AGENDA

Regular Meeting of Council

Tuesday, November 18, 2025, 6:00 p.m.

Council Chambers, 400 Centre Road, Lions Bay

And Via Zoom Video Conference

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

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

Pages

1. Call to Order

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

1. Legal

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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

Recommendation:
That the Agenda of November 18, 2025, be adopted.

5. Public Participation

6. Delegations

- None

7. Approval of Minutes of Prior Meetings

- None

8. Business Arising from the Minutes

- None

9. Unfinished Business

9.1 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks 5

For Third reading.

- For decision

Recommendation:
THAT Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks be granted Third reading.

9.2 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.641, 2025 - Short Term Rentals 11
For Third reading.

- For decision

Recommendation:
THAT Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.641, 2025 - Short Term Rentals be granted Third reading.

9.3 Building Bylaw No. 649, 2025 27
Draft Building Bylaw for Second and Third reading.

- For decision

Recommendation:
THAT Building Bylaw No. 649, 2025, be granted Second and Third reading.

9.4 Draft Subdivision Servicing Bylaw No. 651, 2025 85
For adoption.

- For decision

Recommendation:
THAT Subdivision Servicing Bylaw No.651, 2025, be adopted.

9.5 Action Items Log 193
A log of ongoing action items.

- For information

10. Reports

10.1 Staff

10.1.1 2026 Budget 194
The 2026 Budget presented by Financial Officer Joe Chirkoff for First and Second reading.

- For decision

Recommendation:
THAT the 2026 – 2030 Five Year Financial Plan Bylaw No. 632, 2026, be granted First and Second reading.

10.1.2 Accounts Payable Third Quarter 225
- For information

10.1.3 Tree Application No.135 - 405 Bayview Road 232

Tree cutting application No.135 for 405 Bayview Road.

- For decision

Recommendation:
THAT Tree Cutting Permit Application No. 135 be approved for a period of 5 years, plus a 5-year renewal (subject to a notice of intent prior to expiry of the 5-year permit), subject to the following conditions:

a. all tree cutting shall be consistent with the tree cutting application;

b. the scope of work set out in this permit is approved on an annual basis, provided that the applicant notifies the Village Office 14-days prior to undertaking any repeat cutting, and that all conditions of the original permit are adhered to;

c. all associated debris shall be removed and the site cleaned to the condition it was prior to tree cutting;

d. that the Municipality shall be notified as soon as possible after the cutting to advise that the subject work has been completed;

e. compliance with the Bylaw restrictions regarding bird nesting season;

f. if working from the road, a traffic control plan must be submitted to Public Works for approval;

g. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements.

10.1.4 Development Variance Permit Application 25-03 244

Application No. 25-03 for a Development Variance Permit, presented by Chief Administration Officer Ross Blackwell.

- For decision

Recommendation:
THAT Council approve the issuance of Development Variance Permit No. DVP 25-03 to vary Section 7.8.1 of Zoning *and Development Bylaw No. 520, 2017* to permit a maximum building height of:

- 8.4 metres for a flat roof; and
- 9.9 metres for a sloping roof;

for the property located at 210 Lions Bay Avenue, as generally in accordance with the plans attached to this report.

10.1.5 Proposed 2026 Council Meeting Calendar 257

A calendar of Council meetings and Committee meetings for 2026

presented by Deputy Corporate Officer Kristal Kenna.

- For approval

Recommendation:
THAT the 2026 Council Calendar be adopted.

10.2 Committees

10.2.1 Climate Action Committee
- None

10.2.2 Infrastructure Committee
- None

10.2.3 Finance Committee
- None

10.3 Mayor and Councillors
- None

10.4 Emergency
- None

11. Resolutions
- None

12. Bylaws
- None

13. Correspondence
261

A list of correspondence from October 30 - November 13, 2025.

- For information

14. New Business

15. Public Questions and Comments

16. Adjournment

Recommendation:
THAT the Council Meeting be adjourned.

STAFF REPORT

DATE:	2025-11-14	**FILE:**	CAO-2025-026
TO:	Council		
FROM:	Ross Blackwell, CAO		
RE:	**PROPOSED AMENDMENT TO ZONING AND DEVELOPMENT BYLAW NO. 520, 2017 - SETBACKS**		

PURPOSE:

The purpose of this report is to present Council with an updated staff report following the Public Hearing held on November 3, 2025.

The purpose of the proposed text amendment to Section 7.7.2 of *Zoning and Development Bylaw No. 520, 2017*, is to correct a technical inconsistency.

BACKGROUND:

Section 7.7.2 of the *Zoning and Development Bylaw* currently reads:

"Where a parcel has two front parcel lines, one facing a highway and one facing the ocean, front setback averaging shall apply only to the front parcel line facing the ocean."

The intent of this provision appears to be to allow for setback averaging to be applied to the ocean-facing side of the parcel in this unique waterfront setting. However, the language used conflicts with the Bylaw's own definition of "front parcel line" and results in ambiguity that could compromise consistent interpretation and enforcement.

The definition of "front parcel line" set out in *Bylaw No. 520, 2017* is:

"parcel line, front means the parcel line common to the parcel and:
(a) an abutting highway, and
(b) where there is more than one parcel line abutting a highway, the shortest of these lines shall be the front."

As a parcel cannot have two "front parcel lines" by definition, the current wording in Section 7.7.2 is legally incorrect and requires amendment.

DISCUSSION:

The Brunswick Beach Overlay Area contains parcels with distinctive site characteristics, including water frontage along the ocean and highway frontage on the opposite side. The current *Bylaw* language states that the ocean-facing side can be considered a "front parcel line." However, the *Zoning Bylaw* provides a singular, hierarchical definition of the front parcel line, always identifying it as the side that abuts a highway.

To preserve the original intent of setback averaging to apply to the ocean-facing side of a parcel and to correct the reference to two front parcels lines, a revision is required that aligns with the definitional framework of the *Bylaw*.

The following amended language is proposed to replace the existing subsection 2:

*"**Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean**."*

This proposed language:

- Removes the incorrect reference to "two front parcel lines";
- Aligns with the legal definitions in the *Bylaw*;
- Supports consistent, objective interpretation by staff and the Approving Officer;
- Maintains the intent of the regulation for the Brunswick Beach context.

The proposed amendment is minor in scope, clarifying an existing provision rather than changing the underlying zoning regulations. However, under the *Local Government Act*, any amendment to a zoning bylaw requires a formal bylaw amendment process, including a Public Hearing.

LEGAL CONSIDERATIONS:

This amendment is necessary to ensure the *Zoning Bylaw* is internally consistent and enforceable. Retaining language that contradicts definitions contained within the *Bylaw* compromises the ability to apply zoning provisions effectively and exposes the municipality to unnecessary interpretation disputes. The recommended amendment brings clarity and compliance with *Zoning Bylaw* drafting standards and legal drafting principles.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with the proposed amendment beyond standard advertising and staff time to support the Public Hearing.

PUBLIC HEARING

A Public Hearing pertaining to this matter was held on November 3, 2025.

Statutory notification was provided as set out below:

1) Notice of Public Hearing advertised in the North Shore News October 22 & 29
2) Notice of Public Hearing advertised in the Village Update October 24 & 31
3) Notice of Public Hearing and zoom link advertised in Special Village Update November 3

All written submissions were included in the Public Hearing package and are attached to this report as applicable.

One speaker made a verbal representation at the Public Hearing as summarized below (for convenience).

1) Russ Meikeljohn of 59 Brunswick Beach Road – Spoke in favour of language amendment but raised concerns about how the amendments might affect properties in the Brunswick Beach overlay area, particularly regarding setback averaging. He emphasized the need to ensure that the current practice of not applying setback averaging to Brunswick properties is maintained.

OPTIONS:

Council may consider the following options:

Option 1: **THAT** 3rd Reading be granted to Bylaw Amendment No. 650, 2025.

Option 2: Request further amendments or defer the matter for additional staff analysis.

Option 3: Decline to proceed with the amendment, thereby preserving the existing language.

Respectfully submitted,



_____

Ross Blackwell, CAO

Attachments:

1. Draft Amendment Bylaw No. 650, 2025

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025

Adopted: xxx

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

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025

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

GENERAL

1. This Bylaw may be cited as "Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025".

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

AMENDMENTS

1.1. Section 7.7.2 of the Zoning and Development Bylaw No. 520, 2017, is amended by deleting "Where a parcel has two front parcel lines, one facing a highway and one facing the ocean, front setback averaging shall apply only to the front parcel line facing the ocean" and replacing it with "Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean."; and

READ A FIRST TIME on **September 2, 2025**
READ A SECOND TIME on **September 2, 2025**
PUBLIC HEARING held on **November 3, 2025**

READ A THIRD TIME on **, 2025**
ADOPTED by Council on **XX, 2025**

_____
Mayor

_____
Corporate Officer

Certified a true copy of Zoning and Development
Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025
as adopted.

_____
Corporate Officer

STAFF REPORT

DATE:	2025-11-14	**FILE:**	CAO-2025-027
TO:	Council		
FROM:	Ross Blackwell, CAO		
RE:	**PROPOSED REVISIONS TO ZONING AND DEVELOPMENT BYLAW NO.520, 2017 – SHORT TERM RENTALS**		

PURPOSE:

The purpose of this report is to update the initial staff report pertaining to proposed STR specific Bylaw amendments by including a section pertaining to the Public Hearing held in respect of the proposed amendments to *Zoning and Development Bylaw No. 520, 2017*. These revisions have been developed in consultation with the municipal solicitor to ensure compliance with current provincial legislation and to strengthen the legal integrity of the Bylaw.

DISCUSSION:

The regulation of Short-Term Rentals (STRs) is an evolving issue in municipalities across British Columbia. Provincial legislation now imposes additional regulatory requirements on STR operators, necessitating updates to municipal bylaws to ensure compliance.

Currently in Lions Bay, STRs are regulated through a combination of municipal policy and Bylaw provisions and through the issuance of Temporary Use Permits. However, a recent review has identified several critical issues that need to be addressed:

- **Compliance with Provincial Legislation:** The provisions in existing Policy and Bylaw need to be updated to ensure consistency with provincial STR regulations. It has been determined that, with comprehensively/ properly developed Bylaw provisions, a companion policy document becomes unnecessary.
- **Structural Deficiencies:** Certain policy provisions have been identified as *problematic* and need to be addressed.
- **Ambiguous Language:** Updating language to increase the efficacy of the Policy and Bylaw provisions.

To address these issues, staff has worked closely with the municipal solicitor to develop amendments to the STR Policy and *Zoning and Development Bylaw No. 520, 2017*. The proposed

revisions are shown in the attachments. As noted above, it is the staff and solicitor recommendation that a policy be abandoned in favour of better developed Bylaw provisions.

PUBLIC HEARING:

Statutory Notice of the Public Hearing was advertised as follows:

1) Notice of Public Hearing advertised in the North Shore News October 22 & 29
2) Notice of Public Hearing advertised in the Village Update October 24 & 31
3) Notice of Public Hearing and zoom link advertised in Special Village Update November 3

A Public Hearing was facilitated on November 3, 2025

The following representations were made and are summarized below, in no particular order, for convenience (submission are attached to this report).

1) Leslie Nolin of 200 Isleview Place – Ms. Nolin raised concerns about the difficulty for community members to understand proposed bylaw changes without a redlined version showing the differences from previous bylaws.
2) Marysa Lague of 45 Brunswick Beach Rd – Ms. Lague flagged a potential issue with the proposed requirement for short-term rentals to have septic systems capable of handling their demand, noting that residents currently manage their own septic systems.
3) Penny Nelson of 125 Sunset Drive – Ms. Nelson expressed concerns about the removal of various safeguards from the original temporary use permit policy, including fines, preference for resident permits, quiet times, and requirements for owner or manager reachability, insurance, and professional assessment of septic systems. She also highlighted issues with parking requirements and the concentration of decision-making power in staff rather than Council. Ms. Nelson also suggested that Council members with conflicts of interest should recuse themselves from STR discussions and expressed concerns about the public hearing notification process.
4) Tamara Leger of 415 Timbertop Drive – Ms. Leger expressed general concerns regarding STRs and highlighted the impact of STRs on community character and safety.
5) Vincent Reiche of 110 Kelvin Grove Way – Mr. Reiche recommended more specific language in the bylaw to define requirements for STR operators.
6) Larry Silzer of 14 Brunswick Beach Road – Mr. Silzer criticized the Bylaw infraction notice process and felt that fees for STR permits, security deposits and renewals are too high. Mr. Silzer also expressed concerns about re-application, suggested a longer period of permit validity.

7) Christne Norris of 7 Brunswick Beach Road – Ms. Norris criticized the Bylaw infraction notice process and felt that fees for STR permits, security deposits and renewals are too high.
8) Tahereh Mirzaghafour of 330 Bayview Road – Mr. Mirzaghafour would like the economics of the STR fees and business aspect of STRs to be considered in any bylaw amendment decision making.

SUMMARY:

The proposed amendments to the STR provisions in *Zoning and Development Bylaw No. 520, 2017,* are necessary to achieve compliance with provincial legislation and to strengthen the legal enforceability of municipal STR regulations. By refining definitions, clarifying conditions, and eliminating problematic provisions, these revisions ensure that the Bylaw functions effectively.

Public input received at the Public Hearing or otherwise submitted as part of the record largely focus concerns pertaining to whether STRs are suitable for Lions Bay rather than the specific proposed Bylaw amendments. The purpose of the proposed Bylaw amendments is not to contemplate this fundamental question, rather it is to ensure that the Bylaw regulations function as required. The question of suitability is a matter that Council should contemplate separately, if it is so minded, either as an independent Bylaw amendment process or following a more comprehensive Official Community Plan update process and associated Bylaw update.

In view of the foregoing, it is recommended that Council advance the Bylaw amendments as proposed.

OPTIONS:

(1) **THAT** amendments to the Short-Term Rental provisions of *Zoning and Development Bylaw No. 520, 2017*, as set out in the staff report dated November 14, 2025, be granted Third Reading.

(2) Provide no decision or direction.

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

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

The legal considerations are set out in the report.

Respectfully submitted,



_____

Ross Blackwell, CAO

Attachments:

(1) Proposed *Zoning and Development Bylaw No. 520, 2017* amendments
(2) Public Hearing Submissions

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025

Adopted: xxx

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

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025

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

GENERAL

1. This Bylaw may be cited as "Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025".

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

AMENDMENTS

1.1. Section 4.6 (b) of the Zoning and Development Bylaw No. 520, 2017 is amended by deleting the "in accordance with the Short Term Rental Policy" and replacing it with "for short term rentals in accordance with section 4.6.1".

1.2. Inserting immediately after section 4.6 (b) and before the heading Siting Exemptions the following:

"4.6.1. The CAO may grant a temporary use permit for a short term rental subject to the short term rental use complying with the regulations in section 4.6.2 and having regard to the residential character of the neighbourhood in which the short term rental is located, any objections received after notice of the proposed temporary use permit for the short term rental is given in section 4.6.3, the history of prior complaints related to prior short term rental on the parcel, and the suitability of a short term rental for the dwelling units in which the use is proposed to occur.

4.6.2 All of the following regulations apply to a temporary use for a short term rental:

(a) A maximum of one (1) short term rental is permitted on a parcel.

(b) A maximum of two (2) guests per bedroom that meets the minimum requirements of the BC Building Code may be allowed as part of a temporary short term rental use.

(c) A maximum of one (1) sign indicating a short term rental may be permitted if it does not vary the residential appearance of the land and premises where a short term rental is located.

(d) No short term rental is permitted as an accessory commercial use for a houseboat, secondary suite or on a parcel that contains a child home care business.

(e) No short term rental is permitted on a parcel with a property line that less than 50.0 metres from a school or daycare.

(f) In addition to the requirements in section 4.13 for any other uses occurring on the parcel, two (2) off-street parking spaces shall be provided and maintained on the parcel for the short term rental.

(g) No short term rental is permitted on a parcel unless it is connected to a community sewer system or has a septic disposal system that is capable of handling the demand generated by the short term rental.

4.6.3 Notice of consideration of the application for a temporary use permit for a short term rental shall be given:

(a) When being considered by the CAO, the CAO will give notice to owners and occupants of all parcels of land within 50.0 metres from the property line of the parcel on which the short term rental will be located and will allow two weeks for owners and occupants to provide comments; and

(b) When being considered by Council, notice shall be given in accordance with section 494 of the Local Government Act.

4.6.4 The CAO may specify conditions in a temporary use permit for a short term rental relating to:

(a) the deposit of security of $2,500 in the form of cash deposit, bond, irrevocable letter of credit or similar instrument as a guarantee the performance of the terms of the temporary use permit for the short term rental;

(b) safety considerations identified as impacting guests that may stay temporarily in the short term rental, including advice from a building inspector that the parcel on which the short rental use will be located is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rockfalls, subsidence or avalanche or other considerations applicable under the BC Building Code for this type of occupancy;

(c) the adequacy of the water and sewage systems servicing the parcel to handle any increased demand caused by the short term rental;

(d) mitigation measures to reduce the impact of the short term rental on neighbouring parcels, public rights-of-way, beaches, parks and other public use areas;

(e) the location of the short term rental on the parcel, including the siting of the specific dwelling unit within which the short term rental will be located;

(f) the impact of additional traffic generated by the short term rental;

(g) establishment of quiet hours guests of the short term rental;

(h) the form of management of the short term rental or other measures to ensure that guests using the short term rental are not disruptive to neighbours; and

(i) any matter addressed in the secondary suite regulations.

4.6.5 A decision of the CAO to refuse or approve a temporary use permit for a short term rental, with or without conditions, may be reconsidered by Council if, within 30 days of the CAO's decision being conveyed to the Owner in writing via email, the Owner requests reconsideration in accordance with section 35 (5) of Council Procedures Bylaw No. 476, 2015, as amended.

4.6.6 The term of the first temporary use permit issued in respect of a parcel shall be no longer than one (1) year. Sixty (60) days prior to the expiry of the initial term of the temporary use permit, the Owner may apply for a one (1) year renewal term. Thereafter, any short term rental use beyond the original or the renewal term shall be prohibited unless the Owner applies for and receives a new temporary use permit for a short term rental. After the first two (2) years, the temporary use permit for a short term rental shall be issued for a term of up to three (3) years, which temporary use permit may be renewed for an additional term of up to three (3) years."

READ A FIRST TIME on **September 2, 2025**
READ A SECOND TIME on **September 2, 2025**
PUBLIC HEARING held on **November 3, 2025**

READ A THIRD TIME on **XX, 2025**
ADOPTED by Council on **XX, 2025**

Mayor

Corporate Officer

Certified a true copy of Zoning and Development
Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025
as adopted.

Corporate Officer

October 29, 2025

I’m writing to provide feedback on the Zoning and Development Bylaw #641, 2015 - Short Term Rentals.

As you know, Lions Bay is a very small community. Short-term rentals change the character of the neighbourhood, and residents should have notice when their neighbours apply for a TUP. So I appreciate that the proposed amendment bylaw requires the Village to notify and consider feedback from neighbours when an application for a TUP is being considered.

It would be helpful if the bylaw included objective criteria for how that feedback is taken into account, to avoid subjective / inconsistent decisions.

The proposed bylaw also should include (as the Village’s STR/TUP Policy used to) a requirement for owner contact information to be provided to the Village / neighbours and a requirement for owners to respond to - or have a manager available to respond to - complaints within an hour. (Owners are often not at home while their places are being rented out, and there should be a way to resolve problems if owners are absent.)

The provision allowing a sign to be posted outside the home (advertising the STR) should specify that the sign cannot be visible from the street. Signage will change the look of the neighbourhood, not for the better.

And I have one question: why was the requirement for a minimum amount of liability insurance (that used to be in the STR/TUP Policy) omitted?

Brian Hedberg

Seaview Place

From: Leslie Nolin < >
Sent: November 1, 2025 4:47 PM
To: Council <council@lionsbay.ca>; Chief Administrative Officer <CAO@lionsbay.ca>
Subject: Hearing #2 - Zoning Bylaw changes

Dear Mayor, Council, & Mr. Blackwell,

We have housed close to 20 of our community's first responders since COVID - and not because we want to lease out every room in our home, but because there are no accommodations in our village for them. The rise in short term accommodations for global travelers has become a more alluring than our collective care for the needs of the whole community. As leaders of our municipality, it is your role to speak for the whole of the village in terms of its safety and its operating essentials and not as individuals who have a vested interest in these specific Bylaws.

Lions Bay has limited ability to build accommodations to house all of our necessary first responders. Our Lions Bay Fire Department is dependent on available rentals and needs a minimum of 6 months to a year commitment from resident owned rental spaces.

The population of resident fire fighters, meaning individuals who own property, live here and volunteer as Fire fighters has been down considerably since 2015. Since following it for the past 20 years, I would suggest we are below 10-15% of our current fire department are resident - property owner, educated working Firefighters. Our community, like many other small communities, is dependent on a revolving door of recruits who come here to gain knowledge, experience and then depart once they land permanent FT roles on city departments. It has been this way for the 28 years I have lived in Lions Bay.

We used to have over 50-60% of permanent residents on our department however our community had 3-4 older homes that housed up to 15 firefighters. These homes no longer exist. We lost our essential services rentals from 2016-2020 and it went fairly unnoticed by the majority of our population. Then the rise in Airbnb's decimated the service worker accommodations in small communities globally and we have finally started to see a recovery from that with amendments to municipal Bylaws across our Country.

Since the Province mandated that Airbnb's could only be owner occupied accommodations (in home suites or carriage suites) this has put more suites back into the market for essential services workers, but Lions Bay does not have those accommodations here. We are dependent on owner occupied accommodations for at minimum 15-17 individual Firefighter on an ongoing basis.

Lions Bay has already been to the place where we only had 12 Firefighters here in the village - and that was because there were no accommodations. Airbnb was alive and well at that time. (2019/2020)

The fire that erupted October 13th occurred with 25+ firefighters in our community. This is what prevented that fire from taking our mountain. Three of those firefighters live in our home and one that attended from West Van. lived with us last year. I am so very proud that my husband and I quietly serve this community and support our fire team in a sustainable way.....but this isn't just our job - this is your job - to ensure that all bylaw changes are serving the whole population whether a "revision" or not. Your amendments, revisions and considerations need to ensure our whole community is supported and sustained.

Please, reconsider rewriting this bylaw, (at least in the short term) that Airbnb rentals are not permitted in Lions Bay. Be specific. We will not have the emergency services we need if this Bylaw is not specific.

Thank you for your attention.

With urgency,

Leslie Nolin

From: [redacted]
To: Lions Bay Office; Council
Subject: Hearing #2 - Short Term Rental - Zoning Bylaw
Date: November 3, 2025 10:11:42 AM

Hello Mayor, Council and CAO Blackwell,

It is essential that you speak for the needs, safety and care of the entire Village with regards to the short-term rental amendments for the Zoning Bylaw.

The ability over the years for firefighter recruits to find available rental accommodations from resident owned rental spaces, in order to locally house themselves through their 6-12 months of training, has been an ongoing challenge in the Village to say the least. It is more and more difficult for firefighters due to short term rentals like Airbnb, Vrbo and Rent-by-Owner here in the Village.

The fire in our community that caused the destruction of a home in October could very well have spread to the green spaces, trees, to the nearby homes and spread uphill to Mountain, Timbertop and Sunset homes. Over 20 firefighters were here in our community early that morning and this prevented a huge catastrophe from occurring in the Village.

Please be sure you put the needs of our Village and of all our essential emergency services first and foremost in your minds with regards to our volunteer firefighter rental accommodations versus the short-term rentals.

Kindest regards,

Gail

November 3rd, 2025

Council,

Comments on Proposed Zoning Bylaw Changes: Short-term Rentals (STRs)

Apart from concerns specific to the matter at hand, the publicity and information provided to residents, about both the hearing and process, have not been sufficient so as to encourage meaningful participation. A high bar was set for public consultation during the previous Council term and I hope the three returning councillors will remember how well received it was and ensure there is more fulsome consultation going forward.

Giving residents access to the proposed changes on Halloween with only 3 days over a weekend and a workday to try and make sense of what is new and what was in place (the existing policy was not provided) is not adequate. In fact, it is the bare minimum provincial requirement with the additional problem that it was Halloween. The usual notice period is 10 days, including providing all relevant information.

There has been no real attempt to publicize the hearing by poster, the Village's Facebook page or in fact a special VU (the same afternoon will be too late). The time and day will exclude many residents from participating due to work, kids and other barriers. There is no option to log in via Zoom. Lions Bay has been very good at hybrid meetings since early in the pandemic, but this fell well short of our expectations as residents.

My main concern with the proposed amendments is that many of the safeguards included in the proscriptive 2017 Temporary Use Permit (TUP) policy in response to resident input have been done away with or softened. In several instances these are the same problems now being experienced, largely due to a lack of enforcement and administration. As a result, STRs have become problematic and more numerous.

The consideration for Councillors has to be, how do residents choose to live in their own community?

Comments

1. The bylaw does not set fines for owners who break the rules or continue to break them. There are several known repeat offenders who have never been fined. Now that the policy requirements are to be included in a bylaw, surely fines are required?

2. The policy included a provision that residents be given preference when TUPs were issued. There are now several homes that are rented out as STRs, but the owners live elsewhere. Is this a trend we wish to see continue? In the same way, the 2017 policy's requirement that strata homes may only be used as STRs with approval of a strata council resolution has been removed. Both these changes remove housing options for rental or resale to long-term residents.

3. Although easily identifiable, there are still unpermitted STRs. There is no provision in the proposed amendments to address this issue. A solution may be to require business licenses for STRs and inform Air BnB who would then regulate them as they do in other municipalities. This could be more effective for Lions Bay in the absence of local enforcement. I don't know whether this would solve the problem on other sites such as VRBO/other.

4. "*All TUPs shall specify quiet times between the hours of 10 pm and 8 am seven days per week and restrict the use of outdoor areas accordingly*." The softening of the 10pm quiet time rule for STRs in the proposed amendment bylaw is problematic. Issues with STRs being rented for loud parties have been on the rise in recent years, including in Lions Bay and West Vancouver. We have no bylaw enforcement after 10pm in summer or 4pm for most of the year. The RCMP are at least half an hour away and this is why there was a requirement that an owner or manager be reachable within a short, defined period. It is imperative, but it's been done away with.

5. I'm at a loss as to why the requirement for insurance, including liability insurance, has been removed. Ditto the removal of indemnification of the municipality and notification of natural hazards. If not the owner, who will be liable? Where's the "policy defence" now that there's no policy?

6. Also removed: "*The CAO may require the Owner to provide a report from an authorized person under the Sewerage System Regulation to confirm that a septic disposal system is capable of handling the anticipated uses related to a TUP*". Instead, the suggested bylaw change will say the CAO MAY consider, "*the adequacy of the water and sewage systems servicing the parcel to handle any increased demand caused by the short term rental*". This is a determination that should be made by a qualified professional.

7. Also omitted: "*The number of guest vehicles shall not exceed the number of guest vehicle parking spaces on the parcel, having regard to any parking spaces required for the Owner and/or Secondary Suite tenants. In Permit Parking zones, Owners may not rely on street parking to achieve the requisite count of parking spaces*". Instead, only two parking spaces will now be required. Where will the other vehicles park if 8 – 10 guests are to be allowed? Will they be allowed to use resident-only parking if the hosts buy more annual permits or obtain free visitor permits from the office? If so, where will residents and, as importantly, THEIR guests park if parking is being used for business purposes?

   "Web listings for STRs shall specify the maximum number of guests and guest vehicles". This simple, proactive, preventative step has been removed meaning that neighbours will be forced to police their neighbourhoods and make bylaw complaints. If problems occur with weekend bookings, residents are unlikely to get a response before the paying guests check out on Sunday night or Monday morning, unless it's within the brief extended, seasonal bylaw period (weekends are peak STR rental periods). Fair to say Lions Bay's stunning location and proximity to four ski hills and other year-round attractions makes it a good option for those looking to rent an STR even outside of summer.

8. There is a long list of what the CAO as decision-maker "may" consider when approving permits for STRs without any guarantee that they "will" be considered. Typically, staff are not as familiar with Lions Bay neighbourhoods as members of Council are. Removing Council from the decision-making process has not proven to be beneficial to the community.

I would also suggest that any member of Council who may be perceived as having a conflict of interest where STRs are concerned may wish to recuse themselves from discussion and decision-making around STRs in line with sections 100+ in the *Community Charter* (specifically, pecuniary conflicts of interest).

Sincerely,

Penny Nelson
125 Sunset Drive

From: [redacted]
To: Lions Bay Office
Subject: Short Term Rentals
Date: November 3, 2025 5:50:17 AM

Good morning Mayor and Council,

We would like to provide our concerns over having short term rentals in our village. We feel that it is vital to keep the community vibrant to make it truly liveable for all of us and that short term rentals are a threat to this.

1. Lions Bay, with it's small population has always offered, for those that choose, the benefits of a small community where we get to know each other, stop and greet each other while walking with our without our dogs and get to know our neighbours.
2. Our school has, for as long as we have lived in the village, struggled to maintain viability and has been threatened in the past with being shut down. We always need more young families in the village.
3. We are thirty minutes from our local police force and short term rentals do run the risk of parties that get out of hand. We are all aware of instances of this.
4. Our location has demanded that we introduce summer forest fire safety measures and water restrictions most years. Short term renters are likely to be less aware of the risks and are much less invested in them raising the risks for all of us.
5. We have had a bear smart program to try and protect our interface with them. Will short term renters respect this?
6. We are highly dependent on our volunteer fire fighters and we need to insure that there is adequate accommodation for them at a reasonable price if we are going to attract young men and women to live and volunteer in the village.

These are all in addition to the usual arguments as to how short term rentals affect affordability / availability of housing and I am sure that there are many other good reasons not listed above.

Respectfully submitted.

Andrew & Ingrid Wray

Andrew Wray
[redacted]

STAFF REPORT

DATE:	2025-08-12	**FILE:**	CAO-2025-019
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DRAFT BUILDING BYLAW NO. 649, 2025**		

Click or tap here to enter text.

PURPOSE:

The purpose of this report is to present a modernized Building Bylaw to replace the existing *Building Bylaw No. 234, 1994*, which is outdated and increasingly challenging to administer effectively. A building bylaw establishes the local regulatory framework governing the construction, alteration, repair, and demolition of buildings and structures. It defines permitting processes, inspection protocols, and compliance requirements that collectively safeguard public health, safety, and welfare.

BACKGROUND:

Municipalities in British Columbia derive authority to enact building bylaws through the *Community Charter* and *Local Government Act*, which enable them to supplement the provincial building regulatory regime with local requirements and enforcement provisions. Given that building inspection and enforcement represent one of the most significant sources of liability for municipalities, it is critical that the bylaw governing these functions reflects current best practices, clear and enforceable language, and up-to-date technical standards. An obsolete or ambiguous bylaw can lead to enforcement inconsistencies, increased legal risk, and diminished public confidence. The proposed updated bylaw ensures the Village's regulatory framework remains robust, clear, and aligned with modern standards.

Building Bylaw No. 234 was adopted in 1994 and has undergone various amendments over the years, with the most recent changes occurring on June 6, 2017. While these amendments have provided some updates, the foundational bylaw itself has not been comprehensively reviewed or modernized for nearly three decades.

Since the original adoption, provincial building codes, construction technologies, and best practices for municipal building regulation have evolved substantially. In particular, advances

in geotechnical science and an increased understanding of local hazards, including slope instability and flood risk, require a more tailored and explicit regulatory approach.

Staff, in partnership with the municipal solicitor, initiated a thorough review and update of the Bylaw to ensure it aligns with current legislation, provincial codes, and industry best practices, while addressing Lions Bay's unique geographic and geotechnical challenges.

DISCUSSION:

The replacement of the existing *Building Bylaw* is both necessary and prudent to ensure the municipality's building regulation framework remains effective, clear, and legally defensible. The current bylaw, while functional, contains outdated terminology and procedural gaps that complicate administration and may inadvertently expose the municipality to legal risk.

Building inspection and enforcement continue to be among the highest risk activities municipalities undertake. An outdated bylaw elevates this risk by increasing the potential for misinterpretation, inconsistent enforcement, and disputes that can impact public safety and result in liability claims. The updated bylaw addresses these risks by incorporating clear, enforceable provisions, modernizing terminology to align with the current *British Columbia Building Code*, and integrating enhanced geotechnical requirements reflective of the Village's steep terrain and hazard profile.

These geotechnical provisions mandate professional assessments for developments in identified high-risk areas, specify reporting standards, and establish protocols for peer review when necessary. Such measures are critical to minimizing risks related to slope stability, drainage, and seismic hazards, thereby protecting both residents and municipal infrastructure.

In addition to risk mitigation, the updated bylaw improves transparency and efficiency. Streamlined administrative procedures, clearer definitions, and improved application and inspection processes will facilitate smoother interactions between applicants, builders, and municipal staff. This clarity benefits all parties, fostering greater compliance and reducing operational burdens on municipal staff.

Importantly, the proposed bylaw enhances the Village's standing as a municipality committed to contemporary regulatory best practices, community safety, and sustainable development. Conversely, failure to modernize risks perpetuating regulatory inefficiencies, increasing liability exposure, and undermining public trust.

In summary, the updated *Building Bylaw* provides a comprehensive, coherent, and legally sound framework that balances operational practicality with robust protections, enabling the municipality to effectively oversee building activities well into the future.

FINANCIAL IMPLICATIONS:

The adoption of the updated *Building Bylaw* is not expected to have significant direct financial implications for the municipality. Any administrative or enforcement costs associated with the bylaw will continue to be recovered, in whole or in part, through building permit fees. The clearer structure and updated provisions are anticipated to result in operational efficiencies, potentially reducing staff time spent on interpretation and enforcement matters.

LEGAL IMPLICATIONS:

The updated bylaw has been drafted and reviewed in collaboration with the municipal solicitor to ensure full compliance with applicable provincial legislation, including the *Community Charter*, *Local Government Act*, and the *Building Act*. It is consistent with the *British Columbia Building Code* and integrates recognized standards and practices for municipal building regulation.

Enhanced geotechnical provisions reflect the municipality's duty of care and risk management obligations in consideration of local conditions, thereby reducing potential liability exposure. Adoption of a modernized, legally robust building bylaw strengthens the Village's regulatory authority and enforcement capacity, providing a clearer basis for municipal decision-making and potential legal defense.

OPTIONS:

Council may consider the following options:

1. THAT first and second Reading be granted to *Building Bylaw No. 649, 2025*, and that a Public Hearing be Scheduled.
2. Refer the Bylaw back to staff for additional revisions.
3. Take no action and continue operating under *Bylaw No. 234, 1994* (not recommended).

RECOMMENDATION:

THAT first and second Reading be granted to *Building Bylaw No. 649, 2025*.

Respectfully submitted,



_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Draft Building Bylaw No.649, 2025

VILLAGE OF LIONS BAY

BUILDING BYLAW NO. 649, 2025

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Village of Lions Bay

BUILDING BYLAW No. 649, 2025

A Bylaw for Administration of the Building Code and Regulation of Construction

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GIVEN that the Village Council:

A. may by bylaw regulate, prohibit and impose requirements in respect to *building*s and *structure*s under sections 8(3)(g) and (l) of the *Community Charter* for the following matters under section 53(2):

   (a) the provision of access to a *building* or other *structure*, or to part of a *building* or other *structure*, for a person with disabilities;

   (b) the conservation of energy or water;

   (c) the reduction of greenhouse gas emissions;

   (d) the health, safety or protection of persons or property;

B. is enacting this bylaw to regulate *construction* and administer the British Columbia *Building Code* in Lions Bay in accordance with the *Community Charter* and the *Building Act*;

C. has employed trained *building official*s for the purposes of this bylaw;

NOW THEREFORE the Council of the Village of Lions Bay enacts as follows:

PART 1: TITLE

Citation

1.1 This bylaw may be cited as “Building Bylaw No. 649, 2025”.

PART 2: PURPOSE OF BYLAW

2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.

2.2 Every *permit* issued under this bylaw is issued expressly subject to the provisions of this Part.

2.3 This bylaw is enacted to regulate, prohibit, and impose requirements with respect to *construction* in the Village in the public interest.

2.4 The purpose of this bylaw does not extend to:

(a) the protection of *owner*s, subsequent owners, designers, or *constructors* from economic loss;

(b) the assumption by the Village or any *building official* of any responsibility for ensuring the compliance by any *owner* or his or her representatives, any employees, *constructors,* or designers retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes, or standards;

(c) providing any person a warranty of design, workmanship, or compliance with this bylaw, other bylaws of the Village, or the *building code* with respect to any *building* or *structure* for which a *building permit* or *final inspection notice* is issued under this bylaw;

(d) providing any person or subsequent owner a warranty or assurance that *construction* undertaken under *building permit*s issued by the Village is free from latent, or any, defects or complies with the *building code*; or,

(e) the protection of any other real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

3.1 This bylaw applies to the geographical area of the Village and to land, the surface of water, air space, *buildings,* or *structures* in the Village.

3.2 This bylaw applies to the design, *construction,* or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation, *occupancy,* change of use, or change of *occupancy* of *existing buildings* and *structures*.

3.3 This bylaw does not apply to:

(a) except as set out in Part 11: of this bylaw, a fence;

(b) an accessory *building* with a floor area of less than 10 square metres;

(c) a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape *structure*s on a parcel zoned for single-family residential *occupancy* uses under the Village's zoning bylaw;

(d) a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the Building Code.

Limited Application to Existing Buildings

3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *final inspection notice,* when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* or *altered*, unless it is expressly so provided by this or another bylaw, regulation, or statute.

3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation. Part 12: applies to *building* moves.

3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to addresses any new infractions introduced in the remainder of the *building* as a result of the *alteration*.

3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the *building* as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

4.1 A person must not commence or continue any *construction, alteration, excavation,* re*construction*, demolition, removal, relocation, or change the use or *occupancy* of any *building* or *structure*, including other work related to *construction*:

(a) except in conformity with the requirements of the *building code* and this bylaw; and

(b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.

4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*:

(a) unless a subsisting final inspection notice has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or

(b) contrary to the terms of any *permit* issued or any notice given by a *building official.*

4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or *construction* undertaken pursuant to this bylaw.

4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter, or modify plans and supporting documents after the same have been reviewed by the *building official,* or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.

4.5 A person must not, unless authorized in writing by a *building official,* reverse, alter, deface, cover, remove, or in any way tamper with any notice, *permit,* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure,* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official.*

4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Village on and into property in the administration of this bylaw.

4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.

4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.

4.10 A person must not change the use*, occupancy,* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.

5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications, technical specifications, letters of assurance, or any other supporting documents, nor any inspections made by or on behalf of the Village will in any way:

(a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*), from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards, and enactments;

(b) constitute a representation, warranty, assurance, or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use, and zoning have been complied with; or,

(c) constitute a representation or warranty that the *building* or *structure* meets any standard of materials or workmanship.

5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*), to carry out the work in respect of which the *permit* was issued in compliance with the *building code,* this bylaw and all other applicable codes, standards, and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

6.1 Words defining the authority of a *building official* are be construed as internal administrative powers and not as creating a duty.

6.2 A building official may:

(a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;

(b) keep records of applications received, *permit*s, notices, orders issued, inspections, and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;

(c) establish or require an *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and,

(d) direct that tests of materials, equipment, devices, *construction* methods, structural assemblies, or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction,* or *foundation* condition complies with this bylaw and the *building code.*

Refusal and Revocation of Permits

6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Village and must state the reason in writing.

6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, *construction* methods, structural assemblies, or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on and into property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

6.6 Subject to applicable enactments, a *building official* may by notice in writing require:

(a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;

(b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Village or other applicable enactments or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;

(c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way, an easement, or a setback or yard required under an enactment;

(d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, constructed in contravention of a provision of this bylaw;

(e) an *owner* to have work inspected by a *building official* prior to covering;

(f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;

(g) a person to cease any *occupancy* in contravention of a provision of this bylaw;

(h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;

(i) an *owner* to correct any *unsafe condition*; and,

(j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.

6.7 Every reference to "*owner*" in section 6.6 includes a reference to the *owner's* agent or *constructor*.

6.8 Every person served with a notice under this Part must comply with that notice:

(i) within the time ordered, or,

(ii) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to:

(a) *constructing*, repairing, or altering a *building* or *structure*, including a *retaining wall* and the structural elements of a pool;

(b) moving a *building* or *structure* into or within the Village;

(c) demolishing a *building* or *structure*;

(d) *occupying* a new *building* or *structure*;

(e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of, or detached from a *building*;

(f) changing the use or *occupancy* of a *building,*

unless the works are the subject of another valid and subsisting *building permit*.

7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address, and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

7.3 Every *owner* must:

(a) comply with the *building code*, the requirements of this bylaw, and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw, or the conditions of a *permit*;

(b) ensure that all *permit*s, plans, specifications, and supporting documents on which a *permit* was based, and all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours by the *building official*, and that all *permit*s are posted conspicuously on the site during the entire execution of the work; and,

(c) prior to the issuance of a *building permit*, execute and submit to the Village an *owner*'s undertaking in the form attached as Appendix A.

7.4 Every *owner* must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw, and other bylaws of the Village and neither of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code,* and all other applicable codes, standards, and enactments.

7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw.

7.6 Every *owner* to whom a *permit* is issued must, during *construction* post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Municipal Works

7.7 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.

7.8 In addition to payment of a security deposit under sections 10.7 to 10.12, every *owner* must pay to the Village, within 30 days of receiving an invoice for same from the Village, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

7.9 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must:

(a) provide to the Village a vacancy date;

(b) pay capping and inspection chamber installation fees as set out in the Village's bylaws governing fees for waterworks and sewer; and

(c) ensure that all municipal services and other services are capped and terminated at the property line in a Village standard inspection chamber and valve arrangement.

7.10 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

Notice

7.11 Every *owner* must, at least 2 *days* prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.

7.12 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during *construction*, within 24 hours of when the change or termination occurs.

7.13 If an owner or a *registered professional* terminates the engagement of a *registered professional*, including a coordinating *registered professional*, the owner must terminate all work under a building permit until the owner has engaged a new *registered professional*, including a coordinating *registered professional*, and has delivered to a *building official* new letters of assurance.

7.14 Without limiting the requirements of sections 10.27 to 10.33, every *owner* must give at least 2 *days* online or written notice to a *building official*:

(a) of intent to do work that is required or ordered to be corrected during *construction*;

(b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and,

(c) when work has been completed so that an inspection can be made.

7.15 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in the Village's bylaws governing fees immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of a final inspection notice.

7.16 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw, and all other applicable, codes, standards, and enactments.

8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.

8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

9.1 The provision by the *owner* to the Village of letters of assurance in accordance with the requirements of the *building code* shall occur prior to:

(a) the pre-*occupancy* site review coordinated by the coordinating *registered professional* or other *registered professional* for a complex *building*, or

(b) a final inspection for a simple *building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix B to this bylaw.

Requirement for a Registered Professional

9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code,* in respect of a *permit* application:

(a) prior to the pre-occupancy site review coordinated by the coordinating *registered professional* or other *registered professional* for a complex *building*,

(b) prior to a final inspection for a simple *building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;

(c) for *foundation* and excavation components of new simple *building*s and additions greater than 55 square metres to simple *building*s in accordance with the *building code* and for *retaining walls* and construction or structural alterations of pools but not for garages, carports, and garden structures;

(d) a *building* that is designed with common egress systems for the occupants and requires the use of firewalls in accordance with the *building code*;

(e) prior to alterations to a *building*, or to a structural component of a *building* described in paragraph (b) in this section;

(f) for a *building* in respect of which the *building official* determines that site conditions, size, or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;

(g) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and,

(h) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*:

(i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended; and,

(ii) that the plans submitted with the application comply with the relevant provisions of the building code and applicable bylaws of the Village.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are:

(a) relied upon by the Village and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code,* this bylaw and other applicable enactment,

and acceptance of the same does not:

(b) constitute in any way a representation, warranty, or assurance that the Village has reviewed the same;

(c) constitute in any way a representation, warranty, or assurance that the lands, *building*, or *structure* can be safely used or occupied; or,

(d) constitute in any way a representation, warranty, or assurance that the *construction* and works on the lands, *building*, or *structure* do not pose a hazard, danger, or *unsafe condition* for any other lands, *buildings*, or *structures.*

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code.*

9.7 For a *building permit* issued for the *construction* of a *complex building,* the *building official* shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the Village or its *building officials* on the *registered professionals*.

9.8 If a *building permit* is issued for a *construction* of a *complex building*, the *permit* fee is reduced by 5% of the fees payable under the Village's bylaws governing fees, up to a maximum reduction of $500.00 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:

(a) the *owner* must apply for and obtain a development *permit* if the *building* or *structure* is in an area designated by the Village's Official Community Plan as a development *permit* area;

(b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Village, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit, or order of the Board of Variance;

(c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be constructed, and the subdivision plan must have been registered in the Land Title Office;

(d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the agent of the *owner*, in which case, the agent must provide the name and contact information of the *owner*;

(e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's sewage disposal system, the *owner* must apply for and obtain approval from other applicable public authorities for an alternate private sewage disposal system and provide the Village with a copy of such approval before a building permit can be issued;

(f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's waterworks system, the *owner* must apply for and obtain approval from other applicable public authorities for an alternate water supply system and provide the Village with a copy of such approval before a building permit can be issued;

(g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Village's storm water drainage system, the *owner* must apply for and obtain approval from the Village and other applicable public authorities for the alternate storm water drainage and detention system; and,

(h) if all on site and off site works and services required by a Village bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Village and deliver to the Village letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must:

(a) be made using the form prescribed by the *building official*, and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner*'s acknowledgement of responsibility and undertaking made in the form attached as Appendix A to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the *building* is designed under Part 3 or Part 9 of the *building code*, major *occupancy* classification(s) of the *building*, *building* area, *building* height, number of streets the *building* faces, and accessible entrances, work areas, washrooms, firewalls, and facilities;

(e) include a copy of a survey plan prepared by a British Columbia land surveyor;

(f) include a site plan prepared by a *registered professional* showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

(ii) the legal description and civic address of the parcel;

(iii) the location and dimensions of existing and proposed statutory rights of way, easements, setback requirements, adjacent street, and lane names;

(iv) the location and dimensions of existing and proposed *buildings* or *structures* on the parcel;

(v) setbacks to the natural boundary of any watercourse;

(vi) north arrow;

(vii) if applicable, location of an approved existing or proposed private or other alternative sewage disposal system, water supply system, and storm water drainage system;

(viii) zoning compliance summary;

(ix) the location, dimensions, and gradient of parking and parking access;

(x) proposed and existing setbacks to property lines;

(xi) natural and finished grade at *building* corners and significant breaks in the *building* plan and proposed grade around the *building* faces in order to ascertain *foundation* height;

(xii) first storey floor elevation;

(xiii) location, setbacks, and elevations of all *retaining walls*, steps, stairs, and decks;

(xiv) line of upper floors;

(xv) location and elevation of curbs, sidewalks, manholes, and service poles;

(xvi) location of existing and proposed service connections;

(xvii) location of top bank and water courses;

(xviii) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

(g) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including the dimensions and height of crawl and roof spaces; the location, size, and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

(h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundation*s, drainage, ceiling heights, and *construction*s systems;

(i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished grade, spatial separations, and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning bylaw and development *permit*;

(j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;

(k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6, and 2.2.9, Division C of the *building code*;

(l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits, and ministry of health approvals;

(m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the coordinating *registered professional*;

(n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered*

*professional*s as the *building official* or *building code* may require to prepare the design for and conduct field reviews of the *construction* of the *building*;

(o) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and,

(p) include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the *construction* of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Village's subdivision and development servicing bylaw;

(b) a section through the site showing grades, *buildings*, *structures*, parking areas, and driveways; and,

(c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code,* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must:

(a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix A and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;

(e) include a site plan showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

(ii) the legal description and civic address of the parcel;

(iii) the location and dimensions of existing and proposed statutory rights of way, easements, setback requirements, adjacent street, and lane names;

(iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;

(v) setbacks to the natural boundary of any watercourse;

(vi) north arrow;

(vii) if applicable, location of an approved existing or proposed alternative private or other sewage disposal system, water supply system, or storm water drainage system;

(viii) the location, dimensions and gradient of parking and parking access;

(ix) proposed and existing setbacks to property lines;

(x) natural and finished grade at *building* corners and datum determination points;

(xi) *first storey* floor elevation;

(xii) location, setbacks, and elevations of all *retaining walls*, steps, stairs, and decks;

(xiii) line of upper floors;

(xiv) location and elevation of curbs, sidewalks, manholes, and service poles;

(xv) location of existing and proposed service connections;

(xvi) location of top bank and water courses;

(xvii) *accessible* paths of travel from the street to the *building*;

(xviii) zoning compliance summary;

(xix) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

(f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, location, size, and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

(g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and *construction* systems;

(h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations, and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning and, if applicable, development permit;

(i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;

(j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, Ministry of Transportation and Infrastructure approvals, and Ministry of Health approvals;

(k) except for garages, carports, and garden *structure*s located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;

(l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;

(m) include two sets of drawings at a scale of ¼ inch to 1 foot including the information set out in (f) to (i) of this section; and,

(n) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves

(a) two or more *building*s, the gross floor areas of which in the aggregate total more than 1000 square metres;

(b) two or more *building*s that will contain four or more dwelling units; or

(c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a *building official* may require the following be submitted with a *permit* application for the *construction* of each simple *building* in the project:

(d) a section through the site showing grades, *building*s, *structure*s, parking areas, and driveways;

(e) a roof plan and roof height calculations;

(f) structural, electrical, plumbing, mechanical, and fire suppression drawings prepared and sealed by a *registered professional*;

(g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and

(h) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code,* and other bylaws and enactments relating to the *building* or *structure.*

Site and Location Information

10.6 Without limiting the requirements of sections 10.2(f) or 10.4(d) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to:

(a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;

(b) verify, during and upon completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;

(c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site, or its relationship to neighbouring grades; and,

(d) in relation to *construction* of a new *building*, or *addition* to an *existing building,* prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location, and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 At the time of submitting a building permit application the *owner* must submit:

(a) the building permit application fee prescribed in the Village's bylaws governing fees; and,

(b) the security deposit in the amounts set out in the Village's bylaws governing fees.

10.8 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Village:

(a) the *building permit* fee prescribed in the Village's bylaws governing fees; and,

(b) any fees, charges, levies, or taxes imposed by the Village and payable under an enactment at the time of issuance of the *building permit.*

10.9 The security deposit required by section 10.7:

(a) will be applied to the cost borne by the Village to maintain, restore, or replace any public works or public lands which are destroyed, damaged, or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;

(b) will be applied to the cost borne by the Village to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;

(c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; and,

(d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion must be returned to the applicant:

(a) when the *building official* is satisfied that no further damage to public works or public lands will occur;

(b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and,

(c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the Village for the purposes described in sections 10.9 to 10.10 of this Part will be returned to the *permit* holder upon the request of the applicant unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from any or all of the *permit* holder, the *constructor*, or the *owner* of the property.

10.12 The *owner* must deliver to the *building official* an executed Appendix A under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the *construction* associated with the *building permit* will be repaired at the *owner's* expense and to the satisfaction of the Public Works Superintendent, and the *owner*

must deposit with the Village security in accordance with sections 10.7 to 10.10 of this Part.

Permit Fee Refunds

10.13 No fee or part of a fee paid to the Village may be refunded if *construction* of the *building* has started or if the *permit* has expired.

10.14 A *building permit* or other *permit* fee may be partially refunded, only if:

(a) the *owner* has submitted a written request for a refund;

(b) the *building official* has certified a start has not been made on the *construction* of the *building* or *structure*; and,

(c) the *permit* has not expired.

10.15 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.45 of this Part.

Design Modification

10.16 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Village a *building permit* fee based on the plan review hourly rate set out in the Village's bylaws governing fees.

Construction Before Permit Issued

10.17 The *building permit* or other *permit* fee is doubled for every *permit* application if *construction* commenced before the *building official* issued a *permit*, to a maximum of $10,000.00.

Expiration of Application for a Permit

10.18 A *building permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Village.

Issuance of a Building Permit

10.19 If:

(a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;

(b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.17 of this Part;

(c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;

(d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;

(e) the *owner* has retained an architect if required under this bylaw; and,

(f) no covenant, agreement, resolution, or regulation of the Village requires or authorizes the *permit* to be withheld,

the *building official* shall issue the *permit* in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the Village gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

Compliance with the Homeowner Protection Act

10.20 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*:

(a) is covered by home warranty insurance; and,

(b) the *constructor* is a licensed "residential builder" as defined in that Act.

10.21 Section 10.20 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act.*

10.22 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

10.23 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the *construction* of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must

fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice from the Village to do so.

10.24 If a *building permit* has expired and partial *construction* has progressed, with no extension requested of the *building official* under section 10.45, permanent type fencing with privacy screen complying with the Village's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

10.25 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned to a new *owner.*

10.26 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building construction* or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

10.27 A *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

10.28 A *building official* may attend periodically at the site of the *construction buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw, and any other applicable enactments concerning safety.

10.29 Every *owner* or *constructor* shall give at least two *days'* notice to the *building official* to obtain an inspection and written acceptance of the work and at the stages set out in section 10.30.

10.30 Every *owner* or *constructor* must obtain inspection and written acceptance from the *building official* or, where a *registered professional* has been retained, the *registered profession* of the following aspects of the work prior to concealing them:

(a) after demolition, the grading of and removal of debris from the site;

(b) within 24 hours of the start of *excavation*;

(c) where concrete footings and foundations are being used, after forms for footings and foundations are completed but prior to placing any concrete therein;

(d) where concrete footings and foundations are being used, after removal of form work from the footings and foundations;

(e) after installation of perimeter drains and damp proofing but prior to backfilling against the building;

(f) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;

(g) hydronic heating pipes, below slab insulation, and radon pipes;

(h) installation of *building* services before being covered;

(i) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;

(j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper, or exterior finishes which would conceal such work;

(k) insulation and vapour barrier;

(l) *construction* of an exterior deck if the deck serves as a roof;

(m) on-site *constructed* tub or shower bases before being covered with a finishing material;

(n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and,

(o) the *health and safety aspects of the work* and the conservation, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete and ready for *occupancy* but prior to *occupancy*,

10.31 A *building official* will only carry out an inspection under section 10.30 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw, and without limiting the foregoing, the *building official* has no obligation or duty to carry out an inspection in the absence such a request.

10.32 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.30, or a *building official's* attendance at a *construction* site as authorized by this bylaw, if a *registered professional* provides letters of assurance, the Village will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the

construction referenced by those letters of assurance substantially conform to the *design*, plans, and specifications and that the *construction* complies with the *building code*, this bylaw, and other applicable enactments respecting safety.

10.33 No person may conceal any aspect of the work referred to in section 10.30 of this bylaw until a *building official* or the *registered professional* has *accepted* it in writing.

10.34 For work in respect of *complex buildings*, the *owner* must:

(a) convene a preconstruction meeting prior to the start of *construction* and of the preconstruction meeting and the *owner* or their representative must ensure that the *coordinating registered professional*, the *constructor*, and representatives of major trades are in attendance at the preconstruction meeting;

(b) convene a pre-*occupancy* site review coordinated by the *coordinating registered professional* or other *registered professional* for the purposes of having the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable Village requirements, and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and

(c) cause the *coordinating registered professional* to deliver to the *building official* the Confirmation of Required Documentation described in Appendix C, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick at least 2 *days* prior to the pre-*occupancy* coordinated site review coordinated by the *coordinating registered professional*;

(d) provide the Village with written notice of the meeting and site review referenced in this section at least 2 *days* in advance of such events.

Stop Work Order

10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice in the form in the form prescribed by the *building official* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Village, or the applicable provisions of the *Homeowner Protection Act*.

10.36 The *coordinating registered professional* may request, in writing, that the *building official* post a stop work order notice on the premises and order the immediate

suspension or correction of all or a portion of the *construction* on a *building* or *structure*. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons for denying the request.

10.37 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to *registered professional's design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.35.

10.38 Immediately after the posting of a notice under section 10.35 or stoppage pursuant to section 10.37, the *owner* must secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation, or order of the Province, or of a provincial agency and of every applicable bylaw of the Village.

10.39 Subject to the terms of the stop work notice issued pursuant to section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.35 until the stop work order notice has been removed by the *building official*.

10.40 The notice referred to in section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.

10.42 If a notice is posted under section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in the Village's bylaws governing fees for:

(a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;

(b) a special inspection during the Village's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location, or *construction* techniques; or,

(c) inspection required under this bylaw which cannot be carried out during the Village's normal business hours.

Permit Expiration

10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if:

(a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;

(b) work is discontinued for a period of 180 days; or,

(c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

10.45 A *building official* may extend the period set out under section 10.44 for only one period, not to exceed twelve months, if *construction* has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the *construction* warrants, if:

(a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and

(b) the non-refundable fee set out in the Village's bylaw governing fees has been paid.

Building Permit Revocation

10.46 The *building official* may revoke a *building permit* if there is a violation of:

(a) a condition under which the *permit* was issued; or,

(b) a requirement of the *building code* or of this or another bylaw of the Village,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.47 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official.*

10.48 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.49 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design, or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or “amended”.

10.50 If a *building permit* application or *permit* is cancelled, and *construction* has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under the Village’s bylaws governing fees, less:

(a) any non-refundable portion of the fee; and,

(b) 15% of the refundable portion of the fee.

Occupancy

10.51 No person may occupy a *building* or *structure* or part of a *building* or *structure* for which a *building permit* was issued until a final inspection notice has been issued by a *building official* for the *building* or *structure* or that part of a *building* or *structure* for which a *building permit* was issued.

10.52 A final inspection notice will not be issued unless:

(a) all letters of assurance have been submitted as required in accordance with this bylaw;

(b) all certifications of inspections and approvals for plumbing rough in, plumbing, sprinkler systems, sewerage, and drainage works have been received and accepted by the *building official*;

(c) all aspects of the work requiring inspection and acceptance pursuant to sections 10.30 to 10.34 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;

(d) where requested by the *building official*, the *owner* has delivered to the Village as-built plans of works and *services* in digital format;

(e) where requested by the *building official*, the *owner* has provided to the Village a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location, and elevation determined in accordance with the Village's land use regulations;

(f) the *owner* has executed and delivered to the Village every agreement, instrument, or form required by the Village in relation to the work or the site;

(g) all other documentation required under applicable enactments has been delivered to the Village; and,

(h) the *owner* has delivered to the Village as-built drawings of the *building* or *structure* in digital format if *construction* have varied significantly from the approved plans and are requested by the *building official*.

10.53 When a *registered professional* provides letters of assurance, the Village will rely solely on the letters of assurance when issuing a final inspection report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw, and other applicable enactments respecting safety.

10.54 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under *construction* when:

(a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and,

(b) the requirements set out in section 10.52 have been met with respect to it.

Temporary Buildings

10.55 Subject to the bylaws of the Village and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if:

(a) the *permit* is for a period not exceeding one year; and,

(b) the *temporary building* or *structure* is located in compliance with the Village's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected to Village utility services.

10.56 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include:

(a) plans and supporting documents showing the location and *building height* of the *temporary building* or *structure* on the parcel;

(b) plans and supporting documents showing *construction* details of the *temporary building* or *structure*;

(c) a statement by the *owner* indicating the intended use and duration of the use of the *temporary building* or *structure*;

(d) plans and supporting documents showing the proposed parking and loading space;

(e) a written description of the *project* explaining why the *building* is temporary;

(f) a copy of an issued development permit, if required;

(g) in the case of a temporary manufactured building, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

(h) a report or drawing by an engineer, architect, or designer confirming compliance with the *building code*, this bylaw, the Village's zoning bylaw, and other applicable bylaws, and, without limiting the generality of the foregoing, confirming that the *temporary building* or *structure* can be safely used ;

(i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building* or *structure*, which security

(i) may be used by the Village to remove the *temporary building* or *structure* after one year of the date of the final inspection required under this bylaw; or,

(ii) must be returned to the *owner* if the *owner* removes the *temporary building* or *structure* within one year of the date of the final inspection of the *temporary building* or *structure* required under this bylaw; and,

(j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

10.57 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the Village the applicable *building permit* fee.

10.58 A *building permit* fee for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

10.59 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from persons, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a:

(a) sanitary sewer; or,

(b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking or overflowing. Such facilities must be located on the construction site in a manner so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

11.1 No person may construct, or structurally repair, a *retaining wall* without a *building permit*.

11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel or excavations creating surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally, must be restrained by *retaining walls*.

11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments and recommended requirements of a professional engineer with expertise in geotechnical engineering.

PART 12: BUILDING MOVE

12.1 No person may move a *building* or *structure* into or within the Village:

(a) except where certified by a *registered professional* that the *building,* including its *foundation*, will substantially comply with the current version of the *building code*; and,

(b) a *building permit* has been issued for the *building* or *structure*.

PART 13: POOLS

Swimming Pool Permit and Fencing

13.1 A person must not construct, or structurally repair, a swimming *pool* without a valid *building permit.*

13.2 A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.22 metres and no openings other than gates greater than 100 mm at their greatest dimension.

Pool Gate

13.3 Access through a fence enclosing a swimming *pool*, spa, or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa, or hot tub side of the gate.

Spa or Hot Tub Lid

13.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Maintenance

13.5 A person may not use a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool*, spa or hot tub is located maintains every fence or cover required under sections 13.2 to 13.4 in good order, and without limiting the foregoing, maintains and repairs to good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks, or broken or binding members.

Leaks or Other Failures

13.6 A person may not obtain a valid and subsisting *building permit* for or use a swimming *pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

PART 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Village incorporates by reference the British Columbia Energy Step Code in accordance with sections 15.2 through 15.4.

15.2 A *building* regulated by Part 3 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

15.3 A *building* regulated by Part 9 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

15.4 Any *building* regulated by Part 3 or Part 9 of the *Building Code* that is located on property that is rezoned must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

PART 15: OFFENCES

Violations

15.1 Without limiting Part 4 of this bylaw, every person who:

(a) violates a provision of this bylaw;

(b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; or,

(c) neglects to do anything required to be done under any provision of this bylaw,

commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than $10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

15.2 Every person who fails to comply with any requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.

15.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in the Village's bylaws governing fees.

Deemed Offence

15.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy*, or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.

15.5 No person is deemed liable under section 15.4 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.

15.6 Nothing in section 15.5 affects:

(a) the Village's right to require and the *owner's* obligation to obtain a *permit*; and,

(b) the obligation of the *owner* to comply with this bylaw.

Ticketing

15.7 The offences in Appendix D are designated for enforcement under s. 264 of the *Community Charter*.

15.8 The following persons are designated as bylaw enforcement officers under section 264(1) (b) of the *Community Charter* for enforcing the offences in Appendix D: *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.

15.9 The words or expressions set forth in Column 1 of Appendix D are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.

15.10 The amounts appearing in Column 3 of Appendix D are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

PART 16: INTERPRETATION

Definitions

16.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any *building* which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building official means the person designated in or appointed to that position by the Village, and includes a *building* inspector, or plan checker, designated or appointed by the Village, and for certainty the *building official* is the "*building* inspector" referred to in the *Community Charter* and *Local Government Act*;

complex building means:

(a) a *building* used for a *major occupancy* classified as:

  (i) *assembly occupancy*;

  (ii) *care occupancy*;

  (iii) *treatment occupancy*; or

  (iv) *post-disaster building*,

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

  (i) *residential occupancy*;

  (ii) *business and personal services occupancy*;

  (iii) *mercantile occupancy*; or

  (iv) *medium and low hazard industrial occupancy*,

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of *the registered professionals* required for a development;

construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

constructor means a person who *constructs*;

day means a full day that is a day that the Village offices are open;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a *building* that lie below the finished grade immediately adjacent to the *building*;

GHG means greenhouse gas*;*

health and safety aspects of the work means design and *construction* regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the *building official*;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

pool means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, including an in-ground *pool* and hot tub;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

Professional Governance Act means the *Professional Governance Act*, S.B.C. 2018, c. 47 as amended from time to time;

project means any *construction* operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as:

(a) *residential occupancy*;

(b) *business and personal services occupancy*;

(c) *mercantile occupancy*;

(d) *medium hazard industrial occupancy*; or

(e) *low hazard industrial occupancy*,

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

temporary building includes a, *construction* office or a *structure* in which tools are stored during *construction* of a *building* or other *structure*;

16.2 In this bylaw the following words and terms have the meanings:

(a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating , designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*;

(b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service* and *soil*; and

(c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

16.3 Every reference to this bylaw in this or another bylaw of the Village is a reference to this bylaw as amended to the date of the reference.

16.4 Every reference to:

(a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and

(b) a section of the *building code* is a reference to the applicable successor sections,

as the code or section may be amended or re-enacted from time to time.

16.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

16.6 Appendices A through E are attached to and form part of this bylaw.

Severability

16.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 17: REPEAL

20.1 VILLAGE OF LIONS BAY BUILDING BYLAW NO. 234, 1994, AS AMENDED, IS REPEALED.

PART 18: IN FORCE

18.1 This bylaw comes into force on [Insert date, unless intent is TO COME INTO force on adoption].

READ A FIRST TIME this _7__ day of ___October_____, 2025.

READ A SECOND TIME this ___ day of _____, 2025.

READ A THIRD TIME this ___ day of _____, 2025.

ADOPTED this ___ day of _____, 2025.

Mayor _____ Corporate Officer_____

Village of Lions Bay

BYLAW No. 649, 2025

Appendix A – Owner's Undertaking

Property Address:_____

Legal Description:_____

Building Permit #:_____

1. This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the Village will rely on same.

2. I confirm that I have applied for a *building permit* pursuant to "Village of Lions Bay Building Bylaw 2025, No. XXXX" (the "Bylaw") and that I have carefully reviewed the provisions of the Bylaw and in particular, **I understand, acknowledge, and accept** the provisions describing the purpose of the Bylaw set out in Part 2 of the Bylaw , the conditions under which *permit*s are issued, the disclaimer of warranty or representation, and the limited extent of the scope of the Bylaw and inspections thereunder.

3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the *permit* applied for is done by me, a contractor, or a *registered professional* and the issuance of a *building permit* does not constitute any representations, assurances, or warranties regarding any actual or potential geotechnical matters that do or could be related to the development of the building site and lot to which the *building permit* applies.

4. I am not in any way relying on the Village or its *building official*s, agents, or employees to protect me or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Village or its *building official*s.

5. I hereby agree to indemnify and save harmless the Village and its employees from all claims, liability, judgments, costs, and expenses of every kind which may result from

negligence or from the failure to comply fully with all bylaws, statutes ,and regulations relating to any work or undertaking in respect of which this application is made.

6. I acknowledge and agree that if I damage any Village works or services, I will repair such damages to the satisfaction of the Village if requested by the Village to do so, or pay for the costs of such repairs if the costs exceed the value of any security deposit paid to the Village

I am authorized to give these representations, warranties, assurance and indemnities to the Village.

Owner's Information:

Name: _____

(PRINT)

Address: _____

_____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email:_____

These undertaking covenants and agreements are executed under seal by the *owner* this _____ day of _____, _____.

(Day) (Month) (Year)

1. Where *owner* is an <u>individual:</u>

Owner's Signature

Signed, sealed, and delivered in the presence of:

Witness's Signature

_____

_____

Witness's Name

(PRINT)

Witness's Address

Signed, sealed, and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Owner's Name

(PRINT)

2. Where *owner* is a corporation:

Name of Corporation

_____

Signed, sealed, and delivered in the presence of:

Witness's Signature

_____

_____

Witness's Name

_____

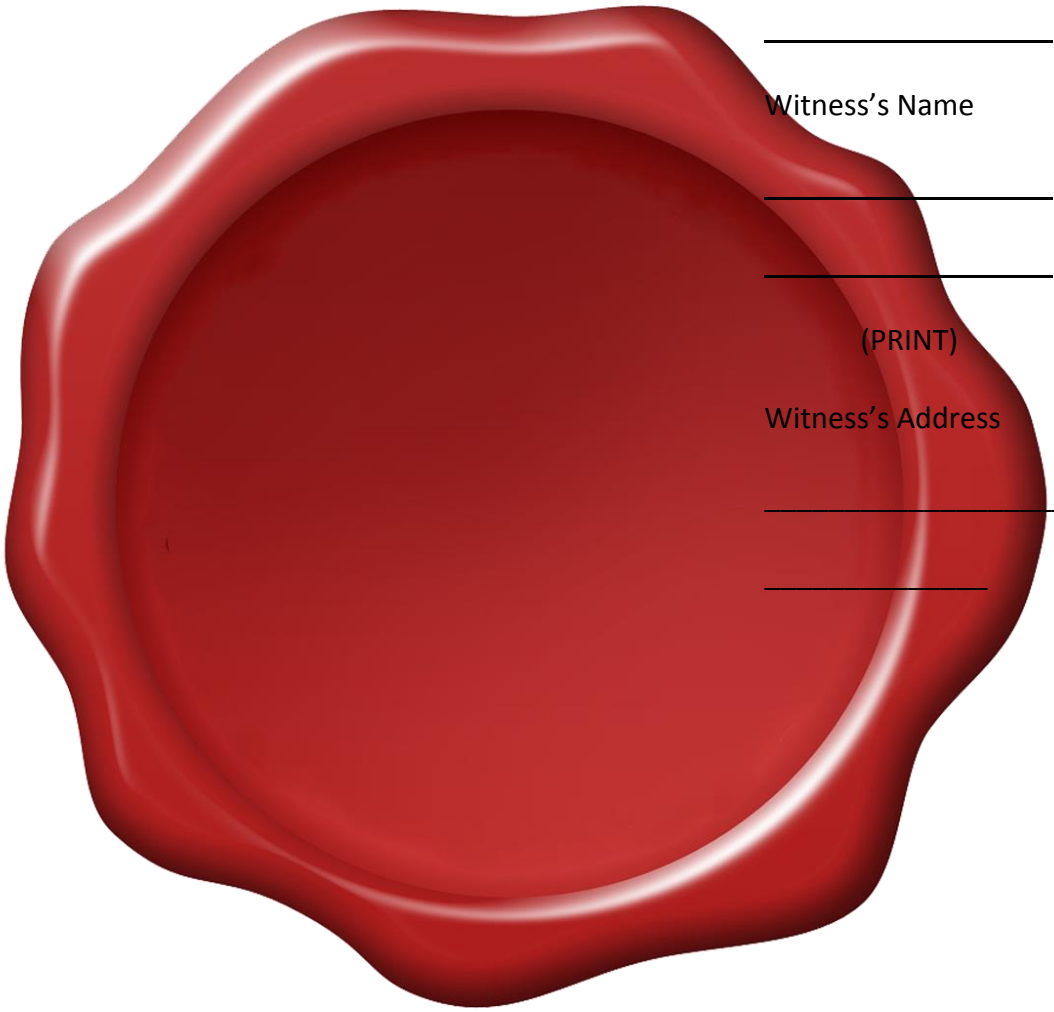
_____

(PRINT)

Witness's Address

_____

_____



Per:

Authorized Signatory

_____

Name

_____

(PRINT)

3. Where *owner* is a partnership:



_____

Name of Partnership

_____

Per:

Authorized Signatory

_____

Name _____ (PRINT)

Village of Lions Bay

BYLAW No. 649, 2025

Appendix B – Confirmation of Professional Liability Insurance

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Village or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

Property Address:_____

Legal Description:_____

The undersigned hereby gives assurance that:

a) I have fulfilled my obligation for insurance coverage as outlined in the Village of Lions Bay Building Bylaw 2025, No. XXXX;
b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars ($1,000,000.00);
c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
d) I am a *registered professional*; and
e) I will notify the *building official* in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during *construction*.

_____
Signature

_____ _____
Name (PRINT) Date

_____
Address (PRINT)

_____ (Affix professional seal here)

Phone

(If the *registered professional* is a member of a firm, complete the following)

I am a member of this firm:

_____

Name of Firm (PRINT)

_____

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Professional Governance Act, S.B.C. 2018, c. 47*, or (b) as a professional engineer under the Professional Governance Act,* S.B.C. 2018, c. 47.

Village of Lions Bay

BYLAW No. 649, 2025

Appendix C – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 2* days *prior to the Pre-Occupancy Coordinated Review.*

2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

	Provided	N\A	
TAB 1	☐	☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐	☐	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	☐	☐	Owner
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Registered Professionals
	☐	☐	Warranty Provided
	☐	☐	Licensed Builder
	☐	☐	Sub-Contractors
TAB 3	☐	☐	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Architectural
	☐	☐	Structural
	☐	☐	Mechanical
	☐	☐	Geotechnical Temporary
	☐	☐	Geotechnical Permanent
	☐	☐	Fire Suppression

☐ ☐ _____ (other)

TAB 4 ☐ ☐ PROFESSIONAL REVIEW LETTERS

☐ ☐ Alternative Solution (Confirmation of Field Review – sealed)

☐ ☐ Site Services – Civil Engineer

☐ ☐ Building Envelope Specialist

☐ ☐ Roofing Consultant

☐ ☐ Generator Test Report / Certificate

☐ ☐ (Other - specify) _____

☐ ☐ (Other - specify) _____

TAB 5 ☐ ☐ FIRE ALARM

☐ ☐ Fire Alarm Verification Certificate (include field work sheets)

☐ ☐ Letter of Signed Contract from ULC Listed Monitoring Agency

TAB 6 ☐ ☐ SPRINKLER SYSTEMS

☐ ☐ Material and Test Certificate – Above ground piping

☐ ☐ Material and Test Certificate – Underground piping

☐ ☐ Fire Pump Test Report

TAB 7 ☐ ☐ PROVINCIAL APPROVALS

☐ ☐ Certificate to Operate Elevating Device (one per each device)

☐ ☐ Health Approval (on-site sewage disposal)

☐ ☐ Health Approval (food services)

TAB 8 ☐ ☐ VILLAGE APPROVALS

☐ ☐ Sprinkler Permit – Pre-*occupancy* Co-ordinated Review

☐ ☐ Fire Department Acceptance (Fire Safety Plan)

☐ ☐ Final Inspection (Building Inspector– pre-*occupancy* review)

☐ ☐ Developmental Engineering Final Inspection

☐ ☐ Planning Technicians Final Inspection

TAB 9 ☐ ☐ DEFICIENCY LIST

Submitted by Coordinating Registered Professional

_____

Name (PRINT)

_____ _____

Signature Date

_____

Address (PRINT)

_____

Phone

Village of Lions Bay

BYLAW No. 649, 2025

Appendix D – Offences

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Interference with *building official*'s right of entry		
Construction without *building permit*		
Demolition without *building permit*		
Moving *building* without *building permit*		
Failure to having *permit* and supporting documents on site		
Unsafe site		
Failure to post civic address		
Failure to comply with *permit* conditions		
Failure to obtain final inspection notice		
Unsafe condition		
Failure to clear all debris and fill		
Failure to obtain *building official*'s written acceptance prior to concealing work		
Failure to stop work after a *registered professional*'s services are terminated		
Violation of Stop Work Order		
Violation of Do Not Occupy Notice		

STAFF REPORT

DATE:	2025-08-01	**FILE:**	CAO-2025-009
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DRAFT SUBDIVISION SERVICING BYLAW NO. 651, 2025**		

RECOMMENDED RESOLUTION:

THAT Council:

1. **Grant First and Second Reading** to *Subdivision Servicing Bylaw No. 651, 2025,* to replace *Subdivision Bylaw No. 141, 1985*; and
2. **Direct staff to schedule a Public Hearing** in accordance with section 466 of the *Local Government Act*.

PURPOSE:

The purpose of this report is to present Draft Subdivision Servicing Bylaw No. 651, 2025, to Council for consideration of First and Second Reading and to recommend that the Bylaw be scheduled for a Public Hearing. The new Bylaw is intended to replace the existing Subdivision Bylaw No. 141, 1985, which is outdated and no longer meets the legal, technical, or operational needs of the Village.

BACKGROUND:

The current *Subdivision Bylaw* was adopted in 1985. Over the past four decades, legislation, best practices, environmental standards, infrastructure needs, and land development trends have significantly evolved. The existing *Bylaw* lacks critical components necessary for modern subdivision processing and servicing, including engineering standards, infrastructure requirements, and clear procedures.

Subdivision and development activity, although limited in scale in the Village of Lions Bay, must be regulated through clear, enforceable, and modern provisions to ensure sustainable land development, protect public infrastructure, and uphold community expectations. A Subdivision Servicing Bylaw is a specialized regulatory instrument enabled by the *Local Government Act* that prescribes servicing requirements, infrastructure standards, application procedures, and related approvals for the subdivision of land. It ensures that new development integrates appropriately into the municipal servicing system (water, sewer, drainage, and roads) and complies with engineering and safety standards.

DISCUSSION:

Purpose and Scope of a Subdivision Servicing Bylaw

A subdivision servicing bylaw serves several key functions:

1. Establishes minimum servicing standards for infrastructure to support new parcels (e.g., roads, sidewalks, stormwater systems, water and sewer connections).
2. Prescribes the procedures and documentation requirements for subdivision applications.
3. Provides authority to the Approving Officer to regulate and impose conditions on subdivision approvals.
4. Protects municipal assets by ensuring development-related infrastructure is constructed to appropriate standards and integrated into the municipal system.
5. Ensures public safety, environmental protection, and long-term municipal sustainability through sound engineering practices.

Approving Officer Role and Council's Limited Involvement

Pursuant to the *Land Title Act* and *Local Government Act*, subdivision approval authority resides with the Approving Officer, who is a statutory official operating independently of Council. This ensures that subdivision decisions are made based on technical merit, statutory requirements, and professional standards, free of political influence.

Neither Council nor the public participates in subdivision approval decisions or processes. This independence is crucial for legal compliance, fairness, and minimizing liability risk to the municipality.

Subdivision Process and the PLR (Preliminary Layout Review) Letter

The standard subdivision process includes:

1. **Application Submission**: An applicant submits a completed application, including plans and supporting documentation, to the Approving Officer.
2. **Preliminary Review**: Staff conduct a technical review for compliance with zoning, servicing, and other applicable bylaws or policies.
3. **Issuance of a PLR Letter**: Also called a Preliminary Layout Review or Preliminary Layout Approval, this non-binding letter outlines terms and conditions that must be met before final subdivision approval can be granted.
4. **Final Approval and Plan Registration**: Upon meeting all conditions, the subdivision plan is approved and registered with the Land Title Office.

The PLR letter is critical as it provides clear direction to applicants regarding engineering design, servicing upgrades, access requirements, and other conditions. It ensures transparency and consistency and is foundational in managing applicant expectations and municipal oversight.

Key Features of the Proposed Bylaw

- Incorporates comprehensive technical servicing requirements tied to engineering standards, ensuring infrastructure quality and resilience.
- Introduces clear application processes, submission requirements, and evaluation criteria.
- Provides legal tools for security deposits, inspection, and acceptance of developer-constructed infrastructure.
- Ensures alignment with regional standards, bringing consistency and efficiency for developers, builders, home owners, and municipal staff.
- Incorporates climate resilience and environmental protection through stormwater management and sustainable design principles.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications for the adoption of the proposed Bylaw. The Bylaw provides legal authority to require cost recovery from applicants for infrastructure upgrades, servicing connections, and municipal inspection services, thereby protecting the municipality from incurring costs related to private development.

Over the long term, ensuring that all new infrastructure is constructed to modern standards reduces future maintenance and replacement costs to the Village.

LEGAL IMPLICATIONS:

Subdivision and servicing regulation is enabled by Part 14 of the *Local Government Act* and Part 7 of the *Community Charter*. The Bylaw must provide a clear legal basis for all regulatory actions taken by the Village related to subdivision.

The outdated *Bylaw No. 141, 1985,* fails to meet contemporary legal standards and may expose the municipality to liability or enforcement challenges. Adoption of a modern Bylaw mitigates legal risk and ensures that the municipality has robust, enforceable authority in land development matters.

OPTIONS:

Council may consider the following options:

1. Grant First and Second Reading to *Subdivision Servicing Bylaw No. 651, 2025,* and direct staff to schedule a Public Hearing.
2. Refer the Bylaw back to staff for additional revisions.
3. Take no action and continue operating under *Bylaw No. 141, 1985* (not recommended).

Respectfully submitted,



_____

Ross Blackwell,
Chief Administrative Officer

Attachments:

(1) Draft Subdivision Servicing Bylaw

Subdivision & Development Servicing Bylaw

No. 651, 2025

PO Box 141, 400 Centre Road
Lions Bay, British Columbia
V0N 2E0, Canada
604-921-9333
office@lionsbay.ca
www.lionsbay.ca

VILLAGE OF LIONS BAY

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. 651, 2025

A BYLAW OF THE VILLAGE OF LIONS BAY TO
REGULATE THE SUBDIVISION AND DEVELOPMENT OF LAND
AND THE PROVISION OF WORKS AND SERVICES

WHEREAS the *Local Government Act, Part 14, Division 11* permits a local government to regulate and require the provision of works and services and road dedication in respect of the subdivision or development of land;

AND WHEREAS it is deemed desirable to regulate the subdivision or development of land in order to promote the orderly and economic development of the Village of Lions Bay;

AND WHEREAS pursuant to the *Community Charter, Part 5, Division 6*, Council may delegate powers, duties, and functions to its officers or employees;

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

1.0 ADMINISTRATION

1.1 Citation

1.1.1 This Bylaw may be cited for all purposes as the "Village of Lions Bay Subdivision and Development Control Bylaw No. 651, 2025".

1.2 Application

1.2.1 This Bylaw shall apply to all applications for the Subdivision and Development of land and for the provision of Works and Services within the area incorporated as the Village of Lions Bay.

1.2.2 All Works and Services constructed in the Village of Lions Bay shall be design and constructed in accordance with the provisions of the Infrastructure Design and Construction Manual.

1.3 Delegation of Authority

1.3.1 The Approving Officer is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the Subdivision of land and the design and construction of Works and Services therefor, including to execute and amend all forms necessary for the Subdivision of land in accordance with this Bylaw, applicable legislation, and in the best interests of the Village.

1.3.2 The Building Official is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the Development of land and the design and construction of Works and Services therefor, including to execute and amend all forms necessary for the Development of land in accordance with this Bylaw, applicable legislation, and in the best interests of the Village.

1.3.3 The Servicing Officer is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the design and construction of Works and Services, including to execute and amend all forms necessary for the provision of Works and Services in accordance with this Bylaw, applicable legislation, and in the best interest of the Village.

1.4 Interpretation

1.4.1 In this Bylaw, defined terms are denoted with capitalization. Headings are included for convenience only and should not be relied upon for interpretation.

1.4.2 Words, phrases, and terms not defined in this Bylaw shall be interpreted as in the *Local Government Act*, *Land Title Act, Community Charter*, or the *Interpretation Act,* or if not therein defined shall be given their usual and customary meaning for the purpose of interpreting this Bylaw.

1.4.3 Words used in the present tense include the other tenses and derivative forms; words used in the singular include the plural and vice versa; the word “person” includes a corporation, firm, partnership, trust, and other similar entities as well as an individual.

1.4.4 Where a regulation involves two or more conditions, provisions, or events, connected by the conjunction "and", all the connected items are required; "or" means that any one will suffice, but does not prohibit fulfillment of multiple conditions, provisions, or events.

1.4.5 Any enactment or bylaw referenced herein includes the enactment or bylaw as amended, revised, consolidated, or replaced from time to time.

1.4.6 If any part, section, paragraph, or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

1.5 Definitions

In this Bylaw, unless the context otherwise requires:

“Application & Submissions Policy” means the Village’s corporate policy containing the standards and procedures for applications and submissions made in accordance with this Bylaw, including standard forms. See Section 1.6.

“Approving Officer” means a person appointed by Village Council as an approving officer of the Village under the *Land Title Act,* and includes their lawful designates. The Approving Officers’ delegated authority also includes the authority to act as a Servicing Officer.

“Building Bylaw” means the Village of Lions Bay Building Bylaw No. 234, 1994.

“Building Official” has the same meaning as “qualified building official” in the *Building Act* and as “building inspector” in the Building Bylaw.

“Building Permit” has the same meaning as in the Building Bylaw.

“Bylaw” or **“SDS Bylaw”** when used in isolation means the Village of Lions Bay Subdivision and Development Control Bylaw No. 651, 2025.

“Certificate of Final Acceptance” means a notice issued in the Village’s standard form and in accordance with Section 5.10, accepting the Works and Services to be vested in, be owned by, and be the responsibility of the Village for ongoing operation, maintenance, repair, and eventual replacement.

“Design Authorization” means a notice issued in the Village’s standard form in accordance with Section 5.4.3, authorizing a design for construction, insofar as it is in strict conformance with the provisions of this Bylaw or with any variances explicitly authorized by the Servicing Officer. Design Authorization is an administrative assurance that a design is in general conformance with the provisions of this Bylaw and is not an affirmation that the design complies with the provisions of this Bylaw, nor is it a technical endorsement of a design.

“Develop” or **“Development”** means any alteration or construction upon a parcel for which the Building Bylaw requires a Building Permit to be issued and may also mean Subdivision.

"Developer" means an Owner who wishes to or has applied to Subdivide or Develop property or to construct Works and Services within the Village and may include, if context requires, a person who has the express written authority to act on behalf of and represent the Owner.

"Developer's Engineer" means a suitably qualified professional engineer, registered in good standing with *Engineers and Geoscientists BC*, who is retained by a Developer to design, inspect, test, and certify all Works and Services required as a condition of the Developer's Subdivision or Development approval.

"Development Application Procedures & Fees Bylaw" means the Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011.

"Excess" or **"Extended"** means those Works and Services in respect of:

- a portion of a Highway system that will provide access to land other than the land being Subdivided or Developed, or
- a portion of a water, sewage, or drainage system that will serve land other than the land being Subdivided or Developed.

"Highway" has the same meaning as in the *Land Title Act*, but does not include a statutory right-of-way or easement on private property.

"Infrastructure Design & Construction Manual" or **"IDCM"** means the Village's corporate policy containing the engineering design standards and construction specifications for the provision of Works and Services. See Section 1.6.

"Maintenance Period" means the later of:

- a period of one (1) year from the date on which the requirements of Section 5.8 are completed to the satisfaction of the Approving Officer, or
- the period ending on date the requirements of Section 5.10 are completed to the satisfaction of the Approving Officer.

"Maintenance Security" means a financial security in a form acceptable to the Village, provided under the terms of a Servicing Agreement, in the amount that is the greater of $10,000 and 10% of the actual construction cost of the Works and Services plus 200% of the cost of completing any outstanding work, including the repair of any deficiencies, as estimated by the Developer's Engineer and accepted by the Approving Officer.

"Official Community Plan" or **"OCP"** means the Village of Lions Bay Official Community Plan Bylaw No. 408, 2008.

"Owner" has the same meaning as defined in the *Assessment Act.*

"Peer Review" has the same meaning as defined in the "Professional Practice Guidelines – Peer Review" document published by *Engineers and Geoscientists BC*.

"Performance Security" means a financial security in a form acceptable to the Village, provided under the terms of a Servicing Agreement, in the amount that is the greater of $20,000 and 130% of the cost of the Works and Services as estimated by the Developer's Engineer and accepted by the Approving Officer.

"Permission to Construct" means a permit, issued in the Village's standard form, in accordance with Section 5.5, authorizing a Developer to proceed with construction of Works and Services within Village road right-of-way, subject to also obtaining a permit if required under Traffic Bylaw No. 413, 2009.

"Preliminary Layout Review Letter" means a letter issued by the Approving Officer in accordance with Section 3.1.2.

"Servicing Agreement" means an agreement between a Developer and the Village, in the Village's standard form, for the purposes outlined in the *Local Government Act*, *Section 509(2)* and pursuant to the *Land Title Act, Section 219.*

"Servicing Officer" means the person appointed by Village Council as responsible to fulfill the duties assigned by this Bylaw or as a servicing officer of the Village under *Local Government Act,* and includes their lawful designates.

"Subdivision" has the same definition as in the *Land Title Act*.

"Subdivision Approval" means the approval of a Subdivision plan in accordance with the *Land Title Act*.

"Substantial Performance" means the stage of completion when the Works and Services are ready for use for their intended purpose and any outstanding or deficient Works and Services are capable of completion or correction at a cost of not more than:

- 3% of the first $500,000 of the cost to provide the Works and Services,
- 2% of the next $500,000 of the cost to provide the Works and Services, and
- 1% of the balance of the total cost to provide Works and Services.

"Total Performance" means the stage of completion when the Works and Services, including all deficiencies and incomplete work, have been Substantially Performed as required under Sections 5.8 and the Maintenance Period for all works as outlined in Section 5.9 has concluded.

"Works" or **"Works and Services"** means such infrastructure systems as highways, boulevards, sidewalks, transit bays or shelters, boulevard amenities, transportation systems or amenities, street lighting, underground wiring, water supply or distribution systems, fire hydrant systems, sewage collection or disposal systems, drainage collection or disposal systems, or any other such infrastructure systems necessary to support the Subdivision or Development of land.

"Village" means the Village of Lions Bay.

"Zone" means the zoning designation contained in the Zoning Bylaw.

"Zoning Bylaw" means the Village of Lions Bay Zoning Bylaw No. 520, 2017.

1.6 Supporting Corporate Policies

1.6.1 This Bylaw references the following corporate policy documents, which contain supplemental requirements to, and procedures for, this Bylaw but do not form part of this Bylaw. The authority to amend these policies is delegated to the Village's chief administrative officer, who may approve changes to these policies in accordance with operational best practice and in the interest of the Village.

a. Application & Submissions Policy for SDS Bylaw 651

b. Infrastructure Design & Construction Manual

2.0 SERVICING STANDARDS

2.1 Minimum Servicing Requirements

2.1.1 The Approving Officer, as a condition of Subdivision Approval, or the Building Official, as a condition of the issuance of a Building Permit, shall require that a proposed Subdivision or Development be serviced to the minimum standard based on Zone, as outlined in Table 2.1.A.

Table 2.1.A – Servicing Area Standards

Zone	*Highways*[1]		*Water*[2]	*Sanitary Sewer*[3]	*Storm Control*[4]	*Street Lighting*[5]	*3rd Party Utilities*[6]
	New	*Frontage*					
RS-1	R-1	-	C	C	P	-	U
RM-1	R-2	R	C	C	P	IO	U
C-1	R-2	R	C	C	P	IO	U
C-2	R-1	-	C	C	-	-	U
C-3	R-1	-	P	P	-	-	O
W-1	R-1	-	P	P	-	-	O
W-2	R-1	-	C	C	-	-	O
CU-1	R-2	R	C	C	P	F	U
RU-1	R-1	-	C	C	P	-	O
OS-1	R-1	-	P	P	-	-	O
Notes:	[1]*see Section 2.2.1*		[2] *See 2.2.2*	[3] *See 2.2.3*	[4] *See 2.2.4*	[5] *See 2.2.5*	[6] *See 0*

2.1.2 Notwithstanding Section 2.1.1, the Approving Officer or Building Official may exempt an application from any of the minimum servicing standards required under Section 2.1.1 where:

a. a proposed Subdivision is for the exclusive purpose of a Highway or parkland dedication, a lot consolidation, or a lot line adjustment in which no new lots are created,

b. a proposed commercial, institutional, or industrial Development is for new buildings or alterations to existing buildings that are valued at less than 20% of the assessed value of the existing improvements upon the land and the Development is expected to have a negligible impact to a Village infrastructure system, or

c. a proposed Development is for the reconstruction of a damaged or destroyed building to its prior original condition, the installation of utility structures or equipment, or for internal renovations such as accessibility upgrades, installation of emergency systems, or energy efficiency and seismic improvements.

2.1.3 Where this Bylaw requires the provision of a community water system or a community sewer system, the Approving Officer may require such systems must be connected to Village's respective system.

2.1.4 Works and Services necessary to service a proposed Subdivision or Development in accordance with the requirements of this section must be provided, designed, and constructed in accordance with the Application & Submissions Policy and the Infrastructure Design & Construction Manual (IDCM).

2.2 Servicing Standards

2.2.1 Highways Systems

a. Any lot created by Subdivision or subject to Development must be serviced and accessible by a suitable Highway, in the opinion of the Approving Officer.

b. Where a proposed Subdivision or Development is not accessible by a Highway or, in the opinion of the Approving Officer, access to lands beyond must be provided, dedication of right-of-way (ROW) for new Highways, alternate modes of transportation, or sustainable design features may be required to be provided in accordance with the *Land Title Act* and the *Local Government Act*.

c. New Highways are to be constructed to the minimum standard in Table 2.1.A. Values correspond to road cross-sections in the IDCM.

d. If, in the opinion of the Approving Officer, the existing fronting Highway does not provide suitable access or if frontage improvements are indicated as required ("R") in Table 2.1.A, the Approving Officer may require the fronting Highway to be improved up to the centreline of that Highway along the length of the frontage.

e. Where a Highway ROW fronting a Development is not of sufficient width to support the cross-section for the classification of that Highway, alternate modes of transportation, or sustainable design features, dedication of additional ROW may be required in accordance with the *Local Government Act*.

2.2.2 Water Supply and Distribution Systems

a. *"C" – Community Water System*: Any lot created by Subdivision and any lot subject to Development must be serviced by the Village's community water system under this designation.

b. *"P" – Private Water System*: Under this designation, a proposed Development is not required to be provided with water service unless desired by the Developer. If water service is desired and the Village's system services or could reasonably be extended to service the proposed Development, the proposed Development must connect. If, in the opinion of the Approving Officer, service by the Village's system is not reasonably able to provide service, a proven private water supply may be provided, if desired by the Developer, which must be designed by a suitably qualified professional engineer and be acceptable to the Approving Officer and *Vancouver Coastal Health*.

2.2.3 Sanitary Sewer Collection and Disposal Systems

a. *"C" – Community Sanitary Sewer System*: Any lot created by Subdivision and any lot subject to Development must be serviced by the Village's community sanitary sewer system under this designation if, in the opinion of the Approving Officer, the system could reasonably be extended to service the proposed Subdivision or Development. Otherwise, a Developer may provide service under the *"P"* designation.

b. *"P" – Private Sewage Disposal System*: Under this designation, a proposed Subdivision or Development may be serviced by a private sewage disposal system, which must be designed by a suitably qualified professional engineer or authorized person as per the *Public Health Act* and *Sewerage System Regulation* and be acceptable to the Approving Officer and *Vancouver Coastal Health*.

2.2.4 Storm Control

a. *"P" – Private Stormwater Control System*: Any lot created by Subdivision and any lot subject to Development must provide onsite stormwater management, including controlled release, treatment, and onsite storage as outlined in the IDCM under this designation.

b. The Servicing Officer may exempt a proposed Development from private stormwater control systems if the Development will not materially alter the site impermeability and the downstream system has adequate capacity.

2.2.5 Street Lighting

a. *"F" – Frontage Lighting*: Any Subdivision or Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system along the frontage under this designation. A lease-light street lighting system on utility poles may be permitted in the case where overhead wiring systems ("O") are designated, in lieu of a dedicated system.

b. *"IO" – Intersection-Only Lighting*: Any Subdivision or Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system at new intersections or at the site entrance under this designation. A lease-light street lighting system on utility poles may be permitted in the case where overhead wiring systems ("O") are designated and adequate lighting levels can be provided.

2.2.6 Third Party Utilities: Electrical, Telecommunications, and Natural Gas

a. *"U" – Underground Wiring*: the provision of natural gas service, electrical and telecommunication wiring, vaults, and routing infrastructure, including all pipes, ducting, service wiring, and junction boxes, if present, shall be provided underground under this designation; kiosks and transformers, if necessary for servicing, are to be pad-mounted.

b. *"O" – Overhead Wiring:* the provision of electrical and telecommunication wiring may be provided overhead where acceptable to BC Hydro under this designation, except that all new service lines shall be provided underground. Any wiring adjacent to any parcels with the OS-1 or CU-1 Zone must also be installed underground to reduce wildfire risk. Natural gas services, if present, must be installed underground.

3.0 SUBDIVISION REQUIREMENTS

3.1 Preliminary Review Process

3.1.1 A Developer who wishes to Subdivide land shall, prior to making an application for Subdivision Approval, submit a request for preliminary review in accordance with the Development Application Procedures & Fee Bylaw.

3.1.2 Following receipt of such information as may be required, the Approving Officer will provide the Developer with a Preliminary Layout Review (PLR) Letter advising the Developer of the Approving Officer's preliminary determination and, if not against the public interest or otherwise unsuitable for Subdivision, what the Developer must include in their application for Subdivision Approval.

3.1.3 The provision of preliminary information by the Developer does not constitute an application for Subdivision Approval under this Bylaw or the *Land Title Act*, nor does the issuance of a PLR Letter constitute or imply approval of a Subdivision.

3.2 Requirements for Works and Services

3.2.1 Works and Services may be required, as a condition of Subdivision Approval, to be provided:

a. to service and access all proposed lots to the standards defined in Section 2.0,

b. on that portion of a Highway immediately adjacent to the site being Subdivided, up to the centreline of the Highway, and

c. where otherwise necessary, in the opinion of the Approving Officer, to adequately service the Subdivision, mitigate directly attributable impacts, and maintain existing Works and Services.

3.2.2 Works and Services may necessitate the provision of statutory rights-of-ways (SRWs) or restrictive covenants as outlined in the IDCM. Where required, SRWs and covenants must be provided or obtained by the Developer in the Village's standard form and at the cost of the Developer.

3.3 Requirements for Parkland Dedication

3.3.1 Dedication of up to 5.0% of the land proposed for Subdivision for public parkland, open space, trails, conservation of areas having the highest environmental sensitivity, or access to a natural body of water shall be provided without compensation, in accordance with the *Local Government Act.*

3.3.2 Parkland dedication shall be provided as a titled, serviced, and accessible lot.

3.3.3 Where parkland dedication is of an amount or in a location that is unacceptable to the Approving Officer, considering applicable OCP policies, then cash-in-lieu of parkland dedication shall be provided in the amount of 5.0% of the market value of the land proposed for Subdivision.

3.4 Requirements for Road Dedication

3.4.1 Dedication of land to establish new Highways through lands being Subdivided or widen existing Highways fronting lands being Subdivided may be required to adequately serve proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress.

3.4.2 Such land for Highways may be required to be provided without compensation subject to the considerations outlined in the *Land Title Act* and limitations defined in the *Local Government Act*.

3.5 Application for Subdivision Approval

3.5.1 A Developer who wishes to apply for Subdivision Approval must provide to the Approving Officer a complete application in accordance with the Application & Submissions Policy.

3.5.2 When Works and Services are required, the Approving Officer must not approve the Subdivision until the Developer has:

a. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer or received a Certificate of Final Acceptance from the Servicing Officer for the required Works and Services, and

b. granted or acquired statutory rights-of-ways, in the Village's standard form, in favour of the Village in such locations and with such dimensions as necessary to accommodate all required Works and Services.

3.5.3 When Parkland or Highway dedications are required, the parkland parcel and Highway dedications shall be included in the subdivision plan submitted for approval.

4.0 DEVELOPMENT REQUIREMENTS

4.1 Building Permit Conditions

4.1.1 The Building Official may require, upon recommendation of the Servicing Officer, that the Developer provide Works and Services in accordance with Section 4.2 or dedication of land for Highways in accordance with Section 4.3 as a condition of Building Permit issuance.

4.1.2 If Works and Services or dedication of land for Highway purposes are required as a condition of the issuance of a Building Permit, the Building Official shall not issue such Building Permit until the requirements of Section 4.2 and 4.3 have been met to the satisfaction of the Servicing Officer.

4.2 Requirements for Works and Services

4.2.1 Works and Services may be required, as a condition of Development approval, to be provided:

a. on the site being Developed,

b. on that portion of a Highway immediately adjacent to the site being Developed, up to the centreline of the Highway, and

c. where otherwise necessary, in the opinion of the Servicing Officer, to adequately service the Development to the standards outlined in Section 2.0, to mitigate directly attributable impacts, and to maintain existing Works and Services.

4.2.2 Works and Services may necessitate the provision of statutory rights-of-ways (SRWs) or restrictive covenants as outlined in the IDCM. Where required, SRWs and covenants must be provided or obtained by the Developer in the Village's standard form and at the cost of the Developer.

4.2.3 When Works and Services are required, the Building Official must not issue the Building Permit until the Developer has provided supporting engineering drawings to the satisfaction of the Servicing Officer as

outlined in the Application & Submissions Policy, fully executed and deposited with the *Land Title Office* any SRWs or restrictive covenants necessary to support or access the Works and Services and either:

a. received a Certificate of Final Acceptance from the Servicing Officer for the required Works and Services or

b. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer.

4.3 Requirements for Road Dedications

4.3.1 Dedication of land to establish new Highways through lands being Developed or to widen existing Highways fronting lands being Developed may be required to adequately serve proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress.

4.3.2 Such land for Highways may be required to be provided without compensation subject to the limitations defined in the *Local Government Act*.

4.3.3 When land is required to be dedicated for Highways as a condition of Building Permit issuance, the Building Official must not issue the Building Permit until the Developer has fully executed all documents for the road dedication subdivision and has deposited the road dedication subdivision plan with the *Land Title Office*.

5.0 PROVISION OF WORKS AND SERVICES

5.1 Directly Attributable Works and Services

5.1.1 Works and Services directly attributable to a Subdivision or Development shall be required only to the extent they are necessary for servicing, or mitigating the impacts of servicing, a proposed Subdivision or Development in accordance with the provisions of this Bylaw.

5.1.2 In determining which Works and Services are directly attributable, the Servicing Officer shall consider:

a. the impact that servicing a proposed Subdivision or Development will have on the Village's ability to maintain its existing system levels of service for future developments in accordance with the Official Community Plan and any other infrastructure or utility master plans, and

b. the ability of the Village's infrastructure systems to provide service to a Subdivision or Development in accordance with the needs of the Subdivision or Development to the servicing standards defined in Section 2.0.

5.1.3 Directly attributable Works and Services shall generally be required when a Subdivision or Development will result in an increased demand on an infrastructure system or when a system is not able to adequately service the proposed Subdivision or Development due to insufficient capacity, age, poor condition, limited accessibility, operational challenges, or safety concerns.

5.2 Excess or Extended Works and Services

5.2.1 Excess or Extended Works and Services may be required as a condition of Subdivision or Development approval where the Servicing Officer considers it prudent for the future servicing or benefit of adjacent or nearby lands to the land being Subdivided or Developed.

5.2.2 The cost of providing the Excess or Extended portion of the required Works and Services must be paid for by the Village unless the Village considers such costs to be excessive, in which case the costs shall be borne by the Developer.

5.2.3 If the Developer pays all or a portion of the costs of providing Excess or Extended Works and Services, the Servicing Officer shall inform the Developer of their eligibility to enter into a latecomer agreement for potential cost recovery.

5.2.4 If the Developer wishes to enter into a latecomer agreement for cost recovery, the Developer must notify the Servicing Officer in writing prior to making an application for Substantial Performance and provide the information and documents required in the Application & Submissions Policy.

5.2.5 If the Developer does not request a latecomer agreement, having been informed of their eligiblity for cost recovery through such agreement, or, having requested a latecomer agreement but fails to provide the required information and documents prior to Substantial Performance, it shall be taken as a waiver of their right to cost recover, the Village shall be under no obligation to collect latecomer charges, and the Developer shall not be entitled to receive any latecomer payments.

5.2.6 If the Developer requests a latecomer agreement and provides all required information and documents, then, prior to issuing a Certificate of Final Acceptance for the Excess or Extended Works and Services, the Servicing Officer shall:

a. prepare a latecomer agreement for execution by the Developer, which will set out

i. the Developer's actual cost of providing the Excess or Extended Works and Services,

ii. which parts of the Excess or Extended Works and Services benefit which lands,

iii. the latecomer term and the charge that will apply to each of the Benefiting Lands, and

iv. the interest rate of the latecomer agreement; and

b. notify the owners of all benefitting lands of the latecomer charge and interest thereon that would be payable prior to connecting to or using the Excess or Extended Works and Services.

5.2.7 No person shall use or connect to any Works and Services subject to a latecomer charge under an executed latecomer agreement until they have paid the latecomer charge and interest, compounded annually, thereon.

a. Unless otherwise determined by bylaw, the annual interest rate shall be 5.0%.

5.2.8 The Village shall collect and remit to the Developer, or their permitted assignee, any latecomer charges collected by the Village in accordance with the terms of the latecomer agreement.

5.3 Village May Perform Works

5.3.1 The Servicing Officer may elect to have all or a portion of the required Works and Services designed or constructed by the Village if the Works and Services involve modifications or connections to an existing Village system or if the Works and Services overlap with a planned Village project and are not immediately required to service the development.

5.3.2 Where the Servicing Officer elects to have all or a portion of the Works and Services designed or constructed by the Village,

a. the Servicing Officer will advise the Developer of the specific Works and Services that the Village has elected to design or construct,

b. the Developer must pay the Village, in cash, 125% of the cost of designing or constructing such Works and Services, as estimated by the Developer's Engineer and verified by the Servicing Officer, and

c. such Works and Services will be designed or constructed as and when needed by the Village.

5.3.3 Where the Servicing Officer elects to have all or a portion of the Works and Services designed or constructed by the Village, the Village will in no way be acting as the Developer's agent, employee, partner, consultant, contractor, or sub-contractor.

5.4 Developer To Perform Works

5.4.1 Unless the Servicing Officer elects to have the Village perform the Works under Section 5.3.1, the Works and Services must be provided by the Developer and designed and constructed in accordance with the standards and specifications outlined in the IDCM at the cost of the Developer.

a. Where a variance to a technical standard is proposed by the Developer's Engineer, the Servicing Officer may authorize such variance upon careful consideration of the "Sustainability and Asset Management Principles" contained in the IDCM and only upon the written recommendation the Developer's Engineer.

5.4.2 Where Works and Services are required to be provided by a Developer, the Developer, at their expense, shall retain a professional engineer (i.e., the Developer's Engineer) to design, inspect, test, and certify all Works and Services. The Developer's Engineer must be employed by an incorporated firm registered in good standing with Engineers and Geoscientists BC.

5.4.3 The Developer must obtain Design Authorization for the design prepared by the Developer's Engineer, in accordance with the Application & Submissions Policy.

5.4.4 The Servicing Officer may require that any submission required for the provision of Works and Services undergo a Peer Review, at the cost of the Developer, to provide an independent, objective assessment of the submission to inform the Servicing Officer's determination of compliance with this Bylaw and good engineering judgement.

5.5 Application for Permission to Construct

5.5.1 No person shall construct Works and Services without the Servicing Officer granting Permission to Construct. An application for Permission to Construct must be made in accordance with the provisions of the Application & Submissions Policy.

5.5.2 The Servicing Officer may include, as a condition of Permission to Construct, any terms, provisions, or restrictions necessary to support or protect the Village's interests in relation to the construction.

5.5.3 The Servicing Officer may withdraw or suspend Permission to Construct whenever it is found that construction activities are not being performed in accordance with this or any Village bylaw or if any terms, conditions, or requirements of Permission to Construct are no longer being met.

5.5.4 In withdrawing or suspending Permission to Construct, the Servicing Officer shall notify the Developer to stop work and shall identify the details of the contravention. The Developer shall, upon notice that Permission to Construct has been withdrawn or suspended, cease construction activities and immediately work to secure, remediate, and stabilize the site in compliance with all applicable safety regulations. The Developer shall not resume construction activities until the Servicing Officer has re-issued Permission to Construct.

5.6 Construction Requirements

5.6.1 The Developer is responsible to ensure Works and Services are constructed in accordance with:

a. the standards and specifications contained in the IDCM,

b. the design drawings that were authorized by the Approving Officer,

c. any conditions which may be a requirement of Permission to Construct, and

d. all other bylaws, legislation, regulations, and statutes.

5.6.2 The Developer must provide and maintain through the course of construction:

a. access to the lands being Subdivided or Developed suitable for use by fire and emergency vehicles or equipment, and

b. a water supply system sufficient for fire suppression and containment.

5.6.3 The Developer must protect nearby or adjacent utilities, structures, and property from damage by construction activities and must immediately repair and make good any damage as a result of construction.

5.6.4 If the Developer does not promptly rectify any damage, the Village may elect to, but is not obligated to, rectify the damage at the expense of the Developer and the Developer shall reimburse the Village for its reasonable costs immediately upon receipt an invoice from the Village, either directly or through the Developer's Performance Security.

5.6.5 The Developer must ensure the Works and Services remain free and clear of any and all liens, charges, or encumbrances.

5.7 Application to Connect Works and Services

5.7.1 No person shall connect Works and Services to any existing Village infrastructure system without first obtaining the Servicing Officer's authorization for connection. An application to connect Works and Services must be made in accordance with the Application & Submissions Policy.

5.7.2 Upon connection, Works and Services within public road right-of-way will vest in and become the property of the Village and the Village will be responsible for operation and routine maintenance.

5.7.3 The permitting of a connection, the vesting of the Works and Services to the Village, or the Village's use, operation, or maintenance of the Works and Services shall not relieve the Developer of any requirements under other sections of this Bylaw and shall not be deemed an acceptance of the Works and Services until the Servicing Officer issues a Certificate of Final Acceptance.

5.8 Substantial Performance Requirements

5.8.1 When the Developer's Engineer determines that Substantial Performance of the Works and Services has been achieved, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer, supporting documents and information as outlined in the Application & Submissions Policy.

5.8.2 When the Servicing Officer has received all required documents and records from the Developer's Engineer and is satisfied, upon inspection, that the Works and Services have reached Substantial Performance, the Developer shall provide the Village with Maintenance Security, the balance of the Performance Security shall be returned to the Developer, and the Maintenance Period shall commence.

5.9 Maintenance Period Requirements

5.9.1 During the Maintenance Period:

a. the Village will be responsible for the operation and routine maintenance of the Works and Services;

b. the Developer must promptly complete, modify, or reconstruct any incomplete, defective, or deficient Works and Services identified on the certificate of Substantial Performance;

c. the Developer shall be responsible to monitor the Works and Services and promptly rectify, at their cost, any deficiencies in the design, materials, workmanship, or performance of the Works and Services; and

d. should the Developer fail to promptly rectify any deficiency, the Village may elect to, but is not obligated to, rectify the deficiency at the expense of the Developer and the Developer shall reimburse the Village for its reasonable costs immediately upon receipt an invoice from the Village, either directly or through the Developer's Maintenance Security.

5.9.2 The Maintenance Period for any Works and Services repaired or reinstated shall commence on the date the Developer's Engineer certifies the Works and Services have been repaired or reinstated and are ready for their intended use.

5.9.3 The Village is not obligated to release any deficiency holdbacks until all deficiencies for the complete scope of work have been rectified to the satisfaction of the Servicing Officer.

5.9.4 During the Maintenance Period, should all or a portion of the Works and Services cease to function for their intended purpose, in the opinion of the Servicing Officer, as a result of a failure of the Developer to meet their obligations under this Bylaw:

a. the Developer shall secure the site and resume responsibility for the operation and routine maintenance of the Works and Services and

b. the Developer must promptly repair or reinstate the Works and Services to the satisfaction of the Developer's Engineer and the Servicing Officer.

5.10 Total Performance Requirements

5.10.1 When the Developer's Engineer determines that Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer, supporting documents and information as outlined in the Application & Submissions Policy.

5.10.2 Upon receipt of all documents, records, and agreements, and upon inspection at the expiration of the Maintenance Period, if the Servicing Officer is satisfied that the Works and Services have reached Total Performance the Servicing Officer shall issue a Certificate of Final Acceptance of the Works and Services and the balance of the Maintenance Security shall be returned to the Developer.

5.10.3 Upon the Servicing Officer's issuance of the Certificate of Final Acceptance for Works and Services within a municipal road right-of-way or utility statutory right-of-way, the Works and Services shall vest in and become the property of the Village.

6.0 IMPLEMENTATION

6.1 Limitations

6.1.1 No Duty of Care

a. This Bylaw does not create a duty of care on the Village, Council members, the Approving Officer, the Building Official, or employees or agents of the Village with respect to its administration, implementation, or enforcement, including but not limited to the issuance of permits, approvals, reviews, investigations, authorizations, or acceptance certificates.

b. The Developer and their agents shall not be entitled to rely upon the results of any investigations, inspections, field visits, or other due diligence conducted by the Village, its employees or agents, in connection with the Subdivision or Development of lands.

6.1.2 No Warranty or Representation

a. A review, or failure to review, by the Approving Officer of Works and Services specification requirements, design and construction drawings, or supporting documents will not, in any way, constitute a representation, warranty, or statement that the design or construction of the Works and Services complies with the standards contained within this Bylaw. No person shall rely on such review, or failure to review, as establishing compliance with this Bylaw.

b. An inspection by the Approving Officer in relation to the Substantial Performance or Total Performance of the Works and Services, will not, in any way, constitute a representation, warranty, or statement that the construction of the Works and Services have reached Substantial Performance or Total Performance.

c. Site visits made by the Approving Officer, Council members, or any other officer, employee, or agent of the Village, or the failure to make such site visits, will not, in any way, constitute a representation, warranty, or statement that the Works and Services have been designed and constructed in accordance with this Bylaw.

6.1.3 Developer's Responsibility for Works and Services

a. It is the full and sole responsibility of the Developer to design and construct any Works and Services required by this Bylaw in accordance with the provisions of this Bylaw, and to ensure that the Works and Services are inspected, tested, and certified by the Developer's Engineer in accordance with the provisions of this Bylaw.

b. No issuances, approvals, reviews, verifications, or inspections which are performed or failed to be performed by the Village, including by the Approving Officer, Council members, or any other officer, employee or agent of the Village, will relieve the Developer from the responsibility to design and construct required Works and Services in accordance with the provisions of this Bylaw and other bylaws of the Village or to obtain necessary permits or authorizations from other jurisdictions.

c. Neither the Approving Officer's granting of Permission to Construct, the expiration of any or all Maintenance Periods, nor the issuance of a Certificate of Final Acceptance will relieve the Developer, the Developer's Engineer, or the firm of the Developer's Engineer from any responsibility or liability for the faulty, defective, or deficient design or construction of the Works and Services, or for any breach of this Bylaw, whether such responsibility or liability arises before or after the Approving Officer's issuance of Permission to Construct or the Certificate of Final Acceptance.

6.2 Enforcement

6.2.1 No person shall Subdivide or Develop land or construct Works and Services for the Subdivision or Development of land contrary to the provisions of this Bylaw.

6.2.2 Every person who constructs Works or Services for the Subdivision or Development of land contrary to the provisions of this Bylaw must remedy the contravention in a timely manner and to the satisfaction of the Approving Officer.

6.2.3 Officers, employees, and agents of the Village are authorized to enter at all reasonable times upon any lands, property, or premises to inspect and determine compliance with the provision of this Bylaw, subject to *Section 16* of the *Community Charter*.

6.2.4 No person shall prevent or obstruct, or attempt to prevent or obstruct, the entry of any officer, employee, or agent of the Village where such entry is authorized by this Bylaw.

6.2.5 Every person who contravenes or violates any of the provisions of this Bylaw, or who suffers or permits anything to be done in violation of this Bylaw, commits an offence and, upon summary conviction, is liable to a fine of not more than $10,000.00.

6.2.6 Each day's continuance of an offence under this Bylaw constitutes a separate offence.

6.2.7 The penalties imposed for a contravention of this Bylaw are not a substitute for any other remedy to a contravention of this Bylaw.

6.3 Effective Date

6.3.1 This Bylaw shall come into force and take effect upon adoption.

6.3.2 Notwithstanding Section 6.3.1, if a complete application for Subdivision Approval has been made under Section 0 prior to the date of adoption of this Bylaw, this Bylaw shall have no effect with respect to that Subdivision for a period of 12 months from the date of adoption.

6.4 Repeal

6.4.1 Village of Lions Bay Subdivision Bylaw No. 141, 1985, as amended, is repealed.

Read a **FIRST TIME** this __7___ day of __ October_____, 2025

Read a **SECOND TIME** this __7____ day of __October_____, 2025

Read a **THIRD TIME** this ___4___ day of __November_____, 2025

ADOPTED this _____ day of _____, 2025

Ken Berry
MAYOR

Ross Blackwell
CORPORATE OFFICER

Corporate Policy No. POL-2505

Application & Submissions Policy

for Subdivision & Development Servicing Bylaw No. 651, 2025

Type	Corporate Policy	**Policy No.**	POL-2505
Title	Application and Submissions Standards for Bylaw 651	**Original Date**	2025-09-02
Author	Public Works Manager	**Version**	01
Approved by	Ross Blackwell, CAO	**Version Date**	2025-09-02

1.0 ADMINISTRATION

1.1 Purpose

The purpose of this policy is to establish application and submission requirements for the construction of Works and Services in association with the Subdivision or Development of land.

1.2 Objectives

The objectives of this policy are to:

a. Provide clear, consistent, and transparent standards for the application procedures and submission requirements associated with the design and construction of Works and Services associated with the Subdivision or Development of land.
b. Enable staff to intake and process applications for the design and construction of Works and Services, with due consideration of the best interest of the Village and in a timely, objective, fair, and consistent manner.

1.2.1 Interpretation

This policy must be read in conjunction with Subdivision & Development Servicing Bylaw No. 651, 2025 (the "SDS Bylaw") with respect to principles of interpretation, defined terms, and applicability. Defined terms from the SDS Bylaw used in this policy are denoted by capitalization.

Where this policy and the provisions of the SDS Bylaw are in conflict, the provisions of the SDS Bylaw shall take precedence.

1.3 Roles and Responsibilities

The following roles and responsibilities are clarified:

a. The Approving Officer is responsible for the intake and processing of Subdivision applications under the Development Application and Fee Bylaw. The Approving Officer is the final decision-maker regarding the approval of a Subdivision application and any approval terms, conditions, or requirements.
b. The Building Official is responsible for the intake and processing of Building Permit applications under the Building Bylaw. The Building Official is the final decision-maker regarding the issuance of a Building Permit and any permit terms, conditions, or requirements.
c. The Servicing Officer, or, in the absence of an appointed Servicing Officer, the Public Works Manager or Approving Officer, is responsible for the intake and processing of applications to construct Works and Services. The Servicing Officer is the final decision-maker regarding the design and construction approval for Works and Services and any approval terms, conditions, or requirements.

2.0 SUBDIVISION APPROVAL PROCEDURES

The following section outlines the procedural and submission requirements for the intake of Subdivision Approval applications and for the assessment and provision of Works and Services associated with Subdivision under SDS Bylaw, Section 3.0.

2.1 Application for Subdivision Approval

2.1.1 A Developer who applies for Subdivision Approval must provide to the Approving Officer a complete application in the Village's standard form, which shall include:

a. all reports, plans, studies, covenants, and other legal or technical documents as may be required under the Development Application Procedures and Fees Bylaw or at the discretion of the Approving Officer,

b. a Preliminary Layout Review Letter for the proposed Subdivision, issued by the Approving Officer not more than 12 months prior to the date of the application for Subdivision Approval, unless an extension is granted by the Approving Officer.

c. a Certificate of Final Acceptance issued by the Servicing Officer under Section 5.7.1, or a Servicing Agreement and Performance Security in accordance with Section 4.0, for any required Works and Services;

d. confirmation that all applicable fees and charges related to the application have been paid, and

e. confirmation that all taxes, impositions, charges (including any latecomer charges), and fees applicable to the land have been paid.

2.1.2 The Approving Officer shall not be obliged to grant Subdivision Approval until they are satisfied that:

a. a complete application, in the Village's standard form, has been made;

b. all requirements of the Development Application Procedures and Fees Bylaw have been satisfied;

c. all requirements and conditions of the Preliminary Layout Review Letter have been satisfied, including, but not limited to, the provision of Works and Services, dedication of parkland, or dedication of land for Highway use;

d. the land is suitably zoned for the proposed Subdivision;

e. the proposed Subdivision is in the public interest, including but not limited to consideration of matters under *Section 86(c)* of the *Land Title Act*; and that

f. the land is not otherwise unsuitable for Subdivision under the provisions of the *Land Title Act,* the *Local Government Act,* all other applicable legislation and regulations, and all other Village bylaws.

2.2 Considerations and Limitations for Highway Dedications

2.2.1 *Section 513(2)(a)* of the *Local Government Act:* Dedication of land to establish new Highways through lands being Subdivided may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, for emergency egress, or for other considerations as outlined in *Section 75* of the *Land Title Act*. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.

2.2.2 *Section 513(2)(b)* of the *Local Government Act:* Dedication of land to widen existing Highways fronting the land being Subdivided may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.

2.2.3 *Section 513(3)* of the *Local Government Act:* Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Subdivision cannot be adequately supported, protected, or drained, then additional

ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

2.2.4 *Section 513.1* of the *Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

3.0 BUILDING PERMIT PROCEDURES

The following section outlines the procedural and submission requirements for the assessment and provision of Works and Services associated with Development under SDS Bylaw, Section 4.0.

3.1 Circulation to Servicing Officer

3.1.1 Upon receipt of a Building Permit application that would result in any additional residential dwelling units upon a lot or, in the case of non-residential uses, any additional building area with a value greater than 20% of the assessed value of the existing improvements, the Building Official is to refer the application to the Servicing Officer for review of servicing requirements.

3.2 Offsite Works and Services

3.2.1 If Works and Services beyond the site being Developed are required to service the Development, the application for Building Permit must include the following:

a. A Certificate of Final Acceptance issued by the Servicing Officer under Section 5.7.1, or a duly executed Servicing Agreement with Performance Security in accordance with Section 4.0.

b. Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.

c. Any applicable fees according to Fees Bylaw No. 497, 2016.

3.3 Onsite Works and Services

3.3.1 If Works and Services are to be provided on the site being Developed, the application for Building Permit must include the following:

a. A site servicing plan, a site grading plan, a stormwater management plan, and an erosion and sediment control plan, prepared by a professional engineer and acceptable to the Servicing Officer.

b. Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.

c. Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:

   i. Schedule A – Confirmation of Commitment by Owner and Coordinating Professional

   ii. Schedule B – Assurance of Professional Design and Commitment for Field Review

3.4 Connection of Services

3.4.1 Connection to the Village's Works shall only be made in accordance with Section ii.

3.4.2 Where a Developer has provided Schedule A and B Letters of Assurance for Works and Services in accordance with Section 3.3.1.c, the Developer shall not be permitted to connect such Works and Services to the Village's Works until they have submitted, to the satisfaction of the Servicing Officer, Schedule C-A and C-B Letters of Assurance.

3.5 Considerations and Limitations for Highway Dedications

3.5.1 *Section 513.2(2)(a)* of the *Local Government Act:* Dedication of land to establish new Highways through a Development site may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.

3.5.2 *Section 513.2(2)(b)* of the *Local Government Act:* Dedication of land to widen existing Highways fronting a Development site may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.

3.5.3 *Section 513.2(3)* of the *Local Government Act:* Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Development cannot be adequately supported, protected, or drained, then additional ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

3.5.4 *Section 513.3* of the *Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

4.0 SERVICING AGREEMENTS, SECURITY, & INSURANCE

4.1 Servicing Agreements

4.1.1 Servicing Agreements must be provided in the Village's standard form, duly executed by the Owner in registrable form as a covenant on title under *Section 219* the *Land Title Act*.

4.1.2 The Servicing Officer, in their discretion, may elect to not proceed with registering the Servicing Agreement on title if the Servicing Agreement is associated with a Building Permit application, the value of the Performance Security is less than $250,000, and the works are limited in scope to the provision of direct utility services and access necessary under the *BC Building Code* for occupancy.

4.2 Performance & Maintenance Security

4.2.1 Performance Security amount is to be determined by the Developer's Engineer based on a viable engineering design and recent construction pricing for similar work within the region. The cost estimate prepared by the Developer's Engineer must be in MMCD format and is subject to verification by the Servicing Officer.

4.2.2 Performance and Maintenance Security may be in the form of a bank draft, certified cheque, irrevocable letter of credit, or surety bond, subject to the following:

a. For amounts less than $50,000, only a bank draft or certified cheque is permitted

b. For amounts greater than $50,000, a bank draft, certified cheque, irrevocable letter of credit, or surety bond is permitted.

c. Surety bonds must be provided in the Village's standard form, from an institution regulated by the Office of the Superintendent of Financial Institutions (OSFI), with a minimum credit rating as detailed below:

Rating Agency	Credit Rating
AM Best	A-
Fitch	A+
Moody's	A1
Morningstar DBRS	A (high)
Standard & Poor's	A+

4.2.3 Maintenance Security must be provided in the form of a bank draft or certified cheque, unless the value is greater than $50,000, in which case an irrevocable letter of credit is also acceptable.

4.3 Insurance Requirements:

4.3.1 The firm employing the Developer's Engineer must obtain and maintain at all times, until one year from the date the Certificate of Final Acceptance is issued, commercial general liability insurance, professional liability insurance, and errors and omissions insurance with a minimum of $2,000,000 coverage per occurrence with insurance companies and terms satisfactory to the Village.

4.3.2 The Developer must obtain and maintain at all times, until the Certificate of Final Acceptance is issued, Comprehensive Commercial General Liability Insurance with a minimum of $5,000,000 coverage per occurrence, with insurance companies and terms satisfactory to the Village.

4.3.3 Insurance policies shall name the "Village of Lions Bay" and its employees as an additional insured, shall state that the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured, and shall state that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice to the Village, delivered to the Village's Corporate Officer.

5.0 PROVISION OF WORKS AND SERVICES

The following section outlines the procedural and submission requirements for the design and construction of Works and Services provided by a Developer under SDS Bylaw, Section 5.0.

5.1 Application for Design Authorization

5.1.1 An application for Design Authorization must be made in the Village's standard form and shall include:

a. payment of applicable fees under the Fees Bylaw, No. 497, 2016

b. design drawings in accordance with the technical submission requirements outlined Section 6.0, and

c. a cost estimate of the proposed works in MMCD format.

5.1.2 The Servicing Officer is not obliged to grant Design Authorization until they are satisfied that:

a. a complete application has been made,

b. the design is in strict conformance with the requirements of the SDS Bylaw and all other Village bylaws or, if not in strict conformance, that all proposed variances have been identified by the Developer's Engineer for review, contain the professional assurance of the Developer's Engineer, and are acceptable to the Servicing Officer, and

c. any supporting technical documents, reports (including a Peer Review, if required), studies, or analysis necessary to determine if the proposed design is in strict conformance with this Bylaw, or that proposed variances are acceptable, have been provided by the Developer's Engineer.

5.1.3 Design Authorization expires in conjunction with the expiration of the PLR Letter or Building Permit, as applicable, or after 12 months from the date of issuance, whichever is earlier.

5.2 Application for Permission to Construct

5.2.1 An application for Permission to Construct must be made in the Village's standard form.

5.2.2 The Servicing Officer is not obliged to grant Permission to Construct until the Developer provides, to the satisfaction of the Servicing Officer, all documents, forms, or securities as may be required, which may include, but not be limited to:

a. confirmation of Design Authorization for the proposed Works and Services, issued not more than 12 months from the date of application for Permission to Construct;

b. Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:

   i. Schedule A – Confirmation of Commitment by Owner and Coordinating Professional

   ii. Schedule B – Assurance of Professional Design and Commitment for Field Review

c. an executed Servicing Agreement and Performance Security;

d. a certificate of insurance, in the Village's standard form, from both the Developer's Engineer and the general contractor;

e. confirmation of the general contractor's qualifications, experience, and WorkSafe BC clearance;

f. a construction schedule, a public notification plan, and a traffic management plan; or

g. confirmation that any other permits required by other jurisdictions (i.e., Vancouver Coastal Health, BC Hydro, Provincial, or Federal) in relation to the provision of the Works and Services have been obtained.

5.3 Application to Connect Works and Services

5.3.1 An application to connect Works and Services to the Village's Works must be made in the Village's standard form at least two weeks in advance of the planned connection date.

5.3.2 The Servicing Officer will not be obliged to permit a Developer to connect Works and Services to the Village's systems until:

a. a complete application has been made;

b. the Developer's Engineer has certified that the Works and Services to be connected are ready to be used for their intended purpose and provided all supporting documentation as may be applicable from those required under Section 5.5;

c. the Developer has provided a tie-in plan detailing the logistics of the connection work acceptable to the Servicing Officer;

d. the Developer has arranged for the Developer's Engineer and the Servicing Officer to be present for the witnessing of the connection;

5.3.3 The Servicing Officer may, at their discretion and if applicable, refuse to permit the connection until:

a. the Approving Officer has issued the Subdivision Approval or the Building Official has issued Building Permit, or the Developer has entered into a Servicing Agreement in accordance with Section ;

b. the Developer has deposited with the *Land Title Office* all subdivision plans for highway dedications, all covenants, or any other documents required by the Village to be registered as a condition of Subdivision Approval, Building Permit issuance, or Permission to Construct; or

c. the Developer has paid any applicable fees or charges related to the connection, including but not limited to latecomer charges;

5.4 Request for Latecomer Agreement

5.4.1 If the Developer is required to provide Excess or Extended Services at their cost and wishes to enter into a latecomer agreement for potential cost recovery, they must notify the Servicing Officer in writing prior to making an application for Substantial Performance.

5.4.2 The Servicing Officer is not obliged to accept a request for latecomer agreement until the Developer provides, to the satisfaction of the Servicing Officer:

a. a written technical report to inform the Servicing Officer's determination of the Excess or Extended portion of the Works and Services,

b. the estimate of the cost for the Excess or Extended portion, prepared by the Developer's Engineer and verified by the Servicing Officer, and

c. a draft latecomer agreement in the Village's standard form.

5.5 Application for Substantial Performance

5.5.1 When the Developer's Engineer determines that Substantial Performance of the Works and Services has been achieved, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:

a. a Certificate of Substantial Performance in the MMCD format, including, if applicable, a schedule of deficiencies with a deficiency cost estimate,

b. Letters of Assurance, in the Village's standard form, duly executed for the assurance of coordination, construction field reviews, and compliance:

   i. Schedule C-A – Assurance of Coordination of Professional Field Review

   ii. Schedule C-B – Assurance of Professional Field Review and Compliance

c. record drawings, supporting documents and data, field reviews, and testing records, as outlined in Section 6.0.

5.5.2 When the Servicing Officer has received all required documents and records from the Developer's Engineer and is satisfied, upon inspection, that the Works and Services have reached Substantial Performance, the Developer must provide to the Village:

a. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full,

b. confirmation from a *BC Land Surveyor* that all survey pins and monuments within the construction area have not been disturbed or destroyed as a result of construction activities,

c. confirmation that all agreements, rights-of-ways, and covenants in relation to the Works and Services have been duly executed and deposited with the *Land Title Office*, and

d. an executed Servicing Agreement with Maintenance Security.

5.6 Application for Total Performance

5.6.1 When the Developer's Engineer determines that Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:

a. a Certificate of Total Performance in the MMCD format;

b. updated record drawings, supporting documents and data, field reviews, and testing records if Works and Services were modified during the Maintenance Period; and

c. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full.

5.7 Certificate of Final Acceptance

5.7.1 If, upon inspection, the Servicing Officer is satisfied that the Works and Services have reached Total Performance and the requirements of Section 5.6.1 have been met, the Servicing Officer shall issue a Certificate of Final Acceptance of the Works and Services.

6.0 ENGINEERING DRAWING SUBMISSION REQUIREMENTS

6.1 Drawing Submissions

6.1.1 The Village requires engineering drawings to be prepared using the publicly available MMCD AutoCAD Civil 3D template and in the general MMCD format and style.

6.1.2 Drawings submitted shall contain sufficient information and details so as to provide for detailed design review and constructability and as noted in the following subsections. All drawing submissions must be authenticated in accordance with EGBC Guidelines. Incomplete, substandard, or unsealed submissions will be returned to the professional engineer with a short letter of explanation as to why the drawings are being returned and without any detailed review comments.

6.1.3 Initial drawing submissions shall include:

a. two full-sized hard-copy civil drawing set,
b. a digital PDF version of the civil drawing set, and
c. a Schedule A Letter of Assurance.

6.1.4 Subsequent drawing submissions involving changes to the previous submission must contain numbered revision clouds where changes were made; submissions to consist of:

a. two full-sized hard-copy drawing sets for all project disciplines,
b. a digital PDF version of the drawing sets for all project disciplines, and
c. a revision tracking spreadsheet, with itemized descriptions of all changes and how comments were addressed, numbered to correspond to the revision clouds on the drawings.

6.1.5 Once the Servicing Officer advises the Developer's Engineer that the drawing submission is acceptable, the Developer's Engineer must remove all revision clouds and submit:

a. two full-sized hard-copy drawing sets for all project disciplines,
b. a digital PDF version of the drawing sets for all project disciplines,
c. the AutoCAD Civil 3D model files, containing the design information used to prepare the authorized drawings, and
d. Schedule B Letters of Assurance from all project disciplines.

6.1.6 The Servicing Officer may review the design drawings and calculations to verify general compliance with the Village of Lions Bay requirements but is not responsible for the adequacy or accuracy of the Professional Engineer's design. Any errors or omissions will be the sole responsibility of the Professional Engineer whose seal appears on the drawings.

6.2 Design Drawing Requirements

6.2.1 ***General***

Drawing submissions shall incorporate the following:

a. Elevations must be shown in metric geodetic datum. All survey work must be tied into an accepted benchmark using NAD83 UTM 10 data. The reference benchmark and elevation must be shown on the

design drawing. All existing rights-of-way and easements and their permitted uses must be confirmed through the *Land Title Office*.

b. Drawings shall have a base plan compiled from topographic survey for surface features, utility records for non-critical underground utilities, and utility locates for critical underground utilities such as for tie-in locations and elevations, minimal-separation crossings, or where records do not exist. Any information received from the Village of Lions Bay on existing services must be used as a guide only. Verification of locations and elevations must be checked and confirmed by a qualified professional. The Village of Lions Bay takes no responsibility for the exactness of service information obtained from Village of Lions Bay files and drawings.
c. Standard sheet size is A1 metric size 594 mm x 841 mm.
d. A north arrow, existing and proposed road names must be shown on the design drawings.
e. All drawing sheets are to be submitted complete with title block in the lower part of the sheet referencing the Village of Lions Bay file number.
f. Dimensioning of drawing must be given from an existing or proposed iron pin or lot line.
g. All new works must be drafted in bold dashed lines.
h. Road chainage must be tied to an iron pin from the start of construction.
i. Plans must show the legal layout of roads and properties, with all legal descriptions (lots and plan numbers) and dimensions (to the nearest 0.01m). Plan must also show existing house numbers and registered statutory rights-of-way.
j. A cover sheet must be prepared and attached to the front of all drawing sets. The cover sheet must note the Professional Engineer's company name and contact information, the applicant's name and contact information, the Village of Lions Bay file number, the legal description of the lands involved, a site plan at a 1:5000 scale, and a drawing index. The plan must note all existing and proposed roads and buildings as appropriate. The cover sheet may be utilized to show the drainage catchment area.

6.2.2 *Key Plan*

A key plan must be provided to 1:2500 scale and must include the following:

a. A plan of adjacent roads and existing lots with roads named and legal description of adjacent lots given.
b. The civic address and the property being subdivided or developed shown shaded.
c. The contours at 2.0 metres intervals except on very steeply sloping ground where 5 metre intervals will be accepted.
d. If the subdivision or development is to be developed in stages, each proposed stage is to be shown clearly outlined and in the order of development indicated.
e. The location of existing survey monuments.

6.2.3 *Composite Utility Plans*

The Composite Utility Plan is to be at a 1:1000 or 1:500 scale and must show:

a. all proposed Works including water, sanitary and storm sewers, electrical, telephone, gas, street lighting, non-standard service connections;
b. all appurtenances such as hydrants, valves, manholes, catch basins, transformers, and community mail boxes complete with all offsets, locations and dimensions;
c. rights of way and easements including widths, covenant boundaries;
d. lot boundaries with lot numbers, dimensions, bearings, and areas;
e. control station monuments; and
f. the site legal boundaries outlined with a bold line.

6.2.4 *Road Plans & Profiles*

The following information must be shown on road plan and profile drawings:

a. Show all iron pins adjacent to the works and the existing ground elevation at each pin or proposed pin.
b. Both plan and profile must be tied to an iron pin, preferably near or at 0+000 chainage. If the chainage exceeds 120 m, a second tie must be shown.
c. Show the road width, curb, edge of pavement and sidewalk offsets measured from the property line where applicable.
d. Road profiles must show the gutter of curb and/or centreline of road elevations.
e. Detail the road construction with a typical cross-sectional view.
f. The profile must be shown at true centreline length and provided in as close relationship as possible to the plan.
g. Locate catch basins in accordance with specifications.
h. Locate barricades.
i. Locate ditches and centre of pavement in road construction by offsetting to property line.
j. Existing and proposed critical driveway locations within the subdivision or development must be shown as well as a profile of each driveway from the road centreline to the end of the driveway within the property.
k. Chainage of the BC and EC for horizontal curves must be shown together with the centreline radius. Curb radii are not required if the centre line radius and road width are shown, except on curb returns at intersections if other than 8 metres, at the end of cul-de-sacs, and on any curbs where alignment is not directly related to the centreline radius.
l. The percent grade to two decimal places must be shown on the profile together with the following information on vertical curves:
    i. the station and elevations of BVC, EVC, and PVI;
    ii. the external value;
    iii. the length of vertical curve;
    iv. the elevation and station at 20 metre intervals and the low spot of sag curves;
    v. the % grades of the adjacent vertical alignment; and
    vi. the K value for vertical curves.
m. On super elevated curves and cul-de-sacs on vertical and horizontal curves, show a profile of each curb or the edge of pavement (no centreline profile).
n. Road cross-sections must be scaled at 1:100 horizontal and 1:50 vertical and must note the existing ground elevation, the proposed elevations of the road centreline, the curb and gutter (or road edge), the invert and top of any ditches, centreline of trails or sidewalks, and property lines. Cross-sections are required at 20 metre intervals. Additional sections may be required or requested where excessive cuts or fills are involved. Side and back slopes are to be shown.
o. Each sheet must have a typical cross section.
p. Show pavement markings and traffic control signs on all drawings.

6.2.5 *Sanitary & Storm Sewer Plans & Profiles*

The following information must be shown on the profile:

a. size, type and class of pipe, class of bedding;
b. percent grades to two decimal places. If critical, mark "CR" after the grade, if not critical, show the minimum grade thus: (1.08% min.);
c. invert elevations at both inlet and outlet of manholes;
d. rim elevations on all manholes and catch basins;
e. existing Sanitary Sewer and Drain where required.

The following information must be shown on the plan:

f. information on horizontal curves as detailed in paragraph 6.11;
g. pipe offsets from property line; and

h. the grade of any service connection from the upper end to the drop to the main if other than two percent.

The following additional information must also be shown on the appropriate part of the drawing:

i. sanitary sewer manholes and cleanouts must be lettered in consultation with Village of Lions Bay staff;
j. storm drain manholes, cleanouts and silt traps must be numbered in consultation with Village of Lions Bay staff;
k. structural detail of all manholes not covered by MMCD Standard Drawings;
l. cross sections and plan views of any swales or ditches required for the subdivision or development;
m. details regarding any storm water retention or treatment facilities required for the development;
n. where an open ditch drainage system is proposed, note the size of future driveway culverts required to conform to the design.

The information requested in this Bylaw for on-site sanitary sewerage systems must be shown and detailed on a suitably scaled drawing. Information and details regarding soils tests, treatment proposed and sewage disposal system proposed must be adequately and accurately detailed and noted on the drawings or attached submissions.

6.2.6 *Watermain Plans & Profiles*

The following information must be shown on the plan and profile drawings:

a. size, type, and class of pipe;
b. class of the pipe bedding;
c. elevations and grades of the pipe;
d. ground profiles and pipe cover; and
e. valves, bends, fire hydrants, other appurtences, etc. are to be shown complete with chainages; and
f. all other requirements of the water utility.

The full pipe must be shown for the watermain on the profile.

All crossover points with sewers must be noted and shown to be protected in accordance with the water utility requirements.

The design drawings for a private utility must be provided.

6.2.7 *Streetlight Plans*

The following information must be shown on streetlighting plans:

a. Location, type and wattage of luminaries complete with ducting information to be shown.
b. Details of service base and wiring must be shown if not as per standard drawings.

6.2.8 *Third-Party Utility Plans*

The following information must be shown on shallow underground and overhead utility plans:

a. Dimension the offset from property line and/or iron pins of the existing underground conductors or mains and the location of all appurtenances related to the system including house connections. Refer to the appropriate utility for complete details of existing underground installations. Offsets to be verified through the appropriate utility.
b. Show proposed overhead or underground hydro/telephone/cable service schematically.
c. Dimension the location of all poles, both existing and proposed, from the pole surface face to property line and/or iron pin.

6.2.9 *Lot and Site Grading Plans*

The Lot Grading Plan is to be at a 1:1000 or 1:500 scale and must show:

a. pre-development ground contours in dashed lines extending 30 m beyond site boundary;
b. post-development ground contours in solid lines;
c. post-development elevations at corners of each proposed lot;
d. drainage swales and easement and right of way boundaries;
e. catch basins and lawn basins with rim elevations;
f. storm and sanitary sewer service locations and elevations at property boundary;
g. retaining walls integral to lot grading design and to be built by Developer;
h. areas of cut and fill deeper then 1.5 m deep; and
i. building envelope in accordance with the Zoning Bylaw and the minimum basement elevation on each lot.

6.2.10 ***Stormwater Management Plans***

The Storm Water Management Plan is to be at a 1:1000 scale and must show:

a. location plan of complete watershed at scale to fit;
b. post-development contour lines at 1 m intervals for slopes less than 20%, otherwise 2.0 m intervals, showing match to pre-development contours which must extend 30 m beyond the site legal boundary;
c. directional arrow on each lot indicating the prevailing post-development slope of the land;
d. the proposed minor (10-year return) storm sewer system with inlet and outlet structures, and connections to existing, drainage systems;
e. proposed major (100-year return) post-development flood routes, with connections to existing drainage systems, shown by arrows and indicating whether piped or overland;
f. minimum basement elevations, service connection locations, and service elevations at property line;
g. storm detention/infiltration facilities;
h. legend;
i. applicable general notes; and
j. design table with information for each segment of proposed main including catchment area in hectares, run-off coefficients, time of concentration, rainfall intensity, major and minor flow volume, pipe size, slope and capacity both existing and proposed.

6.3 Record Drawing Requirements

6.3.1 Record Drawings shall consist of the authorized design, accurately revised to reflect actual construction recorded in accordance with MMCD Specification 01 33 01, as amended by the supplementary specifications.

6.3.2 Record Drawings must contain the following declaration, as recommended by EGBC Quality Management Guidelines – Guide to the Standard for the Authentication of Documents:

> "The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction that were brought to the undersigned's attention. These drawings are intended to incorporate addenda, change orders, and other material design changes, but not necessarily all site instructions.
>
> The undersigned does not warrant or guarantee, nor accept any responsibility for, the accuracy or completeness of the as-constructed information supplied by others contained in these drawings, but does, by sealing and signing, certify that the as-constructed information, if accurate and complete, provides an as-constructed system which substantially complies in all material respects with the original design intent."

Record Drawings may not contain any additional disclaimers or limitation statements.

6.3.3 Record Submission shall include:

a. two full-sized hard-copy civil drawing set,
b. a digital PDF version of the civil drawing set,
c. the AutoCAD Civil 3D model files, containing the design information used to prepare the Record Drawings, and
d. a Schedule C-A Letter of Assurance and Schedule C-B Letters of Assurance from all project disciplines.

6.3.4 Record Submission drawings shall include:

a. Site plan showing offsets and location of all Works and Services including service connections;
b. Detailed plan-profile drawings for road works, water, sanitary sewer and storm sewer systems showing elevations, inverts, off-set, pipe materials, bedding, backfill and chainages reference to legal boundaries;
c. Stormwater management plan;
d. Lot grading plan with finished ground elevations at all lot corners, back of cur or sidewalk, any change in grade across the lot, lawn basins and manholes, and with inverts of swales and showing zoning bylaw building envelop and minimum basement elevation on each lot and any feature that may affect the construction of a building. Uniform grades between lot corners will be assumed to a tolerance of +/- 150mm;
e. Street light plans showing make, model, type of luminaire unit, illumination levels achieved with the light spacing, locations of service bases, photocells, and hydro service entrances;
f. Plans and details for which there are no MMCD or District standard (pump stations, etc.) complete with any operating manuals; and
g. Final geotechnical report, if required, addressing all recommendations and details of the preliminary report, confirming construction techniques, applications and details including placement and compaction of fill materials in excess of 1.5m, stability of cut and fill slopes and embankments equal to or greater than 1:2.

6.4 Cost Estimate Requirements

6.4.1 Cost estimates for Works and Services to be owned by the Village shall be prepared in the MMCD Unit Rate Contract format, grouped under MMCD Specification headings.

6.4.2 Cost estimates shall be authenticated by the Developer's Engineer on the basis of the design information and quantities contained therein. The Village understands pricing is subject to variability and are based on past pricing, not future pricing. The Village will accept cost estimates containing additional declarations related to assumptions and limitations for unit rate pricing supplied by others, provided that unit rate prices shall be based on recent, similar, and nearby work with appropriate contingencies applied.

7.0 STANDARD FORMS & TEMPLATES

Contact the Servicing Office for the following standard forms and templates

7.1 Letters of Assurance

Schedule A	Confirmation of Commitment by Owner and Coordinating Professional Registrant
Schedule B	Assurance of Professional Design and Commitment for Field Review
Schedule C-A	Assurance of Coordination of Professional Field Review
Schedule C-B	Assurance of Professional Field Review and Compliance

7.2 Application Forms

A-1 Application for Design Authorization
A-2 Application for Permission to Construct
A-3 Application to Connect Works and Services
A-4 Application for Substantial Performance
A-5 Application for Total Performance
A-6 Application for Latecomer Agreement
A-7 Application for Subdivision Approval

7.3 Standard Templates

B-1 Servicing Agreement Template
B-2 Certificate of Insurance Template
B-3 Surety Bond Template
B-4 Latecomer Agreement Template
B-5 Cost Estimate Template

7.4 Certificates

C-1 Certificate of Substantial Performance
C-2 Certificate of Total Performance
C-3 Certificate of Final Acceptance

Corporate Policy No. POL-2504

Infrastructure Design & Construction Manual

for the provision of Works and Services

Type	Corporate Policy	**Policy No.**	POL-2504
Title	Infrastructure Design & Construction Manual for Works & Services	**Original Date**	2025-09-02
Author	Public Works Manager	**Version**	01
Approved by	Ross Blackwell, CAO	**Version Date**	2025-09-02

Purpose

The purpose of this policy is to establish minimum engineering standards for the design and construction of Works and Services provided in association with the Subdivision or Development of land.

Objective

The objectives of this policy are to:

a. Provide clear, consistent, and transparent standards for the design and construction of Works and Services associated with the Subdivision and Development of land.
b. Ensure Village infrastructure is provided with consistency and quality in support of operational standardization and economic sustainability.
c. Align technical engineering standards regionally for improved competitiveness

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PART 2 – Construction Standards

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0.0 ADMINISTRATION

0.1 Interpretation & Precedence

The Village of Lions Bay Infrastructure Design & Construction Manual ("IDCM") contains the minimum standards for the design of Works and Services associated with the Subdivision and Development of land under Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 (the "Bylaw") and must be read in conjunction with the Bylaw with respect to principles of interpretation, defined terms, and applicability. Defined terms are denoted herein by capitalization.

The IDCM design standards are based on the Master Municipal Construction Document (MMCD) Association's Municipal Infrastructure Design Guidelines, 2022 (herein the 'MMCD Design Guidelines'). The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

The IDCM construction standards are based on the Master Municipal Construction Documents (MMCD) Association's publication, the MMCD 2019 Edition, Volume II - General Conditions, Specifications and Standard Drawings; however, where Supplementary Specifications are in conflict with the MMCD 2019 Edition, they shall take precedence

0.2 Disclaimer to All Users of the IDCM

The IDCM is a minimum standard to ensure consistent performance and operational standardization of municipal infrastructure and may not be suitable for all contexts or applications within the Village of Lions Bay. It is provided without representation as to the appropriateness of its use in any particular situation and is not intended to be used as a basis for establishing good engineering practice or civil liability.

0.3 Responsibility of Developer's Engineer

The IDCM is not intended to be a substitute for sound engineering knowledge, judgement, and experience. It is the responsibility of the Developer's Engineer to exercise professional judgment on technical matters in the best interest of the Village, the Developer, the general public, and the environment. The Village expressly relies on the Developer's Engineer for professional expertise and assurance of professional engineering design.

The Developer's Engineer is solely responsible for the professional engineering work completed in accordance with the IDCM and must ensure that all designs, inspections, certifications, and all other engineering work completed under the requirements of the IDCM and SDS Bylaw 651 are suitable for their proposed application according to their own professional engineering judgement.

0.4 Right for Peer Review at Developer's Cost

The Servicing Officer may require that any submission required for the provision of Works and Services undergo, at the cost of the Developer, a Peer Review to provide an independent, objective assessment of the submission to inform the Servicing Officer's determination of compliance with the IDCM and good engineering judgement. The terms of reference for the Peer Review shall be established by the Servicing Officer and agreed upon by the Developer prior to undertaking the Peer Review. The Peer Review shall be conducted by a professional engineer of the Village's choosing.

PART 1

DESIGN STANDARDS

1.0 GENERAL DESIGN CONSIDERATIONS

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1.1 Sustainability, Asset Management, and Variances to Standards

Works and Services must be designed to the minimum requirements contained within the IDCM. Where no standards exist or where context necessitates a variance from these standards, the Servicing Officer may, at their sole discretion, accept an alternate proposal or variance to the IDCM if the Works and Services are designed and constructed to meet the intent of the following sustainability and asset management principles:

a. Minimize negative impacts on health, safety, and the environment;
b. Minimize overall lifecycle costs and maintain operational standardization;
c. Meet or exceed applicable standards for accessibility and safety;
d. Meet or exceed the defined or established minimum level of service; and
e. Account for impacts of projected climate change over the expected service life of the asset.

In accepting a variance to the criteria contained within the IDCM, the Servicing Officer is performing an administrative function and relying upon the assurance of the Developer's Engineer that the proposed design is technically appropriate for implementation. Acceptance by the Servicing Officer shall not be interpreted as an affirmation of suitability for the intended use or as a technical endorsement of the design.

1.2 Climate Change

In accordance with EGBC *Professional Practice Guidelines*, professional engineers must consider the impacts of climate change in their designs. The design of Works and Services must therefore consider and be adequate for the projected environmental conditions throughout the expected service life of the assets.

a. High-risk and critical infrastructure, such as arterial roadways, reservoirs, pump stations, trunk mains, and community stormwater management facilities such as dikes and ponds should consider a moderate climate change forecast for a minimum 100-200 year service life; refer to the Village of Lions Bay Integrated Flood Hazard Management Plan for more additional information.
b. Service infrastructure, including local and collector roadways, distribution and collection pipe infrastructure, and local stormwater management facilities should consider a moderate climate change forecast for a minimum 50-80 year service life.

Consult local resources where available, in addition to EGBC Climate & Sustainability resources, the EGBC Practice Guideline: Developing Climate Change-Resilient Designs for Highway Infrastructure in British Columbia, and Engineers Canada: Principles of Climate Adaptation and Mitigation for Engineers guideline.

1.3 Independent Utilities

Independent Utilities are those not supplied by the Village and include electrical power, telecommunications, and natural gas. The Developer's Engineer is required to coordinate the design of independent utilities to avoid conflicts with existing, proposed, and future Works as part of a Subdivision or Development application.

1.4 Utility Rights-of-Way

Works and Services should generally be provided within a public road right-of-way (ROW) unless otherwise approved by the Servicing Officer to be in a utility statutory right-of-way (SRW). Works and Services installed within a road ROW must be capable of being excavated and replaced within the limits of that ROW.

Where approved, a utility SRW must:

a. Be accessible by Village maintenance vehicles, including having sufficient width, alignment geometry, and pavement structure for the required maintenance vehicles;
b. Be located outside any environmentally sensitive or archaeologically significant areas;
c. Have a minimum width of 4.5 m for single pipes and 6 m for two or more pipes, except if the pipe is a trunk main, in which case the width must be sufficient for future twinning;
d. Have a width sufficient to permit an open, un-shored excavation with bottom width at least 450 mm greater than the pipe diameter and side-slopes in accordance with geotechnical recommendations; and
e. Have a width sufficient to permit an open, un-shored excavation in accordance with WorkSafe BC regulations for excavation and safe trenching.

The open, un-shored excavation limits of all buried Works and Services must be fully contained within a road ROW or utility SRW, or combination thereof, and must not conflict with the minimum safe distances to adjacent building footings based on a safe angle of repose from the limits of excavation. The Servicing Officer may require cross-sections to be provided that demonstrate a submitted design satisfies these requirements.

1.5 Utility Separation

Requirements for separation of watermains from sanitary or storm sewers, sanitary or storm forcemains, non-potable irrigation mains, or other piped hazardous fluids (collectively: "other non-potable fluids") are as follows, in accordance with the recommendations of the Design Guidelines for Drinking Water Systems in British Columbia (Part B. 17 of the BC Drinking Water Officers' Guide, 2024).

Exceptions to these requirements may be considered by the Servicing Officer in conjunction with the Vancouver Coastal Health Authority under an approved Water Supply System Construction Permit only where unusual conditions are present and where the Developer's Engineer has exhausted all reasonable efforts to meet the standard separation requirements.

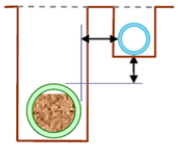
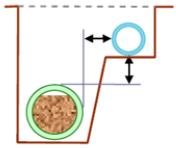
1.5.1 Parallel Installation

Watermains must be laid in separate trenches with at least 3 m horizontal separation, measured edge-to-edge, and at least 450 mm vertically above, any parallel pipeline conveying other non-potable fluids.

Where all reasonable efforts to meet the requirements have been exhausted, consult *Section 16.6.1*, including *Tables 16-4* and *Table 16-5*, of the 2022 Design Guidelines for Drinking Water Systems in British Columbia for design guidance. Tables are copied below for convenience only.

Under no circumstances shall the installation of a pipeline result in a parallel run between a watermain and a pipeline conveying other non-potable fluids having less than 1 m horizontal edge-to-edge separation.

Table 16-4 Parallel Installation Configurations for Gravity Sewers

Configuration		Horizontal separation	Vertical separation	Scenario for Table 16-5
Separate trenches (separately dug trenches in undisturbed soil with granular bedding around pipes)		> 3 m	> 450 mm	None, unless site-specific risks present (e.g. high water table)
		> 3 m	< 450 mm Vertical separation < - D_{wm} discouraged where avoidable	None, unless site-specific risks present (e.g. high water table)
		1 to 3 m	> 450 mm	B
		1 to 3 m	- D_{wm} to +450 mm	A, B
Common trench (watermain sits on bench of undisturbed soil)		> 1 m	> 450 mm	B
		> 1 m	0 to +450 mm	A, B

Lower risk

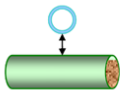
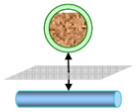
Higher risk

Table 16-5 Recommended Protective Measures

Scenario	Recommended Protective Measures
A (inadequate vertical separation when horizontal separation is <3 m)	• Continuous hydraulic barrier (e.g. clay soil, geomembrane) or equivalent between pipes (see Figure 16-1), or • Place water pipe, or parallel pipe, or both, in sleeve or casing pipe with watertight end seals. Casing pipe should be installed in accordance with best practices, including provisions for securing the pipe with spacers, skids or equivalent to protect pipe from movement and provide ease of removal for repair. Casing pipe must be a material that is approved for use as watermain and must be of the same or greater pressure rating as the water line. Isolation valves should also be included, as well as corrosion protection if necessary.
B (inadequate horizontal separation and/or pipes in same trench)	• Increase the pipe strength of watermain, or parallel pipe, or both by a class, or • Wrap watermain joints with heat shrink plastic, or pack watermain joints with compound and wrap with petrolatum tape by qualified installers in accordance with the latest version of *AWWA C217*, and *AWWA C214* or *AWWA C209*,* or • Use jointless pipe (e.g. solid pipe, welded joints, HDPE pipe with fusion-welded joints) for the watermain, parallel pipe, or both.

* It should be noted that the relevant AWWA standards define tapes/coatings in terms of their ability to protect pipes against corrosion. Third party testing against infiltration of waterborne pathogens has not been established for these products, and the use of joint wrapping/packing as a protective measure is at the discretion of the Issuing Official.

Table 16-6 Crossing Installation Configurations for Gravity Sewers

Configuration		Vertical Separation	Pipe Joints Requiring Protection	Additional Bedding Structural Support	Additional Notes
Watermain above sewer pipe		> 450 mm	None	No	None
		150 to 450 mm	Watermain joints	Yes	None
Watermain below sewer pipe		> 450 mm	Both watermain and sewer joints	No	**Hydraulic barrier should be installed in trench between sewer and watermain[1]**
		150 to 450 mm	Both watermain and sewer joints	Yes	



1. Continuous hydraulic barrier (e.g. clay soil, geomembrane or equivalent) should extend no less than 300 mm beyond outer edge of watermain on both sides, such that the trench bedding width is protected.

1.5.2 Crossings

Where a watermain crosses a pipeline conveying other non-potable fluids, the watermain must be laid a minimum vertical distance of 450 mm above the pipeline, measured between the outside of the watermain and the outside of the sewer. The length of water pipe must be centered at the point of crossing so that joints in the watermain will be equidistant and as far as possible from the pipeline.

Where all reasonable efforts to meet these requirements have been exhausted, consult *Section 16.6.2*, including *Table 16-6*, of the Design Guidelines for Drinking Water Systems in British Columbia for design guidance.

Under no circumstances shall the installation of a pipeline result in the crossing of a watermain with a pipeline conveying other non-potable fluids having less than 150 mm vertical edge-to-edge separation.

1.5.3 Sewers in Common Trench

Storm and sanitary sewers may be installed in a common trench, provided that the design has taken into account:

a. interference with service connections,
b. stability of the benched portion of the trench, and
c. conflicts with manholes and appurtenances.

The horizontal clearance between sewer pipes must not be less than 1.0 m. Separation between sewer pipes and manholes or appurtenances must be sufficient to allow physical access for mechanical compaction of backfill material to the specified minimum density.

1.5.4 Utilities Crossing Railroads, Provincial Highways, or Watercourses

Crossing of a railroad, Provincial Highway, or Watercourses with municipal utilities should be avoided where possible. Where accepted by the Servicing Officer and the Authority Having Jurisdiction (AHJ), when a watermain, sanitary sewer main, storm main, or other municipal utility (i.e., carrier pipe) crosses a railway track or right-of-way, Provincial Highway, or a watercourse, a protective steel casing pipe (i.e., casing pipe) should be provided and must be designed to all applicable static, dynamic, and seismic loadings and all other requirements of the AHJ. Generally:

a. the size of the casing pipe must be at least the greater of 125% of the pipe bell outer diameter or 200% of the outside diameter of the main;

b. the carrier pipe must be continually fused or provided with joint restraints; and
c. the carrier pipe must be adequately supported within the casing pipe.

The Servicing Officer, in conjunction with the AHJ, may accept alternate solutions or trenchless technologies, giving consideration to the sustainability and asset management principles outlined in Section 1.1. For Provincial Highway crossings, see the BC MoTT Utility Policy Manual.

1.6 Trenchless Technologies

Where trenchless technologies are proposed, the Developer's Engineer, in cooperation with a suitably qualified contractor, must submit a comprehensive design brief and construction work plan that meets industry standards for the proposed trenchless technology and demonstrates to the satisfaction of the Servicing Officer that the sustainability and asset management principles outlined in Section 1.1 are met.

1.7 Seismic Design Standards

The Developer's Engineer must ensure that the geotechnical conditions for the installation of Works and Services, with consideration given for seismic risks including susceptibility of ground conditions for wave propagation, liquefaction, and potential for permanent ground deformation, are suitable for the intended purpose and criticality of the Works and Services over their expected service life.

In areas of known risk or where the Developer's geotechnical engineer has identified areas of seismic concern or weak ground conditions, the Developer's Engineer shall consult with the Servicing Officer prior to commencing design to confirm if the Works can avoid the area, if the ground conditions may be improved, or if a variance to the material and connection specifications is appropriate.

1.8 Removals, Abandonment, and Decommissioning

In general, Village infrastructure that is made obsolete through the approval or servicing of new Subdivisions or Developments shall be removed at the Developer's cost. The Servicing Officer may consider permitting the decommissioning and abandonment of obsolete infrastructure as an alternative to removal upon consideration of the following factors:

- The risk of future liability to public health, the environment, infrastructure, or the stability of the area;
- The risk of conflict with future excavations, utilities, or infrastructure;
- The impact of removal on the public, the environment, or other nearby infrastructure that is remaining in service; and
- If infrastructure is within an SRW, any obligations or responsibilities of the Village for abandonment or decommissioning identified the terms of the SRW.

Where the Servicing Officer permits the decommissioning and abandonment of obsolete infrastructure as an alternative to removal, the following minimum standards apply:

- All concrete must be removed within 1.2 m of the surface and manholes must be filled with controlled-density fill or adequately compacted structural fill;
- Pipes must be filled with grout or controlled-density fill and pipe ends must be capped or sealed;
- Metallic appurtenances such as valves, tees, and hydrants should be salvaged and may not be abandoned where there is a risk of corrosion; and
- Obsolete services must be decommissioned by physical disconnection from the main and be filled and capped prior to abandonment. See additional requirements for water services at Section 2.21.

1.9 Commissioning of Facilities

Facilities such as reservoirs, pump stations, PRV stations, chambers, drainage storage facilities, and traffic signal controllers may require additional coordination, special considerations, or specific actions to successfully implement the design of the Developer's Engineer. It is the responsibility of the Developer's Engineer to

understand and advise the Village of the initial and ongoing requirements necessary for the successful implementation of their design through the commissioning, operation, and ongoing maintenance of the facility.

1.9.1 Commissioning Plan

Prior to the operation of any new facility the Developer's Engineer must prepare a commissioning plan in consultation with, and acceptable to, the Servicing Officer. The Developer's Engineer, in coordination with the Servicing Officer, shall oversee the commissioning of the facility through to its normal operating condition.

The performance of the facility through the commissioning process shall be closely monitored for all operating conditions; draft process control narratives should be available at time of commissioning. The Developer's Engineer is responsible to document and rectify all deficiencies prior to completing the commissioning process.

Once all deficiencies have been corrected and upon successful commissioning of the facility, records shall be made to document the initial typical performance for all normal operating conditions.

1.9.2 Operating and Maintenance Manual

Upon successful commissioning, and prior to the Village's acceptance of any new facility, the Developer's Engineer must prepare an Operating and Maintenance (O&M) Manual that is acceptable to the Servicing Officer.

a. The O&M manual must be provided digitally in PDF format and with three hard copies in the following format:
    i. Bind contents in a three-ring, hard covered, plastic jacketed binder;
    ii. Facility name to be embossed onto binder cover and spine;
    iii. Each section to be separated from the preceding section with a plasticized cardboard divider with a tab denoting the contents of the section;
b. Contents to include:
    i. Title sheet, labeled "Operation and Maintenance Instructions," and containing the project name and date;
    ii. Table of contents;
    iii. Reviewed shop drawings of all equipment;
    iv. Equipment list showing all model and serial numbers;
    v. All equipment manufacturer's manuals;
    vi. Record drawings sealed by a Professional Engineer registered in BC for all civil, mechanical, electrical, structural, control and alarm installations (include digital PDF and AutoCAD format separately);
    vii. Full description of system operation, including (as applicable): design points, designed pump and system curves, ultimate capacity, area served, and any other design criteria relevant to the operation of the system;
    viii. Full description of entire mechanical, electrical, and alarm system operation;
    ix. Process control narratives;
    x. Names, addresses, and telephone numbers of all design professionals, major subcontractors, and suppliers;
    xi. Commissioning reports showing pressures, flows, current draw for all possible operating conditions;
    xii. All SCADA programming shall be provided to the Village in digital format.

1.10 Access to Facilities

Facilities must be accessible by Village maintenance vehicles in all weather conditions. Access roads must have sufficient width, alignment geometry, and pavement structure for the required maintenance vehicles.

As a minimum, unless otherwise approved by the Servicing Officer, access roads to facilities must include a hard-paved asphalt or concrete surface and meet the requirements for emergency access roads (see Section 0) with a maximum grade of 8%.

2.0 WATER DISTRIBUTION

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2.1 General

Community water system designs, including water supply, treatment, transmission, and distribution systems, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

In addition to the provisions of the IDCM, community water systems must be designed in accordance with Provincial legislation and regulations (including, but not limited to, the Drinking Water Protection Act and Regulation and the Public Health Act), the Design Guidelines for Drinking Water Systems in British Columbia, and the Vancouver Coastal Health Authority Water Supply System Construction Permit Guidelines.

All water distribution system modifications (including construction, alterations, or extensions and before a new water source is used) require approval of the Vancouver Coastal Health Authority prior to construction. The Servicing Officer may require confirmation of a Water Supply System Construction Permit prior to granting Permission to Construct.

2.2 Metering

A water meter shall be installed on all new service connections in accordance with Water Bylaw No. 633, 2025. See Section 2.21 for additional service connection requirements.

a. No drain valve, water bypass, branch line, or any other type of fixture through which water may be taken shall be located upstream of a water meter, with the exception of lines that service only fire hydrants or building fire sprinkler systems.
b. Water meters must be supplied and installed by the Developer under the supervision of the Servicing Officer and in accordance with the Approved Products List.
c. Water meters must be located in an accessible location protected from freezing within an insulated meter pit or, if permitted by the Servicing Officer, within a building or heated, above-ground chamber (see Section 2.20).
d. Strata lots, including bareland strata lots, shall provide the meter within the strata property in an easily accessible location near the property line, or as directed by the Servicing Officer.

2.3 Residential Demand

For the design of proposed community water system, use the per capita demands for residential land uses as shown in Table 2.3.A.

Table 2.3.A – Per Capita Residential Demand

Annual Average Day Demand (ADD)	450 L/c/d
Maximum Day Demand (MDD)	900 L/c/d
Peak Hour Demand (PHD)	1350 L/c/d

In lieu of development-specific information related to unit yield and number of bedrooms, for population estimates by area or unit type, use the population density estimates as shown in Table 2.3.B.

Table 2.3.B – Unit and Population Density

Land Use	*Units per Ha*	*Ppl per Unit*
Single-Family & Duplex Residential	20-34	3.5
Multiplex & Townhouse Residential	38-92	3.1
Apartment Residential	120-225	2.1
Mobile Home Park	25-42	2.5

For calculating residential design population, the number of dwelling units is to be based on the maximum permissible number of units allowed under the Zoning Bylaw for the lots being serviced by the proposed water system, including the maximum potential for multiple dwellings or multiple units on a single lot.

2.4 Non-Residential Demand

In the absence of development-specific data, use the non-residential maximum day demands for single-storey building construction without irrigation as shown in Table 2.4.A.

Table 2.4.A – Per Hectare Non-Residential Demand

Retail Commercial	26,000 L/Ha/day
Service Commercial	52,000 L/Ha/day
Institutional	65,000 L/Ha/day
Low-Use Industrial	45,500 L/Ha/day
High-Use Industrial	100,000 L/Ha/day

2.5 Fire Flows

The Required Fire Flow (RFF) is to be calculated in accordance with the current edition of "Water Supply for Public Fire Protection," published by Fire Underwriters Survey (FUS).

A proposed water distribution system must be sufficient to meet the calculated RFF of the theoretical highest demand building type allowable under the Zoning Bylaw for all proposed lots within the service area.

A proposed or existing system servicing a proposed Subdivision or Development is subject to the minimum requirements outlined in Table 2.5.A, based on the general land use and associated building type to be serviced.

Table 2.5.A – Minimum Available Fire Flow by Building Type @ 150 kPa (22 psi)		
Building Type or Zone Category	*Minimum AFF*	*Minimum Duration*
Simple Residential (Part 9)[1]	90 L/s	1.5 hrs
Complex Residential (Part 3)[1]	150 L/s	2.0 hrs
Commercial & Mixed Use	150 L/s	2.0 hrs
Institutional	150 L/s	2.0 hrs
Industrial	225 L/s	3.0 hrs

[1] Residential Part 9 and Part 3 Buildings are as defined in the BC Building Code.

Where an existing system is insufficient to meet the RFF of the proposed Subdivision or Development, the existing system must be upgraded to provide sufficient flow for the RFF or the RFF must be reduced.

2.6 Design Flows

Design Flow capacity is to be the greater of the Maximum Day Demand plus Fire Flow (MDD + FF) scenario and the Peak Hour Demand (PHD) scenario.

Proposed community water system design flow shall be supplied by gravity from a higher-elevation reservoir.

2.7 Water Pressure

A proposed community water distribution system must be designed to provide water service within the pressure limits shown in Table 2.7.A. Proposed community water system pressures shall by provided by gravity through a higher-elevation reservoir.

Table 2.7.A - Domestic Water Pressure	
Maximum Allowable Static Pressure [1, 2]	850 kPa (86.5 m, 120 psi)
Minimum Residual Pressure at PHD [3]	300 kPa (30.5 m, 45 psi)
Minimum Residual Pressure at MDD + FF [3]	150 kPa (15.5 m, 20 psi)

[1] The maximum allowable pressure may be increased to 1035 kPa (105.5 m, 150 psi) for systems with multiple pressure zones at the discretion of the Servicing Officer.
[2] Where the maximum pressure exceeds 515 kPa (52.5 m, 75 psi) or where serviced off a transmission main, service connections must be individually protected by pressure reducing valves located in the building being served.
[3] PHD and MDD scenarios to be modelled for the ultimate population of the service area based on the fully developed land conditions as anticipated in the current OCP.

Determination of pressure limits should generally be made at building main floor elevations, except that minimum residual pressures for residential areas should be evaluated at an elevation of 10 m above building main floor elevations (~3 storeys).

2.8 Hydraulic Design

2.8.1 Network Modelling

A proposed community water system must be designed to deliver the Design Flow using a proven network analysis computer model based on the Hazen-Williams formula. Refer to *MMCD Design Guidelines, Section 2.8* and *Table 2.8* for roughness coefficients.

Other formulas and methods may be used, subject to prior approval from the Servicing Officer.

In addition to the Design Flow capacity, consideration must be given to water quality. For assessing water quality (i.e., water age, chlorine residual), the anticipated initial and ultimate Average Day Demand should be modelled to ensure adequate water quality is maintained for initial users and at full build-out. The Developer's Engineer should consider the intent of the proposed form of development and the expected occupancy timelines given the development phasing plan.

2.8.2 Maximum Velocities

A proposed community water distribution system must be designed to provide domestic water at or below the maximum allowable velocities shown in Table 2.8.A.

Table 2.8.A - Maximum Allowable Design Velocities	
Pump Supply, Reservoir Supply Mains, & Trunk Mains [1]	2.0 m/s
Distribution Mains at PHD [2]	2.0 m/s
Distribution Mains at MDD + FF [1, 2, 3]	4.0 m/s

[1] Under the greater of PHD, MDD+FF, or pump rate as applicable. The Developer's Engineer is responsible for assuring that surge and transient pressures are accounted for in their designs.

[2] PHD and MDD scenarios to be modelled for the ultimate population of the service area based on the fully developed land conditions as anticipated in the current OCP.

[3] Maximum velocity under MDD +FF scenario may be increased to 4.0 m/s at the discretion of the Servicing Officer where the Developer's Engineer can demonstrate the resiliency and ability of the network to handle such velocities and anticipated surge pressures.

2.9 Minimum Pipe Diameter

Watermains and services are subject to the minimum nominal pipe diameters shown in Table 2.9.A.

Table 2.9.A – Minimum Pipe Diameters	
Distribution Mains [1]	200 mm
Fire Hydrant Connections	150 mm
Service Connections [2]	38 mm

[1] If approved by the Servicing Officer where no further extensions are possible, dead-end distribution main minimum diameter may be reduced to 150 mm provided that it serves no more than a single fire hydrant; the minimum diameter may be further reduced to 100 mm within the last 45 m if no hydrants or fire sprinkler systems are served.

[2] If approved by the Servicing Officer, minimum service connection may be reduced to 19 mm if the lot is only able to support two or less residential units under the Zoning Bylaw.

2.10 Dead Ends

Watermains must be looped wherever possible. Looping through a development site may require backflow prevention at entry points, SRWs for Village access, and other conditions as may be required by VCH. Where dead-ends are unavoidable, the Servicing Officer may require water modelling to confirm acceptable water quality and adequate fire flows. A blow-off or hydrant, or a blow-down, must be provided at the terminus of the main.

2.11 Depth of Cover

The minimum depth of cover of any watermain or service, from the crown of the pipe to the surface, must not be less than 1.0 m to prevent freezing. Consideration must be given for maintaining minimum cover where ditches and slopes are present, or where open-air structures (i.e., storm sewer catch basins) are present.

The maximum depth of cover of any watermain or service is determined by the width of the right-of-way and allowable temporary excavation slope of the trench material (see Section 1.4). Cover over pipe above 3.0 m requires prior approval from the Servicing Officer as supported by load calculations.

2.12 Grade

Watermains shall run along a consistent grade between defined deflection points. The minimum grade is 0.1%. Where slopes are equal to or greater than 10%, provide anchorage, joint restraints, trench dams, and trench drainage. Refer to MMCD Standard Drawing G8.

2.13 Corrosion Protection

Where there is a potential for encountering corrosive soils, a geotechnical corrosion analysis is to be conducted to determine the corrosiveness of the native soils. If the soils are determined to be corrosive, the Developer's

Engineer must prepare a report which addresses the life expectancy of metallic components and shall recommend protective measures, such as cathodic protection and use of stainless steel components, to prevent the corrosion of any metallic watermain or appurtenances over the design life of watermain.

Upon Substantial Performance, the Developer's Engineer must include inspection reports in their submission and certify the works were completed in material conformance with the design recommendations.

2.14 Valves

In general, valves are to be located at projected property lines to avoid conflicts with driveways, located outside vehicle and bicycle wheel-paths, and as follows:

a. Not more than 250 m apart,
b. Not more than one (1) hydrant isolated,
c. Not more than 20 service connections or 50 units isolated,
d. At the pipe intersections:
    i. 3 valves at "X" intersection,
    ii. 2 valves at "T" intersection, including hydrant branch tees,
e. In place of curb stops for services 100 mm diameter and greater,
f. To isolate sections of watermain in areas of seismic risk, and
g. At each end of a section crossing a railway, Provincial Highway, statutory right-of-way, watercourse, or other significant obstruction to allow for isolation of the section.

Any section of main must be able to be isolated by operating no more than 4 valves. Gate valves must be used for watermains up to and including 300 mm diameter and must be the same diameter as the main. Butterfly valves with gear operators are permitted in mains larger than 300 mm.

2.15 Hydrants

Fire hydrants shall be spaced in accordance with "Water Supply for Public Fire Protection - A Guide to Recommended Practice" (latest edition), published by Fire Underwriters Survey, subject to the following minimum spacing, as measured along road centreline:

- Not more than 120 m apart in suburban and low-density residential areas;
- Not more than 100 m apart in high-density residential, commercial, industrial, or institutional areas.

Fire hydrants should be located at street intersections, at the last lot before a cul-de-sac bulb, near building main entrances as per BC Building Code, and generally as follows:

- 1.0 m back from curb or 0.6 m back of sidewalk to centre line of hydrant,
- Within boulevards and not sidewalks, unless unavoidable and with a 1.5 m clear travel path,
- Minimum 1.5 m clear of any other utility structure in all directions,
- Minimum 3.0 m clear in direct line with hose connections,
- At property line projections in mid-block locations,
- With sufficient clearance from property lines to provide for open cut excavation to base of hydrant assembly within the right-of-way (otherwise provide SRW over private property).

Bollards or concrete barriers for hydrant protection may be required at the Servicing Officer's discretion. Where ditches are present, a culvert crossing shall be provided to permit unobstructed access to the hydrant. On arterial highways with a raised median, fire hydrants shall be installed on both sides of the highway with each side treated exclusively for spacing requirements.

2.16 Blow Offs and Blow Downs

Blow-offs shall be provided at the terminal ends of all watermains whether permanent or temporary to facilitate scouring velocities during flushing. Blow-off sizes are:

a. 50 mm diameter for 100 mm watermains
b. 100 mm diameter for 150 mm watermains
c. For mains 200 mm dia. and greater, special design is required.

Where practical and approved by the Servicing Officer, a hydrant may serve a secondary role as a blow-off or blow-down.

On all mains greater than 300 mm diameter, install blow downs at the lowest point in the watermain profile between the line valves.

2.17 Test Points

Test points shall be installed on all watermains in order to provide for the ability to collect water samples in accordance with AWWA C651 – Disinfecting Water Mains. The need for and location of test points is to be determined in consultation with the Servicing Officer. In general, test points should be provided at the end of dead-end mains and near major distribution junctions.

2.18 Air Valves

Combination air valves shall be installed at the summits of all mains and at regular intervals and the crests of on long, ascending runs. Air valves may not be required on watermains 200 mm diameter and smaller upon approval by the Servicing Officer for the following:

a. Where the difference in elevation between the summit and valley is less than 600 mm,
b. Where it can be shown that air pockets will be carried by typical (ADD) flows, and
c. Where active service connections are suitably located to dissipate entrapped air.

The typical air valve size for watermains up to 300 mm diameter is 25 mm, subject to design analysis.

Air valves must be vented to an appropriate secured above-grade location to eliminate any potential for cross connection in a flooded or contaminated chamber.

2.19 Thrust Restraint and Seismic Risk Mitigation

2.19.1 Thrust Restraint

Mechanical joint restraints shall be provided at all fittings requiring thrust restraints, including bends, tees, crosses, wyes, reducers, plugs, caps, valves, hydrants, and blow-offs. Thrust restraint may also be required in other locations where engineering analysis determines that thrust restraint is warranted. Thrust restraint is generally not required with 5° bends on mains 200 mm in diameter or less.

Concrete thrust blocks may be used with prior approval from the Servicing Officer in areas of low seismic risk. Where approved, concrete thrust blocks, whether pour-in-place or pre-cast, shall be placed against undisturbed or sufficiently compacted soil, be such that the pipe and fitting joints are accessible for repair, and be non-point loading on appurtenances. The thrust restraint system must take into account potential future excavations in the vicinity of the watermain; cast-in-place thrust blocks must not be larger than necessary.

Design calculations must be provided and include details of fitting type, water pressure, and soil conditions.

2.19.2 Seismic Risk Mitigation

Mechanical joint restraints shall be used on all joints for watermains larger than 250 mm in diameter, for watermains designated by the Servicing Officer as “lifeline service mains” servicing critical infrastructure or neighbourhood populations, and for watermains in areas of high seismic risk prone to liquefaction.

In areas of soil prone to liquefaction, provide tees with blind flanges and valves on either side of the area to allow for quick installation of temporary piping, incorporate expansion sleeves at valve locations to relieve pipe strain, and limit service connections within the area.

2.20 Chambers

Chambers or manholes containing valves, blow-offs, meters, or other appurtenances must be watertight structures that can withstand vehicle loading and that allow adequate room for maintenance, including at least 2.0 m of head-room and side-room. Access openings must be suitable for removing valves and equipment and permitting inspection cameras and pigging equipment. Chambers requiring entry to confined spaces are to be avoided. Chambers are to be complete with a permanent ladder, meter bypass, remote radio reading capability, and have all piping primed and painted with a rust-inhibiting paint.

Chambers are to be provided with a drain to a storm sewer or ditch, complete with backflow prevention, to prevent flooding; a pumping system may be required for drainage. In the absence of a nearby storm sewer or ditch, a rock pit sized for a 1:25-yr event may be provided at the discretion of the Servicing Officer, subject to suitable soil and groundwater conditions. Insulation to prevent freezing must be provided.

Adequate venting must be provided. The Servicing Officer may require provision of forced ventilation, lighting, heating, or dehumidification. Access and ventilation details must comply with WorkSafeBC requirements.

2.21 Service Connections

Every legal lot shall be provided with a single, separate service connection. Multiple service connections may be permitted by the Servicing Officer upon demonstrated need for residential side-by-side duplexes or row housing developments where each unit has a separate title, or for commercial or industrial developments where water quality or fire flow requirements makes a single, unlooped service location impractical. Where a service is looped through a commercial or industrial development, an approved backflow prevention assembly shall be installed at all service tie-in locations.

Service connection size shall align with the BC Plumbing Code for proposed Developments, or be calculated on the basis of the designated land use, including sprinkler systems or on-site hydrants, where applicable in the case of Subdivision. Minimum service sizes are outlined in Section 2.9. To mitigate risk of flooding and cross-contamination, a community water system may only be permitted to service a proposed development where the building elevation criteria outlined in Section 4.6 are satisfied.

All new service connections shall be metered in accordance with Section 2.2. Water service connections 100 mm in diameter and larger shall be designed as mains. Water service connections are to have at least 1.0 m separation from other services and generally be located beneath driveways or, if no driveway, in the centre of the lot.

Proposed Developments may utilize an existing water service if all of the following are satisfied:

- The existing service connection, including saddle, corporation stop, pipe, and curb stop, meets all current requirements for size, materials, location, and minimum cover;
- The existing service is in good condition and is suitable for continued use, in the opinion of the Developer's Engineer and the Servicing Officer,
- Where there is no water meter, a new water meter is added in accordance with Section 2.2, and
- The existing service connection is less than 50 years old.

Where Development results in obsolete services to a lot, all obsolete services must be fully decommissioned at the main in accordance with the following:

- Where the saddle or corporation stop is in poor or moderate condition, in the opinion of the Servicing Officer, or the corporation stop has been direct tapped, removal of the corporation stop and saddle, and installation of a repair clamp is required; or

- If the corporation stop and saddle are in good condition, in the opinion of the Servicing Officer, the corporation stop may be capped by installing a solid plug behind the flare/compression nut or adapted to a solid cap; or
- Where a larger diameter water service was connected to the main with a flange, then a blind plate is required on the tee with the service valve removed, if applicable.

2.22 Alignments and Corridors

Pipe alignment to be generally parallel with the road centreline, offset to achieve 3.0 m separation from the sanitary main, and to avoid unnecessary deflections or appurtenances. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on main and service with non-standard alignments within ROWs. All non-metallic service pipe must also have tracer wires. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

For curved roads and alignments,

a. provide a constant radius through the curve;
b. bending of the pipe is not permitted;
c. joint deflection should not exceed two-thirds of the maximum deflection specified by the pipe manufacturer; and
d. where 5° bends are used, provide a minimum of one full pipe length between bends.

Vertical alignments should minimize the number of high points and avoid unnecessary deflections.

Where a watermain crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

2.23 Tanks and Reservoirs

2.23.1 Preliminary Design

Prior to commencing detailed design of a reservoir, the Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

2.23.2 Capacity

a. Reservoir capacity must provide a storage volume not less than the greater of one-day average annual consumption for the service area and the Sum of A + B + C, where:

A = Fire Storage, which shall be the greater of

- 1,080 cubic metres (150 L/s for 2 hrs),
- the volume as determined in accordance with the FUS Water Supply for Public Fire Protection guide for the theoretical highest demand building type allowable under the Zoning Bylaw for all lots within the reservoir service area, and
- the minimum volume outlined in Table 2.5.A for the highest future land use or building type within the reservoir service area.

B = Equalization Storage, which shall be

- 25% of Maximum Day Demand as determined in Section 2.6.

C = Emergency Storage, 25% of A + B.

b. Subject to the results of detailed engineering analysis to the satisfaction of the Servicing Officer, the requirement for reservoir storage may be reduced based on consideration of the following:

i. availability of storage from other reservoirs within the service area;
ii. known maximum day demand patterns;
iii. dependability and reliability of the water supply system to the reservoir, including standby power and redundancy of pump stations supplying the reservoir; and
iv. the need for adequate circulation of reservoir water to maintain quality.

2.23.3 Structural Design Codes

The Developer's Engineer is responsible to confirm the applicable design standards in the preliminary design report, considering the BC Building Code, the MMCD Design Guidelines, and other applicable standards.

2.23.4 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the reservoir. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, reservoirs should have provisions for isolation, cleaning, maintenance, access, sampling, and measurements, a PLC-control system, connection to SCADA system, a 24-hr uninterruptible power supply (UPS), and separate rooms for process piping, electrical components, and chemical storage for re-chlorination.

2.24 Pump Stations

2.24.1 Definition of Type

Pump stations for community water systems may be of two types:

a. Intermittent Duty (ID) pump stations: ID pump stations generally supply reservoirs and cycle on/off based on control from the downstream reservoir(s) they supply.
b. Continuous Duty (CD) pump stations: CD pump stations run continuously to supply a service area and maintain pressure within the service area.

Pump stations for private water systems servicing more than one user may be of either type and must comply in all applicable material respects with the standards for community water system pump stations, unless otherwise approved by the *Vancouver Coastal Health Authority*.

2.24.2 Preliminary Design

Prior to commencing detailed design of a pump station, an Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

2.24.3 Capacity

Pump stations shall be supplied with pumping redundancy for the largest pump being out of service and shall be designed with consideration for interim vs ultimate demands and average vs peak demands.

a. Where the supplied reservoir has adequate storage as defined in Section 2.23, ID pump stations are to be designed with pumping capacity to supply the MDD flow rate of the reservoir service area and at least 6-hr standby power shall be provided.

b. Where adequate storage is not present in the supplied reservoir, ID pump stations are to be designed to supply the *Design Flow* of the service area, as determined in Section 2.6, and at least 12-hr standby power shall be provided.

c. Continuous-Duty (CD) pump stations are to be designed with pumping capacity to supply the *Design Flow* of service area, as determined in Section 2.6, and at least 24-hr standby power shall be provided.

2.24.4 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the pump station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, pump stations should have provisions for sampling and measurements, a PLC-control system, connection to SCADA system, standby power, and separate rooms for process piping, electrical components, and chemical storage for re-chlorination (if applicable).

2.25 Pressure Reducing Valve (PRV) Stations

2.25.1 Preliminary Design

Prior to commencing detailed design of a pressure reducing valve station, an Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, configuration, components, and materials.

2.25.2 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, pressure reducing valve stations should be insulated or heated above-ground structures with provisions for sampling and measurements, a PLC-control system, connection to SCADA system, a 24-hr uninterruptible power supply (UPS), and separate rooms for process piping, electrical components, and chemical storage for re-chlorination (if applicable).

3.0 SANITARY SEWERS

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3.1 General

Community sanitary sewer system designs, including gravity or pressurized collection piping, lift stations, and treatment facilities, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

Sanitary sewers are intended to convey wastewater only. This includes domestic wastewater flows from standard plumbing fixtures, interior floor drains, approved industrial and commercial wastewater, and unavoidable infiltration. Sanitary sewers are not intended for stormwater, roof drains, footing or building perimeter drains, or groundwater.

In addition to the provisions of the IDCM, community sanitary sewer systems must be designed in accordance with Provincial legislation and regulations, including the *Environmental Management Act,* the *Public Health Act,* and the *Municipal Wastewater Regulation.*

The sanitary sewer system is to be designed using a calibrated sanitary sewer model acceptable to the Servicing Officer unless the Servicing Officer determines the system is not complex. The downstream capacity of the existing system must be confirmed and capable of accepting the proposed flows from the subject development.

3.2 Per Capita Flow

For the design of proposed community sanitary sewer system, a residential per capita average daily dry weather (ADWF) flow of 320 L/c/d should be used for new, fully-metered residential development. For existing or unmetered residential flows, use 350 L/c/d or the observed ADWF for the relevant area contained in the most current *Village of Lions Bay Sanitary Sewer Master Plan*.

In lieu of development-specific information related to unit yield and number of bedrooms, for population estimates by area or unit type, use the population density estimates shown in Table 3.2.A.

Table 3.2.A – Unit and Population Density		
Land Use	*Units per Ha*	*Ppl per Unit*
Single-Family & Duplex Residential	20-34	3.5
Multiplex & Townhouse Residential	38-92	3.1
Apartment Residential	120-225	2.1
Mobile Home Park	25-42	2.5

For calculating residential design population, the number of dwelling units is to be based on the maximum permissible number of units allowed under the Zoning Bylaw for the lots being serviced by the proposed sanitary sewer system, including the potential for multiple dwellings or multiple units on a single lot.

3.3 Non-Residential Flows

Commercial, industrial, and institutional demands are to be determined using specific data related to the development or zoning, if available and as accepted by the Servicing Officer, based on the most current version of the Sewerage System Standard Practice Manual, Non-Residential Average Daily Flow Rate (see Table III-11 in Version 3, 2024) for average daily flows.

In the absence of development-specific data, use the non-residential maximum day flows for fully-metered single-storey building construction shown in Table 3.3.A.

Table 3.3.A – Per Hectare Non-Residential Flows	
Retail Commercial	26,000 L/Ha/day
Service Commercial	52,000 L/Ha/day
Institutional	65,000 L/Ha/day
Low-Use Industrial	45,500 L/Ha/day
High-Use Industrial	100,000 L/Ha/day

3.4 Peaking Factor

For equivalent populations over 1,000 people, use hydraulic modeling software to determine the peak flow; consult the Servicing Officer for calibration based on established diurnal patterns. In the absence of such data or where hydraulic modeling is not warranted, the peaking factor is to be calculated using the design residential population and non-residential equivalent population, using the following equation:

$$PF = 1 + \frac{14}{4 + \sqrt{\frac{P}{1000}}}$$

Where: *PF* is the *Peaking Factor* and
P is the equivalent population of the design service area.

For service areas with an equivalent population less than 100 people, consult the *BC Plumbing Code* to ensure minimum pipe sizes are met to accommodate greater fluctuations in peak flows for surcharging.

3.5 Infiltration

For inflow and infiltration (I&I) allowance in new and existing community sanitary sewer systems, use the greater of 0.12 L/s/ha (10,400 L/ha/d) and the flow determined for nearby localized areas in the most current *Village of Lions Bay Sanitary Sewer Master Plan* for the gross tributary service area.

3.6 Design Flow

Design Flow shall be the Peak Wet Weather Flow (PWWF), calculated as follows:

$$Q_{PWWF} = Q_{PDWF} + Q_{I\&I}$$

Where: Q_{PDWF} is the (Equivalent Population) × (Per Capita Flow) × (Peaking Factor) and

$Q_{I\&I}$ is the flow allowance for inflow and infiltration.

Proposed community sanitary sewer system design flow shall be conveyed by gravity to the existing community sanitary sewer system. Where conveyance solely by gravity to the existing system is not viable, in the opinion of the Servicing Officer, the Servicing Officer may permit the use of lift stations (see Section 3.18) and force mains.

3.7 Pipe Flow Formulas

3.7.1 Gravity Sewers

For design of gravity sewers, use *Manning's Formula* as follows:

$$Q = \frac{A\left(R^{2/3}\right)\sqrt{S}}{n}$$

Where: Q is the design flow,
A is the cross-sectional area of the pipe,
R is the hydraulic radius (area/whetted perimeter), and
n is the roughness coefficient.

Use a roughness coefficient, n, for PVC mains of 0.013 for long-term capacity and flushing velocity design and 0.011 for peak velocity in steep conditions, unless otherwise accepted by the Servicing Officer.

Pipes shall be designed so that the design flow does not exceed d/D of ⅔ (0.67) for pipes 250 mm diameter and less, and d/D of ¾ (0.75) for pipes greater than 250 mm, where d is the flow depth, and D is the pipe internal diameter.

3.7.2 Sewage Pressure Mains

For design of pressure sewers, use the Hazen-Williams formula. Refer to MMCD Design Guidelines, *Section 3.7.2*. A roughness coefficient of 150 for PVC and 120 for PE mains should be used for the purposes of design checks for pipe capacity, flushing velocity, maximum velocity, and pumping capacity in the new and aged condition. Refer to design standards for watermains for additional considerations.

3.8 Flow Velocities

Sewers shall be designed to achieve the following flow velocities:

a. Gravity Sewer Mains: minimum 0.60 m/s at PDWF,
b. Pressure Sewers: minimum 0.75 m/s and maximum 3.5 m/s at standard pump flow rate.

Where design velocities in gravity mains are in excess of 3.0 m/s, consider measures to prevent pipe erosion and movement. Refer to MMCD Standard Drawing G8.

3.9 Alignment

Pipe alignment to be generally parallel with the road centreline and avoid unnecessary deflections. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on irregular alignments. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

Except as indicated for curved sewers, horizontal and vertical alignments must be straight lines between manholes for gravity sewers and between defined deflection points for force mains. Deflections at manholes should preferably not exceed 45 degrees and deflections greater than 90 degrees are not permitted.

Force main line and grade requirements are as indicated for watermains. Air release valves are required at high points, with consideration given for odour control.

Where a sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

3.10 Minimum Pipe Diameter

Sanitary sewers and services are subject to the minimum nominal pipe diameters shown in Table 3.10.A.

Table 3.10.A – Minimum Pipe Diameters

Gravity Sewers [1]	200 mm
Sewage Force Mains	75 mm
Service Connections [2]	100 mm

[1] If approved by the Servicing Officer, the diameter of the uppermost section of a residential gravity sewer may be reduced to 150 mm where future extension is not possible.

[2] The greater of 100 mm and the size warranted under the *BC Plumbing Code*.

3.11 Minimum Grade

The minimum grade of gravity sewers is the greater of 0.30% and as required to achieve the minimum flow velocity outlined in Section 3.8, except for the upstream section of a residential sewer serving a design population of 25 or less, in which case, the minimum grade is 1.0%.

Pressurized sewage main (i.e., force main) grades are as indicated for watermains.

3.12 Curved Sewers

Curved sewers should generally be avoided. Vertical curves and pipe bending are not permitted. Where a curved alignment supports the elimination of excessive manholes or the installation of pipe outside the roadway, the Servicing Officer may approve horizontal curves formed using pipe joint deflection under the following criteria:

a. Constant radius throughout the curve,
b. Minimum radius of 60 m,
c. Joint deflection not to exceed 67% of the maximum recommended by the pipe manufacturer,
d. Minimum design velocity of 0.9 m/s under PDWF, and
e. Curve locations and radii to be clearly indicated on design and record drawings.

3.13 Depth

Sanitary sewers must be installed at:

a. a sufficient cover so as to prevent damage from surface loading,
b. a minimum cover of 1.2 m to prevent freezing (measured from surface to top-of-pipe),
c. a sufficient depth to permit gravity service connections to basements,
d. a sufficient depth to permit future extension of the main to service upstream tributary lands,
e. a depth not greater than that which would make open, unshored excavation of the sewer within right-of-way impossible or impractical due to undermining of other utilities, and
f. a maximum depth of 4.5 m.

Where maximum depths would be exceeded to provide gravity service, pumped services may be permitted.

3.14 Manholes

3.14.1 Locations

Manholes are required at least every 150 m and at the following locations:

a. Every change of pipe size or grade;
b. Every change in direction, except for curved sewers in accordance with Section 3.12;
c. Upstream and downstream ends of curved sewers;

d. Every pipe intersection, except as noted in Section 3.16.4; and
e. The upstream end of every sewer line, except as noted in Section 3.14.3.

Avoid placing manhole lids in the wheel path of typical vehicle and cyclist traffic flow.

Manholes in off-road areas or outside right-of-ways must be identified with a steel marker post painted red with an offset dimension noted on the post and be designed with rim elevations above the 1:100 yr HGL and at least 150 mm above the surrounding finished grade.

3.14.2 Hydraulic Details

Design of manholes to include the following details:

a. Crown elevations of inlet sewers shall not be lower than crown elevation of outlet sewers;
b. When connecting a sewer main less than 300 mm in diameter to a sewer main 300 mm in diameter or greater, the invert of the smaller connecting main must not connect lower than at the ¾ (d/D = 0.75) flow depth of the larger main;
c. Service connection inverts must not be lower than the sewer main crown elevation; and
d. Force main discharges to be directed into the receiving manhole outflow pipe, with manhole benching extended a minimum 200 mm above the force main crown.

Minimum drop in invert elevations across manholes shall be as shown in Table 3.14.A.

Table 3.14.A – Minimum Invert Drop Across Manholes	
Straight runs (no deflections)	10 mm
Deflections up to 45 degrees	20 mm
Deflections 45 to 90 degrees	30 mm

Drop manhole and ramp structures should be avoided where possible by steepening inlet sewers and service connections. Where necessary, provide drop structures in accordance with MMCD Standard Drawings and as shown in Table 3.14.B.

Table 3.14.B – Allowable Drop and Ramp Structures	
Invert Difference	***Structure***
Up to 0.25 m	Inside Ramp
0.25 m to 0.90 m	Outside Ramp
Greater than 0.90 m	Outside Drop[1]

[1] Inside Drop structure may be used if specifically approved by the Servicing Officer in retrofit situations only where context makes excavation for an outside drop structure impractical. Inside Drop structures are not permitted for force main connections to manholes.

3.14.3 Temporary Clean-Outs

Temporary clean-outs in accordance with MMCD Standard Drawing S6 may be provided at the terminal sections of a main provided that all of the following conditions are met:

a. Future extension of the main is proposed or anticipated with future development,
b. The length of the sewer to the downstream manhole does not exceed 45.0 m, and
c. The depth of the pipe does not exceed 2.0 m at the terminal point.

3.15 Odour Control

Design of community sanitary sewer systems shall be designed to minimize odour. Proper sizing and hydraulic design of gravity sewers, pump stations, and force mains to minimize turbulence and sewage age will tend to minimize odour generation.

Where design modifications to reduce odour are not practical, odour control strategies must be implemented where any of the following criteria are met, or expected to be met, in the opinion of the Servicing Officer:

a. sewage age exceeds four hours,
b. dissolved total sulphide exceeds a limit of 0.1 mg/L,
c. hydrogen sulfide concentrations exceed 7×10^{-6} mg/m^3 (4×10^{-6} ppm) within a 30-minute averaging period at a distance of 10 m,
d. odour levels exceed 1.0 odour units within a 10-min averaging period at a distance of 10 m during summer conditions with winds between 2-10 km/h, or
e. odour levels exceed 4.0 odour units within a 10-min averaging period at any time, where sewer facilities are closer than 10 m to a house, park, or public walkway.

Odour control strategies, if required, shall be sufficient to reduce odours below the criteria thresholds outline above. For more information, refer to the MMCD Design Guidelines, *Section 3.15*.

3.16 Service Connections

Every legal lot shall be provided with a single, separate service connection. Multiple service connections may be permitted by the Servicing Officer for residential side-by-side duplexes or row housing developments where each unit has a separate title, or upon demonstrated need for commercial or industrial developments where topography makes a single gravity service location impractical.

Unless otherwise accepted by the Servicing Officer, all connections are to serve all plumbing by gravity. Minimum Building Elevations (MBEs) to facilitate sanitary sewer servicing by gravity shall be established at time of Subdivision on all lot grading plans in accordance with this section and Section 4.6. To mitigate risk of flooding, infiltration, and cross-contamination, sanitary sewer servicing may only be provided to the proposed development where the building elevation criteria outlined in Section 4.6 are satisfied.

Pumped connections may be permitted in conjunction with appropriate covenants if service by gravity to a fronting gravity main is determined not to be viable. Where permitted, pumped connections shall terminate at property line into a manhole with gravity flow into the sanitary main; pumped connections will not be permitted to connect directly to a gravity main or force main.

3.16.1 Size

Size services in accordance with the BC Plumbing Code for proposed Developments, subject to the following minimums: 100 mm diameter for residential services servicing up to 4 units and 150 mm for all other services (residential more than 6 units, commercial, industrial, institutional).

The Servicing Officer may restrict services to standard available sizing. Service connections 200 mm in diameter and larger, or longer than 30 m, may be required to be designed as mains at the discretion of the Servicing Officer.

3.16.2 Location

Connections to large lots are to be located generally at the lower portion of each lot. For urban developments, locate connections generally beneath the driveway or, if no driveway, in the centre of the lot. Ensure a minimum of 1.0 m separation between services of different types.

3.16.3 Grade

Minimum grade from property line to sewer main shall be:

a. 100 mm diameter pipe: 2.00%
b. 150 mm diameter pipe: 1.00%
c. Larger sizes shall be designed for a minimum PDWF velocity of 0.75 m/s.

3.16.4 Details

Service connections must connect to a main of equal or greater size. Manholes are required at all services connections that are 300 mm or greater or of equal size to the connecting main. Use standard wye fittings for all other connections to new mains. For connections to existing mains, use wye saddles. Service connection fittings shall be installed at 45 degrees above horizontal; the service centreline must not be below the sewer main centreline.

Service connections should be made to manholes where possible, provided that:

a. The connection is not oriented against the flow of the main (i.e., not more than 90 degrees),
b. Manhole hydraulic and benching requirements are met, and
c. The invert of the service connection enters the manhole at or above the sewer main crown.

Inspection chambers are required on all service connections unless it is a single-dwelling residential service less than 2.5 m long and connects to a manhole.

Inspection manholes in lieu of inspection chambers are required on all industrial and multi-family connections and on commercial connections at the discretion of the Servicing Officer where wastewater characteristics are expected to be atypical.

For a new Development tying into an existing service lateral, an inspection chamber must be installed if no inspection chamber is present. Replacement of the service lateral to the main may be required if, in the opinion of the Servicing Officer upon inspection, the condition of the service lateral is inadequate to service the proposed Development.

Pumped connections to a gravity service may be permitted in conjunction with appropriate covenants. Where permitted, pumped connections shall terminate at property line into a manhole with flow into the sanitary sewer main via gravity service; pumped connections will not be permitted to connect directly to a main.

3.17 Locations and Corridors

Pipe alignment to be generally located along the design road centreline and avoid unnecessary deflections and manholes. Rear yard sewers are not permitted for servicing within new subdivisions and should not be relied upon to service new development unless servicing from a main in a ROW is not viable. Where a sanitary sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

3.18 Lift Stations

3.18.1 General

The use of sewage lift stations should be avoided where possible. Any proposed use of a lift station must receive prior approval from the Servicing Officer who shall consider the economic benefit to the utility of providing service.

The following standards are applicable for the design of small to medium submersible sewage lift stations. Larger capacity stations may require additional assessment and design criteria.

3.18.2 Preliminary Design

Prior to commencing detailed design of a sewage lift station, the Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

3.18.3 Capacity

Lift stations shall be supplied with full redundancy for the design pumping capacity of the peak hour wet weather flow rate and shall be designed with consideration for interim vs ultimate demands and average vs peak demands as follows:

a. Sewage pump stations shall be designed to accommodate the projected design flow rate for the existing catchment/initial service area and be expandible to accommodate the design flow rate of the future service area upon full build-out;

b. Submersible pumps shall be provided, each capable of handling the design flow (or collectively able to handle the design flow with one pump out of service where more than two pumps are present); and

c. Emergency storage shall be provided for the greater of 1-hr AWWF in the wet well and 1-hr PWWF in the wet well and influent pipes.

3.18.4 General Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the lift station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, sewage lift stations should have provisions for sampling and measurements, a Programmable Logic Controller (PLC)-control system with UPS, connection to SCADA system, backup power generator, odour control, and separate areas for electrical components and chemical storage for odour control.

4.0 STORMWATER MANAGEMENT

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4.1 General

Community stormwater management infrastructure and systems, including storm sewer networks, open channels, culverts, and storage, attenuation, and treatment facilities, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is a minimum standard, may not be appropriate in all contexts, and is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

4.2 Integrated Stormwater Management Plans

The IDCM should be read in conjunction with the Village's Infrastructure Master Plan (AECOM, 2016), any applicable basin stormwater management plans, and any site-specific stormwater management or control plans for additional design guidance. All developments within the study boundary of a Village-approved stormwater plan or drainage plan must conform to the objectives and recommendations of the approved plan.

Where site-specific or upstream / downstream constraints have been identified, the Developer's Engineer must employ engineering judgement and consider best practice for additional measures to accommodate such constraints in consultation with the Servicing Officer. Site-specific or upstream / downstream constraints may include, but not be limited to, downstream capacity limitations, upstream conveyance accommodation requirements, flood risks, discharge restrictions, or special water quality considerations.

4.3 Stormwater Management Principles

4.3.1 Applicable Regulatory Policies and Guidelines

Stormwater management designs, in addition to the IMP, shall conform to other applicable Village of Lions Bay bylaws and policies, as well as applicable provincial and federal statues and regulations.

Supplementary design guidelines and policies issued by applicable provincial and federal agencies should also be consulted. Refer to the MMCD Design Guidelines, *Section 4.3.1* for a list of several applicable regulatory, policy, and guideline documents. Where applicable federal or provincial statutes, regulations, policies, or guidelines are more stringent than those contained herein, the most stringent requirements shall take precedence.

4.3.2 Objectives

Design of stormwater management systems shall achieve the following objectives:

a. To safely convey runoff from major storm events to a suitable receiving natural water body via the major system of overland or piped conveyance routes, and to ensure that such major flow routes are protected for public use.
b. To safely convey runoff from minor storm events within the minor system, without surcharge, to an adequately sized major system or suitable receiving natural water body.
c. To attenuate and treat runoff from localized catchments at the time of redevelopment such that downstream capacity is not exceeded and downstream quality is not adversely impacted.
d. To preserve existing drainage patterns through development, while minimizing infiltration and protecting riparian habitat and water quality within natural systems.

For more detail on stormwater management objectives, refer to the Village's goals for stormwater management service delivery outlined in the Village's *Integrated Stormwater Management Plan* and the Village's basin-specific ISMPs.

4.3.3 Level of Service

Stormwater conveyance systems shall meet the following levels of service:

.1 Minor System

The *Minor System* consists of enclosed storm sewers (including storm mains and catch basins) and open storm sewers (including local roadside ditches and culverts) and shall be designed to contain, convey, and treat flows up to a minimum 1:10-year return period frequency storm event to reduce the inconvenience of frequent surface runoff.

.2 Major System

The *Major System* consists of surface flood paths, roadways, trunk storm sewers, roadside ditches and culverts for collector and arterial roadways, artificial watercourses, and bypass structures and shall be designed to convey flows up to a 1:100 year return period frequency storm event for most contexts to minimize damage to life and property.

Major watercourses and floodplain floodway crossings (i.e., culverts and bridges) under major arterial roads and provincial highways are to be designed to safely convey design flows up to a 1:200-year return period frequency with a minimum 0.3 m freeboard.

.3 Runoff Control and Treatment

Where storm control is required under the Bylaw:

a. Runoff from development sites shall be captured, stored, and released at a rate that does not exceed the 1:10-year peak discharge rate for the natural condition of the site in a 1:10-yr storm event for the post-development condition.
b. Development sites shall implement treatment systems such that 80% of total suspended solids (TSS) are removed from 50% of the peak 1:2-yr return flows, prior to any discharge into the minor system. A higher standard of treatment may be required for any development

at the discretion of the Servicing Officer in consideration of proximity to sensitive environments and downstream constraints and site-specific SWMPs.

The hillside areas of the Village are not suitable for infiltration; any stormwater infiltration proposal must be carefully considered and evaluated by a geotechnical engineer for local and global suitability.

The presence of an existing Village drainage facility or natural channel does not imply that such is a suitable or adequate point of discharge. Where a receiving minor or major system is not adequately sized to convey post-development flows, the peak run-off rate from a site shall be limited to not exceed the capacity of the receiving system or the receiving system shall be improved. When determining the capacity of the receiving system, the maximum allowable release rate for all sites shall be determined considering an equitable share of capacity for the entire post-development catchment.

See Section 4.15 for runoff control standards.

4.3.4 Climate Change Impact Considerations

The Developer's Engineer is required to consider the impacts of climate change in the design of stormwater management systems. In lieu of detailed analysis for uniform sites with a total catchment and tributary area of less than 10 ha in area, the Developer's Engineer may apply a 15% increase to the current post-development rainfall intensities or use available future IDF curve projections; see Section 4.9.3. For general information on climate-related considerations, refer to Section 1.2.

4.4 Stormwater Management Plans

A Stormwater Management Plan (SWMP) details the proposed stormwater management system for a proposed Subdivision or Development and the impacts on the downstream drainage system. Where a SWMP is required, the submission shall include technical drawings and supporting calculations for all critical design elements. Depending on complexity, the Servicing Officer may require the submission of the SWMP in report format. Submissions should include the following:

a. Design criteria and applicable objectives used to develop the plan;
b. Reference to the Village's Infrastructure Management Plan and any other applicable master drainage or basin plans, watershed plans, or phased master SWMP;
c. Methods and parameters used for hydrological and hydraulic analysis;
d. Detailed design calculations and supporting information for all stormwater management facilities;
e. All tributary areas to the site, with current and future land uses;
f. Pre- and post-development flows entering and leaving the site;
g. Any existing watercourses within or downstream of the site, including environmental classifications and background water quality parameters;
h. Existing contours at appropriate intervals;
i. Proposed lot grading, showing overland flow routes, critical grading points, site perimeter elevations, and site low point(s);
j. Layout of existing drainage conditions and proposed drainage systems;
k. Proposed onsite and offsite source control features to meet water quantity and quality objectives;
l. Location, sizes, design flows, volumes, and capacities of all proposed works;
m. Capacity assessment of the downstream, receiving drainage system;
n. Minor and Major hydraulic grade line elevations of proposed and downstream works;
o. Proposed service connection locations and minimum building elevations (MBEs); and
p. Operation and Maintenance Plan and performance monitoring plan for the proposed onsite stormwater management features;

4.5 Site and Lot Grading

Site and Lot Grading shall typically be designed to match existing elevations at site boundary property lines, provide a defined outlet or low-point from the site, as well as direct water away from structures and pedestrian routes.

Grading designs shall facilitate building elevation requirements as outlined in Section 4.6 while complying with the BC Building Code and the following subsections, as applicable.

4.5.1 General Lot Grading Requirements

Lot Grading plans shall generally conform with the following requirements:

a. To facilitate MBEs and MFEs as outlined in Section 4.6.
b. Maintain positive drainage from the building at a minimum of 1-2% grade, generally for a distance of at least 4 m, and draining water away from all points of the building;
c. Grade lots to drain to an approved municipal drainage system or roadway;
d. Where draining to a natural drainage path is unavoidable, prioritize distributing rather than concentrating flows and ensure adequate water quality and erosion control measures are in place;
e. Avoid drainage across adjacent lots. If cross-lot drainage is unavoidable, provide a swale to intercept flow and direct it to an acceptable location. Cross-lot drainage easements are required where concentrated or altered flows are directed across adjacent lots;
f. Where lots are lower than the adjacent roadways, direct road runoff away from buildable areas and driveways and into an acceptable location; and
g. Building area to have finished grades between -5% to +5%, with a range of -2% to +2% being preferred; the use of retaining walls to establish buildable areas is discouraged.

4.5.2 Lot Grading in Steep Areas

Lot grading in areas of steep slopes, as identified in the Official Community Plan, or as defined as lands that have a natural slope of 20% or greater for a minimum horizontal distance of 10 m, shall conform to the following additional requirements:

a. Every proposed lot shall have sufficient building area for the use intended.
b. Grade lots as close as possible to the existing landscape and minimize the use of large and visually prominent retaining walls; grading should avoid sharp cuts and manufactured appearances with long or wide runs of a uniform grade.
c. Grade lots to integrate or protect unique or significant natural features of the site, such as landforms, rock outcroppings, mature trees and vegetation, drainage courses, hilltops, and ridgelines.
d. Grading of large, flat terraces on hillsides to expand developable area is not permitted.

4.5.3 Retaining Wall Requirements

Retaining walls are subject to the following requirements:

a. The maximum height for an exposed face of a retaining wall is 2.0 m.
b. Where tiered retaining walls are constructed, the horizontal distance between walls shall be no less than the vertical height of the higher of the two walls and the footings of upper-situated walls shall be outside a 1:1 projection of the footings of lower-situated walls.
c. Underground infrastructure should be installed outside the greater of a 1:1 projection line from the toe of any retaining wall and any reinforcing structures integral to the wall, as well as outside steep slope areas. Where installation in these areas is unavoidable, infrastructure must be capable of being maintained and replaced without extraordinary measures.

4.5.4 Regulated Retaining Walls

Regulated Retaining Walls are defined as those to which the *EGBC Practice Guideline: Retaining Wall Designs* applies (i.e., generally those that are greater than 1.2 m in height). Retaining walls located within a 1:1 projection of a building foundation or any municipal infrastructure regardless of height are also considered Regulated Retaining Walls for the purposes of this section.

Regulated Retaining Walls require design by a professional engineer. The following must be submitted to the Servicing Officer prior to granting Design Authorization:

a. Retaining Wall Assurance Statement of Professional Design and Commitment for Field Review (*EGBC Standard Form);*
b. Drawings showing a coordinated site plan and the type, location, extents, and elevations of the wall in plan and profile views, typical wall sections, drainage system, construction details, and any other drawings as may be necessary; and
c. Geotechnical report containing a summary of the site investigation, recommendations for mitigation of any anticipated impacts to adjacent slopes or structures, recommendations for erosion and slope/wall face protection during construction, field review and compaction testing requirements during construction, and recommendations for long-term protection, monitoring, and maintenance of the wall post-construction.

Post-construction and prior to granting of Substantial Performance, the Developer's Engineer shall submit the EGBC Retaining Wall Assurance Statement of Field Review and Compliance form and a monitoring and maintenance plan, if applicable.

4.6 Building Elevations

4.6.1 Minimum Building Elevation (MBE)

The minimum building elevation (MBE) is defined as the elevation of the lowest floor slab in a building or the underside of the floor joists where the lowest floor is constructed over a crawl space or space that is not used for habitation or the storage of goods or equipment damageable by flood waters.

The MBE is to be identified on all Subdivision lot grading plans and shall be the higher of:

a. the elevation determined in accordance with Section 3.16 for sanitary sewer servicing;
b. 0.3 m above the 1:100-yr HGL or, where connected to a storm sewer without backflow prevention, at least 0.60 m above the storm sewer service connection invert, whichever is higher;
c. at least 0.30 m above the established high groundwater elevation; and
d. the flood construction level (FCL), as established in Floodplain Management Bylaw No. 2751, 2021 (as amended or replaced).

To mitigate risk of flooding and cross-contamination, water, sanitary sewer, or storm services may only be provided to a proposed development where the MBE criteria above are satisfied.

A Developer may request consideration by the Servicing Officer for servicing of a structure to be constructed below the high groundwater table. In approving such servicing requests, the Servicing Officer shall ensure the design includes provisions for backflow prevention and eliminating groundwater penetration into the structure, while addressing buoyancy. Such requests may only be granted if a covenant is registered on title to prohibit pumping of groundwater to the Village's storm system, to restrict habitation uses and storage of damageable goods or building life-safety systems below the high groundwater elevation, and to indemnify the Village against flood related damage.

4.6.2 Main Floor Elevation (MFE)

The main floor elevation (MFE) is defined as the uppermost storey having its floor level not more than 2.0 m above existing grade and is used as the primary access to the building from the ground level.

The MFE is to be identified as part of a Subdivision or Building Permit lot grading plan, shall be established at least 0.30 m above the 1:100-yr hydraulic grade line (HGL), and be set such that:

a. Garage elevations comply with applicable driveway grading and lane access requirements outlined in Section 6.14;
b. Site and lot grading requirements as outlined in Section 4.5, including positive drainage from the defined MFE, are achievable; and
c. Retaining walls greater than 1.2 m are not required.

The grading plan may identify a generally acceptable range of variability from the defined MFE, within which the requirements of this section may still be met. If no range is identified, a proposed development may vary the MFE by up to 0.10 m while meeting the requirements of this section, or as otherwise authorized by the Servicing Officer.

4.6.3 Building Foundation Perimeter Drains

Building foundation perimeter drains are not permitted to be connected to a Village storm sewer if installed below the high groundwater table elevation. The high groundwater elevation is defined as the highest observed elevation over the course of a 12-month monitoring period. Permanent or intermittent pumping of groundwater is not permitted to be discharged to the community storm drainage system.

Building foundation perimeter drains installed above the high groundwater elevation may be permitted to be connected to a storm sewer only where the receiving storm system is adequately sized and draining disposal to surface or ground on site is not possible.

Building foundation perimeter drains shall be hydraulically separated from roof downspouts.

4.7 Runoff Analysis Method

The design of storm drainage systems shall be carried out using one of the following methods, as applicable:

4.7.1 Rational Method

The *Rational Method* (see Section 4.9) may be used to calculate peak flows only if the catchment is hydrologically simple and uniform and is less than 10 ha in area for the detailed design of minor drainage systems and for the purpose of computing peak flow rates.

The *Modified Rational Method* (see Section 4.9.5) may be used for sizing of a simple detention system only if the catchment is hydrologically simple and uniform and is less than 0.5 ha in area.

4.7.2 Hydrograph Method

The *Hydrograph Method* (see Section 4.10) should be used to calculate peak flows and storage requirements where use of the *Rational Method* is not appropriate or at the discretion of the Developer's Engineer. Use a SWMM based modeling software, or approved equivalent. Each model must include a level of complexity appropriate for the watershed and the hydrologic processes that are present (i.e., detention, groundwater recharge, evapotranspiration, continuous simulation, etc.).

For both methods, supporting calculations and modeling data are to be submitted with designs.

4.8 Rainfall Data

Rainfall data shall be based on the most current Environment Canada Engineering Climate Dataset for short-duration rainfall Intensity-Duration-Frequency (IDF) statistics for the best-fit location. In lieu site-specific information, rainfall data may be estimated from the Howe Sound – Pam Rocks dataset. See Section 4.9.3 for detailed calculation information.

4.9 Rational Method

The *Rational Method Equation* for calculation of peak flows is as follows:

$$Q = RAIN$$

Where: *Q* is the peak flow in cubic metres per second,
R is the runoff coefficient (*C*) × the adjustment factor (*AF*) as identified in Sections 4.9.1 & 4.9.2,
A is the area of the catchment in hectares,
I is the intensity of rainfall in mm per hour as outlined in Section 4.9.3, and
N is 1/360.

Factors for use in the *Rational Method Equation* are indicated in the subsections below.

4.9.1 Runoff Coefficients

The runoff coefficients shown in Table 4.9.A are for use with the *Rational Method Equation*. These coefficients are for general application where site-specific development data is not yet available.

Table 4.9.A – Runoff Coefficients

Land Use or Surface Condition	*Percent Impervious*	*Minor Storm*	*Major Storm*
Residential (Lots > 0.40 ha)	20	0.35	0.40
Single-Family Residential	45	0.50	0.55
Duplex to 6-Unit Residential	55-85	0.60-0.8	0.85
Townhouse & Apartment Residential	85	0.80	0.85
Institutional (i.e., Halls, Schools)	65-80	0.65-0.75	0.80
Commercial & Industrial	95	0.85	0.90
Natural Grasslands	10	0.15 - 0.20	0.25 - 0.30
Natural Forest	5	0.10 - 0.15	0.15 - 0.30

Values shall be determined by the Developer's Engineer based on site-specific information where available, although should not be less than the indicated values.

Higher values may be applicable in hillside areas that experience rainfall during the winter when the ground is frozen or in areas with seasonal groundwater near the ground surface.

4.9.2 Runoff Coefficient Adjustment Factor

An adjustment factor (*AF*) is to be applied to the runoff coefficient to reflect variations in soil permeability and slope based on the values shown in Table 4.9.B.

Table 4.9.B – Runoff Coefficient Adjustment Factors

Soil Type and Slope	*Adjustment Factor (AF)*
Sandy or gravely soil with flat slope (< 5 %)	0.9
Clayey soil with steep slope (> 5 %)	1.1
Rock	1.1

Soil types and conditions not identified should use an adjustment factor of 1.0.

4.9.3 Rainfall Intensity

Rainfall intensity for the *Rational Method* may be determined using the Howe Sound – Pam Rocks IDF Curve or calculated using coefficient method for the IDF Curve as follows:

$$I = A(T_c)^B$$

Where: *I* is the intensity of rainfall in millimetres per hour,
A and *B* are as identified in *Table 4.9.C* for the appropriate design return period, and
T_c is the duration in hours, equal to the *time of concentration* of the catchment (see Section 4.9.4).

Table 4.9.C - IDF Curve Values						
Return Period (yr)	*2*	*5*	*10*	*25*	*50*	*100*
Coefficient (A)	15.7	22.9	27.5	33.3	37.6	41.9
Exponent (B)	-0.582	-0.641	-0.664	-0.685	-0.696	-0.705

4.9.4 Time of Concentration

The time of concentration for a catchment area is the time required for runoff to flow from the most remote part of the catchment to the discharge point. The time of concentration may include an inlet time and a travel time, and should be calculated as follows:

a. For relatively flat, uniform, natural to suburban catchments, the *Airport Method* as follows may be used to calculate pre- or post- development times of concentration:

$$T_c = \frac{3.26(1.1 - C)L^{0.5}}{S^{0.33}}$$

Where: T_c is the time of concentration, in minutes,
C is the runoff coefficient (maximum 0.65)
L is the travel distance of the longest flow path, in metres (maximum 300 m)
S is the average slope (%) of the longest flow path (maximum 5%)

b. In small urban areas (< 0.2 ha) with direct runoff and where BMPs are not applied, the following post-development times of concentration may be assumed:

Single Family Lot	10 minutes
Multi-Family Lot	8 minutes
Commercial/Industrial/Institutional	5 minutes

c. For larger or irregular urban catchments with formalized channels or piped conveyance systems, the assumed values in (b.) above may be used as an inlet time and *Manning's Formula* (see Section 4.11.2) may be used to estimate travel time through iteration to determine post-development time of concentration. Clearly display calculations in tabular format, showing all input values and iterative steps to optimization; see MMCD Design Guidelines, *Section 4.9.5.*

4.9.5 Modified Rational Method

The Modified Rational Method may be used to estimate storage requirements based on a trapezoidal watershed runoff hydrograph for simple, small, hydraulicly uniform sites with a constant allowable release rate by subtracting the allowable discharge volume from the total rainfall volume over a given storm event as follows:

$$V_i = \frac{T_i(Q_i - Q_0)}{360}$$

Where: V_i is the estimated peak storage volume required for a storm of duration T_i, in m^3
T_i is the duration of a storm event for a given iteration, in minutes ($T_i \geq T_c$),
Q_i is the peak flow of the storm event of duration T_i, calculated using the *Rational Method* for the post-development site condition, and
Q_0 is the allowable release rate, calculated using the *Rational Method* for the pre-development site condition.

The peak storage volume may be determined by iteratively calculating the storage requirements for storms of increasing duration, beginning with a storm duration equal to the post-development time of concentration and increasing at reasonable intervals, until the peak storage requirement is found.

See Section 4.3.3 for minimum storage requirements for post-development sites.

4.9.6 Presentation of Rational Method Design Calculations

Rational Method design calculations are to be clearly tabulated with all necessary input parameters, intermediate calculations, and output values shown; see MMCD Design Guidelines, *Section 4.9.5*.

A Stormwater Management Plan (SWMP) report with drawing(s), as defined in Section 4.4, may be required at the discretion of the Servicing Officer to present the design rationale used to develop the proposed stormwater management system as well as the location and sizes of proposed features.

4.10 Hydrograph Method

The Hydrograph Method shall be used for the design of stormwater management systems and storm sewers where use of the Rational Method is not appropriate.

4.10.1 Model Selection

Selection of software programs must be made in consultation with the Servicing Officer and be capable of analysing the hydrologic characteristics of the watershed and generating runoff hydrographs. Where the Village has modeling data for an existing drainage system, the Village may supply the modeling data on an "as-is" basis for the Developer's Engineer in their preparation of their model; where such modeling data is provided, it is provided for information only and any use or reliance of the data is at the sole risk and responsibility of the Developer's Engineer.

4.10.2 Modelling Parameters

For design purposes, land use data shall be based on the best available post-development conditions as per the Official Community Plan and other pertinent land use information as may be provided by the Servicing Officer. Modelling results should be calibrated using observed rainfall and flow data from the design watershed or a similar watershed, if available. Sensitivity of the model predictions to variations of key parameters must be tested and the findings used to develop realistic and conservative models.

Percent imperviousness can be selected based on values suggested in Table 4.9.A unless more accurate information from air photos or actual site designs are specifically available. Either the Horton or Green-Ampt methods may be used to estimate the infiltration characteristics based on the best available soil conditions information. The parameters must be reflective of the type of soils, ground cover, and typical Antecedent Moisture Condition (AMC) prevalent during the winter season.

A groundwater module should also be included to model the drainage system in areas where shallow groundwater flows are expected. The groundwater module should simulate the rainwater to infiltrate, store, and travel from the subsurface to the storm sewer system via the shallow unsaturated near-ground subsurface zone. The groundwater parameters shall be selected based on the subsurface soil and groundwater conditions, the underlying impermeable layer slope, and the past modelling and calibration experience of the Developer's Engineer and the Servicing Officer for projects with similar subsurface conditions.

4.10.3 Modelling Procedures

Post-development hydrographs shall be generated at key points of the drainage system for a 2-year, 5-year, 10-year, and 100-year design storm with durations of 0.5, 1, 2, 6, 12, and 24 hours, or as necessary to identify the critical storm event(s) to be used in designing the system. Note that the storm duration that generates the critical peak flow may be different from the duration that generates the critical storage volume. Complex systems with interconnected ponds or with restricted outlet flow capacity may require analysis for sequential storm events or modelling with a continuous rainfall record.

Detailed designs must identify the maximum hydraulic grade lines (HGLs) of the minor and major systems, plotted on profiles of the minor and major system components, with comparison to MBEs and MFEs (see Section 4.6) to demonstrate servicing and flood protection constraints.

4.10.4 Presentation of Modelling Results

All digital modelling files must be provided. In addition to the modelling files and the standard requirements of a SWMP, the submission shall also include the parameters and simulation assumptions, schematic diagram of the model, design precipitation details, pre- and post-development hydrographs at key locations, sensitivity analysis of key parameters, and flow exceedance curves for the pre-development, post-development without detention, and post-development with detention, if a detention facility is proposed and continuous modelling is performed. The Servicing Officer may require the SWMP and modelling analysis to be Peer Reviewed at the cost of the Developer, prior to submission.

4.11 Minor System Design

4.11.1 General

Minor system ditches and storm sewers shall be sized to convey the peak flow rate of a 1:10-year storm without surcharging. Ditches are preferred over piped storm sewers, if space permits.

4.11.2 Pipe Capacity

For design of gravity sewers, use *Manning's Formula* as follows:

$$Q = \frac{A\left(R^{2/3}\right)\sqrt{S}}{n}$$

Where: *Q* is the design flow,
A is the cross-sectional area of the pipe,
R is the hydraulic radius (area/whetted perimeter), and
n is the roughness coefficient.

Use a roughness coefficient, *n*, for PVC mains of 0.013 for long-term capacity and flushing velocity design and 0.011 for peak velocity in steep conditions, respectively, unless otherwise accepted by the Servicing Officer. For corrugated pipes and culverts, use 0.024 or as indicated by the manufacturer.

Pipes shall be designed so that the sewer flow does not exceed *d/D* of ⅔ (0.67) for pipes 250 mm diameter and less, and *d/D* of ¾ (0.75) for pipes greater than 250 mm, where *d* is the flow depth, and *D* is the pipe diameter.

4.11.3 Flow Velocities

Sewers shall be designed to achieve the following flow velocities:

a. minimum 0.75 m/s flowing half full,
b. maximum 6.0 m/s flowing at the design pipe capacity.

Where design velocities in sewers are in excess of 3.0 m/s, consider measures to prevent pipe erosion and movement. Refer to MMCD Standard Drawing G8.

Maximum velocity in open channels is 0.5 m/s without provisions for scour and erosion protection.

4.11.4 Ditch Outlets

Ensure exit velocities will not produce scour or damage. Riprap bank protection and, if necessary, energy dissipation facilities shall be provided. Discharge generally at maximum of 45 degrees from stream flow/channel alignment. Outlets to open channels 450 mm in diameter or greater must have a concrete outlet structure with hinged safety grillage and riprap armouring.

All culverts and sewer outfalls shall be designed with provisions to protect children or other unauthorized persons from entering the sewer system. Safety grillage should have vertical bars no more than 150 mm apart, with adequate means for opening, removal, and locking in a closed position. Gratings should be designed to break away under extreme hydraulic loads in the case of blockage.

4.11.5 Ditch Inlets

Ditch inlets to storm sewers must be adequately armoured against scour and erosion. Inlets 450 mm in diameter or greater must have a concrete inlet structure with hinged safety grillage, debris screen, sediment basin, and riprap armouring.

4.11.6 Alignment

Pipe alignment to be generally parallel with the road centreline, offset to provide minimum 1.0 m separation from the sanitary main, located on the opposite side of the sanitary main from the watermain, and to avoid unnecessary deflections. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on irregular alignments. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

Except as indicated for curved sewers, horizontal and vertical alignments must be straight lines between manholes. Deflections at manholes should preferably not exceed 45 degrees and deflections greater than 90 degrees are not permitted.

Where a sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

4.11.7 Minimum Pipe Diameter

Storm sewers and services are subject to the minimum nominal pipe diameters shown in Table 4.11.A.

Table 4.11.A – Minimum Pipe Diameters

Gravity Sewers	300 mm
Culverts crossing roads[1]	450 mm
Culverts crossing driveways[1]	300 mm
Catch Basin leads (single CB)	200 mm
Catch Basin leads (double CB)	250 mm
Service Connections [2]	150 mm

[1] For culverts conveying minor system flows only. For major system design, see Section 4.12.2.

[2] The greater of that shown and the size warranted under the *BC Plumbing Code*.

Downstream pipe sizes may only be reduced at the discretion of the Servicing Officer where the downstream pipe is 600 mm diameter or larger, increased grade provides adequate capacity, and operational issues are not anticipated.

4.11.8 Pipe Grade

The minimum grade of gravity sewers is the greater of 0.30% and as required to achieve the minimum flow velocity outlined in Section 4.11.3. Where storm sewers are perforated or greater than 525 mm in diameter and intended for groundwater recharge or storage, the minimum grade is 0.20%.

Catch basin leads and service connections should be installed at 2.0% or greater, unless it can be shown that a flushing velocity of 0.75 m/s will be achieved with MAR flows at a reduced grade. The minimum grade for catch basin leads is 0.6%. The minimum grade for service pipe is 1.0%.

Pipes are to be designed with constant grade. Pipes with grades 15% or greater shall have an anchoring system and scour protection. Refer to MMCD Standard Drawing G8.

4.11.9 Curved Sewers

Curved sewers should generally be avoided. Vertical curves and pipe bending are not permitted. Where a curved alignment supports the elimination of excessive manholes or the installation of pipe outside the roadway, the Servicing Officer may approve horizontal curves formed using pipe joint deflection under the following criteria:

a. Constant radius throughout the curve,
b. Minimum radius of 60 m,
c. Joint deflection not to exceed 50% of the maximum recommended by the pipe manufacturer,
d. Minimum design velocity of 0.9 m/s at MAR flows, and
e. Curve locations and radii to be clearly indicated on design and record drawings.

4.11.10 Sewer Depth

Storm sewers must be installed at:

a. a sufficient cover so as to prevent damage from surface loading,
b. a minimum cover of 1.0 m to prevent freezing (measured from surface to top-of-pipe),
c. a sufficient depth to permit service connections to foundation drains, if applicable,
d. a sufficient depth to permit future extension of the main to service upstream tributary lands,
e. a depth not greater than that which would make open, unshored excavation of the sewer within right-of-way impossible or impractical, and
f. a maximum depth of 4.5 m.

4.11.11 Pipe Joints

All pipe joints are to be watertight, including for perforated pipe.

4.11.12 Manholes

Manholes are required at least every 150 m, maximum spacing, and at the following locations:

a. Every change of pipe size or grade;
b. Every change in direction, except for curved sewers in accordance with Section 4.11.9;
c. Upstream and downstream ends of curved sewers;
d. Every pipe intersection, except as noted in Section 4.11.14; and
e. The upstream end of every sewer line, except as noted in Section 3.14.3.

Avoid placing manhole lids in the wheel path of typical vehicle and cyclist traffic flow.

Crown elevations of inlet sewers shall not be lower than crown elevation of outlet sewer.

Minimum drop in invert elevations across manholes shall be as noted in Table 3.14.A.

Drop manhole and ramp structures should be avoided where possible by steepening inlet sewers. Where necessary, provide drop structures in accordance with MMCD Standard Drawings and as noted in Table 3.14.B.

For storm sewers 450 mm diameter and greater, hydraulic losses are to be calculated for manholes with significant change of grade or alignment.

4.11.13 Catch Basins

Catch basins must be provided at regular intervals along roadways, at intersections, and at low points to provide sufficient inlet capacity for the design capacity of the storm sewer. Catch basins shall be provided as follows:

a. To prevent overflow to driveways, boulevards, sidewalks, and private property;

b. To reduce flow over crosswalks and sidewalk letdowns;
c. To avoid low points in curb returns at intersections;
d. To discharge into manholes where possible;
e. At least every 450 sq.m of paved area on roads with grades up to 3%;
f. At least every 300 sq.m of paved area on roads with grades greater than 3%; and
g. Such that the maximum length of lead is 30 m

Catch basins shall include a side inlet for roads with a barrier curb. Double catch basins shall be used at low points and on steep grades.

Where ditch systems are present, provide curb cuts and swales to the ditch system at regular intervals.

Lawn basins shall be provided in landscaped areas where necessary to prevent ponding or flooding of sidewalks, boulevards, driveways, buildings, and yards. Beehive-style grates shall be used where lawn basins may be prone to clogging.

4.11.14 Service Connections

Service connections to community storm ditch systems are only permitted in conjunction with runoff controls in accordance with Section 4.3.3, where onsite storage and controlled release are provided, and downstream capacity is present.

The minimum storm sewer service size is 150 mm and must be provided with an inspection chamber located 300 mm from property line. Storm services must discharge by gravity into the community storm system.

4.11.15 Locations and Corridors

Storm mains and service connections should be located within public road right-of-ways. Side or rear yard sewers are not permitted for proposed subdivisions or development. Where a storm sewer main or overland flow route crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

4.12 Major System Design

4.12.1 General

The open channel system includes roadways, culverts, bridges, ditches and swales, and natural watercourses. Most open channel systems are designed to convey major event flows but may be applicable for minor system design in rural service areas. Surface flow routing and open channel systems conveying public drainage must be accessible for maintenance and accommodated within the public road right-of-way (preferred) or within a statutory right-of-way on private property. Where a statutory right-of-way is provided, see Section 1.4 for additional requirements.

Design criteria include:

a. HGL is to be at least 300 mm below the MBE of adjacent buildings;
b. Maximum flow depth on roadways with curb is 150 mm,
    i. Flow depth may be raised to 300 mm on arterial roadways where elevated boulevards and walkways are specifically designed to contain major flows within the right-of-way and driveways do not interfere with the flow route;
c. One lane of at least 3.5 m width at the crown of the roadway is to be free from flooding;
d. Where a roadway is used as a major flow path, the road grades are to be designed to accommodate and control the flow at intersections;
e. Flooding is not permitted on private property except flow in defined channels protected under a statutory right-of-way;

f. Overflow routes are required at all sags and low-points in roadways and other surface flow routes; and
g. Major flood routes are required to exit down-slope cul-de-sacs.

4.12.2 Culverts

In sizing culverts, the Developer's Engineer shall determine if inlet or outlet control governs; for inlet control, surcharging shall not exceed the crown height. Culverts crossing arterial-classified roads shall be designed for a minimum 1:200-yr event. All other culverts conveying major flows shall be designed for a minimum 1:100-yr event. The minimum culvert size for culverts conveying major flows is 450 mm.

Inlet and outlet structures are required for all major system culverts. Design considerations are to include sediment and debris capture, maintenance accessibility, energy dissipation, and erosion control. Culverts should be designed to surcharge to maximize channel storage while maintaining a minimum 0.6 m freeboard, with the backwater profile contained within the ditch system and not encumbering properties or roadways.

Discharge to watercourses shall also follow the recommendations of a qualified environmental professional for riparian protection and mitigation measures required for water quality preservation.

Culverts discharging to major waterways should be set above the 1:200 yr flood elevation or include a flap gate to prevent backflow.

4.12.3 Ditches and Swales

Roadside ditches and ditches conveying major flows are to be designed with a minimum 0.6 m freeboard. Ditches should generally be trapezoidal in shape and not triangular, having maximum side slopes of 2.0H:1V, depending on soil characteristics, and a minimum bottom width of 0.5 m. The minimum ditch profile slope shall be 0.5% and have a maximum unlined channel velocity of 0.5 m/s. Higher velocities may be permitted where soil conditions are suitable or where erosion protection is provided. On steep slopes, grade control structures may be used to reduce velocity.

4.13 Surface Flow Capacity

Flow capacity of road surfaces, ditches, and swales can be calculated using the Manning formula outlined in Section 4.11.2. Typical values for the Manning Roughness Coefficient 'n' are:

0.018 for paved roadways,
0.03 for grassed boulevards and swales, and
0.03 to 0.10 for natural, irregular, or treed channels.

Design detail is to include consideration of flow velocities and the potential requirements for erosion control measures. Ditches subject to degradation or change in condition over time should be designed using a low n-value to determine peak velocity and provide the basis for stable channel design but a high n-value to determine ditch capacity and freeboard.

4.14 Dike Protection

Infrastructure, utilities, or structures shall not be installed within a dike footprint. All new structures and utilities must be situated on the land side of a dike and set back at least 7.5 m from the toe of the dike.

4.15 Runoff Controls

A proposed development may implement a wide range of runoff control strategies to meet the level of service requirements outlined in Section 4.3.3. See the MMCD Design Guidelines, *Section 4.15*, for acceptable runoff control strategies, except that:

a. Where drainage is directed to landscaped areas on site, these areas must have a minimum 300 mm depth of amended topsoil.
b. Ponding storage in parking lots is only permitted in rainfall events 1:5-year return period and greater, and must not exceed 300 mm outside vehicle stall areas and 150 mm within vehicle stall areas;
c. Detention ponds are not permitted in hillside contexts or where the facility may become regulated under the *Dam Safety Regulation*;
d. Detention ponds should generally be offline, must be fully accessible for maintenance equipment, and must be provided with an emergency spillway adequate for a 1:100-yr storm event; and
e. Detention pond design criteria to be confirmed with the Servicing Officer prior to commencing preliminary design.

All public facilities must be fully accessible by maintenance equipment within a road right-of-way or utility statutory right-of-way.

4.16 Flow Control Structures

Outlet controls for storage facilities may be designed using the standard orifice and weir equations:

Orifice Equation: $$Q = CA(2gh)^{0.5}$$

Where: *Q* is the design flow,
C is the orifice coefficient (0.62 for sharp or square edge),
A is the cross-sectional area of the orifice opening,
g is the gravitational acceleration (9.81 m/s^2), and
h is the net head on the orifice.

The minimum orifice size shall generally be 100 mm in diameter. Where smaller orifices are required, special provisions are necessary to prevent blockage. Flow control manholes shall be a minimum of 1200 mm diameter.

Weir Equation: $$Q = CL(H)^{1.5}$$

Where: *Q* is the design flow,
C is the weir coefficient
L is the effective length of the weir crest, and
H is the net head on the weir crest.

4.17 Erosion and Sediment Control

A Developer must implement appropriate Erosion and Sediment Control (ESC) measures where the construction of Works and Services may result in erosion or sediment transport within or from the development site or a community storm sewer system, include minor system infrastructure, major flow routes, or natural watercourses. Measures to prevent erosion and limit sediment transport may need to be implemented on a temporary or permanent basis.

Where ESC measures are warranted, the Developer is required to submit an ESC Plan to the Servicing Officer as a condition of Design Authorization. An ESC Plan must be designed, implemented, monitored, and closed out in accordance with the MMCD Design Guidelines and EGBC ESC Practice Guideline. Monitoring records must be made available to the Servicing Officer upon request.

4.17.1 Requirement for Qualified Professional

The Developer must retain a Qualified Professional (P.Eng, P.Geo, RPBio, P.Ag, AScT, CPESC, CISEC or CESCL) responsible for preparing the ESC Plan, overseeing its implementation, completing inspections of ESC facilities on a weekly or as-needed basis, and monitoring the ESC Facilities during significant rain events.

Should a site be determined to be non-compliant, the Professional will be responsible for submitting notification and presenting a remediation plan to the Village within two days of the event.

4.17.2 Level of Service

.1 Water Quality

No Person may cause, or permit another Person to cause, sediment or sediment-laden water to discharge into the storm system or a natural watercourse, with concentrations greater than 75 milligrams per litre (ppm) of total suspended solids (TSS). A sample measuring greater than 60 nephelometric turbidity units (NTU) will be the trigger point where the sample must also be sent to the lab for analysis.

.2 Temporary Measures

Temporary ESC measures must be included for the duration of construction and until vegetation is established. Temporary ESC measures must be overseen by a qualified professional and designed to withstand at least a 1:2-yr rainfall event for single-year construction durations and at least a 1:5-yr rainfall event for construction durations spanning multiple years, including consideration of upstream catchments. The Qualified Professional is responsible to determine the appropriate rainfall intensity for the design of temporary ESC measures.

.3 Permanent Measures

Permanent ESC measures must be included in the design of open channels, overland flood routes, engineered slopes, and as warranted in other situations that are appropriate to the design flows and design life of the infrastructure.

4.18 Drainage Pump Stations

Drainage pump stations are not typically permitted. Where unavoidable, consult with the Servicing Officer for design criteria. Drainage pump stations should be designed with similar considerations as under Section 3.18 to accommodate the projected peak 1:100 yr major flow rate for the future build-out of the catchment.

4.19 Operation and Maintenance

An Operations and Maintenance (O&M) manual must be provided for all runoff control infrastructure, treatment units, and detention facilities or structures. An O&M Manual is to include, but is not limited to:

a. Manufacturer's operation and maintenance information, if using a manufactured unit,
b. An emergency spill abatement plan specific to the site,
c. Schedules, timing, and procedures or removal and proper disposal of captured sediment and oil,
d. Procedures for taking unit offline for maintenance and reactivating unit following maintenance, and
e. Procedures for providing flow conveyance and treatment of runoff while unit is offline for maintenance.

5.0 DISTRICT ENERGY

The provision of District Energy (DE) systems are not a requirement of Subdivision or Development within the Village of Lions Bay. Developers proposing DE systems should consult with BC Hydro and the Village prior to advancing development plans.

Where acceptable to BC Hydro, Village Energy system designs shall be prepared under the direction of a Professional Engineer with appropriate experience, registered and in good standing with EGBC.

The implementation of District Energy systems shall consider appropriate covenants to be registered on title to ensure the long-term economic and technical viability of the system.

Refer to MMCD Design Guidelines, *Section 5.0* for more information.

6.0 TRANSPORTATION SYSTEMS

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6.1 General

The design of Highways and integrated transportation system elements, including public roads, streets, and lanes, sustainable transportation facilities such as sidewalks, bike lanes, crossings, pathways, and walkways, as well as transit stops, boulevards, streetlighting, street furniture and all other infrastructure necessary to support the movement of goods and people, must be prepared under the direction of a professional engineer who has the appropriate experience and is registered in good standing with EGBC.

The IDCM is a minimum standard, may not be appropriate in all contexts, and is not intended to be a substitute for sound engineering knowledge, experience, or judgement. Where minimum standards are, in the opinion of the Developer's Engineer or the Servicing Officer, inadequate for a given circumstance, the Servicing Officer may require the Developer's Engineer to submit supporting engineering analysis, including completion of a written design brief or traffic modelling, to establish or justify appropriate design criteria or an alternate solution. In determining an appropriate design solution, the Servicing Officer shall consider how the proposal meets the transportation objectives outlined below, in addition to the considerations outlined in Section 1.1.

The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

6.1.1 Transportation System Design Objectives

Highway design practice shall accommodate users of all types, modes, ages, and abilities and shall prioritize safety and accessibility, followed by capacity. Highway designs shall incorporate complete street elements such as traffic calming, accessible design, active transportation, transit facilities, stormwater management, and landscaping within the right-of-way as necessary to support adjacent land uses. The design of Highway infrastructure shall also consider maintenance requirements, longevity, and life-cycle costs in the context of a Village that experiences severe weather conditions across all seasons, in addition to meeting the above objectives.

6.1.2 Other Applicable Standards

Where not otherwise specified in this Bylaw, design direction should be taken from the most current versions of the following standard guides, regulations, legislation, bylaws, and master plans:

a. Federal

TAC (Transportation Association of Canada) - Geometric Design Guide for Canadian Roads;
TAC – Manual of Uniform Traffic Control Devices (MUTCD);
TAC – Canadian Guide to Traffic Calming;
TAC – Canadian Roundabout Design Guide;
TAC – Pedestrian Crossing Control Guide;
TAC – Canadian Road Safety Audit Guide;
TAC – Bikeway Traffic Control Guidelines for Canada;
TAC – Speed Management Guide;
NACTO – Complete Streets Design Guide
Canadian Standards Association (CSA) Accessible Design for the Built Environment; and
Canadian Highway Bridge Design Code.

b. Provincial/Regional

Motor Vehicle Act;
BC MOTI (BC Ministry of Transportation and Infrastructure) – BC Supplement to TAC Geometric Design Guide;
BC MOTI – Supplement to Canadian Highway Bridge Code;
BC MOTI – British Columbia Active Transportation Design Guide;
BC MOTI – Traffic Management Manual For Work on Roadways; and
BC Transit – Infrastructure Design Guidelines;

c. Local

Village of Lions Bay Official Community Plan Bylaw No. 408, 2008;
Village of Lions Bay Zoning Bylaw No. 520, 2017;
Village of Lions Bay Infrastructure Master Plan

6.2 Road Classifications

Highway classifications are based on the Zone of the fronting parcel as identified in Subdivision & Development Servicing Bylaw No. 651, 2025, *Section 2.0*.

Where a proposed Subdivision requires the creation of new Highways, the appropriate classification shall be determined in consultation with the Approving Officer and Servicing Officer.

6.2.1 Classifications

R-1: Local Road – Minor: road shall prioritize direct access to properties. Through traffic is discouraged or prevented. Speeds and vehicle capacity are limited. R-1 roads should service less than 100 units.

R-2: Local Road – Major: road shall prioritize balance direct access to properties while providing increased comfort for through traffic. R-2 Roads should service more than 100 units.

6.2.2 Design and Target Speeds

The design of Highways must consider the design speed of the road as a targeted maximum travel speed of the road. The Developer's Engineer, through the layout of a proposed Subdivision and design of appropriate cross-sectional elements, horizontal and vertical alignments, intersection type and spacing, and incorporation of active transportation and crossing elements, shall consider parameters, components, and design elements conducive to limiting travel speeds to the indicated design speed for the classification and land use context of that Highway.

Limited ability to exceed the design speed should be the inherent result of the geometric design and layout of a proposed Subdivision, with the addition of traffic calming measures being a secondary or reactive measure only. Desired maximum design speeds are provided in Table 6.3.A.

6.3 Cross-Section Elements

Required cross-section elements are identified below in Table 6.3.A.

Table 6.3.A – Typical Cross-Sectional Elements

XS No.	*Description*	*ROW Width*	*Design Speed*[1]	*Asphalt Width*	*Banding Curb*[2]	*Shoulder Width*[3]	*Sidewalk*[4]
R-1	Local Rd – Minor	20.0 m	30 km/h	7.0 m	-	1.5 m	-
R-2	Local Rd – Major	20.0 m	40 km/h	10.0 m	Y	0.3 m	1 Side

[1] Design Speed for lanes to be 20 km/h. Design Speed for R-2 roads may be increased to 50 km/h if context permits.
[2] Banding curb to be 450 mm wide, 300 mm depth concrete, graded flush with edge-of-asphalt at 3% typical to top-of-ditch.
[3] Shoulder to be MMCD Granular Base, graded at 5% typical from edge-of-asphalt, or banding curb, to top-of-ditch.
[4] Sidewalk, of 1.8 m width, to be installed fronting developments with R-2 road frontage. Sidewalk type and location to be determined in consultation with the Servicing Officer. Where attached to road, provide with MMCD C2 Barrier Curb. See Section 6.11.

Overall right-of-way and element widths are subject to change where warranted by engineering analysis to accommodate intersections, lane widths on curves with smaller radii, transit facilities (transit shelters, bus lanes), for other sustainable transportation elements (protected cycling facilities, crossings, landing zones, etc.), or for constructability considerations related to the roadway being adequately supported, protected, or drained (including for rockfall catchment ditches). Also see Section 1.4.

6.4 Alignments

Alignment values shall be in accordance with the TAC Geometric Design Guide for Canadian Roads, unless otherwise noted herein. The IDCM is intended for application in a municipal context and is not appropriate for high-speed design considerations.

The design of alignments should avoid geometric elements at maximum or minimum values unless necessary due to topographic or physical constraints. Combining geometric elements at extreme values, such as a minimum radius of horizontal curvature in conjunction with a maximum grade or minimum K-value vertical curve should also be avoided. Where geometric design elements are proposed at maximum or minimum values, or one element is proposed in combination with another element at an extreme value, the Developer's Engineer should provide supporting justification to address safety concerns, including a thorough analysis of the overall context of the Highway, the anticipated speeds, the effective sight-distances, the appropriate stopping or decision sight-distances,

and any compounding factors such as the presence of vulnerable road users, exposure to winter conditions, and proximity to intersections, crossings, or accesses.

Where alignments may support traffic at a higher speed than the design speed, such as through long tangent sections or overlarge radii, the Developer's Engineer shall provide supporting justification and consider additional design measures to limit excessive speeds and address safety concerns.

6.4.1 Cross-Slopes

.1 Standard Crossfall

All roads shall be designed with a centreline crown. Lanes and private strata roads may be designed with a centreline swale.

The standard crossfall for all roadways is 3.0%. The standard crossfall in constrained conditions may range from 1.5% to 4.0% only upon thorough consideration of the safety implications and in consultation with the Servicing Officer.

.2 Crossfall at Intersections

At intersections, the crossfall of the lower-volume road must be varied to suit the profile of the higher-volume road.

The maximum rate of changing crossfall on approach to intersections or to establish superelevation is 6.0% in 30 m.

.3 Superelevation

Superelevation introduction, transition, and usage should follow guidelines within the TAC Geometric Design Guide and are subject to the maximum values indicated in Table 6.4.A.

Superelevation on approach to and through intersections shall be governed by the maximum allowable grades of the intersecting roads.

In submissions, superelevation designs shall be fully referenced and described for orienting, design review, and constructability.

6.4.2 Horizontal Alignments

The centreline of the roadway shall generally be located along the centreline of the right-of-way.

In submissions, horizontal alignment designs, including road centreline and curb return stationing, shall be fully referenced and described, showing tangent bearings and lengths, arc radii and lengths, with beginning and ending coordinates, taper ratios, property line offsets, and other descriptions as may be necessary for orienting, design review, and constructability.

Horizontal alignments shall follow the parameters outlined in Table 6.4.A.

Table 6.4.A – Horizontal Alignment Parameters

Design Speed	*Acceptable Range of Curve Radii (m) .1*			*Minimum Taper Rate .2*	
	e (±2%)	*e (+2%)*	*e (+4%)*	*Thru Lane Alignment*	*Aux. Lane Development*
20	12-30	12-25	-	10:1	5:1
30	25-60	25-50	-	15:1	5:1
40	55-95	50-80	-	20:1	7.5:1
50	90-165	85-135	80-120	25:1	10:1

.1 Horizontal Curves

The acceptable range of horizontal curvature radii, for given rates of superelevation (*e*), are as shown in Table 6.4.A. For radii less than 60 m, where sightlines are inadequate for stopping sight distances, or where crossfall is superelevated greater than 2%, no parking shall be permitted.

Where a Developer's Engineer proposes a design outside the acceptable range for horizontal curvature radii, they must provide supporting justification and additional design considerations to address safety concerns in the context of the overall corridor.

Reverse curves (s-curves) at or approaching minimum radii should be avoided. Long tangent sections outside urban gridded areas should be avoided for design speeds of 50 km/h or lower.

Where a curve radius approaches or is smaller than the indicated minimums, the Developer's Engineer shall consider expected speeds on approach to the curve and the effective sight-distance relative to the appropriate stopping sight distances; additionally, lane widths shall be determined by turning movements for the appropriate design vehicle.

Where a curve radius approaches or exceeds the indicated maximum, the Developer's Engineer shall consider additional design measures to ensure targeted design speeds are not exceeded. Minimum curve radii should be increased by 10% for every 1% increase in grade over 3%.

.2 Tapers

Narrowing or widening of lane widths or dropping/adding a lane(s) are road characteristics that require appropriate and consistent pavement markings, signing and taper lengths based on speed. Centreline lane alignment and width transitions as well as auxiliary lane development tapers shall be as per principles in TAC Geometric Design Guide and as shown in Table 6.4.A.

6.4.3 Vertical Alignments

In submissions, vertical profiles, including road centreline and curb return stationing, shall be fully referenced and described, showing tangent grades, vertical curve data including beginning, PVI, crest/sag, and ending stationing and elevations, and other descriptions as may be necessary for orienting, design review, and constructability. Vertical alignments shall follow the parameters outlined in Table 6.4.B.

Table 6.4.B - Vertical Alignment Parameters

Design Speed	***Max % Super-Elevation***	***% Grade***			***Minimum K-Values***		
					Crest	***Sag***	
		Min	*Desired Max*	*Max*		***Illuminated***	
						No	*Yes*
20	2.0	1.0	10.0	12.0	2	4	2
30	2.0	0.5	8.0	12.0	3	6	3
40	2.0	0.5	8.0	10.0	4	9	5
50	4.0	0.5	6.0	10.0	7	13	7

.1 Grades

Normal grade limits, excluding intersections, are as shown in Table 6.4.B. Exceeding the desired maximum grade should be restricted to cases where:

a. The desired maximum cannot be obtained due to topographical constraints over short distances, or
b. The geometric design of an intersection can be improved by increasing grade on the lower-classification road to avoid compromising design of the higher-classification road.

The maximum grade of a road on approach to and through an intersection is 8.0%.

Approach distances shall be based on the *functional intersection area*, as defined in TAC Geometric Design Guide, and shall not be less than 15 m.

The maximum grade for a lower-volume road on approach to a stop-controlled intersection shall be 3% for a distance of at least 15 m from the stop location. Through roads at and on approach to intersections should also be reviewed in conjunction with the TAC Geometric Design Guide.

Lanes with normal crown or an inverted crown where a concrete drainage swale is installed may be installed at a reduced minimum longitudinal grade of 0.5%.

.2 Vertical Curves

Vertical curves shall be designed as parabolic curves in accordance with the TAC Geometric Design Guide and are subject to the minimum K-values indicated in Table 6.4.B. The K-value is the ratio of the curve length in meters to the algebraic difference in percent grades.

Changes in grade 2% or greater shall be designed with vertical curves.

Where a Developer's Engineer proposes to use a K-value approaching or below the minimum indicated K-value due to topographical constraints, they shall consider the adequacy of the effective three-dimensional sight-distance relative to the appropriate stopping sight distance.

6.5 Intersections

6.5.1 General

Intersections shall be designed in accordance with TAC Geometric Design Guide, with consideration of the BC Active Transportation Design Guide for integrating active transportation modes.

Intersections shall be design with roads intersecting as close to 90° as possible. The acceptable range of intersection angle is between 70° and 110°, with additional considerations necessary to achieve adequate lane alignment, turning movements, and sight-distances.

The minimum spacing between tee intersections is 60 m. The minimum spacing between four-legged intersections on arterial roads is as required to provide a minimum 40 m of left turn storage with 35 m of transition between storage lanes and an allowance for turning movements.

6.5.2 Curb Returns

Minimum curb return radii are as indicated in Table 6.5.A for standard intersections. Roundabouts require special design to determine curb radii. The Developer's Engineer shall give due consideration to the design vehicles expected to utilize the intersections. Consult with the Servicing Officer to determine appropriate design and control vehicles.

Curb returns should be designed as small as practical to encourage lower speeds in urban contexts. Curb returns located on roads within industrial or commercial areas may require larger radii or compound radii based on turning movements to facilitate truck or bus traffic.

Table 6.5.A - Minimum Curb Return Radii

Classification	***Intersection with:***		
	Local/Frontage	*Collector*	*Arterial*
Lane	3 m	With 3:1 flare to property corners	
Local Road	7 m	9 m	11 m

*Curb return radii at arterial roads and in industrial areas require specific designs taking into account projected volumes, turning movements, truck traffic, and whether turning lanes are provided.

6.5.3 Corner Cuts

Corner cuts must be sufficient to provide a minimum 4 m distance from curb face to property line. Minimum corner cuts are as indicated in Table 6.5.B.

Table 6.5.B - Minimum Corner Cuts

Intersection Type	***Corner Cut[1]***
Lane to Lane	5 m × 5 m
Residential Lane with all other roads	N/A
All other intersections	3 m × 3 m

[1]Intersections in commercial or institutional areas may require special design to determine actual corner cut area.

6.5.4 Left Turn Channelization

Warrants for, and details of, left turn channelization are to be in accordance with the TAC Geometric Design Guide. Left turn bays should be "opposing" style.

Guiding lines should be used in intersections with multiple turn lanes or skewed legs.

6.5.5 Sight Distances

Intersection sight distance must be provided for both the approach and the departure cases at an intersection. Design in accordance with the TAC Geometric Design Guide.

6.6 Roundabouts

Roundabouts should be considered as an alternative to a stop-controlled intersection to improve safety and reduce speeds. Roundabouts should not be considered for intersections with low turning movements or steep topography.

Roundabouts shall be designed in accordance with the TAC Canadian Roundabout Guide and the BC Supplement to TAC, Chapter 740 – Roundabouts. Additional signs and pavement markings for roundabouts to be in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada.

6.7 Railway Grade Crossings

Locations and details of railway grade crossings are subject to requirements included in the TAC Geometric Design Guide and references noted therein. Railway crossing signs shall be in accordance with TAC Manual of Uniform Traffic Control Devices for Canada.

The Developer's Engineer shall comply with all other applicable Federal or Provincial requirements.

6.8 Traffic Control Devices

All traffic control devices, signs, pavement markings, and warrants, shall be in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada, TAC Geometric Design Guide for Canadian Roads, and British Columbia Active Transportation Design Guide.

Traffic signals should be in accordance with Section 8.0. The design of intersection geometrics and underground utilities shall be closely coordinated with signal and lighting designs to ensure that pole locations are optimized and do not conflict with sidewalks, letdowns, or other infrastructure while maintaining accessibility to push buttons where applicable.

All longitudinal pavement markings on non-Local classified roads, all transverse pavement markings (stop bars, cross-walks, etc), and symbols (bike lanes, turn arrows) shall be thermoplastic and in accordance with the Approved Product List Policy. Pavement marking plans must show types, locations, dimensions, and materials of all pavement markings.

6.9 Cul-De-Sacs

A cul-de-sac termination may be provided to discourage through traffic and where further vehicle network connectivity is not warranted. Where a cul-de-sac is provided near an adjacent neighbourhood, an existing or future roadway, park, or natural area, a multi-modal walkway (minimum 6.0 m paved width) shall be provided for connectivity and permeability through neighbourhoods or for access to recreational areas.

The maximum road length for a cul-de-sac, as measured from the edge of the intersecting through road to the centreline of the cul-de-sac bulb, is 150 m. All dead-end roads longer than 90 m shall be provided with a cul-de-sac turnaround. In areas of steep terrain, upon demonstrated need, the Servicing Officer may permit a hammerhead turnaround in lieu of a cul-de-sac; see *BC Supplement to TAC*, *Section 1400* for configuration.

The maximum centreline grade within and on approach to a cul-de-sac is 5% to allow for safe turnaround of operational vehicles. The minimum radius from centre of bulb to edge-of-asphalt is 12.5 m (15.0 m in Industrial areas). Signage for “No-Parking” to be provided within cul-de-sacs.

6.10 Traffic Barriers and Clear Zones

The need for the use of reinforced concrete roadside barriers shall be avoided through the provision of appropriate clear zones with a recoverable fill slope of 4:1 or flatter, as outlined in the *TAC Geometric Design Guide* and *BC Supplement to TAC, Section 600 – Safety Elements*. In areas of steep topography, where appropriate clear zones are not reasonably achievable, in the opinion of the Servicing Officer, roadside barriers shall be provided; consider use of the warrant under *Section 600* of the *BC Supplement to TAC*.

6.11 Sidewalk and Pedestrian Crossings

Appropriate allocation of pedestrian facilities through sidewalk and pedestrian crossings is an important multi-modal consideration as part of the roadway.

6.11.1 Sidewalk

Sidewalk requirements vary by road classification and land use context. Sidewalk locations may be attached to the roadway in conjunction with barrier curb (MMCD Type C2) or separated from the roadway by a ditch or shoulder with banding curb; see Table 6.3.A. Sidewalks should generally be located 0.3 – 0.6 m off property line (separated from the roadway) where space permits.

Typical cross-fall on sidewalks is between 1% and 2%. The maximum cross-fall on a sidewalk is 5% and is only permitted over short distances in constrained situations. Handrails to MMCD Standard Drawing C14 must be installed where the elevation drop, measured 1.2 m from the back edge of the sidewalk, exceeds 0.6 m.

6.11.2 Pedestrian Crossings

Use the TAC Pedestrian Crossing Control Guide to evaluate the warrant for a proposed pedestrian crossing as part of a broader design analysis, which should also include an understanding of existing and future site conditions and context, network connectivity and desire lines, pedestrian and traffic volumes, and pedestrian vulnerability and accessibility.

Pedestrian crossing width may range from a minimum of 2.5 m to as wide as 4.0 m and should generally be 1.45 × the width of the connecting sidewalk. Pavement markings and signage configurations for pedestrian crossings shall be designed in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada. Curb extensions to the edge of the travel lanes should be used where possible to reduce crossing distances.

Wheelchair ramps from sidewalks, medians, and traffic islands to crosswalks must be provided at intersections and multi-use pathways. Include Tactile Walking Surface Indicators (TWSIs) in accordance with CSA B651-18 Accessible Design for the Built Environment for all wheelchair ramps where a higher-level treatment beyond a signed and marked crosswalk is warranted.

6.12 Bikeways and Cycling Elements

Bike lanes are not a standard part of Village typical road sections. Where cycling infrastructure is provided, it shall be designed in accordance with the following guidelines:

- British Columbia Active Transportation Design Guide,
- TAC – Geometric Design Guide for Canadian Roads,
- TAC – Manual of Uniform Traffic Control Devices for Canada, and
- TAC – Bikeway Traffic Control Guidelines for Canada.

6.13 Transit Facilities

Transit facilities, where warranted or desired, shall be provided in accordance with BC Transit Infrastructure Design Guidelines.

6.14 Driveways

Driveways are intended to provide functional access to property while minimizing conflicts and speeds. Opportunities to consolidate driveways with shared access easements should be considered where possible to limit impact to on-street parking and boulevard trees, as well as to minimize conflict points between cyclists and pedestrians in residential or commercial areas.

6.14.1 Access Hierarchy

Driveways must access from an abutting lane if present, or if no lane is present, the fronting road of lowest volume.

6.14.2 Number of Driveways

For ground-oriented residential developments, one driveway per lot is permitted.

For corner lots of ground-oriented multi-unit buildings, a second driveway may be permitted.

Where two or more lots are created with frontage widths less than 16 m, properties shall share a common driveway on the shared property line.

For commercial, industrial, institutional, mixed-use, multi-family, or agricultural developments, only one access is permitted. A second access may be permitted upon demonstrated need, if supported by engineering analysis and acceptable to the Servicing Officer.

6.14.3 Driveway locations:

Driveways shall be located as follows:

a. Driveway locations must achieve adequate sight distances.
b. For ground-oriented residential developments located on corner lots, driveways shall be at least 7.5 m from the property line corner nearest the intersection.
c. For all other developments located on corner lots, driveways shall be at least 15.0 m from the property line nearest the intersection.
d. Driveways shall not be located within 3.0 m of a crosswalk.
e. The minimum distance between driveways on the same property is 3.0 m.
f. Driveways adjacent to interior lot lines shall be no closer than 2.0 m to the lot line.
g. No driveway or boulevard crossing shall be permitted within 1.5 m clear distance from an above ground utility structure or obstacle.
h. Accessory Dwelling Units on residential properties without laneway access shall be accessed off the primary residential driveway.

6.14.4 Driveway widths:

Driveways shall be of minimum and maximum widths as follows:

a. Access to and egress from a lane may be permitted along the entire length of a lot that is abutting a lane.
b. Ground-Oriented Residential zoned developments, the minimum driveway width is 4.0 m in width and the maximum width is 6.0 m, except where multiple driveways are permitted, the maximum width is 4.0 m.
c. Multi-Family Residential, Mixed-Use, and Comprehensive zoned developments and any development in the Urban service area regardless of zone, the maximum driveway width is 7.5 m for a single driveway and 6.5 m for multiple driveways.
d. Commercial and Institutional zoned developments, the maximum driveway width is 7.5 m for a single driveway and 6.5 m for multiple driveways.
e. Industrial and Agricultural zoned developments, the maximum driveway width is 12.0 m for a single driveway and 9.0 m for multiple driveways.
f. Driveways for all other developments must be a minimum of 4.5 m in width for one-way traffic and a minimum of 6.5 m in width for two-way traffic.

Upon consideration of turning movements for an appropriate design vehicle and engineering analysis, the minimum or maximum driveway widths may be modified by the Servicing Officer upon demonstrated need. In varying the maximum driveway width, the Servicing Officer shall also consider impacts to other transportation elements and how those impacts are to be mitigated by the proposed development.

6.14.5 Driveway Grades

Driveway access grades should be designed to permit the appropriate vehicular access for the zone without vehicles "bottoming-out" or "hanging-up". From edge of pavement to property line, driveway grade to match road cross-fall for the first 1.8 m from edge of pavement. If driveway crosses a ditch, a culvert must be installed (see Section 4.12.2)

For the first 10 m onto private property, general limits are outlined in Table 6.14.A.

Table 6.14.A – Driveway Grades (10 m On-Site)

Type	***Grade (%)***				
	Minimum	*Downhill Maximum*	*Preferred Max. (Uphill)*	*Uphill Maximum*	*Maximum Rate of Change*
1-2 Unit Residential	0.5	10.0	10.0	15.0	6% over 6 m
Industrial	0.5	4.0	6.0	8.0	6% over 15 m
All Others	0.5	4.0	8.0	10.0	8% over 15 m

Developments requiring access routes for fire department vehicles must meet the provisions of BC Building Code, Division B, Part 3 for fire access routes, locations, and design.

For driveways with grades over 8%, a driveway plan/profile drawing is required.

6.15 Clearances

6.15.1 Signs and Poles

Utility poles should generally be within 2 m of the property boundary. Where approaching roadway, use the following horizontal clearance from edge of travel lane to edge of utility pole or sign:

- Roadways without curbs: 2.0 m minimum,
- Roadways with curbs (≤ 40 km/h): 0.3 m min, 1.2 m preferred,
- Roadways with curbs (> 40 km/h): 1.2 m min, 2.0 m preferred.

Where providing clearances at or approaching minimum values, the Developer's Engineer shall consider additional safety appurtenances such as poles with break-away or frangible bases and additional warning signage.

6.15.2 Trees

Trees should be planted in locations with adequate clearances to provide sufficient space for canopy spread and for soil volume for the selected species at maturity without conflicting with utilities. Provide root-barrier, placed at backs-of-curbs and edge of sidewalks, where trees are within 3 m of curbs or sidewalks. Where approaching roadways, use the following horizontal clearances:

- Roadways without curbs, from edge of travel lane to tree trunk: 2.0 m minimum.
- Roadways with curbs (< 50 km/h): 0.6 m minimum, 1.0 m preferred, provided tree does not conflict with sidewalk,
- Roadways with curbs (≥ 50 km/h): 2.0 m minimum or 0.6 m beyond the sidewalk.
- Horizontal clearance from edge of driveway or curb return to tree trunk: 3.0 m.

Refer to BC Hydro and other third-party utilities for additional clearance requirements.

6.16 Underground Utility Locations

Underground utility general locations for watermains, sanitary sewer mains, and storm drainage mains within a road right-of way are noted in Sections 2.22, 3.17, and 4.11.6, respectively.

Electrical, communications, and natural gas mains shall be located as close as possible to property lines, within the sidewalk area, avoid boulevards, and be in accordance with any applicable joint-trenching agreements. Vaults and boxes should be located outside sidewalks where possible to limit trip hazards.

Manholes and valve boxes should be clear of wheel paths. All utilities shall be clear of curbs.

6.17 Pavement Structures

6.17.1 General

Pavement design for hot-mix asphalt pavement should be based on past history of successful pavements within the Village of Lions Bay and any design method covered in TAC Pavement Design and Management Guide.

Pavement and mix designs must be confirmed as adequate for the proposed use by a suitably qualified geotechnical engineer and may be required to be submitted to the Servicing Officer ahead of granting Permission to Construct.

The minimum design life for all classifications of roads is 20 years.

6.17.2 Pavement Design

Designs shall consider subgrade soil type, frost susceptibility, moisture conditions, subgrade drainage provisions, Equivalent Single Axle Loads (ESALs), and anticipated traffic conditions.

Where the subgrade soils are classified under the Unified Soil Classification System (USCS) as GM, GC, SM, SC, ML, CL, or OL, the pavement design shall specify the necessary minimum depth of granular material. Minimum pavement depths shall be as required in Section 6.17.3. For areas of frost susceptibility (generally above 25 m geodetic) where the subgrade soil classifications are GM, GC, SM, SC, ML, or CL, the pavement structure should include granular material to a minimum depth of 50% of the depth of frost penetration. Subgrade soils having classifications of OL, MH, CH, OH, and Pt require special design by a suitably qualified geotechnical engineer or removal and replacement with soils having better strength and drainage characteristics.

The traffic evaluation methods presented in the TAC Pavement Design and Management Guide using Annual Average Daily Traffic (AADT) showing various truck type percentages with equivalent truck factors, traffic growth, traffic directional split, and lane distribution for the design lane shall be used. The total traffic loading accumulated over the design life of the road must be expressed as an Equivalent Single Axle Load (80 kN).

Asphalt Mix Design shall be carried out by a laboratory which is certified by the Canadian Council of Independent Laboratories (CCIL) for Marshal Mix Design testing (Type "A" Certification).

6.17.3 Minimum Pavement Structures

Minimum pavement structures for roadways of various classifications are outlined in Table 6.17.A.

Table 6.17.A - Minimum Structure for Asphaltic Concrete Pavement

Road Classification	***Minimum Thickness (mm) for Subgrade Soil Class SC & Better***			***Minimum Thickness (mm) for Subgrade Soil Class ML/CL***		
	Sub-Base	*Base*	*Hot-Mix Asphalt*[1]	*Sub-Base*	*Base*	*Hot-Mix Asphalt*[1]
Highway	Refer to Provincial Standards			Refer to Provincial Standards		
Local	300	150	95	300	150	95
Lane	300	100	75	300	100	75
Pathways and Driveways	150	150	50	175	150	50

[1] Hot-Mix Asphalt thickness greater than 75 mm must be placed in two lifts.

Minimum pavement structures for concrete sidewalks, driveway letdowns, and other Portland Cement concrete pavements are outlined in *Table 6.17.B*. See also the applicable Standard Drawings.

Table 6.17.B - Minimum Structure for Portland Cement Concrete Pavement

Type	***Minimum Thickness (mm)***		
	Sub-Base	*Base*	*PC Concrete*
Sidewalks and Walkways	150	125	120
Mountable Sidewalk	150	150	150
Driveway Letdowns	150	150	150/200[1]

[1] 150 mm for low-density residential, 200 mm for all others and for heavy vehicles

Minimum overlay thickness is three times the maximum nominal aggregate size, but in no case shall be less than 40 mm.

6.17.4 Minimum Design Traffic

The pavement structure shall be designed for the expected traffic volumes and types over the design life of the road and is subject to the following minimum design loading:

- Lanes and R-1 Roads: 2.8×10^4 ESAL
- R-2 Roads: 2.8×10^5 ESALs

6.18 Bridges

Bridges, including culvert structures that span larger than 3.0 m, shall be designed in accordance with the latest version of the Canadian Highway Bridge Design Code CAN/CSA S6, and the BC MOTI Supplement to Canadian Highway Bridge Design Code. Consult with the Servicing Officer to establish design criteria for each structure prior to commencing design.

Bridges shall be designed with a minimum 75-year life span and to BCL-625 Live Loading specifications.

6.19 Hillside Standards

In Hillside contexts were average topography exceeds 20% slope, designs shall consider the following objectives:

a. Accommodation of hillside land development while minimizing environmental impacts such as disturbance of natural slopes, vegetation, and watercourses,
b. Encouragement of low-speed traffic, particularly for local roads,
c. Providing safe, liveable, and functional roads, and
d. Development of site layouts compatible with the above objectives.

6.19.1 Roads

Modification of standard geometric design criteria is generally not appropriate in hillside contexts, given cold climate conditions. However, in consultation with the Servicing Officer, design speeds may be reduced in hillside contexts to address specific hillside objectives.

6.19.2 Network Considerations

In hillside contexts, longer streets may be required to access developable pockets within areas of steep terrain and it may not be possible to provide connectivity at each end of a street. In lieu of a formalized neighbourhood fire protection and evacuation plan that may support a road network with higher densities, hillside roads are subject to the following minimums, adapted from *NFPA 1140 Standard for Wildland Fire Protection (2022), Chapter 11 – Means of Egress* and BC Supplement to TAC, Chapter 1400 – Subdivision Roads:

a. A cul-de-sac is required at the terminus of all roads longer than 90 m in length;
b. An emergency egress lane or local road providing a functionally distinct connection to a collector (or higher) classified road is required within 150 m of the terminus of roads up to 360 m in length and capable of serving no more than 100 units.
c. Areas or road segments capable of serving more than 100 units must provide a looped local road connection to a higher classified road at least every 360 m. For clarity, an area servicing between 100-600 units must have two functionally distinct routes in and out of the area.
d. Areas capable of serving more than 600 units must provide three functionally distinct connections to an arterial classified road. Of the three connections, only one may be an emergency egress lane. For clarity, an area serving more than 600 units must have three functionally distinct routes in and out of the area.

In assessing the maximum number of units, the build-out potential under the allowable zone shall be considered, including the potential for suites, carriage houses, and multi-family buildings. For non-residential traffic, a trip generation assessment should be completed and converted to a residential equivalent for the purpose of assessing total unit build-out potential.

6.20 Traffic Calming

Traffic calming provides a standardized approach to challenges associated with maintaining the appropriate traffic volumes and speeds for specific road classifications. In some cases, increased volumes and speeds may result from road users navigating around areas of congestion or moving more rapidly through a particular road to get to a destination.

In these cases, engineered physical measures to ‘calm’ traffic may be warranted if network modifications and intersection controls are not adequate or viable. The design of traffic calming measures shall be consistent with the TAC Canadian Guide to Neighbourhood Traffic Calming. The use of traffic calming measures shall be considered within the context of the neighbourhood, to ensure short-cutting traffic is not moved from one neighbourhood street onto another.

See MMCD Design Guidelines, *Table 6.20* for a summary of commonly used treatments for traffic calming, with the following considerations around the use of vertical deflections:

- No vertical deflections permitted where transit routes are present or where a road is the only/primary access to a neighbourhood for emergency vehicles.
- No vertical deflections permitted on roads with grades >6%.
- In rural or industrial areas, consideration for heavy truck activities may limit the use of vertical deflection.

6.21 Street Parking

The design of appropriate street parking geometry enables access to surrounding areas while maintaining the appropriate traffic throughput of the roadway.

Parking shall be restricted where noted in Sections 6.4.2.1 and 6.9 where horizontal radii, grades, sight-lines, intersections, driveways, hydrants, or other facilities are a factor.

7.0 STREET LIGHTING

The design of roadway lighting, including lighting of streets, sidewalks, crosswalks, intersections, walkways, and tunnels, must be prepared under the direction of a suitably qualified professional engineer with experience in street lighting design and the Canadian Electrical Code (CEC).

Design of street lighting is to be in accordance with the MMCD Design Guidelines and ANSI/IES RP-8-21.

8.0 TRAFFIC SIGNALS

Traffic signals shall only permitted with the consent of the Provincial Ministry of Transportation, where the Ministry is responsible for operations and maintenance. The design of traffic signals shall follow the Provincial Ministry of Transportation standards.

PART 2

CONSTRUCTION STANDARDS

9.0 STANDARD SPECIFICATIONS AND DRAWINGS

9.1 MMCD 2019 Edition, Volume II

Works and Services shall be constructed in strict conformance with the specifications and standard drawings contained in the MMCD 2019 Edition, Volume II - General Conditions, Specifications and Standard Drawings unless modified by an MMCD Supplementary Update or a Supplemental Specification.

9.2 MMCD Supplementary Updates

Supplementary Updates issued by the MMCDA take precedence over the MMCD 2019 Edition, Volume II Standard Specifications and Drawings but do not take precedence over Village Supplemental Specifications and Drawings.

Supplementary updates can be found at https://www.mmcd.net/resources/supplementary-updates/.

9.3 Supplementary Specifications and Drawings

Village of Lions Bay Supplementary Specifications and Drawings are contained in Section 10.0 and supersede MMCD Supplementary Updates and MMCD 2019 Edition, Volume II Standard Specifications and Drawings.

9.4 Approved Products List

The Approved Products List outlines approved infrastructure types, materials, components, and other appurtenances that must be installed, where suitable, as part of Village-owned Works and Services.

The Village of Lions Bay Approved Products List is contained in Section 11.0.

10.0 SUPPLEMENTAL SPECIFICATIONS AND DRAWINGS

The Village of Lions Bay Supplemental Specifications and Drawings are to be read in conjunction with the MMCD 2019 Edition, Volume II Standard Specifications and Drawings. The Village of Lions Bay Supplemental Specifications supersede the MMCD 2019 Edition, Volume II Standard Specifications and Drawings.

10.1 Supplementary Specifications

No Supplemental Specification are currently in force as of 2025-09-02

10.2 Supplementary Drawings

No Supplemental Drawings are currently in force as of 2025-09-02

11.0 APPROVED PRODUCTS LIST

The purpose of the Approved Products List is to ensure high-quality, long-lasting infrastructure that supports consistent service delivery through standardized products that are available, maintainable, and replaceable.

11.1 Administration

Where an approved product is not suitable for a given context, the Developer's Engineer is responsible to ensure that a suitable alternative is specified for use, to the satisfaction of the Servicing Officer.

Any use of an alternate product requires the prior approval of the Servicing Officer, who shall not grant approval until the Developer's Engineer has made a written request that certifies the technical and operational equivalencies of the alternative product and the Servicing Officer is satisfied that:

a. the Village is able to readily stock the alternative product at a competitive cost,
b. the manufacturer has a reliable track record,

c. the Village has the necessary training and equipment to service the product, and
d. that the use of the product would be of benefit or neutral impact to the Village.

11.2 Approved Products

The following products are approved for use within the Village of Lions Bay. Where the approved products list does not contain an approved product for a specific application, the Developer's Engineer must provide the Servicing Officer with information outlined in Section 11.1 if requested.

11.2.1 Water Distribution

All products to conform to the applicable standards (CSA, AWWA, etc) as noted in the MMCD Specifications for Watermains.

Item	Type	Material	Manufacturer	Make/Model	Size Range	Comments/ Conditions	Date Approved
1.0	***Watermains & Service Pipe***						
1.01	Service Pipe	Copper	-	-	19 mm, 38 mm		
1.02	Service Pipe	HDPE			50 mm, 75 mm		
1.03	Water Meters	-	Neptune	TBD			

11.2.2 Sanitary Sewers

No product restrictions currently in force.

11.2.3 Stormwater Management

No product restrictions currently in force.

11.2.4 Transportation Systems

No product restrictions currently in force.

11.2.5 Street Lighting

No product restrictions currently in force.

11.2.6 Traffic Signals

No product restrictions currently in force.

SCHEDULE A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

City File Number

CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING PROFESSIONAL REGISTRANT

Notes: (i) This letter must be submitted before issuance of the *Notice to Proceed with Construction*.
(ii) In this letter the words in italics have the same meaning as in Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re:

(Name of Project)

(Address of Project)

(Professional's Seal and Signature)

(Date)

The undersigned has retained _____ as the coordinating *Professional Registrant* to coordinate the design work, *Field Reviews,* and preparation of *Final Design Drawings* of the registered *Professionals of Record* required for this project. It is the responsibility of the coordinating *Professional Registrant* to ascertain which registered *Professionals of Record* are required, and to initial each Schedule B. The coordinating *Professional Registrant* shall coordinate the design work and *Field Reviews* of the registered *Professionals of Record* required for the project in order to ascertain that the design will substantially comply with Village of Lions Bay Subdivision, Development and Servicing Bylaw No. 651, 2025 (herein "SDS Bylaw 651") and other applicable enactments and that the construction of the project will substantially comply with SDS Bylaw 651 and other applicable enactments, excluding construction safety aspects.

> "*Field Reviews"* are defined in Quality Management Guides, Guide to the Standard for Documented Field Reviews During Implementation or Construction, published by Engineers and Geoscientists BC (EGBC) as reviews conducted by *Professional Registrants*, or by *Subordinates* acting under *Professional Registrants' Direct Supervision*, at the site of the implementation or construction of professional engineering or professional geoscience work, that *Professional Registrants* in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially comply in all material respects with professional engineering or professional geoscience concepts or intent reflected in the *Documents* prepared for such work.

The *Owner* and the coordinating *Professional Registrant* have read the SDS Bylaw 651. The *Owner* and the coordinating *Professional Registrant* each acknowledge their responsibility to notify the addressee of this letter of the date the coordinating *Professional Registrant* ceases to be retained by the *Owner* before the date the coordinating *Professional Registrant* ceases to be retained or, if that is not possible, then as soon as possible. The coordinating *Professional Registrant* acknowledges the responsibility to notify the addressee of this letter of the date a registered *Professional of Record* ceases to be retained before the date the registered *Professional of Record* ceases to be retained or, if that is not possible, then as soon as possible.

The *Owner* and the coordinating *Professional Registrant* understand that where the coordinating *Professional Registrant* or a registered *Professional of Record* ceases to be retained at any time during construction, work on the above project will cease

SCHEDULE A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

City File Number

until such time as

(a) a new coordinating *Professional Registrant* or registered *Professional of Record*, as the case may be, is retained, and

(b) a new letter in the form set out in Schedule A or in the form set out in Schedule B, as the case may be, is filed with the Village of Lions Bay to the attention of the *Servicing Officer*.

The undersigned coordinating *Professional Registrant* certifies that he or she is a *Professional Registrant* as defined in the *Professional Governance Act*, and agrees to coordinate the design work, *Field Reviews,* and preparation of *Final Design Drawings* of the registered *Professionals of Record* required for the project as outlined in each attached Schedule B.

Coordinating Professional Registrant

(Name)

(Firm Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

Owner

(Contact Name)

(Company Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Date)

Owner's or Owner's appointed agent's signature. (If *Owner* is a corporation, the signature of a signing officer must be given here. IF the signature is that of an agent, a copy of the document that appoints the agent must be attached.)

SCHEDULE B

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

Notes: (i) This letter must be submitted before issuance of the *Permission to Construct*. A separate letter must be submitted by each registered *Professional of Record.*

(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re:

_____ _____
(Name of Project) VLB File Number

_____
(Address of Project)

The undersigned hereby gives assurance that the design of the

(Initial those of the items listed below that apply to this registered *Professional of Record*. All the disciplines will not necessarily be employed on every project.)

_____ **CIVIL**
_____ **TRANSPORTATION**
_____ **GEOTECHNICAL**
_____ **STRUCTURAL**
_____ **MECHANICAL**
_____ **CIVIL-ELECTRICAL**
_____ **ELECTRICAL**
_____ **ENVIRONMENTAL**

(Professional's Seal and Signature)

_____
(Date)

components of the plans and supporting documents prepared by this registered *Professional of Record* in support of the application for construction of Works and Services as outlined below substantially comply with the Subdivision & Development Servicing Bylaw No. 651, 2025 and other applicable enactments, except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *Field Reviews* of the above referenced components during construction, as indicated on the ''Summary of Design and Field Review Requirements" below.

The undersigned hereby undertakes to be responsible for the preparation of *Final Design Drawings* as may be required under Subdivision & Development Servicing Bylaw No. 651, 2025.

_____
(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

The undersigned also undertakes to notify the *Servicing Officer* of the Village of Lions Bay in writing as soon as possible if the undersigned's contract for *Field Review* or preparation of *Final Design Drawings* is terminated at any time during construction.

I certify that I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

(Name)

(Firm Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

Note: The above letter must be signed by a registered *Professional of Record*, who is a *Professional Registrant* in good standing with EGBC, employed by a *Registrant Firm* in good standing with a *Permit to Practice*.

(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

_____ CIVIL

1.1 Water network supply and pressure control facilities
1.2 Water distribution system sizing, pressure class, and material
1.3 Watermain alignment, cover, and separation clearances
1.4 Watermain appurtenances and thrust restraint
1.5 Fire hydrant locations and spacing
1.6 Watermain flushing, pressure testing, disinfection, bacteriological testing, and tie-ins
1.7 Sanitary sewer system sizing, pressure class, and materials
1.8 Sanitary sewer main alignment, cover, and grades
1.9 Sanitary sewer testing and CCTV
1.10 Sanitary sewer system downstream pumping facilities
1.11 Storm sewer system sizing, pressure class, and materials
1.12 Storm sewer main alignment, cover, and grades
1.13 Storm sewer testing and CCTV
1.14 Stormwater management, attenuation, storage, and treatment
1.15 Overland flood routing
1.16 Erosion and sediment control – temporary
1.17 Erosion and sediment control – permanent

_____ TRANSPORTATION

2.1 Classification and cross-section elements
2.2 Alignment and geometrics
2.3 Emergency and operational vehicle egress and turnarounds
2.4 Active transportation and accessibility
2.5 Transit facilities
2.6 Intersection alignment and movements
2.7 Sight lines, stopping and decision sight distances
2.8 Traffic control, intersections and crossings, pavement markings and signage
2.9 Traffic signal configuration, phasing, and timing

_____ GEOTECHNICAL

3.1 Bearing capacity of the soil
3.2 Infiltration capacity of the soil
3.3 Temporary excavations and slopes
3.4 Temporary construction dewatering
3.5 Backfill and imported materials
3.6 Compaction of native and engineered fill
3.7 Permanent groundwater management
3.8 Permanent slope stability

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

_____ CIVIL-ELECTRICAL

4.1 Conduit alignment, cover, materials, and clearances
4.2 Testing of conduit installation
4.3 Siting of structures, vaults, and kiosks
4.4 Streetlight ducting, bases and poles
4.5 Traffic signal kiosks, bases, and poles
4.6 Review of all applicable shop drawings

_____ ELECTRICAL

5.1 Streetlighting illumination, power supply, and control systems
5.2 Traffic signal programming, power supply, and control systems
5.3 Facility programming, power supply, and control systems
5.4 Review of all applicable shop drawings
5.5 Operations and maintenance manuals for programming and control systems

_____ STRUCTURAL

6.1 Regulated retaining walls
6.2 Structural aspects of structure footings and foundations
6.3 Structural capacity of bridges, culverts, or other structures
6.4 Review of all applicable shop drawings
6.5 Independent review of structural designs

_____ MECHANICAL

7.1 Water network supply and pressure control facilities
7.2 Sewer pumping facilities
7.3 Functional testing facility process piping
7.4 Operations and maintenance manuals for mechanical systems
7.5 Review of all applicable shop drawings

_____ ENVIRONMENTAL

8.1 Works in and about a stream
8.2 Restoration of disturbed areas
8.3 Stormwater discharge quality

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

(CRP's Initials)

SCHEDULE C-A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

ASSURANCE OF COORDINATION OF PROFESSIONAL FIELD REVIEW

Notes: (i) This letter must be submitted after completion of the project but before *Substantial Performance* is issued.
(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re: _____ VLB File Number

_____ (Name of Project)

_____ (Address of Project)

(The coordinating *Professional Registrant* shall complete the following:)

_____ (Name)

(Professional's Seal and Signature)

_____ (Firm Name)

_____ (Date)

_____ (Address)

_____ (Phone Number & Email Address)

I hereby give assurance that:

(a) I have fulfilled my obligations for coordination of *field reviews* of the registered *Professionals of Record* required for the project as outlined in Engineers and Geoscientists BC's "Quality Management Guidelines – Guide to the Standard for Documented Field Reviews During Implementation or Construction" and in the previously submitted Schedule A - Confirmation of Commitment by Owner and by Coordinating Professional Registrant;

(b) I have coordinated the functional testing of all necessary components of the project to ascertain that they substantially comply in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Permission to Construct;

(c) I have coordinated the *field reviews* to ascertain that the project substantially complies in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Works and Services Permit;

(d) I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

SCHEDULE C-B

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

CONFIRMATION OF PROFFESIONAL FIELD REVIEW AND COMPLIANCE

Notes: (i) This letter must be submitted after completion of the project but before *Substantial Performance* is issued. A separate letter must be submitted by each registered *Professional of Record.*
(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re: _____ VLB File Number

_____ (Name of Project)

_____ (Address of Project)

(The coordinating *Professional Registrant* shall complete the following:)

_____ (Name)

(Professional's Seal and Signature)

_____ (Firm Name)

_____ (Date)

_____ (Address)

_____ (Phone Number & Email Address)

I hereby give assurance that:

(a) I have fulfilled my obligations for coordination of *field reviews* of the registered *Professionals of Record* required for the project as outlined in Engineers and Geoscientists BC's "Quality Management Guidelines – Guide to the Standard for Documented Field Reviews During Implementation or Construction" and in the previously submitted Schedule B – Assurance of Professional Design and Commitment for Field Review and

(b) The components of the project opposite my initials in Schedule B substantially comply in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Works and Services Permit;

(c) I have prepared *Record Drawings* incorporating all change orders and material design changes brought to my attention and certify the information contained in the *Record Drawings* provides an as-constructed system which substantially complies in all material respects with the authorized design, to the best of my knowledge.

(d) I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
311	Nov 7, 2023	Proceed with wayfinding signage project subject to community input		Deferred
316	Feb 20, 2024	Water Shortage Policy	DO	In Draft
339	May 6, 2025	Proposed Lions Bay trail race event for 2026 referred to staff and search and rescue	DOO & LBSAR	Followed up on Oct.22, 2025
341	May 20, 2025	Through the LGLMA Conference, Council was advised that Lidstone & Co. offers bylaw updating via their articling students ands templates (cost effective). Staff to source quotes.	CAO	Referred to Budget 2026 Planning
355	September 16, 2025	Staff to investigate Village connectivity via existing trail networks, right-of-way etc…	CAO	Ongoing
361	September 2, 2025	Staff to report back with proposed locations for public toilets in the centre of the Village	DOO & CAO	Ongoing
363				



The Village of Lions Bay

2026-2030 Financial Plan Overview

2026 BUDGET

Thursday, August 7, 2025	Public Works Department budget meetings
Tuesday, August 12, 2025	Administrative Department budget meetings
Monday, August 25, 2025	Senior staff budget meetings **Objective** - draft budgets to be distributed to CotW
Tuesday, September 2, 2025	Committee of the Whole - budget workshop focused on capital budget supplementals **Objective** - preliminary approval of capital budget
★ **Tuesday, September 9, 2025**	Committee of the Whole - budget workshop focused on operating budget supplementals **Objective** - preliminary approval of operating budget
★ **Tuesday, October 7, 2025**	Committee of the Whole - budget workshop focused taxation **Objective** - preliminary approval of property tax rate
★ **Tuesday, November 4, 2025**	Committee of the Whole - review revised budget **Objective** - approval of budget for presentation to Council
Tuesday, December 2, 2025	Council - first, second and third readings of Financial Plan bylaw and Tax Rates bylaw
Tuesday, December 9, 2025	Council - fourth reading and adoption of Financial Plan Council - fourth reading and adoption of Tax Rates bylaw

ORIGINAL BUDGET TIMELINE

MEETING	DATE	SUMMARY	STATUS
MEETING #1	Oct. 9	Kick-off meeting Committed to budget process	COMPLETED
MEETING #2	Oct. 16	Water budget Solid Waste budget	COMPLETED
MEETING #3	Oct. 23	Wastewater budget Capital and Operating Supplementals Operating Budgets	COMPLETED
MEETING #4	Nov. 4	Capital and Operating budgets follow-up	COMPLETED
MEETING #5	Nov. 13	Budget Process summary Recommendation of budget to Council for first, second readings	

The 2026 Budget Process is on track in accordance with the originally agreed upon timeline at the Oct. 9, 2025 meeting

VILLAGE OF LIONS BAY BUDGET FOLLOW-UP ACTION ITEM LIST

ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	YES / NO	STATUS
19	November 13, 2025	Recommend 2026 – 2023 Financial Plan Bylaw for adoption by Council		
20	November 18th, 2025	First and Second reading of 2026 – 2023 Financial Plan Bylaw		
21	December 2, 2025	Third reading of 2026 – 2023 Financial Plan Bylaw		
22	December 9, 2025	Fourth reading of 2026 – 2023 Financial Plan Bylaw		

	Actual 2024	Forecast 2025	Budget 2025	2026 - 2030 Proposed 2026	2027	2028	2029	2030
Revenue								
Taxation	2,299,918	2,399,442	2,399,442	2,466,843	2,536,265	2,607,771	2,681,421	2,757,281
Utility user rate	1,389,246	1,463,312	1,481,572	1,555,650	1,633,433	1,715,104	1,800,860	1,890,903
Government transfers	965,343	4,909,193	5,040,780	330,000	381,082	381,082	381,082	381,082
Sale of services	436,420	396,487	420,421	452,679	454,742	455,812	456,937	458,117
Borrowing	0	1,300,000	1,300,000	0	0	0	0	0
Other revenues	471,513	744,530	304,130	261,836	231,370	236,769	186,369	178,058
	5,562,440	11,212,964	10,946,345	5,067,008	5,236,892	5,396,538	5,506,669	5,665,441
Expenses								
General government	1,691,787	2,458,205	1,766,450	1,723,883	1,652,318	1,661,091	1,671,950	1,676,625
Protective services	845,363	793,750	683,660	693,896	681,535	695,259	709,361	723,939
Public works operation	381,055	800,451	1,108,656	839,795	774,547	635,835	652,240	667,213
Solid waste collection	201,913	216,773	237,289	234,394	250,779	258,019	265,526	273,215
Planning and development	40,296	41,604	49,536	52,565	50,661	51,815	53,000	54,217
Parks and recreation	383,515	274,502	264,698	264,473	261,038	266,558	272,835	278,570
Water system operations	1,218,029	1,217,960	1,291,056	1,126,734	1,108,567	1,105,049	1,115,344	1,167,250
Sewer system operations	122,274	116,225	178,082	118,054	114,938	114,850	114,959	151,339
	4,884,232	5,919,470	5,579,428	5,053,795	4,894,383	4,788,476	4,855,215	4,992,369
Surplus	678,208	5,293,494	5,366,917	13,214	342,509	608,063	651,454	673,072

	Actual 2024	Forecast 2025	Budget 2025	Budget 2026	Variance 2026 Budget / 2025 Forecast $	%
Total Revenues	5,562,440	11,212,964	10,946,345	5,067,008	(5,796,308)	-53%
Total Expenses	4,884,232	5,919,470	5,579,428	5,053,795	(865,675)	-15%
Surplus (Deficit)	678,208	5,293,494	5,366,917	13,214	(4,930,632)	-93%

The current 2026 budget incorporates a 3% tax rate increase, resulting in an operating surplus of $13k

Water, Solid Waste, and Wastewater user rates are set to increase by 5%

SURPLUS

	Surplus (Deficit)	Tax Effect %
Committee of the Whole Meeting November 4	(177,622)	(8.30)
Reductions in Supplementals:		
OCP Visioning	50,000	2.34
Bylaw Updates	50,000	2.34
All Hazard Risk Assessment	50,000	2.34
Mag Access Road	40,000	1.87
Rounding	836	0.04
	190,836	0.62
Committee of the Whole Meeting November 13	13,214	0.62

Changes in spending from the Committee of the Whole Meeting November 4th

In order to present a balanced operating budget a further 8.3% tax increase would have been required. As a result of recommendations from the CotW, the budget forecasts a surplus of $13,214

Administration has suggested a new addition for $4k related to Council Orientation following the election in 2026

CHANGE IN SURPLUS (DEFICIT)

2026 PROJECT SCHEDULE	2026	FUNDED BY				
Project	COST	Current Reserves	Previous Reserves	Grant	Loan	Total
Universal water metering (Grant Funded)	**3,940,000**	0	0	3,940,000	0	**3,940,000**
CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	**1,300,000**	0	0	0	1,300,000	**1,300,000**
HiTAP and successor projects	**378,439**	0	378,439	0	0	**378,439**
Project SCORE (SCada Operations Rework - MAGIIC and HAWAII)	**215,000**	60,000	155,000	0	0	**215,000**
pH water adjustment	**200,000**	200,000		0	0	**200,000**
Bayview: design, construction to replace 50 m of CMP under road just north of School	**125,000**	0	125,000	0	0	**125,000**
Oceanview from Highview - Harvey (LORD)	**50,000**	0	50,000	0	0	**50,000**
FIRE -Forklift/backhoe	**45,000**	0	45,000	0	0	**45,000**
Oceanview from PRVs 2/3 - Highview (included)	**-**	0	0	0	0	**0**
Well water investigation	**25,000**	25,000	0	0	0	**25,000**
Repair stairs front of Municipal Hall	**20,000**	20,000	0	0	0	**20,000**
Kitchenette for Klatt Building	**5,000**	5,000	0	0	0	**5,000**
Smartlocks for all Municipal facilities	**10,000**	10,000	0	0	0	**10,000**
Broughton Hall addition	**200,000**	200,000	0	0	0	**200,000**
	6,513,439	520,000	753,439	3,940,000	1,300,000	**6,513,439**

Changes from the last version of the budget presented to the CotW include: (a) reduction in well water investigation of $25k; (b) reduction in project SCORE to $60k; (c) Broughton Hall addition increased by $200k

2026 CAPITAL EXPENDITURES AND FUNDING

Surplus (Deficit)	13,214
Adjustments for non-cash items	
Amortization	720,603
MFA Actuarial Gain on Debt	(52,634)
Budgeted available cash	681,183
Less:	
Debt repayment	(383,957)
Transfer to Infrastructure reserve	(210,372)
Transfer to Land reserve	(98,606)
Cash contribution to (draw from) reserves	(11,752)

RESERVES

With an operating surplus, and adjusting for non-cash items, the Village would be required to draw down on general reserves by $12k in order to fund capital expenditures (0.5% tax rate increase to balance)

General Reserve

Opening General Reserve	1,697,050
Less: Draw from to Reserve	(11,752)
Closing General Reserve	1,685,298
General Reserve:	
Climate Action	119,338
Fire Truck	250,000
Curley Stewart	11,550
Recycle BC	154,431
General	1,149,979
	1,685,298

Reserves	Opening	Revenues	Interest	Expenditures	Closing
Infrastructure	1,290,413	210,372	37,472	(555,669)	982,588
Capital	709,005	0	20,588	0	729,593
Land	1,141,724	98,606	33,154	0	1,273,484
Gas tax	876,417	0	25,450	(535,000)	366,867
Curley Stewart	11,467	1,000	333	(1,250)	11,550
Climate Action	117,038	0	2,300	0	119,338
Recycle BC	109,431	45,000	0	0	154,431
Growing Communities Fund	181,520	0	0	(181,520)	0
Fire Truck Reserve	150,000	100,000	0	0	250,000
AZAP	3,940,000	0	0	(3,940,000)	0
CUBB.3	1,300,000	0	0	(1,300,000)	0
General	1,309,114	13,214	(119,297)	(53,052)	1,149,979
	11,136,129	468,192	0	(6,566,491)	5,037,830

Capital expenditures are funded from reserves

- Historically reserved funds such as Infrastructure, Gas Tax, Growing Communities
- Grant funded (AZAP)
- Debt funded (CUBB.3)

The General Reserve would be reduced by $12k to reflect the deficit in the operating budget

RESERVES DETAIL

5 Year Financial Plan 2026 - 2030

	2026	2027	2028	2029	2030
Revenues					
Taxation	2,103,715	2,166,827	2,231,832	2,298,787	2,367,750
Payments in Lieu of taxes	54,150	54,150	54,150	54,150	54,150
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	210,372	216,683	223,183	229,879	236,775
Utility Fees and Rates	1,555,650	1,633,433	1,715,104	1,800,860	1,890,903
Fees, Licenses and Permits	452,679	455,619	456,733	457,904	459,132
Grants	330,000	381,082	381,082	381,082	381,082
Other	261,836	231,370	236,769	186,369	178,058
Grand Total	**5,067,009**	**5,237,769**	**5,397,459**	**5,507,636**	**5,666,456**
Expenditures					
Amortization	720,603	684,573	650,344	617,827	586,936
General Government	1,277,802	1,231,342	1,260,313	1,290,202	1,321,047
Fire Services	500,496	510,907	521,694	532,873	544,462
Bylaw Services	193,400	183,200	187,634	192,104	196,691
Public Works	839,795	774,547	635,835	652,240	667,213
Planning and Development	52,565	50,661	51,815	53,000	54,217
Parks, Recreation and Facilities	264,473	261,038	266,558	272,835	278,570
Solid Waste	234,394	250,779	258,019	265,526	273,215
Wastewater	75,536	74,546	76,478	78,505	116,708
Water Fund	754,767	769,313	778,471	800,012	903,375
Interest Payments	139,963	116,049	115,383	115,706	67,148
Grand Total	**5,053,795**	**4,906,955**	**4,802,544**	**4,870,831**	**5,009,581**
Surplus/(Deficit)	**13,214**	**330,814**	**594,915**	**636,805**	**656,874**
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	720,603	684,573	650,344	617,827	586,936
MFA Actuarial Gain on Debt	(52,634)	(49,646)	(79,238)	(43,433)	(41,015)
Cash Surplus	**681,183**	**965,741**	**1,166,022**	**1,211,199**	**1,202,795**
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(383,957)	(370,004)	(356,025)	(333,189)	(277,779)
Capital Expenditures	(6,513,439)	-	-	-	-
Transfer from (to) Reserves	6,525,191	(280,448)	(488,207)	(549,525)	(589,634)
Transfer to Reserves - Infrastructure Levy	(210,372)	(216,683)	(223,183)	(229,879)	(236,775)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,607)
Financial Plan Balance	**0**	**0**	**0**	**0**	**0**

Village of Lions Bay
2026 Draft Budget
General Fund - Administration

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
Expenditures							
Amortization	374,276	363,321	502,731	668,347	502,731	0	n/a
Communications	67,146	82,751	112,967	57,977	59,716	(53,251)	-47.1%
Fiscal Charges	14,719	14,467	16,071	11,918	12,267	(3,804)	-23.7%
Insurance	49,967	64,012	54,695	58,300	66,974	12,279	22.4%
Internal Allocations	(65,216)	(67,825)	(69,860)	(69,860)	(71,257)	(1,397)	2.0%
Maintenance	4,434	7,979	5,732	7,186	7,402	1,670	29.1%
Material, Supplies and Equipment	20,447	21,881	35,429	19,534	20,120	(15,309)	-43.2%
Professional Fees / Contract Services	255,844	275,709	305,716	121,915	196,572	(109,144)	-35.7%
Salaries and Benefits	665,255	786,348	847,529	774,798	792,780	(54,749)	-6.5%
Sundry	2,149	2,375	1,621	3,987	4,059	2,437	150.3%
Training / Professional Development	5,396	11,602	10,821	31,646	22,595	11,774	108.8%
Utilities	1,352	1,278	2,352	2,122	2,185	(167)	-7.1%
Total Expenditures	**1,395,769**	**1,563,898**	**1,825,805**	**1,687,870**	**1,616,145**	**(209,660)**	-11.5%

Notes:

Professional fees includes Legal, Audit, and Municipal Planning Work
Municipal planning relates to:

OCP Visioning	$20,000
Bylaw Update	$50,000

Village of Lions Bay
2026 Draft Budget
General Fund - Public Works (Including Roads/Bridges/Drainage)

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
Expenditures							
Communications	18,313	59,733	33,191	12,943	13,331	(19,859)	-59.8%
Interest Payments	15,379	17,001	12,476	8,441	11,495	(981)	-7.9%
Insurance	17,097	17,989	22,645	18,982	19,552	(3,093)	-13.7%
Internal Allocations	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%
Maintenance	711,696	140,672	327,193	628,172	362,049	34,856	10.7%
Material, Supplies and Equipment	42,352	26,432	38,105	50,627	52,146	14,041	36.8%
Professional Fees / Contract Services	6,162	-	-	46,000	10,000	10,000	n/a
Salaries and Benefits	310,134	157,097	374,757	351,761	382,091	7,334	2.0%
Training / Professional Development	-	369	2,420	6,896	7,103	4,683	193.5%
Utilities	7,185	6,875	4,664	8,275	8,523	3,859	82.7%
Total Expenditures	**1,113,318**	**411,168**	**800,451**	**1,117,098**	**851,290**	**50,839**	6.4%

Notes

	2024 Actual	2025 Forecast	2025 Budget	2026 Budget
Total labour Costs				
Public Works	157,097	374,757	351,761	382,091
Water	535,143	388,638	427,347	451,595
Wastewater	31,783	23,133	21,114	22,433
Parks	182,550	138,799	126,685	134,596
Solid Waste	0	0	8,446	0
	906,573	925,327	935,353	990,715

Mainentance includes:	2025 Budget	2026 Budget
Mag Access Road Work	40,000	0

Village of Lions Bay
2026 Draft Budget
General Fund - Water

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
Water User Rates	1,048,665	1,103,076	1,162,404	1,158,229	1,216,141	57,911	5.0%
Secondary Suite Fees	7,071	10,127	8,500	8,475	1,103	(7,372)	-87.0%
Connection Fees	600	600	-	600	600	-	0.0%
Other - MFA Actuarial Gain	36,940	41,047	45,305	45,305	49,720	4,415	9.7%
Prompt Payment Discounts	(13,459)	(14,710)	(14,877)	(17,640)	(18,522)	(882)	5.0%
Total Revenues	**1,079,817**	**1,140,140**	**1,201,332**	**1,194,969**	**1,249,041**	54,072	4.5%
Expenditures							
Amortization	207,223	219,226	233,164	233,164	335,662	102,498	44.0%
Data Connectivity	12,755	11,651	14,512	10,922	11,250	328	3.0%
Interest Payments	66,898	85,962	75,619	127,892	127,531	(361)	-0.3%
Insurance	49,218	53,908	58,434	51,206	52,743	1,536	3.0%
Maintenance	74,033	175,795	81,205	114,627	87,250	(27,377)	-23.9%
Materials, Supplies and Equipment	18,785	22,100	34,695	32,849	33,684	835	2.5%
Professional Fees / Contract Services	17,138	24,923	45,251	94,609	17,927	(76,682)	-81.1%
Salaries and Benefits	307,906	535,143	388,638	427,347	451,595	24,248	5.7%
Sundry	2,644	921	1,452	2,652	2,732	80	3.0%
Training / Professional Development	2,256	2,896	1,677	6,100	6,283	183	3.0%
Utilities	15,973	15,939	13,819	17,240	17,757	517	3.0%
Internal Allocations	66,716	69,325	69,325	71,405	73,547	2,142	3.0%
Total Expenditures	**841,545**	**1,217,789**	**1,017,790**	**1,190,013**	**1,217,960**	**27,947**	2.3%
Surplus / (Deficit)	**238,272**	**(77,649)**	**183,542**	**4,956**	**31,081**		

Notes	
Water - Revenue (excluding MFA gain)	1,199,322
Water - Expenditures	1,217,960
Water - Deficit	(18,638)

Increase in Water Rate	Revenue	$ Increase
5%	1,216,141	
6%	1,227,723	11,582
7%	1,239,305	11,582
8%	1,250,888	11,582
9%	1,262,470	11,582
10%	1,274,052	11,582

*A 1% increase in user rate equals $11,505, or $18.51 per home

Village of Lions Bay
2026 Draft Budget
General Fund - Fire

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
Expenditures							
Communications	50,495	61,533	103,316	54,557	56,966	(46,350)	-85.0%
Fiscal Charges	56	9	120	120	120	-	0.0%
Interest Payments	679	305	200	490	123	(77)	-15.6%
Insurance	19,843	21,242	18,007	20,660	21,280	3,273	15.8%
Maintenance	46,478	117,686	244,119	164,334	154,400	(89,718)	-54.6%
Material, Supplies and Equipment	88,586	125,001	41,015	88,409	87,887	46,872	53.0%
Professional Fees / Contract Services	-	5,022	21,220	-	-	(21,220)	0.0%
Salaries and Benefits	147,183	132,053	104,337	157,188	160,199	55,862	35.5%
Training / Professional Development	12,403	11,206	6,564	15,796	15,820	9,256	58.6%
Utilities	1,100	1,540	1,045	3,713	3,825	2,779	74.8%
	366,823	**475,597**	**539,943**	**505,268**	**500,620**	(39,323)	**-7.8%**

Notes

Village of Lions Bay
2026 Draft Budget
General Fund - Solid Waste

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
Garbage User Fees	211,576	221,608	233,214	232,855	244,498	11,643	5.0%
Secondary Suite Fees	1,398	4,917	1,700	1,683	20,000	18,317	1088.4%
Miscellaneous Revenue (Recycle BC revenue)	28,939	29,186	43,449	26,990	45,590	18,600	68.9%
Prompt Payment Discounts	(4,804)	(5,175)	(5,187)	(5,926)	(6,222)	(296)	5.0%
Total Revenues	**237,109**	**245,774**	**273,176**	**255,602**	**303,866**	**48,263**	18.9%
Expenditures							
Mini-recycling depot	1,508	-	10,000	11,000	10,300	(700)	-6.4%
Collection Contract	62,104	56,997	67,997	62,988	64,878	1,890	3.0%
Recycle Removal Contract	47,846	62,306	56,147	63,964	65,883	1,919	3.0%
Green Waste Contract	73,073	72,096	73,129	81,392	83,833	2,442	3.0%
Salaries and Benefits	-	-	-	8,446	-	(8,446)	-100.0%
Internal Allocations	9,500	9,500	9,500	9,500	9,500	-	0.0%
Total Expenditures	**194,031**	**200,899**	**216,773**	**237,289**	**234,394**	**(2,895)**	-1.2%
Surplus / (Deficit)	**43,079**	**44,875**	**56,403**	**18,313**	**69,472**		

Notes	
Solid Waste - Revenue	303,866
Solid Waste - Expenditures	234,394
Solid Waste - Surplus	69,472

Increase in Solid Waste Rate	Revenue	$ Increase
5%	244,498	
6%	246,826	2,329
7%	249,155	2,329
8%	251,484	2,329
9%	253,812	2,329
10%	256,141	2,329

*A 1% increase in user rate equals $2,218, or $3.72 per home

Village of Lions Bay
2026 Draft Budget
General Fund - Bylaw

Notes		2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
	Expenditures							
1	Communications	4,922	13,234	4,643	2,292	2,360	(2,282)	-99.6%
2	Material, Supplies and Equipment	30,443	49,149	61,093	46,187	47,565	(13,528)	-29.3%
3	Professional Fees / Contract Services	6,977	-	-	5,750	5,750	5,750	100.0%
4	Salaries and Benefits	109,169	111,198	168,733	123,254	136,283	(32,450)	-26.3%
	Training / Professional Development	80	690	2,338	1,400	1,442	(896)	-64.0%
	Total Expenditures	**151,590**	**174,271**	**236,807**	**178,882**	**193,400**	**(43,407)**	-24.3%

Notes

Village of Lions Bay
2026 Draft Budget
General Fund - Emergency Services

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
Expenditures							
Communications	11,381	6,746	9,000	8,800	9,064	64	0.7%
Search and Rescue	2,110	-	2,000	2,652	2,732	732	36.6%
Emergency Support Services (ESS)	7,874	452	22,653	25,037	25,075	2,422	10.7%
Maintenance	7,235	10,435	5,884	6,412	6,604	720	12.2%
Material, Supplies and Equipment	5,464	1,175	983	3,122	2,185	1,203	122.4%
Professional Fees / Contract Services	44,823	20,900	24,067	22,100	30,000	5,933	24.7%
Battani Creek Debris Flow	-	159,052	484,530	-	-	(484,530)	-100.0%
Training / Professional Development	-	1,000	-	-	1,000	1,000	n/a
Utilities	998	4,481	5,487	1,273	1,311	(4,175)	-76.1%
Total Expenditures	**79,885**	**204,241**	**554,603**	**69,396**	**77,972**	**(476,632)**	-686.8%

Notes

2025 Battani Creek Debris Flow expenses are reimbursable by the Province, an associated revenue line item has been included in grants to offset this amount

Village of Lions Bay
2026 Draft Budget
General Fund - Wastewater

	2024 Budget	2024 Actual	2025 Budget	2025 Actual (forecast)	2026 Budget	Increase (Decrease) in Budget	%
Utility Fees and Rates	86,178	86,099	90,487	89,435	95,012	5,577	6.2%
Parcel Taxes	98,606	98,606	98,606	98,606	98,606	-	0.0%
Secondary Suite Fees	8,824	9,683	9,265	9,265	126	(9,139)	-98.6%
Connection Fees	-	-	-	-	-	-	n/a
Prompt payment discount	(1,811)	(1,652)	(1,902)	(1,683)	(1,997)	(314)	18.7%
Total Revenues	**191,797**	**184,021**	**196,457**	**195,623**	**191,747**	(3,876)	-2.0%
Expenditures							
Amortization	36,200	36,200	36,200	36,200	36,200	-	0.0%
Communications	999	1,981	1,029	2,233	1,060	(1,173)	-52.5%
Insurance	6,271	6,734	6,396	7,297	6,524	(773)	-10.6%
Maintenance	29,355	32,258	81,620	35,515	32,324	(3,190)	-9.0%
Material, Supplies and Equipment	2,120	-	2,184	1,252	2,249	997	79.6%
Salaries and Benefits	23,290	31,783	21,114	23,133	22,433	(700)	-3.0%
Sundry	2,326	463	2,432	1,000	2,543	1,543	154.3%
Training / Professional Development	1,060	-	1,092	1,000	1,125	125	12.5%
Utilities	3,090	8,528	3,183	4,595	3,278	(1,316)	-28.7%
Internal Allocations	4,000	4,000	4,000	4,000	4,000	-	0.0%
Total Expenditures	**108,711**	**115,279**	**159,250**	**116,225**	**111,736**	**(4,488)**	-3.9%

Notes

Wastewater - Revenue	191,747
Wastewater - Expenditures	111,736
Wastewater - Surplus	80,011
Less: Parcel Taxes (used to repay loan from Land Fund)	(98,606)
Wastewater - Deficit	(18,595)

Increase in Sewer Rate	Revenue	$ Increase
5%	93,907	
6%	94,801	894
7%	95,695	894
8%	96,590	894
9%	97,484	894
10%	98,379	894

*A 1% increase in user rate equals $905, or $10 per home

Village of Lions Bay
2026 Draft Budget
General Fund - Council

Notes		2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
	Expenditures							
1	Council Communication	4,197	2,829	724	1,973	2,032	1,308	66.3%
	Office Supplies	833	643	280	200	200	(80)	-40.0%
2	Professional Services	-	1,102	3,803	-	-	(3,803)	0.0%
2	Salaries and Benefits	54,454	57,771	60,399	59,461	56,960	(3,438)	-5.8%
3	Council Funded Events	1,032	808	2,000	2,000	2,000	-	0.0%
4	Election	25,028	-	2,694	31,500	12,500	9,806	31.1%
5	Conferences and training	4,612	9,232	5,668	10,300	10,609	4,941	48.0%
6	Association Dues / Memberships	2,068	1,533	1,697	1,538	1,584	(113)	-7.3%
7	Travel	1,266	480	532	515	530	(2)	-0.3%
	Total Expenditures	**93,489**	**74,398**	**77,797**	**107,488**	**86,417**	**8,620**	8.0%

Notes

Election costs

$31,500 was budgeted for the byelection in 2025, however ony $5,000 was used.

$12,500 included in budget for 2026 to add on reserve for election 2026, resulting in $39,000 in election reserve

Village of Lions Bay
2026 Draft Budget
General Fund - Building and Planning

Notes

	2023 Actual	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	Variance 2026 Budget to 2025 Forecast	%
Expenditures							
Communications	1,664	131	2,476	2,235	2,302	67	3.0%
Professional Fees / Contract Services	6,588	2,586	-	8,936	9,204	268	3.0%
Salaries and Benefits	29,311	36,063	32,588	34,076	36,701	2,625	7.7%
Sundry	-	809	-	796	820	24	3.0%
Training / Professional Development	2,290	706	3,239	1,494	1,539	45	3.0%
Community planning	-	-	3,301	2,000	2,000	-	100.0%
	39,853	**40,295**	**41,604**	**49,536**	**52,565**	**3,029**	6.1%

Notes

Village of Lions Bay
2026 Budget
2026 Budget Capital Requests - Funding

ID	LIKELI - HOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	$/RISK	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant/Loan funding remaining	Deferred to future years	2026 municipal funding required
PW	8	6	82,083	Universal water metering (Grant Funded)	3,940,000	-	3,940,000	-	3,940,000	-	-
PW	8	8	20,313	CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000	-	1,300,000	-	1,300,000	-	-
PW	5	7	35,000	HiTAP and successor projects	1,225,000	621,561	603,439	378,439	-	225,000	-
PW	7	8	4,732	Project SCORE (SCada Operations Rework - MAGIIC and HAWAII)	265,000	50,000	215,000	155,000	-	-	60,000
PW	5	5	8,000	pH water adjustment	200,000	-	200,000	-	-	-	200,000
PW	6	3	6,944	Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000	-	125,000	125,000	-	-	-
PW	6	3	5,556	Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000	-	100,000	-	-	100,000	-
PW	8	1	11,250	Creekview.1:Design to Replace 90m 8"CI	90,000	-	90,000	-	-	90,000	-
PW	7	3	2,381	Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000	-	50,000	50,000	-	-	-
FIRE2025-1	1	2	22,500	FIRE -Forklift/backhoe	45,000	-	45,000	45,000	-	-	-
PW	8	5	1,038	Oceanview from PRVs 2/3 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500	-	41,500	-	-	41,500	-
PW	5	5	1,000	Well Water Investigation	25,000	-	25,000	-	-	-	25,000
PW	5	5	800	Repair stairs front of Municipal Hall	20,000	-	20,000	-	-	-	20,000
PW	10	10	50	Kitchenette for Klatt Building	5,000	-	5,000	-	-	-	5,000
PW	5	5	400	Smartlocks for all Municipal facilities	10,000	-	10,000	-	-	-	10,000
ADMIN	5	5	8,000	Broughton Hall Addition	200,000	-	200,000	-	-	-	200,000
						-	-	-	-	-	-
					7,641,500	**671,561**	**6,969,939**	**753,439**	**5,240,000**	**456,500**	**520,000**

Capital Cost Remaining	(6,969,939)
Grant funding remaining	5,240,000
Draw from reserves (previously taxed)	753,439
Draw from reserves (current)	520,000
Deferred	456,500
	-

Village of Lions Bay
2026 Budget
2026 Budget Capital Funding (Supplementals)

ID	LIKELI - HOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	$/RISK	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant/Loan funding remaining	Deferred to future years	2026 municipal funding required
PW	8	6	82,083	Universal water metering (Grant Funded)	3,940,000	-	3,940,000	-	3,940,000	-	-
PW	5	7	35,000	HiTAP and successor projects	1,225,000	621,561	603,439	378,439	-	225,000	-
PW	7	8	4,732	Project SCORE (SCada Operations Rework - MAGIIC and HAWAII)	265,000	50,000	215,000	155,000	-	-	60,000
PW	5	5	8,000	pH water adjustment	200,000	-	200,000	-	-	-	200,000
PW	5	5	1,000	Well water investigation	25,000	-	25,000	-	-	-	25,000
PW	6	3	6,944	Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000	-	125,000	125,000	-	-	-
PW	7	3	2,381	Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000	-	50,000	50,000	-	-	-
FIRE2025-1	1	2	22,500	FIRE -Forklift/backhoe	45,000	-	45,000	45,000	-	-	-
PW	10	10	50	Kitchenette for Klatt Building	5,000	-	5,000	-	-	-	5,000
ADMIN	5	5	8,000	Broughton Hall Addition	200,000	-	200,000	-	-	-	200,000
PW	5	5	400	Smartlocks for all Municipal facilities	10,000	-	10,000	-	-	-	10,000
Total supplemental requests					6,090,000	671,561	5,418,439	753,439	3,940,000	225,000	500,000

Village of Lions Bay
2026 Budget
2026 Budget Capital Funding (Base)

ID	LIKELI - HOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	$/RISK	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant/Loan funding remaining	Deferred to future years	2026 municipal funding required
PW	8	8	20,313	CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000	-	1,300,000	-	1,300,000	-	-
PW	8	5	1,038	Oceanview from PRVs 2/6 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500	-	41,500	-	-	41,500	-
PW	6	3	5,556	Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000	-	100,000	-	-	100,000	-
PW	8	1	11,250	Creekview.1:Design to Replace 90m 8"CI	90,000	-	90,000	-	-	90,000	-
PW	5	5	800	Repair stairs front of Municipal Hall	20,000	-	20,000	-	-	-	20,000
Total base services capital expendituers					1,551,500	-	1,551,500	-	1,300,000	231,500	20,000

STAFF REPORT

DATE: 2025-11-12 **FILE:** FN-2025-005

TO: Council

FROM: Joe Chirkoff, Financial Officer

RE: **2026 - 2030 Five Year Financial Plan Bylaw**

BACKGROUND:

The bylaw has been recommended to Council by the Committee of the Whole for first and second reading. As per the Community Charter section 165(1), each year Council must adopt a five-year financial plan bylaw before adoption of the tax rate bylaw and before May 15.

OPTIONS:

1) Approve the recommendation above;
2) Amend the bylaw and grant first and second readings at the next Regular Council Meeting.

FOLLOW UP ACTION:

Assuming the first and second reading are given, the bylaw will be brought back to next meeting for third reading on December 2, 2025.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

RECOMMENDED RESOLUTION:

THAT the 2026 – 2030 Five Year Financial Plan Bylaw No. 632, 2026 be given first and second reading.

Respectfully submitted,



_____

Joe Chirkoff
Financial Officer

Attachments:

(1) 2026 - 2030 Five Year Financial Plan Bylaw No. 632, 2026.
(2) Schedule A – Consolidated Financial Plan
(3) Schedule B – Statement of Objectives and Policies

2026 – 2030 Five Year Financial Plan Bylaw No. 632, 2026

Adopted: ***, 2026

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

2026 – 2030 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 632, 2026

A bylaw to approve the Five Year Financial Plan for the years 2026 – 2030 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2023 to 2027 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2026 – 2030 Five Year Financial Plan Bylaw No. 632, 2026".**

2. The 2025 - 2029 Five Year Financial Plan Bylaw No. 632, 2025 (adopted on May 14, 2024) is hereby repealed.

3. The Council does hereby adopt the Five Year Financial Plan for the years 2026-2030 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

   Schedule A: Consolidated Financial Plan
   Schedule B: Statement of Objectives and Policies

READ A FIRST TIME	**XX, 2025**
READ A SECOND TIME	**XX, 2025**
READ A THIRD TIME	**XX, 2025**
ADOPTED	**XX, 2025**

_____
Mayor

_____
Corporate Officer

Certified a true copy of
2026 – 2030 Five Year Financial Plan
Bylaw No. 632, 2026 as adopted.

_____
Corporate Officer

5 Year Financial Plan 2026 - 2030

	2026	2027	2028	2029	2030
Revenues					
Taxation	2,103,715	2,166,827	2,231,832	2,298,787	2,367,750
Payments in Lieu of taxes	54,150	54,150	54,150	54,150	54,150
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	210,372	216,683	223,183	229,879	236,775
Utility Fees and Rates	1,555,650	1,633,433	1,715,104	1,800,860	1,890,903
Fees, Licenses and Permits	452,679	455,619	456,733	457,904	459,132
Grants	330,000	381,082	381,082	381,082	381,082
Other	261,836	231,370	236,769	186,369	178,058
Grand Total	**5,067,009**	**5,237,769**	**5,397,459**	**5,507,636**	**5,666,456**
Expenditures					
Amortization	720,603	684,573	650,344	617,827	586,936
General Government	1,277,802	1,231,342	1,260,313	1,290,202	1,321,047
Fire Services	500,496	510,907	521,694	532,873	544,462
Bylaw Services	193,400	183,200	187,634	192,104	196,691
Public Works	839,795	774,547	635,835	652,240	667,213
Planning and Development	52,565	50,661	51,815	53,000	54,217
Parks, Recreation and Facilities	264,473	261,038	266,558	272,835	278,570
Solid Waste	234,394	250,779	258,019	265,526	273,215
Wastewater	75,536	74,546	76,478	78,505	116,708
Water Fund	754,767	769,313	778,471	800,012	903,375
Interest Payments	139,963	116,049	115,383	115,706	67,148
Grand Total	**5,053,795**	**4,906,955**	**4,802,544**	**4,870,831**	**5,009,581**
Surplus/(Deficit)	**13,214**	**330,814**	**594,915**	**636,805**	**656,874**
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	720,603	684,573	650,344	617,827	586,936
MFA Actuarial Gain on Debt	(52,634)	(49,646)	(79,238)	(43,433)	(41,015)
Cash Surplus	**681,183**	**965,741**	**1,166,022**	**1,211,199**	**1,202,795**
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(383,957)	(370,004)	(356,025)	(333,189)	(277,779)
Capital Expenditures	(6,513,439)	-	-	-	-
Transfer from (to) Reserves	6,525,191	(280,448)	(488,207)	(549,525)	(589,634)
Transfer to Reserves - Infrastructure Levy	(210,372)	(216,683)	(223,183)	(229,879)	(236,775)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,607)
Financial Plan Balance	**0**	**0**	**0**	**0**	**0**

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In 2026, property taxes include a 3.0% tax increase and $210,372 of revenue from a 10% infrastructure levy that was initiated by Council in 2019. Grant revenue includes proceeds from infrastructure grants awarded, gas tax funding, and the small community grant. Utility fees and rates include a 5% increase in water, solid waste and wastewater user fees. The majority of fees, licenses and permits revenue comes from building permits, parking fines and parking meters. In 2021, the Village adopted a Parcel Tax Bylaw to recover the costs of a new Wastewater Treatment Plant over a ten year period.

Objective

- The municipality will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility, and where possible, a portion of amortization.
- Where feasible, the municipality charges user fees for services and reviews these fees annually.
- Apply for grant opportunities to cover the cost of infrastructure replacement.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	45.67%	2,314,087
Grants	6.51%	330,000
Utility Fees and Rates	30.70%	1,555,650
Fees, Licenses and Permits	8.93%	452,679
Other Revenue	6.24%	315,986
Parcel Taxes	1.95%	98,606
TOTAL	**100.0%**	**5,067,009**

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the municipality's services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The municipality will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The municipality sets the class multiple for recreation equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	
	2026	**2025**
Residential (1)	98.13%	98.13%
Utilities (2)	1.43%	1.43%
Business (6)	0.26%	0.26%
Recreation (8)	0.18%	0.18%
TOTAL	**100.00%**	**100.00%**

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
459	11/7/2025	A0007	Air Liquide Canada Ltd	459	78989985	Oxygen Medical	148.51
545	22/08/25	A0007	Air Liquide Canada Ltd	545	79139694	Oxygen	153.46
616	22/09/25	A0007	Air Liquide Canada Ltd	616	79234332	Oxygen	153.46
460	11/7/2025	A0009	ALS Canada Ltd	460	3311621415	Sample Handling	61.95
460	11/7/2025	A0009	ALS Canada Ltd	460	3311625155	Quote number: Standing Offer_V2 Submatri	1,597.82
499	24/07/25	A0014	Associated Fire Safety Equipment	499	00017397	Various Equipment	959.36
499	24/07/25	A0014	Associated Fire Safety Equipment	499	00017436	Hydraulic Oil Change	221.71
461	11/7/2025	A0014	Associated Fire Safety Equipment	461	00018130	Oil Hydraulic	194.61
499	24/07/25	A0014	Associated Fire Safety Equipment	499	00018214	Turboflaire	1,014.72
499	24/07/25	A0014	Associated Fire Safety Equipment	499	00018665	Accountability Name Tags	298.57
546	22/08/25	A0014	Associated Fire Safety Equipment	546	00018855	Low Profile Port-a-plate in PioneerPio	423.50
499	24/07/25	A0014	Associated Fire Safety Equipment	499	00018856	Accountaility Name Tags	218.07
520	8/8/2025	A0014	Associated Fire Safety Equipment	520	00019188	Turn Out Boots	723.69
572	27/08/25	A0014	Associated Fire Safety Equipment	572	00019604	Fire Fighter Uniforms	874.75
601	2/9/2025	A0014	Associated Fire Safety Equipment	601	00019787	Name Tags Plate Pioneer	1,075.68
617	22/09/25	A0014	Associated Fire Safety Equipment	617	00020007		243.08
617	22/09/25	A0014	Associated Fire Safety Equipment	617	00020030	Licence Plates Fire Rescue	1,086.76
617	22/09/25	A0014	Associated Fire Safety Equipment	617	00020397	SCOTT-Flow Test	3,097.59
462	11/7/2025	A0056	Andrew Sheret Limited	462	29-030273	Shower Valve	1,674.34
500	24/07/25	A0056	Andrew Sheret Limited	500	29-030336	4501SSX	408.09
522617	11/7/2025	A0092	Amazon Various CC Purchases	522617	0522617	Vehicle Dash Cam	106.38
20250703	3/7/2025	A0092	Amazon Various CC Purchases	20250703	250703	Saline Solution	100.74
5666617	14/07/25	A0092	Amazon Various CC Purchases	5666617	5666617_8636	Coded Key Box	40.31
8972237	15/08/25	A0092	Amazon Various CC Purchases	8972237	8972237	Compost Bags	124.78
20250910-3	10/9/2025	A0092	Amazon Various CC Purchases	20250910-3	CA%1G8C51VOI	213F7 Karter Scientific 100ml glass	37.64
CA51CGFQS3P01	29/07/25	A0092	Amazon Various CC Purchases	CA51CGFQS3P01	CA51CGFQS3P01	Sunglasses for Bylaw	29.11
20250910-2	10/9/2025	A0092	Amazon Various CC Purchases	20250910-2	CA51SMXEX1S6I	stony lab 2 pack	16.79
CA52KUZWKACCU	11/9/2025	a0092	Amazon Various CC Purchases	CA52KUZWKACCU	CA52KUZWKACCUI	Articulating Arm TV Wall Mount	63.44
CA548TJA8F0I	9/9/2025	A0092	Amazon Various CC Purchases	CA548TJA8F0I	CA548TJA8F0I	PoE Injector 48V Power Over Ethernet Ad	19.00
CA54EET34OEI	10/9/2025	A0092	Amazon Various CC Purchases	CA54EET34OEI	CA54EET34OEI	Termichy Baby Bottle Drying Rack	41.43
20250711	11/7/2025	A0092	Amazon Various CC Purchases	20250711	CA55XJ7QJ181	Rove Dash Cam	106.38
CA58CPCRVTCGI	15/08/25	A0092	Amazon Various CC Purchases	CA58CPCRVTCGI	CA58XPCRVRCGI	Uxcell 3 pcs Potentionmeter Knob Cover	11.19
CA5NGCEV1ROI	18/08/25	A0092	Amazon Various CC Purchases	CA5NGCEV1ROI	CA5NGCEV1ROI	Security Camera with Spotlights	167.99
CA5NT0EV1ROI	21/08/25	A0092	Amazon Various CC Purchases	CA5NT0EV1ROI	CA5NT0EV1ROI	Security Camera with Spotlight	126.92
CA5NWEEV1ROI	21/08/25	A0092	Amazon Various CC Purchases	CA5NWEEV1ROI	CA5NWEEV1ROI	Camera with Spot Light	158.66
618	22/09/25	A0098	Advance Truck & Heavy Duty Repairs	618	21153	Truck Inspection Diagnosies	2,040.05
618	22/09/25	A0098	Advance Truck & Heavy Duty Repairs	618	21156	Truck Inspection Repairs Diagnostics	2,116.47
618	22/09/25	A0098	Advance Truck & Heavy Duty Repairs	618	21265	Trailer Inpsection Move Hitch	454.89
618	22/09/25	A0098	Advance Truck & Heavy Duty Repairs	618	21266	Truck Inspecton replace Oil Cap	1,519.85
619	22/09/25	A0104	Atlas Heavy Duty Repairs Ltd.	619	1228	420D Back Hoe Inspection	448.00
521	8/8/2025	B0018	BC Assessment Authority	521	2025 Taxes	2025 Tax Assessment	45,145.04
10106455624	18/07/25	B0028	BC Hydro	10106455624	101016455624	400 BUS SHELTER	19.25
20250728	28/07/25	B0028	BC Hydro	20250728	101016485488	OVERHEAD STREET LIGHTING	318.93
20250813	13/08/25	B0028	BC Hydro	20250813	101016485489	ORNAMNTAL STREET LIGHTING	136.35
1.03016E+11	14/07/25	B0028	BC Hydro	1.03016E+11	103016347167	ORNAMENTAL STREET LIGHTING	136.35
20250926-2	26/09/25	B0028	BC Hydro	20250926-2	10301649219	OVERHEAD STREET LIGHTING	318.93
1.03016E+11	25/08/25	B0028	BC Hydro	1.03016E+11	103016492192	OVERHEAD STERET LIGHTING	318.93
1.04016E+11	15/07/25	B0028	BC Hydro	1.04016E+11	104016366823	535 UPPER BAYVIEW	133.36
1.13016E+11	11/8/2025	B0028	BC Hydro	1.13016E+11	113016155418	250 BAYVIEW RD	63.01
1.13016E+11	15/09/25	B0028	BC Hydro	1.13016E+11	113016192271	400 CENTRE ROAD LIBRARY	330.25
1.13016E+11	15/09/25	B0028	BC Hydro	1.13016E+11	113016192272	400 CENTRE ROAD OFFICE	297.33
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034696	CHLORINATION PLANT	671.38
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034697	PUMP ON TIMBERTOP	39.99
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034698	RESCUE BUILDING 410 CENTRE ROAD	456.48
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034699	LIONS BAY AVE	41.81
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034700	400 CENTrE ROAD LIBRARY	240.45
1.14016E+11	15/07/25	B0028	BC Hydro	1.14016E+11	114016034701	400 CENTRE ROAD	341.94
1.26E+11	18/08/25	B0028	BC Hydro	1.26E+11	126000038223	400 CENTRE RD BUS SHELTER	18.83
1.27E+11	22/09/25	B0028	BC Hydro	1.27E+11	127000068087	535 UPPER BAYVIEW	13.18
20250915	15/09/25	B0028	BC Hydro	20250915	127000068087-D	Paymnet Received on Account -	50.75
20250916	16/09/25	B0028	BC Hydro	20250916	130000058860	CHLORINATION PLANT	424.26
1.3E+11	10/9/2025	b0028	BC Hydro	1.3E+11	130000058862	410 CENTRE ROAF/KLATT	364.76
1.3E+11	15/09/25	b0028	BC Hydro	1.3E+11	130000058863	LIONS BAY AVE	41.55
1.3E+11	15/09/25	B0028	BC Hydro	1.3E+11	13333358861	PUMP ON TIMBERTOP	41.13
1.37E+11	25/08/25	B0028	BC Hydro	1.37E+11	137000044744	OVERHEAD STREET LIGHTING	318.93
1.37E+11	11/9/2025	B0028	BC Hydro	1.37E+11	137000044745	ORNAMENTAL STREET LIGHTING	136.35
1.44E+11	7/8/2025	B0028	BC Hydro	1.44E+11	144000029286	295 MOUNTAIN	59.93
1.46E+12	15/08/25	B0028	BC Hydro	1.46E+12	1460000127993	N OF PERRYWINKLE	457.36
1.46E+11	15/08/25	B0028	BC Hydro	1.46E+11	146000027992	TOP OF OCEANVIEW	891.13

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
1.46E+11	15/08/25	B0028	BC Hydro	1.46E+11	146000027994	TIDEWATER WAY	380.41
1.46E+11	15/08/25	B0028	BC Hydro	1.46E+11	146000027995	BRUNSWICK PIT	262.97
1.48E+11	10/9/2025	B0028	BC Hydro	1.48E+11	148000039952	BUS SHELTERS	20.06
602	2/9/2025	B0031	BA Blacktop Ltd	602	68000268	Bridge Spalling Repair	12,802.66
32117	24/07/25	B0032	Broughton Brenda	32117	GIA-2025-08	Remembrance Ceremonies	350.00
547	22/08/25	B0053	Butler Dave	547	BP25-14	BP5-14 Damage Deposit Return	1,500.00
32133	8/8/2025	B0068	Brandvold Construction	32133	BP22-12	BP22-12 Damage Deposit Return	3,000.00
501	24/07/25	B0077	Berry William G	501	BP21-19	BP21-19 DD Return	3,000.00
522	8/8/2025	B0083	BC Stamp Works Ltd	522	22765	Ink Pads Replacement Stamp	75.93
112015	13/07/25	B0101	Bell Mobility Inc.	112015	112015	Data for Tablets	112.01
20250930	30/09/25	B0101	Bell Mobility Inc.	20250930	20250913	Monthly Cell Phones/Ipads FIRE	86.00
20250902-1	2/9/2025	B0101	Bell Mobility Inc.	20250902-1	250902	FD Mobility I Pads	71.00
95210	13/07/25	B0101	Bell Mobility Inc.	95210	95210	Firetruck Data	95.21
502	24/07/25	B0140	Brown Mary	502	20250711	Tactical Back Packs Paddle Board Projec	813.11
603	2/9/2025	B0140	Brown Mary	603	20250901	ESS Services	3,150.00
573	27/08/25	B0140	Brown Mary	573	250701	EPC Contract Fee & Adm	3,200.00
573	27/08/25	B0140	Brown Mary	573	250801	EPC Contract Fee	3,150.00
463	11/7/2025	B0148	BGC Engineering Inc.	463	4042144	24-8700	8,875.13
463	11/7/2025	B0148	BGC Engineering Inc.	463	4044182	Battani Creek	11,995.73
523	8/8/2025	B0148	BGC Engineering Inc.	523	4044710	Professional Services	28,944.83
620	22/09/25	B0148	BGC Engineering Inc.	620	4045910	Battani Creek Professional Services	26,315.10
32113	11/7/2025	B0172	Baker Patricia	32113	250708-01	Garden Supplies	361.28
739957	17/09/25	B0180	Breka Bakery & Cafe	739957	739957	Meal @ UBCM (RB)	46.50
32114	11/7/2025	C0027	Cam Clark Ford	32114	563271	PERFORM REGULAR SCHEDULED MAINTENANCE.	1,310.26
32114	11/7/2025	C0027	Cam Clark Ford	32114	563381	Truck Servicing & Maitenance	554.35
32114	11/7/2025	C0027	Cam Clark Ford	32114	563444	POWERTRAIN CONTROL MODULE PCM REPROGRAMM	497.97
79451	5/8/2025	C0036	CivicInfo BC	79451	99554 M	RB CAMA Membership	336.00
621	22/09/25	C0041	Crystalview Pool & Spa	621	307683	Aqua Neutralizer	200.93
464	11/7/2025	C0042	CUPE - Local 389	464	PP13 - 2025	PP13 - 2025	798.33
464	11/7/2025	C0042	CUPE - Local 389	464	PP14 - 2025	Pp14 - Payroll Deductions	773.86
503	24/07/25	C0042	CUPE - Local 389	503	PP15 - 2025	PP15 Union Dues	799.45
524	8/8/2025	C0042	CUPE - Local 389	524	PP16 - 2025	PP16 Union Dues	802.96
548	22/08/25	C0042	CUPE - Local 389	548	PP17 - 2025	PP17 CUPE Deductions	783.15
604	2/9/2025	C0042	CUPE - Local 389	604	PP18 2025	PP18 2025	818.37
622	22/09/25	C0042	CUPE - Local 389	622	PP19 2025	PP19 2025 Union Dues	776.09
465	11/7/2025	C0046	ClearTech Industries Ltd	465	INV1167848	SH1245 Sodium Hypochlorite 12% NSF	2,334.74
549	22/08/25	C0046	ClearTech Industries Ltd	549	INV1175900	Chlorine & Container	2,350.49
525	8/8/2025	C0125	Coastal Ford	525	14P10127	13473SC	44.44
623	22/09/25	C0125	Coastal Ford	623	14S14539	Rekeying Programmable	483.46
623	22/09/25	C0125	Coastal Ford	623	14S14549	New Key	483.46
466	11/7/2025	C0128	Custom Air Conditioning Ltd.	466	399557	Planned Maitenance	647.59
466	11/7/2025	C0128	Custom Air Conditioning Ltd.	466	399817	Service Technician	1,712.66
92470	29/09/25	C0140	Canadian Tire	92470	092470	Microwave Oven Office	342.43
202507281	28/07/25	C0146	Constant Contact	202507281	20250728	Village Update Newsletter Platform	527.43
574	27/08/25	C0147	Cascade Wear BC Ltd.	574	5018	Name Tags	124.32
504	24/07/25	C0147	Cascade Wear BC Ltd.	504	5149	Embroidered Name Tags	42.56
504	24/07/25	C0147	Cascade Wear BC Ltd.	504	5150	Embroidered Name Tag	21.28
550	22/08/25	C0147	Cascade Wear BC Ltd.	550	5167	Embroidered Name Tags	124.32
605	2/9/2025	C0147	Cascade Wear BC Ltd.	605	5175	Jacket	936.32
32146	27/08/25	C0185	Canadian Springs	32146	23576060 082125	Top Load cooler	20.12
32134	8/8/2025	C0185	Canadian Springs	32134	23576060072425	Water	191.54
467	11/7/2025	C0194	Carollo	467	FB68370	VLB Highway Tank Replacement	7,287.00
467	11/7/2025	C0194	Carollo	467	FB68572	203013 - VLB Highway Tank Replacement	1,958.88
467	11/7/2025	C0194	Carollo	467	FB68573	204159 - VLB - CUBB3 Watermain	12,496.84
551	22/08/25	C0194	Carollo	551	FB70262	VLB Water Tank Replacement	12,502.35
551	22/08/25	C0194	Carollo	551	FB70275	VLB Highway Tank Replacement	13,312.69
551	22/08/25	C0194	Carollo	551	FB70276	VLB Highway Water Tank Replacement	7,077.84
551	22/08/25	C0194	Carollo	551	FB70357	VLB - Universal Metering Plan Support	9,230.69
606	2/9/2025	C0202	Cote Adrien	606	FD250828-04	Food for Training Meal	288.85
526	8/8/2025	C0206	Corporate Electric	526	48412	Electrical Services	55,642.79
505	24/07/25	C0206	Corporate Electric	505	48414	Municipal Hall A/C Unit Installations.	13,247.65
527	8/8/2025	C0207	Conner Catriona	527	FD250806-01	VOL FF Meals & Training	241.96
50572566	29/07/25	C0208	BC Gazette	50572566	0034739901	R McLAighlin Announcement	68.23
624	22/09/25	C0209	Coimbra Gabriel	624	F250919-05	Training Meals Walmart	55.97
7.36121E+11	16/09/25	C0210	Cleverbridge (ptd)	7.36121E+11	AKD-73612147599	Modbus Suite (US $2232.16)	3,168.83
31270	17/09/25	C0211	City of Victoria	31270	20250922	Parking UBCM	15.00
86112	23/09/25	C0211	City of Victoria	86112	20250923	Parking UBCM	15.00
311664	24/09/25	C0211	City of Victoria	311664	20250924	Parking UBCM	15.00
76360	25/09/25	C0211	City of Victoria	76360	20250925	Parking UBCM	15.00

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
585	27/08/25	D0060	Dan's Forklifts Ltd.	585	168307	Check broken exhaust system.	1,327.29
32118	24/07/25	D0077	Dudley John	32118	GIA-2025-03	2025 GIA Contribution	1,500.00
468	11/7/2025	D0091	DS Tactical	468	151379	Fit Out Gear	2,709.06
468	11/7/2025	D0091	DS Tactical	468	151843	Oants Fit out gear	660.18
506	24/07/25	D0091	DS Tactical	506	153529	Fit Out Gear	236.59
506	24/07/25	D0091	DS Tactical	506	153530	Boots	214.19
506	24/07/25	D0091	DS Tactical	506	154158	Fit Out Gear	1,832.22
607	2/9/2025	D0091	DS Tactical	607	157078	Boots	269.90
519	24/07/25	D0143	David Pink	519	FP25-03 DDR	FP25-03 Deposit Return	5,000.00
469	11/7/2025	E0070	E-COMM	469	25-0469	Radio Equipment LEVY	14,698.00
625	22/09/25	E0070	E-COMM	625	25-0633	Radio Replacements	38,969.72
625	22/09/25	E0070	E-COMM	625	25-0751	UE levy for 2023 and 2024 between	100.00
470	11/7/2025	E0072	EOCP - Environmental Operators	470	158683	Facility Annual Dues - WD II x 1 Qty	210.00
470	11/7/2025	E0072	EOCP - Environmental Operators	470	159227	Facility Annual Dues - WT I x 1 Qty	105.00
470	11/7/2025	E0072	EOCP - Environmental Operators	470	159228	Facility Annual Dues - WT I x 1 Qty	105.00
608	2/9/2025	E0074	Endress & Hauser	608	3003411124A	Water Quality Panel	49,889.10
626	22/09/25	E0100	Edwards Hunter	626	20250904-02	Training Meals	190.02
507	24/07/25	E0100	Edwards Hunter	507	FD250716-03	Traing Meals	114.74
552	22/08/25	E0101	EXP Services Inc	552	904555	Kelvin Grove Way Safety Barrier Realignm	4,725.00
627	22/09/25	E0101	EXP Services Inc	627	907957	Village of Lions Bay Bus Stop	2,176.13
32135	8/8/2025	F0077	Frontier Power Products Ltd.	32135	78847	PW13015 Perform Annual Inspection	1,449.22
32135	8/8/2025	F0077	Frontier Power Products Ltd.	32135	78869	PW13015 Annual Inpsection	1,753.83
553	22/08/25	F0077	Frontier Power Products Ltd.	553	79203	Harvey Creek Inspection	1,267.11
553	22/08/25	F0077	Frontier Power Products Ltd.	553	79204	Magnesia Creek Treatment Plant	1,594.93
553	22/08/25	F0077	Frontier Power Products Ltd.	553	79206	John Deere	1,913.99
553	22/08/25	F0077	Frontier Power Products Ltd.	553	79408	Kelvin Grove Park	4,813.18
576	27/08/25	F0077	Frontier Power Products Ltd.	576	79715	Annual Inpsecton	1,523.40
528	8/8/2025	F0095	Flashpoint Fuels Ltd.	528	115824	Removal of Fuel Tank	1,607.35
508	24/07/25	F0102	Fountain Tire Delta Truck Centre	508	104I138498	= ("Rotation Commercial Truck (Up to 19.5")")	177.41
471	11/7/2025	F0108	Fouchereau Orianne	471	FD250707-01	Training Meals	231.73
628	22/09/25	F0108	Fouchereau Orianne	628	FD250919-06	Special Event Licence BCLC	155.89
509	24/07/25	F0113	Frontera Forest Solutions Inc	509	2487	Firesmart	2,462.36
554	22/08/25	F0117	Flocor	554	7101472	683283 MUELLER EZ TAP MACHINE	8,148.00
555	22/08/25	F0118	Foster Matthew	555	FD250815-02	Training Meals	89.32
32147	2/9/2025	F0120	Fedorchuk Luke	32147	FD250828-03	Food for Training Meals	131.75
629	22/09/25	G0078	G E Koba Enterprises Inc	629	90047	Fast Patch ductile iron reducer	2,838.31
20250805	5/8/2025	G0079	GFOA BC	20250805	E-41185	JC Workshop Budgeting Best Practices	603.75
472	11/7/2025	G0113	GardenWorks	472	T1-403400	Moss Hanging Baskets	1,343.91
577	27/08/25	G0117	Gescan	577	17270025-00	CONN TECK 1/2in 0.65	235.83
473	11/7/2025	G0137	GFL Environmental Inc.	473	WF0000341732	POrtable Toilet Service	3,538.17
529	8/8/2025	G0137	GFL Environmental Inc.	529	WF0000343216	Porta Potty Maitenance	4,080.84
630	22/09/25	G0137	GFL Environmental Inc.	630	WF0000344722	Porta Potties	4,892.48
510	24/07/25	G0145	Group Health North	510	9027156	Group Coverage 34 Members x $73.00	3,175.00
32136	8/8/2025	G0146	Gauer Ben	32136	BP25-05	BP25-05 Damage Deposit Return	1,500.00
86810	18/09/25	G0147	Goldie's Donuts & Bakery	86810	1104	Staff Appreciation	66.74
474	11/7/2025	H0075	Howe Sound Equipment Ltd	474	106242	200ML 2 STROKE MIX OIL	43.54
511	24/07/25	H0075	Howe Sound Equipment Ltd	511	106818	REPLACE BROKEN THROTTLE PARTS	84.16
631	22/09/25	H0075	Howe Sound Equipment Ltd	631	108357	14 118 1DP-20MM TACTI-CUT	362.88
475	11/7/2025	H0107	Hach Sales & Service Canada LP	475	378773	TEST STRIP PH LOW RANGE BTL/50	1,232.57
475	11/7/2025	H0107	Hach Sales & Service Canada LP	475	380310	REAGENT SET CHLORINE FREE CL17	819.84
556	22/08/25	H0138	Heidelberg Materials	556	7068980	Roadbase	1,466.38
512	24/07/25	H0139	Heartwood Tree Consulting	512	0001068	Hazard Trees Assessment removal	8,253.00
632	22/09/25	H0149	Hero Culture	632	125043	STORMTECH MENS LOTUS H2X-DRY SHORT SLEEV	3,309.88
633	22/09/25	H0151	Halabura Cody	633	FD20250904-01	Training Meals	63.16
32137	8/8/2025	H0151	Halabura Cody	32137	FD250626-03	Headlight & Blinkers	43.24
32120	24/07/25	H0151	Halabura Cody	32120	FD250715-01	Training Meals	99.74
32143	22/08/25	H0151	Halabura Cody	32143	FD250815-01	Water for Hall	68.90
32121	24/07/25	H0152	Harkins Noah	32121	FD250716-01	Training Meals	93.45
20250723-1	23/07/25	H0153	Hammer & Axe Leathercraft	20250723-1	0000004	Duty Belts	3,133.00
32132	29/07/25	I0047	Insurance Corporation of BC	32132	20250729	Fleet Insurance for 2025 (Works)	17,975.00
29652	25/09/25	I0058	ICBC	29652	25Sep2025	Fleet Insurance:RY4331 & CL3461	1,832.00
6909	10/7/2025	I0065	Inbiz in Sea to Sky	6909	26347	New Business Cards	386.40
634	22/09/25	J0069	Jury Mike	634	FD250919-04	Silberline Locksmith	67.20
476	11/7/2025	J0084	JTE Consulting Ltd.	476	06-0625-LB-Bch	Beach Park Design PM	2,087.59
530	8/8/2025	J0084	JTE Consulting Ltd.	530	07-0725-LB-Bch	Beach Park	2,004.35
609	2/9/2025	J0084	JTE Consulting Ltd.	609	08-0825-LB-Bch	LB Beach Park	1,718.01
557	22/08/25	K0069	Kerr Wood Leidal	557	109843	August 2024 Invoice	447.30
477	11/7/2025	K0069	Kerr Wood Leidal	477	115206	Data Server Access	151.20
513	24/07/25	K0069	Kerr Wood Leidal	513	115714	Data Server	151.20

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
578	27/08/25	K0069	Kerr Wood Leidal	578	116234	Data Server	151.20
67432	16/07/25	L0048	Lions Bay General Store & Cafe	67432	#FuSe	Staff Meeting	52.50
79017	3/7/2025	L0048	Lions Bay General Store & Cafe	79017	#PnSP	Milk	7.30
80073	7/7/2025	L0048	Lions Bay General Store & Cafe	80073	#VK2r	Supplies	25.10
34247	6/8/2025	L0052	Local Government Management Associatic	34247	E-34247	CAO Dinner LGMA	103.95
32122	24/07/25	L0065	Lions Bay Historical Society	32122	GIA-2025-04	GIA 2025 Contribution	585.00
32123	24/07/25	L0071	Lions Bay Events Committee	32123	GIA-2025-02	2025 GIA Contribution	5,000.00
478	11/7/2025	L0090	Lidstone & Company	478	61290	10096-050	2,037.30
478	11/7/2025	L0090	Lidstone & Company	478	61291	10096-080	3,791.53
478	11/7/2025	L0090	Lidstone & Company	478	61292	10096-085	840.57
478	11/7/2025	L0090	Lidstone & Company	478	61293	10096-122	501.76
478	11/7/2025	L0090	Lidstone & Company	478	61294	10096-123	4,997.17
478	11/7/2025	L0090	Lidstone & Company	478	61295	10096-126	109.76
558	22/08/25	L0090	Lidstone & Company	558	61901	10096-050 CAO Enquiries	2,867.77
558	22/08/25	L0090	Lidstone & Company	558	61902	Mayor Enquiries	88.48
558	22/08/25	L0090	Lidstone & Company	558	61903	10096-085	8,428.50
558	22/08/25	L0090	Lidstone & Company	558	61904	10096-119	229.60
558	22/08/25	L0090	Lidstone & Company	558	61905	10096-127 2025	2,066.40
558	22/08/25	L0090	Lidstone & Company	558	61906	10096-126	456.96
558	22/08/25	L0090	Lidstone & Company	558	61907	10096-123	4,355.96
558	22/08/25	L0090	Lidstone & Company	558	62078	10096-085	806.40
635	22/09/25	L0090	Lidstone & Company	635	62288	File: 10096-050	494.49
635	22/09/25	L0090	Lidstone & Company	635	62289	File: 10096-085 Sundry Labour Employmen	2,620.80
635	22/09/25	L0090	Lidstone & Company	635	62290	Battani Creek	2,913.41
635	22/09/25	L0090	Lidstone & Company	635	62291	File: 10096-127: 2025 Harrassment Compla	368.65
635	22/09/25	L0090	Lidstone & Company	635	62292	File: 10096-127 Harrassment	321.44
635	22/09/25	L0090	Lidstone & Company	635	62293	File: 10096-128; Building Bylaw	5,883.93
32124	24/07/25	L0134	Lions Bay Seniors Social Circle	32124	GIA-2025-07	GIA 2025 Contribution	3,000.00
479	11/7/2025	M0060	McRae's Environmental Services Ltd	479	559150	Vac Truck Services	2,998.80
559	22/08/25	M0060	McRae's Environmental Services Ltd	559	562003	Video Inspection 79 Kelvin Grove	4,256.91
559	22/08/25	M0060	McRae's Environmental Services Ltd	559	562004	Sewer Line Video Inspections	3,763.62
559	22/08/25	M0060	McRae's Environmental Services Ltd	559	562005	Video of Sewer Plant	4,256.91
658	25/09/25	M0063	Metro Vancouver Regional District	658	2025 Tax Fee	2025 Tax System Fee	156.00
658	25/09/25	M0063	Metro Vancouver Regional District	658	2025 Tax Req	2025 Annual Tax Requisition	83,378.00
636	22/09/25	M0063	Metro Vancouver Regional District	636	FA22-01 2025	MFA Loan 142 & 150	22,916.96
20250703-1	3/7/2025	M0064	Municipal Finance Authority	20250703-1	20250703	Short Term Loan Payment	3,625.00
250805	5/8/2025	M0064	Municipal Finance Authority	250805	20250805	Short Term Loan Payment	3,625.00
20250903	3/9/2025	M0064	Municipal Finance Authority	20250903	20250903	Loan Payment	3,625.00
W000487455	11/7/2025	M0074	Municipal Pension Plan	W000487455	PP14 - 2025	PP14 - 2025	8,908.84
20250725	25/07/25	M0074	Municipal Pension Plan	20250725	PP15 2025	MPP 2025 Contributions	8,898.96
W000489939-1	8/8/2025	M0074	Municipal Pension Plan	W000489939-1	PP16 2025	PP16 2025 Benefits	8,983.89
W000491217	22/08/25	M0074	Municipal Pension Plan	W000491217	PP17 - 2025	MPP Contributions	8,983.89
W000492221	5/9/2025	M0074	Municipal Pension Plan	W000492221	PP18 2025	PP18 2025 Benefits	8,905.95
W000493679	18/09/25	M0074	Municipal Pension Plan	W000493679	PP19 2025	PP19 2025	8,898.96
480	11/7/2025	M0114	Ministry Of Citizens Services	480	95691572	DRESS ALLDRESS ADH ABS 15X15CM	70.08
480	11/7/2025	M0114	Ministry Of Citizens Services	480	95695436	ELECTRODE PAD DEFIB	941.26
531	8/8/2025	M0114	Ministry Of Citizens Services	531	95709529	Supplies	302.20
579	27/08/25	M0201	MATEC Consultants Ltd.	579	25196	Annual Inspection	1,181.25
32138	8/8/2025	M0209	Ministry of Water Land and Resources	32138	021766-2025	Water Licences for 2025	1,270.65
637	22/09/25	M0221	Medina Teresa	637	FD250918-01	Fire Fighters Day Supplies	197.47
637	22/09/25	M0221	Medina Teresa	637	FD250919-01	Fire Fighter Day Supplies	343.49
481	11/7/2025	M0228	Montano Master Cleaning LTD	481	271	Cleaning APRIL MAY JUN	3,344.25
638	22/09/25	M0228	Montano Master Cleaning LTD	638	304	July 2 9 16 23 30 AUG 6 13 20 27	2,315.25
482	11/7/2025	M0233	MNP llp	482	12543835	2024 Audit	11,576.25
532	8/8/2025	M0233	MNP llp	532	12602834	2024 Audit 2nd Installment	11,576.25
32125	24/07/25	M0241	Miles-Maclas Oliver	32125	FD250716-04	Training Meals	198.82
639	22/09/25	N0081	North Shore Pest Detective Ltd	639	019025756	400 Centre Road	105.00
560	22/08/25	N0081	North Shore Pest Detective Ltd	560	019025764	410 CENTRE ROAD	99.75
639	22/09/25	N0081	North Shore Pest Detective Ltd	639	019025765	410 Centre Road	99.75
560	22/08/25	N0081	North Shore Pest Detective Ltd	560	019032314	5 TIDEWATER WAY	131.25
639	22/09/25	N0081	North Shore Pest Detective Ltd	639	019032315	5 Tidewater Way	131.25
580	27/08/25	N0081	North Shore Pest Detective Ltd	580	19032312	5 Tidewater Way	131.25
580	27/08/25	N0081	North Shore Pest Detective Ltd	580	19032313	5 Tidewater Way	131.25
514	24/07/25	N0095	New-Line Hose & Fittings	514	IN2615883	= ("2" STANDARD VITON RUBBER CAMLOCK GASKET")	76.00
533	8/8/2025	N0095	New-Line Hose & Fittings	533	IN2625175	Hose Fittings	103.04
561	22/08/25	N0098	North Yards Contracting Ltd.	561	5898	Engine 2 Maitenance	41,326.26
581	27/08/25	N0098	North Yards Contracting Ltd.	581	5947	AUG.14/25 - MVI DONE ON SPARTAN TRUCK -	416.36
581	27/08/25	N0098	North Yards Contracting Ltd.	581	5948	-AUG.14/25 - MVI DONE ON UNIT 23	416.36
20250801-01	1/8/2025	P0025	Pacific Blue Cross	20250801-01	1717989	Health Premiums	4,436.22

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
20250901	1/9/2025	P0025	Pacific Blue Cross	20250901	20250820	August Benefits	4,421.49
20250926	26/09/25	P0038	Pitney Bowes Canada	20250926	250926	Postage Machine	85.14
640	22/09/25	P0064	Pika Pump & Compressor Services Ltd.	640	25534	DV Piston Compressor Service	455.32
1703617	1/7/2025	P0097	Pacific Bark Blowers Inc.	1703617	1703617	Monthly Premiums	4,458.32
61664	3/7/2025	P0123	Parkway Crew	61664	49526	Tow	246.94
483	11/7/2025	P0132	Peacock Tegan	483	FD250625-02	Hall Supplies	45.62
483	11/7/2025	P0132	Peacock Tegan	483	FD250626-02	Training & Hall	273.49
610	2/9/2025	P0132	Peacock Tegan	610	FD250828-01	Hall Supplies	95.64
484	11/7/2025	P0137	PayByPhone	484	INVPBP-HQ-16455	Processing Fees Parking	3,396.42
484	11/7/2025	P0137	PayByPhone	484	INVPBP-HQ-16456	Parking Transaction Fees	4,650.96
485	11/7/2025	P0142	Parent Marc	485	BP23-06 DD	BP23-06 Damage Deposit Return	3,000.00
32139	8/8/2025	P0143	Phil's Batteries & More Inc.	32139	179921	20 12 Volt 7.2 AH AGM Battery	659.68
11009904762	24/09/25	Q0044	Quality Inn	11009904762	1009904762	Room for UBCM Conference	788.36
32126	24/07/25	R0029	Rodgers Norma	32126	GIA-2025-01	2025 GIA Lions Bay Bear Smart	400.00
486	11/7/2025	R0053	Ramtech Environmental Products	486	5915-G442	Trojan Sleeve O'Ring Harvey Creek	13,785.61
534	8/8/2025	R0053	Ramtech Environmental Products	534	5989-G515	Water Testing Supplies	9,727.61
SCO94969496	30/07/25	R0059	RICOH Canada Inc.	SCO94969496	SCO94969496	Photocopies	1,072.04
20250801-1	1/8/2025	R0061	RFS Canada/ GE	20250801-1	5035042176	Photocopier Lease	512.96
5035411487	30/08/25	R0061	RFS Canada/ GE	5035411487	5035411487	Photocopier Lease	512.96
230725-1	23/07/25	R0065	Revenue Canada	230725-1	PP14	PP14 Payroll Deductions	12,981.46
8BOXw-1266564	10/7/2025	R0065	Revenue Canada	8BOXw-1266564	PP14 2025	PP14 Payroll Deductions	17,691.54
8DfiL-3693057	25/07/25	R0065	Revenue Canada	8DfiL-3693057	PP15 - 2025	PP15 Payroll Deductions	18,891.87
20250807	8/8/2025	R0065	Revenue Canada	20250807	PP16 2025	PP16 2025 Payroll Deductions	16,052.19
8lriw-0071108	22/08/25	R0065	Revenue Canada	8lriw-0071108	PP17 2025	PP17 - 2025 Payroll Deductions	17,124.08
8KpFk-2742685	5/9/2025	R0065	Revenue Canada	8KpFk-2742685	PP18 - 2025	PP18 - Payroll Deductions	14,911.95
8NjIO-7663529	19/09/25	R0065	Revenue Canada	8NjIO-7663529	PP19 - 2025	PP19 - Payroll Deductions	14,377.79
487	11/7/2025	R0076	Rona - All Rona invoices xcept BH Allen	487	15775451	= ("HINGE SPRING 4" BNI 51822NBR")	122.32
562	22/08/25	R0076	Rona - All Rona invoices xcept BH Allen	562	15860111	Prime Seal Set Paint	74.30
641	22/09/25	R0076	Rona - All Rona invoices xcept BH Allen	641	15905931	TAPE FOAM CLOS.CELL WH CF12011	140.52
535	8/8/2025	R0076	Rona - All Rona invoices xcept BH Allen	535	61450-15815791	Door PH4	251.09
535	8/8/2025	R0076	Rona - All Rona invoices xcept BH Allen	535	61450-15840461	Drywall	179.96
535	8/8/2025	R0076	Rona - All Rona invoices xcept BH Allen	535	61450-15844511	Drywall Mudd & Tape	125.68
642	22/09/25	R0098	Russell Mike	642	250904-03	Pit Supplies	690.87
32127	24/07/25	R0098	Russell Mike	32127	FD250716-02	Training Meals	52.78
642	22/09/25	R0098	Russell Mike	642	FD250919-03	Pit Supplies & FF Day	496.08
488	11/7/2025	R0108	SP Plus Corporation	488	2385	Monthly Module Fee	1,050.00
488	11/7/2025	R0108	SP Plus Corporation	488	2400	TRANSACTION FEES	763.84
536	8/8/2025	R0108	SP Plus Corporation	536	2409	Parking Module	1,050.00
536	8/8/2025	R0108	SP Plus Corporation	536	2425	Monthly Transaction Fees	984.48
611	2/9/2025	R0108	SP Plus Corporation	611	2435	Monthly Module Fee	1,050.00
611	2/9/2025	R0108	SP Plus Corporation	611	2448	Parking Transaction Fees	1,037.12
17884017002	20/07/25	R0109	Ring Central	17884017002	17884017002	Voice Mail for Offices	358.35
20250820	20/08/25	R0109	Ring Central	20250820	18270647002	Monthly Phone Service	358.35
18632729002	20/09/25	R0109	Ring Central	18632729002	18632729002	Answering Service	358.35
251841724	13/07/25	R0118	Royal Bank of Canada (CC)	251841724	0251841724	Transaction Fees	39.00
252161722	14/08/25	R0118	Royal Bank of Canada (CC)	252161722	0252161722	Transaction Fees	44.37
252461706	13/09/25	R0118	Royal Bank of Canada (CC)	252461706	0252461706	RBC Payment Fees	28.95
20250725-2	25/07/25	R0123	Rogers Communications	20250725-2	20250725	PRV	71.68
20250825	25/08/25	R0123	Rogers Communications	20250825	20250825	PRV Communications	71.68
4.1472E+11	24/08/25	R0123	Rogers Communications	4.1472E+11	414720250810	PRV Communication	71.68
20250726	26/07/25	R0123	Rogers Communications	20250726	4147_250620	PRVs	71.68
489	11/7/2025	R0124	Racadio Francis	489	FD250626-01	Meals & Equipment	323.24
515	24/07/25	R0125	R. Clark Trucking Ltd.	515	25881	Debris Hauling Battani Creek	6,773.55
32148	2/9/2025	R0126	Russier Martin	32148	FD250828-05	Training Meals	249.89
643	22/09/25	R0126	Russier Martin	643	FD250919-04	Training Meals Safeway	29.26
232	26/09/25	R0127	Red Lion	232	359797	Room for UBCM NA	869.40
490	11/7/2025	S0031	Sea to Sky Courier & Freight	490	268101	1321623 1322654 1322969 1324204	157.24
490	11/7/2025	S0031	Sea to Sky Courier & Freight	490	272497	1337438 1337727 1338969 139280	194.91
516	24/07/25	S0031	Sea to Sky Courier & Freight	516	273279	1341694 1341998 1343144 1343482	129.94
537	8/8/2025	S0031	Sea to Sky Courier & Freight	537	274345	1344661 867 975 1345956 1346037	508.32
563	22/08/25	S0031	Sea to Sky Courier & Freight	563	275147	1347563 1347612 1348763 1349111	167.61
644	22/09/25	S0031	Sea to Sky Courier & Freight	644	275856	1350311 1350641 1350837 1351790	211.29
43733126	27/07/25	S0035	Staples Commercial	43733126	6acd1da6	Paper	143.34
20250904	4/9/2025	S0036	Shaw Direct	20250904	01424820	PRV Communications	84.00
20250809	8/9/2025	S0036	Shaw Direct	20250809	2500908 2303	Office Internet	117.60
20250805	5/8/2025	S0036	Shaw Direct	20250805	250705	535 UPPER BAVIEW	84.00
517	24/07/25	S0040	Supersave Fuels	517	119512	1142 Litres	2,028.87
517	24/07/25	S0040	Supersave Fuels	517	119513	6885 Litres	9,969.14
612	2/9/2025	S0040	Supersave Fuels	612	120019	800 Litres	1,427.16

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
612	2/9/2025	S0040	Supersave Fuels	612	120020	4120 Litres HDRD	7,349.87
32115	11/7/2025	S0046	City of Surrey	32115	70129092	Mobile CAD Suppot	840.00
32128	24/07/25	S0046	City of Surrey	32128	70129101	JAn 1 - Dec 31 2025 Annual Dispatch	9,068.00
491	11/7/2025	S0070	Sea to Sky Network Solutions	491	25785	Monthly IT Internet Services	1,826.64
491	11/7/2025	S0070	Sea to Sky Network Solutions	491	25848	Managed Services:Sentry SecuritySTS Se	5,463.15
564	22/08/25	S0070	Sea to Sky Network Solutions	564	26177	Managed IT Services	4,682.42
645	22/09/25	S0070	Sea to Sky Network Solutions	645	26493	Microsoft 365 Monthly	1,118.78
645	22/09/25	S0070	Sea to Sky Network Solutions	645	26541	Monthly IT Service	8,248.17
20250707	7/7/2025	S0081	Scotiabank VISA Business Card	20250707	20250702-8822	Payment on 8822	6,375.45
36-17803-25	23/07/25	S0081	Scotiabank VISA Business Card	36-17803-25	20250723_0002	Payment on 0002	410.85
386-17805-25	23/07/25	S0081	Scotiabank VISA Business Card	386-17805-25	20250723_8822	PAYMNET ON ACCOUNT	4,936.20
20250908	8/9/2025	S0081	Scotiabank VISA Business Card	20250908	20250908-8822	Paymnet on VISA 8822	7,289.44
646	22/09/25	S0082	Sea to Sky Invasive Species Council	646	619	Invasive PLant LG Partnership Program	7,700.00
20250716	16/07/25	S0088	School Tax	20250716	2025 Tax	School Tax (JC)	226,994.66
32129	24/07/25	S0089	Schneider Kerstin	32129	GIA-2025-05	2025 GIA Contribution	185.00
32129	24/07/25	S0089	Schneider Kerstin	32129	GIA-2025-06	2025 GIA Contribution	125.00
32144	22/08/25	S0091	Superior Propane	32144	54525472	Tank Rental	183.68
20250902	2/9/2025	S0099	Stericyle/Shred-it	20250902	20250902	Past Due	25.47
8101070341	25/07/25	S0099	Stericyle/Shred-it	8101070341	8101070341	Confidential Shredding	185.20
8101091600	25/08/25	S0099	Stericyle/Shred-it	8101091600	8101091600	Confidential Shredding	373.40
8101113311	25/09/25	S0099	Stericyle/Shred-it	8101113311	8101113311	Confidential Shredding	188.20
32140	8/8/2025	S0101	Sherine Industries Ltd	32140	IN61214	Plant Name Signage	209.39
565	22/08/25	S0101	Sherine Industries Ltd	565	IN61469	7 Signs	112.79
32130	24/07/25	S0101	Sherine Industries Ltd	32130	SO61347	Assorted Plant Names	209.39
20250704	4/7/2025	S0108	Shaw Cablesystems G.P.	20250704	0977-20250605	295 Mountain PUMP	84.00
20250708	8/7/2025	S0108	Shaw Cablesystems G.P.	20250708	1418102303_0625	410 Centre Road	106.40
20250808	8/8/2025	S0108	Shaw Cablesystems G.P.	20250808	1418102303_0725	410 Centre Road	117.60
20250804	4/8/2025	S0108	Shaw Cablesystems G.P.	20250804	1424820977_0725	295 Mountian	95.20
20250407-02	4/7/2025	S0108	Shaw Cablesystems G.P.	20250407-02	1424820993_0625	535 UPPER BAYVIEW	84.00
20250804-03	4/8/2025	S0108	Shaw Cablesystems G.P.	20250804-03	1424820993_0725	535 UPPER BAYVIEW	84.00
20250708-2	8/7/2025	S0108	Shaw Cablesystems G.P.	20250708-2	20250708	Monthly Service	106.40
250905	5/9/2025	S0108	Shaw Cablesystems G.P.	250905	250905-0977	Pump - 295 Mountain	95.20
250905-0993	5/9/2025	S0108	Shaw Cablesystems G.P.	250905-0993	250905-0993	535 Upper Bayview Rd	84.00
12314608	14/08/25	S0132	Staples Canada	12314608	12314608	Glad Kitchen Catcher	57.01
1b77e1e4	13/08/25	S0132	Staples Canada	1b77e1e4	1b77e1e4	Cleaning Supplies	210.72
1beefc71	15/09/25	S0132	Staples Canada	1beefc71	1beefc71	Office Supplies	205.85
1fb5a354	10/9/2025	S0132	Staples Canada	1fb5a354	1fb5a354	Coffee	67.89
8f22b538	14/08/25	S0132	Staples Canada	8f22b538	8f22b538	Gloves FF	135.84
97856b5c	15/08/25	s0132	Staples Canada	97856b5c	97856b5c	OIffice Supplies Garbage bags	54.30
c9721364	1/7/2025	S0132	Staples Canada	c9721364	c9721364	Tea	8.62
cc2cdb55	13/08/25	S0132	Staples Canada	cc2cdb55	cc2cdb55	Office Supplies	215.88
ee6f06c6	30/09/25	S0132	Staples Canada	ee6f06c6	ee6f06c6	CLEANING SUPPLIES	315.49
ff29c4b9	9/7/2025	S0132	Staples Canada	ff29c4b9	ff29c4b9	Supplies	219.49
566	22/08/25	S0168	Smethurst Andrew	566	0010010011	DAKOTA VIZLITE lt Cls 2 300D Surveyors	78.38
657	22/09/25	S0184	Suncorp Valuations	657	CA00020071	Annual Revision Fee	3,150.00
58651	18/08/25	S0190	Safeway	58651	1299004	Office	37.33
56324	7/8/2025	S0190	Safeway	56324	1354075	Coffee	6.79
86919	24/09/25	S0190	Safeway	86919	2389	Coffee Supplies	32.41
33653	22/07/25	S0190	Safeway	33653	3007000	Coffee Supplies	73.54
14778	5/9/2025	S0190	Safeway	14778	6639000	Coffee	91.18
53019	29/07/25	S0190	Safeway	53019	8860000	Cream	8.78
492	11/7/2025	S0194	Simply Bright Cleaning Services	492	2521	June Cleaning	1,496.25
538	8/8/2025	S0194	Simply Bright Cleaning Services	538	2524	Cleaning Klatt PW Yards	997.50
613	2/9/2025	S0194	Simply Bright Cleaning Services	613	2528	Cleaning Services	997.50
81119329008	11/7/2025	S0197	SIP.US	81119329008	27448936	Unlimited Calling US	19.96
27451474	11/8/2025	S0197	SIP.US	27451474	27451474	Unlimited Calling Plan US48 and Canada -	19.96
27454001	11/9/2025	S0197	SIP.US	27454001	27454001	Unlimited Calling Plan US48 and Canada -	28.72
31984	10/7/2025	S0199	SmartSights	31984	INV66733	SCADA	2,110.50
493	11/7/2025	S0202	Summit Valve and Controls	493	INV3-017721	PW12991	25,496.80
567	22/08/25	S0202	Summit Valve and Controls	567	INV3-022001	SCADA PRV	247,864.96
567	22/08/25	S0202	Summit Valve and Controls	567	INV3-023349	PW13010	3,786.72
647	22/09/25	S0202	Summit Valve and Controls	647	INV3-025815	PW13060	3,416.00
568	22/08/25	S0210	SMR Plumbing & Heating	568	3354	Plumbing HVAC System	68,775.00
539	8/8/2025	S0210	SMR Plumbing & Heating	539	3466	HVAC System	34,387.50
32141	8/8/2025	S0214	Shahi Arash	32141	BP25-08	BP25-08 Damage Deposit Return	1,500.00
20250718	18/07/25	T0040	Telus Communications	20250718	1247008725	HIgh Speed INternet	1,020.08
20250723	23/07/25	T0040	Telus Communications	20250723	1248177360	1 Single Trans Class	92.97
20250818	18/08/25	T0040	Telus Communications	20250818	1258479597	2294482159 High Speed Internet	1,038.45
20250922	22/09/25	T0040	Telus Communications	20250922	1271159198	223992856	94.87

Cheque #	Date-Paid	Vendor	Name	Cheque #	Invoice #	Description	Amount Paid
159578270	23/08/25	T0040	Telus Communications	159578270	159578270	1 Signal Trans Class	94.87
20250910-1	10/9/2025	T0040	Telus Communications	20250910-1	250910_2159	Telephone & Internet	1,038.45
20250811	11/8/2025	T0040	Telus Communications	20250811	7239_1257503114	Various Lines	476.00
20250910	10/9/2025	T0040	Telus Communications	20250910	IN235789	MOnthly Microsoft Business Premium	347.46
20250721	21/07/25	T0042	Telus Mobility	20250721	1256519797	Cells Phones	289.82
20250617	8/7/2025	T0042	Telus Mobility	20250617	20036183250621	Cell Phones	285.34
20250911	11/9/2025	T0042	Telus Mobility	20250911	20250821	Cell Phones	285.34
20250911-1	11/9/2025	T0042	Telus Mobility	20250911-1	20250911	Cell Phones	476.00
494	11/7/2025	T0047	Triton Automotive	494	801-18137	Stainless Flat	135.07
494	11/7/2025	T0047	Triton Automotive	494	801-188138	Oil Filter Trico Silicone	292.34
494	11/7/2025	T0047	Triton Automotive	494	801-188147	HXCAP NYLOCK	54.60
494	11/7/2025	T0047	Triton Automotive	494	801-189812	SCH40 PIPE (Y)	97.44
494	11/7/2025	T0047	Triton Automotive	494	801-190372	Monthly Demurrage	310.01
494	11/7/2025	T0047	Triton Automotive	494	801-192660	NAPA W W FLUID -40 (22 TR2 TR6)	52.78
494	11/7/2025	T0047	Triton Automotive	494	801-193259	2019 Ford Fuel Filter Filter Kit	452.90
540	8/8/2025	T0047	Triton Automotive	540	801-199528	Monthly Demurrage	156.00
582	27/08/25	T0047	Triton Automotive	582	801-204236	Orange Surveyor's Vest	102.13
614	2/9/2025	T0047	Triton Automotive	614	801-207025	Monthly Demurrage	156.00
495	11/7/2025	T0094	Turn-Key Controls	495	5-2025	Recovery Management	5,610.94
23988226	29/09/25	T0095	Home Depot Canada Inc.	23988226	239488226	Natural Gas Conversion Kit	109.76
448979	9/7/2025	T0100	Municipal Information Network	448979	MJ25-20392	Fire Chief Posting	367.50
543	10/8/2025	T0120	TransLink	543	20250801	2025 Replacement Tax $393 802.05	2,122.16
544	11/8/2025	T0120	TransLink	544	250801_2025	2025 Replacement Tax	393,802.75
20250630	1/7/2025	T0143	Telus - ADT Security Services	20250630	20250630	Monthly Security	578.76
496	11/7/2025	T0145	Toland Henry	496	FD250625-01		69.08
541	8/8/2025	T0146	Tsunami Solutions Ltd. dba Safety Line	541	88051	Bylaw Check in	16.80
648	22/09/25	T0146	Tsunami Solutions Ltd. dba Safety Line	648	88419	SafetyLine Monthly Monitoring Fee (CSA)	16.80
569	22/08/25	T0147	Treloar Keegan	569	BP25-13	BP25-13 Damage Deposit Return	1,500.00
570	22/08/25	T0148	Trca Stephen	570	FD250815-04	Costco Meals	180.87
583	27/08/25	T0148	Trca Stephen	583	FD250826-01	Lordco Auto Parts	68.54
649	22/09/25	T0149	Turn Key Operations	649	11-2025	Battani Creek	10,631.25
615	2/9/2025	T0149	Turn Key Operations	615	7-2025	Battani Creek Disaster Consultation	18,112.50
5128	18/09/25	U0048	Union of BC Municipalities	5128	1758219604br	UBCM Conference - Michael Broughton	1,638.00
CV24143	30/07/25	U0048	Union of BC Municipalities	CV24143	CV24143	Neville Abbott UBCM Conference	1,050.00
CV24144	30/07/25	U0048	Union of BC Municipalities	CV24144	CV24144	R. Blackwell UBCM Conference	840.00
650	22/09/25	U0058	Uline Canada Corporation	650	16718770	Cleaning Supplies	2,843.93
650	22/09/25	U0058	Uline Canada Corporation	650	16718771	Windsheild Washer Fluid	157.92
518	24/07/25	U0060	Upanup Studios	518	9541	CIVIKIT	267.75
571	22/08/25	U0060	Upanup Studios	571	9578	Monthly Website	267.75
651	22/09/25	U0060	Upanup Studios	651	9632	CiviKit Municipal Website Platform Servi	267.75
386-16685-25	11/7/2025	V0053	Visa ScotiaBank	386-16685-25	20250711	VISA PYMT_8822	6,375.45
20250709	9/7/2025	W0056	Workers Compensation Board	20250709	20250630	2nd Quarter Premiums	5,954.11
652	22/09/25	W0099	West Coast Monograms Ltd.	652	41148	Flex Fit Caps (24)	1,084.89
497	11/7/2025	W0100	Waste Control Services Inc.	497	0000529555	Monthly Service 5 Tidewater	1,153.90
497	11/7/2025	W0100	Waste Control Services Inc.	497	0000529561	June Monthly Service	16,668.43
542	8/8/2025	W0100	Waste Control Services Inc.	542	0000532033	July Waste Control Services	16,668.43
542	8/8/2025	W0100	Waste Control Services Inc.	542	0000533500	Recycling Depot	975.63
653	22/09/25	W0100	Waste Control Services Inc.	653	0000534532	Works Yard	414.58
653	22/09/25	W0100	Waste Control Services Inc.	653	0000534538	Monthly Service	16,668.43
653	22/09/25	W0100	Waste Control Services Inc.	653	0000536023	Basic service Recycling Depot	412.60
542	8/8/2025	W0100	Waste Control Services Inc.	542	532027	5 Tidewater Way	230.42
24844	24/09/25	W0124	Walmart	24844	305267686727913	Dish Soap	12.78
49995	9/9/2025	W0124	Walmart	49995	385252662892633	PH Test Water	4.06
498	11/7/2025	W0127	Waterworks Solutions Inc.	498	1091	Site Labour Materials Mileage	5,077.80
654	22/09/25	W0127	Waterworks Solutions Inc.	654	1098	Metering Installation	4,854.15
31284	24/08/25	W0129	Winners	31284	1559367	Garbage Can	67.19
655	22/09/25	W0130	Windfirm Tree Services	655	2128	Hazardous Tree Removal	6,247.50
655	22/09/25	W0130	Windfirm Tree Services	655	2158	Take down Cherry Trees Upper Bayview	1,548.75
584	27/08/25	W0131	West Coast Hydrovac Services	584	3667	Hydrovac Service 98 Creekview	2,992.50
32145	22/08/25	W0132	Wood Ryan	32145	FD250815-03	Training Meals	26.96
32149	2/9/2025	W0132	Wood Ryan	32149	FD250828-02	Food for Training Meals	221.40
656	22/09/25	W0132	Wood Ryan	656	FD250919-02	Liquor FF Day	130.04
25072025	25/07/25	Z0038	Zoom Video Communications Inc.	25072025	INV314880157	Zoom Subscription	12.54
INV318885032	25/08/25	Z0038	Zoom Video Communications Inc.	INV318885032	INV318885032	Monthly Video Conferencing	12.54
323039972	25/09/25	Z0038	Zoom Video Communications Inc.	323039972	INV323039972	Video Conferencing	12.54

STAFF REPORT

DATE:	2025-11-13	**FILE:**	This will auto populate
TO:	Ross Blackwell, MAP, MCIP, RPP, CAO		
FROM:	Shawna Driscoll, Administrative Assistant		
RE:	**Tree Application No. 135 – 405 Bayview Road**		

RECOMMENDED RESOLUTION:

THAT Tree Cutting Permit Application No. 135 be approved for a period of 5 years, plus a 5-year renewal (subject to a notice of intent prior to expiry of the 5-year permit), subject to the following conditions:

a) all tree cutting shall be consistent with the tree cutting application;

b) the scope of work set out in this permit is approved on an annual basis, provided that the applicant notifies the Village Office 14-days prior to undertaking any repeat cutting, and that all conditions of the original permit are adhered to;

c) all associated debris shall be removed and the site cleaned to the condition it was prior to tree cutting;

d) that the Municipality shall be notified as soon as possible after the cutting to advise that the subject work has been completed;

e) compliance with the Bylaw restrictions regarding bird nesting season;

f) if working from the road, a traffic control plan must be submitted to Public Works for approval;

g) damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements.

BACKGROUND:

The Tree Committee met on site at 405 Bayview Road on November 5, 2025. The minutes from the meeting are attached for reference. Based on the straightforward scope of work and to eliminate the need for re-submission of this recurring application, the Committee recommends that the permit be issued in perpetuity, subject to the applicant notifying the Village Office prior to undertaking any work and adhering to all conditions outlined in the above recommendation.

DISCUSSION:

Although the Committee recommends that tree cutting be authorized in perpetuity, such approval can lead to unforeseen problems. Consequently, a time limit of 5-years plus a 5-year renewal is recommended.

OPTIONS:

(1) Approve Tree Application No. 135 (subject to conditions set out in the staff report dated November 13, 2025).

(2) Provide no decision or direction.

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

RECOMMENDED OPTION:

Option (1) – approve Tree Application No. 135 (subject to conditions set out in the staff report dated November 13, 2025).

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

Shawna Driscoll
Administrative Assistant

Report Approved By,

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Tree Application No. 135
(2) Trees, Views, and Landscapes Committee Meeting Minutes – November 5, 2025

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name:	David Lee		
Address:	405 Bayview Road, Lions Bay BC		
Phone:	[redacted]	Email:	[redacted]
Arborist/Contractor Name:	Urban Forest Solutions		
Phone:	778-384-4207	Email:	dchilds.cx@gmail.com

Office Use Only	**Tree Application Number:** 135
Received by: Shawna	Date: Oct. 16/25
Amount Paid: $75	Cash or Cheque: debit
Application Complete? (Y/N) yes	If no, reason:
Date referred to Public Works: Oct. 17/25	Date returned by Public Works: **(See attached comments)** Oct. 17/25
Date Application to Tree Ctte: Oct 21/2025	Meeting Date: Nov 5 @ 9:30 am
Agenda forwarded to Tree Ctte: Oct 22/25	Minutes received from Tree Ctte:
Council Agenda Date: Parties Notified:	Council Decision:
Date of Letter Notifying Applicant of Decision: (March 1-July 31: Arborist Certification Required)	Received Damage Deposit: Name of Arborist/Contractor: Proof of WorkSafe Certificate: Proof of Insurance ($5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:

Species/Description of Tree(s): See attached description of species and scope, no trees being removed, only pruning
Location of Tree(s): See attached description of species and scope, no trees being removed, only pruning

**Trees must be clearly marked with marking tape in time for the* Trees, Views and Landscapes *Committee's site visit.*

Reason for Removal: ☐ Too close to property (foundation, garage, fence, etc.) ☐ Dead, dying or diseased ☐ Unattractive ☐ Blocking sunlight ☐ Attracting wildlife	☐ Interfering with infrastructure (roads, sidewalks, etc.) ☐ Leaves causing problems ☐ Blocking site access ☐ Affecting house value ☐ Hazardous ☐ Interfering with view
Please provide additional comments which may be useful: We provided approval from 2 adjacent neighbours. We would also like to get a 10-15 year approval to avoid the full resubmission. Each application would be pre-approved, but fees and deposits would still be required. Scope of work and TMP attached	
Replanting Plan, if any (please include anticipated timeframe for completion):	

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

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

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

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

David Lee	[redacted]	October 8, 2025
Name of Applicant (Please Print)	Signature	Date Signed

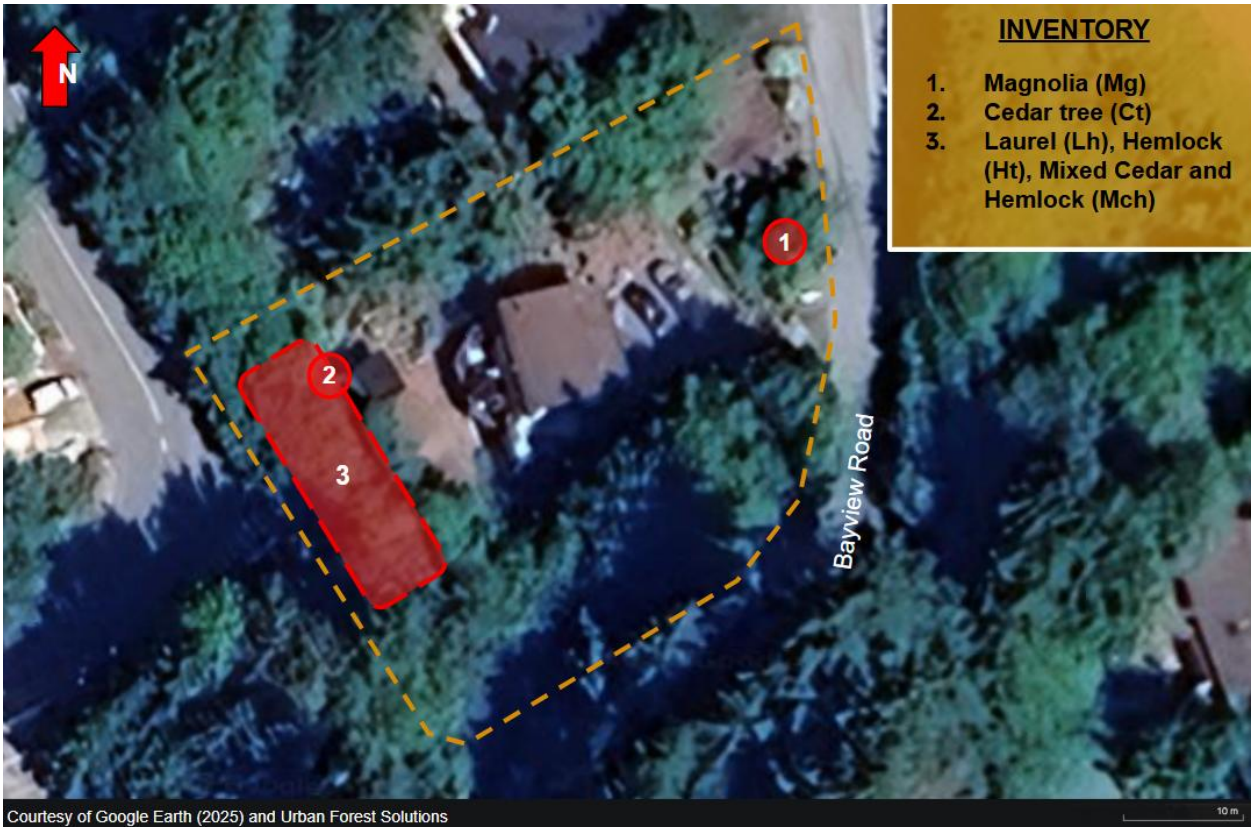


Figure 1. Site map with items indicated (Google 2025)



Figure 2. Mg Crown reduction indicated in red (UFS 2025)

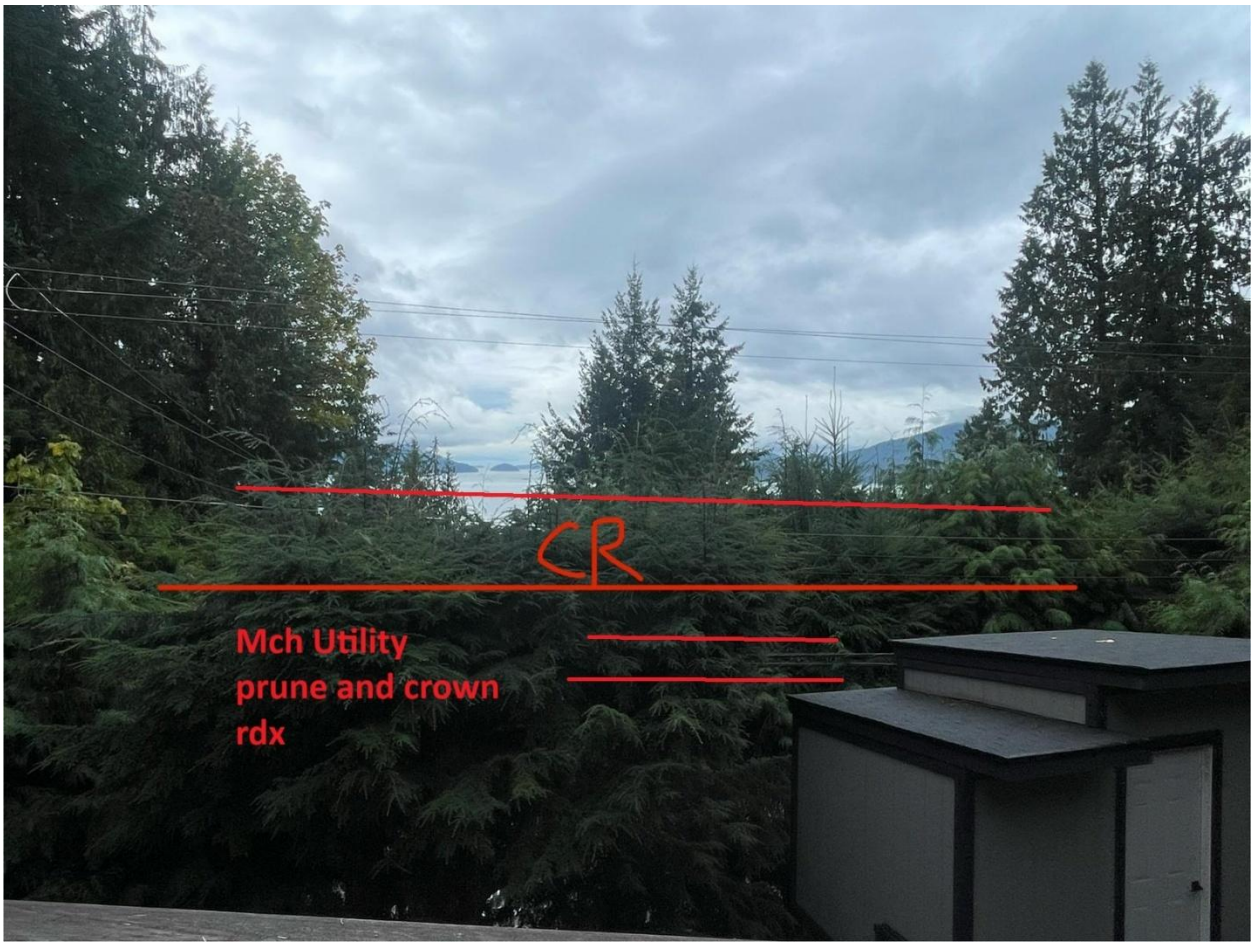


Figure 3. Mch utility prune and crown reduction indicated in red (UFS 2025)

NAME OF APPLICANT	ADDRESS	TREE APP #	COMMENTS
D. Lee	405 Bayview Road	135	Requesting a 10-15 year approval to avoid full re-submission.

AFFECTED OWNER	ADDRESS	SUPPORT	OPPOSE	COMMENTS
D. Welch	400 Bayview Road	x		
N. McKenzie	420 Bayview Road	x		
A. Holdings	430 Bayview Road			staff emailed the owner - no response

Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: 135

Name of Applicant: David Lee

Address of Applicant: 405 Bayview Road

Location of Trees(s);

Clearly on Municipal Land: (Y/N)
(If no, survey required at applicant's cost)

Location in Relation to Municipal Infrastructure (Present & Future):
IN THE IMAGE # 2/3 THE WATER CURB STOP VALVE STAND PIPE IS EXPOSED PLEASE PROTECT IT.

Location in Relation to Others' Infrastructure (Telus/Hydro Lines, etc):

Slope Stability Considerations:

N/A

Replanting Required (Y/N and recommendations, if any):

NO

Traffic Management : (Y/N) YES

Other Considerations / Comments:

Attachments (Y/N and Description):

NO

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

TREES, VIEWS & LANDSCAPES COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, NOV 5th, 2025
ON SITE: 405 BAYVIEW ROAD

MINUTES

In Attendance:

Committee: Mayor Ken Berry
Jay Barber
Jim Cannell
Simon Waterson

Public Participation: None

1. Call to Order
Jay Barber called the meeting to order at 09:30am

2. Appointment of Recorder
Simon was appointed as the recorder

3. Approval of the Agenda
Moved/Seconded
THAT the Agenda be approved as distributed **CARRIED**

4. Public Questions & Comments
None

5. Approval of Minutes
a) THAT the Trees, Views and Landscapes Committee approves the September 18th, 2025 Trees, Views and Landscapes Committee minutes, as distributed. **CARRIED**

6. Business Arising from the Minutes
None

7. Unfinished Business
None

8. New Business

a. Tree Cutting Application #135 – 405 Bayview Road

Committee Recommendation:

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 135, subject to the following:

Tree Committee Recommendations:

a) Proceed with the proposed scope of work

b) The Tree Committee suggests that the scope of work described in the application can be carried out by the applicant, in perpetuity, provided that the applicant contact the Village Office and make them aware in advance of any work being undertaken;

c) The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;

d) The tree cutting permit shall be valid, as stated above, subject only to confirmation prior to any cutting, or repeated cutting, within that period of:

I. compliance with the bylaw restrictions regarding bird nesting season
II. if working from the road, a traffic control plan approved by Public Works
III. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
IV. any other Municipal bylaw requirements **CARRIED**

9. Public Questions & Comments

None

10. Adjournment

Moved/Seconded
THAT the meeting be adjourned **CARRIED**

The meeting was adjourned at 09:45am.

STAFF REPORT

DATE:	2025-08-25	**FILE:**	CAO-2025-024
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DVP 25-03**		

PURPOSE:

The purpose of this report is to present a request for a variance to Section 7.8.1 of the Village of Lions Bay *Zoning and Development Bylaw No. 520, 2017*, which regulates maximum building height. The applicant seeks a variance to permit the building height for a flat roof from 7.5 metres to 8.4 metres and for a sloping roof from 9.0 metres to 9.9 metres, representing a variance of 0.9 metres in each case.

The intent of this report is to evaluate the proposal in accordance with the relevant regulatory, technical, and planning considerations, including massing, shading, and view impacts.

OWNER: Mathew Bell

APPLICANT: Russ Meiklejohn, Millenia Architecture

LOCATION: 210 Lions Bay Avenue

LEGAL DESCRIPTION: Lot 16, Block 1, DL 1575, Plan 10044 (PID: 009-525-017).

ZONING: RS-1 (Residential - Single Detached)

BACKGROUND:

The DVP process is a discretionary tool of Council that allows for variances to zoning regulations where it is considered reasonable and consistent with broader land use policy. It is typically applied in situations where design flexibility is sought, often to enable site development that aligns with the Official Community Plan, while still respecting the general intent of the *Zoning and Development Bylaw*. The DVP process is policy-driven, subject to Council consideration, and involves public notification to ensure transparency.

The site is developed with single family dwelling and is proposed to accommodate a new single-family dwelling with the same orientation.

Pursuant to Section 7.8.1 of the *Zoning and Development Bylaw*, the maximum permitted building height is as follows:

- **Flat roof:** 7.5 metres
- **Sloping roof:** 9.0 metres

The proposed dwelling design exceeds these limits by 0.9 metres for both configurations, necessitating a variance.

The applicant has noted that a professional a flood elevation assessment recommends elevating the habitable floor levels beyond the existing base flood elevation. Compliance with these flood construction requirements has directly contributed to the need for additional building height, making full compliance with the *Bylaw* height provisions impractical.

The site plan, elevations, and a letter of rationale from the applicant are attached to this report.

All public notification requirements have been met.

DISCUSSION:

Applicant Rationale

The applicant indicates that the variance is necessary to achieve the flood protection elevation recommended in the site-specific hazard assessment, as previously noted. It is further suggested that the proposal:

- Will not adversely affect views from adjacent properties given the property size and siting;
- Minimizes shading and massing impacts through additional setbacks; and
- Is designed to maintain visual compatibility and minimize massing effects along the north façade.

The Architect has provided specific design adjustments made to reduce impacts which include the four items listed below.

1. Only 48% (9.1 metres) of the north elevation is built at the second-floor setback line, and the setback is increased to 2.7 metres (0.3 metres more than required).
2. The west wing of the second floor is set back an additional 2.1 metres from the minimum side yard requirement.
3. The main bedroom roofline is 0.2 metres lower than the proposed maximum variance height.
4. The main floor is set back an additional 3.7 metres on the south elevation, with only the main floor deck extending to the minimum setback.

Planning and Design Considerations

In evaluating height variance requests, Planners consider such matters as the intent of the zoning bylaw regulations, site-specific context, and the degree to which proposed deviations impact adjacent properties or the broader neighbourhood. Standard assessment factors include:

- **Building Massing:** Scale and proportion relative to surrounding development;
- **Shading and Solar Access:** Extent and duration of shadowing on adjacent properties, particularly between 10 a.m. and 4 p.m. during the summer and winter solstice;
- **View Impacts:** Potential degree of obstruction to primary view corridors;
- **Neighbourhood Character and Compatibility:** Relationship to adjacent building forms, setbacks, and topography;
- **Rationale and Practical Necessity:** Technical or regulatory factors driving the variance, such as geotechnical or flood protection requirements.

Height and Massing Analysis

The proposal results in an overall height increase of 0.9 metres, primarily driven by flood construction level compliance rather than architectural embellishment. Given the relatively modest nature of the variance and the applicant's use of tiered setbacks, the additional height does not result in a disproportionate increase in massing or visual dominance.

The design demonstrates reasonable attention to architectural articulation and step-backs to break up building bulk. The increased side and rear setbacks mitigate potential visual impacts on adjacent properties, particularly to the north.

Shading and Solar Access

Maintenance of solar access and protection against excessive shading impacts between 10:00 a.m. and 4:00 p.m. on the fall equinox is a relevant consideration. The applicant did not include a shading analysis associated with the proposal/ application package. However, it is suggested that the proposed structure's north-south orientation, combined with the west-facing rear yard, results in limited shading on adjacent properties during these hours. Summer shading will be primarily cast within the subject property's own yard given the west orientation of the rear yard.

There will be some loss of solar access to the property immediately north during the fall and winter months; however, this impact is modest and largely unavoidable given the site's orientation and topography.

To illustrate or calculate the degree of shading in a residential side yard, shadow length and direction is assessed based on the building height, setback distance, and sun angle at specific times of the year (e.g., summer and fall solstice).

Period	Time (clock)	Solar altitude α (°)	Shadow length L (metres)
Summer solstice (≈ Jun 21)	10:00	55.06°	6.92 m
Summer solstice	12:00 (noon)	64.14°	4.80 m
Summer Solstice	16:00	36.92°	13.18 m
Winter Solstice (≈ Dec 21	10:00	12.51°	44.63 m
Winter Solstice	12:00 (noon)	17.26°	31.86 m
Winter Solstice	16:00	−0.14°	Sun at/below horizon — no direct-sun shadow (no meaningful shadow on horizontal plane)

View Impacts

There are no material view impacts resulting from the proposed height variance. Residences situated behind (to the east) of the subject property are elevated relative to the proposed building site, and no primary public or private view corridors are obstructed. The design maintains the general roofline consistency within the surrounding streetscape.

Summary

From a professional Planning perspective, the requested variance is reasonable and consistent with the intent of the *Zoning and Development Bylaw*. The proposal appropriately responds to site-specific constraints, including flood elevation requirements, and incorporates reasonable mitigation measures to reduce potential adverse impacts.

The requested 0.9-metre increase is relatively minor in nature, provides for necessary flood protection. It does not result in significant negative effects on neighbouring views or solar access. Staff are therefore of the opinion that the variance meets the fundamental tests of reasonableness and minimal impact under Section 499 of the *Local Government Act*.

OPTIONS:

(1) **THAT** Development Variance Permit No. DVP 25-03 be approved for the property located at 210 Lions Bay Avenue (*Lot 16, Block 1, DL 1575, Plan 10044* (PID: 009-525-017) to vary section 7.8.1 of Zoning *and Development Bylaw No. 520, 2017* as follows:

a) permit an increase in the building height for a flat roof from 7.5 metres to 8.4 metres, and
b) permit an increase in building height for a sloping roof from 9.0 metres to 9.9 metres.

(3) **Deny** the Development Variance Permit DVP 25-03

(4) **Defer** consideration of Development Variance Permit DVP 25-03 and request additional information.

RECOMMENDATION:

THAT Council approve the issuance of Development Variance Permit No. DVP 25-03 to vary Section 7.8.1 of Zoning *and Development Bylaw No. 520, 2017* to permit a maximum building height of:

- 8.4 metres for a flat roof; and
- 9.9 metres for a sloping roof;

for the property located at 210 Lions Bay Avenue, as generally in accordance with the plans attached to this report.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

This variance application is submitted under Section 499 of the *Local Government Act*, which authorizes Council to issue a Development Variance Permit to vary provisions of Zoning *and Development Bylaw No. 520, 2017*, other than use or density. In reviewing variance applications, Council must consider whether the requested relief is minor, whether the intent of the regulation remains substantially met, and whether any negative impacts on surrounding properties or the public interest are mitigated.

The requested variance does not unduly conflict with the intent of the Bylaw.

Respectfully submitted,



_____

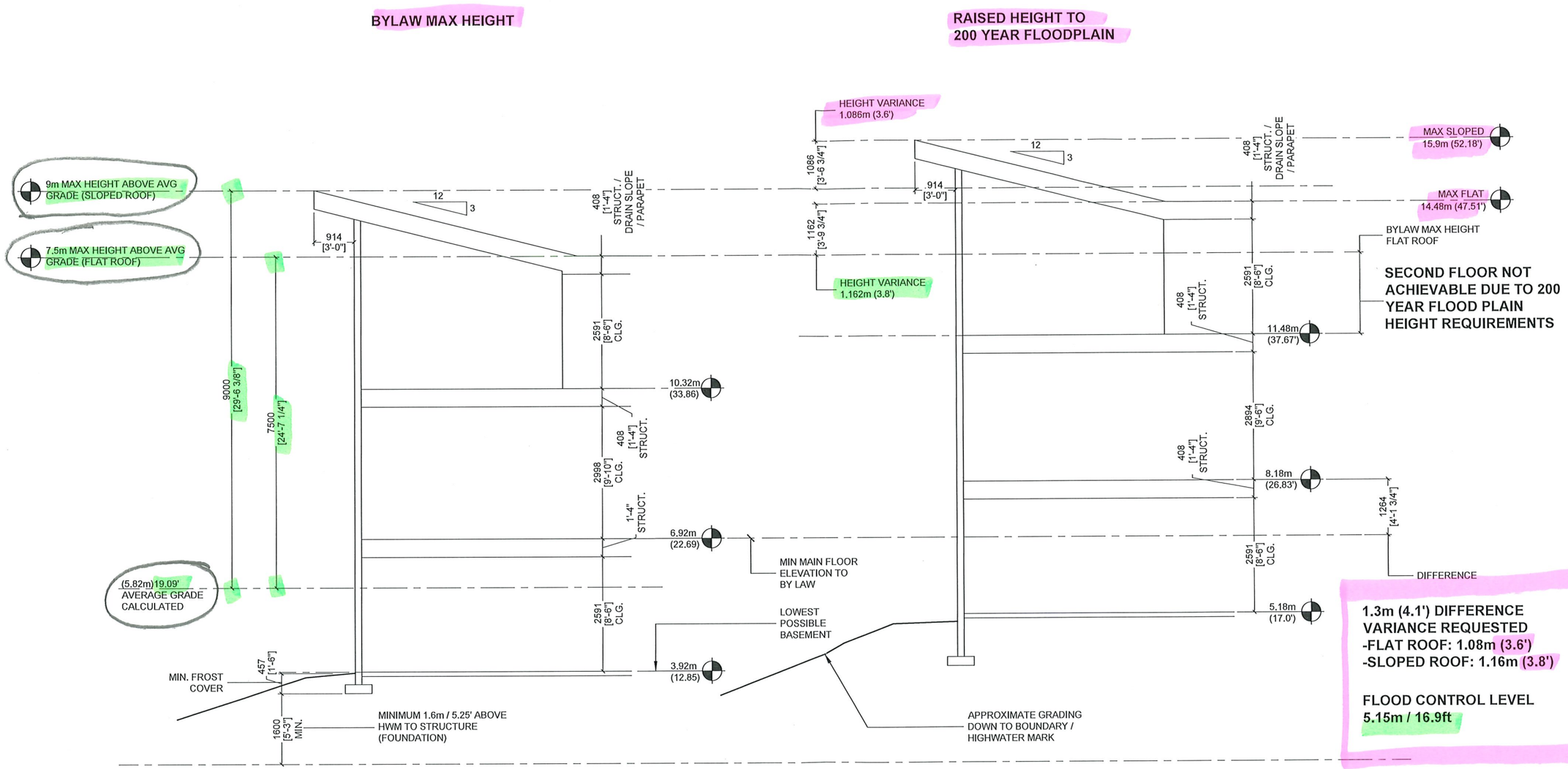
Ross Blackwell MAP, MCIP, RPP, CAO

Attachments:

(1) Sketch Plans

(2) Applicant Rationale

#210 LIONS BAY AVE



* LOWEST BASEMENT LEVEL ALLOWABLE TO VLB BYLAWS

* MINIMUM MAIN FLOOR HEIGHT TO MEET 200 YEAR FLOOD PLAIN

1 / A2.0 SECTION STUDY
200 YEAR FLOOD PLAIN VARIANCE RATIONALE
Scale - 1/4" = 1'

MILLENIA
architecture corp

59 Brunswick Beach Road
PO Box 326
Lions Bay BC
Canada V0N 2E0
tel. 604.417 4356

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The Contractor shall verify actual site conditions and dimensions and shall be responsible for notifying the architect of any discrepancies.

All work shall be carried out in strict accordance with current applicable building code and municipal by-laws.

consultants

NO.	DD/MM/YY Date	Description
5	08/07/25	DVP REVISION
4	28/05/25	DVP
3	24/03/25	VARIANCE APPLICATION
2	28/02/25	VARIANCE REVIEW
1	24/01/25	OWNER REVIEW

issue

project

210 LIONS BAY

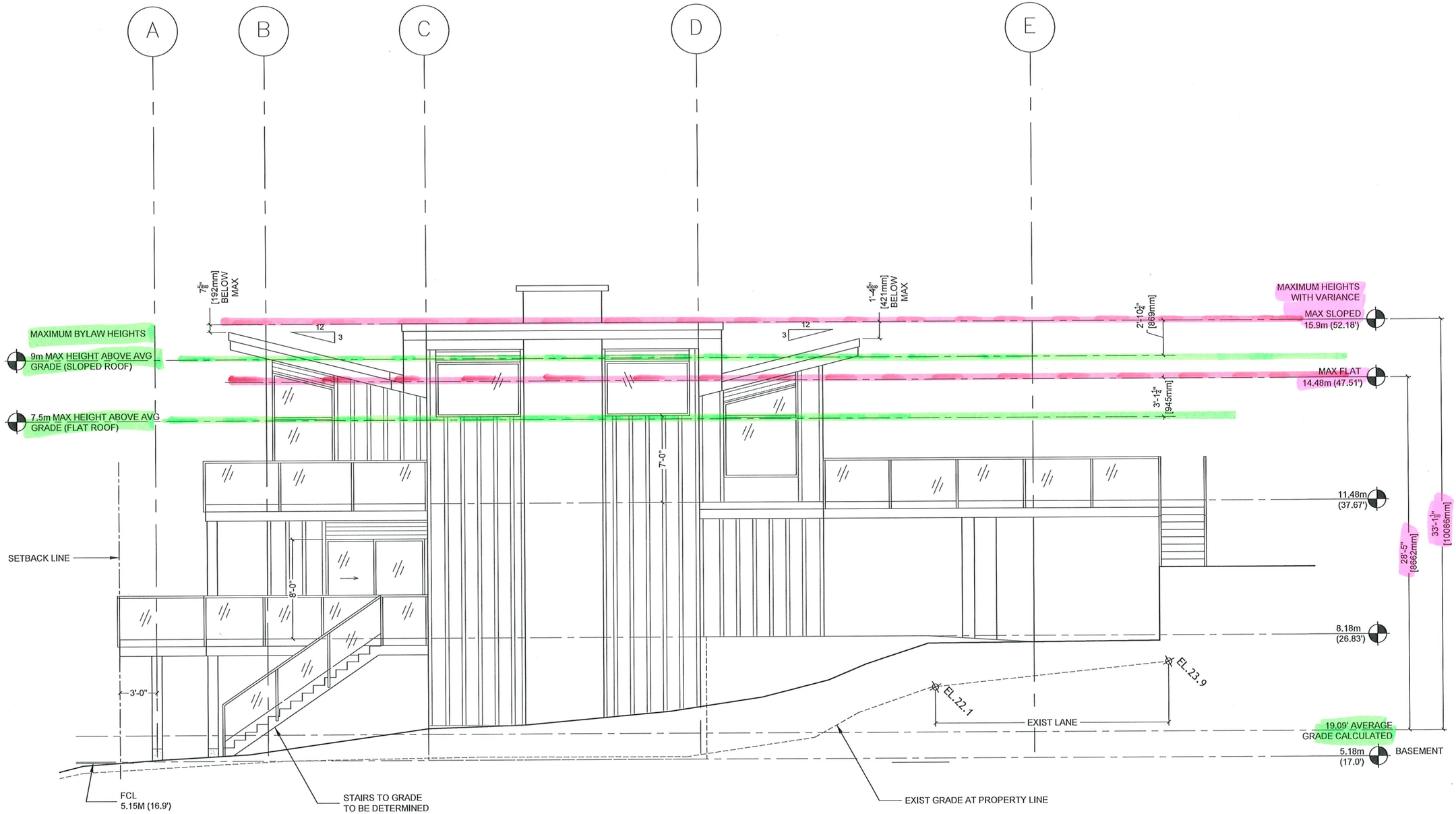
title

STUDY SECTION
200 YEAR FLOOD PLAIN
VARIANCE RATIONALE

project no.	24-01
scale	1/4" = 1'
drawn	JAL
reviewed	RM
date	25-NOV-2024

drawing no. of

A2.0



1 / A2.1 SOUTH ELEVATION
Scale - 1/4" = 1'

MAX ALLOWED

VARIANCE

MILLENIA
architecture corp

59 Brunswick Beach Road
PO Box 326
Lions Bay BC
Canada V0N 2E0
tel. 604.417 4356

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consultants

NO.	DD/MM/YY Date	Description
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issue

project

210 LIONS BAY

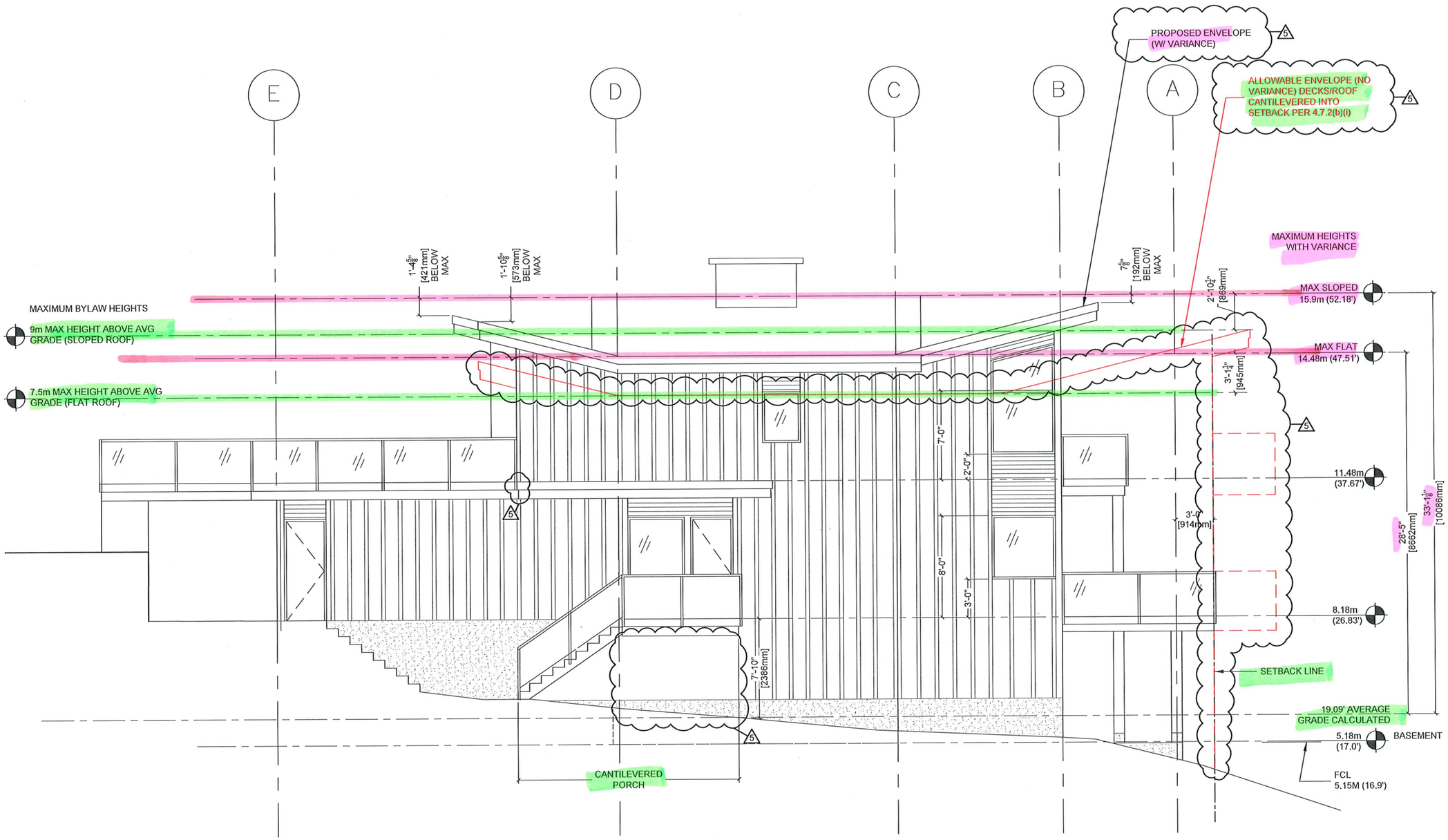
title

ELEVATIONS

project no.	24-01
scale	1/4" = 1'
drawn	JAL
reviewed	RM
date	25-NOV-2024

drawing no. of

A2.1



1 A2.2 NORTH ELEVATION
Scale - 1/4" = 1'

MAX ALLOWED

VARIANCE

MILLENIA
architecture corp

59 Brunswick Beach Road
PO Box 326
Lions Bay BC
Canada V0N 2E0
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consultants

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4	28/05/25	DVP
3	24/03/25	VARIANCE APPLICATION
2	28/02/25	VARIANCE REVIEW
1	24/01/25	OWNER REVIEW

issue

project

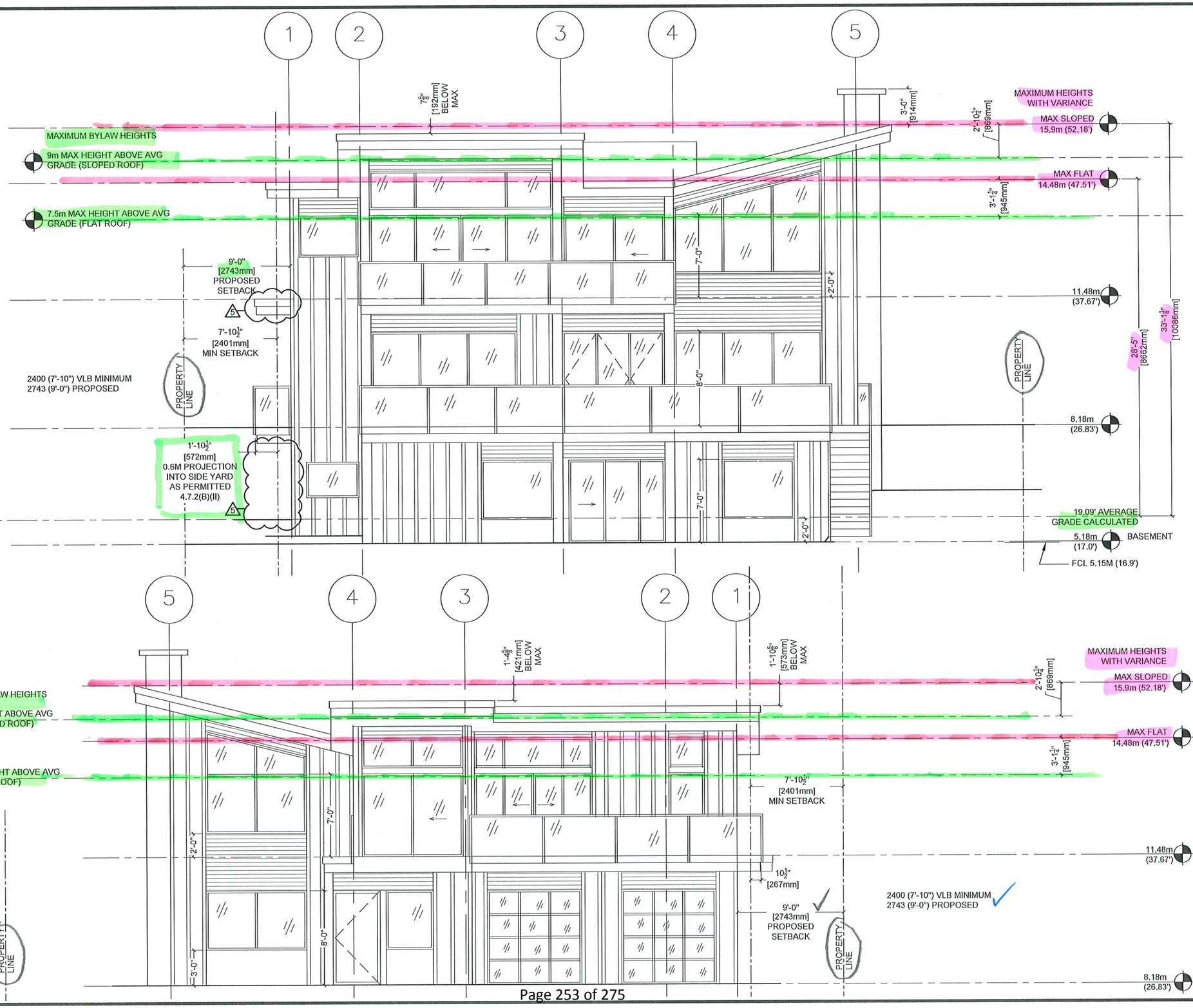
210 LIONS BAY

title

ELEVATIONS

project no.	24-01
scale	1/4" = 1'
drawn	JAL
reviewed	RM
date	25-NOV-2024

drawing no. A2.2 of



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architecture corp

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consultants

NO.	DD/MM/YY Date	Description
5	08/07/25	DVP REVISION
4	28/05/25	DVP
3	24/03/25	VARIANCE APPLICATION
2	28/02/25	VARIANCE REVIEW
1	24/01/25	OWNER REVIEW

issue

project

210 LIONS BAY

title

ELEVATIONS

project no.	24-01
scale	1/4" = 1'
drawn	JAL
reviewed	RM
date	25-NOV-2024

drawing no. of

A2.3

Millenia
architecture corp

59 Brunswick Beach Rd.
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tel. 604.417 4356

www.milleniaarchitecture.ca

May 25, 2025
Village of Lions Bay
400 Centre Road
Lions Bay V0N 2E0

RECEIVED
JUN 02 2025
NEW

DEVELOPMENT VARIANCE PERMIT : RE 210 LIONS BAY AVENUE, VARIANCE RATIONALE

FAMILY HISTORY

The Bell family came to Lions Bay in 1959, just after the first gravel access road went through.
The early days were very rough, starting with a surveyed but otherwise piece of untamed Howe Sound bush.
One of the reasons Dr. Bell chose the property was that in time it would have space for a tennis court, which was built in 1969.
Tennis has been a strong part of the Bell family tradition, and in later years Dr. Bell credited the game with him living as long and healthy a life as he did.
In 1963, they hired the late Barry Downs, a well known and respected West Vancouver Architect to design the house that stands there now.
Unfortunately that house is in sad repair and not suitable for renovation.
Their daughter, Krista and husband Brian, plan to build their forever home here, to enjoy all that Lions Bay as to offer, as well as carry on the family tennis tradition.

SITING

This is a very large property, sited between a village lane (highway in VLB definitions) and 220 Lions Bay Avenue. As such VLB bylaw 7.7 front yard averaging does not apply.
The existing tennis court retaining wall has an encroachment agreement with VLB for the portion on the lane. We have sited the proposed house with enlarged side yard set backs and only the main floor deck at the minimum front yard.

EXISTING VILLAGE OF LIONS BAY ZONING

The current Bylaw generally allows for 2-Story house plus basement, which seems a reasonable basic principal.
As illustrated on our drawing A2.0 this is achievable on our lot within the Bylaw requirement. However the recent adoption of the 200 year Flood Plain requirements make a 2 story plus basement impractical without a variance for maximum height.

... 2

FLOOD HAZARD ASSESSMENT

The Village of Lions Bay recognizes and has adopted the 200 year flood plain requirements as set out by Province.

A flood hazard assessment study has been completed by 3A Hydrotech Solutions Inc. May 2025. The assessment recommends a FCL of 5.15m (16.9ft) and has estimated a future natural boundary elevation of 4.55m The architectural drawings indicate those locations.

The regulations recommend a setback of 15m from the future natural boundary. However, guidelines have clauses that "applicant supported studies by qualified professionals, should also be used to customize building "setback". The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified professional."

The guidelines from 3A Hydrotech Solutions are to build the lower floor at or above FCL, or if built lower to build a protective structure between the house and water at or above FCL.

VARIANCE REQUIREMENTS AND HARDSHIP RATIONALE

The implementation of the flood hazard assessment recommendations makes it impractical to build within the VLB Bylaw maximum heights.

While it is possible to build the basement below the FCL, it is extremely restrictive in use. If we did build below the FCL, we would require a permanent impermeable wall at the FCL. This would effectively cut the house off from access to the water side, not at all in keeping with the intent of VLB bylaws or spirit.

VARIANCE REQUESTED AND DESIGN RESPONSE

As stated above and illustrated in our drawing package, it is impractical to build a two storey plus basement home that meets the 200 year flood plain requirement without a variance to the height permitted in the Bylaw.

We do understand that Bylaw compliance protects the rights of surrounding properties with respect to views and sunlight.

In our case, there would be no negative impact to views from adjacent properties.

The property to the north will face a modest impact on sunlight access with the variance; we have done the following to minimize and mitigate the affects:

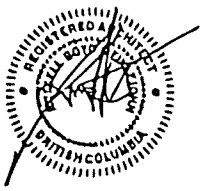
1. Only 30ft (9.14m) or 48% of the north face will be built at the setback at the second floor, and setback is increased to 2743mm over the minimum 2400mm
2. The west wing(main bedroom) of the second floor is setback an additional 7 feet from the minimum side setback, and is setback an additional 12 feet from the minimum west setback to Howe sound.
3. The roof of the main bedroom is lower than the height variance by 192mm.
4. The main floor is setback an additional 12 ft from Howe Sound, with only the main floor deck built at the minimum setback.

... 3

DESIGN RESPONSE
We have designed the new house to capture the light and views of Howe Sound and the Mountains, with an interesting and dynamic form.
Material details and colour palette have not been finalized, but will be developed to reflect our unique and beautiful village setting.

With the above context and requirements we are respectfully requesting a variance to the maximum building height (7.8.1) as follows.
a) Height for sloping roof 10.086m (1.086m increase over 9.0m)
b) Height for flat foot 8.662m (1.162m increase over 7.5m)
If approved we will proceed to building permit of the house illustrated in our drawing package, including all required engineering reports.
Thank you for your consideration.

Sincerely,



Russ Meiklejohn Architect AIBC
Millenia Architecture
59 Brunswick Beach Road
Lions Bay

STAFF REPORT

DATE:	2025-11-13	**FILE:**	DCO-2025-006
TO:	Council		
FROM:	Kristal Kenna, Deputy Corporate Officer		
RE:	**Proposed Council Calendar for 2026**		

PURPOSE:

The purpose of this report is to present the proposed 2026 Council Meeting Calendar for Council's consideration and approval. Establishing the annual meeting schedule in advance ensures predictability for Council, staff, committees and the public, and supports effective planning for municipal business throughout the year.

BACKGROUND:

Pursuant to section 127 of the *Community Charter*, a council must make available to the public a schedule of the date, time and place of regular council meetings, and give notice of the availability of the schedule in accordance with section 94 [public notice] at least once a year.

Accordingly, each year, Council adopts a meeting calendar that outlines the regular meeting dates for the upcoming year. The calendar provides a framework for scheduling Council, Committee of the Whole, and other committee meetings, as well as ensuring alignment with statutory requirements under the *Community Charter* regarding notice and meeting procedures.

Historically, regular Council meetings are held on the third Tuesday of the month, with adjustments made for statutory holidays and conferences. In July of 2025, Council voted to replace the Committee of the Whole meetings (first Tuesday of the Month) with regular meetings of Council. The 2026 calendar is based on the two regular meetings a month decision and replicates the fall 2025 budget preparation Committee of the Whole meetings. The adoption of the 2026 calendar at this time will assist in departmental planning, budget preparation timelines, and coordination with external partners and committees.

DISCUSSION:

Staff have prepared a proposed 2026 Council Meeting Calendar that:

Staff have prepared a proposed 2026 Council Meeting Calendar that:

1) Maintains a consistent bi-monthly meeting schedule to support regular decision-making.

2) Avoids scheduling meetings on statutory holidays (e.g., New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, and Christmas/New Year's period) and municipal conferences; UBCM and LMLGA.
3) Provides a summer recess period (August). December has been scheduled as normal, awaiting Council direction on reduced meeting activity for a winter break.
4) Aligns with the anticipated budget deliberation timeline (9 placeholder Committee of the Whole meetings for preliminary discussions in October/ November and adoption in late 2026).
5) Includes the general election, strategic planning session, and new Council orientation.
6) Allows flexibility for special meetings to be called as needed under the municipality's procedural Bylaw.

Once approved, the finalized calendar will be posted on the municipal website and shared with relevant stakeholders to promote transparency and public engagement in Council proceedings.

OPTIONS:

(1) Approve the 2026 Calendar as presented.

(2) Approve the 2026 Calendar with amendments.

RECOMMENDED OPTION:

Option 1

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

RECOMMENDED RESOLUTION:

THAT the 2026 Council Calendar be adopted.

Respectfully submitted,



Report Approved By,



Kristal Kenna, B.A.	Ross Blackwell, CAO
Deputy Corporate Officer	Chief Administrative Officer

Attachments:

(1) Draft 2026 Council and Committee Meeting Calendar

The Village of LIONS BAY

2026 Council & Committee Meeting Calendar

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
518	19	20	21	22	23	24
25	26	27	28	29	30	31

*Strategic Planning Session

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*LMLGA

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*UBCM

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*New Council orientation

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*New Council orientation

Jan 1	New Year's Day	**Sep 7**	Labour Day	Regular Meeting of Council
Feb 16	Family Day	**Sep 14-18**	UBCM	Committee of the Whole Meeting (Budget)
Apr 3	Good Friday	**Sep 30**	National Day for Truth and Reconciliation	Climate Action Committee Meeting
Apr 6	Easter Monday	**Oct**	Thanksgiving	Infrastructure Committee Meeting
April 29-May 1	LMLGA Conference (Whistler)	**Nov 11**	Remembrance Day	Finance Committee Meeting @4:30 PM prior to I.C. Mtg.
May 18	Victoria Day	**Dec 25**	Christmas Day	Emergency Program Committee Meeting (generally, no set dates)
Jul 1	Canada Day	**Dec 26**	Boxing Day	Board of Variance Committee (no set dates)
Aug 3	British Columbia Day		STATS & Observed	Tree Committee (no set dates)
			Conferences & New Council Orientation	General Election

General Correspondence		
Date Rec'd	**FROM**	**TOPIC**
25-10-31	Minister of Children and Family Development	Adoption and Permanency Awareness Month
25-11-01	City of Surrey	Monthly SIT Report
25-11-07	Metro Vancouver	Population Projection Update
25-11-10	Housing Reset	Professional Reliance Act
25-11-12	MLA Jeremy Valeriote	Professional Reliance Model
Council Response to Previous Correspondence		
Date Rec'd	**FROM**	**TOPIC**
25-11-02	Councillor McLaughlin to Mr. Banta	Garbage Bylaw

From: CFD Info CFD:EX
To: Lions Bay Reception
Subject: E-mail from the Honourable Jodie Wickens, Minister of Children and Family Development
Date: October 31, 2025 11:35:11 AM
Attachments: image001.png

VIA E-MAIL
Ref: 302573

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

Dear Mayor Berry and Council:

As Minister of Children and Family Development, I am honoured to proclaim November as Adoption and Permanency Awareness Month. I invite you to celebrate the families who have welcomed children and youth as permanent members of their family, and I ask that you help promote awareness for children and youth who are still waiting for permanent homes.

Adoption and Permanency Awareness Month is about celebrating the devoted families created when people open their hearts and commit to sharing their lives with a vulnerable child or youth. A permanent family environment provides a solid foundation for lifelong connections to community and culture, opportunities to thrive, and all the support these young people need along the way.

Permanency is transformational for everyone involved. The emotional and social impacts of belonging can last a lifetime. That is why Adoption and Permanency Awareness Month is also about recognizing the children and youth who are still waiting for permanent, stable, and nurturing homes.

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

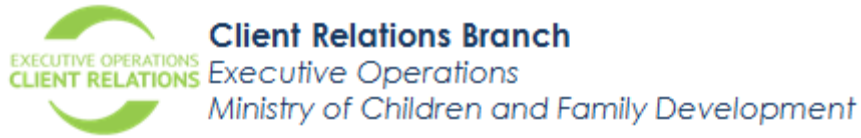
- Adopt BC Kids - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The Ways to adopt in British Columbia Website provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- https://belongingnetwork.com (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- https://adoption-bc.com - a detailed and comprehensive guide to additional adoption resources.

Please join us in marking November as Adoption and Permanency Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Jodie Wickens
Minister

Sent on behalf of the Minister by:



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

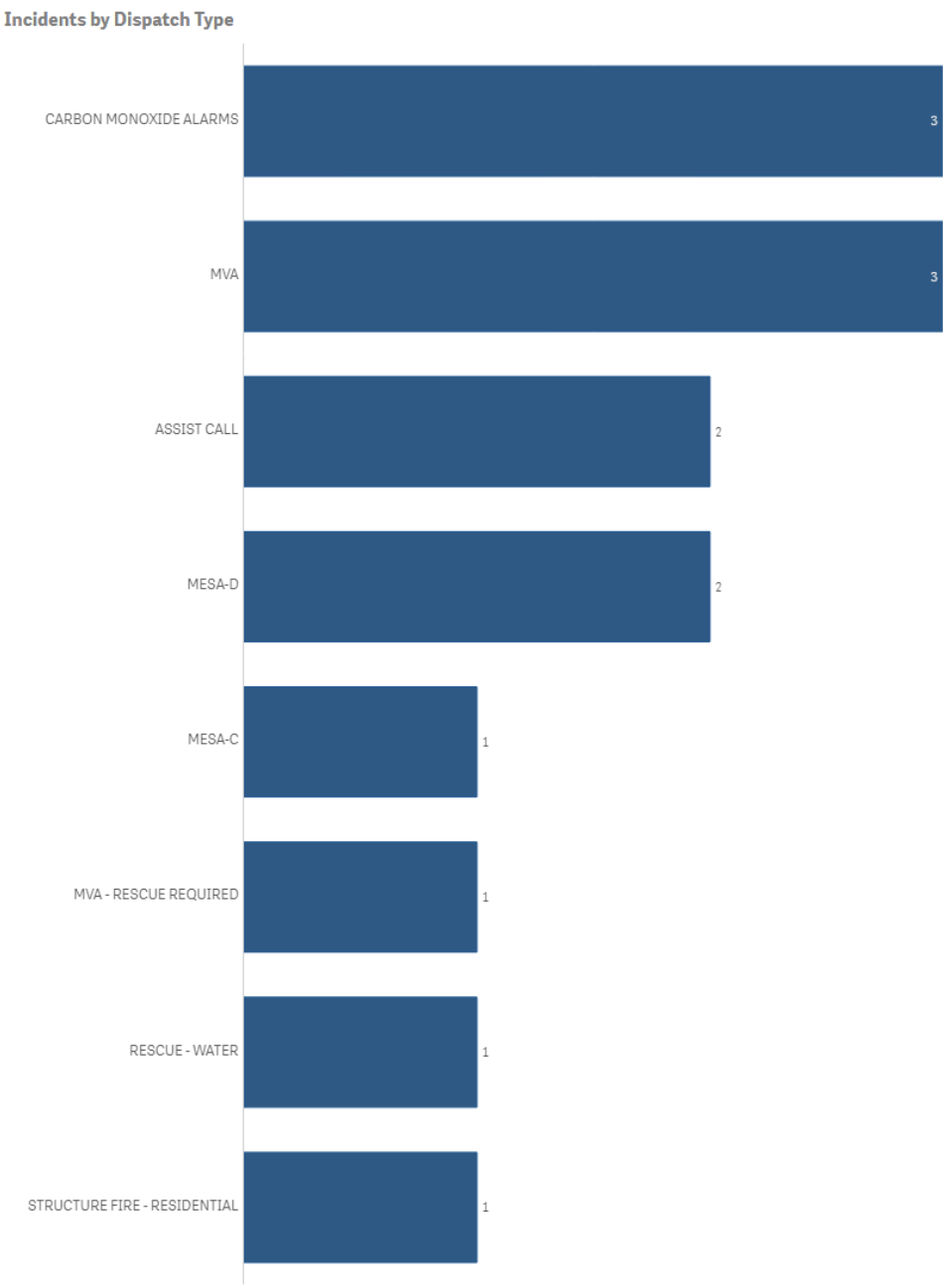
From: FHNprinting02@surrey.ca
To: Agenda
Subject: Monthly Sit Report of 2025-10
Date: November 1, 2025 4:35:35 PM
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Surrey Regional Fire Dispatch Monthly Report

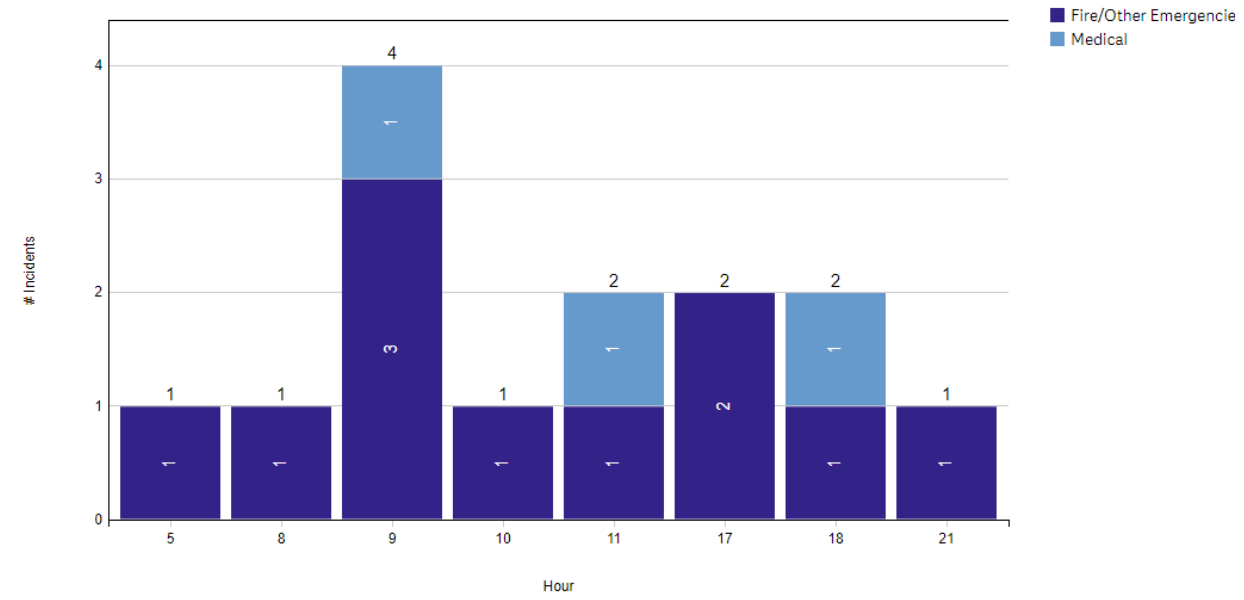
From 2025-10-01 To 2025-10-31

LIONS BAY FIRE RESCUE

# Incidents	# Incident Apparatus	# Incident Attendees
14	29	83


Incidents by Dispatch Type
CARBON MONOXIDE ALARMS
3
MVA
3
ASSIST CALL
2
MESA-D
2
MESA-C
1
MVA - RESCUE REQUIRED
1
RESCUE - WATER
1
STRUCTURE FIRE - RESIDENTIAL
1

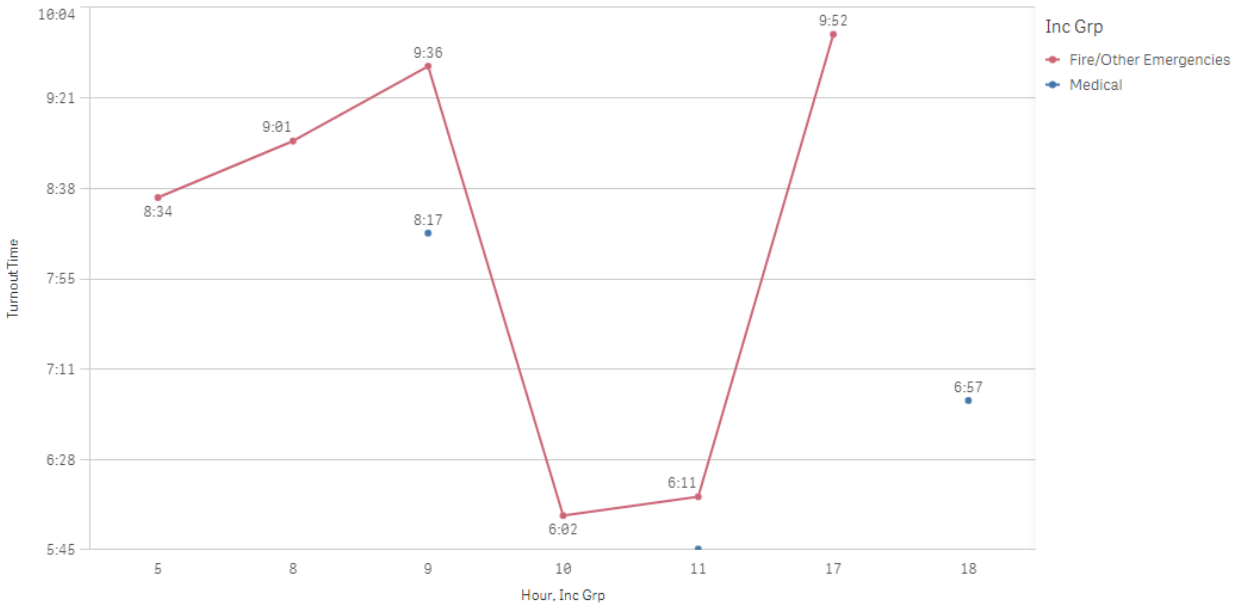
Incidents by Hour



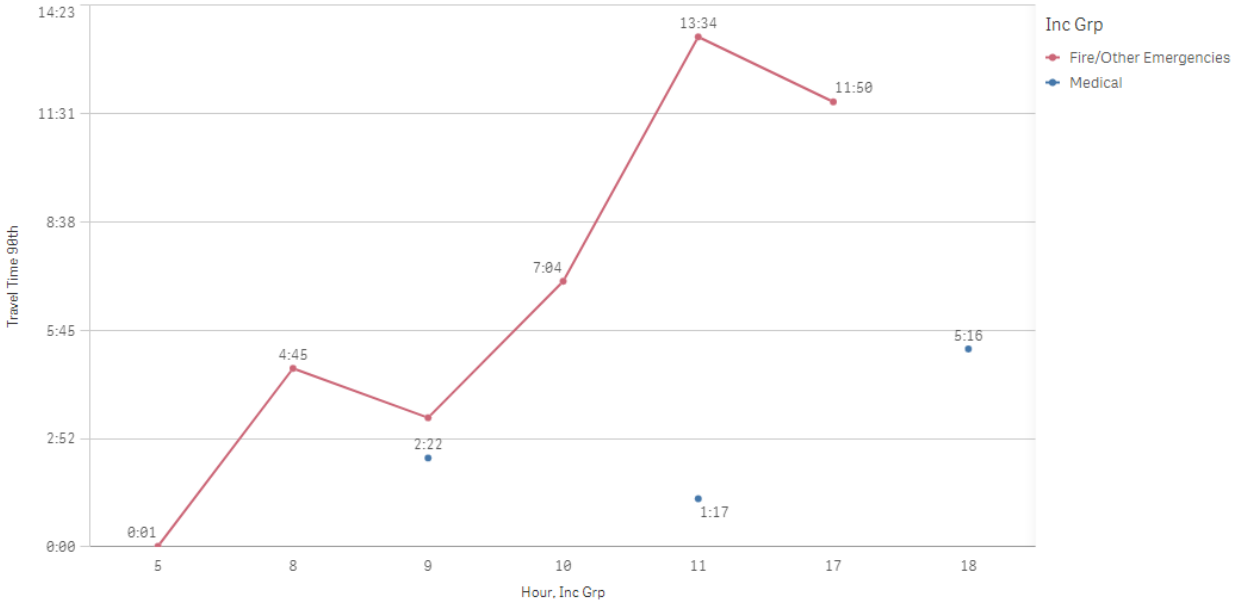
Performance for Emergency Incidents and First On-Scene Apparatus

Turnout Time	Travel Time	On-Scene Time
9:55	11:50	39:26

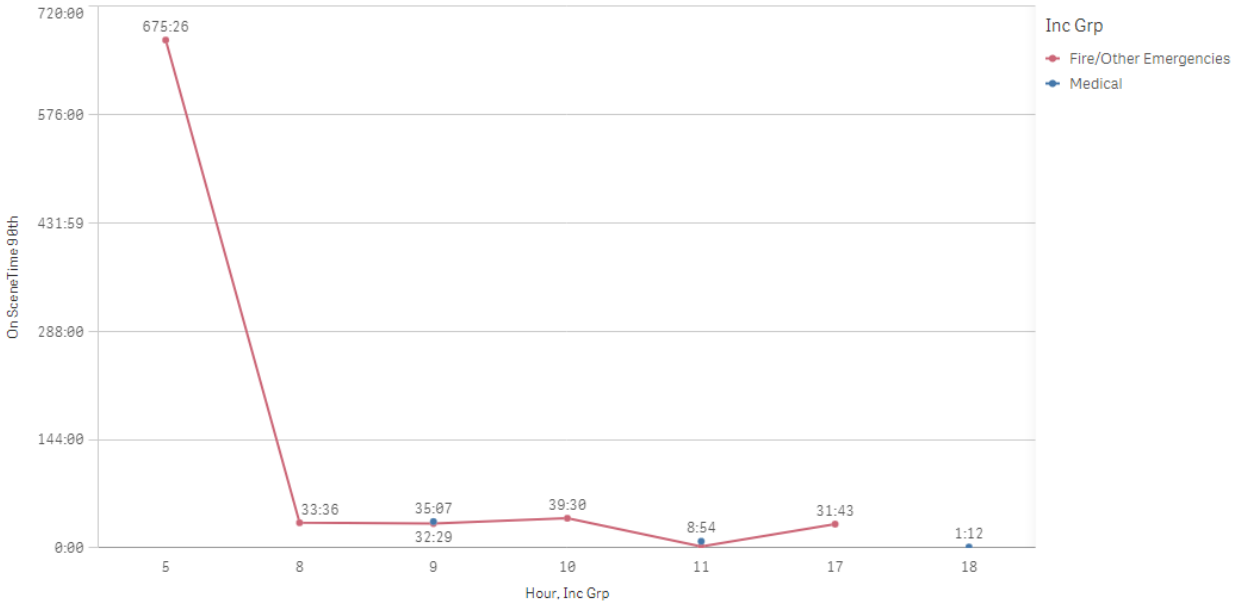
Turnout Time 90th Percentile for Emergency Incident and First On Scene Apparatus



Travel Time 90th Percentile for Emergency Incident and First On Scene Apparatus



On-Scene Time 90th percentile for Emergency Incident and First On Scene Apparatus



Truck Utilization

AppUnit	AppName	Hours Committed	Days Committed	# of Days selected	Hours Capacity	Utilization
LBE61	LB Engine 61	12.8	0.5	12	288	4%
LBE62	LB Engine 62	12.3	0.5	12	288	4%
LBR63	LB Rescue 63	6.0	0.3	12	288	2%
WVE5	WV Engine 5	2.2	0.1	12	288	1%
WVDC	WV Duty Chief	1.9	0.1	12	288	1%
WVE2	WV Engine 2	1.2	0.1	12	288	0%

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

November 7, 2025

File: CR-12-01
Ref: RD 2025 10 03

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

Dear Mayor Ken Berry and Council:

Population Projections Update

At its October 3, 2025 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) passed the following resolution:

That the MVRD Board:
a) receive for information the report dated September 17, 2025, titled "Population Projections Update"; and
b) request that the Board Chair send a copy of the report dated September 10, 2025 titled "Population Projections Update" in attachment 1 of Report dated September 17, 2025 titled "Population Projections Update" to member jurisdictions with an offer of a presentation including local demographic profiles to Council upon request.

The updated population projections reflect recent federal policy changes affecting immigration and non-permanent residents. As a result, the projected average annual net population growth has been revised from 50,000 to 42,500 residents per year to the year 2051. A temporary slowdown is expected between 2025 and 2027, with a modest dip in 2026, before returning to more stable growth. Metro Vancouver projects that the region's population will reach 4 million by 2047 .

The projections provide a common resource to support long-range planning for housing, infrastructure, utilities, and transit. They are developed in close collaboration with member jurisdictions and regional agencies. Long range projections are essential for Metro Vancouver's utility planning as well as for TransLink's transit planning. The updated population projections are also foundational for municipal official community plans, supporting planning for childcare facilities, senior homes, and directing growth to the region's Urban Centres and along transit corridors.

79659212

We are pleased to provide you with the report dated September 17, 2025, titled "Population Projections Update". We look forward to continuing to collaborate with you on future population projection updates. If your Council would like a presentation from Metro Vancouver staff about the report including locally specific data, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at jonathan.cote@metrovancouver.org.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Boards

MH/JC/ac

cc: Ross Blackwell, Chief Administrative Officer, Village of Lions Bay
Kristal Kenna, Deputy Corporate Officer, Village of Lions Bay
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: MVRD Board Report titled "Population Projections Update," dated September 10, 2025 (pg. 308)

79659212

November 7, 2025

To: Premier David Eby and Honorable Members of the Legislative Assembly

Re: An Open Letter to the Government of British Columbia - Urging Restraint on Bill M216, the Professional Reliance Act

We are a Metro Vancouver region-based group of urbanists, urban planners, architects, and UBC/SFU academics, most with decades of experience, some with a background in development, who have joined together to broaden the search for enduring housing solutions.

We are writing to you to address our concerns about Bill M216, the Professional Reliance Act, that was recently introduced to the provincial legislature on October 21, 2025 as a member's bill.

A Quiet Revolution in Local Governance: There is a quiet revolution underway in British Columbia—one that few citizens, and perhaps even few councillors, have yet noticed. With the introduction of Bill M216, the Professional Reliance Act, the provincial government is edging closer to a full-scale assumption of municipal planning powers, effectively rewriting the relationship between local democracy and development.

A Technical Bill with Profound Consequences: At first glance, the bill appears technical: a procedural adjustment to allow developers to hire certified professionals ("PGAs") to review and approve projects. That may sound harmless, even efficient. Yet beneath its bureaucratic language lies a profound shift. Developers would be able to bypass municipal oversight, relying instead on provincially certified agents whose work local governments could not "peer review" (outside consultants) without provincial permission.

Part of a Broader Pattern of Provincial Overreach: This is not an isolated reform. As others have pointed out, Bill M216 builds upon a continuum of provincial interventions—Bills 44, 47, (2023) 13, and 15 (2024)—that expand provincial control over zoning and approvals, especially around transit corridors. Those laws already permit the province to dictate densities, override official community plans, and issue development permits directly if a city fails to comply. Bill M216 goes even further, embedding these powers in a professional governance framework that replaces local accountability with a provincially managed technocracy.

Institutionalizing Conflict of Interest: Even more troubling, this model institutionalizes conflict of interest. When certified professionals hired by developers are empowered to approve the very projects from which they earn their income, the integrity of the system collapses. The bill also eliminates the hard-won practice of incentivizing better urbanism through locally negotiated, taxpayer-informed zoning processes.

For decades, municipalities have used discretionary tools—community amenity contributions, design panels, and density bonusing—to secure parks, childcare facilities, and affordable housing. Bill M216 dismantles that tradition, substituting the private judgment of consultants for the collective will of local citizens.

Eroding Municipal Self-Determination: The bill's provisions go so far as to allow the province to designate an alternative "local government" to handle approvals if an elected council proves too slow or resistant. This power effectively nullifies the principle of municipal self-determination.

Centralization Without Affordability: The pattern is unmistakable. Step by step, the tools of local planning—zoning, permitting, and density decisions—are being centralized under provincial authority, justified by the widely felt urgency of the housing crisis. Yet removing democratic checks does not guarantee affordability. On the contrary, it risks handing over unprecedented control to private actors and provincially appointed officials—for no discernible benefit and at great expense to the public good.

Lack of Transparency and Accountability: Equally concerning is how this legislation has been introduced. Instead of coming through the Minister of Housing or Municipal Affairs, Bill M216 arrived as a Private Member's Bill, tabled by an NDP MLA from Nanaimo. Substantive policy legislation is rarely advanced this way. The approach raises serious questions about transparency and accountability, especially given the sweeping implications for local democracy.

A Call for Democratic Restraint: We therefore urge restraint. Pause the progression of Bill M216. We note significant concerns also raised by the Union of BC Municipalities (UBCM). Engage municipalities, planning and design associations, and the public in a transparent review of how best to balance efficiency with democratic accountability.

In this tumultuous world, British Columbia should strengthen its reputation as a creative democracy, not weaken it.

Signed: (In alphabetical order on two pages below)

Larry Beasley, CM, FCIP, Former Co-chief Planner of Vancouver, author Vancouverism

Lance Berelowitz, AA Dipl RPP MCIP, Principal Urban Forum Associates.

Patrick Condon, Professor Emeritus UBC School of Landscape and Architecture, author Broken City. Former head city planner.

Frank Ducote, Principal, Frank Ducote Urban Design, former Senior Urban Designer, City of Vancouver

Dr. Alexandra Flynn, Associate Professor, Peter A. Allard School of Law, University of British Columbia and Co-Director, Housing Research Collaborative (which includes the Housing Assessment Resource Tools project and the Balanced Supply of Housing Node)

Michael Geller, FCIP, RPP, MLAI, Ret Architect AIBC, urban planner, real estate consultant, developer and Adjunct Professor, SFU.

Barbara Gordon, Retired Architect AIBC and retired Director of Capital Planning, UBC

Penny Gurstein, PhD, MCIP (ret.) Professor Emeritus and Former Director, School of Community and Regional Planning, Co-Director, Housing Research Collaborative, UBC

Scot Hein, Retired Architect MAIBC/Former COV and UBC Senior Urban Designer and Development Planner/Adjunct Professor Urban Design UBC/SFU Faculty Continuing Studies/Founding Board Member Urbanarium/Board Member Small Housing BC/Housing Advocate

Norman Hotson, Retired Architect AIBC, FRAIC, RCA, Hon PIBC

Sandy James, former City of Vancouver City Planner, Managing Director Walk Metro Vancouver

David Ley, OC, FRSC, PhD, Urban Geographer, Professor Emeritus UBC, Order of Canada

Mike Mangan, Barrister & Solicitor (Ret.), who worked with the real estate industry for many years, authored *The Condominium Manual* and taught at UBC for 25 years.

Signers Continued:

Darlene Marzari, first a Social Planner at City of Vancouver, fought the Freeway to save Chinatown/Gastown/ waterfront, City of Vancouver Councillor, BC Minister of Municipal Affairs, and established the Liveable Region Strategic Plan (1990)

Bill McCreery, former registered architect AIBC & AAA, helped create North & South False Creek & thousands of units of developer, public & social housing in BC, Alberta & UK, developed several Vancouver residential projects

Sean McEwen, Architect, AIBC, FRAIC. Affordable housing advocate

Graham McGarva, FRAIC, Retired Architect AIBC, M.A.

Elizabeth Murphy, private sector project manager, and senior property development officer, formerly with the City of Vancouver's housing and properties department, BC Housing and BC Buildings Corp

Brian Palmquist, Award winning architect and author**,** AIBC MRAIC BEP CP LEED AP

Tom Phipps, Retired Senior Planner City of Vancouver (33 years)

Mary Pynenburg MRAIC (Retired) MCIP (Retired) Former Director of Planning City of New Westminster, Former Director of Planning and Development City of Kelowna, former Director of Design / Development CP Hotels

Robert Renger, BES, MCP; Consultant City Planner; Former Senior Development Planner and City's lead for UniverCity at SFU, City of Burnaby

Mary Beth Rondeau, Ret Architect AIBC Former Urban Designer City of Vancouver

Ralph Segal, MAIBC (ret.) Former Chief Urban Designer / Development Planner, City of Vancouver

Ray Spaxman, ARIBA (Rtd), MRTPI (Rtd,) FCIP, Hon AIBC, LL.D, Director of Planning, City of Vancouver 1973-1989

Sara Stevens, PhD, Associate Professor UBC School of Architecture and Landscape Architecture, Chair of Urban Design, Co-founder of Architects Against Housing Alienation

Erick Villagomez, Lecturer UBC School of Community and Regional Planning**,** Principal, Mētis Design | Build**,** Editor-in-Chief, Spacing Vancouver

Arny Wise, B. Comm., M.Sc., RPP, MCIP (ret), urban planner/ retired developer (President, Synergy Develop., VP Development, Goldfan Holdings), Board of Directors Toronto Economic Development Corporation (1990-1999)

David Wong, Architect, AIBC; formerly with Engineering & Planning Dept. City of Vancouver

Elvin Wyly, Urban Housing Researcher, Professor of Geography, UBC

From: Valeriote, Jeremy <J.Valeriote@leg.bc.ca>
Date: Wednesday, November 12, 2025 at 3:57 PM
Subject: Professional Reliance Bill M216 - comment requested
Dear Mayors Sager, Hurford, Crompton, Richman, Leonard and Berry:

I would appreciate your feedback on this bill before I have to vote on 2nd reading on Monday, if possible:

Bill M216, the Professional Reliance Act, is a private members bill, introduced by MLA George Anderson.

MLA Anderson has indicated that the intent of his Bill is to lower the costs of housing, by requiring municipalities to accept certified work from qualified professionals, rather than undertaking the review themselves. Oversight would be undertaken by the Superintendent of Professional Governance, under the Professional Governance Act. In this context, a "PGA professional" is a registrant in good standing of a regulatory body set out in Schedule 1 to the *Professional Governance Act*. This includes engineers and architects, as well as agrologists, applied science technologists and technicians, biologists and forest professionals. It does not include Registered Professional Planners.

The use of professional reliance in BC was reviewed by Mark Haddock in 2018. He found that professional reliance can diminish oversight, is risky for both environmental protections and First Nations interests, that relying on an individuals self-declatation of competency can be problematic for both government and proponents.

UBCM has provided the following comment on the Bill on behalf of their members:
UBCM views the proposed legislation as continuing a trend towards sweeping, centralized legislation that impacts local governments, developed without meaningful local government input. UBCM first became aware of this bill when monitoring the introduction of the legislation in the current legislative session. Local governments should be engaged before laws that impact areas of their jurisdiction are introduced. As has been clearly demonstrated in recent processes, fast-tracked approaches that skip over consultation are likely to lead to unintended consequences. UBCM was not consulted on this legislation before its introduction and has significant concerns with the proposed approach that would erode local approval authorities.

The Bill can be read on the Legislative Assembly website, at https://leg.bc.ca/parliamentary-business/overview/43rd-parliament/1st-session/bills/1st_read/m216-1.htm
Mark Haddock's review of Professional Reliance can be read at:
https://www2.gov.bc.ca/assets/gov/environment/natural-resource-policy-legislation/professional-reliance/professional_reliance_review_final_report.pdf

Housing Reset perspective for info.

Thanks for your comment! Jeremy

Jeremy Valeriote (he,him)
MLA for West Vancouver-Sea to Sky
672-974-4541

From: Ron Mclaughlin
To: [redacted]
Cc: Chief Administrative Officer
Subject: Garbage Bylaw recommendations
Date: November 2, 2025 2:41:30 PM
Attachments: [redacted]

Good afternoon, Greg. I hope you are well and in good spirits. Attached is your letter of September 14th. Thank you for your patience in waiting for a response. I was out of the country for a period just after you wrote which contributed in the delay. For ease of reference, I have highlighted the one sentence change that you are suggesting for the Bylaw, and take note of your comments in the last paragraph with respect to neighbors placing their refuse in front of their neighbor's property rather than their own. You do not share a driveway or common entrance to your property such that it could be misconstrued on whose property the items are placed in front of.

Your note was addressed at Council. The Bylaw has regularly appeared before Council recently. I expect it will be presented again shortly. CAO Blackwell is copied on the reply. My request on your behalf is for him to consider your recommended change when the Bylaw next appears, and to alert our Bylaw Officer of items left curbside for extended periods of time near you.

Best regards and keep well,

Ron McLaughlin
Councillor
H: 604-921-7138
[redacted]