsbay.ca>, Neville Abbott <councillor.abbott@lionsbay.ca>, Marcus Reuter <councillor.reuter@lionsbay.ca>, Michael Broughton <councillor.broughton@lionsbay.ca>, Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>
Cc: Karl Buhr [REDACTED], Reception At Lions Bay <reception@lionsbay.ca>

Now that the busiest time of year for visitor parking in the village is over, I feel that it might be a good time to try and figure out how to deal with the situation next year.

The most obvious way to cut down on the number of cars parking in the village during hiking season, would be to open up the Pit at Brunswick from the end of April until the end of September.

I know that M.O.T who have jurisdiction of the Pit are against such a move, however they are happy to rent out the area to movie production companies, who frequently use the space.. There have been concerns about vandalism at the fire department training area but I feel that CCTV should help alleviate those fears.

If the Pit is turned into a Paid parking area, similar to what has been instigated at Lynn Canyon and Mt Seymour, it would give hikers access to three of the most popular mountains for hikers from the lower mainland..

Our volunteer Trail Blazing team has spent some time working on the trails that link up with the Lions Trail and would be happy to continue doing so if it helps ease the number of cars trying to park in the village.

It would probably help if we contacted our MLA. Jordan Sturdy and also put on some pressure through the local media (Vancouver, Sun, Province etc.)

After meetings with Translink two years ago, they changed the weekend schedule of the 262 during the summer months, so this is probably a good time to see if they will do the same in 2024.

Regards,

John Dudley
Lions Bay Trail Blazers.

From: [REDACTED]
To: [Council; Agenda](#)
Cc: [REDACTED]
Subject: Lions Bay Butterflyway Project certification
Date: Wednesday, November 1, 2023 6:05:18 PM
Attachments: [Certificate DSG - Butterflyway 2023 \(1\).pdf](#)

Hello everyone

We thought that you would all like to know that we have received an official certificate from the David Suzuki Foundation for establishing a Butterflyway in Lions Bay. The criterion for certification is that there are 12 or more butterfly (pollinator) gardens connected within a relatively small area. The idea is to create a corridor for pollinators. The village has approximately 15 such gardens now and we are hoping to add more in 2024. We feel that this is a significant project as it helps to protect our native ecosystem and it also raises awareness within the village of the importance of nurturing native biodiversity.

We would like to thank you for your continuing support of this project. It was wonderful that we were able to plant pollinator-friendly plants in the Sunset Drive Trailhead garden this year with support from the Works Department, and we hope to be able to complete another such project next year. We have been thinking about the possibility of clearing the ivy from the area around the stop sign by the village office and replanting it with native pollinator plants. That is a spot that everyone passes regularly, so it would help to increase awareness of this project within the village. We are also hoping to have a pollinator garden at the beach park. This idea has been in the works for a few years, but we are hopeful that it will be possible to create it in 2024.

We have attached a copy of the DSF certificate below.

Sincerely

Val Morton and Hana Boye, DSF Butterflyway Rangers

From: [REDACTED]
To: [Council](#); [Agenda](#); [Ross Blackwell, CAO](#)
Subject: finance report
Date: Thursday, November 16, 2023 12:25:20 PM

Dear Mayor and Council,

I was surprised to read a report to Council in the November 7 agenda package. This Finance Committee Update Report written by Chair David Shore was his rebuttal to a resident. The person was not named but anyone who follows Council meetings knows who questioned the Mayor's financial claims in Village Updates. Is a standing committee report to Council the appropriate response to a resident?

CAO Blackwell recently stated that criticism of a specific Councillor or resident was not appropriate for Council business. I look forward to his written recommendations about communication protocols and practices so that everyone understands the limits.

regards,
Norma Rodgers



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

October 20, 2023

Dear Friends & Neighbours,

All Canadians should have equal access to programs, services and supports. That is why the Government of Canada continues to invest in programs that help remove barriers to accessibility, increase inclusion, and empower persons with disabilities to fully engage in their communities.

This week, the Government of Canada **launched a new call for proposals (CFP) under the Enabling Accessibility Fund's (EAF) mid-sized projects component**. Up to \$3 million per project is available under this CFP to support larger new construction, renovation and/or retrofit projects. Proposed projects can take place in workplaces, respite centers, sport centers, and community centers, and aimed at increasing access to programs and services targeted to persons with disabilities who are on active waitlists.

To be eligible for this funding, the facility must be used by an organization that either exclusively serves persons with disabilities or offers more than one program, service and/or support targeted to persons with disabilities. An example would be the expansion of a respite center to help accommodate more participants in day programs and thereby reduce an existing waitlist of persons with disabilities seeking access to these programs.

Eligible organizations are invited to submit their funding application(s) by December 13, 2023 (TBC) at 2:00 p.m. PST online. Online information sessions will be offered to support organizations through the application process. More information on the application and on those information sessions are [available on the Enabling Accessibility Fund funding page link](#).

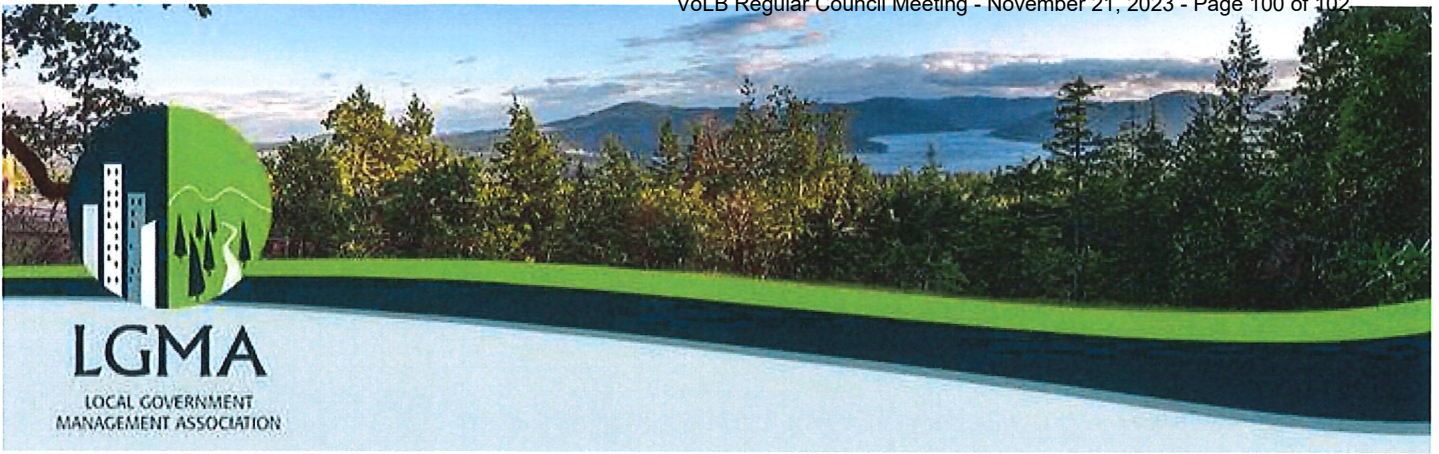
This funding supports the development of accessible and inclusive communities, aligning with the Government's Disability Inclusion Action Plan, which strive to build a truly inclusive Canada, free of physical, societal, and attitudinal barriers.

If you have any questions, please reach out to our office. We are happy to support your application in any way that we can.

Sincerely,

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

Constituency Office
6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa
British Columbia V7W 2G5 Ontario K1A 0A6
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620



Applications Open for the Responsible Conduct Resource Administration Fund

The LGMA received a one-time grant from the Ministry of Municipal Affairs to provide financial supports to local governments from small communities who are currently navigating conduct issues at the elected-elected or elected-CAO level and who would benefit from the support of a third-party, and who would otherwise be unable to access such supports due to financial constraints. The Responsible Conduct Resource Administration Committee has finalized the application process and applications are now open. As this effort is a pilot project, the eligibility criteria and terms of the Responsible Conduct Resource Administration Fund may change from time-to-time, as the Committee sees fit, to best suit the intent of the Fund. CAOs who may meet the eligibility criteria are receiving this target email as this program will *not* be promoted over the LGMA's social media channels. Questions and completed application forms can be sent to Candace Witkowskyj, Executive Director at cwitkowskyj@lgma.ca. Additional information about the Responsible Conduct Resource Administration Fund is noted below.

What is the Responsible Conduct Resource Administration Fund?

The purpose of the Responsible Conduct Resource Administration Program is to provide one-time financial supports (up to a maximum of \$25,000) to small community (population less than 20,000) local governments that are currently experiencing conflict at the elected and/or elected CAO level and require and request the assistance of an external consultant and/or legal professional to maintaining good governance and assist with resolving the conflict ([Working Group on Responsible Conduct](#)). The Responsible Conduct Resource Administration Program is made possible due to a grant provided by the Ministry of Municipal Affairs. Applications are reviewed and assessed by the Responsible Conduct Resource Administration Committee in the order they are received. The Committee will meet once per month until the funds are depleted. Applications will be received until funds are depleted, at which time the Committee and the Program may be disbanded.

What are the eligibility requirements?

Applicant eligibility:

Applicants for external support funding to a maximum of \$25,000 must meet the following eligibility criteria:

- a) The local government serves a population of less than 20,000, however, preference will be given to small local governments with the fewest resources and exceptions may be made in extenuating circumstances,
- b) Applicants must be senior local government leaders such as CAOs/Deputy/Acting CAOs to adhere to [LGMA's mission, values, and vision](#),
- c) Applicants can elect to provide supplementary information verbally, should they wish,
- d) Applicants must adhere to and have signed off on the LGMA's [Code of Ethics](#),
- e) The local government can attest that conflict exists that the local government has been unable to resolve and requires external support,
- f) Seeking external support has the endorsement of the Council or Board is preferred but not necessary^[1],
- g) Applicants shall agree to program requirements as determined by the committee, and

- h) Funded communities shall agree to provide a brief results report to inform future responsible conduct support efforts. Funded communities can provide a results report verbally, should they wish. Reports will be anonymized to protect the local government. Anonymized reports will be provided to the applicant for review and approval. Key themes from anonymized reports may inform or be utilized by the LGMA or the Working Group on Responsible Conduct.

Please see the attached Fund Application for additional information.

Who will see my application?

The LGMA Executive Director will receive and collate applications for review by the Committee. The Responsible Conduct Resource Administration Committee will review the applications via a password-protected file-sharing folder. All members of the Committee have signed a confidentiality agreement.

What is the Responsible Conduct Resource Administration Committee?

The Responsible Conduct Resource Administration Committee is made up of LGMA Board-appointed volunteers and includes current or retired CAOs, Corporate Officers, or other senior-level local government leaders who have an interest in supporting good governance and responsible conduct.

I would prefer to explain the details of my application verbally. Can I do that?

Yes. We understand that some applicants may wish to provide supplemental details verbally, rather than in writing. The application form includes a section where you can indicate your preference regarding your application. If you choose to verbally supplement a portion (or portions) of your application, the Executive Director will connect you with a member of the Committee who will gather your information.

Receiving support sounds great, but I am concerned that this will lead to additional administrative tasks.

If an application is approved, the LGMA will coordinate with your chosen third-party consultant to ensure approved funds can be paid directly to the third-party consultant.

If my application is approved, who selects the third-party consultant who will provide support?

The applicant will select the third-party consultant they wish to work with. External consultants, legal or ethical professionals, mediators, or other contractors that support the enhancement of responsible conduct within local government will be considered eligible for this program. Applicants are encouraged to do their due diligence in assessing the suitability of external supports. Applicants are welcome to utilize the [External Resource Database](#) should this be helpful.

Can the third-party consultant exceed the amount of funding approved by the Committee?

No. Successful applicants and the third-party consultant will be advised that the Committee will approve a maximum funding amount and overages cannot be accommodated to ensure an equitable distribution of the fund. External consultants, legal or ethical professionals, mediators, or other contractors will be required to agree in writing to not exceed the amount approved by the Committee.

I see that I will be asked to provide a results report if my application is found successful. What will be expected in this report, and will the report be kept confidential?

Successful applicants will be asked to provide a brief results report once they have utilized all approved supports afforded by their maximum fund amount. Applicants will be asked to provide summary information on the supports received, any benefits experienced as a result of the Fund, and any recommendations or key themes of importance that might inform future efforts to build resources and supports for responsible conduct. Reports can be provided verbally or in writing. Reports will be anonymized, and the applicant will have an opportunity to review the anonymized report to ensure no identifying information remains. Anonymized reports will be combed for key themes that can be used to inform the LGMA's work on the Working Group for Responsible Conduct.

I have more questions, who should I contact?

Please contact Candace Witkowskyj, Executive Director at cwitkowskyj@lgma.ca or 250-383-7031 ext. 223 if you have questions or concerns. Though the Committee has tried to anticipate questions in advance as best they can, as this is a pilot project there may be some questions that require further discussion. If your question requires further discussion, Candace will raise your question at the Committee's next meeting and follow up with a response.

LGMA
Suite 710A– 880 Douglas Street
Victoria, BC V8W 2B7
T. 250.383.7032
E. office@lgma.ca
Twitter: @LGMABC

Be sure to bookmark the LGMA's new [FAQ page](#) for guidance on common questions.

I respectfully acknowledge the Host Community and Nations on whose territories the LGMA office stands, the lək'wəŋən (Lekwungen) Peoples, also known as the Esquimalt and Songhees Nations. This gratitude extends to the many Indigenous Nations on whose territories

^[1] Applicants are strongly encouraged to seek council/board endorsement wherever possible.