District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: Clark Crescent Water Main Replacement Project Budget Amendment

PURPOSE

To provide Council with an update on the budget required to carry out the 2021 Clark Crescent Water Main Replacement Project.

RECOMMENDATION

THAT the 2021-2025 Financial Plan Bylaw be amended to reflect additional funding of $150,000 for the Clark Crescent Water Main Replacement Project, with funding from uncommitted Covid Restart Grant funds.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. **THAT** the 2021-2025 Financial Plan Bylaw be amended to reflect additional funding of $150,000 for the Clark Crescent Water Main Replacement Project, with funding from the Water Infrastructure Reserve. Implication: Project can proceed; however, the funding source would be changed.

2. **THAT** the budget for the Clark Crescent Water Main Replacement is not amended at this time. Implication: The Clark Crescent Water Main Replacement Project would be moved to 2022 and retendered.

BACKGROUND/RELEVANT HISTORY

During the 2021-2025 Financial Plan process, Council approved $375, 000 for the replacement of the old AC (asbestos concrete) water main on Clark Crescent with PVC (polyvinyl chloride). Tenders received in August 2021 were significantly higher than the budget provision for this project.

Staff, during financial planning in 2020, acquired costs estimates for the works identified for the replacement of the water main on Clark Crescent. At that time, the costs estimates were considered conservative.

Since 2020, cost for PVC piping has increase by 35%. The cost increases are a result of the shortage of raw materials to build the pipe because of the shutdowns related to Covid. Since the cost increase can be attributed to the Covid pandemic, the Covid Restart grant received from the Provincial government would be an appropriate funding source to address the budget shortfall for this project.

ATTACHMENT(S)

N/A

ANALYSIS/RATIONALE

Tenders for the 2021 Clark Crescent Water Main Replacement Project were received and reviewed on Thursday August 26, 2021. The lowest bid is $458,133.64. Unfortunately, the lowest bid exceeds the amount allocated for this project by $83,133.64 without engineering. Combined with engineering costs for the project which are are expected to be between $40,000 to $60,000, an additional $150,000 funding is required.

1. Strategic Plan Objectives

N\A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

Approval would result in the use of a contractor, with contract management by the Director of Public Works.

4. Financial/Budget Implications

Both the unused balance of Covid Restart grant funds and the Water Infrastructure Reserve fund are eligible funding sources to address the budget shortfall for this project. The remaining balance of unused funds Covid Restart Funds is approximately $599,200, and the available balance in the Water Infrastructure Reserve is $1,147,600. An amendment to the 2021-2025 financial plan will be made in the Fall to reflect the change in the budget provision for capital expenditures.

5. Sustainability Implications

N/A

Prepared by:

Fred Spears, Director of Public Works

Date: August 30, 2021

Approved for submission to Council:

Ronald Campbell, Chief Administrative Officer

Date: August 30 2021

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☑ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date** 22	**Agenda Item #**
Regular	September 8, 2021	~~9.1)~~ 9.) P)
Closed (In-Camera)		

File Number: 12120.20.CCWMR
DISTRICT OF LANTZVILLE\Reports to Council\2021\2021 09 08 Clark Crescent Water Main Replacement.docx

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: **Fire Hall and Public Works Facility Design**

PURPOSE

To consider an amendment to the 2021-2025 Financial Plan for the design of a fire hall and public works facility.

RECOMMENDATION

THAT the 2021-2025 Financial Plan be amended to include $475,000 in 2021 for the design of a fire hall and public works facility, funded from facilities life cycle reserves.

COMMITTEE RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. **THAT** the 2021-2025 Financial Plan not be amended to include $475,000 in 2021 for the design of a fire hall and public works facility, funded from facilities life cycle reserves.

2. As directed by Council.

BACKGROUND/RELEVANT HISTORY

The current fire hall is located at 7850 Superior Road on land leased from the provincial government. The fire hall was constructed in 1986 and houses Lantzville Fire Rescue which consists of approximately 30 members.

In 2021, the Ministry of Transportation and Infrastructure completed a highway corridor study that assessed all major intersections along Highway 19 from Nanoose Bay to South Nanaimo, including Superior Road. Like many of the major intersections, the planned improvements include an interchange at Superior Road. Development of the interchange would require use of 7850 Superior Road and removal of the current fire hall, which means that the District will need to find an alternative location for the fire hall.

With the exception of fire rescue equipment, the District's public works department is responsible for the operation, maintenance and construction of all public infrastructure and assets in Lantzville, including water reservoirs, treatment facilities, wells, and mains, sewer pump stations and mains, roads, parks and trails, drainage infrastructure, and administration and community use buildings.

Most communities in BC provide a suitable, municipally owned site for public works, which provides critical and essential services to the community. In Lantzville, the 5-member public works department operates out of a leased portion of a building in the industrial park, at a cost of approximately $35,000 per year. The current leased space, which does not include a works yard, is inadequate and unsuitable for the provision of public works services.

The District will need to develop a fire hall and public works facility. The first step is completion of a detailed design and cost estimate for construction of a facility. At its June 2, 2021 meeting, Council directed staff to proceed with issuance of a request for expressions of interest for the design of a fire hall and public works facility. Design costs are expected to be in the range of $400-475,000.

The District does not currently have municipally owned land on which to site a new facility. However, as part of a recent rezoning application, the District negotiated for the acquisition of a 2 ha (5 ac) property on Clark Drive to be transferred to the District with the first phase of subdivision of the development lands. The location map in **ATTACHMENT 1** shows the location of this future District site. It is anticipated that the District will acquire this site in the next 6 months as phase 1 of the development proceeds.

The Clark Drive site is ideally situated for a fire hall and public works facility. The site has convenient and quick access to major arterial roads and Highway 19 and is centrally located within the area of the community that already contains most of Lantzville's buildings and population and that is expected to see the most development and population growth in the coming decades. The site is large enough to accommodate a fire hall and public works facility. However, given the configuration of the site and the future wellhead facilities, there would be insufficient space to physically or safely accommodate any other uses on the site. The fire hall would also serve as the District's emergency operations centre in the event of an emergency.

In 2014, the District signed a memorandum of understanding (MOU) with Lone Tree for the Foothills development. The MOU identified that one of the amenities would be the provision of 2 ha (5 ac) of land in the Foothills development for a fire hall and public works facility. However, the Fire Chief and Director of Public Works have both determined that the Foothills is not a suitable location for a fire hall or public works facility. If the District's only fire hall and public works facility were located in the Foothills, the community would be disadvantaged and receive a lower level of service with respect to both fire protection and the provision of public works services. Fire rescue and public works operations require a centrally located place within the community to quickly respond to emergencies and day-to-day public works requirements.

ATTACHMENTS

1. Location Map

ANALYSIS/RATIONALE

The District will need to construct a fire hall and public works facility. The proposed location on Clark Drive is a suitable location. Staff are recommending that the Financial Plan be amended to include $475,000 for the design of a fire hall and public works facility, to be funded from facilities life cycle reserves. If Council approves the amendment, the design work would begin in the Fall 2021 and is expected to take approximately 4-6 months to complete.

Once the detailed design and cost estimate are complete, the District will have an accurate depiction of the facility and the overall cost to construct the facility. Council would then need to decide on how development of the facility would be funded (e.g. borrowing). While grants are not usually available for fire halls or public works facilities, a detailed design and cost estimate would put the District in a position to apply for funding opportunities as they arise.

1. Strategic Plan Objectives

Council's Strategic Plan:

1. Infrastructure

1.3 Secure a District-owned Public Works facility
1.4 Secure the District Firehall site.

Since the current fire hall site will be needed in the future for highway improvements, securing the existing site is no longer a reasonable long-term option.

The recommendation is consistent with Council's Strategic Plan.

2. Policy

There are no policy implications of the recommendation.

3. Resource Implications

There are no resource implications of the recommendation.

4. Financial/Budget Implications

The design would be funded from facilities life cycle reserves.

5. Sustainability Implications

There are no sustainability implications of the recommendation.

Prepared By:

Kyle Young, Director of Planning & Community Services

Date: September 2, 2021

Approved for Submission to Council:

Ronald Campbell, Chief Administrative Officer

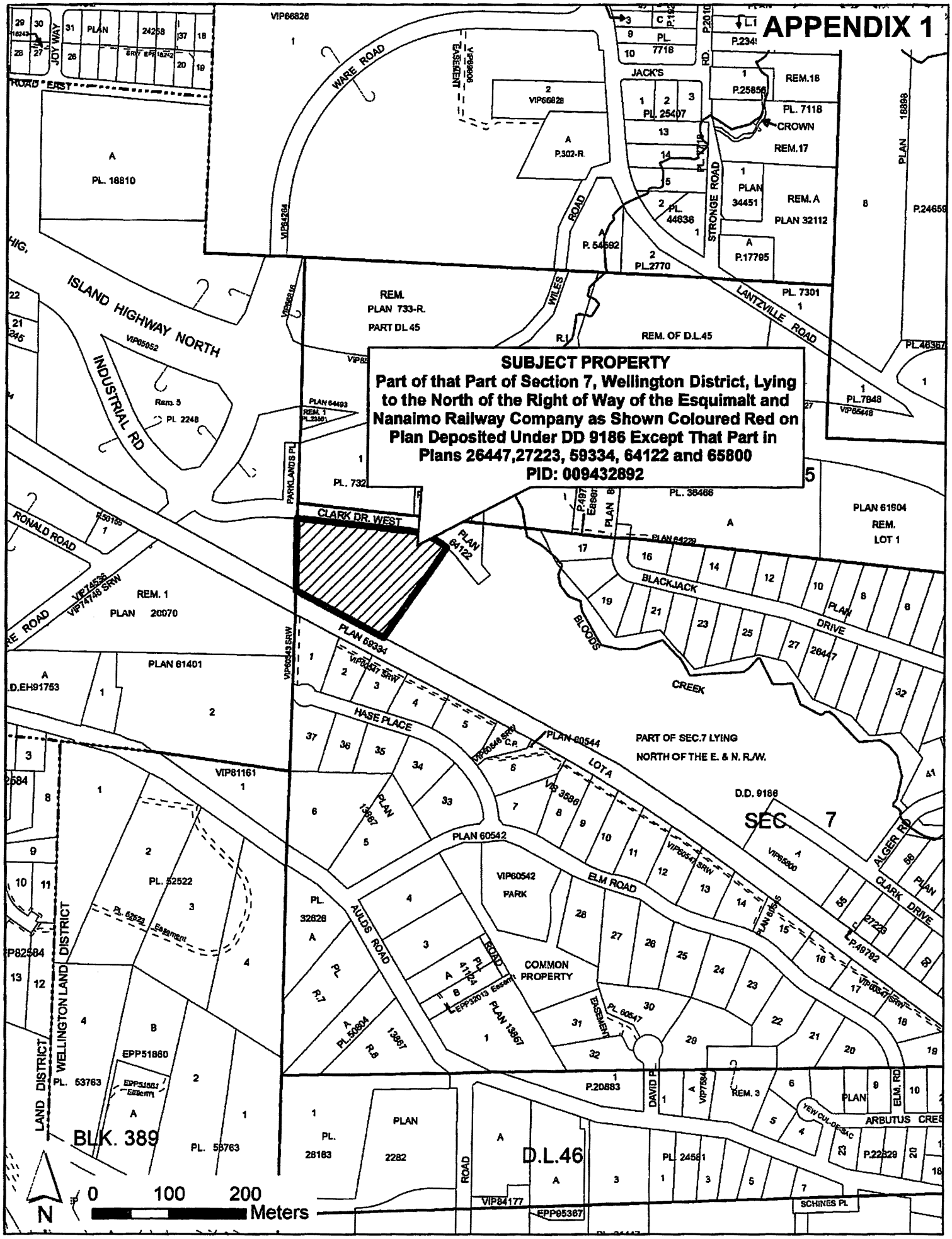
Date: September 2, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 8, 2021	~~9.i)~~ 9.g)
Closed (In-Camera)		

File: 1220-20-PWFRFD
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2021\2021 09 08 Fire Hall and Public Works Facility Design.docx

APPENDIX 1


SUBJECT PROPERTY
Part of that Part of Section 7, Wellington District, Lying to the North of the Right of Way of the Esquimalt and Nanaimo Railway Company as Shown Coloured Red on Plan Deposited Under DD 9186 Except That Part in Plans 26447,27223, 59334, 64122 and 65800
PID: 009432892
ISLAND HIGHWAY NORTH
INDUSTRIAL RD
WARE ROAD
JOY WAY
ROAD EAST
JACK'S
STRONGE ROAD
WILES ROAD
LANTZVILLE ROAD
CLARK DR. WEST
RONALD ROAD
BLACKJACK DRIVE
BLOODS CREEK
HASE PLACE
ELM ROAD
AULDS ROAD
ALGER RD
CLARK DRIVE
ARBUTUS CRES
SCHINES PL
PARKLANDS PL
WELLINGTON LAND DISTRICT
LAND DISTRICT
BLK. 389
D.L.46
SEC. 7
PART OF SEC.7 LYING NORTH OF THE E. & N. R./W.
D.D. 9186
COMMON PROPERTY
PARK
REM. PLAN 733-R. PART DL 45
REM. OF D.L.45
REM. 1 PLAN 20070
REM. 18
REM. 17
REM. A PLAN 32112
REM. 3
REM. LOT 1
PLAN 61904
PLAN 61401
PLAN 59334
PLAN 60542
PLAN 60544
PLAN 64122
PLAN 64229
PLAN 13867
PLAN 2282
PL. 18810
PL. 7118
PL. 7301
PL. 7948
PL. 25407
PL. 44836
PL. 2770
PL. 38466
PL. 52522
PL. 53763
PL. 28183
PL. 24581
PL. 60547
PL. 32628
PL. 50804
P.302-R.
P.54592
P.17795
P.25856
P.24659
P.49792
P.20883
P.22829
VIP66828
VIP64264
VIP65052
VIP74536
VIP74748 SRW
VIP60543 SRW
VIP60547 SRW
VIP60548 SRW
VIP81161
VIP60542
VIP65800
VIP84177
EPP95367
EPP51860
EPP51861
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ISLAND HIGHWAY NORTH
WARE ROAD
PARKLANDS PL
CLARK DRIVE WEST
HASE PLACE
0 20 40
Meters
N

P155

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: September 22, 2021

SUBJECT: Selection of Proposal - Call for Outdoor Artwork

PURPOSE

To evaluate and select a proposal from the submissions in response to the call to artists for outdoor artwork to be located at the District road right-of-way in front of 7221 Lantzville Road.

RECOMMENDATION

THAT the artist Leslie Robert Sam (LessLIE) be awarded the contract to provide Outdoor Artwork as outlined in the submission; **AND FURTHER THAT** District staff enter into an agreement for $5,000 with Leslie Robert Sam (LessLIE) for the design and installation of public art at the District of Lantzville road right-of-way at 7221 Lantzville Road.

COMMITTEE RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. As directed by Council.

BACKGROUND/RELEVANT HISTORY

At the July 21, 2021, meeting, Council received a report for the potential for an outdoor art installment in the village core, and passed the following motion:

> *THAT staff be instructed to move ahead with an art installment to be located in the road right-of-way at 7221 Lantzville Road, and the amendment to the 2021-2025 Financial Plan from $2,500 to $5,000; AND FURTHER THAT staff issue a proposal call to artisans, with submissions to be considered at the September 22, 2021 Council meeting.*

A call for submissions was posted to the District's website on August 4th, and was shared to social media and neighbouring communities, arts-organizations and media outlets. The call closed on September 13th, receiving a total of four proposals for consideration.

ATTACHMENTS

1. Call For Submissions: Outdoor Artwork
2. Submission 1 – Dan Richey
3. Submission 2 – Leslie Robert Sam (LessLIE)
4. Submission 3 – Angellos Glaros
5. Submission 4 – Paul Lewis

ANALYSIS/RATIONALE

Submission 1 – Dan Richey

Biography: Dan Richey is a professional chainsaw carver based in Nanaimo BC. Dan has participated in chainsaw carving competitions throughout BC for over 20 years, with carvings on display in Campbell River, Ladysmith, Nanaimo and Chetwynd BC, among other communities. Dan created the world's largest cedar polar bear located in Cochrane, Ontario.

Concept: The proponent will create a 10-foot-wide decorative bench carved entirely from cedar. The bench will feature three life-sized sealions, an octopus and other sea life such as fish, clams and crabs coated in an 'external marine finish'.

Cost: The proponent did not submit a cost schedule with the submission. A flat-rate fee of $5,000 is stated to complete the project. An optional concrete pad may need to be poured to secure the bench at an additional, unspecified cost.

Workplan: The proponent did not submit a detailed scope of work. The artist would be the sole contributor to the project, and be created in the artist's studio and delivered to the project site. The proponent states the project can be completed before the end of the year.

Maintenance: A coating is required to be reapplied every two years for protection.

Submission 2 – Leslie Robert Sam (LessLIE)

Biography: LessLIE is the decolonized name of Leslie Robert Sam, a professional Coast Salish artist based in Duncan BC from the Cowichan Tribes. Working with a variety of mediums, LessLIE has studied and practiced Coast Salish art for over 25 years as an undergraduate, curator, guest lecturer, writer and currently as a graduate student at the University of Victoria. His artwork is exhibited both nationally and internationally, with permanent collections featured in the Art Gallery of Greater Victoria and the National Gallery of Canada.

Concept: The project will construct a 4x8' panel display with ¼" mild steel, featuring design cut outs, a welded base and a natural rusted patina finish rendered in a Coast Salish art style. The project will include landscaping, concrete footing and lighting.

Cost: The proponent has provided an estimate of $5,000 excluding taxes.

Workplan: The artist did not submit a detailed workplan. It is assumed the artist will be the sole contributor, with the majority of the work completed at the artist's studio.

Submission 3 – Angellos Glaros

Biography: Angellos Glaros is the owner and operator of West Coast Arts, a small sculptural crafting shop in Nanaimo. Angellos works with a variety of materials, including glass, wood, metal and stone to create sculptures for both residential and commercial clients. His artwork has also been a part of public art programs in Nanaimo, Oak Bay, Castlegar and Nelson BC. His work is inspired by Vancouver Island and derives from First Nations influences in the region.

Concept: The proponent will create an approximately 10-foot-tall sculpture forged from 12 gauge (1/8") steel and heavy wall pipe. The sculpture will feature birds emerging out of long flowing metal ribbons representing wind and movement, joining the artist's "taking flight" collection of artworks. The birds will be finished with an exterior clear coat requiring minimal maintenance, and the pipe structure will be rusted with a matte finish.

Cost: The artwork is quoted to cost $16,500 plus tax to create. The artist has also provided four other pre-made sculptures available for purchase from $6,500 - $24,000 plus tax.

Workplan: The artist did not submit a detailed scope of work. The artwork will take approximately 160 hours to create, and will include delivery and installation at the project site.

Submission 4 – Paul Lewis

Biography: Paul Lewis is a painter and driftwood artist in Victoria BC. He has created many sculptures around the Greater Victoria area, including signs for Colwood, Royal Beach and five free-standing driftwood sasquatches up to 12' tall. Paul is most known for his driftwood bird creations at Esquimalt lagoon, turning the beach into an art gallery and local attraction. In 2021, Paul Lewis received the Goldsteam Gazette's Arts Advocate of the Year award.

Concept 1: The artist will create an eagle's nest, complete with a bald eagle and eaglets sculptures made from driftwood. The driftwood sculpture will be secured to a broken tree-stump cemented to the ground. The artist has also put forward the option of a second concept that will construct a 6-7 foot-tall standing bear made from driftwood.

Cost: The artist estimates the Eagle's nest driftwood sculpture will cost $4,500, and the driftwood bear sculpture to cost $6,500. A detailed cost schedule was not provided.

Workplan: The artist states the project will take 2-3 weeks to complete, but did not provide a detailed scope of work.

Overall Evaluation (1 – 5 Rating)

Submission:	1	2	3	4
Strength of concept, aesthetics and creativity	3	4	2	3
Demonstrated experience and capacity to complete	4	5	5	4
Feasibility of timeline and available budget	5	5	2	3
Durable and easily maintained	3	4	5	2
Appropriate for the location and surrounding businesses	5	5	5	5

Involve local artists and/or community collaboration		1		
Celebrate unique community assets, history or culture		1		1
Include in-kind materials, design or labour				
Fosters reconciliation or sharing of Indigenous culture		1		
Complement the character of the village core	1	1	1	1
Total:	21	27	20	19

1. **Strategic Plan Objectives**
   N/A

2. **Policy**
   Small-scale beautification projects as an identified action the Lantzville Economic Development Strategy (2018) in the Lantzville Economic Development Strategy.

3. **Resource Implications**
   The Economic Development Office would be responsible for coordinating the installation of the artwork, with guidance from the Director of Public Works. Maintenance requirements of the artwork are unknown.

4. **Financial/Budget Implications**
This work can be completed within the proposed budget for 2021.

5. **Sustainability Implications**
There are no sustainability implications of the recommendation.

Prepared by:

Andrew Hutchison

Andrew Hutchison, EDO

Approved for submission to Council:

for Judy Coates

Ronald Campbell, Chief Administrative Officer

Kyle Young
Director of Planning & Community Services

Date: September 15, 2021

Date: September 15, 2021

REVIEWED WITH:			
☒ Corporate Administration	☐ Fire Rescue	☒ Public Works/Engineering	☐ RCMP
☒ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 22, 2021	9.h)
Closed (In-Camera)		

File: 1220-20-OUTART

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CALL FOR SUBMISSIONS

OUTDOOR ARTWORK

Are you a visual artist with a new, innovative idea to beautify and enhance the village core?

The District of Lantzville is seeking local artists, professionals and hobbyists alike, to submit proposals for public artwork in the village core. The successful proponent will design and create a unique outdoor art installation that will add vibrancy, and foster pedestrian activity and community pride in the downtown.

Project works will be fully funded by the District, with a preference for projects between $2,500 - $5,000. Artists and organizations are invited to submit their proposals by **8:00 am, September 13, 2021.**

Background:

Last year the District issued a call for submissions for a community mural to be created in the village core, which resulted in the mural 'Uy'snet' located at 7217 Lantzville Rd. As a result of this initiative, the District is renewing its call to artists, and is requesting proposals for more public artwork in 2021. The community art initiatives serve to achieve the District's Village Commercial Core Improvement Plan, and is an identified priority in the Lantzville Economic Development Strategy to support village core revitalization.

Eligibility:

This opportunity is open to all local and professional artists, artisans and art students. Partnerships between artists and non-profits, arts groups, businesses, associations and historical societies are welcome.

The selected proponent may be required to carry commercial general liability insurance, naming the District as an additional insured for the duration of the project.

Location:

The artwork will be within a 3 x 3 meter area, located on the District road right of way adjacent to Seaview Plaza, 7221 Lantzville Road (see page 3).

Funding:

The District will contribute up to 100% of project costs, to a maximum of $5,000. Project budgets greater than this limit may also be considered. Projects that include some in-kind contributions are encouraged.

Submission:

Interested artists and/or organizations are required to submit a project proposal, including:

1. Preliminary concept along with a short statement about the design (the selected proponent may be given further time to refine the design)
2. Cost schedule including materials, labour and fee for service
3. Scope of work including timelines, contributors, and activities to be undertaken
4. Artist CV including examples of previous work

Selection Process:

Proposals will be evaluated at an open Council meeting, and selected based on the following criteria:

- Strength of concept, aesthetics and creativity
- Demonstrated experience and capacity to complete
- Feasibility of timeline and available budget
- Durable and easily maintained
- Appropriate for the location and surrounding businesses

Preference may be given to proposals that:

- Involve local artists and/or community collaboration
- Celebrate unique community assets, history or culture
- Include in-kind materials, design or labour
- Foster reconciliation or sharing of Indigenous culture
- Complement the character of the village core

The District reserves the right to not proceed with any proposal if they do not fit the application criteria or are deemed unsuitable for other reasons.

Timeline:

Call to artists	August 4, 2021
Submission deadline:	8:00 am, September 13, 2021
Proposals evaluated:	September 22, 2021 Council Meeting
Project awarded:	September 24, 2021
Project completion:	December 24, 2021

Preference will be given to projects that are ready to proceed and can be completed before year end. Flexibility on the project start and completion dates may be considered for the right proposals.

How to Apply:

Submissions, or questions regarding this call for submissions, can be addressed to Andrew Hutchison, Economic Development Officer at ahutchison@lantzville.ca. The closing date for proposals is **8:00 am, Monday, September 13, 2021**.

Project Location

District roadway at 7221 Lantzville Road
Approx. 3 x 3 m



Attachment #2

Submission #1

From: dansartandsoul
Sent: Saturday, September 11, 2021 9:05 AM
To: Andrew Hutchison
Subject: Sea lions smorgasbord.

Good day
I hope this submission for my art peice is enough ....if selected more info. Can be provided.DanKeeping our ocean clean,
Sea life smorgasbord,

I would like to be part of this opportunity to display my art if selected....
Ive been creating different art peices over the years for residential and large commercial areas ....
As you can see in some of my photos ,i work with cedar mostly....i also do wall murals all over the island ,i also notice in the picture of the location a retaining wall that can use a beautiful mural.
The peice that i am submitting can be created in the time frame given .
Made from a selected peice of cedar .
This art peice will also be a bench for people to sit ,the sea lions will be life size ,three in total ,a pad can be poured in a oval or banana shape to give the peice in question a clean slate to sit on .(cost not included)cost to create this art peice will be 5000.

Bottom of bench ....I will carve a octopus

and other bottom creates ...like

fish....clams ,crab...
Carving will be coated in a exterior marine finish,a coating can be applied every couple of years for a renewal look and protection.
Weight will be around 2500 pounds ...

Largest polarbear made of cedar .

Located in Cochrane Ontario

Dungenss crab create for nanaimo ,

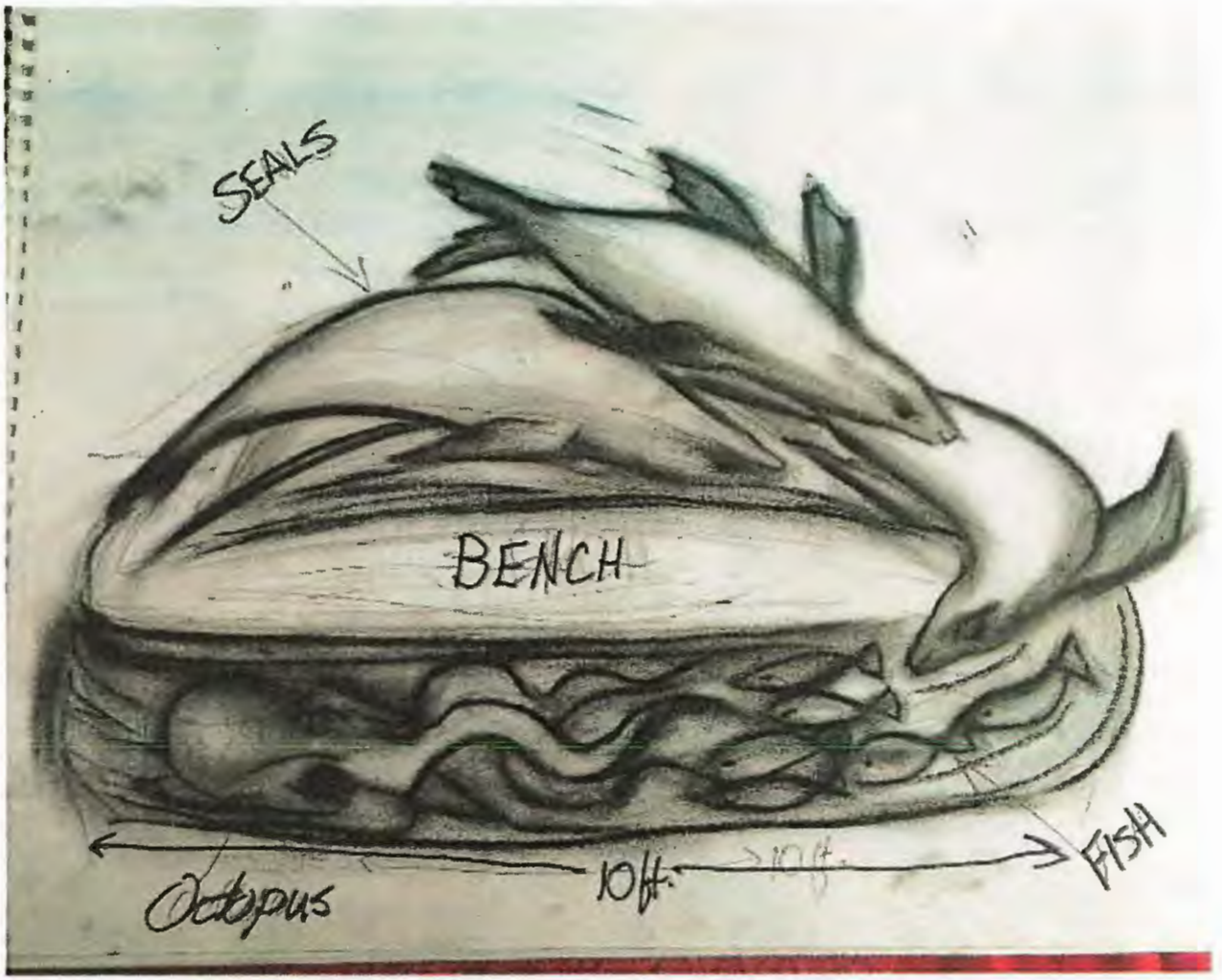
Salmon bench was created for a fishing ch

Here is my drawing and measurements and the peices of cedar that will be use for this peice .

Again, thank you for this opportunity ,
If you need anything or questions ...call me or text Dan Richey 250 729 6659

Sent from my Galaxy

Here is my drawing and measurements and pieces of cedar that will be used:












COCHRANE
WONDERFULLY UNEXPECTED
COCHRANE



Nanaimo, BC



Attachment #3

Submission #2



Lantzville
Call for Submissions
Outdoor Artwork

Leslie Robert Sam

(250) 714 1574
salishsam@hotmail.com
907-C Si-em Heights Lantzville
BC V0R 2H0



lessLIE

Birthplace
Duncan, B.C.

Tribal Affiliation
Coast Salish

Lantzville Call for Submissions Outdoor Artwork

For all of my career, I have been a passionate proponent of Coast Salish art. Through my art practice, undergraduate and graduate studies, writing, guest lectures, and curating, I have expanded my knowledge of Coast Salish art. My fiancee Amanda shares this passion with me through her participation in Bighouse ceremonies and canoe paddling with our daughter. I intend to inspire our 6 year old daughter Cadence by her seeing my designs in a public setting, part of life in Lantzville.

It is my intention, as a Coast Salish person, to proudly represent our Salish identity through my designs. My art style is strongly grounded in our ancestral art tradition established for thousands of years on the Salish Sea. I will harness my knowledge of truly authentic Coast Salish art learned through my art practice and undergraduate and graduate studies.

I am excitedly looking forward to the prospect of contributing my authentic designs to the people who live in and those who visit Lantzville.

Respectfully,

lessLIE

Born in 1973 in Duncan, B.C., lessLIE's colonized, Catholic, Canadian name is Leslie Robert Sam. His decolonized artist's name is lessLIE. Hitler once said that the bigger the lie you tell, the more people you can get to beLIEve in it. Hitler was about racism, imperialism, and genocide, which are political forces which lessLIE is fighting against. Picasso once said that "art is a lie that tells the truth." In the spirit of trickster traditions, lessLIe is living this perspective of Picasso.

lessLIE has a Bachelor of Arts degree in First Nations Studies from Malaspina University-College. While working on this undergraduate degree, lessLIE began to study Coast Salish art in 1995. lessLIE is currently attending the University of Victoria, working on a Master of Arts degree in Interdisciplinary Studies with a focus on Coast Salish art. As a component of this graduate degree, he has also worked at Thunderbird Park Carving Studio. When he first began to study Coast Salish art, he was inspired and encouraged by his cousin Joe Wilson. He was later influenced by other Coast Salish artists such as Manual Salazar, Maynard Johnny, Jr., Shaun Peterson, and Luke Marston. His main influence as a young Coast Salish artist has been Susan Point.

lessLIE lives in Duncan on Vancouver Island.

Selected Exhibitions

2005 Oval Ovoid, Alcheringa Gallery, Victoria, BC (solo exhibit)

2005 Changing Hands: Art Without Reservation 2,
Museum of Art & Design, New York, NY, USA

2006 cultural conFUSION: Alcheringa Gallery, Victoria, BC (solo exhibit)

2007 Pacific Prints, Alcheringa Gallery, Victoria, BC

2007 Migrations: Birds of the Pacific, Alcheringa Gallery, Victoria, BC

2007 Gathered Treasures, Alcheringa Gallery, Victoria, BC

2007 Transporters: Contemporary Salish Art, Art Gallery of Greater Victoria,

2008 Pacific Prints 2008, Alcheringa Gallery, Victoria, BC

2008 cuneiFORM-LINE, Alcheringa Gallery, Victoria, BC (solo exhibition)

2009 LessLIE: Sale(ish) Culture Two Rivers Gallery Prince George, BC
(solo exhibition)

2009 Hailans to Ailans: Contemporary Papua New Guinea Art ,
International Exhibit: Rebecca Hossack Art Gallery, London, UK
& Alcheringa Gallery, Victoria, BC

2010 Ailans Troveled, Alcheringa Gallery, Victoria, BC

2011 Spindle wHOLE, Alcheringa Gallery, Victoria BC

2011 Ancient Stories: Contemporary Expressions, Steinbruek Native Gallery, Seattle , WA

2011 Coast Salish Masterworks, Coastal Peoples Fine Arts Gallery, Vancouver, BC

2012 Victoria Collects, Art Gallery of Greater Victoria, Victoria, BC

2012 Air, Land and Seed & Octopus Dreams Ekaterinburg Museum of Fine Arts, Russia

2013 Paddling the Pacific, Alcheringa Gallery, Victoria, BC

2013 First, Two Rivers Gallery, Prince George, BC

2013 Urban Thunderbirds / Ravens in a Material World, Group Exhibition,
Art Gallery of Greater Victoria, Victoria, BC

2014 Perpetual Salish: Guest Curator, Public Exhibition, Legacy Gallery, Victoria, BC

2014 smALL – Solo Exhibition, Alcheringa Gallery, Victoria, BC

2017 Awakening Memory – Graup Exhibition, Open Space, Victaria, BC

2017 (R)evolving Whorl(d) – Group Exhibition, Alcheringa Gallery, Victoria, BC

2017 Intangible – Group Exhibition, Bill Reid Gallery, Vancouver, BC

2018 Form As Meaning – Curator, Group Exhibition, Art Gallery of Greater Victoria,
Victoria, BC

Select Public Commissions

2011 Surrounded by Cedar logo, Surrounded by Cedar Child and Family Services,
Victoria, September

2011 Cornett Building logo and door decals, The University of Victoria, Victoria, September

2014 London Carpet Commission – winning design to be used for the creation of a carpet
for the BC room at the new Canadian Embassy in London, UK

Collections

2013 Art Gallery of Greater Victoria, Permanent Collection

2013 University of Victoria, Permanent Collection

2014 National Gallery of Canada, Permanent Collection

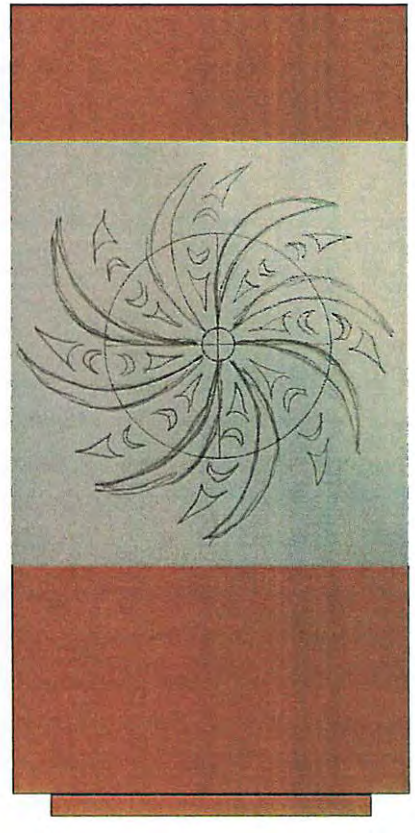
2015 Salish Weave Collection, Permanint Collection

2018 Indigenous Affairs Canada, Permanent Collection

Proposed Design
District roadway at 7221 Lantzville Road

This design simultaneously celebrates the mining and Coast Salish history of Lantzville. The rusted metal symbolizes heritage and history. The design, rendered in the Coast Salish style, ancestral to Snaw-naw-as, represents sunsets, water waves, and mountains, as well as vision.

This design compliments the new logo/graphic identity for Lantzville and could also be used for banners, t-shirts etc. printed in the same blue range of colours.



4' X 8' Tall

1/4" mild steel with design cutouts, welded feet, natural rusted patina.

Ground edges smooth finish.

Production $2,700. (plus tax)
Artist Fee $1,500.
Landscaping, concrete footings & lighting from existing pole. $800



wHOle W(((h)))orl(((d))), lessLIE, 2013

NATIONAL GALLERY OF CANADA
OTTAWA
PERMANENT COLLECTION
PAINTING 6' X 6'

In June 2017, when the newly transformed Canadian and Indigenous Galleries at the National Gallery of Canada reopened to critical acclaim, it was so exciting to see that lessLIE's wHOle W(((h)))orl(((d))) was prominently placed at the entrance of the historic part of the exhibition. Representing Coast Salish culture and design, and hanging almost two metres square, this bold rendition of a spindle whorl depicts a human encircled by two salmon, four wolves, and four thunderbirds:

"I wanted to create a graphic work that could rival early and classic one-colour Coast Salish graphic designs, such as Charles Elliott's Salish Renewal and Stan Greene's Human with Thunderbirds. Within the overall feel of the design, an Aztec calendar influence can be sensed in the circular form. This cross-cultural aesthetic influence reflects the cultural reality of Coast Salish people living in the most urbanized and densely and diversely populated area of the Northwest Coast. One intention of this classic Salish design was to provoke questions about how contemporary Coast Salish people fit in modern society. Simultaneously, another intention was to show that I have a knowledgeable understanding of traditional Coast Salish design elements and principles. As the great Haida artist Robert Davidson once ARTiculated, 'you can't innovate from nothing'."

lessLIE

Another exciting part of this story is that this piece was acquired by the National Gallery of Canada through an annual prize set up by renowned Canadian painter and printmaker, Takao Tanabe. Named the "Takao Tanabe Purchase Prize in Painting for Young Artists," the National Gallery of Canada receives $15 000 each year to recognize an up-and-coming Canadian artist through the purchase of artworks for the national collection. Tanabe's motivation for starting this program was this: "When I was a young artist I was lucky enough to receive grants, including the Emily Carr Foundation Scholarship, which allowed me to go to Europe to study in 1953. Today, I can afford to help up-and-coming artists in a similar way, and it's a great pleasure to be able to do so."

The National Gallery originally selected wHOLE w(((h)))orl(((d))) for its first Prize Purchase in 2016. The Gallery's curators, including Greg Hill, Audain Senior Curator of Indigenous Art, were struck by how lessLIE focuses on Coast Salish iconography in his art, usually with a contemporary twist. Currently on view in the Canadian and Indigenous Galleries, the acrylic on canvas piece was inspired by the traditional forms and flow of a spindle whorl. Using only black and white tones, lessLIE explores not only traditional motifs and movement, but also positive and negative space.

Even more national exposure of lessLIE's work was awarded during the 2017 Canadian Biennial. An exhibition of recent National Gallery acquisitions by the Contemporary, Indigenous and Photography Departments, the Biennial was the first time that donated works from the Salish Weave Collection were on view. lessLIE's prints, Salish Community, Wolves, and Eight People Eight Ravens, were exhibited alongside works by fellow Coast Salish artists, Susan Point and Angela Marston.



Natural Vision

BC Room
Canada House, London England
2017

"From the very start, we wanted this building to be a showcase for Canada's very best. We want to make sure everyone who visits us leaves with the knowledge that Canadian products, creativity and know-how are ready to take on the world."

High Commissioner for Canada to the United Kingdom, Gordon Campbell

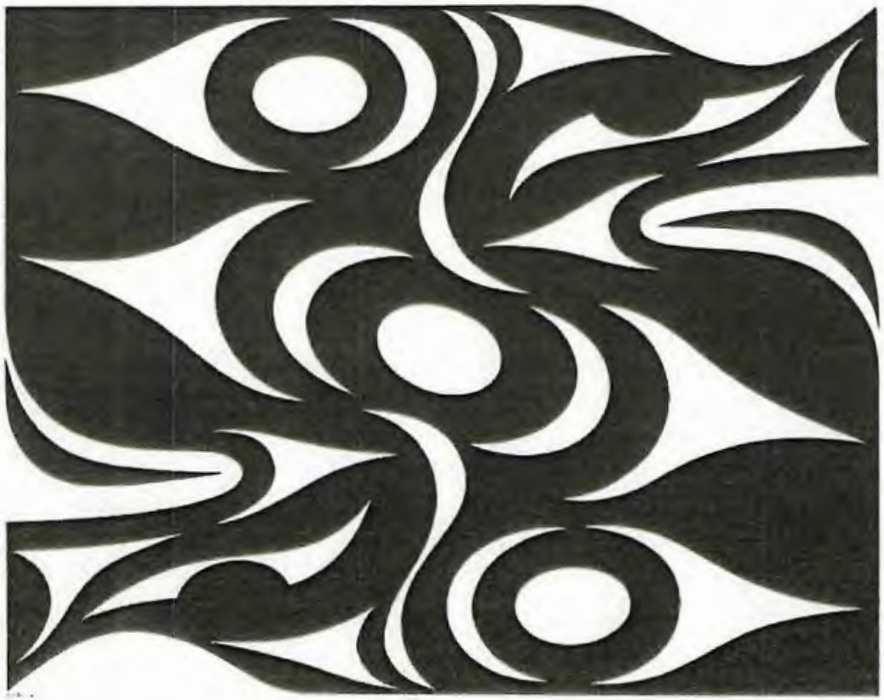


'Thunderbird Spindle Whorl,' 2017, etched glass, yellow cedar, 36" dia.)

In his two large paintings, 'Salmon World View,' and 'Thunderbird World View,' Less-LIE has elicited the glowing, traditional forms of sacred animals out of their polychromed grounds like shadows emerging out of brilliantly coloured fog. With black on black, orange on orange, and rose-madder red on red gels and glazes, he has not so much painted as conjured the shapes from the pigments. The effects achieved bestow a peculiarly live quality to the motile figures, shimmering, swimming or flying in their softly glowing, mysterious realms. They hover just beyond clear sight, on the edges of perception.







Wolves
2006

"This design is inspired by a Coast Salish carved comb. Three Salish design elements (oval, trigon and crescent) create two wolf heads and the abstract depiction of the anatomical features of the wolves."

-lessLIE



Cultural ConunDRUM
2013
Acrylic on hide
20" diameter; 2.75" deep



Defining Each Other
2007
Serigraph: Ink on Paper
14.5" X 9"

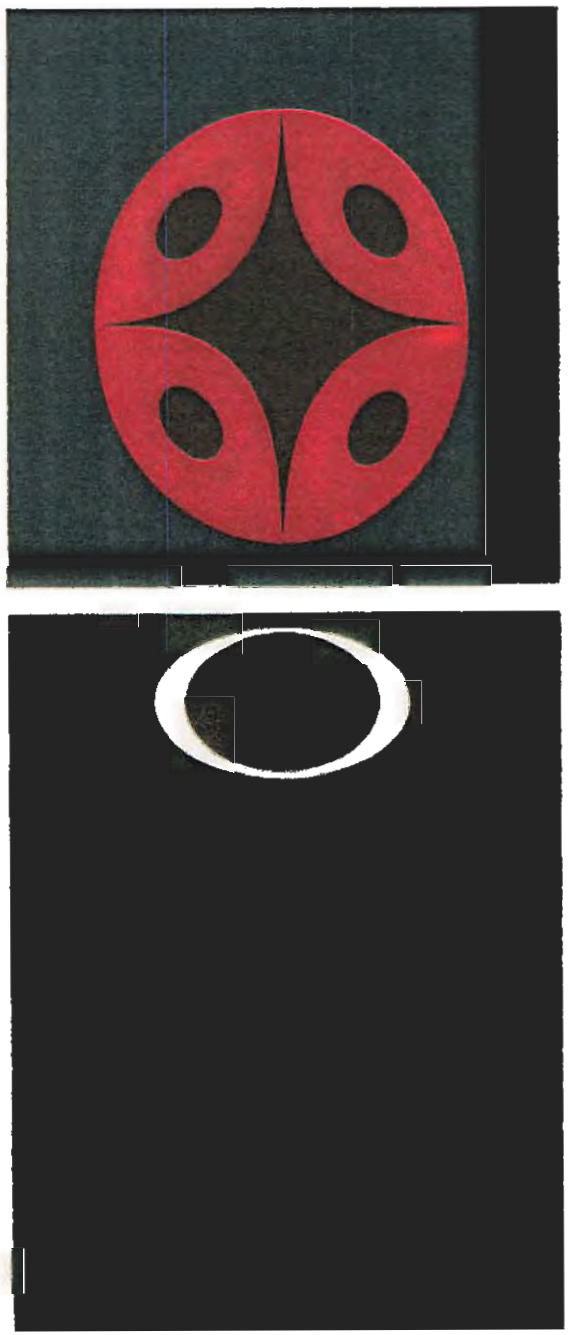
This rectangular Coast Salish design depicts two raven heads above two Nuuchah-nulth style split u-forms and is a tribute to my Coast Salish contemporaries.



tHEIRS
2009
Serigraph: Ink on Paper
22" X 22"
Artist/Curatorial Statement
tHEIRS has to do with cultural property and explores the neo-colonial aspects of the commercial market. I like the play on words in tHEIRS; it can mean it belongs the people who buy the artwork but also asks the question: who are the true heirs of that art tradition? The answer is in the title.

At the same time I feel obligated to share my culture. With understanding and exposure comes appreciation and cultural bridges between First Nations, Canadians and Americans. This sharing is symbolized by visual punning where the faces share the same mouth in the center. The design beyond the two faces is the raven.

tHEIRS is a counterpart to yOURs, two drums I painted for a solo exhibition at Two Rivers Art Gallery in Prince George.



Ladybug and the Flood
2007
Painting: Acrylic on Paper
22.75" X 14"

In ancient times, Syalutsa, the first man who fell from the sky, had a vision that it would rain for many months. This long period of rain would flood the entire Cowichan Valley. In preparation, Syalutsa made the largest canoe ever made by a man. Using the longest cedar rope he could create, he tied the canoe to a boulder atop Mount Prevost. As his vision told him, it rained for months until the floodwater reached the top of Mount Prevost. Soon after, the floodwater began to raise Syalutsa's giANT canoe, the large boulder became an anchor and Syalutsa feared he would soon face dEATh.

Before the great flood, Stutsun, the younger brother of Syalutsa, was also exploring the Cowichan Valley after he fell from the sky. During his exploration, he encountered Smuyqwa, the ladybug. Little ladybug knew of the great rain that would flood the entire Cowichan Valley and she told Stutsun that she could save him by drinking all the water on earth. Upon hEARing this, Stutsun laughed and wondered how such a small being could drink such a giANT body of water. Little ladybug was offended by Stutsun's mockery and told him not to have a prejudice against her based on her tiny size. Upon seeing that Smuyqwa was offended, Stutsun remembered that Syalutsa taught him to respect and appreciate nature. So Stutsun listened to ladybug. She taught him a song to sing when the flood came and promised that upon hEARing this song, she would come to his rescue and drink all the floodwater. When the floodwater took over the Cowichan Valley, little ladybug fulfilled her promise. She drank and dRAINed the floodwater and saved the future of the Cowichan people by rescuing Syalutsa and Stutsun.



Middle Point
2008
Painting: Acrylic on Paper
31.25" x 31.75"
Artist/Curatorial Statement
In the spirit of spindle whorls, this contemporary Coast Salish design depicts four salmon heads in a circle. The middle point in this design symbolizes the artistic void in Coast Salish art, which has been filled by the work of Susan Point. The salmon heads and spindle whorl symbolize cultural perpetuation, while the middle point symbolizes the strong role that Susan Point has played in inspiring and influencing a younger generation of contemporary Coast Salish artists.

In the disCOURSE and writing on Coast Salish art, one will often still find subtle biases towards northern and Wakashan art forms of the Northwest Coast. Fortunately, such biases are beginning to change, and Susan Point has been vital to a relatively recent appreciation for Coast Salish art.

This design was actually inspiRED (the gap that was filled) by a multi-media wood, paint, and glass panel created by Susan Point. I had the personal pleasure of perceiving and being inspiRED (the gap that was filled) by that piece on a visit to Spirit Wrestler Gallery.



Salmon Weir
2005
Painting: Acrylic on Paper
28" X 12.5"

Salmon or river weirs were wooden dams constructed by my ancestors for the purpose of harvesting salmon. In this design, I have depicted four salmon heads within the rectangular shape of the weir.

As a contemporary Coast Salish artist, I am not hesitant to utilize modern or abstract influences in my work. I am aware that many modern, abstract artists like Barnett Newman are influenced by indigenous and First Nations art forms. It is my contention that an unjust aesthetic double standard has been imposed on Northwest Coast art forms. Native artists should not be confined to aesthetically static, traditional forms. If modern, abstract artists are influenced by native art forms, then native art forms should be allowed to be influenced by the works of modern, abstract artists.

Coast Salish people reside in the most urbanized, most densely and diversely populated area of the Northwest Coast. This contemporary cultural reality should be reflected in our work.



Crescent Moon
2006
Serigraph: Ink on Paper
17.5" X 17"
Artist/Curatorial Statement
This contemporary Coast Salish design depicts the moon with an expression of subtle, simple serenity. It is titled Crescent Moon because I have often wondered wHERE the Coast Salish design element of crescents comes from.

Since I have the teleological perspective that the conCENTric circles and ovals of Coast Salish deSIGN were inspired by rain rippling calm water, as well as dendrochronological tree rings, I could only look to nature for answers. Going by the traditional Coast Salish belief that nature is our teacher, I concluded that the cresCENTs of Coast Salish art were inspired by the cresCENT of the moon. From an etymological perspective, I also had to ask wHERE cresCENTs came from. I concluded that the words conCENTric, ecCENTric, and cresCENT all share a common root having to do with the word "center" (one CENT is round).

So I have concluded that two converging eccenTRICKSTER circles form cresCENTs.



CommuniTIES
2010
Serigraph: Ink on Paper
22" X 22"

Attachment #4

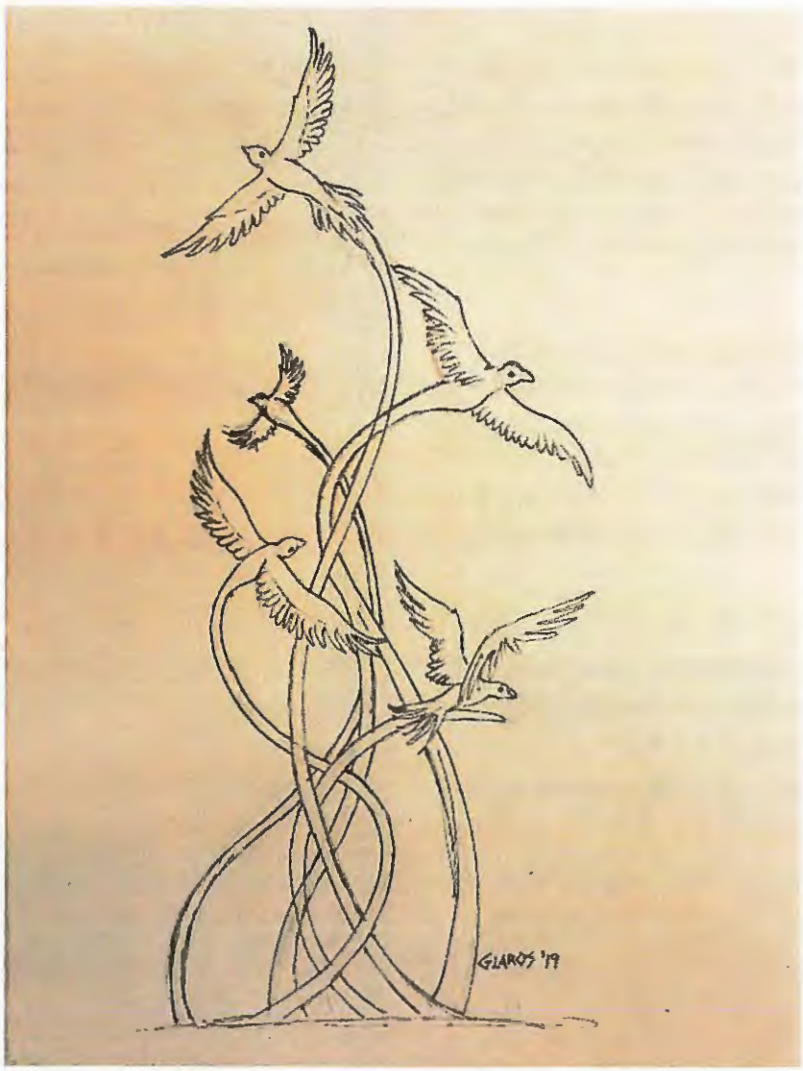
Submission #3

Lantzville public art piece

Taking Flight: Emergence

This piece will be forged from mild steel and will be a part of my "Taking Flight" series. The whole piece will be forged from 12g steel (approx. 1/8") and heavy wall pipe. This makes the piece very strong, durable and flexible. The piece will be approximately 10' high. The birds will be finished with an exterior clear coat that will require minimal maintenance and the pipe structure will be rusted with no finish (matte finish)

The artwork will be tall and have lots of flow. There will also be some movement in the upper areas. The birds will have various levels of detail. Some will be quite detailed and some will have a lot of detail in the head/shoulder areas and as they emerge out of the long flowing metal ribbons which will have a feel of wind and movement.



The piece represents people's growing awareness and consciousness of global extinction and warming as they emerge from a very industrial material.

The whole piece will have a pleasant aesthetic with a lot of flow and movement. It will be large enough to be seen whether the viewer is on foot, in a vehicle or even in a boat close to shore.

This piece will take approximately 160 hrs to create and will cost $16,500 plus taxes Delivery and installation included

~Angellos

Glaros STUDIOS

Westcoastarts.com

About Westcoastarts

Ours is a small craftsman shop. Everything is hand crafted using many traditional joinery techniques while using modern tooling. Whether it is a kitchen/bath, reception desk or a fanciful sculpted metal railing every piece is made one at a time with attention to every detail. As well as doing our own designs, we also work with designers ensuring that we can work within most budgets.



Metal pieces are hand forged from very base materials… plate steel, pipe, etc. Most pieces start from a single sheet of plate steel and are cut out with a combination of plasma cutter, band saw or grinder. Pieces are then heated in a forge until they are cherry red and hammered on anvils until the desired shape is achieved. Many traditional blacksmithing techniques are employed.



Each piece is then fitted to each other and welded together, often working from the inside out. Pieces are built up until they are roughly the right shape and then ground to the final shape. Details are carved in with grinders, die grinders, sanders and chisels. The patinas vary but are often achieved with a combination of salt water, acids and heat.



"Angellos is by far the best artist we ever worked with. Very professional, on time and on budget. We highly recommend his work to other clients.

We are looking forward to many other projects with Angellos."

Andy Koberwitz
West Coast Log Homes

WestCoast Arts

Metal Sculpture Samples:

Sea Turtle: Approx. 20" long, 36" high on maple stand
Part of my collection
—





Crab: part of kelp railing





Stingray: currently on display in my studio
Steel on maple burl. Approximately 54" long

Hand rail





Five Acres
Located at 5th and Bruce



Adrielle~ 3rd st public art piece in Nanaimo









Title: Inside Passage

Re: Lantzville public art piece



This piece is 10' 2" high
Medium: Steel

This piece is called "Inside Passage"
It celebrates the life and beauty of the Georgia Straight.

This piece has been part of the public art programs in Nanaimo, Oak Bay, Castlegar and Nelson BC

It is currently at my studio and can be installed any time on an existing base.

It will be freshly re-coated with an automotive lacquer prior to installation.



This piece has been heat treated to provide a dark, rich colour and has a clear lacquer finish.

The cost of this piece is $18,000 plus taxes

Delivery and installation are included.

~Angellos

Title: Jelly Fish

Re: Lantzville public art piece

This piece is 5' 5" high by 4' wide
Medium: Steel





This piece is called "Jelly Fish"
It celebrates the life and beauty of the Georgia Straight.

This piece is a glimpse into the world beneath the ocean's surface; it shows both the beauty, and hazards of the ocean. My hope is to inspire people to explore, and respect everything in nature. There are also a few flying fish incorporated into the piece, which is a nod to global warming as every year we are seeing more warmer water ocean creatures' transition into our waters as the climate changes.



"Kelp has a high rate of growth and its decay is quite efficient in yielding methane, as well as sugars that can be converted to ethanol. It has been proposed that large open-ocean kelp farms could serve as a source of renewable energy. Unlike some biofuels such ethanol, kelp energy avoids "food vs food" issues and does not require irrigation" ~wikipedia

~Out of the rocky base, emerge gently flowing kelp. The stylized kelp plants are drifting with the water, flowing up and around each other. There are jellyfish being carried along with the ocean's

currents and through the kelp fronds while flying fish swim in and amongst them.



Along with a feeling of lightness and motion, the steel has some movement and flexibility as well. Steel is often thought of as stiff and unyielding. Jellyfish are beautiful, graceful and fragile. This, along with most people's feelings around "stinging" jellyfish provides contrast and tension within the piece.

This sculpture is all hand forged using fairly traditional blacksmithing techniques. Tools used are primarily torches, an anvil and a welder

This piece is currently a part of my collection and can be installed with very little notice.

To be installed it will just need to have a few tabs welded on so it can be bolted down to the ground wherever it is situated.
It has been sprayed with an outdoor lacquer but will have a fresh coat of automotive finish sprayed on prior to install.

The cost of this piece for this proposal is $6,500 plus applicable taxes. This includes delivery and install on an existing base.

*The value of this piece is $9,800 plus taxes, delivery and installation if needed.
I've reduced the price as it is a public art setting and I'd love to have a piece displayed in Lantzille.

Thank you,

Angellos

Attachment #5

Glaros Studios~WestCoast arts

Submission #4

Transitions: forged from mild steel and copper

Transformation,
Spring's promise,
Growth and rebirth,
Transitions

Transitions is forged from mild steel and copper using both traditional and modern blacksmithing techniques.
The piece symbolizes the life cycle and the transformations that all creatures go through as they evolve and grow.
In many cultures, Dragonflies symbolize courage, strength and happiness. They represent transition as they evolve from eggs into water dwelling nymphs and then transform into flying insects

Glaros Studios~WestCoast Arts
www.westcoastarts.com



Transitions was a part of the Nanaimo public art program and is currently on display in Oak Bay in the Arts Alive program

Transitions is 12'-6" high but could be modified (made shorter) if chosen to suit the space requirements in it's new home). It will also get a fresh coat of automotive finish prior to installation.

This piece costs $24,000 plus taxes. Delivery and install is included





From: Paul Lewis
Sent: Wednesday, September 15, 2021 7:45 AM
To: Andrew Hutchison
Subject: Paul lewis driftwood sculpture

Good morning Andrew

I would like to submit a concept for a driftwood sculpture for the space that is being considered. My wife and I took a drive up to Lantzville to get a feel for the community. Right off the hop we noticed a beautiful bald eagle and once I took a walk through the town center and down to the beach 2 ideas came to mind. The first idea was for a bald eagle in a nest with a couple of babies. The nest would be secured to a sturdy base like a broken tree stump which would be cemented into the ground. The overall cost for this sculpture would be $4500.
I have done quite a few eagles in nests including one that I shipped to Connecticut USA and it was installed on top of a tree that was growing through the client house that they had cut down 6' above the roof. The overall time to complete this sculpture would take me 2 weeks to complete. Of coarse I would be collecting my pieces well in advance and the prep and cement work would be done at the beginning. I've done alot of sculptures in the community's surrounding Victoria. I recently did the Colwood sign, Royal Beach sign and a free standing 12' sasquatch for the public to enjoy. My 2nd sculpture idea is of a standing bear . It would be approximately 6-7' tall this piece would take 3 weeks to complete. Cost for this project 6500. The frame would be made of treated 6x6 and 4x4 posts that are lag bolted together and cemented into the ground then the driftwood added to the base to create muscle tone and the look of hair and fur I've made x 5 ..12' sasquatchs and a life sized Grizzly bear this way. I will attach pictures of similar projects and sketches. Please feel free to contact me further for more info I am open to creative suggestionsas well . My email address is birdsofbark@gmail.com
My phone number is 7785873371.
Thank you cheers Paul Lewis

Concept No. 1



Concept No. 2



















West Coast Artist, Paul Lewis creates beautiful works of art from driftwood he finds on the beach (Youtube) – www.youtube.com/watch?v=pwg4dnw-3CM

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: Proposed Revisions to District Social Media Policy

PURPOSE

This report summarizes a jurisdictional scan of social media policies across a number of local governments, recommends updates to the District's 2016 Social Media Policy and 2020 Council Procedure Bylaw, and provides an amended Social Media Policy No. 3000-10 (Attachment #1) for Council consideration.

RECOMMENDATION

1. THAT Social Media Policy No. 3000-10 be approved, as amended.
2. THAT staff be directed to bring forward an amendment removing sections 31 (9), (10), and (11) of Council Procedure Bylaw No. 141, 2020 and adding language that Council will abide by the guidelines for elected official social media use contained in the Social Media Policy No. 3000-10.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

Alternative	Implication
No Action. (The District retains its 2016 Social Media Policy and 2020 Council Procedure Bylaw references without any amendments.)	• No specific language around appropriate content and moderation • No administrative procedure • Limited guidelines for elected official use, other than current language in Council Procedure Bylaw

BACKGROUND/RELEVANT HISTORY

The District has had a Social Media Policy in place since 2016 (Attachment #2).

In addition, Council Procedure Bylaw No. 141, 2020 includes limited guidance for elected official use of social media (excerpt Attachment #3).

On March 3, 2021, Lantzville Council passed the following motion:

> *THAT the Jack de Jong correspondence (12 Feb 2021) regarding Lantzville Municipal Social Media Guidelines be referred to staff to review Council social media best practices and bring forward recommendations for Council consideration of amendments to Council's Social Media Policy No. 3000-10 (adopted May 25, 2016) for best practices and to extend the policy to Council members, and, if required for consistency, to amend Council Procedure Bylaw No. 141, 2020 (adopted March 9, 2020) references to social media.*

In March 2021, Horsman Strategies was retained to conduct a jurisdictional scan of a minimum of 5-10 municipal social media policies that were published or updated in the last few years, as well as to gather any guidelines or best practices for local governments from independent bodies. The jurisdictional scan focused on BC, but also included examples from Ontario and Australia. Table 1 below summarizes the jurisdictions that were reviewed as part of this analysis:

Jurisdiction	Year	Policy Scope
Campbell River	2014	Employees
Central Saanich	2016	Employees & elected officials
Comox Valley Regional District	2016	Employees
Courtenay	2016	Employees
Dawson Creek	2017	Employees
Elliot Lake, Ontario	2019	Employees & elected officials
Fort St John	2020	Employees
Inner West New South Wales Social Media Policy for Councillors (Australia)	2018	Two separate policies – one for elected officials and one for employees
Islands Trust	n/a	Employees & elected officials
Lake Country	2011	Employees & elected officials
Maple Ridge	2016	Employees
Nanaimo	2019	Public
Parksville	2012	Employees
Penticton	~2011	Employees
Pitt Meadows	2016	Elected officials
Prince George	2017	Employees
Squamish Lillooet Regional District	2016	Employees & elected officials
Trail	Unclear	Employees
Victoria	Updated 2021	Employees
Waterloo, Ontario	Updated 2015	Employees & elected officials
West Kelowna	2014	Employees
Your Social Media and You: A Guide for Elected Council Members in Queensland (Australia)	2019	Elected officials

Table 1. Jurisdictions reviewed for this report.

The following best practice guidelines were also reviewed:

- Local Government Management Association's (LGMA) Records Management Manual for Local Governments, Social Media guidelines (2017)
- LGMA Social Media Policy Checklist (2017)
- Toronto Integrity Commissioner Report Regarding Use of Social Media (2016)
- City of Guelph Social Media Guidelines for Elected Officials

ATTACHMENT(S)

1. Proposed Amended Social Media Policy No. 3000-10
2. Existing Social Media Policy No. 3000-10 (2016)
3. Excerpt from Council Procedure Bylaw No. 141, 2020, Sections 31 (9)-(11)

ANALYSIS/RATIONALE

Local governments have been using social media as an increasingly important communication tool for at least a decade. Table 1 illustrates that many local governments in BC adopted social media policies between 2010 and 2016, and many of them have not been substantially updated since then.

Social media policies set the framework for how an organization conducts itself on social media. Why is it important for a local government to have a social media policy? While social media is a common part of daily life, there are risks that come along with its use. A policy can help protect an organization against risks, including:

- Violation of intellectual property rights;
- Disclosure of private or confidential information;
- Harassment; and
- Defamation.

A review of other organizations' social media policies and best practices suggest that the District's 2016 Social Media Policy could be strengthened by adding:

1. A disclaimer for District social media pages, stating what content is not allowed on its pages and will be removed;
2. Guidelines for employee and volunteer board and committee member use of social media;
3. Guidelines for elected official use of social media; and
4. A brief procedure for administration of District social media sites.

Social media policies are not one-size-fits-all. Of the over twenty policies reviewed, none of them are exactly the same. This is because each local government is managing and approaching social media slightly differently. Some policies are quite lengthy and include extensive detail; other policies, such as the City of Victoria's recently updated policy, is one page and very high-level.

Some social media policies contain guidelines for elected official use of social media; other organizations address elected official social media guidelines through Council Codes of Conduct. Either way, it is typical for local governments to hold some form of policy that governs elected official use of social media.

The updated Social Media Policy aims to reflect the way that the District uses social media, the resources available to manage it, and bring together the most common elements contained in other local government social media policies.

Some of the questions discussed at the March 3, 2021 Council meeting - for example, whether elected officials should moderate public group social media pages - are not addressed by the updated Policy. Nor were many of these questions addressed by *any* of the policies reviewed in this jurisdictional scan, nor in the best practices review. Not all issues regarding social media use can be addressed through a policy because social media is a complex and dynamic medium that is always changing and evolving. At the same time, it is widely accepted that social media use can present the risk of (real or perceived) conflict of interest, privacy breaches, and other challenges.

The updated Policy intends to strike a balance between limiting risks to the District via social media usage and retaining flexibility in its use by District elected officials, employees and volunteer board and committee members.

Given the updated Policy will apply to the personal use of social media by employees, the Union has been advised and will be given an opportunity to make comments to Council. Staff would also ensure notification to affected employees prior to the updated Policy taking effect.

If the attached draft does not adequately address any issues, Council may also wish to discuss at a future meeting developing an amendment to the policy or Code of Conduct. Staff need to schedule a special Council meeting, per the November 23, 2020 Council motion:

> *THAT the special Council meeting scheduled for 6:00 pm, Monday, December 14, 2020 for consideration of the Code of Conduct and Draft Council Confidentiality and Conflict Policy postponed November 2, 2020, be rescheduled to a later date that is to be determined.*

At the September 8th Council meeting, Council will also be considering amending the 2021 meeting schedule to add a special Council meeting (electronic) at 6:00 pm, September 27th to consider adoption of a new amendment to the Council Procedure Bylaw. Staff seek Council direction if they would like to add this Policy and/or the Code of Conduct to that agenda.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

Council Procedure Bylaw No. 141, 2020, Sections 31. (9)-(11)
Social Media Policy No. 3000-10 (2016)

3. Resources

The updated policy does not have any immediately quantifiable staffing or budget implications. Depending on how the District's social media use evolves as this Policy is implemented, staffing or budget implications may develop and require future consideration.

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

Prepared by:

Trudy Coates
Director of Corporate Administration

Date: August 30, 2021

Approved for submission to Council:

Ronald Campbell,
Chief Administrative Officer

Date: August 30, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date** 22	**Agenda Item #**
Regular	September ~~8~~, 2021	~~10.a)~~ 10.a)
Closed (In-Camera)		

File Number: 1470.01
T:\DISTRICT OF LANTZVILLE\Reports to Council\2021\2021 09 08 Social Media Policy.docx

Attachment #1

DRAFT
September 8, 2021

District of Lantzville

Policy No.: 3000-10
Date of Implementation: May 25, 2016
Council Resolution: C16-100

Amended: *TBD*
Council Resolution: *TBD*

Social Media Policy

PURPOSE

This Policy provides guidelines for the District of Lantzville's participation in social media sites and networks and for the use of personal social media accounts by District elected officials, employees and volunteer board and committee members.

SCOPE

This Policy applies to all District of Lantzville elected officials, volunteer board and committee members, and employees, including permanent, part-time, temporary, casual, paid on-call, and co-op employees.

This Policy applies to any social media platforms that officially represent the District of Lantzville as well as the personal social media platforms and accounts of District elected officials, volunteer board and committee members and employees.

PRIMARY GOALS

This Policy aims to:

- Enhance communication with the community and stakeholders on District issues, operations, and services;
- Safeguard the District's reputation;
- Provide Council members, volunteer board and committee members, and employees with clear guidelines for appropriate use of social media; and
- Provide protocol around monitoring, administration, acceptable use and privacy on social media.

POLICY
GENERAL

1. The District uses social media as one way of sharing information.

2. The Corporate Administration Department authorizes specific employees to post on the District's social media sites. Only authorized employees may make posts on behalf of the District.

3. The Corporate Administration Department is responsible for the general oversight of the District's social media platforms.

4. All District social media sites will clearly indicate that they are owned by the District of Lantzville and will display the District's logo and contact information.

5. The District's social media accounts are not monitored 24/7. Residents can report operational or service issues to district@lantzville.ca, call 1.888.826.8271 for after-hours Public Works emergencies, or call 911 for all other emergencies.

6. All District social media sites are required to contain the following disclaimer:

   "Welcome to the District of Lantzville's [*insert name of page*]! Please note that this account is not monitored 24/7. Please report operational or service issues to district@lantzville.ca, call 1.888.826.8271 for after-hours Public Works emergencies, or call 911 for all other emergencies.

   While this is an open forum, please keep your comments clean and respectful. The District will remove unacceptable content, including anything that does not meet these guidelines:
   - We do not allow graphic, obscene, or racial comments.
   - We will not tolerate comments that have a harassing tone.
   - We do not allow any comments that are abusive, hateful, or intended to defame anyone or any organization.
   - We do not allow solicitation or advertisement of any non-government organization, product or service.
   - We do not allow promotion of political candidates or any political campaign material.
   - We do not allow photos or videos of people who have not given permission to the District to post their image."

7. The District will only post photos or videos of identifiable individuals where permission has been granted and with a signed consent form.

EMPLOYEE AND VOLUNTEER BOARD AND COMMITTEE MEMBER USE

8. Employees and volunteer board and committee members must adhere to the following guidelines in their personal social media use:
   a) Use social media in a manner that conforms to other District policies, including the Respectful Workplace (Bullying & Harassment) Policy No. 5005-2.

   b) Not discuss the District's confidential or proprietary information including intellectual property, lawsuits, legal proceedings and other legal information, financial information, operational information, business plans, management changes, labour relations, or any other District information they have come into by virtue of their employment or volunteer appointment and that has not yet been made officially public by the District.

   c) Do not speak on behalf of the District or represent that you do, unless you have been given explicit written authorization to do so. If you are offering personal opinions in relation to District business or services, you must make it clear that your opinions do not represent the District's position. Use phrases such as "in my personal opinion" or "personally" to communicate personal views about District business or services.

   d) Ensure that they do not reveal or disclose personal information within the custody or control of the District unless expressly authorized by the District. This includes personal information of elected officials, other employees and members of the public.

   e) Never identify or comment about other District employees without their consent. Even positive comments may be inappropriate or unwanted.

   f) Not use social media in a manner that would harm the District's reputation. Remember that the internet is a public space. Consider that co-workers, residents and the general public may read what you post, regardless of how obscure or secure the site you are posting to may seem. You are expected to conduct yourself respectfully, truthfully and to demonstrate professionalism.

g) Take responsibility not only for their own social media posts but also any comments made on their posts that were reasonably encouraged or welcomed by their post.

9. Employees administering the District's social media sites must adhere to the Procedures set out in this Policy.

10. Employees who violate the terms of this Policy, including via personal social media use, may be subject to discipline.

11. Volunteer board and committee members who violate the terms of this Policy may be subject to removal from their volunteer appointment.

ELECTED OFFICIAL USE

12. Elected officials must include the following disclaimer on their personal social media pages:

"The views, posts, positions or opinions expressed on this page are my own and do not represent those of the District of Lantzville.

Please note that any post that does not follow these guidelines will be removed from my page:

- I do not allow profanity.
- I do not allow graphic, obscene, or racial comments.
- I do not allow comments that have a harassing tone.
- I do not allow any comments that are abusive, hateful, or intended to defame anyone or any organization.
- I do not allow promotion of illegal activity."

13. Elected officials will regularly monitor their social media accounts and immediately take measures to deal with any messages or posts by others that violate section 12 above.

14. If elected officials publish online content relevant to the District in a personal capacity, they will use "in my opinion" or a similar disclaimer to ensure it is expressly clear that they are speaking for themselves and not the District or Council as a whole.

15. Elected officials will ensure that their social media content does not indicate that they have come to a conclusive view on a matter coming before Council.

16. Elected officials will not engage in back-and-forth communications amongst themselves on social media to avoid the possibility of this being construed as a meeting of Council.

17. Elected officials have a duty of confidentiality to the District and a duty to uphold the District's reputation. Elected officials will not post any of the following on social media:
    a) Any information discussed in closed session, unless the information has been released from closed session by a resolution of Council
    b) Any information that they would not present in a public forum.
    c) Any personal or confidential information regarding any District employees, elected officials and/or advisory committee members.
    d) Any negative statements disparaging staff or calling into question the professional capabilities of staff.
    e) Any confidential business information belonging to the District, including non-public financial or operational information.

18. Elected officials will not report on any Council business on their social media profiles and websites until the District has released formal communication, e.g., Council agenda, adopted minutes, announcements, media releases, Council Updates or Community Updates, which elected officials are then encouraged to share.

19. In emergency situations, elected officials:
    a) are not involved in Emergency Operations Centre (EOC) communications, except for occasionally the Mayor when working with the EOC Director and the EOC Public Information Officer
    b) will only share official emergency updates published by the District of Lantzville EOC
    c) will direct public inquiries regarding the emergency to the District of Lantzville official website and social media platforms to encourage one official source of information
    d) will encourage the public to register for Voyent Alert! through rdn.bc.ca/voyent-alert to receive messages from the District of Lantzville through an app, text message, voice call or email for critical events such as floods or wildfires.

20. Elected officials will not use the District's logo or photos of Municipal Hall on their social media pages.

21. Elected officials should refer any questions received through their social media pages regarding District policies or operational services to district@lantzville.ca for District employees to respond.

22. Elected officials who re-post something written by someone else should first ensure that they have permission to do so and should clearly state that the material was authored by someone else. They should ensure that what they are re-posting otherwise meets the requirements of this Policy and is not profane, harassing, abusive or defamatory.

23. Elected officials may promote the District's social media posts by liking and sharing content from the District's social media platforms.

24. Elected officials are not to post or use District social media sites from the beginning of the nomination period until the election results are made official by the Chief Election Officer. The District may delete posts by sitting elected officials on District social media sites during municipal election campaigns.

25. Elected officials shall not use social media for campaigning on District technology or devices.

26. The District may request that an elected official edit, retract, or delete certain posts or content on their social media sites if it is necessary to ensure compliance with applicable laws, or to avoid damage to the District's reputation, or the District's relationships with suppliers, contractors or customers.

27. If an elected official violates this Policy, the matter will be brought forward to Council at the Closed portion of a Council meeting for review.

DISTRICT SOCIAL MEDIA PROCEDURE

1. The Corporate Administration Department maintains a list of all District social media pages in use and the names of all employee administrators of these accounts, as well as the associated user identifications and passwords.

2. The Corporate Administration Department handles the day-to-day management of the District's social media sites. This includes:
   a) Ensuring content is up-to-date and correcting misinformation;
   b) Ensuring that posts, in-box messages and discussion comments are reviewed and responded to;
   c) Removing any post that does not meet the guidelines; and
   d) Denying access to or blocking users that do not adhere to the District's posting guidelines.

3. Whenever an employee is designated as an administrator for a District social media site, the Corporate Administration Department will provide training on the District's approach to social media and expectations for administrators.

4. When an employee with access to District social media sites leaves the District's employment, the Corporate Administration Department will change all passwords for social media sites to which they had access. It is the responsibility of the departing employee's Department Head to ensure the Corporate Administration Department is notified about the departure of an employee with access to District social media sites.

5. The *Freedom of Information and Protection of Privacy Act* (FOIPPA) applies to social media content on District social media pages. Therefore, social media content on District social media pages is an official record of the District. Employees using District social media accounts are responsible for ensuring compliance with FOIPPA.

RESPONSIBILITY

The Corporate Administration Department office is the lead authority for the District's online communication strategies. Any new social media account for corporate use may only be established by the Corporate Administration Department.

DISTRIBUTION

All Council members, employees and volunteer committee and board members.

District of Lantzville

Incorporated June 2003

Policy No.: 3000 - 10
Date of Implementation: May 25, 2016
Council Resolution: C16-100

Social Media Policy

PURPOSE

The District of Lantzville social media policy establishes and outlines the principles of use for the District when engaging and posting on the District's social media accounts.

POLICY

The District uses online social media accounts (Twitter,YouTube) and website to communicate District initiatives, goals and objectives with the community and various stakeholder groups.

The goal of the District's social media accounts is to inform the community about District happenings and events and provide additional platforms for direct engagement. The District's social media accounts are not intended to be used for political forums or information outside the District's intent.

PRIMARY GOALS

- Increase awareness of municipal services and events such as public notices, upcoming Capital Projects, District sponsored events, and other municipally involved events.
- Link the reader to further information on the District's website through simple, engaging messages.
- Disseminate time-sensitive information quickly.
- Provide additional means to gather community comments and perceptions regarding the District and its initiatives.
- Develop trust and opportunities to build stronger relationships with community members.
- Correct misinformation, remedy mistakes, or alter services.
- Utilize social media as an additional way to collaborate with the public and other municipalities on mutually beneficial programs and initiatives.
- Provide support to Council's Strategic Priorities Item: *Communication, Engagement, and Transparency.*

SCOPE

- This policy applies to social media use for official and authorized District purposes.
- This policy shall apply to all District employees and others who have been authorized by the District's Chief Administrative Officer to post information on corporate social media sites in an official capacity on behalf of the District. It does not apply to personal use of social media conducted on personal equipment.
- Social media profiles and websites representing the Mayor and Members of District Council are exempt from this policy, as are sites representing individuals and Committees of Council that do not fall under District employee mandate or this policy.
- Social media profiles and websites representing Members of Council will not act as official information media platforms on behalf of the District of Lantzville. Any information to be communicated to the District's followers via social media will be provided by the District's Chief Administrative Officer or designate(s).
- Council should include an "in my opinion" disclaimer either within the banner of their individual social media site(s) or separately when making follow up posts to District social media postings and when creating original posts pertaining to District-related business.

RESPONSIBILITY

The Chief Administrative Officer (CAO) will be responsible for maintaining a list of all social networking application domain names in use, the names of all employee administrators of these accounts, as well as the associated user identifications and passwords.

The posting of content and engagement on behalf of the District will be the responsibility of the District's CAO or designate(s). All other employees must have permission by the CAO prior to posting.

The District will authorize specific individuals to utilize social media in an official capacity to ensure that, as with all communications activities, communications through social media channels are accurate, consistent and professional.

When representing the District on social media, employees are expected to communicate in a respectful and professional manner and in accordance with all District policies. Employees are not permitted to discuss personal or confidential information on social media sites, whether through public posts or private messages. Non-compliance by District employees may result in discipline.

GUIDING PRINCIPLES OF APPROPRIATE USE

The District's social media followers and engagers must abide by the following principles of appropriate use or may be subject to removal. The District of Lantzville reserves the right to remove posted online content, comments or links which contain any of the following from the District's social networking sites:

- Comments not relevant to the particular posting by the Chief Administrative Officer or designate(s);
- Slanderous or derogatory remarks, obscenities, profane language or sexual content;
- Content that endorses, promotes, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Promotion of commercial services or products other than sponsors, affiliations, or business partnerships;
- Promotion of political candidates;
- Promotion of illegal activity;
- Spam or irrelevant external links;
- Information that may compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party.

AVAILABILITY

The District updates and monitors social media accounts during regular office hours. As customer service is a priority, every attempt will be made to respond to all inquiries via social media in a timely manner during office hours; however, the usual ways of contacting the District for official correspondence is encouraged. The District assumes no responsibility for delay in responding to comments and concerns, or lack of service due to site related downtime or issues.

RECORDS

All District of Lantzville social networking sites shall adhere to applicable Provincial, Federal and local laws, regulations and policies including all Information Technology and Records Management policies and other applicable District of Lantzville policies.

The Freedom of Information & Protection of Privacy Act applies to social media content and therefore content must be able to be managed, stored and retrieved to comply with the Act.

Attachment #3

31. COMMUNICATING ON BEHALF OF COUNCIL

(1) A member must not claim to speak on behalf of Council unless authorized to do so.

(2) Unless Council directs otherwise, the Mayor is Council's official spokesperson and, in the absence of the Mayor, it is the Acting Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

(3) A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.

(4) No member shall make a statement

(a) when they know that statement is false, or

(b) with the intent to mislead Council or members of the public.

(5) Member communication includes all forms of communication including written, verbal and social media.

(6) Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

(Bylaw No. 252, 2020)

(7) Council members have the right to speak publicly and explain their position and agreement or disagreement with the overall Council decision, but must not demean, criticize, dispute or disrespect the decision of Council.

(8) Members must not purport to speak on behalf of the District or Council unless expressly authorized to do so.

(9) Members will use caution in reporting Council's decision-making by way of the social media profiles and websites before the District has released any formal communication.

(10) When speaking for themselves as individual members on social media or to the media, a member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear that they are speaking for themselves and not the District or Council as a whole.

(11) Members will refrain from using or permitting the use of their social media accounts for the purposes that include:

(a) defamatory remarks, obscenities, profane language or sexual content;

(b) negative statements disparaging staff or calling into question the professional capabilities of staff;

(c) content that endorses, promotes or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;

(d) statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or

(e) promotion of illegal activity.

32. CLOSING DEBATE

(1) Debate shall be closed by the presiding member when in the presiding member's opinion there has been a reasonable amount of debate.

33. MOTIONS GENERALLY

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

(2) A motion that deals with a matter that is not on the agenda shall be considered out of order.

(3) After a motion is moved and seconded, it shall be deemed to be in possession of the Council but may be withdrawn at any time, before decision or amendment, with unanimous consent of Council.

(4) When the presiding member is of the opinion that there has been sufficient debate on a specific question or matter, the presiding member may call the question and no member of Council shall speak to the question nor shall any other motion be entertained except those of subsection (6) until the results of the vote have been declared.

(5) No member shall speak on any question for longer than five (5) minutes or may speak in reply for longer than three (3) minutes, and for a maximum speaking time of 10 minutes.

(6) A member may make only the following motions which take precedence when the Council is considering a question:

(a) to refer;

(b) to amend;

(c) to postpone (indefinitely or to a specific time);

(d) to adjourn.

(7) A motion made under subsections (6)(c) and (6)(d) is not amendable or debatable, with the exception that a motion to postpone to a certain time is debatable only as to the time and reasons for postponement, and is amendable only to change the time to which the main motion is to be postponed.

The Samara Centre for Democracy

THE SAMARA CENTRE'S FIELD GUIDE TO ONLINE POLITICAL CONVERSATIONS

The Samara Centre is grateful for the support and collaboration of the Walrus Foundation. Throughout the election period, the Walrus will host an in-depth, non-partisan examination of the state of Canada's democracy, in print and on its website at thewalrus.ca/democracy.



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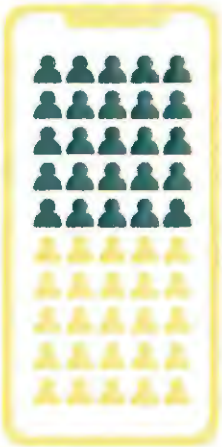
Executive summary

Social media is one of our most important public spaces, a place where Canadians come to talk politics. It offers the potential to have bigger, freer, more open conversations. With its ability to allow people to engage and connect, to express ideas and inform each other, social media can be a powerful tool to improve our democracy.

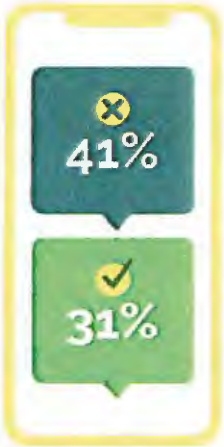
But something has gone wrong.



Canadians say political conversations online are angrier (48%) and less civil (50%) than offline political discussion



Nearly half (47%) of Canadian social media users say they stay out of political discussions out of fear of being criticized



More Canadian social media users say they do not feel safe sharing political views online (41%) than do (31%)

We need space to disagree with passion. But online incivility has negative consequences for our democracy. It causes people to disengage. It hurts equity in politics. It exacerbates polarization. It makes us more vulnerable to malicious actors trying to sow division and confusion.

Canadians can help make these online conversations more constructive and more civil. Drawing from research on social psychology and social media behaviour, this report outlines seven techniques for better political conversations online:

1. **Lead by example:** Being civil can cause others in a conversation to follow your lead.

2. **Police your own side:** Calling out incivility is most effective when you're addressing someone on the same political team.

3. **Practice slow politics:** Small changes in the way you use technology can reduce the likelihood of using social media on the go, cutting down on thoughtless and aggressive exchanges.

4. **Get in to the weeds:** Inviting people to provide detailed explanations of what political choices they support, and doing so yourself, can reduce polarization.

5. **Reframe your language:** Thinking about the moral foundations of an argument, and reflecting those foundations in your own language, can reduce the psychological distance between you and the person you're having a discussion with.

6. **Remind us what we share:** Priming someone to consider the identities that unite us (like civic identity) rather than the identities that divide us (like party affiliations) can reduce polarization.

7. **Spot a bot:** Recognize fake accounts, and don't give them what they want—attention.

What's civility?

Civility in political discourse is a contested idea. While many see the importance of civility in a democracy, some argue that complaints about incivility can be used to censor or drown out critical voices. It's also easy to see civility as a quaint and secondary concern, given the high stakes of the political issues being discussed.

Getting to an absolute definition of civility is impossible. It's always situation-specific, and it will always be contested. And there are limits to civility in a democracy. In this report, civility refers simply to demonstrating to fellow citizens the level of respect and courtesy that make substantive and constructive democratic conversations possible. Civility does not exclude passion, anger, or deep disagreement.

Introduction

Social media is used by approximately nine out of 10 online Canadians and may be the most influential public space in our society. It's a place where politicians come to speak to citizens, from the furious early morning dispatches of an American president, to the more mundane photo ops of Canadian politicians. It's where citizens speak directly to their leaders, in a free, direct, and unmediated way. Critically, it's also where we as citizens talk to each other about the major issues we face. In a country as geographically vast as Canada, social media facilitates direct personal exchanges that otherwise would not be possible.

Theoretically, that is an amazing thing for our democracy. While we're told to keep religion and politics away from the dinner table, the reality is that political conversations are democracy's lifeblood. But in practice, something has gone wrong. We behave differently on social media. Political conversations on social media are often angrier than what we witness offline. Harassment and extremism thrive on social media. Earlier this year, the prime minister described it as "the wild west."[1]

Social media is "real life," in the sense that its problems are not contained to its platforms. The aggressive nature of online political conversations can turn people off politics and worse, even cause mental anguish.[2] Social media can skew our perception of what Canadians really think and feel, particularly when it's used by journalists or politicians as a representation of public opinion—which it isn't.[3] And there's a risk of falling into a vicious cycle: people uncomfortable with the incivility of social media opt out, leaving behind a space that is increasingly governed by trolls and attention-seekers, creating an ever-more skewed image of society. As a result, social media can become both a polarizing and demobilizing force, and a resource for opportunistic politicians to foment anger.

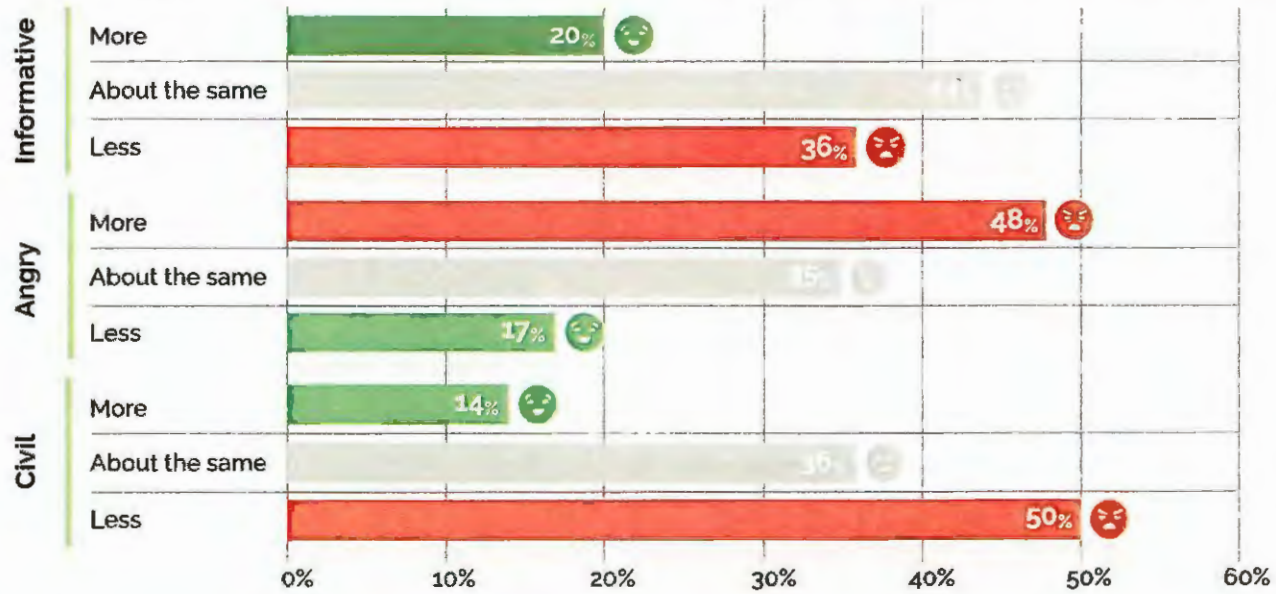
At the Samara Centre for Democracy, we conduct biennial surveys on how Canadians participate in politics. In 2019 we noticed something strange. Compared to past years, Canadians were discussing politics more than ever face-to-face and over the phone. More Canadians were reaching out to politicians, and more said they were interested in politics. Yet the number of Canadians discussing politics on social media dropped slightly. This shows there's a real chance of us losing out on the potential of using social media for free and open political conversations that strengthen democracy.

There's been a lot of talk about what governments and social media platforms should do. But with a national election here, we at the Samara Centre turned our attention to citizens themselves. This report brings together insights from the study of difficult conversations and the study of social media to examine what's going wrong, why it matters, what government action we should expect, and how citizens can change the nature of online political conversations.

Spotting a problem

According to Canadian social media users, online political conversations tend to be angrier, less civil, and (for some) less informative than offline conversations. Canadians also perceive a growing incivility problem in Canadian politics: nearly half (47%) of Canadians think politics is becoming less civil, compared to just 12% who think it's becoming more civil.

Compared with offline, are the political conversations you see on social media more or less...



In your opinion, is Canadian politics becoming...



More civil (i.e. polite, respectful) | Staying basically the same | Less civil | Don't know/No opinion

Nice for what

For the sake of our democracy, we need to start having better online political conversations

Many agree that political conversations on social media are ruder, angrier, and less civil online than in person. But is that necessarily a problem? The openness and freedom of social media is what made it so appealing and suggested its democratic potential in the first place. Is incivility simply the price we pay for free, open communication? Social media is characterized by raw emotion, but political conversations should reflect passion. And if people don't like it, can't they just log off or ignore the people and perspectives they don't like? As one Canadian Member of Parliament put it recently: "the block button exists for a reason."[4]

But incivility in online politics has real costs for our democracy:

It causes some people to give up on politics—chasing them out of the digital public square, and potentially out of political participation altogether. Incivility itself can actually produce engagement, because the fired-up people keep engaging,[5] but people with lower tolerance for rudeness and anger will simply log off.[6] Worse, some people become less likely to participate in offline political conversations because of what they see on social media.[7]

It hurts equity in politics, as not everyone is equally targeted with incivility. In fact, some groups who are already underrepresented in politics experience worse incivility. A study of over two million tweets at politicians found that high-profile female politicians attract more incivility than high-profile male politicians, for example.[8]

It's making polarization worse. Polarization refers to when people cluster around extreme positions on opposite ends of the spectrum, or when people develop increasingly more negative attitudes toward people supporting other parties. It's essential that political differences are explored and represented in a democracy, but polarization erodes the basis for collective decision-making, and can be a major force in the breakdown of democracy.[9] Polarization comes from many places, including the

In a 2019 survey of people in 54 countries, Canadians were tied for most likely to say social media has a negative impact on democracy in their country: 43% of Canadians think it has a negative impact, while 38% think it has a positive impact.[10]

behaviour of politicians, and traditional media, but there's evidence that we can become more polarized simply by being exposed to uncivil political comments on social media.[11] Incivility also erodes trust—in each other, our leaders, our 5 institutions, and media.[12] It makes us less likely to believe in the value of public debate and deliberation.[13]

It makes us more vulnerable to malicious actors online, including foreign actors who are trying to undermine our democracy. Online incivility is closely related to the growing problem of foreign interference by authoritarian states. They employ bot armies to manufacture anger and hatred, and take advantage of polarization to generate more outrage and further poison the information environment. For example, foreign actors have used thousands of troll accounts to try to inflame already emotional social media debates around pipelines and immigration policies in Canada.[14]

Missing voices

Twice as many Canadians agree (41%) than disagree (20%) that online political conversations make them feel "angry and discouraged." Fully 47% of Canadian social media users say they stay out of political discussions for fear of criticism. And more Canadians say they do not feel safe sharing political views online (41%) than do (31%). (There is a gender divide as well—36% of men feel safe sharing their views, compared with 24% of women.) Political discussion online therefore misses out on the voices of many—even among those who are social media users.

The political conversations I see online make me feel angry and discouraged



I usually stay out of online political conversations because I'm worried I will get criticized



I feel safe sharing my political views on social media



Strongly Agree | Agree | Neither agree nor disagree | Disagree | Strongly Disagree

Diagnosing the problem

We're not built for political arguments in the first place

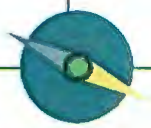
First things first: the difficult nature of political conversations is not all the fault of social media. Decades of research in political science, psychology, and economics finds that even in the best of circumstances, we're bad at disagreeing about politics.[15] It's not our fault. We're hardwired this way.

It may be that we've actually evolved to behave like this.[16] Groups are essential to our identity and wellbeing. If the group is based around ideas, like an ideological group or political party (in theory) is, then information which challenges those ideas is actually a threat to our group, and therefore to ourselves. Brain imaging suggests that the parts of our brain associated with our personal identities and perceptions of threat start firing when we're confronted with arguments that go against our political beliefs.[17] In fact, we start to feel threatened as soon as a divisive topic comes up. Just the mention of a contentious issue causes us to perceive a threat in other peoples' faces.[18]

We like to imagine ourselves as rational truth-seekers, exchanging facts and arguments, evaluating new information as it comes to make the best possible decisions. But this is not how humans operate. We suffer from a tendency towards "confirmation bias": we uncritically grab at information that confirms what we already believe, and we find reasons to reject information that doesn't.[19] We refuse to even acknowledge a problem exists, if we think that acknowledging it will lead us to a political solution we won't like (this is called "solution aversion").[20] We hate hearing from the other side, plain and simple. In fact, experiments have found that people will actually give up the chance of earning money in order to avoid reading political arguments they disagree with.[21]

We also often just speak past each other. People from different ideological camps use different language, which come from different moral values.[22] So when you think you're sounding really persuasive, your political opponent just hears hateful noise.

The result is that online or offline, there's some stuff that we just can't argue about well.



Spotting Human Obstacles to Good Political Conversations

Identity: We treat political ideas and allegiances as who we are, rather than what we think.

Confirmation Bias: We only like information that matches or supports what we already believe.

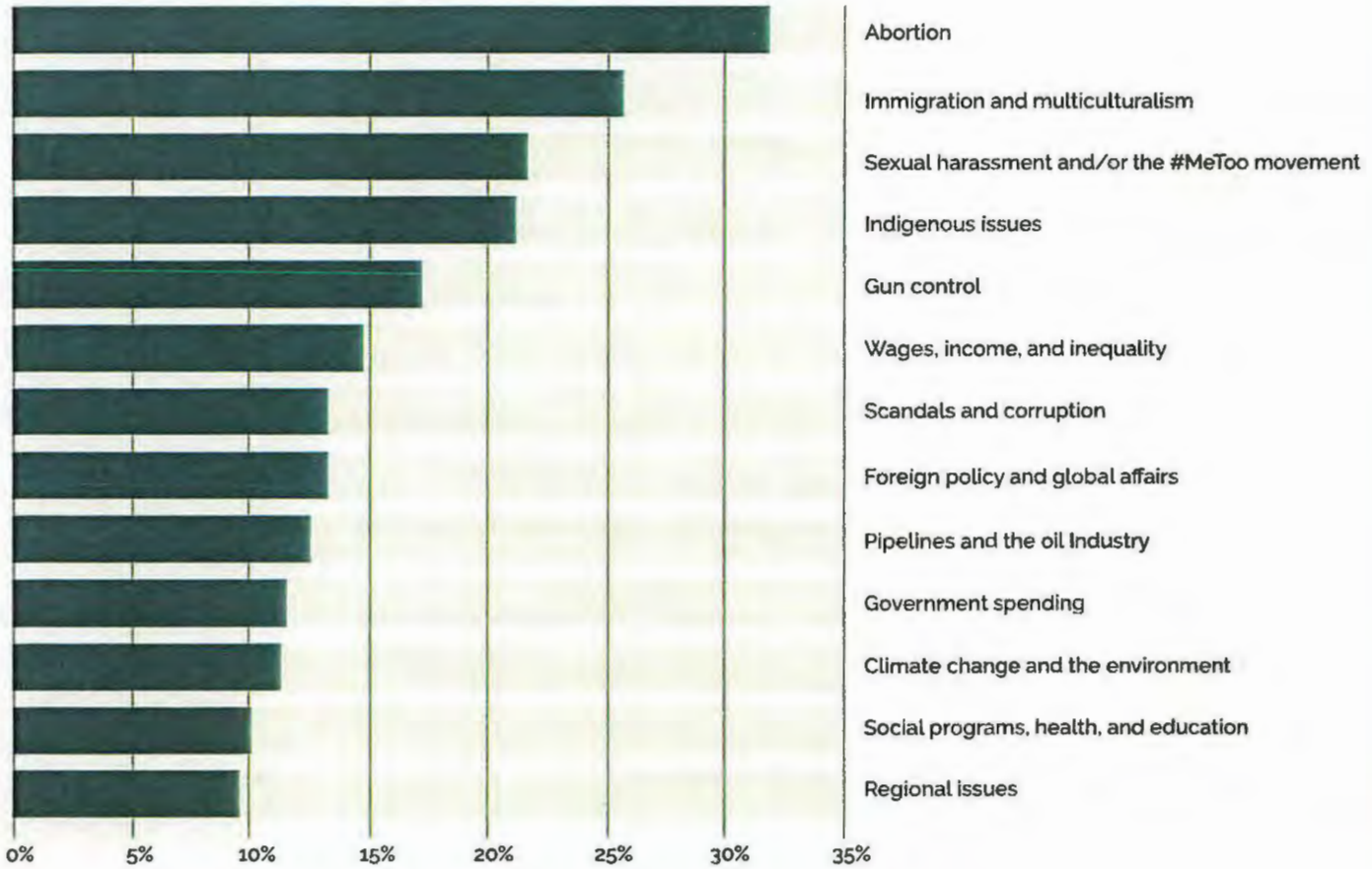
Solution Aversion: We reject information if we don't like its implications.

Anxiety and Fear: Just the mention of a divisive topic makes us feel threatened.

What can't we talk about as a country?

We asked Canadian social media users which topics they're most uncomfortable discussing with someone who disagrees. In general, Canadians are pretty game for political disagreement. But a few issues stood out as being particular conversation-stoppers. More than one in five Canadians are uncomfortable disagreeing about abortion, immigration and multiculturalism, sexual harassment, and Indigenous issues.

Percentage of Canadians who are uncomfortable discussing topic with someone who disagrees



Worst behaviour: What social media does to us

It's hard to disagree civilly and constructively in person, and social media exchanges make it that much harder. There's no single reason for that, but there are a number of things that help explain why political conversations online are so vulnerable to going off the rails.

The platforms are designed to make us feel big emotions

Understanding emotional amplification is important to understanding the nature of social media, and the "attention economy" that it operates in. The idea of an attention economy can be summarized this way: while information is almost limitless in the internet age, attention is a scarce resource. We can only pay attention to so much, so platforms are built to fiercely compete for our attention—not just by providing interesting or useful information, but by using tools to manipulate our attention. Provoking strong emotional responses is a great way to keep our attention.

Online content that produces strong emotions—either negative or positive—is more likely to "go viral."[23] Awe, anger, and anxiety are some of the most potent emotions for spreading content across the internet quickly.[24] Emotion is also contagious. Facebook conducted a highly controversial study in which nearly 700,000 users unwittingly had their feeds manipulated. The study found that users shown more negative or positive emotional content expressed more negative or positive emotions themselves.[25]

So emotional content gets more attention. Attention of any kind is good for the bottom line of a platform like Facebook, which sells advertising, so content that attracts attention and "engagement" (like comments and likes) is amplified—ending up in front of more of us. And we're vulnerable to feeling some of the emotion we see displayed. This is an environment in which anger can spread quickly and infect broadly.

Heavy social media days also tend to be less happy days, research suggests. It may not be true, as is sometimes feared, that social media use replaces more positive activities,

like spending time with friends and family. Research has found that it tends to replace other activities we don't like, like cleaning and working—but whether cleaning or tweeting we tend not to be our happiest selves.[26]

Talking to a screen is just different

Having our conversations mediated by a computer changes the way we talk to each other. Early in the social media era, anonymity was a big concern. The worry was that if we didn't have to identify ourselves and be accountable for our comments, we would be nastier. There is some experimental evidence that, for example, anonymous comment boards do produce more incivility than comment boards that do not permit anonymity.[27] Believing yourself to be anonymous has also been associated with more cyberbullying.[28] Some platforms, like Twitter and Reddit, still permit anonymous users, while others, like Facebook, do not (and there's ongoing debate about whether anonymity online can be valuable).[29]

There are other ways that social media conversations are different. We can't read the social cues of the people we're talking to (which is why it's appealing to deliver bad news over email).[30] Our exchanges are brief, and that seems to have an effect on civility. For example, a study found that tweets directed at politicians immediately became slightly more civil after Twitter increased the word limit on tweets.[31] Also, people are "meaner on mobile"—we're more uncivil when we use social media on our phones rather than at a computer.[32]

These may be contributing factors to a bigger phenomenon—sometimes called the "online disinhibition effect"[33]—where we compartmentalize our online and offline selves. And even when we make our identities public, we aren't accountable to the people we talk with on social media, who we might never meet in person, or have to coexist with in the neighbourhood or workplace or playground. The result is that we say things on the internet that we would never say in person.

Spotting Social Media Obstacles to Good Political Conversations

Emotional amplification: Platforms amplify and spread strong emotions like anger.

Anonymity: Hiding who we are can make us more likely to act in ways we wouldn't if we felt personally accountable.

Absent cues: We don't have to face the human responses of the people we're talking to.

Haste: We send messages that are poorly thought out.

Online Disinhibition: We treat our online and offline selves as different people.

Hell is other people?

Canadian social media users agree that online political conversations tend to be less civil and angrier. And we don't like it. But we're quick to absolve ourselves of blame: just 7% of Canadians disagree with the statement "if I discuss politics online, I always do so respectfully." This odd pairing of the perception of widespread incivility with a near-universal belief that we aren't participating in it could reflect the poisonous effect that a small number of bots and trolls can have on the online public square. Or it could suggest a lack of self-awareness of the ways that the social media environment draws out behaviour from us that we don't identify with.

If I discuss politics online, I always do so respectfully



"Trench warfare"

The social structure of social media also makes it ripe for angry exchanges. Much of the public conversation has focused on "filter bubbles" and "echo chambers." The idea is that we are becoming more polarized because, first, the internet makes it easier to seek out only the news and opinions that conform to our existing political opinions. And then algorithms—the secret, automatic rules that affect (among other things) what content we see—do the rest, filtering content to us that the platforms knows we'll like, so that we become increasingly cut off from the world beyond our political bubble.

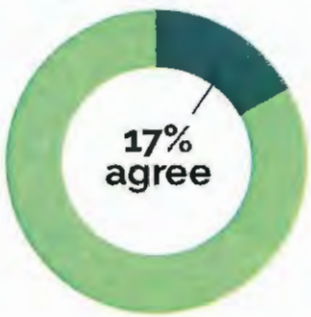
But the social media echo chamber may be more myth than reality. Evidence is starting to accumulate that social media exposes us to a wider variety of news sources and views than is often thought.[34] We do live in partial echo chambers, and some of us are highly motivated to cultivate our bubbles on social media. But that has as much to do with our offline lives and preferences—including forces like ideological,[35] geographic, and socio-economic sorting in society, and niche cable TV news—as it does with social media platforms. In fact, being on social media may actually expose us to different views more often than would otherwise be the case.

"Trench warfare" has been proposed as a different way of conceptualizing the world of online debates.[36] Basically, social media allows us to exist partially in echo chambers with people who share our views, which strengthens our views. But unlike offline life, we're also coming in contact in brief, superficial ways with strongly contradicting views—which also makes more entrenched in our own views.[37] This results in polarization.

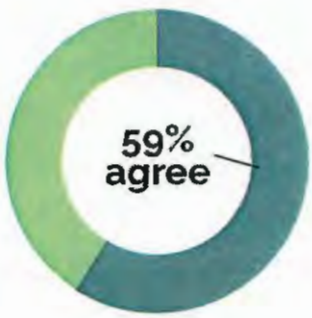
Social bubbles > Social media bubbles

Most Canadian social media users reject the notion that they're stuck in an online echo chamber. Just 17% say that most of the political opinions they see online reflect their own views. But when we asked Canadians about their *offline* networks earlier this year, significantly more saw themselves as in a bubble. This finding reflects recent research, which suggests that we've overblown the online bubble issue.

Most of the opinions I see on [social media] reflect my views on government and politics

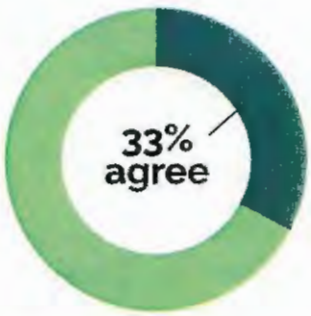


Some of the opinions I see on [social media] reflect my views, but many don't

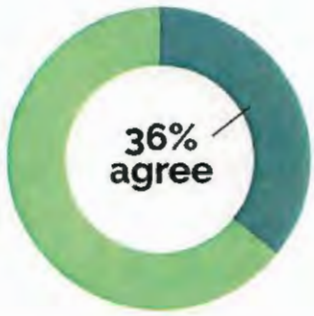


Source: Samara Social Media and Politics Survey 2019

Most of my close friends share my views on government and politics



Some of my close friends share my views, but many don't



Source: Samara Citizens' Survey 2019

From trolls to bots

Political conflict on social media also exists simply because some people—or the organizations they work for—want it that way. There's a spectrum of kinds of people who deliberately contribute to polarization and incivility online. At the more moderate end are people who are simply less bothered than most people by incivility,[38] and happy to inject some rudeness into their exchanges on social media which wouldn't be tolerated anywhere else. Further along the spectrum are true "trolls": people whose primary goal online is simply to make others angry or upset. According to psychological researchers, online trolls tend to hold certain personality traits, like a tendency toward sadism—quite simply taking pleasure in making other people suffer.[39]

So some people are uncivil because it doesn't bother them, and some are uncivil for the sake of being uncivil.

There are also some bad actors who contribute to online incivility with other goals in mind. Sometimes those goals are commercial, such as for people who are trying to draw clicks to fabricated news sites. Sometimes the goals are political. A key strategy of foreign enemies of our liberal democracy is to take advantage of, and exacerbate, online incivility. Russian information campaigns in the United States and Europe have used "bots"—fake social media accounts that are either fully automated or partially controlled by a person—to generate or boost emotional messages on both sides of a controversial issue.[40]

It's not clear how effective it's been, but it's happening in Canada too. An analysis by CBC News of now-deleted bot accounts controlled by the Russian Internet Research Agency found that these bots focused on Canadian issues like Syrian refugees and the pipeline debate.[41] While the problem of "fake news" commands enormous attention right now, recent examinations of foreign interference campaigns have found that actual fake news makes up just a small amount of online activity. More common are attempts at the subtler, insidious poisoning of the digital public sphere by making use of existing polarization, and making it worse.

To be clear, bots can be directed toward positive, negative, and neutral ends. But part of the problem with bots is the way they can use questionable social media analytics to create a

false impression about how popular, widespread, or influential an argument is. When we as social media users uncritically rely on things like likes and retweets, or over-rely on social media platforms that put us in the hands of algorithms which affect the content we find but rely on questionable inputs, [42] we become more vulnerable to manipulation by bots.

Anatomy of bots

In most basic terms, bots are fake social media accounts. Some bots are entirely automated. Others are partially controlled by real people, but still use automation to generate more activity than the human user could (technically a "cyborg").

In a political context, bots are used for a variety of purposes, both good and bad. According to Canadian communications researchers Elizabeth Dubois and Fenwick McKelvey,[43] these purposes include:



Dampeners: Bots used to suppress certain voices or messages (for example, by aggressively commenting negatively on a post).



Amplifiers: Bots used to broadcast more widely certain voices or messages (for example by retweeting constantly).



Transparency bots: Used to generate useful information and hold governments accountable (for example, by automatically tweeting out the results of Access to Information requests).



Servant bots: Used to automate certain simple tasks for political actors like politicians or journalists (for example, automatically deleting posts on a politician's Facebook page that include abusive language).

Changing the conversation

There are real risks to a culture of uncivil and counterproductive online political conversations. The causes of this culture are many, and complicated to address. But while these problems are well-known, too little attention has been paid to solutions—particularly public solutions to what are now public problems.

This report will now provide a brief overview of how governments are increasingly becoming involved in overseeing the digital public sphere, before turning to some approaches that citizens can themselves adopt in order to have better political conversations online.

Spotting the potential

Much of the optimism about social media has disappeared—but it can make democratic opportunities available that wouldn't otherwise exist. Canadians are still somewhat more likely to agree than disagree that social media can be used to hold politicians accountable, and to explore new perspectives.

Social media helps me to hold politicians accountable for their views and actions.



Social media has exposed me to new ideas and perspectives, and led me to change my mind about some things.



Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

Where we're headed: Platform governance

For the first decade of the social media era, little attention was paid to the role of public authorities to oversee, regulate, and manage the digital public sphere. Important decisions—like what content crossed a line, and when users should be excluded—were left to the social media platforms themselves. Those days may be coming to an end. Mega political events, like the Cambridge Analytica scandal, generated enormous public anger and brought attention to unaddressed problems. Most governments are now somewhere along the road to social media regulation, though these initiatives vary in their strength and effectiveness. Even Facebook's founder Mark Zuckerberg has publicly conceded that there should be new rules imposed in law.[44]

There's lots of heat, and not enough light. What does it all mean for online political conversations?

What's a platform?

A platform, in this sense, is an online app or service which is powered by data.[45] Facebook, Google Search, YouTube, and Twitter are all examples. Platforms are the places where users can have online political conversations.

What's platform governance?

Platforms themselves govern what goes on in their sites. For example, platforms do content moderation—deciding if material is offensive or violates terms of service and must be removed, and occasionally banning users for their behaviour. Platforms are also governed by law. For example, social media platforms see some oversight from privacy authorities, who examine whether the platforms are sufficiently protecting users' data; anti-trust authorities, who look at whether the platforms are acting like monopolies; and other corporate regulators. Peoples' and organizations' behaviour on social media platforms is also governed through law. For example, digital political advertising falls under the spending limits and transparency requirements of the Canada Elections Act.

But there is an increasingly widespread view that governments have left social media platforms alone to govern themselves to too great of a degree. Trends around the democratic world suggest that a new era of public platform governance is coming, or is already here.

But while lots of ink has been spilled arguing for more regulation of social media, there are a series of tricky remaining questions. For example:

- Most importantly, how do governments reduce harmful behaviour without interfering with free political expression?
- How should we treat social media platforms in the law? For example, should they be treated like publishers or media companies, responsible for their content in the same way?
- Do we need new laws to deal with problems on social media, or new ways to enforce existing laws (such as laws concerning harassment and hate speech)?
- How can algorithms be brought to public control or scrutiny?

Perhaps because of the unanswered questions, despite seeing danger in the platforms, Canadians are somewhat hesitant about social media regulation. The 54-country study that found Canadians are most likely to see social media as damaging to democracy also found that only 40% of Canadians want more regulation of content shared on social media—placing us, at 29th out of 54, in the middle of the pack.[46]

How should platform governance come to Canada?

The federal government is likely to act on platform governance in the near future. But regulating social media must be done carefully, with effort put towards building consensus. The Government should consider following the lead of the Standing Committee on Access to Information, Privacy and Ethics—an Opposition-chaired Parliamentary committee which has begun to study issues of data, privacy, social media regulation, and democracy, and delivered a unanimous report on these topics in December 2018. In taking up these issues again, the committee could consider sponsoring a citizens' assembly—a group of randomly selected Canadians given the opportunity to meet regularly, learn about the topics, discuss them, and finally make recommendations. Committees in other Westminster Parliaments have begun to use citizens' assemblies to help them tackle wicked problems that need shared, democratically legitimate, cross-partisan solutions.[47]

With more questions than answers, and high stakes, Canadians should focus on getting the process right. The Samara Centre believes that a functional multi-party committee, with support from a citizens' assembly, could be a more credible vehicle for making decisions about the critical trade-offs than a government would be.

Doing it ourselves

With all the attention on what social media platforms and governments should do about the state of online political conversations, little attention has been paid to what citizens can do. Are there steps that citizens themselves can take to have better political conversations, despite the obstacles?

Our answer is a tentative yes. We offer seven rules for more constructive online conversations, based on the existing research. This is a brand-new area, and all of these techniques should be tested against new research.

1 Lead by example

Being civil can cause others in a conversation to follow your lead

The first rule is as simple as it gets. Research shows that rudeness is contagious.[48] So is civility. For example, an experiment asked people to read a news article on a controversial issue (gun control), followed by a comment thread.[49] The participants were randomly assigned to a thread containing civil or uncivil debate. Sure enough, people reading the civil comments were more likely to make civil comments of their own. Happily, they were also more likely to stay on topic, and offer new perspectives—showing how civility makes for more useful and constructive political conversations, not just nicer ones.

In the real world, you don't have control over how civil a conversation is overall. You're working against the challenge of trolls, and the incivility they can bring out in others. But there is hope that targeted acts of unilateral civility will attract more civility from others (along with more relevant, interesting comments).

2 Police your own side

Calling out incivility is most effective when you're addressing someone on the same political team

Does it help to call out bad behaviour? The answer is complicated. The experiment described above found that talking about the ugly state of the comment thread did not necessarily produce more civility. But elsewhere it has been found effective. The key is who is doing the calling out. Kevin Munger at New York University discovered this by building civility bots—fake Twitter accounts disguised as real people—to tweet at social media trolls and encourage them to change their behaviour. He then watched their public social media behaviour afterward to see if the criticism had any effect.

He started by directing bots at people who had used serious anti-Black slurs on Twitter, varying the identity of the bot—what they looked like, how many followers they had.[50] He found that bots that were most effective at changing peoples' behaviour were from the "in-group" (in this case, they were white men tweeting at other white men), and seen as having high status (in this case, having more followers on Twitter). He then tried something similar with Twitter trolls who were being uncivil to people with different political views during the 2016 US presidential election.[51] Again, he found that receiving criticism about your conduct from someone who belongs to the same political team can change that conduct.

The lesson: if you want to foster a healthier online conversation, you might have to do the psychologically harder work of scrutinizing the behaviour of the people you agree with (or share identities with in other ways). They're more likely to listen to you if you tell them they're out of bounds.

3 Practice slow politics

Small changes in the way you use technology can reduce the likelihood of using social media on the go, cutting down on thoughtless and aggressive exchanges

Think about all the deleted tweets by public figures, the apologies, the social media posts that do lasting harm to peoples' reputations. Social media lets us disgrace ourselves fast.

There's evidence that the speed and brevity of social media makes us harsher.[52] And remember: people are "meaner on mobile."[53] Research also finds that even boredom makes us more politically extreme.[54] And we tend to use social media in the place of unpleasant tasks, like housework.[55] All of this suggests that we are not at our best when we're picking away idly on social media at a bus stop—jumping into a discussion without having actively chosen to participate. Maybe it's time to add some friction into our social media use—to slow us down and make us more thoughtful.

The Center for Humane Technology makes a series of recommendations for how to limit our social media use on mobile devices.[56] These include:

- Turning off all app notifications apart from actual messages from real people (because social media apps use notifications to draw us in).
- Changing the settings of your phone to grayscale (because colourful icons are used to grab our attention).
- Simply removing social media apps from your phone altogether (you can still use them at your computer).

Those recommendations break the hold of the attention economy on our time and focus. But they can also improve the health of our political conversations, requiring us to make a deliberate choice to log on and participate.

4 Get into the weeds

Inviting people to provide detailed explanations of what political choices they support, and doing so yourself, can reduce polarization

Whether we're debating on- or offline, we have the habit of having the same arguments in the same way over and over again. We quickly stop hearing one another, or thinking seriously about the opposing argument—or even thinking seriously about our own. That's hard to break out of, but one promising strategy involves getting into the fine detail.

Some research suggests that strong ideological views thrive on "the illusion of understanding"—we think we know more about complex issues than we actually do. (The "Dunning-Kruger Effect" just makes things worse; the same lack of knowledge that leads us to questionable conclusions makes us unable to see our own shortcomings).[57] If we

were more aware of complexity and nuance and the limits of our own understanding, we may be more interested to hear from others and revise our own views. An experiment found that simply asking people to provide a detailed, step-by-step explanation for how a policy they support would work causes them to admit to themselves they understand less about it, and adopt moderated, less polarized attitudes.[58]

So consider the following as an intervention to produce more constructive and useful online political conversations. Rather than rehearsing the old arguments (e.g. "we should build the TMX pipeline/we shouldn't build the TMX pipeline"), ask questions that drill deeper (e.g. "How should the TMX pipeline be built, given the obstacles?" or, "How do you think stopping the pipeline works to reduce our impact on climate change?"). Encourage people to get into the mechanics of their positions, and do the same for your own.

5 Reframe your language

Thinking about the moral foundations of an argument, and reflecting those foundations in your own language, can reduce the psychological distance between you and the person you're debating

Along with taking a new angle on an issue, consider adopting a new vocabulary. That's in response to an important school in political psychology that looks at our "moral foundations"— the basic, fundamental moral instincts we hold that inform how we look at the world. According to social scientists like George Lakoff and Jonathan Haidt, political ideologies map onto different conceptions of morality.[59] Haidt and other researchers have suggested that liberals are more responsive to arguments based on fairness or care, for example, while conservatives respond more to appeals to loyalty and authority.[60] This makes it hard for us to talk to one another, because we base our own arguments in language and values that aren't wholly shared. But understanding the differences between us can actually help us to bridge those differences in political conversations.

The University of Toronto's Matthew Feinberg and his colleagues have experimented with making the same argument using different moral language.[61] They find that echoing the moral language from the other side of the spectrum can make an argument more persuasive. For example, conservatives are more supportive of same-sex marriage when a loyalty-based argument is made ("same-sex couples are proud and patriotic ...") rather than

a fairness-based argument ("all citizens should be treated equally"). Liberals are more supportive of funding for the military when a fairnessbased case is made (through the military, disadvantaged people can achieve upward mobility) versus a loyalty-based argument (the military unifies us and makes us great in the world). They've found that this works in the context of a political campaign too, and it can affect support for candidates.[62]

If moral reframing is enough to persuade some small number more of those from the other side, it probably helps close the psychological distance between camps. That could produce more civil exchanges, even when people aren't persuaded.

In the real world, it's probably impossible to expertly reframe your argument based on what social psychologists have learned about our different moral foundations. Perhaps the lesson is simply: listen carefully to arguments against your position. Think about the substance of the arguments, but also where they come from—the values they're built on. Try to reflect that back.

6 Remind us what we share

Priming someone to feel the identity that unite us (like civic identity) rather than the identity that divide us (like party affiliations) can reduce polarization

Our political views have a lot to do with our identities—who we see ourselves as, what political tribe we feel we belong to. That's a problem for democratic deliberation. But it may be that we can use that reality—the power of identity—to reduce polarization, at least long enough to have a constructive exchange.

We are more polarized when our partisan or ideological identities are activated—when, in the moment, we see ourselves as Liberals or Conservatives, Right or Left. But we have other identities—identities that are shared across the political spectrum. For example, most (but not all) participants in a Canadian election will identify as Canadians. And experiments have found that when we are prompted to think about shared civic identity, we hold warmer views toward people from other political teams.[63] An American study found that in the 2008 presidential election, people surveyed shortly before and after the July 4th national holiday, or before and after the Olympics (when the US team competed against the world), held systematically better opinions of the candidate they opposed.[64]

If an online conversation is going off the rails, use language that encourages people to remember the things they share despite politics—a country, a desire to make that country stronger. Maybe that feels hokey, but there's real evidence for thinking that priming people's patriotism can help them speak across political divisions. It probably also helps that civility is seen (rightly or wrongly) as a national characteristic and shared norm of Canadians. That's a powerful prime.

7 Spot a bot

Finally, let's not forget that some proportion of the political incivility comes from bots, fake accounts often operated by foreign interests that exist to poison the information environment. It's hard for individual users to combat the presence of bots. Much of their work is in simply amplifying a message through massive coordinated sharing. But knowing how to recognize them is necessary if we want to resist falling into the behaviour they're there to get out of us. Really: don't yell at bots.

The first step is to simply exercise critical thinking about whether a message is worth engaging with. Recall that bots take advantage of our reliance on analytics—things like the number of retweets and likes—which don't actually tell us that much about the popularity or reach of an argument.

For considering a particular account, the Atlantic Councils Digital Forensic Research Lab points out the clues that suggest you may be talking to a bot.[65] For instance:

- Do they have tons of activity on their account—like, 50+ posts a day?
- Do they spend most of their activity copying, sharing, and retweeting, rather than posting original content? Bots spend most of their time amplifying, so that can be a tell.
- Do they have a very small amount of activity or a short-lived account, but their posts have been shared and retweeted a lot? That's a strong suggestion that they are bots, getting amplified by all their little botnet friends.
- Are they anonymous, using a pseudonym (or a name that looks randomly generated, with numbers and letters) or a profile picture that isn't a photo of a person? Less identifying information makes it more likely to be a bot—but some bots use images and names, too.

- If you're looking at a photo of a real-looking person but still suspect a bot, you can take the next step of searching for that same image on Google. (In Google Chrome, just right-click on an image and select "Search Google for image.") Google will show other places where that photo has been used, allowing you to see if you are dealing with a bot that has taken someone's face, or is using the same photo as many other accounts.

If you really want to get serious, there are lots of tools available that can detect bots for you, including websites and browser extensions. Just asking yourself the question—am I arguing with a bot, which exists to harass me and fire me up in the service of foreign authoritarians?—should have a disciplining effect.

Conclusion: Leaders need to lead, too

In just over a decade, our society has gone from optimistic to deeply anxious about what social media means for democracy. That anxiety is felt as strongly in here in Canada as anywhere in the world.[66] The time has come for the first major renovation of the digital public square. Better that than a moral panic which would cause us to turn away from the potential social media still offers to have bigger, freer, more open democratic conversations.

This report has tried to sketch out ways for users of social media to navigate political conversations online—and hopefully, to make those conversations more comfortable, inclusive, and constructive. In this way, the Samara Centre hopes to stimulate a renovation from the ground up. But in doing so, we don't ever want to lose sight of the critical importance of fierce, even emotional, disagreement. It's an indispensable resource in democracy.

There are limits to what good citizens can do on their own. Our behaviour is powerfully shaped by platforms, which is why our political leaders need to work to build a consensus around better platform governance.

Our behaviour is also shaped by those leaders themselves. People with big profiles and lots of followers on social media are called "influencers," and there's a good reason for this. The research is clear: if leaders can't resist the big dark emotion, red-meat, sure-retweet-getter messaging, they infect us with their own incivility and misinformation. Or they can redirect their powerful emotions, persuasive language, and unparalleled reach to signal the kind of respect and political tolerance that democracy demands.

US President Donald Trump on responses to his tweets:

"I used to watch it. It would be like a rocket ship when I put out a beauty. Like when I said—remember when I said someone was spying on me? That thing was like a rocket!"[67]

A Note on the Data

Unless otherwise noted, data in the Field Guide come from the Samara Centre Politics and Social Media Survey, conducted by Doctors Daniel Rubenson and Peter Loewen of 1,010 Canadian frequent social media users between July 17 and 19, 2019. The online survey sample provided by Dynata was drawn with regional, gender, and language quotas, and weighted against census values for age, gender, language, region, and immigration status.

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The Samara Centre for Democracy is a non-partisan charity dedicated to strengthening Canada's democracy, making it more accessible, responsive, and inclusive. The Samara Centre produces action-based research—as well as tools and resources for active citizens and public leaders—designed to engage Canadians in their democracy.

To learn more about the Samara Centre's work or to make a charitable donation to support our research, please visit samaracanada.com or contact us at 416-960-7926.

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District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: Crosswalk Installation at Clark Drive and Aulds Road Intersection

PURPOSE

To provide Council with information and a recommendation as a result of the Clark Drive and Aulds Road crosswalk motion passed by Council at its June 16th regular Council meeting.

RECOMMENDATION

THAT a pedestrian-activated signalized crosswalk be installed at the Clark Drive and Aulds Road intersection, at a cost of approximately $25,000.

COMMITTEE/COMMISSION RECOMMENDATION

On June 8, 2021, the Community Safety Standing Committee considered complaints that the District had received regarding pedestrian safety at the Aulds Road and Clark Drive intersection, and passed the following motion:

> *"THAT the Committee recommends to Council THAT staff provide recommendations for crosswalk options at Clark Drive and Aulds Road, including cost estimates and funding options, for Council's consideration."*

ALTERNATIVES AND IMPLICATIONS

THAT the installation of a pedestrian-activated signalized crosswalk at the Clark Drive and Aulds Road intersection project be referred to the 2022-2026 Financial Plan process. Implication: availability of the ICBC grant at a later date to be determined.

BACKGROUND/RELEVANT HISTORY

After receiving complaints from the public, the issue of pedestrian safety at the Aulds Road and Clark Drive intersection was placed on the agenda for the Community Safety Standing Committee meeting held June 8, 2021.

Council, at its regular meeting held June 16, 2021, passed the following motion:

> *THAT staff provide recommendations for crosswalk options at Clark Drive and Aulds Road, including cost estimates and funding options, for Council's consideration.*

ATTACHMENT(S)

N/A

ANALYSIS/RATIONALE

Staff and Council have received numerous complaints regarding pedestrian and vehicular near misses in the Clark Drive and Aulds Road intersection. Staff have investigated the issue and have, in conjunction with ICBC, identified a resolution for the problem.

Staff contacted ICBC with regards to the pedestrian safety issue; it was concluded that a pedestrian-activated signalized crosswalk be installed at the intersection.

Staff inquired with ICBC about potential funding of the crosswalk and was granted $11,300 towards the purchase and installation of the crosswalk materials. Total cost of the works is expected to be approximately $25,000. Actual cost to the District will be approximately $13,700.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

Resources (staff, budget, contractors, equipment, etc.) available in 2021.

4. Financial/Budget Implications

The capital expenditure amount falls within the approved 2021 Financial Plan authority for general capital expenditures. The project will be funded as follows:

- $11,300 to be funded through approved grant funds from ICBC
- $13,700 to be funded from reallocation of the budget provision for 2021 capital expenditures funded from the Roads Infrastructure Reserve.

5. Sustainability Implications

Crosswalk lighting will be solar powered.

Prepared by:

Fred Speärs, Director of Public Works

Date: August 25, 2021

Approved for submission to Council:

Ronald Campbell, Chief Administrative Officer

Date: August 25, 2021

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☑ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 8, 2021	10.b)
Closed (In-Camera)		

File Number: 5400.12
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District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: Sebastion Road Beach Access

PURPOSE

To provide Council with information/recommendation regarding parking on Sebastion Road.

RECOMMENDATION

THAT staff be directed to move the no-post barriers and the bollard to the North at the Sebastion Road beach access to provide room for one accessible parking stall.

COMMITTEE/COMMISSION RECOMMENDATION – N/A

ALTERNATIVES AND IMPLICATIONS

That staff be directed to keep the Sebastion Road end as is. Implication: No increased accessible parking.

BACKGROUND/RELEVANT HISTORY

After two public meetings, Council in 2019 approved a plan to upgrade Sebastion Road. The plan included a turn-around/drop off zone at the North end of Sebastion Road with on-street parking to the south.

Prior to upgrading Sebastion Road, staff received numerous complaints from resident and visitors to the area regarding the parking. In addition, staff had received numerous concerns from emergency services due to the inability to access the area in time of emergency.

In the design presented to the residents of Lantzville, a turn-around/drop off only zone was part of the design. Council received and reviewed comments from the public and directed staff to move forward with the plan as presented.

On March 31, 2021, Council passed the following motion:

THAT staff prepare a report on moving the cement barriers at the end of Sebastion Road as close as possible to the beach to allow for additional parking.

ATTACHMENT

1. Drawing

ANALYSIS/RATIONALE

Since the works have been carried out on Sebastion Road (completed in May 2021), staff have received very few complaints. Most of the complaints are due to the lack of access for elderly and handicapped parking, which staff are recommending be installed as per the above recommendation.

Since Council passed the resolution above, another resolution was passed July 21, 2021 to increase available parking spaces on Sebastion Road, identify available parking on the road rights-of-way (ROW) on Venture and remove encroachments on Peterson Road, to allow parking on District road ROWs. As these ROWs are defined and encroachments removed, more parking will become available.

Currently motorists are obeying the signage, and the flow of traffic has become more organized in the area. Providing a handicapped parking stall will give the ability for those in need of a parking stall, to park closer to the beach. Also, by providing one accessible parking stall, emergency services will still have the ability to access the beach.

1. **Strategic Plan Objectives**
   N/A

2. **Policy (Existing/Relevance/None)**
   N/A

3. **Resources**
   14 hours of staff time.

4. **Financial/Budget Implications**
   The work required can be carried out within the current operating budget.

Prepared by:

Fred Speare, Director of Public Works

Date: August 10, 2021

Approved for submission to Council:

Ronald Campbell, Chief Administrative Officer

Date: August 16, 2021

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date** 22	**Agenda Item #**
Regular	September 8, 2021	10.c)
Closed (In-Camera)		

File Number: 6340.20 BCHAC/5330.20SEBRD
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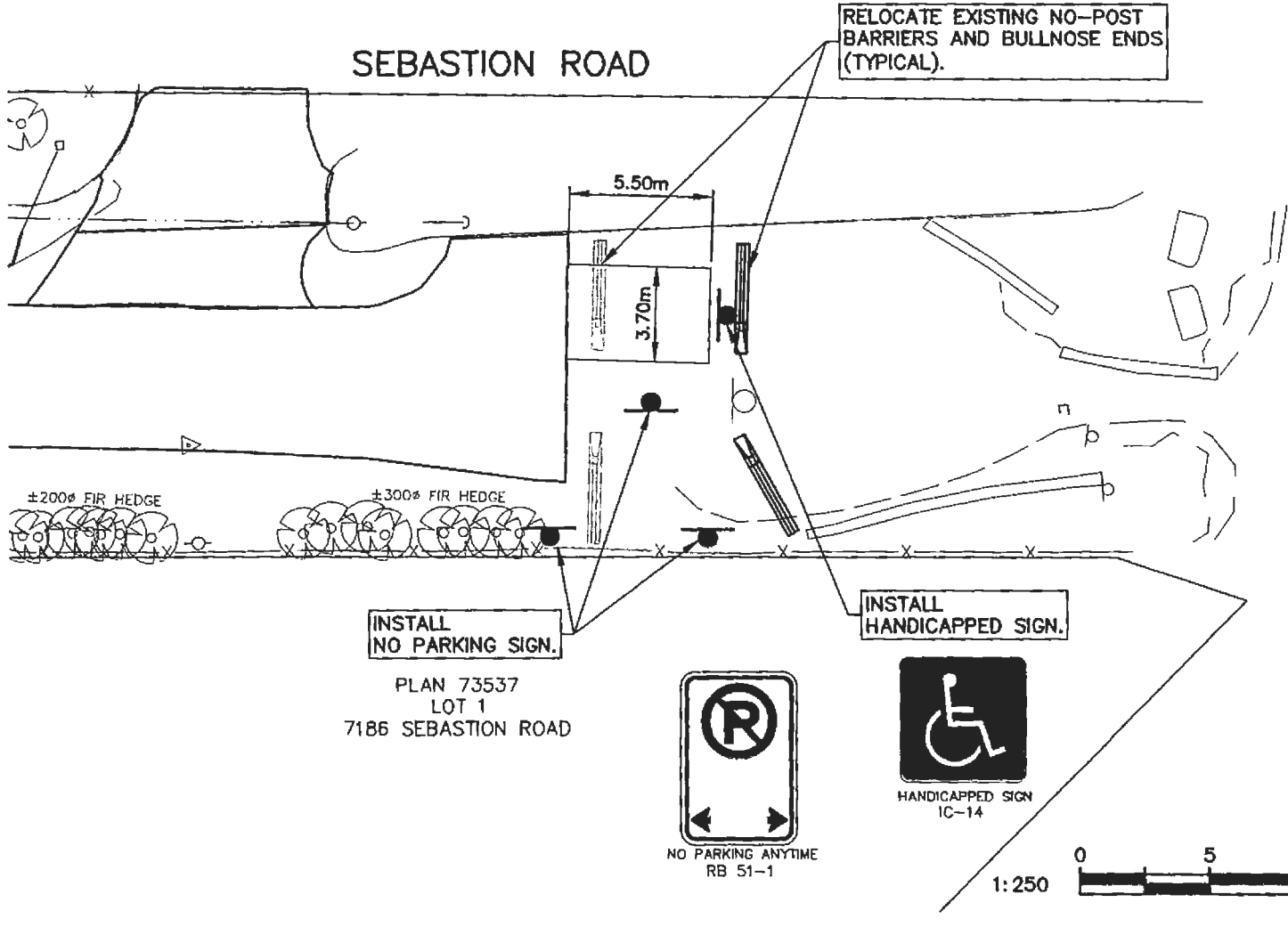
PLAN 65913
LOT A
7193 SEBASTION ROAD



KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

CLIENT: DISTRICT OF LANTZVILLE

PROJECT: SEBASTION ROAD UPGRADES

TITLE: HANDICAPPED PARKING – PLAN

APPROVED	
DATE	19APRIL21
PROJECT No.	1974
SCALE	AS NOTED
DWG No.	1974–CCO#_

File: ...\1974 Lantzville District\1974 Sebastion Road Improvement\03 Drawings\1974 Base.dwg Plot Time: Aug 18, 2021 – 9:01am User: dkennedy

VANCOUVER ISLAND ECONOMIC ALLIANCE



The 'State of the Island' Economic Summit 2021

October 27, 2021—October 28, 2021

Registration Options: Please choose the one that applies when filling in your registration details below.

Full Access - Access to all in-person and virtual sessions
Fees: Member
Now-Sept 4: $449
Sept 5-Oct 18: $469
Oct 19-21: $599

Full Access - Access to all in-person and virtual sessions
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Sept 5-Oct 18: $499
Oct 19-21: $599

Full Access - Access to all in-person and virtual sessions
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Now-Sept 4: $269
Sept 5-Oct 18: $299
Oct 19-21: $329

Full Access (Virtual) - Access to all virtual sessions
Fees: Student
Now-Sept 4: $79
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Now-Sept 4: $89
Sept 5-Oct 18: $109
Oct 19-28: $139

Three Pack (Virtual) - Choose any 3 sessions
Fees: Non-Member
Now-Sept 4: $99
Sept 5-Oct 18: $119
Oct 23-28: $149

Full Access (Virtual) - Access to all virtual sessions
Fees: Member
Now-Sept 4: $189
Sept 5-Oct 18: $219
Oct 19-28: $269

Full Access (Virtual) - Access to all virtual sessions
Fees: Non-Member
Now-Sept 4: $219
Sept 5-Oct 18: $249
Oct 19-28: $269

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: 2022 Council Meeting Schedule

PURPOSE

To establish Council's meeting schedule for the 2022 calendar year.

RECOMMENDATION

THAT the 2022 Council Meeting Schedule be approved as attached to the September 8, 2021 staff report; AND FURTHER THAT staff be authorized to publish notice of availability of the schedule.

COMMITTEE RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. Propose alternate meeting dates, amend the schedule and approve the amended schedule; implication is potential conflicts with other events.
2. Postpone consideration to another meeting; implication is the meeting schedule will not be available as early as usual for meeting planning, posting and public information.

BACKGROUND/RELEVANT HISTORY

Section 125 of the *Community Charter* (*CC*) requires that a Council must meet regularly in accordance with their procedure bylaw. Section 127 of the *CC* requires that a schedule of the date, time and place of all regular Council meetings to be held during the year, be prepared and made available to the public. The *CC* also requires publishing a statutory notice (newspaper and on the District's bulletin board) at least once per year of the availability of the schedule. We also publish on the District's website.

Council Procedure Bylaw No. 141, 2020, provides that:

- meetings must be held in the Municipal Hall unless Council passes a motion to hold a meeting elsewhere within or outside the boundaries of the District.
- Council must by resolution establish annually a schedule whereby regular Council meetings,
  - are held on two Wednesdays of each month except where Council has established a different day and except in December when one meeting will be held and in August when no meetings will be held;
  - are called to order at 6:00 pm and adjourn by 9:30 pm unless there is unanimous consent to proceed beyond that time.
- regular Council meetings may be cancelled by Council resolution, or postponed to a different day, time and place by the Mayor, provided that the Corporate Officer is given at least two working days' written notice.
- when revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as possible, post a notice on the bulletin board of any revisions to the date, time and place or cancellation of a regular meeting. The amended schedule is also posted on the District's website.
- following a general local election, the inaugural meeting of Council will be held the first Wednesday in November in the year of the election. The next general local election will be held Saturday, October 15, 2022 and the inaugural Council meeting will be held Wednesday, November 2, 2022.

The Council Procedure Bylaw also refers to Council holding special Council meetings and posting notice at least 24 hours before a special meeting unless notice is waived by unanimous vote. The 2022 draft schedule shows any known planned Special meetings, e.g. for Financial Plan process

ATTACHMENT

1. Draft 2022 Council Meeting Schedule.

ANALYSIS/RATIONALE

The attached draft 2022 Council Meeting Schedule:

- follows the two regular meetings per month, no meetings in August, and one meeting in December per the Council Procedure Bylaw
- provides a one-day Special meeting (Closed) in January for Strategic Plan Update
- proposes a regular Council meeting on a Monday in October as there are Advance Voting Days on the first two Wednesdays in October for the October 15th General Local Election)
- provides a tentative schedule for Special meetings for consideration of the Financial Plan on Mondays and Wednesdays in November, after the new Council takes office November 2nd
- does not conflict with other scheduled events that Council may consider attending, e.g. Association of Vancouver Island and Coastal Communities Conference (April 1-3, 2022 in Victoria) or Union of BC Municipalities Convention (September 12-16, 2022 in Whistler). However, it does include a meeting during school break (March 23rd).

Regardless of the schedule approved by Council at this time, it is always within Council's authority to, at a later date, propose additional special Council meeting dates or to cancel regular Council meetings, or for the Mayor to postpone regular Council meetings to a different day, time or place. For this reason, Council members are requested to keep all Wednesday evenings available in case there are additional meetings scheduled.

Establishing an annual schedule of Council meetings and publishing the schedule is a statutory requirement. It would be timely for planning purposes and public information to approve the 2022 schedule at this time. Staff recommend approval of the attached schedule. If approved, the attached schedule will be advertised and posted.

1. **Strategic Plan Objectives**
   N/A
2. **Policy (Existing/Relevance/None)**
   Consistent with the District's Public Participation Policy and Council Procedure Bylaw.
3. **Resources**
   Staff time will be required to publish, in addition to the statutory notice in a newspaper, the availability of the schedule on the District's bulletin board and website, and to update office calendars and the meeting calendar on the District's website.
4. **Financial/Budget Implications**
   If Council approves the 2022 schedule, staff will publish the availability of the schedule twice in the newspaper (cost of advertising is funded within the current operating budget).

Prepared by:

Trudy Coates

Trudy Coates, Director of Corporate Administration

Date: August 10, 2021

Approved for submission to Council:

Ronald Campbell, Chief Administrative Officer

Date: August 10, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 8, 2021	~~12.C~~ 10.9)
Closed (In-Camera)		
Committee of the Whole		

DRAFT

District of Lantzville
2022 Council Meeting Schedule

Attachment #1

Date		Time	Subject	Location
January	12	6:00 pm	Regular Meeting (Wednesdays, *unless indicated otherwise)*	Council Chamber, 7192 Lantzville Road, Lantzville *(unless indicated otherwise)*
	19	9:00 am	Special Meeting (Closed)	
	26	6:00 pm	Regular Meeting	
February	9	6:00 pm	Regular Meeting	
	23	6:00 pm	Regular Meeting	
March	9	6:00 pm	Regular Meeting	
	23	6:00 pm	Regular Meeting	
April	6	6:00 pm	Regular Meeting	
	20	6:00 pm	Regular Meeting	
May	4	6:00 pm	Regular Meeting	
	18	6:00 pm	Regular Meeting	
June	8	6:00 pm	Regular Meeting	
	22	6:00 pm	Regular Meeting	
July	6	6:00 pm	Regular Meeting	
	20	6:00 pm	Regular Meeting	
August			SUMMER RECESS	
September	7	6:00 pm	Regular Meeting	
	21	6:00 pm	Regular Meeting	
October	3	6:00 pm	Regular Meeting (Monday)	
	26	6:00 pm	Regular Meeting	
November	2	6:00 pm	Inaugural Meeting	Costin Hall, 7232 Lantzville Road, Lantzville
	9	6:00 pm	Special (Financial Plan), if required	
	14	6:00 pm	Special (Financial Plan), if required (Monday)	
	16	6:00 pm	Regular Meeting	
	23	6:00 pm	Special (Financial Plan), if required	
	28	6:00 pm	Special (Financial Plan), if required (Monday)	
	30	6:00 pm	Regular Meeting	
December	7	6:00 pm	Regular Meeting	

By the Friday before each Wednesday Council meeting, a copy of the agenda cover is posted on the Public Notice Board outside of the Municipal Hall at 7192 Lantzville Road and the complete agenda package is posted at www.lantzville.ca (access by selecting the meeting date on the calendar) and is also available for viewing in a binder at the Municipal Hall front counter. Questions regarding Council or committee meetings? Contact the Director of Corporate Administration at tcoates@lantzville.ca or 250.933.8082.

District of Lantzville, Municipal Hall, 7192 Lantzville Road, PO Box 100, Lantzville, BC V0R 2H0
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REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: ~~September 8, 2021~~

SUBJECT: Council Meeting Options For After COVID Emergency Authorities Expire September 28, 2021

PURPOSE

To provide information about Council meeting options for the transition after the COVID 19 emergency authorities expire September 28, 2021 and new authorities (Bill 10) come into effect September 29th, for consideration at a future meeting.

RECOMMENDATION

For Information.

COMMITTEE RECOMMENDATION N/A

ALTERNATIVES AND IMPLICATIONS

1. THAT consideration of Council meeting options for after COVID emergency authorities expire September 28th and Bill 10 comes into effect September 29th, be considered at the September 22, 2021 6:00 pm regular Council meeting. Implications: It facilitates further consideration of options; however, subject to the number of items on the agenda it could hamper full discussion of the options.
2. THAT consideration of Council meeting options for after COVID emergency authorities expire September 28th and Bill 10 comes into effect September 29th, be considered at the proposed September 27, 2021 6:00 pm special Council meeting. Implications: It facilitates further consideration of options at a meeting with a lighter agenda; however, would not allow sufficient time for staff to prepare a draft Council Procedure Bylaw amendment for introduction at the October 6, 2021 Council meeting.
3. THAT a special Council meeting be scheduled for 6:00 pm in the evening Monday to Thursday, during the week of September 13th or 20th for consideration of Council meeting options for after COVID emergency authorities expire September 28th and Bill 10 comes into effect September 29th. Implications: It facilitates further consideration of options in time for direction to staff to prepare a draft Council Procedure Bylaw amendment for introduction at the October 6, 2021 Council meeting.
4. Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

Council has been holding electronic meetings in accordance with Ministerial Order No. M192 and previous orders during the COVID emergency. Reference, September 8, 2021 Council agenda item 9.e) report Council Procedure Bylaw No. 141, 2020, Amendment (Electronic Meetings) Bylaw No. 278, 2021, which provides a background regarding upcoming changes to electronic meeting legislation, expiry of the emergency measures authority for broader use of electronic meetings, a copy of the current electronic meeting provisions in the Council Procedure Bylaw and proposes new wording for the Council Procedure Bylaw under the current provisions in the *Community Charter (CC)* for the interim. If adopted, Bylaw No. 278 will provide for Council to continue to meet electronically in a limited fashion (up to four Council members).

Bill 10 – *Municipal Affairs Statutes Amendment Act* that comes into effect September 29, 2021 provides permanent authority for municipalities to choose, by bylaw, whether to include more comprehensive amendments to the Council Procedure Bylaw for meeting electronically. In addition to the *CC* amendments, it also has amendments to other legislation, e.g. the *Local Government Act* (*LGA*) in relation to elections and public hearings.

ATTACHMENT

1. Guidance for Adapting to the New Electronic Meetings Framework (Municipal Affairs 2021)
2. Bill 10 - *Municipal Affairs Statutes Amendment Act, 2021*

ANALYSIS/RATIONALE

The province's "Guidance for Adapting to the New Electronic Meetings Framework" provides information about the new electronic meetings rules and best practices to consider when amending a Council Procedure Bylaw to allow for electronic meetings after Bill 10, including common questions about:

- electronic meetings vs electronic participation (provides definitions)
- when can local governments amend their procedure bylaw to allow for electronic regular and committee meetings (confirms no readings until September 29th)
- electronic public hearings and the procedure bylaw (the new procedures in the LGA that enables the District to hold electronic public hearings at their discretion does not require amendment of the Council Procedure Bylaw; however, public hearing references in the Bylaw will be reviewed for consistency with the new wording in the LGA)
- what to consider before authorizing electronic meetings (lists many questions to consider when drafting a Council Procedure Bylaw amendment for electronic meetings)

The Guidance document provides best practices and also notes that the choice of when to use the electronic meetings authority (e.g., how often and in what circumstances) and other rules for electronic meetings is up to each local government.

It would be helpful to know when Council would like to discuss the options in detail and the format (e.g., PowerPoint, series of questions, survey, or an ad hoc review). As it takes some time to prepare and process a Council Procedure Bylaw (public notice for 2 weeks prior to consideration of adoption), it is recommended that Council start the process asap.

1. **Strategic Plan Objectives**
   N/A
2. **Policy (Existing/Relevance/None)**
   N/A
3. **Resources**
   Staff time to review the options with Council and draft a bylaw amendment. The updating of equipment to improve audio/visual equipment and effective electronic meetings is ongoing; however, new expenditures are not anticipated as a result of this report.
4. **Financial/Budget Implications**
   The cost of a statutory notice of Bylaw amendment is within the current operating budget.

Prepared by:

Trudy Coates, Director of Corporate Administration

Date: August 30, 2021

Approved for submission to Council:

Ronald Campbell, Chief Administrative Officer

Date: August 31, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 8, 2021	10.4)
Closed (In-Camera)		

File: 0530.01
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BRITISH COLUMBIA

Guidance for Adapting to the New Electronic Meetings Framework

Introduction

This document provides municipal councils, regional district boards, Islands Trust local trust committees and local government staff with information about the new electronic meetings rules and best practices to consider when amending a procedure bylaw to allow for electronic meetings.

Since June 17, 2020, local governments have been operating under Ministerial Order M192, which allows all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. M192 became part of the COVID Related Measures Act (CRMA) on July 8, 2020.

COMMON QUESTIONS: Electronic meetings vs electronic participation

Electronic meetings, if authorized by bylaw, are meetings where all members of a council or board may participate electronically (e.g., videoconference, audioconference or telephone).

Electronic participation, if authorized by bylaw, allows for a hybrid meeting where some members of a council or a board attend in person, and other members attend by electronic means.

On June 1, 2021, Bill 10 *Municipal Affairs Statutes Amendments Act* was passed. Bill 10 includes change to the Community Charter to provide permanent authority for municipalities to choose, by bylaw, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized under the Charter). These new rules will come into force by regulation on September 29, 2021 after the authority to hold electronic meetings under the CRMA and M192 expires on September 28, 2021.

Amended Sections of the Community Charter

- Section 128, 128.1, 128.2, 128.3

Ministry of Municipal Affairs

Governance and Structure Branch
Local Government Division

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Further work will be done to update regulations and align meeting rules to ensure that the new, broader electronic meeting authorities apply to all local governments, including the City of Vancouver, regional districts and the Islands Trust. The intention is that the updated regulations will be brought into force at the same time as the amendments to the Charter and coincide with the expiration of M192 under CMRA. This will allow time for local governments to consider the new authorities and whether to amend their procedure bylaw.

Under the permanent new rules, local governments are not required to adopt electronic meeting provisions in their procedure bylaw if there is no intention to hold electronic meetings. However, local governments are encouraged to proactively consider whether there are circumstances where electronic meetings may be beneficial for the community. The Ministry has heard many local governments express the advantages and enhanced transparency and accessibility that electronic meetings offer their residents. The decision whether to authorize electronic meetings in a procedure bylaw will depend on local circumstances such as:

- Population size;
- Available technology; and
- The needs of the council or board, staff and the public, for example improved accessibility or flexibility.

COMMON QUESTIONS: When can local governments amend their procedure bylaw to allow for electronic regular and committee meetings?

- The new authorities for electronic regular and committee meetings in the Community Charter will be brought into force by regulation on September 29, 2021 once Ministerial Order M192 and the COVID Related Measures Act (CRMA) have expired, 90 days after the end of the provincial state of emergency (September 28, 2021).
- Local governments are encouraged to initiate a review of their current procedure bylaw and consider whether any amendments are required to prepare for when the authority to hold electronic meetings under M192 ends.
    - ***Local governments must not amend their procedure bylaws until the provincial amendments are brought into force on September 29, 2021.***
    - Local governments can continue to hold electronic meetings and electronic public hearings under the authority of M192.
- Once the amendments are brought into force, local governments can then provide public notice, communicate changes to the public, and begin to do readings of an amended procedure bylaw.

Electronic Meetings

All local government meetings must be open to the public unless the subject matter falls under the closed meetings provisions in the legislation. The requirement for open meetings is intended to ensure openness, transparency and accountability.

Electronic meetings may be a useful tool for councils and boards in certain circumstances; however, as a best practice, they should not be a substitute for all in-person meetings. Local government electronic meetings should attempt to resemble in-person meetings as much as possible, adhering to rules of procedural fairness and the local government's procedure bylaw.

When brought into force, the new electronic meeting rules will give authority to councils and boards to conduct regular and committee meetings electronically, if authorized in their procedure bylaw. Councils and boards may want to consider under what circumstances to allow electronic meetings in their community, for example, emergency circumstances only or to increase accessibility and create more flexibility.

Regular council and board meetings are regularly scheduled meetings of a council or board as required by the local government legislation

A *special meeting* is a council or board meeting other than a regular or statutory meeting.

A *council or board committee* may be:

- a select or standing committee that includes council or board members and members of the public appointed to the committee
- any other body established by a council or a board that is composed solely of council or board members.

The legislation continues to provide councils and boards the option to hold special meetings electronically, by bylaw, and to allow some electronic participation of members at meetings (regular, special or committee). Best practices for electronic special meetings and electronic participation can be found in the Procedure Bylaw Guide: For B.C.'s Local Governments.

If a council or board authorizes electronic meetings in the procedure bylaw they should consider additional rules or policies for the conduct of electronic meetings. Some of these rules may be included in the procedure bylaw and others may
be more appropriately placed in an electronic meetings policy, technology policy, code of conduct, or public participation policy.

It is at the discretion of local governments to determine procedural rules for other kinds of advisory committees and bodies barring any legislated rules. Although there is no requirement to put procedures

for electronic meetings for other advisory bodies in the procedure bylaw, as a best practice, local governments are encouraged to align meeting rules to ensure accessibility, openness and transparency for the public also exists for these other types of meetings (e.g., community commissions).

If a council or board wants to allow for electronic regular and committee meetings in emergency situations only, ensure that consideration is given to defining what constitutes an emergency, such as a provincial or local state of emergency. Depending on how the council or board chooses to word the bylaw, the local government may wish to seek legal advice to be certain that there is a common understanding of when the bylaw would allow for electronic regular and committee meetings to be held.

COMMON QUESTIONS: Electronic public hearings and the procedure bylaw

Amendments to the *Local Government Act* will also enable local governments – at their discretion - to hold electronic public hearings. These amendments will also be brought into force at the same time as the amendments for electronic meetings, once M192 is no longer in force.

Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review their public hearing procedures and update as necessary to accommodate the new authorities.

Amending the Procedure Bylaw to Enable Electronic Meetings

For detailed information about amending a local government procedure bylaw please see Procedure Bylaw Guide: For B.C.'s Local Governments (PDF). **The procedure bylaw must not be amended until the new electronic meeting rules are in force.**

Local governments will want to proactively consider whether electronic regular and committee meetings are appropriate for their community before making changes to the procedure bylaw. If amendments are planned, local governments are encouraged to consider an opportunity for the public to provide comment and questions on electronic meetings.

Councils and boards may want to use the existing authorities for special electronic meetings and electronic participation (if permitted in the local government procedure bylaw) to assist with the process of amending the procedure bylaw. This may include holding a special electronic meeting to do the readings of the amended procedure bylaw (with some council or board members participating electronically).

COMMON QUESTIONS: What to consider before authorizing electronic meetings

- Do electronic meetings increase accessibility for elected officials and the public?
- Does the council or board want to authorize electronic regular and committee meetings? If yes, under what circumstances?
- Can the legislative requirements for electronic meetings be met (e.g. meeting participants are able to hear, or watch and hear, each other; members of the public may attend a specified place to hear, or watch and hear, the proceedings)?
- Does the procedure bylaw currently authorize electronic special meetings and electronic participation? Are there limits on the number of times or consecutive number of meetings a council or board member can participate electronically? Do these limits apply in emergency scenarios?
- Are there electronic meetings procedures (e.g. procedure bylaw, electronic meetings policy or technology policy) for the chair and staff to follow for electronic meetings?
- Can council or board members participate in both open and closed meetings electronically? If closed meetings are authorized, how is confidentiality being maintained by the participating council or board members?
- Is the technology available reliable? How secure is the wifi used for remote access? Are there plans for new or additional technology to support electronic meetings?
- Does the technology support elected officials and the public to participate in electronic meetings (and allow everyone to hear, or watch and hear the meeting)?
- Does the code of conduct (if applicable) support electronic meetings?
- Is there a public facing document for the public to understand how to participate in electronic meetings?
- Are electronic meetings accessible to persons with disabilities (e.g. closed captioning)?
- Is there staff capacity to support electronic meetings?

New Legislative Requirements for Electronic Meetings - Municipalities

Electronic Regular Council Meetings
Under the Charter, electronic regular council meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Establish procedures for giving advance notice of regular meetings to be held electronically;
- Provide notice of the way in which the regular meeting is to be conducted and the place where the public can attend to hear, or watch and hear, the regular meeting;
- Provide a location for the public to attend to hear, or watch and hear the meeting;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, each other (members participating in electronic regular council meetings are deemed to be present at the meeting); and,
- Have a designated municipal officer at the place where the public can attend.

Municipalities
Community Charter
- Section 128 Electronic regular council meetings

The term "facilities" in the legislation is used to refer to the technology used for conducting electronic meetings.

The term "municipal officer" refers to those officer positions established by bylaw. The term "municipal officer" also applies to the officer's deputy and any person designated by the council to act in the officer's place.

Electronic Council Committee Meetings
Electronic council committee meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Provide advance public notice and establish procedures for giving notice including the way in which the committee meeting is to be conducted;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, the meeting (members participating in electronic council committee meetings are deemed to be present at the meeting).

Municipalities
Community Charter
- Section 128.2 Electronic council committee meetings

Adapting to the New Requirements for Electronic Meeting

Procedure Bylaw Best Practices for Electronic Meetings

The choice of when to use the electronic meetings authority (e.g., how often and in what circumstances) and other rules for electronic meetings is up to each local government.

In addition to the legislative requirements, there are some best practices local governments may wish to consider including in their procedure bylaw to support elected officials, staff and the public navigate electronic meetings.

- Describe the circumstances when electronic meetings are permitted (e.g., regular, special, committee, open/closed);
- Provide as much notice as possible if a meeting will be held electronically;
- Provide adequate instructions in the notice so the public knows how to access or participate in the meeting electronically (e.g. provide a teleconference number or a link to the local government website for information on how to watch an audio or video conference);
- Include procedures for shifting from an open to a closed meeting during electronic meetings;
- Outline procedures to determine quorum (and procedures to follow if quorum is lost due to technical difficulties);
- Avoid referring to a specific technology to use for electronic meetings in case it changes;
- Outline the methods for members to make a motion or point of order during the meeting (either in the procedure bylaw or an electronic meeting policy);
- Select and outline the method of taking and verifying votes in the electronic context (e.g. amending bylaws; secret ballot for election of board chair);
- Determine how conflict of interest is dealt with for electronic meetings;
- Provide the process for delegations and the public to participate in electronic meetings and how to deal with members of the public that have not been invited to speak;
- Outline how council or board members may add items to the agenda in an electronic meeting; and,
- Publish the agenda well in advance of meeting date (if possible).

Electronic Meeting Policies

Local governments may decide to include further electronic meeting rules and procedures to guide council and board members, staff and the public in an electronic meetings policy. Local government staff may also want to provide additional training to council or boards on how to chair electronic meetings and the associated electronic meeting policies. Ideas to consider could include:

- Initiate a roll call in alphabetical order at beginning of each meeting to ensure those attending/ watching know who is present;

- Develop and provide scripts for Chairs to ensure that the rules of voting procedures are stated at the beginning of each meeting so all attendees aware of procedure;
- Determine whether the Chair or Acting Chair must be physically present with the staff in council chambers to determine next steps in the event of a technology failure;
- Outline how to deal with connectivity issues or interruptions to video/audio (e.g. loss of quorum or during voting);
- Discuss where members may attend electronic meetings from (e.g. must be in B.C. or Canada due to FOI concerns);
- Provide clear expectations to members to remain connected throughout the entire meeting and set parameters around when members must be on or off camera or muted;
- Provide information to members on etiquette (e.g. lighting, privacy, use of virtual backgrounds).
- Develop a process the Corporate Officer will use to temporarily remove someone from a meeting due to a declared conflict of interest (e.g. person must disconnect or be placed in waiting room);
- Determine how quorum will be monitored and how it will be determined and recorded that a member is present, has left or returned to the meeting;
- Detail information on how voting will be handled in electronic meetings and how concerns about accuracy of the vote will be dealt with;
    - how to handle connectivity issues and potential legalities (e.g. when quorum might have been lost or when votes are recorded inaccurately)
    - how to ensure the public has clear info and managed expectations
- Provide a contact person for the public to contact with technical difficulties (e.g. email or telephone number on local government website and/or in the public notice);
- How staff will assist the chair to recognize council or board members or the public who may want to speak;
- If livestreaming ensure a staff member outside of the meeting checks and confirms that the livestream is working; and,
- Describe what will be used for backup technology if it fails during a meeting (e.g. regular phone conference line)

Aligning Corporate Policies and Procedures

Local governments may have supporting policies and procedures to review and amend to align with procedure bylaw amendments for electronic meetings. Electronic meeting policies can contain more details about electronic meeting processes and the technology used than the procedure bylaw itself. Having these details set out in policy may in turn help increase transparency, openness, accountability and consistency around electronic meetings.

Such policies may include:

- Electronic meetings policy (e.g. procedures for public question period; etiquette guidelines or tip sheet for electronic meetings; how personal privacy will be protected under Freedom of Information and Protection of Privacy Act)
- Records retention policy (e.g. recording and retention of electronic meetings);
- Technology policy (e.g. technology used to access meetings and closed meetings);
- Code of Conduct (e.g. include conduct for electronic meetings);
- Respectful workplace policy (e.g. inclusion of electronic meetings);
- Procedures for public participation in meetings (including delegations and public question period); and,
- Remuneration policy (e.g. for electronic attendance at meetings).

RESOURCES

Note: Once the legislation is in force, the procedure bylaw guidance about electronic regular and committee meetings will be incorporated into the Procedure Bylaw Guide: For B.C.'s Local Governments.

Procedure Bylaw Guide: For B.C.'s Local Governments
Open Meetings: Best Practices Guide for Local Governments
Electronic Meetings & Public Hearings Considerations for Local Governments
Bill 10 – Municipal Affairs Statutes Amendments Act
Ministerial Order 192 Local Government Meetings and Bylaw Process Order No. 3

Certified correct as passed Third Reading on the 1st day of June, 2021

Kate Ryan-Lloyd, Clerk of the Legislative Assembly

MINISTER OF MUNICIPAL AFFAIRS

BILL 10 – 2021

MUNICIPAL AFFAIRS STATUTES AMENDMENT ACT, 2021

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

Community Charter

1 Section 124 (2) of the Community Charter, S.B.C. 2003, c. 26, is amended by repealing paragraph (d) and substituting the following:

(d) provide for advance public notice respecting the time and date and, if applicable, the place of council committee meetings and establish the procedures for giving that notice; .

2 Section 128 is repealed and the following substituted:

Electronic regular council meetings

128 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, regular council meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a regular council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) in the procedure bylaw, a council must

(i) provide for advance public notice of the following:

(A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;

(B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and

(ii) establish the procedures for giving that notice;

(c) the facilities must

(i) enable the meeting's participants to hear, or watch and hear, the meeting,

(ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting, and

(iii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

*3 **The following sections are added:***

Electronic special council meetings

128.1 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, special council meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a special council meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the notice under section 127 (2) must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;

(c) the facilities must

(i) enable the meeting's participants to hear, or watch and hear, the meeting, and

(ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

(3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic council committee meetings

128.2 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, council committee meetings may be conducted by means of electronic or other communication facilities.

(2) The following rules apply in relation to a council committee meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) in the procedure bylaw, a council must provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and establish the procedures for giving that notice;

(c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;

(d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

(3) Members of a council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic participation by members in council and council committee meetings

128.3 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;

(c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

4 The following Division is added to Part 6:

Division 6 – Ministerial Regulations

Regulations respecting revenue anticipation borrowing in special circumstances

191.1 (1) The minister may make regulations in accordance with this section if the minister considers that special circumstances exist that result in, or are anticipated to result in, a loss of revenue by or an expense for

(a) a municipality, including the City of Vancouver,

(b) a regional district, or

(c) a greater board.

(2) The minister may make regulations respecting delaying the payment of debt incurred as revenue anticipation borrowing, until the earlier of

(a) the date when the anticipated revenue with respect to which the borrowing was authorized is received, or

(b) December 31 of the year following the year in which the debt was incurred.

(3) The minister may make a regulation under subsection (1) only if satisfied that

(a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and

(b) the regulation is necessary to prevent, respond to or alleviate the effects of the special circumstances.

(4) A regulation under subsection (1)

(a) must specify the following:

(i) the municipality, regional district or greater board or class of municipalities, regional districts or greater boards, including, without limitation, a class that is all municipalities, all regional districts or all greater boards, for which the payment date is postponed;

(ii) the calendar year in relation to which the debt is incurred as revenue anticipation borrowing;

(iii) whether the amount of any outstanding debt that remains unpaid after the applicable date referred to in subsection (2) will or will not limit the maximum allowable amount of revenue anticipation borrowing that may be incurred in the subsequent year, and

(b) may specify additional terms and conditions respecting the payment of the debt.

(5) A regulation under subsection (1) may provide that it applies despite any of the following:

(a) section 177 *[revenue anticipation borrowing]*;

(b) section 35 *[borrowing in anticipation of revenue]* of the *Greater Vancouver Sewerage and Drainage District Act*;

(c) section 58 *[borrowing in anticipation of revenue]* of the *Greater Vancouver Water District Act*;

(d) section 404 *[revenue anticipation borrowing]* of the *Local Government Act*;

(e) section 263 *[borrowing pending collection of real-property taxes]* of the *Vancouver Charter*.

Regulations respecting borrowing from reserve funds in special circumstances

191.2 (1) The minister may make regulations respecting borrowing from reserve funds to cover an operational shortfall in the year of borrowing if the minister considers that special circumstances exist that result in, or are anticipated to result in, an operational shortfall for

(a) a municipality, including the City of Vancouver,

(b) a regional district,

(c) a greater board, or

(d) an improvement district.

(2) The minister may make a regulation under subsection (1) only if satisfied that

(a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and

(b) the regulation is necessary to prevent, respond to or alleviate the effects of the special circumstances.

(3) A regulation under subsection (1)

(a) must specify the following:

(i) the municipality, regional district, greater board or improvement district or class of municipalities, regional districts, greater boards or improvement districts, including, without limitation, a class that is all municipalities, all regional districts, all greater boards or all improvement districts, that may borrow from reserve funds;

(ii) the calendar year in relation to which borrowing is authorized;

(iii) the date by which the borrowed amount must be repaid to the reserve fund from which it was borrowed;

(iv) whether interest applies to the borrowed amount and, if so, the amount of the applicable interest;

(v) whether a penalty of no more than 5% of the amount outstanding after the date specified under subparagraph (iii) applies to any amount outstanding after that specified date such that it must be paid to the reserve fund from which the amount was borrowed;

(vi) whether any amount outstanding after the date specified under subparagraph (iii) must be included as a cash transfer to reserves in the year following that date in the financial plan, annual estimates or budget, as applicable, and

(b) may specify additional terms and conditions respecting the borrowing from reserve funds.

(4) A regulation under subsection (1) may provide that it applies despite any of the following:

(a) section 165 *[financial plan]*;

(b) section 189 *[use of money in reserve funds]*;

(c) section 34.1 *[reserve and special reserve funds]* of the *Greater Vancouver Sewerage and Drainage District Act*;

(d) section 53 *[annual estimate]* of the *Greater Vancouver Sewerage and Drainage District Act*;

(e) section 46 *[annual estimates and fixing of rates]* of the *Greater Vancouver Water District Act*;

(f) section 57.1 *[reserve funds]* of the *Greater Vancouver Water District Act*;

(g) section 374 *[annual financial plan]* of the *Local Government Act*;

(h) section 377 *[financial management: application of Community Charter]* of the *Local Government Act*;

(i) section 697 (2) (d) *[general powers of improvement district]* of the *Local Government Act*;

(j) section 706 *[renewal of works and related reserve funds]* of the *Local Government Act*;

(k) section 193D (5) (d) and (8) *[reserve fund for accommodation to replace converted or demolished single room accommodation]* of the *Vancouver Charter*;

(l) section 201A *[property acquisition fund]* of the *Vancouver Charter*;

(m) section 219 *[Director of Finance to report on revenue and expenditure]* of the *Vancouver Charter*;

(n) section 306 (7) to (9) *[reserve fund for off-street parking and transportation infrastructure]* of the *Vancouver Charter*;

(o) section 372 *[annual estimates]* of the *Vancouver Charter*;

(p) section 523D (16) to (17.1) *[development cost levy reserve funds]* of the *Vancouver Charter*.

Local Government Act

5 Section 110 (2) and (3) of the Local Government Act, R.S.B.C. 2015, c. 1, is repealed.

6 The following section is added:

Regulations respecting elections in special circumstances

167.1 (1) If the minister considers that special circumstances exist that affect, or are anticipated to affect, the administration or conduct of election proceedings or proceedings for assent voting, the minister may make regulations providing an exception to or modification of

(a) one or more provisions of this Part or Part 4,

(b) a regulation under this Part or Part 4, or

(c) a bylaw under this Act.

(2) The minister may make a regulation under subsection (1) only if satisfied that

(a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and

(b) the regulation is necessary to prevent, respond to, or alleviate the effects of the special circumstances.

(3) A regulation under subsection (1) must specify a date of repeal of the regulation that is no later than one year after the date the regulation is made.

7 Section 175 (4) is amended

(a) in paragraph (a) by striking out "section 110 (3) (b)" *and substituting* "section 110", *and*

(b) by repealing paragraph (b).

8 Section 221 (1) is amended by striking out "conducted by means of electronic or other communications facilities." *and substituting* "conducted by means of electronic or other communication facilities."

9 Section 465 is amended

(a) by adding the following subsections:

(1.1) Subject to subsection (1.2), a public hearing under section 464 (1) may be conducted by means of electronic or other communication facilities.

(1.2) The facilities referred to in subsection (1.1) must enable the public hearing's participants to hear, or watch and hear, each other., *and*

(b) by repealing subsection (7) and substituting the following:

(7) A public hearing may be adjourned and no further notice of the hearing is necessary if the following are stated to those in attendance at the time the hearing is adjourned:

(a) the time and date of the resumption of the hearing;

(b) the place of the resumed hearing, if applicable;

(c) the way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable.

10 Section 466 (2) is amended

(a) in paragraph (b) by adding ", if applicable" *after* "the place of the hearing", *and*

(b) by adding the following paragraph:

(b.1) if the hearing is conducted by means of electronic or other communication facilities, the way in which the hearing is to be conducted by those means; .

11 Section 494 (2) is amended

(a) by striking out "and" *at the end of paragraph (c),*

(b) by repealing paragraph (d) and substituting the following:

(d) the time and date when and, if applicable, the place where the resolution will be considered, and , *and*

(c) by adding the following paragraph:

(e) if the meeting at which the resolution will be considered is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

12 Section 541 (2) is repealed and the following substituted:

(2) A notice under subsection (1) must state the following:

(a) the subject matter of the application;

(b) the time and date when and, if applicable, the place where the application will be heard;

(c) if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

13 Section 543 (3) is repealed and the following substituted:

(3) A notice under subsection (2) must state the following:

(a) the subject matter of the application;

(b) the time and date when and, if applicable, the place where the application will be heard;

(c) if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

14 Section 683 (3) is amended by striking out "is 3 years" *and substituting* "continues until the date of the improvement district election that is held in the third calendar year following the calendar year in which the trustee was elected or appointed".

15 Section 690 (1) is repealed and the following substituted:

(1) At least once in every calendar year, an improvement district board must call an annual general meeting of the owners of land in the improvement district at which it presents the audited financial statements for the preceding calendar year.

16 Section 699 (1) is repealed and the following substituted:

(1) A bylaw of an improvement district must be signed by the corporate officer and the person presiding at the meeting at which the bylaw is passed.

Municipalities Enabling and Validating Act (No. 4)

17 The following Part is added to the Municipalities Enabling and Validating Act (No. 4), S.B.C. 2011, c. 14:

PART 5 – 2021

Division 1 – Definitions

Definitions

31 In this Part:

"City of Vancouver" means the city as defined in section 2 of the *Vancouver Charter*;

"council" means a council as defined in section 1 of the Schedule to the *Community Charter*;

"Greater Vancouver Sewerage and Drainage District" means the Corporation as defined in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;

"Greater Vancouver Water District" means the Corporation as defined in section 2 of the *Greater Vancouver Water District Act*;

"improvement district" means an improvement district as defined in section 1 of the Schedule to the *Local Government Act*;

"item 16" means item 16 of Schedule 2 to the *COVID-19 Related Measures Act* as the item read immediately before its repeal;

"local authority" means a local authority as defined in section 1 of the Schedule to the *Community Charter*;

"municipality" means a municipality as defined in section 1 of the Schedule to the *Community Charter*;

"regional district" means a regional district as defined in section 1 of the Schedule to the *Local Government Act*;

"Vancouver council" means the Council as defined in section 2 of the *Vancouver Charter*.

Division 2 – Reserve Fund Borrowing (COVID-19)

Reserve fund borrowing – municipalities

32 (1) This section applies to a municipality that, during the 2020 calendar year, borrowed from a reserve fund established under section 188 *[establishment of reserve funds]* of the *Community Charter* in accordance with section 3 (1) of item 16.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the municipality as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite section 189 *[use of money in reserve funds]* of the *Community Charter*.

Reserve fund borrowing – regional districts

33 (1) This section applies to a regional district that, during the 2020 calendar year, borrowed from a reserve fund established under section 377 *[financial management: application of Community Charter]* of the *Local Government Act* in accordance with section 4 (1) of item 16.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the regional district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite section 377 of the *Local Government Act*.

Reserve fund borrowing – improvement districts

34 (1) This section applies to an improvement district that, during the 2020 calendar year, borrowed from a reserve fund established under section 706 *[renewal of works and related reserve funds]* of the *Local Government Act* in accordance with section 5 (1) of item 16.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the improvement district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite section 706 of the *Local Government Act*.

Reserve fund borrowing – City of Vancouver

35 (1) This section applies to the City of Vancouver in respect of money that the city, during the 2020 calendar year, borrowed from a reserve fund established under the following sections of the *Vancouver Charter* in accordance with section 6 (1) of item 16:

(a) section 193D (5) (d) and (8) *[single room accommodation permits]*;

(b) section 201A *[property acquisition fund]*;

(c) section 306 (7) to (9) *[reserve fund for off-street parking and other transportation infrastructure]*;

(d) section 523D (16) to (17.1) *[development cost levies]*.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the City of Vancouver as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite the following provisions of the *Vancouver Charter*:

(a) section 193D (5) (d) and (8);

(b) section 201A;

(c) section 306 (7) to (9);

(d) section 523D (16) to (17.1).

Reserve fund borrowing – Greater Vancouver Sewerage and Drainage District

36 (1) This section applies to the Greater Vancouver Sewerage and Drainage District in respect of money that the district, during the 2020 calendar year, borrowed from a reserve fund established under section 34.1 *[reserve and special reserve funds]* of the *Greater Vancouver Sewerage and Drainage District Act* in accordance with section 7 (1) of item 16.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Sewerage and Drainage District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite section 34.1 of the *Greater Vancouver Sewerage and Drainage District Act*.

Reserve fund borrowing – Greater Vancouver Water District

37 (1) This section applies to the Greater Vancouver Water District in respect of money that the district, during the 2020 calendar year, borrowed from a reserve fund established under section 57.1 *[reserve funds]* of the *Greater Vancouver Water District Act* in accordance with section 8 (1) of item 16.

(2) The money borrowed in accordance with subsection (1)

(a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and

(b) need not be repaid with interest.

(3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Water District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.

(4) This section applies despite section 57.1 of the *Greater Vancouver Water District Act*.

Power to make regulations

38 (1) For the purposes of this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(a) modifying the date specified in section 32 (2) (a), 33 (2) (a), 34 (2) (a), 35 (2) (a), 36 (2) (a) or 37 (2) (a) *[repayment deadline]*;

(b) waiving the 5% penalty incurred under section 32 (3), 33 (3), 34 (3), 35 (3), 36 (3) or 37 (3) *[penalty for outstanding debt]*.

(3) Regulations under subsection (2) may be different for different local authorities or classes of local authorities.

Division 3 – Revenue Anticipation Borrowing (COVID-19)

Extension of borrowing – municipalities

39 (1) Debt incurred by a municipality borrowing money in anticipation of revenue in 2020 in accordance with section 177 *[revenue anticipation borrowing]* of the *Community Charter* must be repaid on or before the earlier of the following dates:

(a) the date when the anticipated revenue for which the borrowing was authorized is received;

(b) December 31, 2021.

(2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the municipality.

(3) This section applies despite section 177 of the *Community Charter*.

Extension of borrowing – regional districts

40 (1) Debt incurred by a regional district borrowing money in anticipation of revenue in 2020 in accordance with section 404 *[revenue anticipation borrowing]* of the *Local Government Act* must be repaid on or before the earlier of the following dates:

(a) the date when the anticipated revenue for which the borrowing was authorized is received;

(b) December 31, 2021.

(2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the regional district.

(3) This section applies despite section 404 of the *Local Government Act*.

Extension of borrowing – City of Vancouver

41 (1) Debt incurred by the City of Vancouver borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 263 *[borrowing pending collection of real-property taxes]* of the *Vancouver Charter* must be repaid on or before the earlier of the following dates:

(a) the date when the anticipated revenue for which the borrowing was authorized is received;

(b) December 31, 2021.

(2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021.

(3) This section applies despite section 263 of the *Vancouver Charter*.

Extension of borrowing – Greater Vancouver Sewerage and Drainage District

42 (1) Debt incurred by the Greater Vancouver Sewerage and Drainage District borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 35 *[borrowing in anticipation of revenue]* of the *Greater Vancouver Sewerage and Drainage District Act* must be repaid on or before the earlier of the following dates:

(a) the date when the anticipated revenue for which the borrowing was authorized is received;

(b) December 31, 2021.

(2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.

(3) This section applies despite section 35 of the *Greater Vancouver Sewerage and Drainage District Act.*

Extension of borrowing – Greater Vancouver Water District

43 (1) Debt incurred by the Greater Vancouver Water District borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 58 *[borrowing in anticipation of revenue]* of the *Greater Vancouver Water District Act* must be repaid on or before the earlier of the following dates:

(a) the date when the anticipated revenue for which the borrowing was authorized is received;

(b) December 31, 2021.

(2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.

(3) This section applies despite section 58 of the *Greater Vancouver Water District Act.*

Power to make regulations

44 (1) For the purposes of this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act.*

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations modifying the date specified in section 39 (1) (b), 40 (1) (b), 41 (1) (b), 42 (1) (b) or 43 (1) (b) *[repayment deadline].*

(3) Regulations under subsection (2) may be different for different local authorities or classes of local authorities.

Division 4 – Annual Tax Sales (COVID-19)

Deferral of tax sale – municipalities

45 (1) If a council of a municipality adopted a bylaw in accordance with section 15 (1) of item 16 deferring the annual tax sale, provided for under Division 7 *[Annual Municipal Tax Sale]* of Part 16 *[Municipal Provisions]* of the *Local Government Act*, for 2020,

(a) the annual tax sale for the municipality for 2020 is deferred to September 27, 2021, and

(b) for certainty, any taxes that are delinquent, as described in section 246 (1) of the *Community Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.

(2) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

Deferral of tax sale – City of Vancouver

46 (1) The annual tax sale for the City of Vancouver for 2020 is deferred to November 10, 2021, in accordance with By-Law No. 12730, adopted by Vancouver council on July 7, 2020.

(2) For certainty, any taxes that are delinquent, as described in section 407 *[further warning of tax sale]* of the *Vancouver Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.

(3) This section applies despite Part XX *[Real-Property Taxation]* of the *Vancouver Charter*.

Deferral of tax sale – improvement districts

47 (1) In this section, **"deferral date"** means, as applicable,

(a) a date specified for the annual tax sale by a bylaw made under section 17 (2) of item 16, or

(b) September 27, 2021, if no date is specified in a bylaw referred to in paragraph (a).

(2) If an improvement district board adopted a bylaw in accordance with section 17 (2) of item 16 deferring the annual tax sale for 2020 until the deferral date,

(a) the annual tax sale for the improvement district for 2020 is deferred to the deferral date, and

(b) for certainty, any taxes that remain owing, as described in section 718 (1) (a) *[tax sale for recovery of taxes]* of the *Local Government Act*, continue to remain owing for 2021, with interest charges that are carried under that Act.

(3) This section applies despite Division 6 *[Tax Sales]* of Part 17 *[Improvement Districts]* of the *Local Government Act*.

Division 5 – Tax Sale Redemption Periods (COVID-19)

Extension of redemption period – municipalities

48 (1) If a council of a municipality adopted a bylaw in accordance with section 18 (1) of item 16 extending the expiration of the redemption period for all properties that have a redemption period ending in 2020, the expiration of the redemption period for the municipality is extended to September 27, 2021.

(2) This section applies despite Division 7 *[Annual Municipal Tax Sale]* of Part 16 *[Municipal Provisions]* of the *Local Government Act*.

Vancouver Charter

18 ***Section 2.1 of the Vancouver Charter, S.B.C. 1953, c. 55, is amended***

(a) by repealing subsection (2) and substituting the following:

(2) The following provisions of the *Community Charter* apply to the city:

(a) Division 6 *[Ministerial Regulations]* of Part 6 *[Financial Management]*;

(b) section 193.1 *[interest calculation]*;

(c) section 223 *[exemptions under regulations]*;

(d) Division 3 *[Dispute Resolution]* of Part 9 *[Governmental Relations]*., ***and***

(b) in subsection (4) by adding the following:

(d) the *Municipalities Enabling and Validating Act (No. 4)*, S.B.C. 2011, c. 14.

19 ***Section 72 (2) is repealed.***

20 ***Section 164.1 (3) is amended by striking out*** "conducted by means of electronic or other communications facilities." ***and substituting*** "conducted by means of electronic or other communication facilities."

21 ***The following section is added:***

Electronic meetings of the Board

495A. (1) If permitted under subsection (2), a meeting or special meeting of the Board may be conducted by means of electronic or other communication facilities.

(2) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

22 ***Section 562 (4) is amended by striking out*** "Section 566 (3) to (5.1)" ***and substituting*** "Section 566 (1.1), (1.2) and (3) to (5.1)".

23 ***Section 566 is amended***

(a) by adding the following subsections:

(1.1) Subject to subsection (1.2), a public hearing under subsection (1) may be conducted by means of electronic or other communication facilities.

(1.2) The facilities referred to in subsection (1.1) must enable the public hearing's participants to hear, or watch and hear, each other. , ***and***

(b) by repealing subsection (3) and substituting the following:

(3) Notice of the hearing that states the following must be published in accordance with section 3, with the last publication appearing at least 7 days and not more than 14 days before the date of the hearing:

(a) the time and date of the hearing;

(b) the place of the hearing, if applicable;

(c) the way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable;

(d) the place where and the times when a copy of the proposed by-law may be inspected.

24 ***Section 594 (2) is amended by striking out*** "Section 566 (3), (5) and (5.1)" ***and substituting*** "Section 566 (1.1), (1.2), (3), (5) and (5.1)".

Transitional Provisions

Transition – notice

25 If, before this section comes into force, a local authority, as defined in section 1 of the Schedule to the *Community Charter*, provides notice of a meeting or a hearing to be held on or after the date this section comes into force and provides the notice in accordance with item 21 *[Local Government Meetings and Bylaw Process (COVID-19) Order No. 3]* of Schedule 2 to the *COVID-19 Related Measures Act* as the item read immediately before its repeal, that notice is deemed to be provided in accordance with the *Community Charter*, the *Local Government Act* or the *Vancouver Charter*, as applicable and as amended by this Act.

Consequential Amendments

Hospital District Act

26 ***Section 17.1 (5) of the Hospital District Act, R.S.B.C. 1996, c. 202, is amended by repealing paragraph (f) and substituting the following:***

(f) sections 128 to 128.3 *[electronic meetings and electronic participation]*; .

Commencement

27 The provisions of this Act referred to in column 1 of the following table come into force as set out in column 2 of the table:

Item	Column 1 **Provisions of Act**	Column 2 **Commencement**
1	Anything not elsewhere covered by this table	The date of Royal Assent
2	Sections 1 to 3	By regulation of the Lieutenant Governor in Council
3	Section 4	July 11, 2021
4	Sections 9 to 13	By regulation of the Lieutenant Governor in Council
5	Sections 14 to 18	July 11, 2021
6	Sections 21 to 26	By regulation of the Lieutenant Governor in Council

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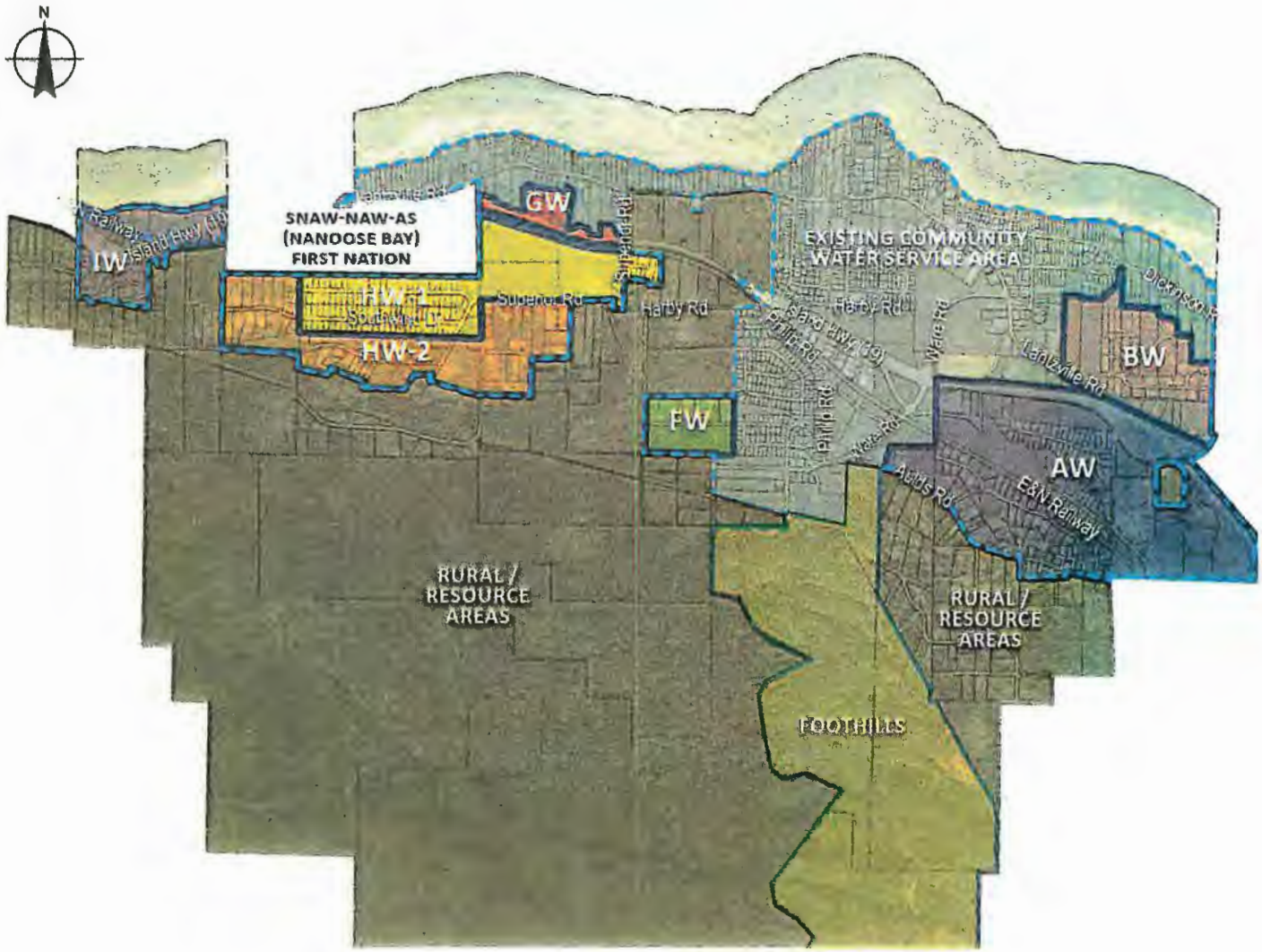
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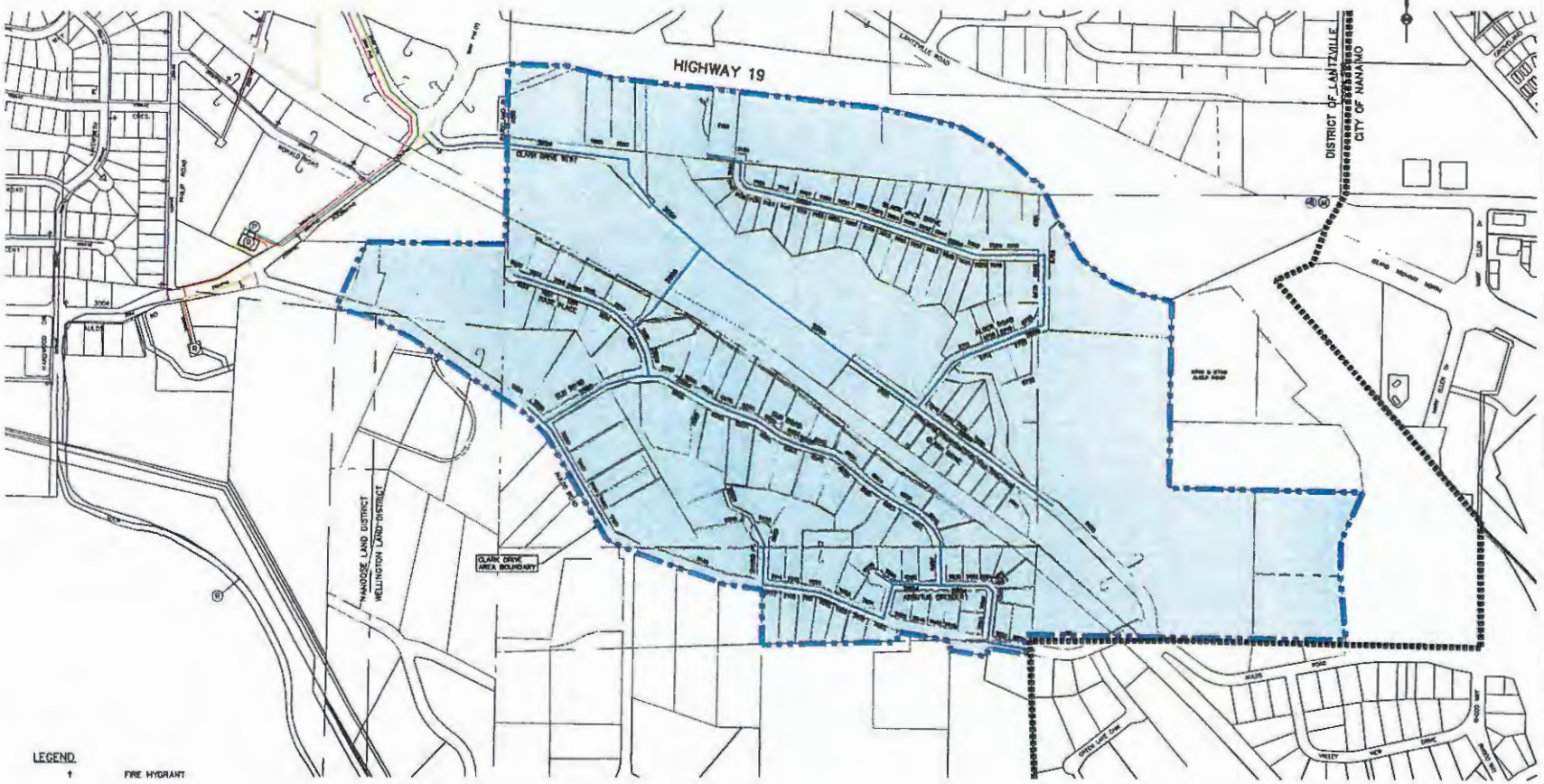

* THE TOTAL NUMBER OF CONNECTIONS TO THIS SYSTEM IS APPROXIMATELY 160 SERVICES.

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RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION

ISS	DATE	BY	ENG	DESCRIPTION
A	030CT18	MB	CD	ISSUED FOR REVIEW

RECORD OF ISSUE

SEAL

PROJECT NO	
DRAWN	
DESIGNED	
CHECKED	
APPROVED	
DATE	APRIL 2020
SCALE	1:4000

CLIENT

PROJECT

CLARK DRIVE WATERMAINS

TITLE

PROPOSED SUPPLY AND DISTRIBUTION WORKS

DRAWING No.	REV.	SHEET
2027-SK1		1/1

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Minutes of the Inaugural Meeting of the Community Safety Standing Committee held on Tuesday, June 8, 2021, at 9:00 am via Video-Conference

PRESENT:

Members:	Mayor Mark Swain, Chair* Councillor Will Geselbracht* Councillor Karen Proctor* Councillor Ian Savage*
Absent:	Councillor Jamie Wilson
Resource Group:	Lisa Fletcher, Inspector, A/OIC, Nanaimo RCMP Detachment* Neil Rukus, Fire Chief* Trudy Coates, Director of Corporate Administration*
Guests:	Virgil Bitz, Corporal, Supervisor, Traffic Unit, Nanaimo RCMP Detachment*
Staff:	Ronald Campbell, Chief Administrative Officer* Fred Spears, Director of Public Works* Kyle Young, Director of Planning and Community Services* Nelda Richardson, Deputy Director of Corporate Administration*

**Participated electronically*

CALL TO ORDER
The Chair called the meeting to order at 9:00 am and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA
MOVED and SECONDED, THAT the June 8, 2021 Community Safety Standing Committee inaugural meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

APPROVAL THE MINUTES – Nil

NEW BUSINESS

1. **Introduction of Resource Group**
   The Chair introduced members of the Resource Group to the Committee, and Inspector Fletcher introduced Corporal Virgil Bitz, Supervisor, Traffic Unit, Nanaimo RCMP.

2. **Review of Terms of Reference**
   The Chair reviewed the purpose of the Community Safety Standing Committee and the Committee Terms of Reference.

3. **Ongoing Traffic and Speed Concerns**

(a) **Summary of Traffic & Speed Concerns for review and discussion**

The Committee reviewed and discussed traffic and speed concerns. Inspector Fletcher reported on Traffic Unit City of Nanaimo funding, new resource allocation adding one Provincial position and the ability to now provide routine traffic patrols and speeding enforcement that were previously not available to the District. Corporal Bitz provided an overview and update on traffic enforcement initiatives underway in the District in response to traffic and speed concerns.

Inspector Fletcher, Corporal Bitz, and Director Spears answered questions of the Committee.

(b) **Designated Construction Traffic Route Strategies**

Director Spears reported on traffic issues, provided the Committee with recommendations for consideration and implementation of additional construction traffic routes and signage, and answered questions of the Committee.

MOVED and SECONDED, THAT the Committee recommends to Council THAT staff provide recommendations for crosswalk options at Clark Drive and Aulds Road, including cost estimates and funding options, for Council's consideration.
CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT the Committee recommends to Council THAT staff update Traffic and Parking Regulations Bylaw No. 28, 2004, Truck Routes for vehicles exceeding 13,500 kg, for Council's consideration.
CARRIED UNANIMOUSLY

Inspector Fletcher, Corporal Bitz, and Director Spears answered questions of the Committee regarding traffic calming, permanent speed reader signs, 2022 Traffic Study and roundabout plans.

MOVED and SECONDED, THAT the Committee recommends to Council THAT the District of Lantzville write to the Ministry of Transportation and Infrastructure requesting permanent speed reader signs for both south and north bound traffic directions on the Island Highway at Ware Road intersection.
CARRIED UNANIMOUSLY

4. **Next Scheduled Meeting**

Written traffic complaints received by the District will be forwarded to Inspector Fletcher for distribution.

The Chair confirmed the next Community Safety Standing Committee meeting will be held on Tuesday, September 7, 2021, at 9:00 am.

ADJOURNMENT
The Chair declared the meeting adjourned.

MEETING ADJOURNED: 10:05 am

Certified Correct:

_____
Trudy Coates, Director of Corporate Administration

Confirmed this 7th day of September, 2021.

_____
Mayor Mark Swain, Chair

RDN REPORT

PREPARED BY: WILL GESELBRACHT

REGIONAL DISTRICT OF NANAIMO MEETING OF SEPTEMBER 7, 2021

1. **DISTRICT OF LANTZVILLE FREE TRANSIT FOR MINETOWN DAYS – 2021:** At the request of the Seaside Community Society ridership on RDN bus #11 will be free from 7 a.m. to 7 p.m on Saturday September 18, 2021 during Minetown Days

2. **Free Transit on federal election day – SEPTEMBER 20, 2021**

3. **Delegation presents report on petition to save the "Red Gate" swimming hole area on the Nanaimo River.**

   You can review this presentation at pages 144-155 of the RDN's September 7, 2021 agenda. Link is located on RDN homepage under "Agendas, Videos and Minutes".

4. **Climate Action Technical Advisory Committee DRAFT REPORT**

   TOP IMMEDIATE ACTIONS

   1. Ensure ongoing Water Supply Resiliency, supported by Natural Asset Management

   2. Review and update existing RDN policies and bylaws to remove barriers to climate mitigation and adaptation and ensure RDN policies support climate-appropriate development and operations

   3. Increase support for home energy/adaptation retrofits

   OTHER INITIATIVES

   - Wildfire Preparedness and Risk Management
   - Sea Level Rise Adaptation Program and Flood Plain Mapping and Adaptation Program
   - Drinking Water and Watershed Protection (DWWP) Action Plan
   - Transit ridership expansion and positioning for electrification • Sustainable Procurement
   - Participation in Regional and Local-Government driven climate initiatives (e.g., Help Cities Lead)
   - Zero Waste Initiatives and progressive reduction of landfill gas
   - Corporate Carbon Neutral Plan 2032 • Electric Vehicle Charging Network Strategy Development
   - Net Zero Building and Renewable Energy Generation Strategy Development
   - Parks acquisitions

5. **Gabriola Island Recycling Organization (GIRO)**
   The Gabriola Islanders have created their own recycling exchange. Not only are they recycling fabrics and plastics but they are in process of setting up a manufacturing base to create sound baffles, dog pillows and two sided wash/dish cloths from the items recycled on the island. Read their report at page 54 of the RDN agenda for Sept. 7.