AGENDA

Regular Meeting of Council

Tuesday, December 2, 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?omn=84859950195
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. Personnel

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:

(c) labour relations or other employee relations;

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

Recommendation:
THAT the Agenda of December 2, 2025, be adopted.

5. Public Participation

6. Delegations

- None

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - November 4, 2025 5

Recommendation:
THAT the Regular Meeting of Council Minutes of November 4, 2025, be approved.

7.2 Regular Meeting of Council- November 18, 2025 13

Recommendation:
THAT the Regular Meeting of Council Minutes of November 18, 2025, be approved.

7.3 Special Meeting of Council - November 20, 2025 21

Recommendation:
THAT the Special Meeting of Council Minutes of November 20, 2025, be approved.

8. Business Arising from the Minutes

9. Unfinished Business

9.1 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.641, 2025 - Short Term Rentals 24

For adoption.

- For decision

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

9.2 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks 40

For adoption.

- For decision

Recommendation:
THAT *Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks be adopted.*

9.3 2026 Budget 46

2026 Budget presented for Third reading.

Recommendation:
THAT the *2026 – 2030 Five Year Financial Plan Bylaw No. 655, 2025*, be granted Third reading.

9.3.1 Capacity Funding for Local Government Housing Initiatives 52

Funding letter for local government implementation of legislative changes from the Ministry of Housing and grant guidelines.

- For direction

9.4 Action Items Log 60

A list on ongoing action items.

- For information

10. Reports

10.1 Staff

10.1.1 Electric Fleet Vehicles 61

Report by Chief Administrative Officer Ross Blackwell on electric fleet vehicles.

- For information

10.1.2 **Council Strategic Priorities Plan Draft** 65

Recommendation:
THAT Council adopt the 2025-2026 Council Strategic Priorities Plan.

10.1.3 **Fees Bylaw No.497, 2016, Amendment Bylaw No.656, 2025** 78

Schedule 6 – Community Facility Rentals has been amended in response to community feedback and an internal review which identified unintended discrepancies in the recently updated fee structure.

- For decision

Recommendation:
THAT *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025* be read a First, Second, and Third time.

10.1.4 **Active Transport Plan** 110

Staff are seeking Council's direction to initiate the development of an Active Transportation (AT) Network Plan for the Village of Lions Bay and to authorize staff to proceed with securing available external funding support from TransLink.

- For decision

Recommendation:
THAT Council direct Staff to initiate the development of an Active Transportation Network Plan and authorize staff to apply for and accept TransLink's cost-sharing contribution,

AND THAT Staff report back to Council with a proposed scope of work and procurement plan.

10.1.5 **Municipal Planning Overview** 113

A comprehensive overview of core planning fundamentals by Chief Administrative Officer Ross Blackwell.

- For information

10.1.6 **2024 Annual Report Draft** 136

The 2024 Annual Report Draft presented by Chief Administrative Officer Ross Blackwell.

- For information

10.2 **Committees**

10.2.1 **Climate Action Committee**

10.2.1.1 **Climate Action Committee Year in Review** 202

Year in Review report of the Climate Action Committee's work by member Norm Barmeier, to be presented by Councillor Abbott.

- For discussion

10.2.2 **Infrastructure Committee**

- None

10.2.3 Finance Committee

- None

10.3 Mayor and Councillors

- None

10.4 Emergency

- None

10.5 2024 Annual Report Draft

2024 Annual Report draft, presented by Chief Administrative Officer Ross Blackwell.

- For information

11. Resolutions

- None

12. Bylaws

- None

13. Correspondence 207

Correspondence received from November 14 -27, 2025.

- For information

14. New Business

15. Public Questions and Comments

16. Adjournment

Recommendation:
THAT the Council Meeting be adjourned.

MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

November 4, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

In Attendance:	Mayor Ken Berry Councillor Neville Abbott Councillor Michael Broughton Councillor Jaime Cunliffe Councillor Ron McLaughlin
Staff In Attendance:	Chief Administrative Officer, Ross Blackwell Deputy Corporate Officer, Kristal Kenna (Recorder)

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1. Call to Order

Mayor Berry called the meeting to order at 6:00 PM

2. Closure of Council Meeting

Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

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:

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

CARRIED

3. Reporting out from Closed portion of Meeting

The open session of the meeting resumed at 7:00 PM

There was nothing to report out.

4. Adoption of Agenda

Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

That the Agenda of November 4, 2025, be adopted as amended.

CARRIED

Amendment:
Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

THAT The Draft Subdivision Servicing Bylaw question return for consideration for Third reading under Item No. 9.2 *Unfinished Business.*

CARRIED

Amendment:
Moved by: Councillor Broughton
Seconded by: Councillor McLaughlin

THAT the on table Item *Governance Principals* be discussed under Item 10.2 *Committees.*

CARRIED

5. Public Participation

- *None*

6. Delegations

- *None*

7. Approval of Minutes of Prior Meetings

7.1 Special Meeting of Council- October 17, 2025

Moved by: Councillor Abbott
Seconded by: Councillor Broughton

THAT the Special Meeting of Council Minutes of October 17, 2025, be approved with the addition of an adjournment timestamp.

CARRIED

7.2 Regular Meeting of Council - October 21, 2025

change "unadopted" under regional context statement

Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

THAT the Regular Meeting of Council Minutes of October 21, 2025, be approved as amended, by removing "unadopted" [2022 OCP] from Item No.8 e. *Business Arising from the Minutes.*

CARRIED

8. Business Arising from the Minutes

Councillor Abbott suggested that the Strategic Planning session minutes be reported out.

9. Unfinished Business

9.1 Action Items Log

That Item No.297 referencing storage, is complete with the 2026 budget (storage addition to Broughton Hall).

9.2 Draft Subdivision Servicing Bylaw No. 651, 2025

Council discussed a public engagement session prior to a Third reading. Staff cautioned that a technical document of this nature is should not require public participation. Suggestion that the Bylaw come to a Committee of the Whole meeting should Council have additional specific questions.

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT Third reading be granted to Subdivision Servicing Bylaw No.651, 2025.

CARRIED

10. Reports

10.1 Staff

10.1.1 2025 Audit Service Plan

The 2025 Audit has begun.

10.1.2 Christmas Holiday Closure Schedule

DRAFT

Council agreed that the Municipal Office should be closed during the main holiday period December 23 - 24 & December 30 - January 5, 2025, and that Staff would be granted four holiday days during the closure period.

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT Council endorse the 2025 Municipal Office Christmas Closure for December 22–24, 2025; December 29–31, 2025; and January 2, 2026, with the office resuming regular operations on Monday, January 5, 2026.

Opposed (5): Mayor Berry, Councillor Abbott, Councillor Broughton, Councillor Cunliffe, and Councillor McLaughlin

DEFEATED (0 to 5)

Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

THAT Council endorse the 2025 Municipal Office Christmas Closure for December 23-24 2025; December 30-31, 2025; and January 2, 2026, with the office resuming regular operations on Monday, January 5, 2026, and;

THAT Staff be given four holiday days during the closure period.

CARRIED

10.2 Committees

10.2.1 On-table Item - Council Advisory Committees

This Item was discussed prior to Item No. 10 Reports

Mayor Berry introduced a report outlining a legislative framework for best practices and that Council meetings should always take priority over advisory committee meetings.

Moved by: Mayor Berry
Seconded by: Councillor McLaughlin

THAT Council affirm that Council meetings and Council business take precedence over advisory committee meetings and activities at all times; and

THAT this principle be incorporated into advisory committee terms of reference and meeting schedule practices, ensuring that advisory bodies operate in a supportive role and under the direction of Council.

CARRIED

DRAFT

10.2.2 Climate Action Committee

10.2.2.1 Climate Action Committee Meeting Minutes - September 4, 2025

This Item was discussed after Item No. 10.2.2 Recommendations to Council for Budget 2026

On-table item from Councillor Abbott, regarding a Proposed Marine Refuge in Howe Sound. A letter to be drafted on behalf of Council to the Department of Fisheries and Oceans regarding any effects on the Municipality and the boundary of the conservation area.

- *Received as information*

Moved by: Councillor Abbott
Seconded by: Councillor Broughton

THAT Staff be directed to seek an extension from the Department of Fisheries and Oceans in the matter of the Proposed Marine Refuge; in the event that an extension is not granted, a Special Meeting of Council will be called prior to November 14, 2025.

CARRIED

10.2.2.2 Recommendations to Council for Budget 2026

Staff suggested that Council should consider additional information on the topic, to be presented by Staff at the next Council meeting.

1
Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

THAT Council approve the Climate Action Committee recommendation Option 2 - Vehicle Fuels and Emissions as recommended by the Climate Action Committee to replace both Bylaw Enforcement Officer vehicle and aging public works F150 Vehicle with Electric Vehicles, including required charging infrastructure at works-yard, and

Amendment:
Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT the costs of electric vehicles and associated infrastructure be referred to Staff for a report at the next Regular Meeting of Council.

CARRIED

2

THAT additional costs over proposed Staff request for additional gasoline vehicle and costs incurred by replacement of Bylaw Enforcement Officer F150 with a small Electric Vehicle be drawn from Local Government Climate Action Program fund, and

3
Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

THAT Council direct Staff to take necessary measures to ensure all future diesel purchased is R100 including necessary documentation to confirm for Local Government Climate Action Program reporting.

CARRIED

10.2.3 Infrastructure Committee

10.2.3.1 Infrastructure Committee Meeting Minutes - June 10, 2025

- Received for information

10.2.3.2 Recommendations to Council for Budget 2026

Concerns were raised about voting on budget items individually and preference is for these items to be voted on as a whole. Desire to refer to staff for input and make up the budget discussion.

1
Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

THAT Council approve Infrastructure Committee recommendation 8.B (pH adjustment) as recommended from the Infrastructure Committee meeting of September 30, 2025, and

2

THAT Council approve Infrastructure Committee recommendations 8.D (SCADA) as recommended in the from the Infrastructure Committee meeting of September 30, 2025, and

3

DRAFT

THAT Council approve the inclusion of $20,000 for the updating of the Piteau Report (2005).

4
Moved by: Councillor Broughton
Seconded by: Mayor Berry

THAT the 2026 Budget recommendations from the Infrastructure Committee be referred to the 2026 Budget (Bylaw) discussion.

CARRIED

10.2.4 Finance Committee

- None

10.2.5 Emergency Program Committee

Council extended its thanks to Emergency Program Coordinator Mary Brown for organizing the drumming workshop.

Moved by: Councillor Abbott
Seconded by: Councillor Broughton

THAT Councillor Ron McLaughlin be appointed as second Councillor on the Emergency Program Committee.

CARRIED

10.3 Mayor and Councillors

10.3.1 Ombudsperson's Recommendations for Closed Meetings to Residents

The correspondence sent to all municipalities suggests the regular release of Closed Council meeting content when legally appropriate. It was suggested that as a first step, Council provide details of the subject matter discussed when not explicitly reporting out.

Moved by: Mayor Berry
Seconded by: Councillor Broughton

THAT Staff conduct a 30-day rolling review of Closed session minutes and reports and bring forward items for public release (with redactions where lawful).

Opposed (3): Councillor Abbott, Councillor Cunliffe, and Councillor McLaughlin

DRAFT

DEFEATED (2 to 3)

10.4 Emergency

- *None*

11. Resolutions

- *None*

12. Bylaws

- *None*

13. Correspondence

1) Correspondence from MLA Jeremy Valeriote regarding the Railway - Council would like more discussion on the topic.

2) Requests from the Bird friendly Group that bird and bear friendly considerations be incorporated into the draft *Building Bylaw*. Suggestion that these items be brought forth the during the *Building Bylaw* readings.

14. New Business

None.

15. Public Questions and Comments

- *None*

Council recessed to the Closed session at 8:42 PM

16. Reporting Out

In the second Closed session, Mayor Berry reported out that Chief Administrative Officer (CAO) Ross Blackwell will receive a cost-of-living increase.

17. Adjournment

THAT the Council Meeting be adjourned.

Mayor

Corporate Officer

DRAFT

MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

November 18, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

In Attendance:	Mayor Ken Berry Councillor Neville Abbott Councillor Michael Broughton Councillor Jaime Cunliffe Councillor Ron McLaughlin
Staff In Attendance:	Chief Administrative Officer, Ross Blackwell Financial Officer, Joe Chirkoff Deputy Corporate Officer, Kristal Kenna (Recorder)

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1. Call to Order

Mayor Berry called the meeting to order at 6:00 PM.

2. Closure of Council Meeting

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

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;

CARRIED

3. Reporting out from Closed portion of Meeting

Council has resolved to conclude a property dispute involving 325 Bayview Road, and;

A public statement regarding online conduct and respect in the community will be addressed to residents by the Chief Administrative Officer on behalf of Council.

4. Recess

The meeting recessed from 6:50 PM - to 7:00 PM

Moved by: Councillor Cunliffe
Seconded by: Councillor Broughton

THAT Council recess the Open meeting until 7:00 PM.

CARRIED

5. Adoption of Agenda

Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

That the Agenda of November 18, 2025, be adopted with the addition of a verbal report from the Chief Administrative Officer on an update on the Proposed Marine Refuge, to be heard under Item No.10 *Unfinished Business*.

CARRIED

6. Public Participation

Prior to public participation, Chief Administrative Officer Ross Blackwell read a public statement titled *Online Conduct and Respect in Our Community* on behalf of Council, addressing threatening behaviour made online towards Council.

Russ Meiklejohn - Regarding Item 10.1.4 *Development Variance Permit* has attended as the agent, to answer any questions which might arise regarding the application. Council agreed that they would call upon Mr. Meiklejohn when the item is discussed if any clarity is needed.

7. Delegations

- *None*

8. Approval of Minutes of Prior Meetings

- *None*

9. Business Arising from the Minutes

- *None*

10. Unfinished Business

DRAFT

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

Councillor Broughton would like to ensure that the trilateral agreement between Brunswick Beach residents, the Province of British Columbia and the Village of Lions Bay is acknowledged in the Bylaw.

Moved by: Councillor McLaughlin
Seconded by: Councillor Broughton

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

CARRIED

10.2 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.641, 2025 - Short Term Rentals

Discussion regarding the public hearing; Staff reiterated that the Bylaw revisions were made to form a Bylaw that is legal and current and the hearing was not a debate on Short Term Rentals in general.

Council expressed concerns about the public hearing process and the need for more community engagement and that a town hall on the matter should be considered in future.

Suggestion that the ultra vires items be highlighted for clarity on the Bylaw amendments.

Moved by: Councillor Cunliffe
Seconded by: Councillor Broughton

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

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

10.3 Building Bylaw No. 649, 2025

A staff report was introduced as a companion to the draft Building Bylaw, to set out considerations regarding mandatory bird-friendly glass and lighting requirements.

In summary, Staff suggest that any Bird Friendly provisions be included in the Bylaw as an optional provision only.

DRAFT

Councillor Abbott requested that Council consider hearing from the Bird Friendly Group on these items prior to adopting the Bylaw.

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

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

Amendment:
Moved by: Councillor Abbott
Seconded by: Councillor Broughton

THAT Building Bylaw No. 649, 2025, be granted Second reading.

CARRIED

Moved by: Councillor Abbott
Seconded by: Councillor Cunliffe

THAT Council direct staff to facilitate a meeting between the Bird Friendly Group and Staff for the purpose of clarifying the Municipality's Bird Friendly commitments [Bird Friendly Status] and;

THAT Staff invite the Bird Friendly Group to appear as a delegation at the next Regular Meeting of Council in relation to the draft Building Bylaw.

CARRIED

10.4 Draft Subdivision Servicing Bylaw No. 651, 2025

Staff to clean up reference to "public hearing " and "Public Works Manager" (replace with Director of Operations) in the associated staff report.

Action Item: CAO to outline DCC's and CAC's (what is allowed in Sub div.) for Council at the next regular meeting.

Moved by: Councillor Broughton
Seconded by: Councillor Cunliffe

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

CARRIED

10.5 Action Items Log

10.6 On-table - Proposed Marine Refuge

Chief Administrative Officer Ross Blackwell gave a verbal update that he had spoken with Heather Keith from the District of West Vancouver regarding their

DRAFT

position on the Department of Fisheries and Oceans Proposed Marine Refuge. The District of West Vancouver will not be issuing a letter to Department of Fisheries and Oceans.

After speaking with the District of West Vancouver, Lions Bay and District Staff shared similar concerns about future restrictions on use or recreation of the proposed refuge area.

Moved by: Councillor Abbott
Seconded by: Councillor Broughton

THAT the letter to the Department of Fisheries and Oceans regarding the Glass Sponge and Rock Cod Refuge amendments be signed by the acting Mayor and forwarded to the Department of Fisheries and Oceans.

CARRIED

11. Reports

11.1 Staff

11.1.1 2026 Budget

Council recessed at 7:57 and resumed at 8:03 PM.

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

THAT the 2026 – 2030 Five Year Financial Plan Bylaw No. 655, 2025, be granted First and Second reading.

CARRIED

11.1.2 Accounts Payable Third Quarter

- *Received for information*

11.1.3 Tree Application No.135 - 405 Bayview Road

Moved by: Councillor Broughton
Seconded by: Councillor McLaughlin

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;

DRAFT

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.

CARRIED

11.1.4 Development Variance Permit Application 25-03

Staff introduced the Development Variance Permit application and Council invited the applicant's agent, Mr. Meiklejohn to share an overview of the application.

Staff confirmed that no formal written responses from neighbours were received. Mr. Meiklejohn suggested that the draft *Building Bylaw* include a definition of roof slope.

This application was submitted as a Development Variance permit and not a Board of Variance request as the changes to the property are based on desire and not hardship.

Moved by: Councillor Broughton
Seconded by: Councillor McLaughlin

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.

DRAFT

CARRIED

11.1.5 Proposed 2026 Council Meeting Calendar

Moved by: Councillor Abbott
Seconded by: Councillor Cunliffe

THAT the 2026 Council Calendar be adopted.

CARRIED

11.2 Committees

11.2.1 Climate Action Committee

- None

11.2.2 Infrastructure Committee

- None

11.2.3 Finance Committee

- None

11.3 Mayor and Councillors

- None

11.4 Emergency

- None

12. Resolutions

- None

13. Bylaws

- None

14. Correspondence

Concerns about the Population Projections Update - Suggestion that Council provide comment to Metro Vancouver on these projections.

15. New Business

- None

16. Public Questions and Comments

- None

DRAFT

17. Adjournment

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

THAT the Council Meeting be adjourned.

The meeting concluded at 8:29 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:

DRAFT

MINUTES

SPECIAL MEETING OF COUNCIL

VILLAGE OF LIONS BAY

November 20, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

In Attendance:	Mayor Ken Berry Councillor Neville Abbott Councillor Michael Broughton Councillor Jaime Cunliffe Councillor Ron McLaughlin
Staff In Attendance:	Chief Administrative Officer, Ross Blackwell

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1. Call to Order

Mayor Berry called the meeting to order at 6:00 PM.

2. Closure of Council Meeting

Requested additional reasons for a Closed meeting, clause (n).

Moved by: Councillor Broughton
Seconded by: Councillor Cunliffe

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:

(c) labour relations or other employee relations;

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

CARRIED

3. Reporting out from Closed portion of Meeting

Council reported out that the Strategic Priority Session is now complete, and a draft plan will be presented at the next Regular Council Meeting.

4. Adoption of Agenda

That the Agenda of November 20, 2025, be adopted.

5. Public Participation

- None

6. Delegations

- None

7. Approval of Minutes of Prior Meetings

- None

8. Business Arising from the Minutes

- None

9. Unfinished Business

- None

10. Reports

- None

11. Resolutions

- None

12. Bylaws

- None

13. Correspondence

- None

14. New Business

- None

15. Public Questions and Comments

- None

16. Adjournment

DRAFT

Moved by: Councillor McLaughlin
Seconded by: Councillor Broughton

THAT the Council Meeting be adjourned.

The meeting concluded at 7:45 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:

DRAFT

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 **November 18, 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:	2025-11-14	**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 **November 18, 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: 2025-11-12 **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. 655, 2025* be given first and second reading.

Respectfully submitted,



_____

Joe Chirkoff
Financial Officer

Attachments:

(1) *2026 - 2030 Five Year Financial Plan Bylaw No. 655, 2025*.
(2) Schedule A – Consolidated Financial Plan
(3) Schedule B – Statement of Objectives and Policies

2026 – 2030 Five Year Financial Plan Bylaw No. 655, 2025

Adopted: ***, 2025

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. 655, 2025

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. 655, 2025".**

2. The 2025 - 2029 Five Year Financial Plan Bylaw No. 646, 2025 (adopted on May 14, 2025) 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	**November 18, 2025**
READ A SECOND TIME	**November 18, 2025**
READ A THIRD TIME	**XXX 2025**
ADOPTED	**XXX 2025**

_____
Mayor

_____
Corporate Officer

Certified a true copy of
2026 – 2030 Five Year Financial Plan
Bylaw No. 655, 2025 as adopted.

_____
Corporate Officer

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.

VIA EMAIL

Ref: 63760

December 21, 2023

Ross Blackwell
Chief Administrative Officer
Village of Lions Bay
Email: cao@lionsbay.ca

Dear Ross Blackwell:

I am writing to notify you of the funding allocation for the Village of Lions Bay from the $51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Village of Lions Bay will receive $155,786 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is $150,000, and the per-capita amount is $4.39.
- For regional districts, the base amount is $80,000 and the per capita amount is $5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Ministry of Housing
Assistant Deputy Minister's Office
Housing and Land Use Policy Division
Mailing Address:
PO Box 9844 Stn Prov Govt
Victoria BC V8W 9T2
Phone: 250 356-2115
www.gov.bc.ca/housing

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,

Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

Capacity Funding for Local Government Housing Initiatives

Program Scope and Guidelines

Update: September 2025

1. Introduction

The Government of British Columbia has provided $51 million in grant-based funding to help facilitate implementation and support local governments to meet new legislative requirements of Housing Statutes (Residential Development) Amendment Act (Bill 44) and Housing Statutes (Transit-Oriented Areas) Amendment Act (Bill 47), and to adopt new authorities under Housing Statutes (Development Financing) Amendment Act (Bill 46) and Housing Statutes Amendment Act (Bill 16).

Grants have been distributed to 160 municipalities, 27 regional districts and the Islands Trust. The grant amounts are based on a formula with two components: a flat funding amount and a per-capita amount. For municipalities, the flat amount is $150,000 and the per-capita amount is $4.39. For regional districts, the flat amount is $80,000 and the per-capita amount is $5.80.

2. Eligible Projects

The grant funding will support local government planning capacity to adopt Local Government Housing Initiative requirements for small-scale multi-unit housing, pro-active planning tools or bylaws for inclusionary zoning, density bonus or tenant protection.

Funding can be spent on any planning and implementation activities or costs (including incremental staff and administration costs provided they relate directly to the eligible activities) that local governments need to undertake to successfully meet the legislative requirements of Bill 44 and Bill 47, and to update or adopt tools from Bill 46 and Bill 16.

Any funds provided by the Province to the Recipient that cannot be committed to an eligible project must be returned to the Province upon written request.

Examples of eligible projects include a new project or update to an existing plan or bylaw:

- housing needs report (HNR)
- official community plan (OCP)
- zoning bylaw
- development cost charge (DCC) bylaw
- amenity cost charge (ACC) bylaw
- transit oriented density bylaw
- transportation, parks or neighbourhood plan
- procedures and fees bylaw
- works and services bylaw
- parking bylaw
- inclusionary zoning bylaw
- building bylaw
- subdivision bylaw
- affordable and special needs housing zoning bylaw
- density benefits zoning bylaw
- tenant protection bylaw
- housing strategy
- infrastructure master plans
- asset management plans or strategies
- long-term financial plan
- capacity modelling/analysis
- condition and risk assessments
- demand management strategies
- water supply feasibility study
- stormwater surcharge or rainwater recharge studies

Eligible projects must:

- Meet the requirements of the updated *Local Government Act* or *Vancouver Charter*.
- Once completed, be received by the local government Council, Board or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board or Local Trust Committee responsible for each planning area that is included in the project.
- Once completed, be published online for free public access.

3. Eligible Use of Funds

Eligible Costs and Activities:

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the local government to carry out eligible activities.

Funding can be used for regional projects that cover two or more planning areas (i.e., municipalities, electoral areas, local trust areas). A municipality may contribute from its

funding to a regional project if that municipality is a participant and the funding is dedicated for planning purposes.

Examples of eligible activities include:

- Project management and co-ordination.
- Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of data made available at no cost via the Province for the purpose of eligible projects.
- Research specific to eligible projects.
- Community engagement activities (i.e., online and physical promotion and advertising materials, community surveys, events and engagement activities, collaboration with neighbouring local governments, Indigenous governments and communities, and partner organizations).
- Publication of eligible projects (i.e., editing, proofing, graphic design, online material distribution).
- Presentation of eligible projects to Council, Board or Local Trust Committee.

The following costs are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e., creating a new position, hiring a summer student or adding new responsibilities to an existing position).
- Software and digital costs to support eligible activities (i.e., survey platform fees, subscription fees for digital engagement, web and IT services related to online materials and engagement).
- Consultant or other third-party contract costs relating to eligible projects.
- Public information, consultation and engagement costs.
- Training and capacity building for local government staff specific to eligible projects.

Ineligible Costs and Activities:

Ineligible costs and activities include:

- Collection of data similar to that made available at no cost via the Province for housing needs reports (HNRs), official community plans (OCPs), zoning bylaws, or other purposes.

- Routine or ongoing operating and/or planning costs or activities that are not instrumental or necessary to successfully complete the project (e.g., tracking and reporting of development and building permits).
- Capital costs (including computer hardware).
- Land acquisition.
- Other costs unrelated to eligible projects (i.e., costs associated with onboarding/ training new staff, purchase of software, licenses, service subscription and membership fees for unrelated projects).

Freedom of Information and Protection of Privacy Act:

Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

4. Grant Management

Grant recipients are responsible for completion of the project(s) and for meeting reporting and legislative requirements.

Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. Ministry of Housing and Municipal Affairs reserves the right to review project documents and costs. Recipients must retain records until December 31, 2026 or for 12 months after project completion (whichever occurs last).

The Province expects local governments to use this funding prior to December 31, 2025, by which time they are required to have completed the update of their OCP and zoning bylaws to meet recent legislative requirements.

5. Reporting Requirements

Each recipient must continue to report annually on how they have used the funds and their progress implementing the local government housing requirements until the grant funding is entirely expended.

A link to an online report form will be sent to local governments in advance of each reporting period.

The online report forms are required to be completed within 45 days of the end of the reporting period for each calendar year (i.e., January 1 to December 31).

Recipients will be required to summarize the following information:

- The total amount of funding expended during the reporting period and the balance of the funding remaining at the end of the reporting period.
- Total project(s) budget and expenditures on each project during the reporting period.
- A brief description of the project(s) the funding was used to support.
- How the project(s) aids in meeting the new legislated requirements (e.g., update of zoning bylaw to accommodate small-scale, multi-unit housing, adoption of transit-oriented development area bylaw, development of an amenity cost charge (ACC) bylaw, development of a transportation plan to support proactive-zoning and area planning).
- Progress achieved on the project in the reporting period (e.g., updated parking bylaw passed second reading, updated zoning, designation of transit-oriented development areas completed).
- The date by when the recipient has met a legislative requirement (e.g., approval of updated parking bylaw so it is now consistent with transit-oriented development legislation). The Ministry will be documenting this information to monitor progress across the province in meeting the new requirements.

Recipients must provide a separate report (schedule) to their annual audited financial statements (as required under s.167 of the *Community Charter* and s. 377(1)(a) of the *Local Government Act*) until the Local Government Housing Initiatives funding is fully expended (drawn down to zero). The form of the schedule to the annual audited financial statements will be left to the discretion of the local government. The Ministry retains the right to request additional information from local governments as required. This report does not need to be audited.

6. Additional Information

For enquiries about the program, please contact:

Ministry of Housing and Municipal Affairs
800 Johnson Street
Victoria, B.C., V8W 1N3

Email: PLUM@gov.bc.ca
Phone: (250) 387-3394

For more on the new legislative requirements, supporting data and guidance, please visit the webpage where Ministry of Housing and Municipal Affairs will provide updates on local government housing initiatives: Local government housing initiatives - Province of British Columbia.

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
355	September 16, 2025	Staff to investigate Village connectivity via existing trail networks, right-of-way etc…	CAO	Ongoing / See new Active Transport report Dec.2
361	September 2, 2025	Staff to report back with proposed locations for public toilets in the centre of the Village	DOO & CAO	Ongoing
363	November 18, 2025	CAO to outline DCC's and for Council at the next regular meeting.	CAO	Complete

STAFF REPORT

DATE:	2025-11-17	**FILE:**	CAO-2025-028
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**ELECTRIC FLEET VEHICLES**		

PURPOSE:

The purpose of this report is to provide Council with an overall assessment of the viability of incorporating electric vehicles into the municipal fleet, as requested. This review considers the municipality's operational context, fleet requirements, and associated costs, and outlines the rationale for why staff do not support the acquisition of electric vehicles at this time.

BACKGROUND:

Council has expressed interest in the potential integration of electric vehicles into the municipal fleet to align with CAC environmental objectives. Staff were directed to evaluate the feasibility, costs, operational implications, and infrastructure requirements necessary to support EV adoption and report to Council.

The Village maintains a small, fully committed daily-use fleet that supports Public Works (PW), Bylaw Enforcement, primarily. Due to its size, the fleet is structured around interchangeability, where vehicles can be reassigned across functions to mitigate downtime during servicing, repair, or emergency response activities.

DISCUSSION:

Fleet Interchangeability Requirements

Given the municipality's small number of fleet vehicles, interchangeability is essential to maintaining service continuity. All existing municipal vehicles can be reassigned across operational functions as needed. This redundancy ensures:

- Public Works can continue daily operations even when a vehicle is temporarily removed from service.
- Bylaw Enforcement can utilize PW vehicles when necessary, and vice versa.
- Emergency or unplanned repairs do not compromise operational delivery.

An electric-only vehicle, particularly one specialized for/ dedicated to Bylaw Enforcement only, is difficult to justify operationally and financially. Public Works has advised that an electric pick-up truck does not meet their versatility, and utility requirements. Accordingly, replacing vehicles with EVs can be expected to reduce operational flexibility and increase service interruptions.

Operational Suitability of Electric Vehicles

Public Works has assessed electric pick-up truck capabilities and determined that EV models presently available do not meet functional requirements. Additionally, EV performance may decrease in cold weather, on steep grades, or under heavy load which are conditions commonly encountered by PW in the municipality.

Charging Infrastructure Constraints

A preliminary assessment indicates that charging infrastructure cannot be simply installed at the municipal office due to existing electrical capacity limitations. This creates several operational issues for a dedicated Bylaw vehicle:

- Charging would be limited to the Public Works yard (assuming electrical capacity).
- A Bylaw Enforcement vehicle would be parked at PW rather than the municipal office, reducing its visibility and presence after hours, contrary to Council direction.
- Staff may need to shuttle between municipal office and PW yard to use or charge vehicles.

Reliance on the PW yard for charging also decreases operational flexibility and introduces logistical challenges for Bylaw and administrative staff.

Charging Time and Emergency Vulnerability

Charging times for a 2023 Ford F-150 Lightning, for example, are as follows:

- Level 1 (120V): 24–30 hours for a full charge
- Level 2 (240V): 8–12 hours

These durations may be incompatible with the municipality's need for rapid redeployment or continuous daily use.

Further, EVs are vulnerable during power outages, as:

- Charging may not be possible during extended outages.
- PW fleet electrification would therefore reduce resiliency in emergency response situations.
- The Village experiences periodic weather-related power interruptions, increasing this risk.

EV charging stations require substantial investment and may themselves be inoperable during outages unless expensive backup generation is installed.

Cost and Life-Cycle Considerations

A general cost assessment indicates:

- Used 2-year-old electric half-ton pick-up truck: ~$50,000
- Battery life: as short as 8 years, depending on conditions and usage
- Replacement battery cost: ~$60,000
- Charging station installation: costs unknown at this time and are dependent on power availability and required upgrades

Compared to comparable internal combustion fleet vehicles, the total cost of ownership for EVs is expected to be substantially higher for the municipality's operational context, particularly after factoring in reduced interchangeability, charging limitations, and specialized maintenance considerations.

Summary of Operational Limitations

At this time, EV adoption is restricted by:

- Inability of EV trucks to meet PW operational requirements
- Loss of fleet interchangeability and redundancy due to a dedicated Bylaw vehicle
- Charging infrastructure limitations at municipal offices
- Reduced resiliency during power outages
- Increased capital and life-cycle costs
- Logistical inefficiencies tied to charging location constraints

Based on these factors, EV acquisition is not operationally supported at this time.

FINANCIAL CONSIDERATIONS:

Costs associated with EV fleet adoption include:

- EV vehicle purchase: ~$50,000 for a used half-ton truck
- Battery replacement: ~$60,000
- Charging station installation: potentially significant electrical upgrades required at PW yard; installation at municipal hall appears infeasible without extensive electrical capacity improvements
- Operational disruptions: indirect costs due to reduced interchangeability and potential downtime

- Emergency preparedness costs: installation of generators or backup systems if EVs were required for emergency response functions

The financial analysis indicates that EV adoption does not present a cost-effective option for the municipality at this time.

LEGAL CONSIDERATIONS:

Municipalities retain discretion under the *Community Charter* and *Local Government Act* to procure equipment in a manner that ensures operational efficiency, financial prudence, and continuity of service.

Procurement decisions should satisfy the principles of:

- Fiscal responsibility
- Sound management of public assets
- Risk mitigation and due diligence
- Operational justification for expenditures

Given the operational constraints, cost implications, and service implications noted in this report, not proceeding with EV acquisition aligns with these principles.

OPTIONS:

For information.

RECOMMENDATION:

For information.

Respectfully submitted,



_____

Ross Blackwell, CAO
Chief Administrative Officer

COUNCIL STRATEGIC PRIORITIES

2025-2026



VILLAGE OF LIONS BAY

SUMMARY

Council strategic planning is the process through which the elected Council establishes a clear vision, mission, values, and set of priorities to guide decision-making and the long-term direction of the municipality. It provides a structured framework that helps Council focus on what matters most for the community while ensuring decisions are coordinated, transparent, and aligned with legislative responsibilities and available resources. Strategic planning is essential because it strengthens accountability, improves financial and organizational stability, and provides staff with clear direction for service delivery, capital planning, and policy development.

The process involves gathering information on community needs and municipal capacity, defining Council's guiding principles, identifying and ranking priorities across key themes, and converting those priorities into actionable objectives. Through this disciplined approach, Council ensures its leadership remains purposeful, consistent, and responsive to the community's long-term well-being.

INTRODUCTION

WHAT IS A STRATEGIC PLAN?

A Council Strategic Plan is a high-level guiding document that outlines the community's priorities and the key objectives Council intends to advance over its term. It provides a clear framework that connects Council's vision with concrete goals, ensuring municipal decisions, budgets, and initiatives align with the long-term interests of the community.

WHY IS IT IMPORTANT?

A Strategic Plan is essential because it provides focus, stability, and accountability. It allows Council to clearly communicate priorities to residents, staff, and other levels of government, helping everyone understand where the municipality is headed and why. It also supports effective resource allocation by ensuring time, funding, and staff capacity are directed toward the most important community outcomes.

HOW IS IT USED?

The Strategic Plan informs annual budgeting, departmental work plans, policy development, and service delivery planning. Municipal staff use it as a roadmap to guide operational decisions and track progress, while Council uses it to measure performance and ensure municipal efforts remain aligned with community priorities. It is also shared with the public to support transparency and encourage ongoing community engagement.



COUNCIL MESSAGE:

"Our commitment to the community drives every decision we make, and through thoughtful strategic planning, we ensure that our services meet residents' needs today and into the future."

VISION, MISSION, &VALUES

VISION

Lions Bay is committed to being a resilient, connected, and thriving community that balances environmental stewardship, community well-being, and responsible governance. We are committed to being a safe, vibrant, and inclusive community where residents of all ages feel supported, engaged, and proud to call Lions Bay home—today and for generations to come.

MISSION

The Village of Lions Bay provides transparent, responsible, and community-focused governance that strengthens the resilience, safety, and well-being of our community. We steward public resources wisely, deliver high-quality services and infrastructure, and foster meaningful engagement with residents and volunteers. Guided by integrity, collaboration, and a commitment to long-term sustainability, we work to ensure Lions Bay remains a thriving, inclusive, and connected community.

VALUES

1. **Integrity** – We act with honesty, transparency, and fairness in all that we do.
2. **Respect** – We value diverse perspectives and treat all individuals with dignity and consideration.
3. **Accountability** – We take responsibility for our actions, decisions, and outcomes.
4. **Stewardship** – We responsibly manage public funds, physical and natural assets, and resources to serve current and future generations.
5. **Collaboration** – We work collaboratively, across differences, toward the common good of the community.
6. **Excellence in Service** – We are dedicated to delivering high-quality municipal services and supporting staff in their professional commitment to the public.
7. **Community Engagement** – We foster meaningful participation and harness volunteer energy to strengthen inclusion and belonging.

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PROCESS & ORGANIZATION

OVERVIEW

Development of the Council Strategic Plan followed a structured, iterative, and collaborative process designed to ensure clarity, alignment, and a shared organizational direction. The process was conducted in two phases, each incorporating both data gathering and collective decision-making to ensure the resulting priorities reflect the full breadth of Council's and staff's insights, values, and aspirations for the community.

Phase 1: Establishing Vision, Mission, and Organizational Values

The first phase focused on defining the foundational elements of the Strategic Plan which includes Council's organizational vision for the future, the mission that guides day-to-day governance, and the core values that shape decision-making. This began with the development of a Council Priorities Workbook, a structured tool that enabled Council and staff to efficiently capture key information across four thematic areas:

- Social and cultural considerations
- Environmental opportunities and challenges
- Economic conditions and constraints
- Municipal and administrative capacity

This exercise helped participants identify and articulate the full spectrum of organizational values, pressures, and priorities. The collected material then formed the basis of a values and priorities mapping and ranking workshop, where Council and staff worked together to clarify shared principles and identify areas of alignment. Using this information, Council undertook a formal ranking exercise to determine a consolidated vision, mission, and set of values for the organization.

Phase 2: Priority Identification and Validation

Building on the foundation established in Phase 1, the second phase applied a similar approach of information gathering and prioritization, this time focused specifically on Council's strategic priorities for the remainder of the current term. Council and staff reviewed the thematic data previously captured, identified potential strategic focus areas, and participated in structured ranking activities to determine the most important priorities for the municipality.

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The final step in the process was a consensus-based Council review and confirmation of priority rankings. This ensured that the resulting strategic priorities reflect the collective judgment of Council and are grounded in clear, shared rationale.

ORGANIZATION OF THE STRATEGIC PLAN

The Strategic Plan is organized around the core elements established during this process:

- **Vision and Mission**, which provide the long-term direction and operational purpose of the municipality.
- **Organizational Values**, which guide how Council and staff conduct their work and interact with the community.
- **Strategic Priorities**, which represent the key focus areas Council has identified as essential to advancing the community's well-being and organizational resilience over the remainder of the Council term.

The following sections present Council's confirmed strategic priorities. These priorities serve as the framework for decision-making, resource allocation, and progress evaluation throughout the duration of this term.

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SOCIAL/ CULTURAL
STRATEGIC PRIORITIES

Objectives:

- ***Establish*** *clear municipal support frameworks, including, grant-in-aid guidelines, and recognition programs, to ensure consistent, transparent support for community organizations.*
- ***Enhance*** *volunteer recruitment and retention by developing policies for training, onboarding, and risk management consistent with municipal liability and duty-of-care requirements.*
- ***Facilitate*** *collaboration between the municipality and community groups through structured engagement channels to improve coordination, reduce duplication of effort, and strengthen community resilience.*
- ***Implement*** *a standardized public engagement policy, aligned with best-practice principles of procedural fairness and transparency.*
- ***Utilize*** *formalized engagement tools—such as structured town halls, surveys, and advisory committees to provide residents with clear, accessible opportunities to participate in decision-making processes.*
- ***Strengthen*** *public understanding of municipal authority, constraints, and statutory obligations by improving communication materials, ensuring that public information is accurate, and timely.*
- ***Develop*** *and implement a municipal framework that supports community-led arts and cultural initiatives consistent with municipal jurisdiction and budget policies.*
- ***Integrate*** *cultural identity considerations into municipal planning processes, including public space design, signage, and community event programming.*
- ***Support*** *partnerships with local artists, cultural groups, and regional organizations to expand cultural programming while ensuring responsible use of public funds.*

1. STRENGTHEN COMMUNITY ORGANIZATIONS & VOLUNTEERISM

Provide strong and visible support to major community groups and expand opportunities for volunteer involvement, recognizing their essential contribution to community identity and resilience.

2. FOSTER MEANINGFUL COMMUNITY DIALOGUE & ENGAGEMENT

Advance structured, respectful community discussions on key municipal topics including land use, short-term rentals, aging in place and public projects to build trust, understanding, and cohesion.

3. ENHANCE ARTS, CULTURE,& LOCAL IDENTITY

Promote and invest in arts, cultural activities, and community-led initiatives to reinforce Lions Bay's social vibrancy and strengthen its cultural identity.

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ENVIRONMENTAL
STRATEGIC PRIORITIES

Objectives:

- ***Ensure*** *Climate Action Committee and Infrastructure Committee recommendations are introduced to Council decision-making through formal Council reporting processes.*
- ***Ensure*** *that capital planning, land-use decisions, and service delivery are evaluated for greenhouse gas impacts, environmental risk, and long-term sustainability.*
- ***Maintain*** *compliance with provincial climate and environmental legislation by incorporating climate adaptation considerations into statutory plans, bylaws, and municipal operations.*
- ***Promote*** *best practices for septic system maintenance through education, monitoring, and alignment with provincial wastewater regulations to protect public health and environmental quality.*
- ***Encourage*** *responsible water use and conservation through policy development, and public education.*
- ***Strengthen*** *environmental protection by ensuring development applications comply with riparian, slope stability, and environmentally sensitive area regulations.*
- ***Facilitate*** *an all-hazards risk assessments on municipal and Crown lands to inform regulatory tools, emergency planning, and infrastructure investment decisions.*
- ***Apply*** *consistent, evidence-based land-use controls including development permit areas, geotechnical requirements, and bylaw enforcement to mitigate landslide, flooding, and wildfire risks.*
- ***Enhance*** *environmental stewardship by supporting habitat conservation, promoting responsible land management, and expanding public education on natural hazards and climate adaptation.*

1. ADVANCE CLIMATE ACTION & CONSIDER COMMITTEE RECOMMENDATIONS

Consider Climate Action Committee and Infrastructure Committee recommendations in respect of municipal decisions to align growth, operations, and infrastructure with environmental sustainability objectives.

2. SUPPORT SUSTAINABLE ON-SITE SERVICING & ENVIRONMENTAL PRACTICES

Recognize the environmental and economic effectiveness of well-maintained septic systems and promote best practices for water conservation, environmental protection, and responsible development.

3. STRENGTHEN NATURAL HAZARD RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Conduct or otherwise facilitate all-hazards assessments on Crown and municipal lands, promote slope stability through responsible land-use and development control, and apply measured, consistent approaches to risks such as wildfire.

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ECONOMIC/ FINANCIAL STRATEGIC PRIORITIES

Objectives:

- ***Pursue*** *senior government grants and cost-sharing opportunities in accordance to reduce reliance on local taxation.*
- ***Implement*** *long-range capital and financial planning practices that align infrastructure needs with available funding and statutory financial reporting obligations.*
- ***Evaluate*** *alternative procurement, partnership, and delivery methods to optimize lifecycle costs and ensure responsible stewardship of public funds.*
- ***Assess*** *and advance additional water sources such as creeks and groundwater through feasibility studies, regulatory approvals, and environmental assessments.*
- ***Strengthen*** *operational resilience by maintaining compliance with provincial drinking water standards, treatment requirements, and system redundancy expectations.*
- ***Integrate*** *long-term water supply diversification into capital planning and asset management strategies to support sustainable growth and community safety.*
- ***Explore*** *Zoning and Official Community Plan amendments that support gentle, context-sensitive residential densification and commercial.*
- ***Assess*** *opportunities for village-centre revitalization and limited commercial growth consistent with infrastructure capacity, policy direction, and community character.*
- ***Evaluate*** *fiscal impacts of different land-use scenarios to ensure informed financial decision-making and alignment with long-term municipal sustainability.*

1. INFRASTRUCTURE AFFORDABILITY

Pursue external grants and innovative funding strategies to advance critical infrastructure projects while maintaining long-term affordability for residents.

2. WATER SUPPLY

Strengthen community water security by diversifying supply sources, including the use of multiple creeks and potential well development.

3. BROADEN TAX BASE

Explore gentle and targeted residential densification, along with village centre development opportunities, to broaden and stabilize the municipal tax base while preserving community character.

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ADMINSTRATIVE STRATEGIC PRIORITIES

Objectives:

- ***Enhance*** *communication by developing and maintaining diverse, accessible, and user-friendly platforms and policies, to ensure residents receive timely and relevant information about municipal decisions, projects, and planning initiatives.*
- ***Increase*** *resident participation by implementing structured opportunities for meaningful public input, such as surveys, town halls, advisory committees, and online engagement tools, to actively involve residents in municipal decision-making processes.*
- ***Promote*** *transparency and accountability by providing clear, concise, and regularly updated reporting on municipal activities, decisions, and outcomes, ensuring residents understand how input is considered and how decisions align with community priorities.*
- ***Enhance*** *financial forecasting and long-term planning in accordance with the Community Charter requirements for balanced budgets, reserve management, and asset stewardship.*
- ***Modernize*** *reserve and asset management policies to support transparent, evidence-based financial decisions and ensure adequate long-term funding for municipal assets.*
- ***Expand and diversify*** *municipal revenue sources, including user fees, grants, and partnerships.*
- ***Complete*** *a comprehensive review and modernization of bylaws to ensure alignment with current legislation, best practices, and enforceability standards.*
- ***Develop and implement*** *internal policies and procedures to support consistent staff decision-making, reduce organizational risk, and clarify roles and responsibilities.*
- ***Improve*** *Council governance through enhanced meeting procedures, clear delegation frameworks, and transparent documentation consistent with statutory requirements.*

1. PUBLIC ENGAGEMENT

Strengthen public engagement and transparency by maintaining clear, timely, and accessible communication with residents regarding municipal decisions, projects, and planning initiatives.

2. FINANCIAL SUSTAINABILITY

Enhance long-term financial sustainability by strengthening strategic financial planning, advancing comprehensive asset and reserve management practices, and pursuing diversified revenue opportunities to support stable and resilient municipal operations.

3. STRENGTHEN GOVERNANCE SYSTEMS, POLICIES, & BYLAWS

Modernize bylaws and formalize clear internal policies and procedures that reflect best practices, reduce organizational risk, and support consistent, transparent decision-making.

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WHAT'S NEXT

Next Steps for Implementation

With the adoption of the Council Strategic Plan, the municipality now moves into the implementation phase where strategic direction is translated into coordinated action across the organization. The following next steps outline how Council and staff will operationalize the Plan to ensure its priorities are advanced effectively, transparently, and in alignment with statutory obligations and available resources.

"Our Strategic Plan is a reflection of our community's special character and priorities, guiding Council to make decisions that protect our environment, support community engagement, and ensure Lions Bay remains a safe, vibrant, and connected place to live."

Mayor Ken Berry

1. Development of a Corporate Work Plan
Staff will prepare a detailed Corporate Work Plan that links each strategic priority and objective to specific initiatives, timelines, departmental responsibilities, and required resources. This work plan will serve as the operational roadmap for implementing Council's direction and will be reviewed and updated regularly to reflect progress and evolving conditions.

2. Alignment of Budgeting and Financial Planning
The Plan will directly inform the annual budget and long-term financial planning processes. Capital projects, service levels, and policy development will be prioritized based on alignment with Council's strategic objectives. This ensures that financial decisions are proactive, sustainable, and grounded in long-term organizational needs rather than reactive pressures.

3. Integration into Departmental Work Programs
Municipal departments will incorporate relevant strategic priorities into annual work programs. This internal alignment ensures consistent progress across the organization and enables clear tracking of responsibilities, interdepartmental coordination, and required support.

4. Monitoring, Reporting, and Accountability
To ensure transparency and accountability, staff will provide periodic progress reports to Council and the community. These updates will outline achievements, challenges, and adjustments to the work plan, reinforcing the Plan as a living document that guides ongoing decision-making.

5. Community Engagement and Communication
The municipality will communicate key elements of the Plan and its progress to residents through the Village Update, the municipal website, and community meetings. Clear communication fosters transparency, builds understanding of Council's priorities, and strengthens trust in the governance process.

6. Mid-Year Review and Adjustments
Recognizing that community needs and external conditions evolve, Council may consider undertaking a mid-year review of the Strategic Plan. This review will assess progress, confirm or adjust priorities, and ensure the Plan remains responsive, realistic, and aligned with the municipality's overall vision.



STAFF REPORT

DATE:	2025-11-25	**FILE:**	Admin-2025-005
TO:	Ross Blackwell, CAO		
FROM:	Shawna Driscoll, Administrative Assistant		
RE:	***Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025***		

PURPOSE:

To amend the *Fees Bylaw*, Schedule 6 – Community Facility Rentals, in response to community feedback and an internal review that identified unintended discrepancies in the recently updated fee structure.

BACKGROUND:

The most recent revisions to Schedule 6 – Community Facility Rentals were developed by benchmarking against other neighboring municipalities. The intention was to streamline the numerous rental categories into a clearer and more consistent framework. However, following adoption, it became apparent that we had not fully considered the significant increase faced by long-standing users – for example, the shift from $25 per month for "non-profit groups meeting once per week" to $100 per month for "weekly recurring groups," representing a four-fold increase.

The newly proposed amendments are intended to bridge the gap between the antiquated rate of $25 per month and a more sustainable, reasonable fee structure, while still ensuring that community needs are met. Staff have approached this review thoughtfully and in good faith, aiming not to be punitive or exclusionary, but to balance affordability with fiscal responsibility. While generating revenue is not the purpose of facility rentals, fees must reasonably cover staff time, utilities, and facility upkeep.

In the proposed amendments, we have condensed the bylaw schedule to make clear, concise, and reasonable facility rates for all facility users bearing in mind, that qualifying groups already benefit from in-kind use, care of Grants in Aid. Paying users include recreation use, non-profit weekly recurring community groups, and break-even for-profit facilitators offering community programming. As these activities provide community benefit, the distinction between profit and non-profit organizations has been removed and streamlined to two rental options: an hourly or full-day rate. The streamlined approach simplifies the bylaw and narrows the gap in fees between

user types, while mitigating the impact of the significant increase for weekly groups and adjusting outdated rates.

DISCUSSION:

In summary, the objective is to simplify rates and create equitable access for all users while balancing administrative and facility costs. The previous two schedules are attached for reference; the 2024 version which was recently amended by the 2025 version. The amending bylaw with proposed changes is also attached.

OPTIONS:

(1) Give three readings to the *Fees Bylaw* Amendment.

(2) Provide no decision or direction.

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

RECOMMENDED OPTION:

Option (1) – give three readings to the *Fees Bylaw* Amendment.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

RECOMMENDED RESOLUTION:

THAT *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025* be read a first, second, and third time.

Respectfully submitted,



_____

Shawna Driscoll
Administrative Assistant

Report approved by,



_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Schedule 6 of *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 631, 2024*
(2) Schedule 6 of *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025*
(3) *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025*
(4) *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025* – Consolidation with tracked changes.

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

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

Description	**Fee***
Hall Rental for private events: Examples of use: dances, weddings, ceremonies, parties, etc. **Prior day hall rental set-up fee (subject to availability):**	 $125 if liquor being served $110 if no liquor being served $55 *If event occurs over multiple days, the rate above applies per day*
Hall Rental for Activities Examples of use: children's birthday parties, drop-in, casual	$50 per event (maximum 4 hours) $25 per event (maximum 2 hours)
Hall Rental for program use: Examples of use: programs run by an instructor for a fee	 20% of revenue per session, or minimum payment amount of $40 per month, whichever is greater.
Hall Rental for non-profit groups: Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. Example of use: badminton, volleyball for community members Additional fee for events exceeding the maximum Non-profit community groups (single event) Example of use: strata/ board meetings	 $25 per month $25 per event $25 per event *This is the fee rate applicable to requests for fee waivers under the Municipal Grant program. Youth under 19 years of age must be supervised by an adult while using Village facilities.*
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of $40 per month, whichever is greater.
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations
Staff Assistance (assemble & disassemble equipment on-site) **Sound System:** *No offsite rental for sound equipment.*	$50 set up $50 take down $50

Equipment Rental Rates (for off-site use): Table rental Chair rental (No outside use of chairs without explicit written authorization) *Equipment not returned within 72 hours will result in forfeiture of deposit.*	 $10 each $1 each ($10 minimum)
Deposit for facility / equipment rental:	$100 / $150 if alcohol being served or sold Refundable in accordance with policy POL-1407 Community Facility Rentals. *Note: Liability for damage or loss is not limited to the deposit amount.*

**plus deposit*

[Amended by Bylaw No. 551]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]

SCHEDULE 6 – COMMUNITY FACILITY RENTALS (includes use of kitchen, tables, chairs and equipment), subject to availability. For liability insurance and refund policy refer to POL-1407 Community Facility Rentals. For cancellation refer to POL-1408 Refunds & Cancellations.

Description	**Fee***
Broughton Hall Failure to pay monthly fees on time may result in forfeiture of damage deposit, and future bookings revoked. Weekly recurring groups are to a maximum of two hours per week. Drop ins are for children's birthday parties and activities only.	**Drop In:** $25 (two-hour maximum) $50 (four-hour maximum) **Community Private/Public Event (for profit):** $150/day **Community Private/Public Event (non-profit):** $125/day **Weekly Recurring Group (profit/non-profit):** $100/month **Commercial:** $350/day **Prior Day Set-up Fee (subject to availability):** $55
Council Chambers Meeting use only. Maximum of four hours.	**First two hours -** $25 **One hour increments thereafter -** $10
Tennis Courts for Recurring Program Use Two-hour max per day. These bookings are for recurring program use only.	$100/month
Off-site Equipment Rental No outdoor use of chairs. Equipment not returned within 72 hours will result in forfeiture of deposit. Pick-up/drop-off is the renters' responsibility. Maximum of 10 tables and 30 chairs. Subject to availability.	**Tables:** $10 each **Indoor Chairs:** $2 each ($10 minimum)
Damage Deposit Deposits are refundable in accordance with Policy *POL-1407: Community Facility Rentals.* Liability for damage, loss, or mess is not limited to the deposit amount.	$150 Events including alcohol are subject to an additional $100 deposit with an approved liquor license.

[Amended by Bylaw No. 551]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]

[Amended by Bylaw No. 585]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

Fees Bylaw No. 497, 2016

Amendment Bylaw No. 656, 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

Fees Bylaw No. 497, 2016
Amendment Bylaw No. 656, 2025

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

1. This bylaw may be cited for all purposes as "Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025.

2. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 656, 2025, is hereby amended as follows:
   a) Replaces Schedule 6 "Community Facility Rentals"

SCHEDULE 6 – COMMUNITY FACILITY RENTALS (includes use of kitchen, tables, chairs and equipment), subject to availability. For liability insurance and refund policy refer to POL-1407 Community Facility Rentals. For cancellation refer to POL-1408 Refunds & Cancellations.

Description	**Fee***
Broughton Hall Failure to pay fees on time may result in forfeiture of damage deposit, and future bookings revoked. All bookings include a grace period of 30-minutes before and after scheduled booking time for set-up/clean-up. Any extra set-up/clean-up time requested will be charged at the standard hourly rate.	**Hourly Community Rate:** $10/hour (up to a maximum of 4-hours) **Full Day Community Rate:** $100/day **Commercial:** $350/day **Prior Day Set-up Fee:** $55 (subject to availability; applies to full day bookings only)
Council Chambers Meeting use only. Some limitations may apply.	$10/hour (maximum 4-hours)
Tennis Courts for Recurring Program Use These bookings are for recurring program use only.	$10/hour (maximum 2-hours)

Off-site Equipment Rental No outdoor use of chairs. Equipment not returned within 72 hours will result in forfeiture of deposit. Pick-up/drop-off is the renters' responsibility. Maximum of 10 tables and 30 chairs. Subject to availability.	**Tables:** $10 each **Indoor Chairs:** $2 each ($10 minimum)
Damage Deposit Deposits are refundable in accordance with Policy *POL-1407: Community Facility Rentals.* Liability for damage, loss, or mess is not limited to the deposit amount.	$150 Events including alcohol are subject to an additional $100 deposit with an approved liquor license.

3. This bylaw shall come into force and take effect upon adoption.

READ A FIRST TIME **XXX, 2025**
READ A SECOND TIME **XXX, 2025**
READ A THIRD TIME **XXX, 2025**

ADOPTED **XXX, 2025**

Mayor

Corporate Officer

**Certified a true copy of Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 656, 2025, as adopted.**

Corporate Officer

Fees Bylaw No. 497, 2016

Office Consolidation

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

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

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

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	2.1	Replaces Schedules 1-10	December 19, 2017

544	2(a) 2(b)	Adds soil deposit and removal fees in schedule 2 Amends parking meter rates in schedule 5	May 11, 2018
547	2(a)-(c)	Amends text in Schedules 2 and 5	June 5, 2018
551	2(a)-(d) 3	Amends birthday party rental fees and non-profit rental fees in schedule 6 Deletes insurance costs from the table	September 18, 2018
554	2(a)-(f)	Amends text and fees in schedules 1, 2, 3, 5, 6 and 7	December 18, 2018
563	2(a)-(b)	Amends Extra Annual Parking Permit description and Parking Meters Fees in schedule 5	May 14, 2019
567	2(a)-(h) 3	Amends schedules 1-8 Punctuational changes	December 17, 2019
584	2 & 5	Amends text in Schedule 2 Amends fees in Schedule 5 for Sunset Trailhead	July 28, 2020
585	Part 5 & Schedule 1, 5 & 6	Amends text in Part 5, section 4A Amends text in Schedule 1 Amends text in Schedule 5 Amends text and fees in Schedule 6	December 15, 2020
590	Schedule 1	Amends the cost of Biodegradable Organics Bags	February 9, 2021
599	Schedule 5	Adds fees for paid on street parking	April 13, 2021
606	Schedule 1	Change fee for Lions Bay Flags	June 15, 2021
602	Schedule 1, 2, 5, 6, and 9	Amends text in Schedules 1,2 and 5; adds fee for garbage tag in Schedule 1; amends text for Schedule 6; amends fee for Schedule 9	December 14, 2021
623	Section 3.1 and Schedule 1, 2, 3, 5, 6, 7, 9, & 10	Clarifies that all application fees are non-refundable; lessens the financial impact of a Building Permit renewal; removes Council Chambers as a rentable space until further notice; identifies Brunswick Pit as a separate filming zone; updates bench dedication and boat seizure fees; miscellaneous clarifications.	December 20, 2022
631	Schedule 5 – 6th paragraph, Schedule 5 – 8th paragraph	Various wording	February 20, 2024

647	2 (a) (b)	Updates all schedules	October 7, 2025
656	2 (a)	Replaces Schedule 6 - Community Facility Rentals	

Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

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

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

Part 1 – CITATION:

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

Part 2 – SEVERABILITY:

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

Part 3 – FEES AND CHARGES

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

[Amended by Bylaw No. 623]

Schedules

Schedule 1: General Administration
Schedule 2: Development, Land and Building Services
Schedule 3: Public Works
Schedule 4: Animal Control & Licensing
Schedule 5: Traffic & Parking Fees
Schedule 6: Community Facility Rentals
Schedule 7: Filming
Schedule 8: Fire Rescue / Emergency Permits & Fees
Schedule 9: Memorials and Dedications

Schedule 10: General

[Amended by Bylaw No.647]

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

Part 4 – REPEAL

4.1 The following bylaws are hereby repealed:

1. Security Alarm System Regulation Bylaw No. 272, 1997;
2. Fees and Charges Bylaw No. 462, 2014;
3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
4. Fees and Charges Amendment Bylaw No. 480, 2014; and
5. Fees and Charges Amendment Bylaw No. 490, 2015.

Part 5 – CONSEQUENTIAL AMENDMENTS

5.1 The following bylaws are hereby amended as follows:

1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
   (a) Section 4 is amended to read: “Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended”; and
   (b) Schedule A is amended by deleting section 2, Connection Charges.

2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
   (a) Section 3 is amended by striking the heading and substituting therefore the heading “Fees”;
   (b) Section 3 is further amended by deleting the existing wording and substituting therefore: ”Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended”;
   (c) Section 17 is hereby renumbered as Section 18; and
   (d) The following is hereby inserted as Section 17:
   “17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building sewer from the wye to the house has been tested successfully, the plug shall be

removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no circumstances shall the building sewer be used for drainage purposes during construction.

(e) Schedule A is hereby deleted.

3. Subdivision Bylaw No. 141, 1985, as amended:
   (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".

4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987: [Bylaw 157 repealed]
   [Amended by Bylaw No. 585]

5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
   (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".

6. Building Regulation Bylaw 234, 1994:
   (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
   (b) The existing Section 21 is hereby renumbered as Section 21(b);
   (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
   (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.

7. Animal Control and Licencing Bylaw No. 461, 2014:
   (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.

8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
   (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

9. Traffic and Parking Bylaw No. 413, 2009, as amended:
   (a) The following is inserted as Section 35: “Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended”.

10. Fire Bylaw No. 428, 2011, as amended:
   (a) Section 53 is hereby renumbered as Section 54;
   (b) The following is hereby inserted as Section 53: “Additional fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended”.
   (c) Appendix B is hereby deleted.

11. Development Application Procedures and Fees Bylaw No. 431, 2011, as amended:
   (a) All references in Sections 3 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.

12. Village of Lions Bay Outdoor Water Use Bylaw No. 484, 2015:
   (a) The reference in Section 4 of Schedule B to the Village of Lions Bay Fees and Charges Bylaw is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

Part 6 – EFFECTIVE DATE

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

READ A FIRST TIME	**December 15, 2015**
READ A SECOND TIME	**December 15, 2015**
READ A THIRD TIME	**December 6, 2016**
ADOPTED	**December 20, 2016**

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	**Fee**
Requests under the *Freedom of Information and Protection of Privacy Act and Regulation*	As per *Freedom of Information and Protection of Privacy Act and Regulation*, Schedule of Maximum Fees For commercial applicants, for each service listed below, cost shall be determined at the rate of $10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	$7.50 per ¼ hour
Photocopying / printing / scanning documents (applies to 8 pages and more)	$0.25 per page (black & white) $0.50 per page (colour)
Copy of house plans	$75 plus actual costs of printing
Property Tax and Utility Information: Property Tax Certificate Reprinted Property Tax/Utility Fee Notice Property Title Search from Land Title Office Property Ownership Transfer Tax on tax sale properties Property Tax Sale, registration and removal of Liens	 $30 (no charge to owners) $20 (no charge to owners) $25 As per Land Title Office fees As per Land Title Office fees
Lions Bay flag	$110 + GST
Community Garden	$25 per plot annually
Biodegradable compostables/organics bags	At cost + GST
Garbage bag tags	$5

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 590]
[Amended by Bylaw No. 606]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan amendment (residential)	$2,500 or $3,000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with $700 refunded if no public hearing.
Zoning Bylaw amendment (residential)	$2,500, plus actual advertising cost, plus 10% thereof, with $700 refunded if no public hearing.
OCP or Zoning amendment (non-residential)	$2,500 for first 465 square meters of building area plus $500 for each additional 100 square meters or part thereof.
Request for preliminary review of Development Application proposal for subdivision, rezoning or OCP amendment	$2,000 plus $300 for each additional lot after first lot created. Additional expenses may apply per Bylaw as amended.
Land Subdivision (Final Approval) application	$1,000 plus $200 for each additional lot or strata lot after first lot or strata lot created
Development Variance Permit	$750
Temporary Use Permit application fee	$250
Inspection fee for Temporary Use Permit for Short Term Rentals	$250 for initial inspection plus one further inspection. Each additional inspection $80/hour
Temporary Use Permit	$1,000 plus $750 for renewal application
Board of Variance application	$500
Building Permit application processing fee	$150
Pre-Building Permit application consultation	$80 per hour
Building Permit, New construction - $300 per sqft Minor / major renovations – declared value Minimum fee (<$1,000) • $1,000-$9,999 • $10,000-$49,999 • $50,000-$99,999 • $100,000 and greater	 $150 $150 plus $12 per $1,000 $250 plus $11 per $1,000 $300 plus $10 per $1,000 $400 plus $9 per $1,000 Minimum for a new dwelling: $3100 (a construction value of $300,000)
Permit renewals (a building permit expires after two years, but may be renewed once in accordance with Building Bylaw, as amended)	The balance of construction outstanding, based on the completion of inspections at time of renewal, determined by the Building Inspector: • 75% - excavation, foundation, drain tile, damp proofing • 50% - framing • 25% - insulation • 10% - final/safety items

Damage Deposit for Building Permit • Up to $10,000 • Up to $50,000 • Up to $250,000 • Greater than $250,000	 $500 $1,500 $3,000 $5,000
Damage Deposit for Demolition Permit	$5,000 (deposit, or balance, will be rolled over to cost of Building Permit, once inspection by Public Works has been completed)
Damage Deposit for other works, including but not limited to those requiring an engineer's certificate or material deposited on a Highway or a Soil Deposit/Removal/ Land Alteration Permit	$5,000
Demolition Permit Accessory building or structure All other buildings	 $100 per building $1,000 per building
Change of Address	$500
Blasting permit application fee	$250
Secondary Suite surcharge	40% of Annual Utility Billing
Secondary Suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection $80/hour
Tree cutting permit application	$75
Lawn sprinkling permit application	$40
Driveway Crossing permit application	$100
Fire Sprinkler permit: New construction and renovations requiring sprinkling under Fire Bylaw	$250 plus $2.50 per sprinkler head
Alternate solutions: Code Professional (additional charge if required on more involved issues, per Building Bylaw	Actual cost plus 10%
Extra inspections (after second inspection)	$100 per inspection
Pre-inspection of a building being moved within the Village	$500 per structure
Written notification that the project will not be undertaken and request for cancellation of permit before any construction begins	50% of the permit fee paid and 100% of deposit(s) shall be refunded
Plan review for building design modifications	$80 per hour
Transfer of Building Permit to new owner	$125
Encroachment Agreement application	$400
Encroachment Agreement production if approved by Council	$2000
Review & registration of Section 219 covenant placed according to the Land Title Act	$1000

Discharge of Section 219 covenant placed according to the Land Title Act	$500
Application for soil deposit or removal Over 27 cubic meters (m^3) and up to 45 m^3 of in any one year More than 45 m^3 and up to 90 m^3 in any one year More than 90 m^3 and up to 180 m^3 in any one year More than 180 m^3 in any one year.	 $100 $200 $400 $600

All permits include one inspection. Security and damage deposits are refunded, less costs incurred, after approval by the Building Inspector or Public Works Manager as the case may be, and in the case of a Building Permit, issuance of an Occupancy Certificate.

[Amended by Bylaw No. 547]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 584]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

SCHEDULE 3 – PUBLIC WORKS

Description	**Fee**
Water service connection	$600 plus actual costs
Sewer service connection	$1200 plus actual costs
Locate water leak on private property, turn water on or off, clean up spills or deposits or remediate damage to a Highway including use of municipal equipment. Fuel, materials, turf, plants, storage in commercial premises and equipment rentals will be charged at 15% markup, based on invoices or receipts for materials or equipment. Work performed by contractors will be charged at cost plus a $150 flat fee.	See Schedule 3 of LB Local 389 Collective Agreement for Public Works staff rates
Locate Sewer Pipes / Connection	See Schedule 3 for Public Works staff rates

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 623]
[Amended by Bylaw No.647]

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual license for altered dog	$30 if paid before February 28th or within 30 days of becoming a new resident or obtaining a new dog $45 thereafter
Annual license for unaltered dog	$60 if paid before February 28th or within 30 days of becoming a new resident or obtaining a new dog $90 thereafter
Tag replacement	$10

[Amended by Bylaw No. 567]
[Amended by Bylaw No. 647]

SCHEDULE 5 – TRAFFIC & PARKING FEES

Description	Fee
Extra resident parking permit: obtainable by a resident upon proof of more than 2 vehicles permanently registered at their address	$40 (1 permit free to members of Lions Bay Fire Rescue, Lions Bay Search and Rescue, committees of Council and Village staff who do not otherwise receive permits as residents and non-resident school-attendees with the school's authorization)
Contractor parking permit: valid for three months. Obtainable by homeowners and contractors working in Lions Bay. Allows parking in "permit parking" zones	$40 for three months
Film company parking Film worker's personal vehicle Film company truck	Refer to Schedule 7: Filming
Visitor / Event parking permit – obtainable by residents, allows parking for one specified day for guests	$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	$35 per vehicle load
Parking of Extraordinary Vehicle or trailer on a Highway or other Village property, with permission of Public Works Manager upon application in the requisite manner: Extraordinary Vehicle or trailer under 6.5 m in length Extraordinary Vehicle or trailer over 6.5 and under 7.7 m in length Extraordinary Vehicle or Trailer over 7.7 m in length	 $80/month or part thereof $110/ month or part thereof $135/month or part thereof
Upon approval of the Public Works Manager, daily fee for temporary placement of a moving container, a disposal container or construction material on a highway	$35 per day
Placement on a highway or other Village property of an office trailer, storage container or other similar chattel reasonably required in respect of a building permit, with permission of Public Works Manager upon application in the requisite manner: Under 6.1 nominal meters (20 feet) Over 6.1 nominal meters (20 feet)	 $300 per month or part thereof $600 per month or part thereof
Removal of chattels, obstructions and things from Highway	See Schedule 3 for Public Works staff costs

Towing of vehicle	Actual cost plus 15%
Sale of chattels, obstructions and things seized from highway	$1,000 flat fee
Pay parking at Lions Bay Beach Park Lot Pay parking at Kelvin Grove Beach & Marine Park Lot 4Pay parking at Sunset Trailhead Lot Pay parking at Mountain Drive meter Pay parking in street pay zones	$4/hour or portion thereof up to $32 per calendar day $3/hour or portion thereof up to $24 per calendar day $3/hour or portion thereof up to $24 per calendar day $2/hour or portion thereof up to $16 per calendar day $2/hour or portion thereof up to $16 per calendar day
Screening Officer Administrative Fee An administrative fee applies to the cancellation of any parking violation notice that is dismissed due to user error, including but not limited to: • Entering the wrong license plate number • Selecting an incorrect vehicle during payment • Other data entry errors attributable to the user This fee covers the administrative costs associated with reviewing, processing, and correcting the violation record. The fee is non-refundable and applies regardless of the outcome of the review process.	$25

[Amended by Bylaw No. 530]
[Amended by Bylaw No. 544]
[Amended by Bylaw No. 547]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 563]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 584]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 599]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 631]
[Amended by Bylaw No. 647]

SCHEDULE 6 – COMMUNITY FACILITY RENTALS (includes use of kitchen, tables, chairs and equipment), subject to availability. For liability insurance and refund policy refer to POL-1407 Community Facility Rentals. For cancellation refer to POL-1408 Refunds & Cancellations.

Description	**Fee***
Broughton Hall Failure to pay ~~monthly~~ fees on time may result in forfeiture of damage deposit, and future bookings revoked. All bookings include a grace period of 30-minutes before and after scheduled booking time for set-up/clean-up. Any extra set-up/clean-up time requested will be charged at the standard hourly rate. ~~Weekly recurring groups are to a maximum of two hours per week.~~ ~~Drop ins are for children's birthday parties~~	**Hourly Community Rate:** $10/hour (up to a maximum of 4-hours)~~**Drop In:** $25 (two-hour maximum)~~ ~~$50 (four-hour maximum)~~ ~~**Community Private/Public Event (for profit):** $150/day~~ ~~**Community Private/Public Event (non-profit)**~~**Full Day Community Rate:** $100~~125~~/day ~~**Weekly Recurring Group (profit/non-profit):** $100/month~~ **Commercial:** $350/day **Prior Day Set-up Fee**: $55 (subject to availability; applies to full day bookings only)~~: $55~~
Council Chambers Meeting use only. Some limitations may apply.~~Maximum of four hours.~~	$10/hour (maximum 4-hours)~~**First two hours** – $25~~ ~~**One hour increments thereafter** – $10~~
Tennis Courts for Recurring Program Use ~~Two-hour max per day.~~ These bookings are for recurring program use only.	~~$100/month~~$10/hour (maximum 2-hours)
Off-site Equipment Rental No outdoor use of chairs. Equipment not returned within 72 hours will result in forfeiture of deposit. Pick-up/drop-off is the renters' responsibility. Maximum of 10 tables and 30 chairs. Subject to availability.	**Tables:** $10 each **Indoor Chairs:** $2 each ($10 minimum)
Damage Deposit Deposits are refundable in accordance with Policy *POL-1407: Community Facility Rentals.* Liability for damage, loss, or mess is not limited to the deposit amount.	$150 Events including alcohol are subject to an additional $100 deposit with an approved liquor license.

[Amended by Bylaw No. 551]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]
[Amended by Bylaw No. 656]

SCHEDULE 7 – FILMING

Description	**Fee**
Filming Application Fees	
Filming application fee Filming fees (per day): Residential Zone Brunswick Pit Additional Location Fees (per day): Undeveloped Municipal Land Tennis Courts, Wade Park, Trails (eg: Centennial, Pride, Marjorie Meadows) Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade Broughton Hall Council Chambers	$500 $1,000 $500 $500 $750 $1,000 $500 $250
Parking fees (per set up/filming/strike): Car (all types) Truck (includes generator) (all types)	*Price break for number of days $30/day $120/day
Filming Liaison	$80/hour (regular hours)
Public Works Services	$80/hour per person (regular hours)
Fire Hydrant Use (only to be operated by Municipal employees)	$80 per hour - regular hours (7am – 3pm) $120 per hour (3 hours minimum) outside regular hours
Damage deposit	$10,000 (refundable) for permits over $20,000 $5,000 (refundable) for permits under $20,000

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

SCHEDULE 8 – FIRE RESCUE/EMERGENCY

Description	Fee
Fire investigation	$200/person/hour or portion plus actual site security costs
Fire Safety Plan review	$100
Inspection of buildings other than routine inspections (after first inspection*) under the Fire Safety Act	$100
Inspection of buildings other than routine inspections (after second inspection*) under the Fire Safety Act	$200
Inspections – special request	$150
Special events fire permit/inspection	$100/person/hour or portion thereof
Fireworks Permit (valid only Oct 31 & New Year's Eve)	$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	$100 per person per hour or portion thereof to cover time plus use of municipal equipment. Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged. Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of $150 for municipal administration.

**Note: all permits include one inspection*

[Amended by Bylaw No. 567]
[Amended by Bylaw No. 647]

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	Fee
Bench dedication	$3,000 for provision and installation of bench and brass plaque up to 30 X 10 cm and maintenance for 10 years (after which plaque is removed for return to proponent)

[Amended by Bylaw No. 623]
[Amended by Bylaw No.647]

SCHEDULE 10 – GENERAL

Description	Fee
Boat rack rental, first year, if available	Pro-rated (based on $150 rate)
Renewal of boat rack rental, Lions Bay Beach Park (*no refunds for permits terminated during the year)* (Stickers must be displayed to avoid seizure)	$120 per calendar year before Mar. 31 $150 per calendar year between Mar. 31 and May 31 (after May 31, boat is seized)
Recovery of seized boat from Public Works Yard (boats unclaimed after 120 days of seizure are discarded)	$200

[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

STAFF REPORT

DATE:	2025-11-26	**FILE:**	CAO-2025-029
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**Active Transportation (AT) Network Plan**		

PURPOSE:

The purpose of this report is to seek Council direction to initiate the development of an Active Transportation (AT) Network Plan for the Village of Lions Bay and to authorize staff to proceed with securing available external funding support from TransLink.

BACKGROUND:

Active transportation planning is a core component of contemporary municipal planning practice and is widely recognized in British Columbia as a key tool to enhance mobility, safety, public health, and environmental sustainability. An Active Transportation Network Plan is a strategic document that identifies current conditions, analyzes gaps, and proposes a coordinated, long-term approach for walking, cycling, and other human-powered transportation modes.

The Village of Lions Bay currently lacks a formal, Council-endorsed Active Transportation Network Plan. The community's steep terrain, constrained rights-of-way, and proximity to Highway 99 present unique mobility challenges that would benefit from a comprehensive and technically informed approach to network planning. Recent engagement with TransLink has provided an opportunity for external cost-shared support to undertake this work. TransLink has indicated that it is willing to provide up to 50% of project costs, to a maximum of $37,500, toward development of Lions Bay's AT Network Plan. Staff note that this support is atypical, as TransLink has stated that it is *not their usual practice* to fund AT network planning; Lions Bay is considered an exception due to its circumstances and mobility barriers.

DISCUSSION:

An Active Transportation Network Plan serves several municipal functions:

1. **Strategic Mobility Planning**
   The Plan establishes a clear framework for improving pedestrian and cyclist

connections, identifying priority routes, addressing safety concerns, and aligning municipal assets with best practices in active mobility. This includes evaluation of potential separated sidewalks, pathways, road shoulders, crosswalks, signage, and accessibility features.

2. **Risk Management and Legal Considerations**
   A formally adopted plan provides a defensible, transparent rationale for municipal decisions related to transportation infrastructure. An AT Network Plan helps ensure decisions regarding pedestrian and cyclist safety are evidence-based, mitigating potential liability exposure.

3. **Capital Planning and Grant Competitiveness**
   Senior governments and agencies increasingly require municipalities to have an endorsed active transportation plan in place when applying for mobility or safety grants. Establishing a Plan strengthens Lions Bay's eligibility for future funding, helping offset infrastructure costs and reducing pressure on property taxation.

4. **Community Benefits**
   For a community like Lions Bay where road geometry can be challenging the provision of safer routes for pedestrians, schoolchildren, seniors, and recreational users is a significant public benefit. Enhancing active mobility also supports climate objectives, encourages health and wellness, and improves social connectivity.

5. **Alignment With Regional Transportation Networks**
   While Lions Bay remains geographically distinct, active transportation improvements can enhance connections to transit and regional mobility services. The Plan will support future collaboration with TransLink, Ministry of Transportation and Transit (MOTT), and neighbouring jurisdictions.

Given TransLink's exceptional offer to cost-share this work, staff consider this a practical and timely opportunity to consider advancing municipal planning capacity at a significantly reduced cost.

FINANCIAL IMPLICATIONS:

The total cost of developing an Active Transportation Network Plan is estimated between $40,000 and $50,000, depending on consultant scope, data collection requirements, and engagement activities.

TransLink has confirmed willingness to contribute up to 50% of the total project cost, to a maximum of $37,500. The Village would be responsible for the remaining share. Staff propose that the municipal portion be funded through the Community Works Fund that supports expenditures associated with plan and design of active transportation infrastructure, subject to Council direction.

Final financial commitments will be brought back to Council as part of the consultant procurement process.

LEGAL IMPLICATIONS:

None.

OPTIONS:

Option 1: Approve the development of an Active Transportation Network Plan and direct staff to pursue TransLink funding. (Recommended)
This option leverages a proposed funding opportunity, strengthens municipal planning, and supports long-term infrastructure and safety improvements and access to grants.

Option 2: Maintain the status quo and forego development of an Active Transportation Network Plan.
This option avoids immediate costs but leaves the Village without a strategic mobility framework, reduces eligibility for future grants, and maintains existing safety risks and infrastructure gaps.

RECOMMENDED RESOLUTION:

THAT Council direct Staff to initiate the development of an Active Transportation Network Plan and authorize staff to apply for and accept TransLink's cost-sharing contribution,
AND THAT Staff report back to Council with a proposed scope of work and procurement plan.

Respectfully submitted,



_____
Ross Blackwell, CAO
Chief Administrative Officer

STAFF REPORT

DATE:	2025-11-27	**FILE:**	CAO-2025-030
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**Municipal Planning / Land Use Authorities**		

PURPOSE:

The purpose of this report is to provide Council with a clear, comprehensive overview of core planning fundamentals, as requested at the November 18 Council Meeting. This briefing is intended to support informed decision-making by outlining the statutory framework governing land use planning in British Columbia, the role and hierarchy of key planning instruments, and the principles that guide professional planning practice. The report also aims to clarify how these foundational elements apply to municipal processes, ensuring Council has a common understanding of the legal, policy, and procedural context within which planning decisions must be made.

BACKGROUND:

This report provides a comprehensive discussion of the statutory planning framework that governs land use, development regulation, and subdivision in British Columbia. Grounded in the authorities of the *Local Government Act* (LGA), the *Community Charter* (CC), and the *Land Title Act* (LTA), this analysis explores the purpose, rationale, interrelationships, and legal considerations associated with Official Community Plans, zoning bylaws, subdivision processes, subdivision servicing bylaws, temporary use permits, community amenity contributions, development cost charges, development permits, development variance permits, statutory notification processes, and public hearings. The matters discussed herein provide an emphasis on the underlying policy logic, practical application, and community-facing considerations rather than a deeper technical analysis that addresses nuance.

DISCUSSION:

1. OFFICIAL COMMUNITY PLANS

Official Community Plans (OCPs) are authorized under ss. 471–478 of the *Local Government Act (LGA)* and function as a municipality's primary long-range planning and policy document. An OCP expresses community objectives and policies relating to land

use, residential and commercial density, housing needs, transportation systems, environmental protection and resource management, infrastructure planning, hazard identification and mitigation, community amenities, and the overall coordination of long-term growth.

The purpose of an OCP is not to regulate land use directly. Instead, the OCP provides the policy direction that guides how land use should evolve over time. This reflects a fundamental distinction in British Columbia's planning hierarchy: the OCP establishes a coherent and comprehensive policy framework, while zoning, subdivision bylaws, development permit procedures, and other regulatory instruments impose enforceable, legally binding requirements. OCPs are adopted by bylaw and may require consideration of consultation with First Nations, stakeholders, school districts, Province, and the general public, in accordance with the consultation obligations set out in the *LGA*.

Although an OCP is not generally binding, it does bind the municipality in two significant ways: firstly, municipal capital works projects must be consistent with the policies contained in the OCP; and secondary regulatory bylaws adopted for the purpose of land-use management (such as zoning and development bylaws) must be consistent with the direction established in the OCP. Under ss. 488–491 of the *LGA*, OCPs also designate Development Permit Areas (DPAs) for purposes including environmental conservation, the management of hazardous conditions, the establishment of form and character guidelines, and the protection of farming. These DPAs provide a flexible, policy-based mechanism for addressing specific local circumstances while maintaining coherence with the community's broader vision.

Despite their comprehensive purpose, OCPs do not establish specific uses, numerical setbacks, density figures, or subdivision standards. Instead, they form the conceptual architecture upon which all land use regulation is built. The policy direction in an OCP guides council decisions, staff recommendations, and the drafting of bylaws to ensure consistency, predictability, and transparent governance.

Purpose and Role of OCPs

Official Community Plans are long-term policy documents adopted under *LGA* ss. 473–476. They articulate the community's collective vision for growth, development, environmental stewardship, social wellbeing, transportation networks, housing diversity, and economic sustainability. OCPs guide zoning, subdivision approvals, development permit decisions, and capital investment planning.

The purpose of an OCP is to provide a structured and comprehensive policy framework that supports sustainable, coordinated, and intentional community development. While

Council is not required to implement every individual OCP policy, it cannot adopt bylaws or make land use decisions that are inconsistent with the OCP. This ensures that municipal discretion remains anchored to a publicly established, legally adopted, and strategically coherent policy foundation. Maintaining consistency with the OCP supports transparent decision-making, reduces arbitrariness, and ensures legal defensibility.

OCP Policy vs. Regulatory Instruments

OCPs serve as policy instruments, whereas zoning bylaws, subdivision bylaws, building regulations, and development permit requirements are regulatory instruments with direct legal enforceability.

Example:

- **OCP Policy:** Encourages increased density and mixed-use forms of land use in a village centre to support transit-oriented development and community vitality.
- **Zoning Bylaw:** Specifies the exact maximum building height, lot coverage, floor area ratio, permitted uses, and other site-specific regulations applicable to each parcel.

This distinction is fundamental. OCP policies shape, inform, and guide decision-making, while regulatory bylaws impose binding obligations. Council maintains discretion in how OCP policies are implemented, but all zoning and regulatory decisions must remain consistent with the overarching policy direction contained in the adopted OCP. This ensures alignment between strategic planning and regulatory enforcement.

Establishment Process for OCPs

1. Preparation and Consultation:
Municipal staff prepare draft OCP policies based on research, technical analysis, provincial requirements, and community values. This stage involves consultation with First Nations, the public, stakeholder groups, advisory committees, and external agencies. Multiple policy options are typically developed, assessed, and refined to ensure alignment with community priorities and statutory obligations.

2. Bylaw Adoption:
Following consultation and refinement, the OCP is formally adopted by Council through a bylaw. Pursuant to the *LGA* s. 475, consultation requirements must be satisfied prior to adoption. Public hearings for OCPs are typically mandatory and are conducted to ensure transparency and broad participation.

3. Implementation:
Once adopted, the OCP directs and shapes subsequent regulatory tools, including zoning and subdivision bylaws, development permit guidelines, infrastructure planning,

and capital investment strategies. This ensures that regulatory decisions reflect the community's long-term goals and the legal framework established during the creation of the OCP.

Legal Considerations

While a council retains considerable policy discretion, it must not make land-use decisions or adopt bylaws that contradict the OCP. Courts in British Columbia have consistently affirmed that municipalities may interpret and apply OCP policies at their discretion, but they cannot act in a manner that is inconsistent with those policies. This legal requirement ensures alignment between strategic planning and regulatory decisions and helps maintain public confidence in the planning system.

By ensuring that bylaws, capital projects, and other land-use decisions conform with the OCP, municipalities protect themselves against legal challenges and maintain a coherent planning framework that is both defensible and grounded in statutory authority.

Interrelationship with Other Planning Tools

OCPs form the foundational layer of the municipal planning framework. All other planning and regulatory tools such as zoning bylaws, subdivision regulations, development permits, community amenity contribution policies, transportation plans, and capital works plans operate within the strategic context established by the OCP.

Although OCP policies do not directly impose direct regulatory obligations, they establish the policy environment within which both discretionary and statutory decisions must be made. This ensures that development occurs in a manner that is aligned with community expectations, provincial legislation, planning law, long-term sustainability objectives, and consistent administrative practice.

1.1 DEVELOPMENT PERMITS

Official Community Plans may designate Development Permit Areas pursuant to ss. 488–491 of the *Local Government Act*. These statutory provisions provide municipalities with the authority to regulate site-specific development conditions to advance the objectives and policies established in the OCP. The *LGA* authorizes 10 categories of DPA designations, including:

a) **Form and Character DPAs**, which establish broad design and site-planning expectations related to architectural expression, massing, landscaping, and visual integration;
b) **Environmental Protection DPAs**, intended to conserve ecologically sensitive features such as riparian areas, wetlands, and habitat corridors;

c) **Hazard DPAs**, addressing natural hazards such as slope instability, wildfire interface risks, erosion, or flooding;
d) **Revitalization DPAs**, supporting redevelopment or intensification within commercial centres or urban cores;
e) **Energy and Water Conservation DPAs**, promoting sustainable design, reduced resource consumption, and climate-responsive development practices; and
f) **Protection of Farming DPAs**, supporting the viability of agricultural land uses and minimizing conflicts at the urban–agricultural interface.

Within these designated areas, municipalities issue Development Permits that apply site-specific, enforceable conditions related to matters such as building siting and massing, form and character, landscaping, geotechnical mitigation, sediment and erosion control, and environmental protection measures. This mechanism enables municipalities to implement OCP policy direction through binding development requirements.

Legal Authority

DPs are a core regulatory tool authorized entirely through the *Local Government Act -s*. 488 enables a municipality to designate specific lands as DPAs within its OCP. Section 489 requires that each DPA include guidelines describing the objectives of the designation and the conditions under which development may proceed. Sections 490–491 establish the procedures for issuing, varying, amending, and enforcing DPs.

A municipality may only issue a Development Permit where a DPA designation exists in the OCP; this ensures that all DP conditions have explicit policy and statutory grounding.

Establishment and Implementation Process

While DPAs are primarily established in an Official Community Plan pursuant to ss. 488–491 of the *LGA*, municipalities may also reference or reinforce DPAs in a Zoning Bylaw. Establishing DPAs in the OCP provides the statutory and policy basis for site-specific regulation, linking each DPA to high-level objectives such as environmental protection, hazard mitigation, or form and character. The OCP outlines the purpose, guidelines, and objectives for each DPA, creating the framework for legal authority and policy alignment.

A Zoning Bylaw may reference DPAs to provide clarity regarding the application of development regulations within those areas. For example, the Zoning Bylaw may:

- Indicate that certain zones are subject to a DPA, requiring a Development Permit prior to building permit issuance.

- Specify procedural elements such as application submission requirements or delegation authority consistent with the OCP.
- Incorporate cross-references to DPA guidelines to ensure consistency between zoning regulations (e.g., setbacks, lot coverage) and site-specific development objectives.

This dual referencing (though not required) can ensure that DPA regulations are enforceable and clearly integrated into the municipal regulatory framework, while maintaining consistency between long-term policy objectives (OCP) and legally binding land use regulations (Zoning Bylaw).

1. **Designation of DPAs within the OCP:** Municipal staff identify physical areas requiring enhanced development regulation due to environmental sensitivity, hazard risk, desired urban form, or strategic planning objectives. Corresponding policies and guidelines are drafted to reflect the OCP's goals.
2. **Adoption of Guidelines by Council:** Council adopts the DPA policies and guidelines through the OCP bylaw amendment process (if adopted separately from an OCP). Public and stakeholder engagement is required pursuant to *LGA* s. 475.
3. **Application and Review:** Applicants seeking to develop within a DPA must apply for a DP. Staff review the application for compliance with the applicable guidelines and prepare a report for consideration.
4. **Approval, Conditions, and Enforcement:** Council or a delegated staff member may approve, refuse, or impose conditions on the DP. Once issued, a DP is legally binding, and no development may occur that is inconsistent with its terms.

Role and Scope of Development Permits

Development Permits regulate how development may occur, not whether it may occur. They implement OCP policy at the parcel level by establishing clear expectations for form, character, environmental mitigation, infrastructure integration, hazard management, and other design or technical requirements.

DPs cannot:

- change zoning or permitted uses;
- authorize additional density;
- relax numerical standards (unless the OCP expressly allows "minor variances" pursuant to *LGA* s. 490); or
- modify subdivision standards.

Their function is regulatory, ensuring development meets the community's long-term objectives and conforms to legislated safeguards.

Legal Considerations

For Development Permits to withstand judicial or administrative review, the following legal principles must be met:

- Conditions must be grounded in the OCP guidelines and relevant to the purpose of the DPA;
- Conditions must be reasonable and proportionate to the issue being addressed;
- Procedural fairness must be maintained throughout the review and approval process; and
- Decisions must be properly documented, including the rationale for approving or refusing the permit.

Failure to adhere to these principles may expose a municipality to legal risk or challenges related to ultra vires decision-making, procedural unfairness, or inconsistency with the OCP.

Interrelationship with Other Planning Tools

DPs operate in coordination with zoning bylaws, subdivision regulations, development variance permits, building permits, and other statutory decision-making processes. While OCP policies articulate strategic direction, DPs convert that direction into technically enforceable conditions applicable to individual development proposals.

This integrated framework ensures that development proceeds in a manner consistent with long-range community planning objectives, regulatory authority under the *LGA*, and site-specific environmental, hazard, and form-and-character considerations.

2. ZONING BYLAWS

Zoning bylaws are established pursuant to ss. 479–482 of the *LGA* and serve as the principal regulatory instrument for implementing OCP objectives/ policy. Zoning regulates land use, density, parcel size, building height, siting, shape, and other physical attributes. Unlike an OCP, zoning bylaws are legally binding on property owners, and non-compliance is enforceable through municipal bylaw enforcement powers. Zoning is adopted and amended by bylaw, requiring a public hearing unless an exception applies. Zoning implements OCP policy but is not required to be perfectly consistent with every OCP policy statement; instead, zoning must be generally consistent with the OCP's land use designations and objectives.

From a community perspective, zoning bylaws are often the most visible and contentious aspect of planning because they determine how individual parcels may be used. What zoning does not do is guarantee development potential. Even when zoning

permits certain uses or densities, other regulatory mechanisms (such as subdivision processes, development permits, servicing requirements, or environmental regulations) may limit or condition actual development.

Zoning is a central tool in British Columbia's land use planning framework, translating the strategic objectives of an Official Community Plan into enforceable land use regulations. Zoning bylaws divide municipalities into zones or districts, each specifying permitted uses, density, lot coverage, setbacks, building height, and other development standards. The legal authority for zoning is provided under *Local Government Act* ss. 479–488, with municipalities empowered to regulate land use to achieve orderly development, public safety, and community objectives.

Purpose and Role

Zoning ensures predictability in land use, protects community character, and mitigates potential land use conflicts. By prescribing permitted uses and development standards, zoning enables municipalities to manage growth in accordance with environmental, social, and economic priorities. Zoning provides the framework within which other planning instruments, such as development permits, development variance permits, and subdivision regulations, operate.

Rezoning Process

Rezoning, or amendment of a zoning bylaw, allows property owners/ applicants to change the permitted uses or development standards on a specific property or area. The process is governed by *LGA* ss. 464–467 and ss. 479–488, and typically involves the following steps:

1. **Application Submission:** The applicant submits a rezoning application, including supporting materials such as site plans, impact assessments, and justification for the proposed change.
2. **Staff Review:** Municipal planning staff evaluate the proposal for consistency with the OCP, technical feasibility, infrastructure capacity, environmental impacts, and community context and prepare a report.
3. **Notification:** Statutory notice is provided to adjacent property owners, tenants, and the broader community through mailings, newspaper publication, and on-site signage, in accordance with *LGA* ss. 466–467. This ensures affected parties are informed and can participate.
4. **Public Hearing:** A public hearing is typically required for rezoning applications. It allows residents to present written or verbal comments, ask questions, and express

support or concerns. Council listens to input, considers staff recommendations, and considers the proceedings.

5. **Council Decision:** Following a public hearing, council deliberates and may approve, approve with conditions, or deny the rezoning. Council must provide rationale and ensure the decision complies with statutory authority and OCP objectives.

Legal Considerations

Rezoning alters the zoning bylaw, potentially affecting property rights and neighborhood character. Decisions must adhere to principles of procedural fairness, consistency with the OCP, and proper notification requirements. Rezoning approvals are subject to judicial review if procedural or legal deficiencies are alleged.

Interrelationships

Zoning forms the regulatory backbone for other planning instruments. Development permits and variances operate within the framework established by zoning, and statutory notifications and public hearings ensure community involvement in both zoning and associated development decisions. Rezoning provides flexibility to adjust the planning framework in response to changing community needs, economic pressures, or strategic objectives, while maintaining oversight, transparency, and alignment with long-term municipal plans.

3. DEVELOPMENT VARIANCE PERMITS

Development Variance Permits (DVPs) are a key instrument in BC's land use planning framework, allowing municipalities to provide flexibility within zoning regulations on a site-specific basis. DVPs are authorized under s. 498 of the *Local Government Act* and enable deviations from certain zoning bylaw requirements, while maintaining the integrity of the overall zoning framework.

Legal Authority

DVPs are governed primarily by *LGA* s. 498, which permits municipalities to relax specific provisions of a zoning bylaw in circumstances where strict application would result in undue hardship or practical difficulties. DVPs do not authorize new land uses, increase permitted density, or override subdivision or servicing requirements. The authority for DVPs is exercised within the context of existing zoning and OCP policies to ensure compatibility with broader community objectives.

Establishment Process

1. **Application Submission:** Property owners submit a DVP application to the municipality, identifying the specific zoning requirement(s) they seek to vary and providing justification for the requested variance.
2. **Staff Review:** Municipal planning staff review the application to ensure that the proposed variance is reasonable, aligns with OCP policies, and mitigates potential impacts on neighboring properties, and prepares a report.
3. **Notification and Public Input:** Statutory notification requirements apply to DVPs. Pursuant to *LGA* ss. 464–466 and *Community Charter* ss. 94–96, affected residents and stakeholders must be informed, through mailed notices, published notices, or on-site signage. Public comments are solicited and considered prior to decision-making. Dev*elopment Application Procedures and Fees Bylaw No. 431, 2011* specifies notification procedures at sections 15-21.
4. **Decision:** Council or an authorized officer (if authority has been delegated to staff by council) considers staff recommendations, public input, and planning policies before approving or denying the variance. Conditions may be attached to ensure mitigation of any negative effects.

Role and Scope

The primary purpose of a DVP is to accommodate unique site conditions or practical constraints, such as irregular lot shapes, topographical challenges, or heritage structures, that prevent strict compliance with zoning standards. Typical variances might involve setbacks, lot coverage, building height, or other dimensional standards. DVPs provide flexibility while ensuring that the use and density prescribed by zoning remain unchanged.

Legal Considerations

DVP decisions must comply with principles of administrative law, including procedural fairness, reasonableness, and adherence to enabling statutes. Decisions should be documented with clear rationale, demonstrate alignment with OCP objectives, and consider potential impacts on adjacent properties to withstand potential appeals or judicial review.

Interrelationships

DVPs function alongside development permits, zoning, subdivision regulations, and statutory notification processes to create a balanced and flexible planning system. While

development permits regulate the form, character, and environmental aspects of a project, DVPs adjust specific zoning standards to address unique site circumstances. Together, they ensure that development remains practical, context-sensitive, and consistent with overall community planning objectives.

4. SUBDIVISION & THE ROLE OF THE APPROVING OFFICER

Subdivision is governed by the *LTA* (ss. 67–82, 83–91, 92–103), not by the *LGA*. The Approving Officer (an independent statutory decision-maker) administers the subdivision approval process. The independence of the Approving Officer is foundational: ss. 83–91 explicitly state that the Approving Officer must exercise discretion free from political influence, acting in the public interest. Subdivision serves several essential purposes: it creates new parcels, defines legal boundaries, dedicates roadways, secures parkland under *LGA* s. 510, ensures public access, and sets the legal stage for infrastructure servicing.

Subdivision applications follow a structured process: preliminary review, circulation to municipal departments and external agencies, issuance of a Preliminary Layout Review (PLR) letter outlining conditions, applicant compliance with servicing requirements, and final approval and plan registration by the Land Title Office. Subdivision does not authorize construction, determine land use, or override zoning. Instead, it ensures orderly and safe land division consistent with servicing, environmental, and public-safety criteria as governed by the zoning bylaw in terms of permitted lot size.

Subdivision Servicing Bylaws

Subdivision servicing requirements are authorized under ss. 506–509 and ss. 559–570 of the *LGA*. These bylaws establish engineering and infrastructure standards for roads, water, sewer, drainage, street lighting, and other works necessary for supporting development. The rationale for subdivision servicing bylaws is twofold: they ensure public safety and long-term infrastructure resilience, and they establish predictable, transparent standards that reduce negotiation and risk for both developers and municipalities. Servicing bylaws operate in tandem with the subdivision authority of the Approving Officer. Whereas the Approving Officer determines whether a subdivision is in the public interest, the servicing bylaw dictates the specific technical requirements necessary for approval. Servicing bylaws do not regulate land use, density, or form and character. They are engineering documents functioning within the planning system.

Subdivision is an important process in BC’s land use planning framework, governing the division of land into separate parcels. It ensures orderly development, proper parcelization, and coordination with infrastructure and municipal services. The statutory authority for subdivision primarily resides in the *Land Title Act* and *Land Title Act*

Regulations, while municipal implementation and approvals are guided by the *Local Government Act* (*LGA* ss. 511–522) and associated subdivision servicing bylaws.

Legal Authority

The *Land Title Act* provides the overarching authority for the creation and registration of parcels, while the LGA empowers municipalities to regulate the subdivision of land within their boundaries. Municipalities enact subdivision servicing bylaws pursuant to s. 516 of the *LGA* to establish engineering, infrastructure, and servicing standards for water, sewer, drainage, transportation, and stormwater management. These bylaws ensure that new subdivisions are adequately serviced and meet municipal standards for safety and functionality.

Relationship to Zoning

Subdivision operates within the framework of zoning bylaws, which define permitted uses, density, minimum lot sizes, and other parameters. A proposed subdivision must conform to the zoning regulations applicable to the property. While zoning dictates what may occur on a site, subdivision regulates how land is divided and how infrastructure is provided to support that development.

Role of the Approving Officer

The Approving Officer is a statutory officer appointed under *LGA* s. 516 to oversee and approve subdivisions on behalf of the municipality. The Approving Officer's responsibilities include:

- Reviewing subdivision applications to ensure compliance with the *Land Title Act*, municipal zoning, and servicing requirements.
- Ensuring that works and services agreements are in place, or that arrangements exist for the provision of required infrastructure.
- Issuing subdivision approvals or conditions for registration, independent of council discretion, to maintain impartiality and consistency in the subdivision process.

Council's Role and Public Consultation

Council does not have a decision-making role in the subdivision process. The authority rests entirely with the Approving Officer to ensure impartiality and to separate political considerations from technical and statutory compliance. Consequently, public consultation is not required pursuant to the *LGA* or *Land Title Act* for subdivision approvals. This approach streamlines the process, maintains predictability for

applicants, and ensures that decisions are based on planning, technical, and legal criteria rather than political or subjective input.

Works and Services Agreements

Works and services agreements are legal instruments between a developer and the municipality, specifying the design, construction, and funding of infrastructure required for the subdivision. These agreements typically cover roads, water supply, sewage, stormwater management, and other municipal services. The Approving Officer ensures that agreements are executed before final approval of the subdivision to guarantee that new parcels can be safely and effectively serviced.

Preliminary Layout Reviews (PLRs)

A Preliminary Layout Review (PLR) is an early-stage assessment provided by municipal staff or the Approving Officer to applicants considering subdivision. The PLR identifies key requirements, potential constraints, and conditions that will need to be satisfied for approval. PLRs serve several purposes:

- **Inform Applicants:** Provides guidance on zoning compliance, infrastructure requirements, and potential environmental or technical constraints.
- **Risk Mitigation:** Helps developers identify potential issues before committing significant resources to survey, design, or legal processes.
- **Transparency and Planning:** Enhances predictability for both the municipality and applicants, ensuring alignment with OCP policies, subdivision servicing bylaws, and community objectives.

Functioning of the Subdivision Process

1. **Application Submission:** Applicants submit subdivision applications along with supporting plans, reports, and proposed works and services agreements.
2. **PLR Review:** Optional preliminary assessment identifies conditions and provides guidance.
3. **Staff and Approving Officer Review:** Municipal staff review technical, zoning, and servicing aspects; the Approving Officer independently evaluates compliance and feasibility.
4. **Execution of Works and Services Agreements:** Required infrastructure arrangements are formalized between the municipality and developer.
5. **Approval and Registration:** The Approving Officer issues approval subject to conditions; the subdivision is then registered pursuant to the *Land Title Act*, creating 1 or more new parcels.

Legal Considerations

Subdivision approvals must comply with statutory authority, zoning, OCP policies, and municipal servicing standards. The Approving Officer acts as an impartial decision-maker, separate from council, ensuring that approvals are consistent, legally defensible, and aligned with municipal planning objectives.

5. TEMPORARY USE PERMITS

Temporary Use Permits (TUPs), authorized by ss. 492–497 of the *LGA*, allow local governments to authorize short-term uses that would not otherwise be permitted by zoning. TUPs are particularly useful for transitional uses, economic experimentation, construction staging, resource extraction, or special events. The rationale behind TUPs lies in balancing flexibility with community protection: municipalities can enable innovative or temporary activities while imposing conditions such as hours of operation, traffic management, noise mitigation, environmental safeguards, or security requirements. TUPs do not confer permanent development rights and expire after the maximum 3-term (plus 3-year renewal option) established by statute. They cannot be used to circumvent or permanently alter zoning. The issuance of a TUP requires notification of surrounding property owners, but not a statutory public hearing.

Temporary Use Permits provide municipalities with a flexible planning tool to allow specific uses on a temporary basis in zones where such uses would not normally be permitted. TUPs are authorized under *Local Government Act* ss. 493–498 and enable municipalities to respond to changing community needs, test pilot projects, or accommodate temporary activities without requiring a permanent rezoning.

Legal Authority

The *LGA* authorizes municipalities to designate areas where temporary uses may be permitted and to establish the conditions under which TUPs may be issued. Specifically, ss. 493–498 empower municipalities to:

- Define eligible areas and uses for TUPs within the zoning framework.
- Set terms and conditions for issuance, including duration and operational requirements.
- Require consultation or notice prior to issuance to ensure affected parties are informed.

Establishment Process

1. **Application Submission:** Property owners submit a TUP application outlining the proposed temporary use, location, anticipated duration, and supporting rationale.

2. **Staff Review:** Municipal staff review the application for consistency with OCP policies, potential impacts on surrounding properties, and compliance with health, safety, and environmental standards, and prepare a report.
3. **Notification:** Statutory notice is provided to adjacent property owners, tenants, and sometimes the broader community, ensuring transparency and opportunity for public input.
4. **Council Decision:** Council considers the application, staff recommendations, and public input before approving, approving with conditions, or denying the permit.

TUPs are typically valid for a period not exceeding three years as prescribed in *LGA* s. 497. TUPs may be renewed upon application, subject to council approval, provided the temporary use remains appropriate and impacts are manageable. Renewals generally follow the same notification and decision-making process as initial issuance.

Pros and Cons

Pros:

- Provides flexibility to accommodate temporary, transitional, or innovative uses without permanent rezoning.
- Allows municipalities to pilot new uses, such as community markets or temporary commercial operations, to assess feasibility and impact.
- Offers a mechanism to support local economic development and adaptive land use.

Cons:

- Temporary nature may create uncertainty for property owners and neighboring residents.
- Administrative burden for monitoring compliance and renewals.
- TUPs inherently deviate from established zoning bylaw provisions, potentially disrupting neighborhood expectations and certainty regarding permitted uses and development standards.
- May generate concerns or disputes among residents regarding the appropriateness of temporary uses in their community.

Interrelationships

TUPs operate alongside zoning, OCP policies, and public notification processes. While zoning establishes permitted uses on a permanent basis, TUPs provide a temporary

exception, ensuring that flexibility does not compromise strategic planning objectives. TUPs also interact with development permits and variances where applicable, with conditions imposed to mitigate site-specific impacts and maintain alignment with municipal planning goals.

6. COMMUNITY AMENITY CONTRIBUTIONS

Community Amenity Contributions (CACs) are negotiated voluntary contributions offered by applicants during rezoning processes. While not explicitly created by statute, CACs are guided by *LGA* ss. 471–478 and ss. 479–482 (OCP and zoning powers), as well as case law requiring transparency, proportionality, and avoidance of misuse. CACs help municipalities secure amenities such as parks, community spaces, affordable housing, and cultural facilities needed to support growth. Because CACs are not mandatory and cannot be required as a condition of zoning, municipalities must maintain clear policies to ensure fairness. CACs do not replace Development Cost Charges and cannot be used to compel applicants to fund unrelated or disproportionate amenities.

Unlike Development Cost Charges (DCCs), CACs are not statutory fees; instead, they represent a negotiated approach to securing benefits for the community in exchange for increased density, changes in land use, or other development approvals.

Legal Authority

The authority for CACs is established pursuant to *Local Government Act* ss. 482, 483, and 490. Section 482 empowers municipalities to enter into agreements with developers related to the provision of amenities or works, while s. 483 allows council to consider benefits to the community as part of discretionary decisions, such as rezonings. Section 490 enables municipalities to enforce conditions through development permits or agreements. CACs may take various forms, including land dedication, park improvements, public art, affordable housing, or other amenities identified as priorities in the OCP.

Purpose and Role

CACs are intended to enhance community benefit and offset the impact of increased density or changes in land use. They support municipal objectives such as public space provision, cultural infrastructure, or affordable housing, without creating direct regulatory obligations. CACs are distinct from DCCs in that they are discretionary, negotiated on a site-specific basis, and flexible in form and scope.

In *Lorval Developments Ltd. v. Langley (Township), 2025 BCSC 1148*, the Court ruled that the Township of Langley's Community Amenity Contributions (CAC) Policy was an

unlawful mandatory payment regime and therefore invalid. Pursuant to the *Local Government Act*, municipalities may impose Development Cost Charges for water, sewer, drainage, roads, and parkland, but there is no statutory authority to require CACs as a condition of rezoning. Amenity contributions must be voluntary or negotiated, and the *LGA* provides three lawful mechanisms for requiring contributions: density bonus bylaws (ss. 482–482.6), phased development agreements (ss. 515–522), and Amenity Cost Charge (ACC) bylaws (ss. 570.1–570.95, introduced November 2023).

The Township's CAC Policy aimed to secure contributions for civic amenities and stated that rezonings might not be supported if contributions were not made. It applied generally to rezonings and included "lift"-based target contributions. The Court found that the Policy went beyond guidance and effectively mandated contributions as a rezoning condition, which is prohibited by the *LGA*.

The ruling establishes that CAC policies must function solely as non-binding guides for negotiated contributions and not as mandatory requirements. Municipalities may consider using ACC bylaws as a lawful alternative for securing amenity contributions in a structured and compliant manner.

Establishment Process

1. **Initiation:** The process generally begins during a rezoning or major development application. Municipal staff and the developer identify potential amenities that align with OCP priorities and community needs.
2. **Negotiation:** Municipal staff negotiate the terms of the CAC, including type, value, timing of provision, and delivery method. These negotiations are guided by council policies, OCP objectives, and municipal priorities.
3. **Council Approval:** The negotiated CAC is formalized through a council resolution or agreement by bylaw, often incorporated into a development agreement pursuant to *LGA* s. 483. Council retains discretion to accept, modify, or decline CAC proposals.
4. **Implementation and Monitoring:** Once agreed, CACs are delivered as specified, and municipalities monitor compliance through development agreements, ensuring timely and appropriate fulfillment of the agreed-upon benefits.

CACs must be reasonable, related to the proposed development, and consistent with OCP objectives. Agreements should clearly define the nature, timing, and valuation of contributions to avoid disputes. Because CACs are discretionary and negotiated,

municipalities must ensure transparency, fairness, and consistency to withstand potential legal challenges.

Interrelationships

CACs operate alongside zoning, rezoning, DVPs, and development permits, enhancing the municipal toolkit for managing growth and achieving community objectives. While they do not substitute for statutory charges like DCCs, CACs provide a flexible mechanism to secure additional public benefits in exchange for increased development potential, aligning private development with public planning goals.

7. DEVELOPMENT COST CHARGES

Development Cost Charges (DCCs) are statutory fees imposed on new development to fund the expansion of infrastructure required to accommodate growth. They are authorized pursuant to *Local Government Act* ss. 559–570, which provides municipalities with a clear legislative framework to collect, manage, and expend these funds in a manner consistent with the principle that growth should pay for growth.

Legal Authority

The *LGA* establishes the legal foundation for DCCs, including provisions for bylaw adoption, calculation of rates, collection, exemptions, and expenditure. Municipalities must adopt a Development Cost Charge Bylaw pursuant to s. 563 that specifies the types of infrastructure to be funded, including water, sewer, storm drainage, transportation networks, and park facilities. The bylaw must identify benefit areas, allocate costs fairly, and comply with statutory criteria for calculating DCC rates.

Purpose and Role

DCCs serve the purpose of ensuring that new development contributes its fair share toward the capital costs of infrastructure required to support that development. This prevents existing taxpayers from bearing the full financial burden of growth-related infrastructure. DCCs are intended solely for capital expansion and cannot be used for operational costs, maintenance, protective services, or general municipal facilities not directly related to new development.

Establishment Process

1. **Preparation of DCC Bylaw:** Municipal staff prepare a DCC bylaw based on an infrastructure plan that identifies required capital projects, estimated costs, and anticipated growth patterns.

2. **Rate Calculation:** Charges are calculated in accordance with s. 563, taking into account projected costs, benefit areas, and allocation formulas that ensure fairness and proportionality.
3. **Public Consultation:** While the *LGA* does not require a public hearing for DCC adoption, municipalities often conduct consultation or provide notice to inform affected developers and the community.
4. **Bylaw Adoption:** Council adopts the DCC bylaw, specifying the rates, benefit areas, and any exemptions.
5. **Collection and Administration:** DCCs are collected at the time of subdivision approval or issuance of a building permit, as applicable. Funds must be tracked and applied solely for the capital projects specified in the bylaw.

Legal Considerations

DCC bylaws must comply with *LGA* requirements, including transparent calculation methods, identification of benefit areas, and adherence to statutory exemptions (e.g., affordable housing). Charges must be reasonable and directly related to infrastructure needs created by new development to withstand potential legal challenges.

Interrelationships

DCCs operate alongside other municipal planning tools such as OCPs, zoning, development permits, and subdivision approvals. While development permits and variances regulate how development occurs on the site, DCCs ensure that the associated infrastructure costs are funded equitably. DCCs complement Community Amenity Contributions (CACs), which provide additional discretionary benefits, but unlike CACs, DCCs are mandatory and governed by a structured legislative framework, ensuring predictability and fairness in infrastructure funding.

8. PUBLIC HEARINGS

Public hearings are a fundamental component of the municipal land use planning framework, ensuring transparency, accountability, and public participation in decisions that affect communities. They are primarily governed by the *Local Government Act* (LGA ss. 464–470) and the *Community Charter* (CC ss. 94–96). Public hearings provide a formal forum for residents and stakeholders to present their views to municipal councils before certain planning decisions are made.

Legal Authority

The *LGA* and *Community Charter* mandate public hearings for specific types of municipal bylaws, particularly:

- Amendments to Official Community Plans (OCPs).
- Zoning bylaw amendments that alter permitted uses or densities.
- Temporary use bylaws in some cases, depending on municipal discretion.

The statutory framework ensures that municipalities conduct hearings in accordance with defined notice periods, procedural requirements, and public access to information.

Establishment Process

1. **Scheduling and Notice:** Municipal staff schedule the hearing and prepare statutory notices. Notice must be provided through publication in a local newspaper, mailings to affected property owners and tenants within a defined radius, and posting on or near the subject property, as prescribed under *LGA* ss. 466–467 and as set out in *Development Application Procedures and Fee Bylaw No. 431, 2011*.

2. **Public Access to Information:** Background materials, including reports, maps, and proposed bylaw text, are made available for public review prior to the hearing, ensuring informed participation.

3. **Conduct of Hearing:** The hearing is presided over by council or an authorized officer. Members of the public are allowed to speak, ask questions, and present arguments, but they do not vote on the outcome. Council listens, records submissions, and considers them alongside professional staff recommendations.

4. **Decision:** After the hearing, council deliberates and makes a decision on the bylaw or application. The decision must be consistent with statutory authority, OCP policies, and planning principles. No new information can be considered by council following a public hearing.

Role and Scope

Public hearings ensure that residents have an opportunity to influence planning decisions that affect their properties and neighbourhoods. They foster transparency, legitimacy, and trust in municipal decision-making. Public hearings do not replace technical review, professional planning assessment, or regulatory requirements; rather, they provide a forum for community input that informs, but does not dictate, the council's final decision.

Legal Considerations

Municipalities must comply with statutory notice requirements, provide reasonable access for the public, and document the proceedings. Furthermore, Council members cannot vote on the matter unless they have familiarized themselves with the public hearing representations. Once a hearing has concluded, Council members cannot receive any new information – doing so requires a new hearing. Failure to meet these requirements can render a bylaw or decision vulnerable to legal challenge for procedural unfairness.

Interrelationships

Public hearings interact closely with OCP amendments, zoning changes, and other discretionary planning instruments, such as development permits or temporary use bylaws. They provide a democratic oversight mechanism, complementing technical and administrative processes. While DPs and DVPs regulate form, character, and specific zoning standards, public hearings ensure that broader community perspectives are integrated into the decision-making process, enhancing legitimacy and accountability.

Public Hearings and Notification Requirements

Public hearings for zoning and OCP amendments are governed by *LGA* ss. 464–470, with statutory notice requirements linked to both the *LGA* and ss. 94–96 of the *Community Charter*. Public hearings serve a democratic and procedural function, ensuring transparency and accountability when elected officials make land-use decisions with broad community implications. Hearings give residents an opportunity to provide input, but they do not constitute a referendum, nor do they obligate Council to follow majority sentiment.

Public hearings must follow procedural fairness principles, meaning that Council must listen with an open mind but may rely on professional advice and broader planning objectives. Public hearings do not apply to all bylaw amendments; the *LGA* provides exceptions, particularly when zoning bylaws are consistent with the OCP.

Both DPs and DVPs, as well as certain zoning and OCP amendments, are subject to statutory notification and, in some cases, public hearings. Notification requirements are designed to inform potentially affected residents and provide opportunities for input. Pursuant to *LGA* ss. 464–466 and *Community Charter* ss. 94–96, municipalities must:

- Publish notice in a local newspaper for a specified period.
- Provide mailed notice to owners and tenants within a defined radius of the subject property.
- Post signage on-site indicating the application and relevant dates.

Public hearings, required for certain bylaw amendments but not for DPs, allow the public to present their views before municipal council makes a decision. Hearings ensure transparency, accountability, and procedural fairness.

9. SUMMARY

Municipal land use planning in BC operates as an interconnected framework in which each statutory tool plays a distinct yet complementary role. At the foundation is the Official Community Plan, a long-term policy document that articulates community vision, goals, and objectives, providing the strategic context for all subsequent regulatory and discretionary tools. Zoning bylaws translate OCP policy into enforceable regulations governing land use, density, parcel size, and development standards, while Development Permits implement OCP objectives at the site-specific level, regulating form, character, environmental protection, and hazard mitigation without altering permitted uses or density. Development Variance Permits provide a mechanism to adjust specific zoning requirements in exceptional circumstances, balancing flexibility with neighborhood certainty.

Subdivision facilitates the orderly division and registration of land, ensuring compliance with zoning, municipal servicing standards, and infrastructure requirements, with oversight by an independent Approving Officer rather than council, and without statutory public consultation. Works and services agreements and Preliminary Layout Reviews further guide developers in meeting technical and regulatory obligations. Financial tools such as Development Cost Charges ensure that growth pays for the infrastructure it necessitates, while Community Amenity Contributions provide discretionary community benefits negotiated in conjunction with rezonings. Temporary Use Permits offer flexibility for interim or pilot uses outside the zoning framework, subject to time limits and conditions. Public hearings and statutory notification requirements serve as the primary mechanism for public participation in rezoning, bylaw adoption, and certain discretionary decisions, ensuring transparency, accountability, and alignment with community priorities.

Together, these instruments create a cohesive municipal planning system in which policy vision, regulatory authority, discretionary flexibility, infrastructure planning, and community input are harmonized to manage growth, safeguard community interests, and guide sustainable development in accordance with statutory authority and municipal objectives.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

None.

OPTIONS:

1. For information

RECOMMENDATION:

For information.

Respectfully submitted,



_____

Ross Blackwell, CAO
Chief Administrative Officer



2024 Annual Report

Village of Lions Bay
For the Year Ended December 31, 2024



We acknowledge that the land on which we live and work is the traditional territory of the Coast Salish Peoples. Specifically, we recognize the Musqueam (xʷməθkʷəy̓əm) and Squamish (Sḵwx̱wú7mesh) Nations, and that their historic connections to these lands continue to this day.

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Our Lions Bay



Nestled between the mountains and the sea along the scenic Sea-to-Sky Highway, the Village of Lions Bay is a unique coastal community known for its natural beauty, small-town charm, and strong sense of place. With panoramic views of Howe Sound, proximity to world-class trails, and abundant outdoor recreation opportunities, Lions Bay offers an unparalleled quality of life for residents and visitors alike.

The Village is more than just a picturesque setting—it is a community defined by engaged citizens, dedicated volunteers, and a collective commitment to sustainability and resilience. As one of the smallest municipalities in British Columbia, Lions Bay takes pride in its ability to deliver high-quality municipal services while preserving its close-knit character.

Lions Bay is also a municipal member of the Metro Vancouver Regional District (MVRD), a partnership of 23 local authorities that work together on key regional services such as drinking water, wastewater treatment, solid waste management, air quality, and regional planning. Membership in the MVRD allows Lions Bay to benefit from shared resources, regional collaboration, and long-term planning that supports both the community and the broader Metro Vancouver area.

Lions Bay at a Glance

549

People per km²

Population Density

2.53

km²

Village Size

1,390

Population

506

Occupied Private Dwellings

2.8

Average Household Size

46.1

Average Age

$121,000

Median after-tax income

17.1

Km of Roads

2.2

Km of Sewer lines

7

Parks, Courts, Walks

16.1

Km of watermains

3

Treated water storage tanks

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Lions Bay Municipal Council



Mayor
Ken Berry
mayor.berry@lionsbay.ca



Councillor
Neville Abbott
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Councillor
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Councillor
Jaime Cunliffe
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Councillor
Marcus Reuter

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Council provides local leadership by setting priorities, adopting policies, and making governance decisions in the best interests of current and future Lions Bay residents. Each member represents the municipality as a whole and may also serve on regional Committees, Boards, and Advisory Bodies, contributing to strategic direction, budget priorities, and regional collaboration. Regular Council meetings are generally held once monthly, with Committee of the Whole meetings scheduled once month, also. Regular Council and Committee meetings are open to the public and available in person or by Zoom. Details, agendas, and minutes are posted on the Village website: www.lionsbay.ca/governance/council-committee-meetings.

Message from the Mayor



On behalf of Council, I am honoured to present the Village of Lions Bay's 2024 Annual Report. Each year, this report provides an opportunity to reflect on the progress we have made, the challenges we have faced, and the resilience of our community.

Over the course of 2024, Lions Bay continued to focus on strengthening the core services and infrastructure that support our daily lives. Council and staff worked closely together on key priorities, including advancing infrastructure and asset management planning, reviewing and updating bylaws, supporting improvements in bylaw enforcement, and strengthening community engagement. These efforts build on the foundation of good governance and help prepare Lions Bay for the future.

One of the hallmarks of our community is the extraordinary contribution of volunteers. From committees and task forces to community-led projects and events, residents continue to step forward to share their skills, time, and energy for the benefit of all. Council remains deeply grateful for the essential role that volunteers play in shaping the character of Lions Bay.

The year was also defined by collaboration with external partners, including provincial agencies, Metro Vancouver, TransLink, and neighbouring municipalities. These relationships are vital for a small community like ours and enable Lions Bay to address issues that extend beyond our borders, such as transportation, infrastructure resilience, and emergency preparedness.

As 2024 drew to a close, our community experienced a devastating event. On December 14, the Battani Creek debris flow tragically claimed the lives of two beloved long-term residents, destroyed their home, and impacted lives across the Village. What had been a year of progress and achievement ended in heartbreak, and this event now defines the beginning of 2025. In the face of such tragedy, Lions Bay demonstrated the strength and compassion for which our community is known. The response from staff, first responders, residents, and supporting agencies reflected both courage and care, and I extend heartfelt gratitude to all who contributed during those difficult days.

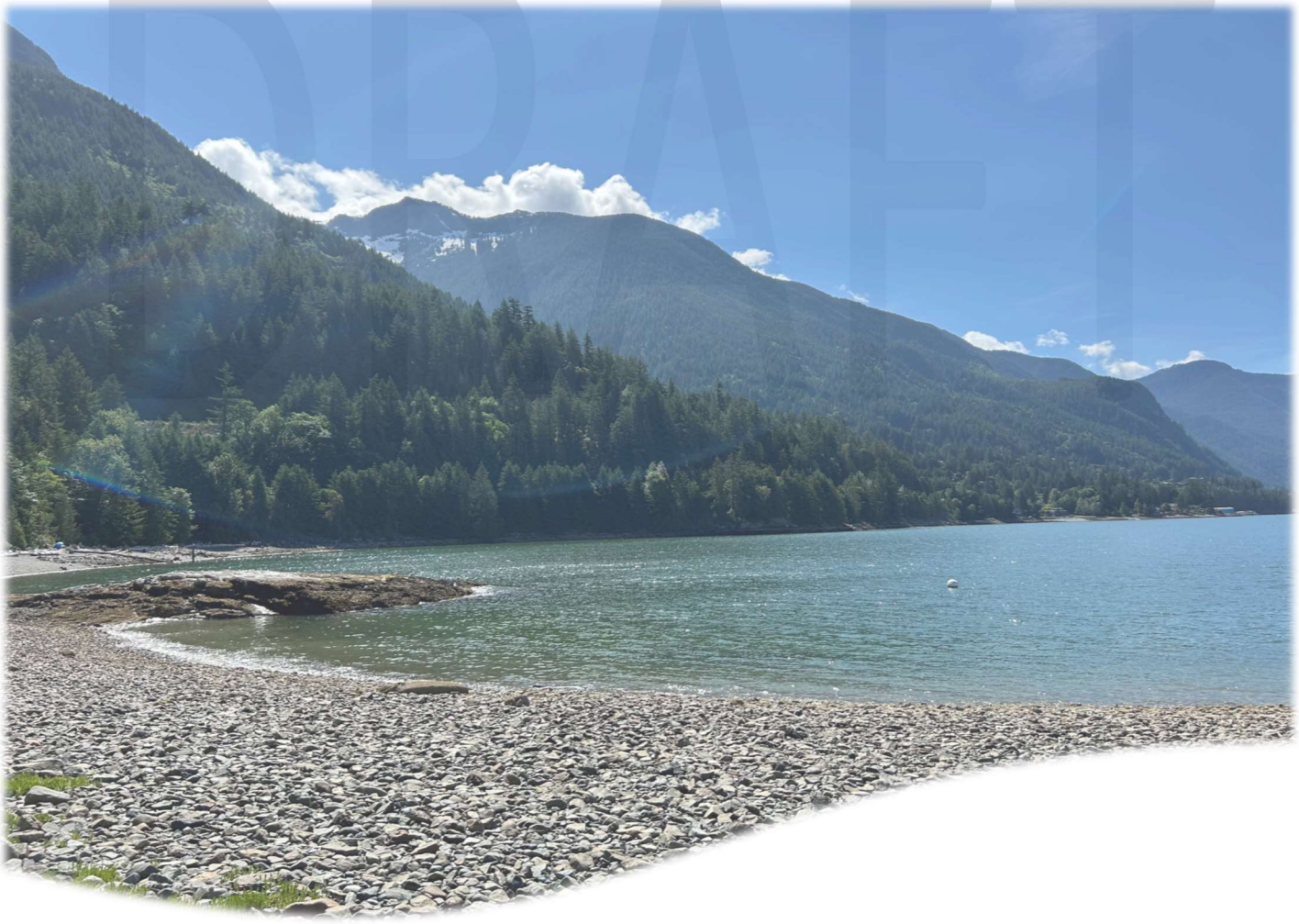
The lessons learned from this event underscore the importance of continued investment in emergency preparedness, infrastructure renewal, and long-term resilience. While challenges remain, I am confident that with the dedication of Council, staff, volunteers, and residents, we will continue to move forward together with determination and hope.

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As we reflect on 2024, we also look ahead with resolve. Lions Bay's strength lies in its people, and I am inspired by the commitment, collaboration, and care that define our Village. Together, we will honour the memory of those we have lost, build on our progress, and embrace the opportunities and responsibilities that lie ahead.

With gratitude,

Mayor Ken Berry



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Message from the CAO



It is my privilege to provide the Chief Administrative Officer's message for the Village of Lions Bay's 2024 Annual Report. This report reflects not only the work completed over the past year, but also the dedication of Council, staff, and community volunteers in advancing the priorities of our Village.

Throughout 2024, the organization continued to focus on strengthening service delivery, improving financial and asset management practices, and ensuring that core municipal functions are carried out in a transparent, accountable, and efficient manner. Key work included advancing the implementation of the Village's Asset Management Plan, addressing infrastructure renewal needs, enhancing bylaw services, and supporting Council in the development and review of policies and bylaws. These efforts ensure that our municipality remains responsive to the needs of residents today while planning for the long-term sustainability of services and assets.

Staff worked closely with Council's advisory committees and external partners to ensure the Village continues to benefit from collaboration at both the local and regional levels. The importance of these relationships was underscored through joint work on infrastructure planning, emergency preparedness and response, and transportation initiatives. For a small municipality such as Lions Bay, leveraging these partnerships is essential in maximizing both capacity and impact.

At the same time, none of these accomplishments would be possible without the dedication of our staff and volunteers. Their commitment to excellence in service, problem-solving, and community building continues to be one of the Village's greatest strengths.

The year ended in unimaginable tragedy. On December 14, 2024, the Battani Creek debris flow claimed the lives of two long term residents and left lasting impacts on our community. While no amount of preparation can erase such loss, the response demonstrated both the professionalism of our staff and the extraordinary support of external agencies, volunteers, and residents. The lessons learned from this event will guide our work going forward, particularly in strengthening emergency management capacity and advancing risk-reduction strategies.

Looking ahead, the organization remains focused on improving financial sustainability, investing in critical infrastructure renewal, and continuing to build the resilience required to meet both current and future challenges. With the guidance of Council and the dedication of staff and volunteers, Lions Bay will continue to move forward with a commitment to excellence, accountability, and care for community.

Respectfully,



Ross Blackwell, Chief Administrative Officer

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Village of Lions Bay

OCP Vision Statement

This vision statement, taken from the Village's Official Community Plan, is expressed in the present tense and it represents the community's aspiration for how Lions Bay will be described in the future:

Lions Bay residents value this community as a peaceful, close-knit village, deeply connected to the natural West Coast environment, yet close to a major metropolitan area. The community has a strong sense of self-governance while desiring to stay connected to neighbours and partners in the region. The recent and dramatic pace of growth along the Sea-to Sky corridor has created new challenges for Lions Bay. The community must be thoughtful and innovative in making development choices which maintain its unique sense of place, respect the natural environment, enhance its social diversity and provide affordable services to the community. Lions Bay strives to become a leader among municipalities in creating a sustainable community for future generations.

For more information on the Official Community Plan, please visit: www.lionsbay.ca/services/planning-and-development-services/official-community-plan

Council Strategic Priorities

Council's 2022–2026 priority themes were not newly developed for this Council term. Instead, the 2020 Strategic Goals and Priorities established by the previous Council were carried forward following the 2022 municipal election. Council priority projects represent initiatives that extend beyond regulatory requirements and the delivery of core services, focusing on enhancing processes, systems, and customer service. These priorities are incorporated into departmental workplans, with timelines confirmed once funding is approved through the annual budget cycle. Each year, Council determines which projects to fund in support of the priority themes, and these decisions are reflected in the Five-Year Financial Plan. The priority themes are outlined below.

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Financial

Ensure long-term financial sustability, maintain core services, advance strategic priorities and reduce infrastructure gap.



Infrastructure

Resource and prioritize maintenance and upgrades per the IMP meeting appropriate and evolving standards and best practice.



Organization

Build and retain a motivated, high performing, and stable staff team capable of innovatively meeting core work, statutory requirements and Council strategic priorities.



Planning

Enhance and implement OCP to foster a prosperous, diverse and vibrant complete community.



Communication

Enable an informed, engaged public through proactive, transparent, and timely communication.

Council Advisory Bodies

The contributions of the Village's volunteers are deeply valued by both Council and staff, as they play an essential role in supporting municipal functions and community life. In Lions Bay, volunteerism extends beyond service organizations and emergency response, encompassing participation on Council-appointed committees and working groups that provide advice and recommendations on key issues.

These advisory bodies are established to inform Council's governance and decision-making process by offering perspectives, expertise, and community input on matters of municipal importance. The composition of such committees is carefully considered to reflect the diverse interests of Lions Bay residents, ensuring that decisions are informed by a broad range of viewpoints while remaining aligned with Council's strategic priorities.

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Council relies on a range of inputs to guide its governance and decision-making, including the work of committees, advice from staff, feedback from the public, and the framework provided by municipal policies, regional plans, regulations, and legislation. Committees established by Council serve a vital role by providing advice and recommendations on matters within their mandate or referred to them by Council, helping to ensure decisions are informed, transparent, and responsive to community needs.

The Village of Lions Bay greatly values the commitment and expertise of its committee members, whose contributions significantly enhance the quality of municipal decision-making. Their dedication, alongside the input of residents and the professional guidance of staff, strengthens the capacity of the municipality to address challenges and advance Council's priorities in service of the community.



Council Advisory Bodies – 2024 Volunteer Members

Curly Stewart Memorial Trust Fund Award

Councillor Neville Abbott (Chair)
Nicole Strahl
Jennifer Hetherington
Kit McLean
Hugo Van Hoogstraten

The Select Curly Stewart Memorial Trust Fund Award Committee was formed by Bylaw to advise Council on the selection of a high school applicant for the annual award of a scholarship from the Curly Stewart Memorial Trust Fund.

The Committee awarded Brynn Hamilton the 2024 Curly Stewart Memorial Trust Fund.

Emergency Program Committee

Chair Mary Brown (EPC)
Mayor Ken Berry
Councillor Neville Abbott
Councillor Ron McLaughlin
Ross Blackwell (CAO)
Karl Buhr (DoO)
Roel Coert(ESSD)
Vacant(LBFR)
Ed Langford (SAR)

The Lions Bay Emergency Program Committee provides guidance and oversight to ensure the Village is prepared for, can respond to, and recover from emergencies and disasters in alignment with provincial legislation and best practices. The Committee advises Council on emergency management policies, planning, and resource coordination to strengthen community resilience and public safety

Infrastructure Committee

Councillor Neville Abbott (Chair)
Mayor Ken Berry
Councillor Jaime Cunliffe
Tony Greville
Hilary Monfared
Brian Ulrich

The Infrastructure Committee advises Council on long-term infrastructure matters. In 2024, the Committee provided guidance on raw water supply options, supported the municipality's water-metering grant application, and offered technical input on

Trees, Views and Landscapes Committee

Simon Waterson (Chair)
Mayor Ken Berry
Jay Barber
Mike Jury
Jim Cannell

The Committee considers Tree-Cutting Permit applications pursuant to the *Trees, Views and Landscapes Bylaw*, providing balanced and objective advice to Council on these applications. Committee inspection takes place at the location of the proposed

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the 2023 Water Quality Report, especially regarding water demand and leakage. The Committee also reviewed potential impacts of a local forest fire and recommended advocating for portable potable water treatment units to strengthen emergency resilience.

The Committee worked with the Director of Operations and Public Works staff on ENSuRe protocols, supported the ASAP project to increase water supply, and contributed technical expertise to the bridge-end corrosion review.

cutting and affected or interested residents may attend.

The Committee reviewed and made recommendations to Council on two applications in 2024.

Climate Action Committee

Councillor Neville Abbott (Chair)
Councillor Marcus Reuter (Vice Chair)
Christina Lee
Clara George
Greg Weary
John Robb
Norm Barmeier

The Climate Action Committee's mandate is to provide a local perspective to advise Council on mitigating the Village's greenhouse gas (GHG) emissions, to establish GHG reduction targets and to recommend policies and actions related to climate action as identified in the Village's Official Community Plan (OCP).

The Committee was reestablished in March 2023. During the year the Committee approved new terms of reference, set goals for the remainder of the council term, made recommendations for the beach park project and provided input for the new purchasing policy. The Committee started planning and developing the scope for the hall environmental upgrade and the mini-recycling depot projects.

Finance Committee

Mayor Ken Berry (Chair)
Councillor Michael Broughton
Jeff Sparling
David Shore

The overall purpose and mandate of the Committee is to monitor the financial management of the Village and to provide timely advice and recommendations to Council on any matter affecting the financial integrity of the municpality.

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Other Municipal Bodies

Board of Variance

The Board of Variance differs from the municipal Advisory Bodies in that it is a quasi-judicial body established under the provisions of the Provincial *Local Government Act* with the authority to vary provisions of the *Zoning Bylaw* that do not change the permitted use or density.

Morgan Gatto (Chair)
Scott Gordon
David Lee

Lions Bay Beach Park Advisory Committee

The Lions Bay Beach Park Revitalization Advisory Committee was established to engage the community and advance the federally and provincially funded project to upgrade the Beach Park, including improvements to the washrooms, playscape, and waterfront area. The Committee's work wrapped up in early 2024.

Councillor Michael Broughton (Chair)
Councillor Neville Abbott (until April 2023)
Councillor Jamie Cunliffe (May 2023 onward)
Scott Gordon
David Lee
Kirsty Pappas
Oliver Ganske
Susan Davis

Ad Hoc Mayor's Working Groups

In Fall 2023, Mayor Ken Berry established community working groups in relation to Highway Noise, Parking, and TransLink Lions Bay Connector to address resident concerns requiring timely action. These groups held their inaugural meetings in December 2023 and wrapped up in early 2024.

Highway Noise Working Group

The Highway Noise Working Group, chaired by Councillor Broughton, was established with a 90-day mandate to engage residents and generate recommendations for Council.

Parking Working Group

The Parking Working Group, chaired by Mayor Berry, was formed in Fall 2023 in response to resident concerns requiring timely attention. Working Group members revisited past reports, explored new

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solutions, and examined opportunities for ongoing improvements to address evolving parking challenges and safeguard community well-being.

TransLink Lions Bay Connector Working Group

The TransLink Lions Bay Connector Working Group, chaired by longtime Kelvin Grove resident, Ron O'Dwyer, was established to guide community discussions on the use of TransLink funds available to the municipality.

NOTE*:* The Mayor is an ex-officio member of all Committees of Council. In addition, Mayor Berry has been appointed by Council as Member of the following:

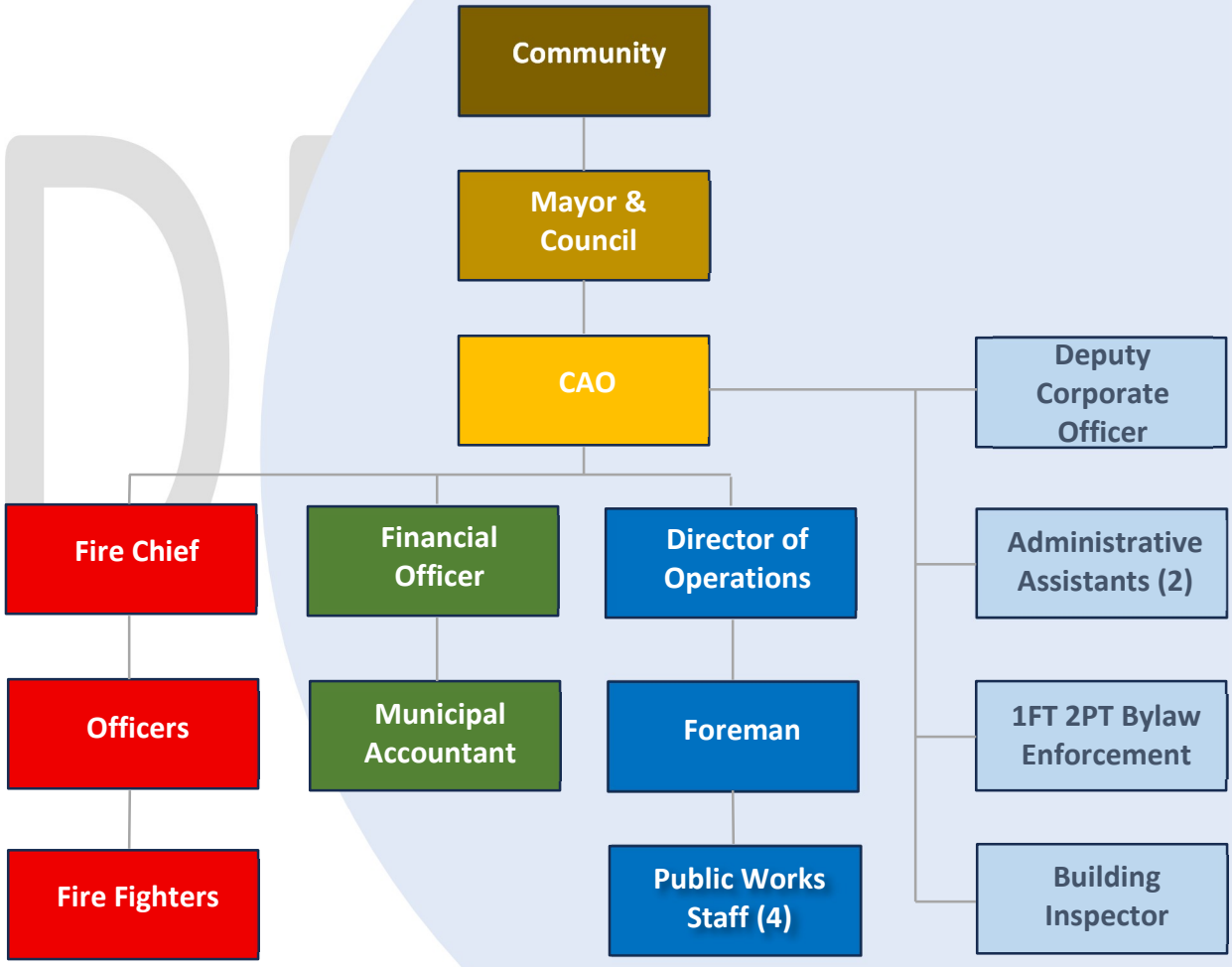
- TransLink Mayors' Council;
- Director (all Metro Board functions except Sewer & Drainage District and Water District);
- Appointed by Metro Chair as member of Climate Action Committee;
- Pacific Parkland Foundation (Metro Parks);
- Electoral Area A - Sub-Committee;
- Aboriginal Relations Committee;
- Appointed by TransLink Mayors' Council Chair to the Finance and Governance Committee.

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Municipal Services and Operations

Organizational Structure



Administration

Administration is led by the Chief Administrative Officer (CAO), Council's sole employee, who is accountable for the overall leadership and management of the organization. The CAO provides strategic advice to Council, ensures that Council's priorities, bylaws, and policies are effectively implemented, and is responsible for the execution of governance decisions as directed through Council resolutions.

Administration also provides organizational support to the Mayor, Council, and the municipality as a whole, ensuring effective coordination across all municipal departments. By aligning operations with Council's strategic direction, Administration plays a central role in advancing the Village's long-term objectives and delivering responsive, transparent, and accountable local government.

Administration fulfills this mandate by:

- Organizing all meetings of Council, including preparation of agendas and minutes and providing meeting management,
- Supporting Council in developing Council's Priorities,
- Administering the Council Priorities Plan, Budget process and Annual Report cycle,
- Delivering human resource services, including recruitment and selection, workforce planning, training and development, employee and labour relations, disability management, job evaluation and health and safety,
- Supporting Council in fostering relationships with First Nations,
- Overseeing records management,
- Processing requests for access to records and ensuring compliance with Freedom of Information and Protection of Privacy policies and legislation,
- Administering leases and agreements for the Municipality,
- Managing Municipally owned property,
- Managing the District's website,
- Issuing Special Event Permits,
- Coordinating internal and external corporate communications,

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2024 Highlights

Statistics and Key Performance Indicators					
	2024	**2023**	**2022**	**2021**	**2020**
Actionable Resolutions passed by Council in in open meeting	120	104	167	165	148
Bylaws Adopted	5	5	14	19	18
Policies Adopted	0	4	0	2	4
Freedom of Information Requests Completed	12	10	3	1.5	7
Freedom of Information Request Hours Utilized	23	1.5	1	1.5	14
Freedom of Information Billable Hours	0	0	0	0	0
Website – Average Views/Month	7,500	4,656	8,979	8,144	7,681
Website – Average Users/Month	2,577	1,385	2,435	2,738	2,260
Village Update – New subscribers*	74	49	34	55	97
Village Update – Average Open Rate	76%	77%	75%	68%	70%

**Village Update – Current Number of Subscribers: 1,013*

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Financial Services

The Financial Services Department is responsible for the comprehensive financial management of the municipality, encompassing financial planning, payroll and benefits administration, procurement, risk management, and insurance. Core functions include accounting, financial reporting, audit coordination, budgeting, and cash flow management. The department also oversees accounts payable and receivable, administers five distinct payroll groups, and manages staff benefit programs.

Looking ahead, Financial Services remains committed to ensuring long-term financial sustainability, transparency, and accountability. Through prudent stewardship and continuous improvement, the department supports Council priorities while safeguarding the financial health and resilience of the community.

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Financial Services leads the following:

- Accounting Services – accounts payable and receivable, banking, cash management
- Payroll Services – bi-weekly payroll processing and remittances, benefits administration, year-end reporting
- Revenue and Collections – utility and property tax billing and collection, rate setting, remittance of taxes collected on behalf of other tax authorities, including school tax, administration of deferment program
- Purchasing - procurement and risk management
- Financial Reporting – preparation of annual financial statements, quarterly financial reports, monthly grant reporting, annual local government data entry submission (LGDE), annual statement of financial information (SOFI)
- Financial Planning – preparation of annual budget and five-year financial plan
- Financial Bylaws – Water, Sewer and Solid Waste User Rate Bylaws, Five Year Financial Plan Bylaw, Tax Rates Bylaw, Fees Bylaw
- Asset Management

The department is comprised of two staff: the Financial Officer and the Municipal Accountant, with assistance provided by administration staff.

2024 Accomplishments

- Overhaul of policies and procedures including a new Investment policy to safeguard and grow the Village's capital
- Managed financial aspects of response to Batanni Creek Slide
- Delivered 2024 annual budget
- Implementation of new public section accounting standards including PS3400 Revenue Recognition

2025 Planned Accomplishments

- Integration of property tax and utility billing
- Generate municipal billing directly from municipal software systems
- Implement accounts receivable module in Mais accounting system
- Continue to upgrade municipal software system modules to reduce reliance on paper based and excel solutions
- Invest in staff development through training with UBCM and GFOABC

During 2024 the Finance department managed a budget of $5.7 million dollars including various infrastructure projects. Highlights include:

	2024	2023
Total revenue	5,562.440	5,696,670
Tax revenue	2.238,307	2,134,608
Utilities charges	1,389,246	1,322,550
Grants	965,343	1,492,761
Other	907,933	746,751
Total expenses	4,884,232	4,610,507
General departmental	3,543,929	3,681,438
Water, Sewer	1,340,303	929,069
Total capital expenditures	1,434,847	150,017
Utilities bills mailed	555	556
Property tax notices mailed	646	649
Invoices paid	1,932	1,704

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Operations

The Operations (Public Works) Department plans and delivers public utilities including water, wastewater, roads (bridges, drainage, parking, marking/signage, snow & ice), parks, buildings and facilities, fleet and equipment, solid waste plus IT, on multiple time horizons, 24/7. In addition, the department communicates with Council, the public, vendors, contractors, consultants, colleagues and other levels of government (water regulator VCH, wastewater regulator MoE, BCAS, MoTT, TransLink, Miller-Cap, FLNRO, BC Parks, SAR and others).

Core work consumes most of the department's effort, and 2024 saw delivery of core work to expectation, and delivery of most budgeted operating projects, including halving water consumption through leak fixes, road lining and signage rationalization, sewer I&I (ingress and infiltration) isolation, replacement of unreliable analog data lines to water treatment plants with digital fibre at no cost (resulting in significant overtime reduction); completing overdue mains flushing, and fire hydrant servicing. High-maintenance raw water intakes enjoyed a quiet year, with only frequent vegetation blockages in Spring and Fall to clear. The December Battani Creek debris flow relied on Public Works to perform extraordinary duties ranging from hot washdown water at the disaster site to lining out an EOC last used ten years ago.

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Water, Wastewater Including Scada Process Control Systems

In 2024, significant progress was made across the Village's water, wastewater, and infrastructure systems. Summertime water consumption was reduced by 33% through conservation efforts and system efficiencies. Key works included replacing a failed fireflow Y-strainer at PRV1, demolishing the obsolete Phase IV and V water tanks, and utilizing spare equipment to replace a failed wastewater treatment plant gearbox—preventing damage to the rotating biological contactor. Sewer scoping identified several domestic leaks, reducing summer inflow to the wastewater treatment plant by approximately 14,000 gallons per day, though inflow and infiltration from leaking manholes remain a challenge. The Village also obtained a VCH Construction Permit for the ASAP project, completed the Watershed Protection Plan and 2023 Water Quality Report, and submitted the Ministry of Environment's 2023 Wastewater Report.

Roads, Drainage, Parking

Roads and drainage improvements included ditching along Harvey and Mag Intake access roads, installing 18 new LED streetlights, repainting road markings, and updating signage with support from a $4,400 ICBC grant. Rail crossings were brought into compliance with Transport Canada directives, and the Public Works team rebuilt the Bobcat road salt loader using internal savings. Parking

operations transitioned from Flowbird to PayByPhone, with all new signage provided at no cost. A long-standing issue with derelict vehicles at Southview Place was resolved, traffic speed annunciators were restored to working order, and snow and ice removal service levels were maintained throughout the winter season.

Parks, Facilities, Housekeeping

Significant progress was made across the Village's parks, facilities, and operations yard in 2024, reflecting ongoing investment in infrastructure, safety, and community amenities. Notable improvements included the installation of new anchoring for the Beach Park boom and float, replacement of fencing, and installation of vacuflush toilets at two park sites, resulting in zero service calls for blockages in 2024. Major repairs were completed on two Public Works trucks, and dashcams and LED floodlights were installed across the fleet to enhance safety and operational efficiency.

Facility upgrades included modernization of the Village Hall sound system, lighting, and audio-visual equipment in Council Chambers, as well as fencing replacements, beautification with 12 hanging baskets, and new surveillance and storage structures at the Public Works Yard. Asset rationalization and surplus equipment sales generated $14,000 in revenue. Additional improvements included complimentary asphalt pathways at Kelvin Grove Park, a new trailhead water fountain promoting drinking water protection, and installation of five real-time air quality monitors at key sites.

Significant strides were also made in information technology. The Village transitioned managed IT services to Fully Managed, reducing Microsoft licensing costs by approximately $20,000 annually, and migrated the VoIP phone system to Telus Business, saving $1,200 per month. Network infrastructure was upgraded with new routers, firewalls, and Wi-Fi access points, alongside computer and server replacements to support improved system reliability.

2024 CAPITAL AND EXTRAORDINARY OPERATING PROJECTS

The urgent Alberta Supply-Augmentation Project was delivered on time and under budget, significant process control system upgrades were implemented, and several long-delayed projects were executed:

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COMPLETED

PROJECT	DETAILS
Water Contingency, Drought Reserves	ASAP: graded intake approach, installed metering weir at inlet, reused penstock, shutoff valve and catchbasin, replaced 4" flush valve, replaced Y-strainer and flush valve and line, installed automatic line break shutoff valve, installed 7/8" engineered cable crossing of Harvey Creek, repurposed Oceanview Tank and fillstation, added electrical power, installed SCADA pump station including flowmeter and pressure readings, modified Harvey Plant fillstation including flowmeter, installed security fencing and signage. Located and repaired approx. 8 public-side and 18 private-side leaks to save 300,000 GPD of always-on flow.
Pride Trail Rockfall Risk Remediation	Hardened trail on MOTI lands against rockfall hazard; obtained License of Occupation to formalise use of trail.
Steps at Municipal Campus	Should last a while
Treatment Plant Flowmeter Recalibration	Manufacturer site visit
Alberta Intake Ditch, Plateaux Remediation	Cleared Upper Bayview Creek drainage channels, culverts, catchbasin

COMMENCED

PROJECT	DELIVERED 2024	DISPOSITION FOR 2025
SCADA Upgrades	• Online Cl monitoring at KG Control Room mains endpoint, with a view to providing operators confidence to reduce chlorine dosing • MAGIIC.1: 600 V power and fibre data line to Mag Intake in existing conduit, with online turbidity and UV transmissivity metering, surveillance camera, floodlighting. • Replaced copper data circuits with fibreoptic at Office, Yard, Harvey Plant, Magnesia Plant, WWTP (0 install cost and net savings monthly). • Wi-Fi; cameras at Oceanview pumphouse, Mag Plant, Harvey Plant • Replace 6-channel voice alarm dialler with cloud alarm platform to provide unlimited channels, obsoleting the PLC panel at the Works Yard • Motor heath monitoring for WWTP RBC and ASAP pump	Unspent funds carried over to 2025, with further funding requested for real-time chlorine and turbidity monitoring at two more distribution network ends.

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	• SCADA platform and user interface improvements • Harvey and Mag creek flowrates to Flowworks and SCADA. • New gigabit speed router/firewall at Yard to connect to routers at 5 nodes.	
Bridge work	1. Commence end inspections on three bridges 2. 325 Bayview Bridge completed after addressing inadequate engineering and late discovery of lead contamination 3. Lions Bay Ave bridge on Harvey pending engineering of abutments	
72 Hydrants A&B (Major) Servicing	Completed but for painting	Painting to take place in Spring 2025
Outside Leak Detection Service	Purchased clamp-on water meter and upgraded Doppler aquaphone	-

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Lions Bay Fire Rescue

Lions Bay Fire Rescue (LBFR) is responsible for fire protection, rescue services, first responder medical aid and fire prevention in the municipality and on Highway 99. LBFR are the first responders to a variety of emergency and non-emergency incidents. They respond not only to fires but also medical emergencies, motor vehicle accidents, technical rescues, forest interface, and much more. They are highly trained and cumulatively volunteer over 3,390 hours each year in training activities. The volunteers train every Wednesday night and one full weekend every month, demonstrating a high level of dedication.

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154	1	72	21
Total Service Calls	Structure Fires	Medical Responses	Motor Vehicle Accidents





LBFR STRUCTURE / CHAIN OF COMMAND

Fire Chief B. Germscheid
Captain A. Cameron - Shift Officer
Captain M. Gildenhuys - Shift Officer
Captain G. Ratushny. Training Officer
Lieutenant M. McLaughlin - Shift Officer
Lieutenant M. Russell - Shift Officer
19 Firefighters (13 "Pre-Career" firefighters & 6 "homeowner" firefighters).

Lions Bay Fire Rescue continues to benefit from a strong and dedicated membership base composed of both Pre-Career Firefighters and Homeowner Firefighters, each of whom plays a critical role in delivering high-quality fire and emergency services to the community.

Pre-Career Firefighters make up the majority of LBFR's roster. These individuals join the department to gain advanced training, practical experience, and exposure to a wide range of emergency response activities as they work toward securing full-time positions in career fire departments. In return, their service provides the Village of Lions Bay with a highly capable, well-trained department that significantly enhances community safety and response capacity.

Each year, LBFR experiences natural turnover as Pre-Career members achieve their professional goals and depart for career departments across the region. In 2024, eight (8) Pre-Career members successfully obtained full-time positions with fire departments in the Lower Mainland. During the same period, seven (7) new Pre-Career members joined LBFR, drawn by the department's strong reputation for training excellence and operational experience.

Homeowner Firefighters form the stable core of the department. These members volunteer their time purely out of a desire to support and give back to their community. They provide invaluable local knowledge, continuity, and leadership that strengthen the department's culture and operational effectiveness. LBFR was pleased to welcome two (2) new Homeowner Firefighters in 2024.

Department Services and Community Support
Lions Bay Fire Rescue provides a broad range of emergency and community services that extend well beyond fire suppression. Key activities delivered in 2024 include:

Public Education

- Hosted Lions Bay Elementary and local daycare groups for firehall tours, engine demonstrations, and age-appropriate fire safety education.
- Delivered FireSmart outreach through two community information events—one in the spring and one on Canada Day.

Commercial Fire Safety

- Conducted inspections of all commercial businesses in the Village, providing education and guidance to support fire safety compliance and operational awareness.

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Community Engagement

- Organized a well-attended Firefighter's Day celebration.
- Planned and delivered the Village's annual Halloween fireworks display and community candy distribution.
- Participated in the Village of Lions Bay's Remembrance Day Ceremony, including wreath-laying and support to event organizers.

Emergency Response Services

LBFR responds to a wide range of emergency and non-emergency incidents, including but not limited to:

- Emergency and non-emergency medical calls
- Motor vehicle incidents, including auto-extrication
- Structural firefighting
- Wildland-Urban Interface (WUI) firefighting
- Technical Rescue
- Environmental and weather-related emergencies (flooding, trees down, wires down, wind and snow events)
- Additional community support and response functions as required

Training and Professional Development

LBFR's ability to respond effectively and safely relies on a significant ongoing commitment to training. Members collectively volunteer thousands of hours to develop, maintain, and refine the skills required to meet provincial training standards and deliver safe, effective emergency response. Key training achievements in 2024 include:

Officer Development

Four (4) LBFR members successfully completed the LBFR Officer Course, aligned with the Office of the Fire Commissioner's Minimum Training Standards Regulation (formerly the Playbook). This program includes over 40 hours of instruction plus evaluations, equating to approximately 160 hours of training per member. Graduates are now certified to:

- Act as Incident Commanders
- Lead crews into IDLH (Immediately Dangerous to Life or Health) environments
- Serve as Team Leaders and Shift Officers

Their dedication and professionalism reflect the commitment required to maintain LBFR's operational excellence.

Total Training Commitment

LBFR members contributed the following hours to structured training in 2024:

Training Activity	Total Hours
Weekly Wednesday Night Training	2,430 hours
Weekend Shift Training	960 hours
Annual Auto-Extrication Course (18 hours × 14 members)	252 hours
LBFR Officer Course	160 hours
Total	**3,802 hours**

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With 25 active members, this represents an average of 152.08 training hours per firefighter—a significant volunteer contribution to the safety and resilience of the Village.

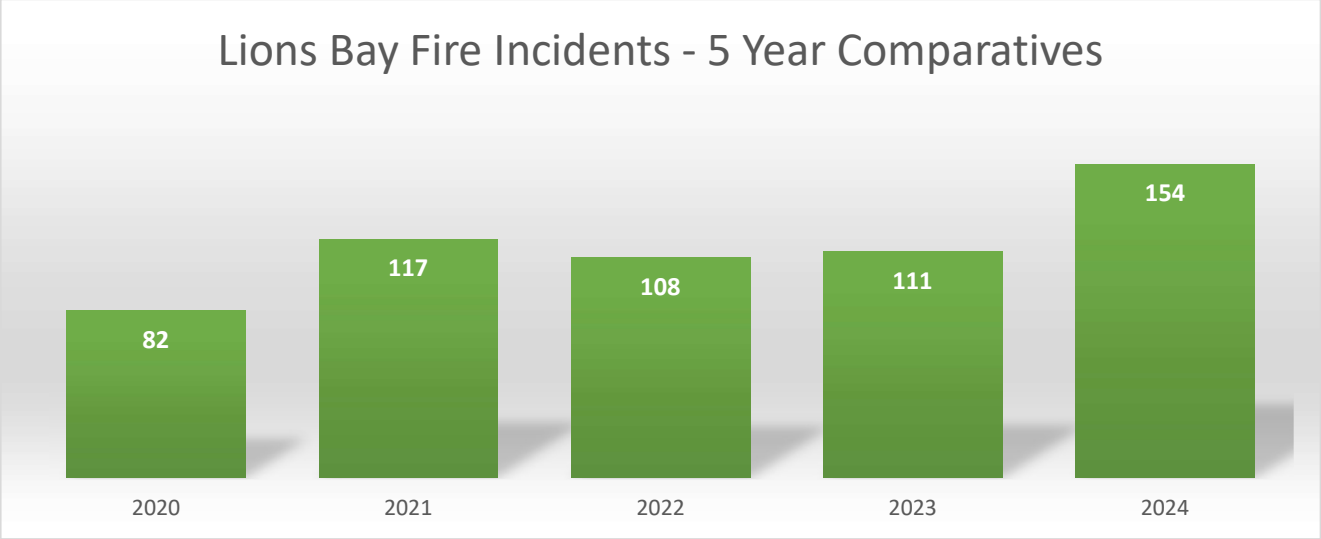
Commitment to Excellence

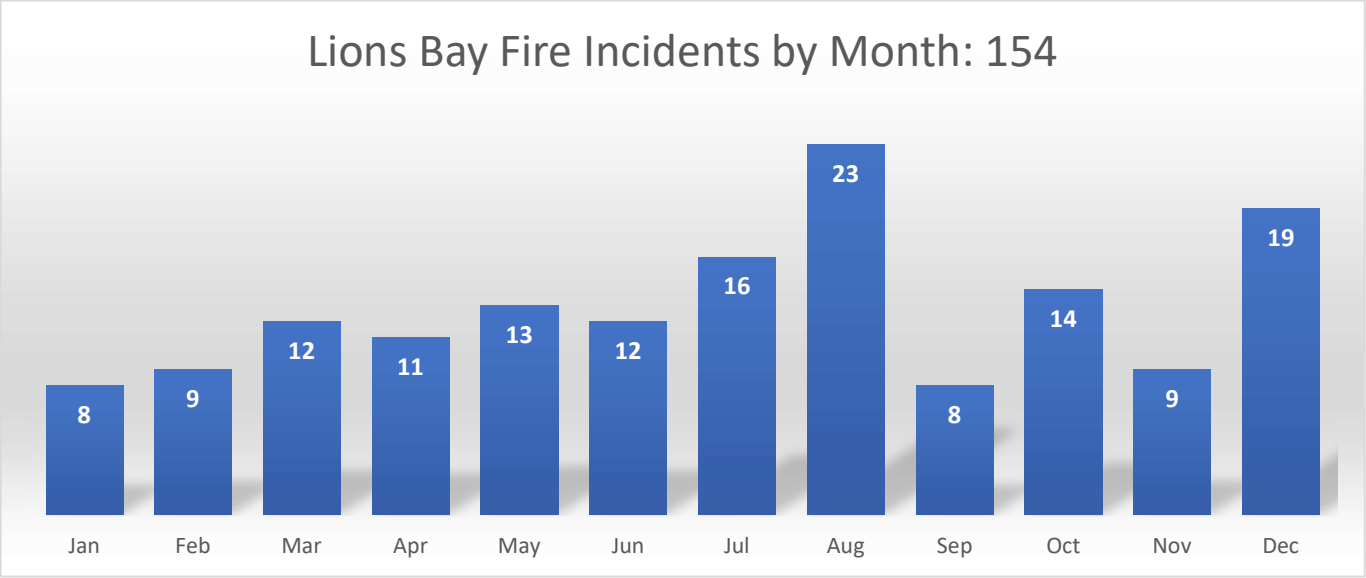
Across emergency response, public education, community involvement, and ongoing professional development, Lions Bay Fire Rescue remains steadfast in its commitment to serving the community with professionalism, skill, and dedication. The department's blended model of Pre-Career and Homeowner Firefighters continues to provide the Village with exceptional service capacity and operational readiness.

Statistics & Key Performance Indicators

	2024	2023	2022	2021	2020
Motor Vehicle Accidents:	21	23	27	29	25
MESA Calls:	72	31	20	41	18
Structure Fires:	1	3	1	1	2
Miscellaneous Events:	4	46	14	43	37
Total Calls for Service:	154	85	108	114	82
Provincial Emergency Program Reimbursements	$12,808	$13,455	$13,863	$11,353	$10,469

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Lions Bay Fire Incidents by Month: 154
8
9
12
11
13
12
16
23
8
14
9
19
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

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LIONS BAY
FIRE RESCUE
Metro Star

Other Municipal Services

Emergency Management

Emergency Management is coordinated by the municipality in accordance with provincial legislation (EDMA) and best practices. This function ensures preparedness, response, and recovery capacity for a range of hazards including wildfires, severe weather, and seismic events. Key activities include developing and maintaining emergency plans, coordinating training exercises, attaining applicable government grants, supporting the Emergency Operations Centre, and working with regional partners and volunteers. Community resilience is enhanced through public education, emergency communications, and the dedication of the municipality's Emergency Support Services volunteers. This collective effort strengthens Lions Bay's ability to respond to emergencies and to safeguard residents.

The Emergency Program Coordinator (EPC) role was vacant from May 2024. The EPC is responsible for advancing community preparedness, coordinating emergency response planning, supporting volunteer training, and ensuring alignment with provincial emergency management standards. In 2023, key achievements included the acquisition and placement of a secure shipping container at the school's lower parking lot to store emergency response supplies, further strengthening the municipality's resilience and capacity to respond effectively in the event of an emergency.

Emergency Support Services

Lions Bay resident, Mary Brown continued as Director of Emergency Support Services for the municipality on a volunteer basis.

2024 Accomplishments

- Applied for $40,000 grant for Evacuation Planning and Education through the Community Emergency Preparedness Fund.
- Applied for $24,000 grant for Emergency Support Services Equipment and Training through the Community Emergency Preparedness Fund.
- Secured $40,000 grant for Indigenous Cultural Safety and Humility Training with an additional grant of $42,000 from Emergency Management and Climate Readiness.
- Community outreach and education during Emergency Preparedness Week, May 5-9, to ensure Lions Bay Residents are informed, engaged and prepared.
- Community outreach and education, Oct. 17 during the Great BC Shakeout (earthquake drill) with the Great Lions Bay Water Giveaway. Four litre bottles of water were given to residents to illustrate how much water is needed per person per day if municipal water supplies are not available.
- Volunteers aided evacuees from the Battani Creek landslide with emergency funds and supported the Emergency Operations Centre.

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Policing

Policing services are provided to the Village of Lions Bay by the Sea to Sky RCMP Detachment, located in Squamish. The Village experiences an extremely low crime rate, with the most frequent calls for service relating to traffic incidents and abandoned 9-1-1 calls. In addition to law enforcement, the RCMP supports crime prevention, traffic safety, and community policing initiatives. This partnership ensures that residents benefit from responsive, professional policing services while maintaining a high level of safety and security in the community.

Statistics & Key Performance Indicators**

	2024**	2023	2022	2021	2020
Calls for Service	144	380	368	466	432
Crime Against Person	23	18	3	6	7
Robbery	-	0	0	0	1
Domestic Violence – No Assault	-	0	1	6	3
Assault	5	6	7	4	8
Property Crime	7	25	34	28	37
Other*	105	294	295	387	355
Total Collisions	3	29	23	23	33
Collisions (Hwy. 99 only)	33	17	17	22	31
Impaired Drug/Alcohol Infractions	1	8	5	12	14

**Includes bail violations, weapon charges, traffic violations, stranded persons etc.*

*** For the municipality only – not including Hwy. 99*

Bylaw Enforcement

Bylaw Enforcement is responsible for upholding the municipal Bylaws and regulations to protect community safety, environmental integrity, and quality of life. The Bylaw Enforcement Officer addresses a range of matters including land use matters, parking, noise, and animal control, while also supporting seasonal staff to manage peak summer activity. The focus is on education, voluntary compliance, and fairness, with enforcement actions taken where necessary. By fostering community awareness and accountability, Bylaw Enforcement ensures that Lions Bay remains a safe, respectful, and livable community.

In 2024, three Bylaw Officers were deployed from April through to October – one full time Bylaw Enforcement Officer and two seasonal Parking and Parks Patrol Officers.

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Type	2024	2023	2022	2021	2020
Warning Tickets Issued	52	44	73	35	75
Bylaw Notices Issued	1530	1,374	1,566	1,591	1,104
Bylaw Notices Disputed	353	26	266	331	206
Payment Demand Letters Sent	0	269	269	422	335
Referred to Collections Agency	0	413	263	410	285
Parking Fine Revenue	$85,430	$95,168	$93,835	$122,427	$96,134
Parking Meter (Net) Revenue	$145,527	$130,824	$125,892	$128,995	$29,648

Building Inspection

The Building Inspection Department plays a critical role in ensuring that all construction within the municipality complies with the BC Building Code, municipal bylaws, and applicable safety standards. Building inspection is a legislated requirement under the *Community Charter* and *Building Act*, designed to safeguard the health, safety, and structural integrity of buildings for current and future occupants.

In Lions Bay, the function is delivered on a part-time basis, with the Building Inspector reviewing permit applications, conducting plan checks, and carrying out field inspections at key stages of construction. The department works closely with property owners, contractors, and design professionals to provide guidance on regulatory compliance while supporting efficient and safe development in the community.

2024 Building Statistics

Year	# Permits Issued	# New Builds	# Renovations	Construction Value ($)
2020	22	1	21	2,641,262
2021	25	2	23	3,701,800
2022	20	2	19	3,843,400
2023	9	2	7	3,742,050
2024	21	3	18	4,258,605

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Community Partners

The Village of Lions Bay deeply values its community partners, whose contributions are essential to the safety, resilience, and well-being of our residents. From emergency services and regional agencies to local organizations and volunteers, these partnerships strengthen daily operations and enhance our capacity to thrive. Together, we share a commitment to building a connected, sustainable, and vibrant community.

Volunteer Groups

- Lions Bay Community Scholarship Foundation
- Lions Bay Bear Smart
- Lions Bay Fire Rescue
- Lions Bay Emergency Social Services
- Lions Bay Arts Council
- Lions Bay Trailblazers
- Lions Bay Native Plant Garden Association
- Lions Bay Seniors Social Circle
- Lions Bay Block Watch
- Lions Bay Historical Society
- Lions Bay PAC
- Lions Bay Events Committee
- Lions Bay Remembrance Day Team
- Lions Bay Community Gardeners
- Lions Bay Caroling Team
- Lions Bay Search and Rescue
- Lions Bay Bird Friendly

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Financial Report

For the year ended December 31, 2024

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Message from the Financial Officer

I am pleased to present the Village of Lions Bay Statement of Financial Information (SOFI) for the year ended December 31, 2024. This statement includes the audited financial statements along with other legislated disclosures. The SOFI, Annual Report, and Audited Financial Statements are available for review on the Village of Lions Bay website.

The SOFI, and the financial statements therein, are the responsibility of the Village of Lions Bay management. The SOFI has been prepared in compliance with the Financial Information Act, Section 167 of the Community Charter, and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board.

The Village maintains a system of internal accounting controls, including policies and procedures, designed to safeguard the assets of the Village and provide reliable financial information. The financial statements have been audited by MNP LLP, whose role is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement.

MNP LLP has expressed that, in their opinion, these statements present fairly, in all material respects, the financial position of the Village as of December 31, 2024, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The Village provides a wide variety of essential services to its residents, visitors and stakeholders. Services include parks and recreation, fire protection, emergency preparedness, bylaw enforcement, infrastructure maintenance and development, water utilities, wastewater and solid waste utilities and recycling services.

Financial Highlights

Schedule I compares the summary Statement of Operations and Accumulated Surplus for 2024 compared to 2023. Total revenue decreased 2% primarily related to decreased government transfers received. Government transfers are recoded when the amounts are received so the increase was a result of the grant program funds received in 2024. Total government transfer revenue was $965 thousand in 2024, a decrease of $527 thousand from 2023. Government transfer revenue accounted for 17% of total revenue.

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Schedule I

Category	2024 (in $000s)	2023 (in $000s)	Variance (in $000s)
Total revenues	5,562	5,697	(134)
Taxation revenue	2,300	2,135	165
Government transfers	965	1,593	(527)
User fees & other revenues	2,297	2,069	228
Total expenses	4,884	4,611	274
Annual surplus (deficit)	678	1,086	(408)
Accumulated surplus, year end	28,593	27,914	679

Schedule II compares a summary of the Statement of Financial Position comparing 2024 results with 2023. The net financial position decreased by $118 thousand, or 3%, when compared to 2023. The decrease was driven primarily by higher accounts payable at the year end. Non-financial assets increased by $795 thousand from 2023 due the completion of the ASAP and Klatt Building projects.

Schedule II

Category	2024 (in $000s)	2023 (in $000s)	Variance (in $000s)
Financial assets	6,955	6,914	41
Financial liabilities	2,606	2,449	157
Net financial assets	4,348	4,466	(118)
Non-financial assets	24,244	23,449	795
Accumulated surplus	28,593	27,914	679

Looking forward, the Village has adopted a five-year plan that prioritizes sustainable service delivery and the renewal of critical infrastructure. Significant infrastructure replacements are anticipated over the next 5 – 10 years, presenting both fiscal and operational challenges. To ensure intergenerational equity, staff are assessing the life-cycle costs and targeting appropriate reserve contributions. Annual tax and utility funded contributions to reserves are projected to steadily increase over the planning horizon to prepare for these capital demands.

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The Village also maintains a series of financial management policies and bylaws that guide decision-making, safeguard resources, and ensure transparency in financial reporting. The most notable include:

- Asset Management Policy – establishes principles for sustainable asset renewal and guides the Village in responsibly managing its infrastructure.
- Purchasing Policy – provides clear authority and limits for municipal purchasing decisions and supports sustainable procurement practices.
- Reserve Fund Policy and Bylaw – ensures funds are directed toward specific future purposes and that reserves are managed equitably.
- Investment Policy – establishes prudent standards for investing surplus finds in compliance with the Community Charter.
- Other Policies – including Property Tax Exemption, Expense Reimbursement, Grain in Aid, and Whistleblower Policies, all of which support financial accountability.

These policies and the five-year financial plan provide a framework for the Village to maintain fiscal responsibility, prepare for future infrastructure needs, and ensure services remain sustainable for current and future residents.

These policies may be viewed at the Village of Lions Bay Municipal website.



Joseph Chirkoff, CPA, CA

Financial Officer

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Village of Lions Bay

Financial Statements

For the year ended December 31, 2024

Village of Lions Bay
Financial Statements
For the year ended December 31, 2024

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Management's Responsibility for the Financial Statements

The accompanying financial statements of the Village of Lions Bay (the "Village") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant accounting policies which precede the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

"Joseph Chirkoff"

Joseph Chirkoff CPA, CA
Chief Financial Officer

October 7, 2025

"Ross Blackwell"

Ross Blackwell
Chief Administrative Officer

October 7, 2025

Independent Auditor's Report

To the Mayor and Council of the Village of Lions Bay:

Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

MNP LLP
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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

October 7, 2025

MNP LLP

Chartered Professional Accountants

MNP LLP

Village of Lions Bay
Statement of Financial Position

As at December 31	2024	2023
Financial Assets		
Cash and cash equivalents	**6,218,225**	6,421,298
Accounts receivable	**696,257**	440,997
Grants receivable	**-**	13,295
Debt reserve fund	**40,153**	38,803
	6,954,635	6,914,393
Liabilities		
Accounts payable	**689,217**	428,562
Sick, overtime, wellness and vacation payable	**94,983**	46,048
Deferred revenue (Note 1)	**142,719**	107,475
Developer deposits (Note 2)	**163,250**	153,250
Equipment financing (Note 3)	**7,118**	24,693
Long term debt (Note 4)	**1,454,031**	1,636,135
Asset retirement obligation (Note 5)	**54,862**	52,505
	2,606,180	2,448,668
Net Financial Assets	**4,348,455**	4,465,725
Non-Financial Assets		
Tangible capital assets (Schedule 3)	**24,223,228**	23,405,096
Prepaid expenses	**20,856**	43,510
	24,244,084	23,448,606
Accumulated Surplus (Note 11)	**28,592,539**	27,914,331

Contingent liabilities and contractual obligations (Note 7)
Contractual rights (Note 8)

Joseph Chirkoff CPA, CA
Financial Officer

Ken Berry
Mayor

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Village of Lions Bay
Statement of Operations

For the year ended December 31	Financial Plan 2024	2024	2023
	(Note 9)		
Revenue (Schedules 1 & 2)			
Taxation (Note 6)	2,238,307	2,299,918	2,134,608
Utility user rate	1,465,171	1,389,246	1,322,550
Government transfers	2,221,236	965,343	1,492,761
Sale of services	440,296	436,420	415,466
Other revenues	258,830	455,418	331,285
Gain on disposal of tangible capital assets	-	16,095	-
	6,623,840	5,562,440	5,696,670
Expenses (Schedules 1 & 2)			
General government	1,603,988	1,691,787	1,489,485
Protective services	610,243	845,363	580,969
Public works operation	1,144,051	381,055	1,130,577
Solid waste collection	233,560	201,913	192,771
Planning and development	51,173	40,296	39,853
Parks and recreation	352,870	383,515	247,783
Water system operations	1,129,209	1,218,029	837,683
Sewer system operations	108,711	122,274	91,386
	5,233,805	4,884,232	4,610,507
Annual Surplus	1,390,035	678,208	1,086,163
Accumulated Surplus, beginning of year	27,914,331	27,914,331	26,828,168
Accumulated Surplus, end of year	29,304,366	28,592,539	27,914,331

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Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2024	2024	2023
	(Note 9)		
Annual Surplus	1,390,035	**678,208**	1,086,163
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(3,959,386)	**(1,434,847)**	(150,017)
Amortization of tangible capital assets	723,741	**616,715**	617,926
Accretion	2,359	**2,359**	-
	(3,233,286)	**(815,773)**	467,909
Change in Other Non-Financial Assets			
Net use (acquisition) of prepaid expenses	-	**20,295**	(6,795)
Change in net financial assets for the year	(1,843,251)	**(117,270)**	1,547,277
Net financial assets, beginning of year	4,465,725	**4,465,725**	2,918,448
Net financial assets, end of year	2,622,474	**4,348,455**	4,465,725

Village of Lions Bay
Statement of Cash Flows

For the year ended December 31	2024	2023
Cash provided by (used in)		
Operating transactions		
Annual surplus	678,208	1,086,163
Items not involving cash		
Amortization expense	616,715	617,926
Accretion expense	2,359	-
Gain on sale of assets	(16,095)	-
Changes in non-cash operating balances		
Accounts receivable	(255,381)	(253,295)
Grants receivable	13,295	(5,556)
Debt reserve fund	(1,351)	(1,170)
Developer deposits	10,000	(15,250)
Deferred revenue	35,244	28,579
Accounts payable	260,652	(313,724)
Sick, overtime, wellness and vacation payable	48,936	(9,934)
Prepaid expenses	22,777	(7,240)
	1,415,359	1,126,499
Capital transactions		
Cash used to acquire tangible capital assets	(1,434,847)	(97,517)
Proceeds on disposal of tangible capital assets	16,094	-
	(1,418,753)	(97,517)
Financing transactions		
Repayment of equipment financing	(17,575)	(17,059)
Repayment of long-term debt principal	(182,104)	(254,102)
	(199,679)	(271,161)
Increase (decrease) in cash and equivalents during the year	(203,073)	757,821
Cash and equivalents, beginning of year	6,421,298	5,663,477
Cash and equivalents, end of year	6,218,225	6,421,298
Supplemental information:		
Interest paid on long-term debt	104,511	84,011

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Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2024

The Village of Lions Bay ("the Village") is a municipality in the province of British Columbia operating under the provisions of the Community Charter. The Village provides a wide range of services to the residents such as parks and recreation, fire and rescue, general government services, solid waste collection, and maintenance of roads, storm drainage, water and sewer infrastructure and facilities. The Village prepares its financial statements in accordance with Canadian public sector accounting standards ("PSAS") using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Basis of Accounting

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

Cash and Cash Equivalents

Cash and cash equivalents include bank balances and bank term deposits or guaranteed income certificates with duration of less than three months at the time of purchase. All amounts are held at Canadian chartered banks and are denominated in Canadian dollars.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Land improvements	7 to 40 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Transportation	10 to 60 years
Storm sewer	25 to 50 years

Debt Reserve Fund

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the contingent demand notes are not included in the financial statements of the Village.

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities, including the Greater Vancouver Regional District, are not included as taxes for municipal purposes.

Charges for sewer, water usage and solid waste collection are recorded as services are delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized on a straight-line basis over the lifespan of the permit.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. If government transfers contain stipulation liabilities, they are recognized as deferred revenue, and the related revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Revenue from transactions with performance obligations is recognized when the Village satisfies a performance obligation by providing the promised good or services to a payor. The performance obligation is evaluated as being satisfied either over a period of time or at a point in time.

Use of Estimates	The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. A significant area requiring management estimates relates to the useful life of tangible assets for amortization calculations and asset retirement obligations.
Contaminated Sites	A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.
Financial Instruments	The Village's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable, developer deposits, equipment financing, and long-term debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the carrying value for financial instruments. All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and instruments are reported in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Villag has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.
Municipal Pension Plan	Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records liabilities and assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.
Segmented Information	The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 13 and Schedule 1.

Change in Accounting Policy

Effective January 1, 2024, the Village adopted the new Public Sector Accounting Standard, PS 3400 Revenue. This policy provides guidance for revenue transactions (defined as the inflow of cash, receivables or other considerations, during ordinary activities from the sale of goods, rendering of services and use of resources) not previously defined in the Public Sector Accounting Handbook (PSA Handbook).

Revenues with performance obligations are recognized when, or as, the Village has satisfied the performance obligation either through a point in time or over a period of time. The Village satisfies the performance obligations when control of the benefits associated with the promised goods or services have passed to the payor.

Revenue from transactions with no performance obligations are recognized at realizable value when the Village has the authority to claim or retain an inflow of economic resources and a past event giving rise to a claim or economic resources has occurred.

This standard is applied prospectively, applying on the transactions occurring after the effective date and to any outstanding balances existing as of the effective date. There was no impact to the Village's reporting of revenues as a result of adoption of the new standard.

1. Deferred Revenue

	2024	2023
Next Generation 911 grant	45,000	-
Indigenous Engagement grant	40,000	-
Contributions for future use	-	14,208
Prepaid taxes	57,719	93,267
	142,719	107,475

2. Developer Deposits

Bylaw 497 requires an applicant for certain building permits to pay a damage deposit of $1,500 when the work is under $50,000 and $3,000 when the work is over $50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of $163,250 (2023 - $153,250) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

3. Equipment Financing

The Village has entered into obligations for emergency radios with future payment requirements as follows:

2025	7,271
Total future minimum lease payments	7,271
Less: Imputed interest (at 3%)	(153)
Present value of minimum lease payments	7,118

4. Long Term Debt

Bylaw/Issue Number	Interest Rate	Maturity Date	Issued	Debt Outstanding 2024	Debt Outstanding 2023
353 / 93	5.1%	2025	114,000	**7,165**	14,151
374 / 104	2.9%	2028	600,000	**160,256**	196,543
401 / 104	2.9%	2028	800,000	**213,675**	262,058
104 / 380	2.9%	2028	250,000	**66,773**	81,893
142 / 508	3.15%	2047	460,900	**386,668**	398,235
150 / 508	1.99%	2040	600,000	**498,221**	524,366
MFA Financing	(a)	2024	380,000	-	-
MFA Financing	(a)	2026	195,000	**121,273**	158,889
				1,454,031	1,636,135

(a) MFA Financing incurred to acquire equipment has a variable interest rate based on the Canadian Dollar Offered Rate (CDOR) and was 3.61% at December 31, 2024 (5.06% at December 31, 2023).

Repayments of debt to the MFA required in the next five years are as follows:

2025	136,178
2026	130,670
2027	130,966
2028	89,792
2029	34,382

5. Asset Retirement Obligations

The Village owns two buildings known to have asbestos which represents a health risk upon demolition of the building, and there is a legal obligation to remove it. The buildings have estimated useful lives between 35 and 50 years, of which 2-50 years remain. Expected costs for remediation have been inflated using an estimate of 2.5% per annum. Estimated costs to retire these assets have been discounted to the present value using a discount rate of 4.39% per annum. The new section was adopted prospectively at January 1, 2023, resulting in an increase to the tangible capital assets and asset retirement obligations of $50,297. During fiscal year 2024, the Village recorded amortization expense of $7,185 (2023 - $6,798) on the Asset Retirement asset and $2,357 (2023 - $2,208) of accretion expense on the liability.

	2024	2023
Opening Balance	$52,505	$ -
Addition	-	50,297
Accretion	2,357	2,208
Closing balance	$54,862	$52,505

6. Taxation

	2024	2023
General purposes	2,201,590	2,036,000
Collections for other tax authorities		
School Taxes – Province	1,177,645	1,190,806
RCMP	191,458	190,837
Regional District	79,834	76,199
Greater Vancouver Transportation Authority	340,754	285,954
Municipal Finance Authority	251	260
British Columbia Assessment Authority	43,886	44,053
	4,035,418	3,824,109

6. Taxation (Continued)

Transfers to other tax authorities	2024	2023
School Taxes – Province	1,177,645	1,190,806
RCMP	191,458	190,837
Regional District	79,834	76,199
Greater Vancouver Transportation Authority	340,754	285,954
Municipal Finance Authority	251	260
British Columbia Assessment Authority	43,886	44,053
	1,833,828	1,788,109
Available for general purposes	2,201,590	2,036,000
Water and sewer utility parcel taxes	98,328	98,608
	2,299,918	2,134,608

7. Contingent Liabilities and Contractual Obligations

(i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.

(ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.

(iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2024) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

(iv) As at December 31, 2024, there were various legal claims pending against the Village arising in the ordinary course of its operations. The outcome of these claims is presently indeterminable and accordingly no provision has been made in these financial statements.

8. Contractual Rights

The Village entered into a lease contract for space in a building located at 410 Centre Road which expires in July 2030. In return, the Village receives the following revenues:

2025	27,102
2026	28,980
2027	28,980
2028	28,980
2029	28,980
Thereafter	28,980

9. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2024 with adjustments for items accounted for differently under PSAS.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan Bylaw anticipated capital expenditures rather than amortization expense and repayment of debt during the year.

The following shows how these amounts were combined:

	2024
Financial Plan Balance per Bylaw	-
Add back:	
Capital expenditures	3,959,386
Repayment of Debt	191,873
MFA Actuarial Gain on Debt	43,083
Less:	
Proceeds from Borrowing	-
Budgeted transfers from accumulated surplus	(2,078,207)
Amortization	(726,100)
Financial Plan Surplus per Statement of Operations	1,390,035

10. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a $3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid $93,133 (2023 - $67,813) for employer contributions to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024.

11. Accumulated Surplus

The components of accumulated surplus are as follows:

	2024	2023
Invested in tangible capital assets	**22,707,217**	21,691,763
Reserve funds (Note 12)	**4,216,538**	3,804,787
Unrestricted amounts	**1,668,784**	2,417,781
	28,592,539	27,914,331

Unrestricted amounts represent the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants ect.) are received, or for other operating or capital purposes as determined by Council, to the extant that it is available as cash.

Reserve funds are accumulated surplus that has been set aside by decision of Council for a specified purpose. Statutory reserves have been established by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated.

12. Reserve Funds

	Opening Balance	Revenues & Transfers	Interest Earned	Expenditures & Transfers	Closing Balance
Capital reserves	669,907	-	20,097	-	690,005
Land reserve fund	888,382	98,606	28,131	-	1,015,118
Infrastructure fund	836,634	194,518	28,017	-	1,059,169
Curly Stewart fund	11,127	1,070	350	(1,000)	11,547
Growing Communities Fund (Schedule 4)	675,536	-	20,266	-	695,802
Gas tax reserve	723,201	-	21,696	-	744,897
	3,804,787	**294,194**	**118,557**	**(1,000)**	**4,216,538**

13. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its residents such as parks and recreation, maintenance of roads, fire and rescue, sewer and water utilities and solid waste collection. Key functional segments have been separately disclosed in Schedule 1. Following is a brief description of these segments and the activities they provide:

General Government

This segment relates to the general administration of the Village. It also includes revenues and expenses such as property tax revenues, legal costs, etc. that cannot be directly attributed to a specific segment.

Protective Services

Protective Services is comprised of fire and rescue services, bylaw enforcement and emergency services. The fire and rescue department is responsible for providing fire suppression service, fire prevention programs, training and education and highway call-out services. The members of the fire department are volunteer fire fighters.

Public Works Operation

Public works is responsible for the maintenance of roads, bridges, storm drainage, street lighting, creeks and drainage, fleet, equipment and snow removal.

Solid Waste Collection

Solid waste collection consists of recycling services and organics and waste collection.

13. Segmented Information (Continued)

Planning and Development
This segment includes building inspection, zoning and community planning such as land use master plan.

Parks and Recreation

This segment provides services meant to improve the health and development of the residents. They include recreation programs in the community centre, maintenance of trails, parks and beaches and facilities maintenance and management.

Water Utility

This segment is comprised of water treatment, water quality, water storage and water distribution to residents.

Sewer

The sewer utility provides for the operation, maintenance and repair of the sanitary sewer collection and waste water treatment plant.

14. Financial Risk Management

The Village is potentially exposed to credit risk, market and interest risk and liquidity risk. The following analysis provides an assessment of those risks as at December 31, 2024.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Credit risk primarily arises from the Village's cash, accounts receivable and investments. The risk exposure is limited to their carrying amounts at the date of the statement of financial position.

The Village mitigates exposure to credit risk for cash by maintaining its cash with top rated Canadian Schedule I financial institutions, and by maintaining its investments with MFABC which meets the investment requirements of Section 183 of the Community Charter of the Province of BC. As at December 31, 2024 the Village did not maintain any investments.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the Village regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. The Village historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

14. Financial Risk Management (Continued)

Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the fair value of the Village's investments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The Village does not hold any investments with exposure to market risk as at December 31, 2024.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Village's investments recognized at fair value are impacted b changes in market interest rates. Increases in interest rates result in a decrease of the fair value of the Villages MFA investments, while a decrease results in an increase in the fair value. The annual changes to the fair value of these investments are recognized through the statement of remeasurement gains losses) until realized on disposal. As at December 31, 2024 the Village did not maintain any investments at fair value.

The exposure to interest rate risk in relation to debt instruments is limited to long-term debt. The risk applies only to the long-term debt when amortization periods exceed the initial locked in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Liquidity Risk

Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due. The Village manager liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

Village of Lions Bay

Schedule 1 - Combined Statement of Operations by Segment - 2024

For the year ended December 31, 2024

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2024 Actual	2024 Financial Plan (Note 9)
Revenues											
Taxation	2,201,310	-	-	-	-	-	2,201,310	-	98,606	2,299,916	2,238,307
Utility user rates	-	-	-	216,433	-	-	216,433	1,088,366	84,448	1,389,247	1,465,171
Government transfers	801,849	102,725	-	-	-	60,769	965,343	-	-	965,343	2,221,236
Sales of services	45,466	289,427	-	29,342	39,508	9,258	413,001	22,452	968	436,421	440,296
Other revenues	363,828	44,943	-	-	-	5,000	413,771	41,647	-	455,418	258,830
Gain on sale of asset held for sale	16,095	-	-	-	-	-	16,095	-	-	16,095	-
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	-	-
	3,428,548	437,095	-	245,775	39,508	75,027	4,225,953	1,152,465	184,022	5,562,440	6,623,840
Expenses											
Operating											
Goods and Services	484,338	601,807	206,958	201,913	4,233	200,965	1,700,214	376,454	53,964	2,130,632	2,799,821
Labour	844,128	243,251	157,097	-	36,063	182,550	1,463,089	535,143	31,783	2,030,015	1,645,611
Amortization	363,321	-	-	-	-	-	363,321	219,226	36,527	619,074	726,100
	1,691,787	845,058	364,055	201,913	40,296	383,515	3,526,624	1,130,823	122,274	4,779,721	5,171,532
Interest	-	305	17,000	-	-	-	17,305	87,206	-	104,511	62,273
	1,691,787	845,363	381,055	201,913	40,296	383,515	3,543,929	1,218,029	122,274	4,884,232	5,233,805
Annual surplus (deficit)	1,736,761	(408,268)	(381,055)	43,862	(788)	(308,488)	682,024	(65,564)	61,748	678,208	1,390,035

Village of Lions Bay

Schedule 2 - Combined Statement of Operations by Segment - 2023

For the year ended December 31, 2023

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2023 Actual	2023 Financial Plan
Revenues											
Taxation	2,036,001	-	-	-	-	-	2,036,001	-	98,607	2,134,608	2,109,080
Utility user rates	-	-	-	206,772	-	-	206,772	1,035,205	80,573	1,322,550	1,343,829
Government transfers	432,351	59,783	-	-	-	1,000,627	1,492,761	-	-	1,492,761	2,036,053
Sales of services	19,648	292,314	-	30,337	46,986	10,401	399,686	7,071	8,709	415,466	436,756
Other revenues	256,682	37,663	-	-	-	-	294,345	37,540	(600)	331,285	264,321
Gain on sale of asset held for sale	-	-	-	-	-	-	-	-	-	-	-
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	-	-
	2,744,682	389,760	-	237,109	46,986	1,011,028	4,429,565	1,079,816	187,289	5,696,670	6,190,039
Expenses											
Operating											
Goods and Services	385,183	323,938	805,064	192,771	10,542	134,851	1,852,349	254,600	40,901	2,147,850	2,282,479
Labour	730,126	256,352	310,134	-	29,311	112,932	1,438,855	307,906	13,958	1,760,719	1,645,611
Amortization	374,176	-	-	-	-	-	374,176	207,223	36,527	617,926	685,776
	1,489,485	580,290	1,115,198	192,771	39,853	247,783	3,665,380	769,729	91,386	4,526,495	4,613,866
Interest	-	679	15,379	-	-	-	16,058	67,954	-	84,011	62,320
	1,489,485	580,969	1,130,577	192,771	39,853	247,783	3,681,438	837,683	91,386	4,610,506	4,676,186
Annual surplus (deficit)	1,255,197	(191,209)	(1,130,577)	44,338	7,133	763,245	748,127	242,133	95,903	1,086,163	1,513,853

Village of Lions Bay
Schedule 3 - Tangible Capital Assets - 2024

For the year ended December 31, 2024

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water Infrastructure	Sewer Infrastructure	Transportation	Storm Sewer	WIP – General	2024 Total	2023 Total
Cost, beginning of year	11,729,844	2,387,135	2,605,194	223,737	10,440,432	1,468,710	5,111,962	101,450	114,987	34,183,451	34,031,739
Additions	-	562,503	1,719	4,613	609,765	-	-	-	256,247	1,434,847	151,712
Transfers	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-
Cost, end of year	11,729,844	2,949,638	2,606,913	228,350	11,050,197	1,468,710	5,111,962	101,450	371,234	35,618,298	34,183,451
Accumulated amortization, beginning of year	-	1,123,713	1,798,788	101,916	3,849,331	376,351	3,442,272	85,984	-	10,778,355	10,160,429
Amortization	-	69,321	165,549	9,541	219,226	36,527	115,309	1,242	-	616,715	617,926
Disposals	-	-	-	-	-	-	-	-	-	-	-
Accumulated amortization, end of year	-	1,193,034	1,964,549	111,457	4,068,557	421,878	3,557,581	87,226	-	11,395,070	10,778,355
Net carrying amount, end of year	11,729,844	1,756,604	642,576	116,893	6,981,640	1,055,832	1,554,381	14,224	371,234	24,223,228	23,405,096

Village of Lions Bay
Schedule 4 – Growing Communities Grant

December 31, 2024

Grant received in fiscal 2023	**$988,000**
Eligible costs incurred	(325,888)
Interest allocation	13,424
Balance, December 31, 2023	**$675,536**
Eligible costs incurred	-
Interest allocation	20,266
Balance, December 31, 2024 (Note 12)	**$695,802**

The Province of British Columbia distributed conditional Growing Communities Fund grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The Growing Communities Fund provided a one-time total of $1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

Village of Lions Bay
Schedule 5 – Housing Needs Grant

December 31, 2024

Grant received in fiscal 2024	**$155,786**
Eligible costs incurred	(2,625)
Interest allocation	4,673
Balance, December 31, 2024	**$157,834**



Lions Bay Climate Action Committee – Draft Report (2025)
Written by: Norm Barmeier
Reviewed by: Clara George, Greg Weary, John Robb, Andrew Wray, Councillor Cunliffe, and Councillor Abbott

1. Purpose

The Climate Action Committee (CAC) is a volunteer advisory body of Lions Bay residents who work collaboratively with Council and staff to identify and advance practical climate resilience initiatives. The committee's focus is to support evidence-based, affordable, and community-driven actions that improve energy efficiency, reduce emissions, and enhance preparedness for climate-related risks such as wildfire, drought, and extreme weather.

2. Committee Membership and Roles

• Andrew Wray – Champion of the Mini-Recycling Depot initiative, expanding local access to Recycle BC services.

• Clara George – Supports transition planning for renewable fuels and future fleet electrification.

• Councillor Neville Abbott (Chair) – Serves as liaison between Council and the committee, ensuring alignment and accountability.

• Councillor Jaime Cunliffe (co-chair) – recently rejoined the committee.

• Greg Weary – Leads efforts on stewardship, wildfire resilience, and watershed awareness. Championed installation of high-efficiency fireplace to reduce particulates and protect air quality.

• John Robb – is focused on climate change resilience and mitigation

• Norman Barmeier – Led the Community Hall decarbonization and resilience upgrade initiative.

Together the committee emphasizes collaboration over advocacy, ensuring recommendations are both technically sound and financially practical.

3. What Residents Told Us and Accomplishments

A community survey conducted in 2024 confirmed that most residents share consistent priorities:

Survey priorities	CAC Action

• Protecting the watershed and maintaining reliable year-round water supply	Recommendation to Council to support water metering and bolster the IC initiative
• Preparing for summer drought and wildfire risk	Natural Asset Stewardship and Wildfire Awareness
• Improving recycling and waste diversion access	Mini Recycling Depot
• Supporting the phase-out of outdated oil or propane heating systems	Community Hall Heat Pump and EPA fireplace upgrade
• Focusing on realistic, cost-effective measures rather than symbolic targets	All CAC Actions are tangible, grant funded, and locally impactful

These insights guided the CAC's 2024-2025 work plan.

4. Funding and Accountability

Lions Bay's climate work is supported by two key funding streams:

1. Local Government Climate Action Program (LGCAP) – provides annual funding tied to measurable greenhouse-gas reduction and climate-preparedness reporting.
2. Recycle BC – provides funding and operational support for waste diversion and recycling expansion.

All CAC initiatives are designed to meet the reporting requirements of these funding programs while reducing long-term operating costs to the Village.

5. Grant Applications and Planning Support

With leadership from Councillor Neville Abbott and research assistance from the CAC, the Village prepared and submitted two key grant applications to strengthen climate planning capacity:

• Green Municipal Fund (GMF) – Climate-Ready Plans and Processes Grant
• BC Climate Ready / Green Communities Inclusive Stream

Both applications support the development of high-level climate risk and adaptation strategies that will guide future investment decisions and open the door to larger funding opportunities.

6. Recent Accomplishments

6.1 Community Hall Decarbonization and Resilience Upgrade

Championed by: Norman Barmeier

The Community Hall's aging oil furnace was replaced with a high-efficiency electric heat pump and a closed-combustion backup fireplace, eliminating on-site oil use and improving indoor air quality. The committee prepared the technical and financial case, including contractor quotations and OPEX comparisons, demonstrating that the project could be fully funded through grants. The conversion is expected to reduce emissions by approximately 15 tonnes of CO_2e annually and lower annual heating costs by 40–50%. This project also enables the Hall to serve as a cooling center during extreme heat events and a warm refuge during winter power outages, strengthening community resilience at no net cost to residents.

Key Outcomes:

• ~15 tonnes of CO_2e reduced every year

• Lower annual heating and fuel costs

• Improved community refuge capacity during winter outages and hot spells.

• Completed significantly under budget

• Paid for 100% by grant funding

6.2 R100 Renewable Diesel Transition

Championed by: Clara George

R100 renewable diesel was evaluated as a direct substitute for conventional diesel in Public Works vehicles and equipment. The committee confirmed with suppliers that no engine modifications are required, and that R100 delivers equivalent cold-weather and torque performance. Lifecycle emissions reductions range from 50% to 84%, depending on feedstock and transport distance. Clara led review of vendor specifications, warranty implications, and pricing parity with standard diesel. Although staff uptake has been partial, this identifies an opportunity to implement a standardized fuel procurement and record-keeping procedure that supports future LGCAP reporting and emissions tracking.

Carbon Reduction Potential:

• ~15 tonnes of CO_2e reduced every year

6.3 Water Metering Program (Adopted by Council)

Championed by: John Robb

In partnership with the Infrastructure Committee, the CAC developed the case for staged water metering to strengthen drought resilience and equitable cost recovery. The committee reviewed case studies from similar small municipalities and supported Council in adopting a measured, data-driven approach that allows metering to be implemented over time, minimizing cost impacts while improving visibility into water usage patterns. This initiative directly addresses residents' top survey concern—protection of the watershed

and water supply—and positions Lions Bay to qualify for future provincial water-management funding.

Benefits:

• Encourages conservation during high-demand months

• Helps ensure drinking water supply remains stable

• Delays costly future infrastructure expansions

6.4 Mini-Recycling Depot

Championed by: Andrew Wray

The Mini-Depot initiative, originally developed by Council and advanced through the CAC, expands Lions Bay's access to Recycle BC services. It provides a local drop-off option for materials not included in curbside collection—such as flexible plastics, glass, and foam packaging—reducing landfill waste and car trips to regional depots. The program is funded through Recycle BC, not property taxes, and serves as an example of successful collaboration between residents, staff, and Council.

Key advantages:

• Funded through Recycle BC revenue, not property taxes

• Reduces landfill waste and storage burden for residents

• Designed for Saturday morning drop-off to start as a pilot

6.5 Natural Asset Stewardship and Wildfire Awareness

Championed by: Greg Weary

Greg coordinated review of the Village's natural assets—forested slopes, riparian corridors, and watershed catchments—to support informed management and protection. His work highlights the connection between slope stability, vegetation health, and wildfire risk reduction. The committee also drew on insights shared by Michelle Lewis (City of Gibsons), whose work in natural asset management has informed best practices across B.C. This initiative complements the Village's "Bird Friendly" efforts, reinforcing that environmental protection and human safety are interdependent in a steep coastal ecosystem like Lions Bay's.

6.6 Fleet and Equipment Electrification & Green Procurement: A Cost-Saving Opportunity

Championed by: Clara George

The Village has an existing Green Procurement direction supporting the transition to electrification where practical. A recent bylaw vehicle purchase presents an opportunity to realign future procurement decisions with that commitment.

Replacing a single light-duty ICE vehicle with an EV could reduce annual operating costs by up to $3,800 and cut emissions by about six tonnes of CO_2e for a typical Lions Bay duty cycle. For a small fleet, this represents meaningful operating savings and measurable emissions reduction. While certain heavy-duty or remote applications may continue to require internal combustion, planned electrification of light-duty vehicles offers financial and environmental benefits over the vehicle lifecycle.

7. Collaboration with Volunteer Groups

The CAC works closely with other community organizations whose mandates align with climate and environmental stewardship:

• Bird Friendly Lions Bay – Protecting/restoring habitat and biodiversity, climate resilience and adaptation, and natural asset management/nature-based solutions. Promoting native planting, dark-sky lighting, and habitat awareness.

• Emergency Support Services (ESS) – Ensuring community refuge locations like the Hall are resilient and energy-secure.

These collaborations demonstrate how small communities can leverage local expertise and volunteer energy to achieve shared goals without new bureaucracy.

8. 2025–2026 Recommended Priorities

1. Complete an energy and resilience assessment for remaining Village facilities (Fire Hall, Public Works).
2. Develop a standard fuel procurement and reporting policy for low-carbon fuels (R100).
3. Continue fleet electrification planning as vehicles reach end of life.
4. Support watershed monitoring and natural asset mapping to guide forest and slope management, and other ecosystems, including the shoreline.
5. Explore community education on home energy retrofits and emergency preparedness.
6. Engage in active participation with stakeholder groups collectively focused on supporting the ecosystem recovery of the Howe Sound marine environment such as the Ocean Watch Action Committee convened by the Howe Sound Biosphere Region Initiative Society and work under the Marine Stewardship Initiative.

9. Closing

The Lions Bay Climate Action Committee's work reflects the Village's capacity for collaboration and problem-solving. Each initiative—whether technical, operational, or educational—has been shaped by volunteer expertise, resident feedback, and partnership with Council and staff. Together these actions form a steady, affordable path toward a more resilient community that values both environmental responsibility and fiscal discipline. These are steady, affordable steps that protect our water, forests, and community spaces. The committee extends sincere thanks to the residents, volunteers, and staff who continue to make this work possible.

If you are interested in joining write to council at council@lionsbay.ca

General Correspondence		
Date Rec'd	**FROM**	**TOPIC**
25-11-12	Social Planning and Research Council BC	Accessible Parking Month
25-11-14	MLA George Anderson	Professional Reliance Act
25-11-18	Natalie Groulx Conservation Director	BC Coastal Marine Strategy
25-11-19	Philip Perras – Pender Island	Various
25-11-19	Affordable Housing Gap Analysis	Metro Vancouver
25-11-20	Councillor McLaren-Caux	UBCM Small Community Representative
25-11-25	Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 City of Surrey (6480 - 152 Street)	Metro Vancouver
25-11-27	Mayor McDonald, Pitt Meadows	Professional Reliance Act
25-11-27	Mayor Tobias View Royal	Professional Reliance Act

sparc bc
people. planning. positive change.

RECEIVED
NOV 12 2025

Chief Administrative Officer
Municipal Office
Village of Lions Bay
Box 141
Lions Bay BC V0N 2E0

October 31, 2025

Re: November is Accessible Parking Awareness Month

I am writing to remind you that November is Accessible Parking Awareness Month. The theme for this year's campaign is *Reserved for a Reason*. Through this campaign, our goal is to highlight the role accessible parking plays in helping to enable and support the safety, independence and full participation of people with disabilities in all aspects of community life.

We are hoping that you will work with us to place the enclosed posters in prominent spaces within your municipal hall as well as other social, recreational or cultural spaces in the community. The message *Reserved for a Reason* serves to remind us about the importance of ensuring that designated accessible parking spaces are available for people who need them.

Building on the theme, *Reserved for a Reason*, we have developed a social media campaign to remind the driving public of the need to respect designated accessible parking spaces. We are also encouraging local government partners and disability serving organizations to amplify SPARC BC's *Reserved for a Reason* social media campaign through local communication channels throughout the month of November.

We would also like to highlight the Provincial government has made $25,000 available to local governments to fund accessibility initiatives. This funding is available until the end of March 2026, with the possibility of extension. Projects funded through this grant can support initiatives designed to improve the accessibility of the built environment, support education and awareness raising activities, advance policies and programs that support true inclusion. The programs activities funded are intended to support priorities identified by your Local Accessibility Committee and should be included in your Accessibility Plan.

For more information about our *Reserved for a Reason* campaign, including the ability to download additional posters, please visit www.sparc.bc.ca. Information on the provincial accessibility grants can also be on our website.

More than 1 in 5 British Columbians experience a disability. We know that true inclusion is achieved by people and communities working together to advance accessibility and promote positive social change. If your municipality is interested in learning more or discussing potential partnership opportunities, please contact us at 604.718.8508 or accessibility@sparc.bc.ca.

Sincerely,

Lorraine Copas

Lorraine Copas
Executive Director
Social Planning and Research Council of British Columbia
lcopas@sparc.bc.ca

RESERVED FOR A REASON

SPARC BC acknowledges that our office is located on the traditional, ancestral and unceded territories of the Coast Salish Peoples, including the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam) and səlílwətaʔɬ (Tsleil-Waututh) Nations. SPARC BC's work spans the entire Province that is located on 203 First Nations territories. We also want to acknowledge the contributions from First Nations, Inuit, Métis, and urban Indigenous peoples to Indigenous ways of being and knowing across the Province of British Columbia.

From:	Anderson, George
Cc:	Anderson.MLA, George
Subject:	Working together, the Professional Reliance Act
Date:	November 14, 2025 1:17:58 PM
Attachments:	Briefing Note and Q&A - Professional Reliance Act (2).pdf Homes for Living.pdf 2025-11-14 UDI-GVBOT Joint Letter - Bill M 216 Professional Reliance Act.pdf Professional Reliance Act - FIN (GA).pdf

You don't often get email from g.anderson@leg.bc.ca. Learn why this is important

Dear Mayors & Councillors,

My name is George Anderson. I am the MLA for Nanaimo-Lantzville.

Recently, I tabled a Private Members Bill M 216 *Professional Reliance Act.* The goal of the *Act* is to uplift the work that is already occurring in British Columbia.

Several municipalities, such as the City of Prince George, Town of Ladysmith, City of Surrey, and many others across British Columbia already utilize professional reliance or a certified professional program.

On November 6, 2025, I met with the Union of British Columbia President Cori Ramsey and Executive Director MacIsaac regarding the bill, and I am hopeful that UBCM and I can work together to deliver what British Columbians expect of us.

Attached to this email you will find the following:

- A briefing note on the bill, with a Q&A fact sheet;
- A letter of Support from Homes for Living a Non-Profit based in Victoria; and
- A Joint Letter of Support signed by the Greater Vancouver Board of Trade and Urban Development Institute.

Lastly, you will find an op-ed that I've written titled "British Columbia can Build the Homes we need faster, if We Trust the People Who know how to build them." It makes the case for reform that lets municipalities accept certified work from provincially regulated professionals to accelerate housing approvals without lowering standards. Moreover, the piece uses examples of where this practice is already in place in British Columbia, such as in Vancouver, Surrey, the town of Ladysmith, and City of Prince George.

Lastly, I have included a few articles on the bill:

https://www.beautifulnanaimo.ca/posts/2025/11/01/bill-m216

https://businessexaminer.ca/victoria-articles/item/editorial-professional-reliance-act-could-speed-up-home-building-significantly/

https://nanaimobulletin.com/2025/10/30/nanaimo-lantzville-mla-introduces-bill-to-streamline-housing-approvals/

As a former City Councillor and Regional District Director, I have tremendous respect for the work that all of you do to build our communities.

If you have suggestions on how we can make this bill work for your community, please do not hesitate to reach out to my office to set up a meeting or send your comments directly to me.
Sincerely,

George



George A.G. Anderson | MLA, Nanaimo – Lantzville
g.anderson@leg.bc.ca
Follow us on Facebook, Twitter and Instagram |

Opinion: British Columbia can Build the Homes we need faster, if We Trust the people who know how to build them

By George Anderson, MLA for Nanaimo–Lantzville

Date: November 5, 2025

British Columbia is at a crossroads where the urgency of the moment around housing meets the opportunity to do things differently. Across the province from Nanaimo to Prince George, to Coquitlam, to Vernon: people want homes built faster, communities planned better, and governments that deliver.

However, our ability to build homes can be trapped in a process that mistakes repetition for rigour. Across the province, housing projects sit waiting not for financing or workers, but for busy municipal staff to recheck the work that has been completed by qualified professionals.

This isn't due to mistakes or distrust, but instead because the system of approvals hasn't kept up to meet the needs of community.

Right now, we have reached a point where delay is the most expensive material in construction. As a former City Councillor and Commercial lawyer at one of Canda's largest law firms, I have witnessed this firsthand.

That's why on October 21, 2025, as a private member, I introduced the *Professional Reliance Act*. A reform designed to move housing approvals from backlog to breakthrough.

The premise is simple: when a provincially regulated professional, such as an architect or engineer, certifies their work that certification should stand. These individuals are licensed under the *Professional Governance Act*, accountable to the Province, and insured for the public interest.

Under this proposed legislation, local governments across BC would be empowered to accept certified work with confidence instead of double checking the work which causes an extensive backlog. The accountability remains, but it rests where the expertise already exists.

Some people might wonder whether or not this approach can be done. However, this approach is already working in multiple municipalities in British Columbia. In Vancouver, the Certified Professional Program facilitates the issuance of building permits for new or existing buildings, thereby allowing construction to start earlier. Certified professionals are trusted to sign off on specific design and structural components, expediting reviews without compromising safety.

In Surrey, a fast-growing city on track to becoming the largest city in British Columbia, managing thousands of permits annually, utilizes professional reliance principles to streamline engineering and building applications, giving staff more capacity to focus on infrastructure planning.

In Prince George, a smaller municipality, a professional reliance building permit stream allows certified experts to take responsibility for technical submissions. This process saves both time and taxpayer resources while maintaining full public oversight.

The *Professional Reliance Act* builds on the successful approaches already taken by Local Governments and extends them province-wide.

This is <u>not</u> deregulation. This bill demonstrates trust through structure creating a framework where local governments retain control over zoning, land-use planning, and design, while relying on professional certification to move projects forward faster.

The result: British Columbians keep what we value: safety, public accountability, and professional standards. Removing what we can no longer afford: unnecessary duplication, months of delay, and rising costs that push homes further out of reach for everyday people.

When housing approval drags on, the cost doesn't disappear. Every day, month, and year of delay is passed down to: renters, first-time buyers, and to families who are saying their hopes for stability fade a little more with every delay.

For young people, this bill provides the hope of homes coming to market sooner.

For families, this bill provides hope of a better chance to own a place in the community they love.

For local governments, this bill means more results, less red tape, and the capacity to serve British Columbians more efficiently.

For British Columbia's economy, this bill means aligning the skills of professionals, skilled trades, and planners toward a common shared goal of building together.

Lastly, housing is a non-partisan issue. As legislators, regardless of our political stripes, we want to achieve the same goal of ensuring British Columbians can afford homes, work in their community, and live a good life. Through this bill we can demonstrate that when legislators put outcomes ahead of ideology, we can show good governance allowing British Columbia to thrive.

My hope in introducing the Professional Reliance Act is start a conversation about how we realize our potential as a province.

British Columbia is a province defined by ambition. British Columbia leads in clean technology, innovation, and sustainable development. However, leadership means matching our vision with velocity, aligning our systems with the urgency British Columbians feel, and ensuring our systems match our ambition.

Should the bill become law, it will be a signal that in British Columbia we still believe in what is possible.

We can build faster without cutting corners.

We can build smarter without losing oversight.

And we can build a province where young people see their future, not their exit.

When we create the conditions to build easier and smarter, we make it easier to belong.

That's what British Columbians expect and deserve.

And that's what this legislation delivers.

Briefing Note re: Professional Reliance Act

Prepared by: MLA George Anderson, Nanaimo - Lantzville

RE: ***Professional Reliance Act***

Purpose: To strengthen local government capacity, accelerate housing approvals, and reduce costs by trusting qualified professionals under existing provincial regulation.

Overview

British Columbia needs to build housing and community infrastructure faster without compromising safety or accountability.

Right now, many local governments are required to re-review the technical work of provincially licensed professionals (engineers, architects, etc.), even though those professionals are already accountable under the *Professional Governance Act* (PGA).

This duplication drains staff time, delays housing, and increases costs for families and local taxpayers.

The *Professional Reliance Act* fixes that.

It allows municipalities to **accept certified work from qualified professionals** and move projects forward faster, freeing up staff for community planning and public engagement.

Key Benefits

For young people:

- More homes coming to market sooner, making home ownership and renting more attainable.

For families:

- A better chance to find or own a home in the community they love.

For local governments:

- Less red tape, more capacity, and reduced administrative costs.

For taxpayers:

- Savings on staff duplication and lower development costs over time.

How It Works

- If a professional certified under the *Professional Governance Act* (PGA) seals their work, local governments can accept it without a second technical peer review.
- The professional remains fully liable and accountable through their regulatory body (Architectural Institute of British Columbia, Engineers and Geoscientist of British Columbia, etc.).
- Municipalities maintain control over zoning, design guidelines, and policy decisions — this reform only streamlines *technical* approvals.
- Disputes between professionals can be referred to the Office of the Superintendent of Professional Governance (OSPG).

What It's Not

- Not privatization - accountability stays public through OSPG oversight.
- Not deregulation - standards stay the same. The process just becomes faster.
- Not a download to municipalities. Simply a reduction in administrative pressure.

Q&A Sheet – *Professional Reliance Act*

Q1: Why is this bill needed?

A: Many housing projects are delayed because local governments have to re-review work already completed by licensed professionals.

This duplication adds time, costs, and frustration. The bill modernizes that process so projects move faster and local governments can focus on planning great communities.

Q2: Will this reduce oversight or lower standards?

A: No. Professionals are still regulated, insured, and accountable under the *Professional Governance Act* and the Office of the Superintendent of Professional Governance. Oversight remains public and strong.

Q3: How does this help housing affordability?

A: Every month of delay adds cost. Both for builders and, eventually, for families. By removing redundant steps, we reduce those costs and get homes to market faster.

Q4: Does this take power away from local governments?

A: No. Local councils still decide zoning, design, and land-use policy. The *Act* streamlines technical review so staff can focus on community priorities instead of paperwork.

Q5: How does this help smaller municipalities?

A: Smaller towns often struggle to hire engineers or architects for peer review. This bill saves them those costs and lets them rely on provincially regulated professionals instead.

Q6: Is this a "developer giveaway"?

A: No. Developers still meet all local requirements and hire qualified, accountable professionals. The difference is that cities won't waste months re-checking certified work.

Q7: What about unionized staff in local governments?

A: This bill doesn't eliminate positions; it helps municipal staff focus on higher-value work like long-term planning, housing strategy, and public consultation.

Q8: Is this costly to implement?

A: No. It uses existing provincial structures under the *Professional Governance Act* and the OSPG. Local governments may make small bylaw or process adjustments, but the overall effect is cost-saving.

Q9: What about RidgeView Place in Langford? Couldn't this potentially lead to more of that?

A: The issues at Ridgeview Place occurred under the existing system and partially informed this bill.

This bill would make it clear that the professionals remain fully liable and accountable through their regulatory body. Further clarifying that local governments will not be liable for the actions of certified professionals.

Q10: Are there any other municipalities using this model or Professional Reliance?

A: Yes, there are several certified professional programs in British Columbia, for example:

*City of Vancouver	*City of Surrey
*City of Burnaby	* District of Squamish
*District of West Vancouver	*City of Maple Ridge
*Town of Ladysmith	*City of Abbotsford
* City of Prince George	

Anderson.MLA, George

From: Homes For Living <hello@homesforliving.ca>
Sent: November 10, 2025 9:59 PM
To: Homes For Living
Subject: Support for Bill B216 - Professional Reliance Act

Dear Member of the Legislative Assembly,

Homes for Living supports a move towards increasing reliance on qualified professionals to streamline building permits in urban areas, and supports Member Bill M216, the *Professional Reliance Act.*

Homes for Living is a community housing advocacy group, made up of volunteers concerned about the housing crisis in the Capital Regional District. The region has a dire housing shortage, with housing completions falling well short of what is needed to achieve broad affordability. The shortage is driven by zoning codes that make new multifamily housing illegal, high fees on new housing, and lengthy permitting timelines that means that families can only move into new housing years after it is first proposed by a proponent.

These challenges are most acute in built-up urban areas, such as the City of Victoria, where infill housing is both the most sustainable and cost-effective type of new housing, but also the most difficult, expensive, and time-consuming to build. To meet affordability goals, we must ensure that it is faster and easier to build dense infill housing rather than suburban sprawl.

The changes proposed by Bill M216, the *Professional Reliance Act*, would help alleviate one aspect of this challenge. While additional, substantial reforms are needed to ensure that municipal zoning is not a constraint on new housing, reducing approval timelines after a project receives zoning approval is also critical. We have received feedback from developers that the process and degree of inspections and verifications varies widely between CRD municipalities, with some trusting professionals to do their due diligence, while others require duplicative review and inspection of projects that are certified by an applicant's Architect and Engineers.

We would submit that infill housing is a good candidate for a consistent Professional Reliance framework. Infill housing is typically built in areas with no or minimal environmental concerns (environmental engineering being an area with past concerns about Professional Reliance approaches). It should be noted that similar frameworks have been adopted in other jurisdictions where quickly building housing is a priority. For instance, the County of LA implemented a pilot self-reliance approval process that allowed builders of certain categories of homes to self-certify that their home designs meet code.

Best regards,

The Homes for Living team

ABOUT HOMES FOR LIVING: We are a community housing advocacy group, made up of volunteers concerned about the housing crisis in the capital region. Homes for Living is advocating for more homes through policy reform to make Victoria more affordable for people across the income and housing needs spectrum. We are a volunteer-funded non-profit, and our voting members cannot be developers, politicians, or their relatives.

More: https://homesforliving.ca/about-us

Homes for

November 14, 2025

Hon. George Anderson
MLA, Nanaimo-Lantzville
George.Anderson.MLA@leg.bc.ca

RE: Support for Bill M 216 – Professional Reliance Act

Dear Mr. Anderson,

On behalf of the Greater Vancouver Board of Trade (GVBOT) and the Urban Development Institute (UDI), we wish to express our support for the intent of *Bill M 216 – Professional Reliance Act.*

This proposed legislation will help address a major concern of the development community by recognizing the importance of improving the efficiency and predictability of the development approvals process across British Columbia. Expediting the development approvals process by reducing redundancies in the review process, while upholding the professional standards of qualified professionals (QPs), is another regulatory tool which would support the more timely delivery of new homes for British Columbians who need more housing options.

A significant portion of the cost to build a new home is attributed to government-imposed measures – whether it be fees, long review processes, or new requirements. Of particular concern is rising construction costs, which are being largely driven by building code requirements. One builder recently reviewed their project proformas over the past 15 years, which revealed that construction costs have soared to over $562.59 per square foot – up from under $204.19 per square foot. This is well beyond the Consumer Price Index rate of inflation. These costs ultimately fall to homebuyers and renters, compounding the affordability crisis across the province.

This professional reliance initiative comes at a time when the cost of delivering new homes has reached a breaking point. Higher construction costs, increased interest rates, and government fees combined with lengthy approval timelines make it increasingly difficult to bring new housing to market that homebuyers and renters can afford.

As has been noted in the debate on *Bill M 216,* municipalities already depend extensively on QPs to support the development approval process, and the proposed framework recognizes that work in a constructive and transparent way. For example, the municipalities of Vancouver, Burnaby, and Surrey all utilize a Certified Professionals

Program for the issuance of Building Permits. These programs would be enhanced through this legislation, by ensuring the original purpose of the programs (rapid permit issuance through professional review and reliance) are achieved.

The *Professional Reliance Act* offers an opportunity to apply those learnings province-wide, so that all communities can benefit from timely growth and responsible oversight. That said, there may have to be regulatory powers that differentiate between technical and urban design-related Development Permit requirements. Where technical requirements are definitive, urban design-related requirements require a more nuanced by nature and may be better suited for review by local governments.

Some additional issues for consideration at the Committee stage include:

- Ensuring the legislation applies to the City of Vancouver, which is under the *Vancouver Charter*;
- Ensuring the legislation applies to all trade permits, such as sprinklers, plumbing, and electrical permits;
- Instead of relying on the Superintendent for dispute resolution, move this task to the regulated professions (e.g. Engineers and Geoscientists of BC, Architectural Institute of BC); and
- Ensuring the legislation is coordinated with the *Building Act*.

Our organizations want more British Columbians to have more housing options available to them. Establishing a more consistent, streamlined, and professionally informed process will help support more timely approvals for new housing supply by reducing the uncertainty, risks, and carrying costs that currently delay projects and reduce affordability. We encourage all MLAs to pass *Bill M 216*, and would be pleased to discuss in greater detail as this makes its way through the legislative process

Sincerely,

Bridgitte Anderson
President and CEO
Greater Vancouver Board of Trade

Anne McMullin
President and CEO
Urban Development Institute

From: Natalie Groulx
To: Council; Agenda
Subject: Request for Council Support – BC Coastal Marine Strategy
Date: November 18, 2025 1:22:13 PM
Attachments: Coastal Marine Strategy Motion For Consideration_Nov2025.pdf
Coastal Marine Strategy Brief_Nov2025_CPAWS BC_WCEL.pdf

You don't often get email from natalie@cpawsbc.org. Learn why this is important

Dear Mayor Berry and Members of Council,

On behalf of the Canadian Parks and Wilderness Society – BC Chapter (CPAWS-BC) and West Coast Environmental Law, I am reaching out to request your Council's support for the BC Coastal Marine Strategy (CMS) and accompanying legislative framework to ensure its long-term success.

The CMS, co-developed by the Province of BC and coastal First Nations, provides a blueprint for protecting marine ecosystems, supporting local economies, and strengthening community resilience along our coast. The Association of Vancouver Island and Coastal Communities (AVICC) has endorsed this initiative, and your Council's support would add vital momentum at the local level.

We respectfully request that your Council consider passing a motion of support and directing the Mayor to write to Premier David Eby and the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, expressing your support for the BC Coastal Marine Strategy and its implementation.

Municipal leadership will help ensure a healthy ocean, thriving coastal communities, and sustainable marine management for generations to come.

Thank you for your time and consideration. Please find attached:

- A council motion template, and
- A brief on the need and value of the BC Coastal Marine Strategy.

We also welcome the opportunity to brief you on the opportunities within the Coastal Marine Strategy for your community.

Warm regards,

--

Natalie Groulx (she/her)
Acting Conservation Director
natalie@cpawsbc.org

Ocean Program
CPAWS-BC

604-685-7445 x 6
#227- 312 Main St, Vancouver, BC, V6A 2T2
Lands and waters of the Coast Salish Peoples
cpawsbc.org

Make a gift for nature today.

This message was sent from the unceded and traditional homelands of the lək̓ʷəŋən.

At CPAWS-BC, we value and respect flexible work arrangements. As such, my work week may look different from yours. Please do not feel obligated to respond outside of your normal working hours; I will respond when I am able. My working hours are 8am to 4:30pm PT, Monday-Thursday. Learn more here.

Motion:

WHEREAS in July 2024, following extensive consultation with First Nations and stakeholders, the Province of British Columbia released its first ever Coastal Marine Strategy, providing a 20-year vision of a "diverse, productive and resilient coastal marine environment that is valued in its own right and that supports the prosperity, health and well-being of coastal communities now and into the future";

WHEREAS the Coastal Marine Strategy details nine important goals (diverse marine life; abundant wild Pacific Salmon; a clean coast; climate-ready communities; a sustainable coastal economy; vibrant coastal communities; trusting, respectful relationships; a robust tool kit; and integrated and balanced management), but does not have the force of law, and codifying the Strategy into law would support its success and longevity rather than leaving it dependent on the priorities of the government of the day:

THEREFORE BE IT RESOLVED THAT Council directs the Mayor to urge the Provincial Government to enshrine the BC Coastal Marine Strategy into law.

Strengthening BC's Economy and Readiness Through the BC Coastal Marine Strategy

British Columbia stands at a pivotal moment. Our coastal communities are on the frontlines of both economic pressures and environmental change. As the BC chapter of the Canadian Parks and Wilderness Society (CPAWS-BC), we work to safeguard the lands and waters that sustain us. Both CPAWS-BC and West Coast Environmental Law believe this is a timely opportunity to work together to strengthen resilience through the Coastal Marine Strategy — an approach that supports local economies while safeguarding the natural systems we all depend on.

The **BC Coastal Marine Strategy** is an overarching provincial framework with 116 concrete activities for managing coastal and nearshore marine areas within provincial jurisdiction. When fully implemented, the strategy can drive climate adaptation, grow BC's blue economy, enhance national defense, and advance Indigenous coastal management.

Protecting the coast is not just about the environment, it's smart economic policy.

Marine-based tourism and recreation alone generate over $5 billion annually,[1] and the global ocean economy is projected to double between 2010 and 2030, outpacing broader global growth by 20%.[2] This represents a major opportunity for BC to expand its blue economy. Furthermore, these figures do not account for the vast amount of ecosystem services provided by marine and coastal areas. A 2012 report found the nearshore areas of BC's Lower Mainland provided $22.6 billion in ecosystem services per year (this value translates to approximately $30 billion as of 2024).[3] This strategy will support a productive and biodiverse ocean, which is necessary for a thriving and sustainable blue economy.

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[1] Big River Analytics Ltd. (2021). Economic Contribution Analysis: For the Economic Contribution of the Oceans Sector in Coastal BC. Unpublished and prepared privately for the governments of British Columbia and Canada.

[2] OECD, The Ocean Economy in 2030 (2016), p. 30, online: https://www.oecd.org/content/dam/oecd/en/publications/reports/2016/04/the-ocean-economy-in 2030_g1g6439e/9789264251724-en.pdf

[3] David Suzuki Foundation and Earth Economics: Nearshore Natural Capital Valuation (November 2012), p. 67, online: https://davidsuzuki.org/wp-content/uploads/2012/11/nearshore-natural-capital-valuation-aquatic-benefits british-columbia-lower-mainland.pdf

The Coastal Marine Strategy can also strengthen national defence. BC's coastline is home to critical defense and emergency response infrastructure, and integrated coastal planning under the Strategy aligns with both provincial and national defense priorities. When implemented, it will enhance readiness in the face of climate impacts and geopolitical risks.

> *"Many of us have seen first-hand the damage of degraded shorelines, pollution, abandoned vessels, declining salmon and contaminated shellfish. In a coastal province like ours, these impacts ripple inland, from Salmon Arm in the Okanagan all the way to the Rockies. Our coast also hosts critical national defense and emergency response infrastructure. So whether you are interested in the environment, the economy or national defense, a coordinated effort from the Province to protect our coast needs the force of law behind it."* — ***Councillor Mary Wagner**, the City of Langford*

Although the release of the Coastal Marine Strategy is a significant accomplishment for BC, a glaring functional gap remains, as the strategy does not have a legal framework to back it up. Legislation is key to strong, integrated coastal management. An accompanying legal framework would make the Coastal Marine Strategy durable and effective across government.

With your local government's support, BC can ensure the strategy drives lasting results for our economy, communities, and coastal ecosystems.

We welcome the opportunity to brief you on the opportunities within the Coastal Marine Strategy for your community.

Sincerely,



Erin Gray
Staff Lawyer
West Coast Environmental Law
egray@wcel.org



Natalie Groulx
Acting Conservation Director, Ocean Program
CPAWS-BC
natalie@cpawsbc.org

Dear Mayor and Council,

On Monday, November 17th, I attended the District of North Saanich council meeting to speak to my most recent letter — this time not as an activist or critic, but as a science communicator sharing newly published findings summarized by renowned educator Anton Petrov, who had reported on breakthrough microplastics research only two days earlier. These findings make the need for stronger regulations on plastic production unmistakably clear.

In the peer-reviewed studies Anton cites, definitive evidence is now established:

- Microplastics have been discovered inside human brain tissue, confirming they can breach the blood–brain barrier — something long believed impossible.

- Nanoplastic particles disrupt mitochondrial function, damaging the electron transport chain essential for cognition and cell health.

Separate from Anton's reporting but equally urgent, PFAS exposure has been shown in animal models to cause tumors, driven by carbon–fluorine bonds that the human body cannot break down. These revelations are now well-documented in the scientific literature.

This is why I am calling for province-wide moratoriums on artificial turf and transparent monitoringof plastic and PFAS contamination for residents. Airborne microplastics can enter the brain through the olfactory nerve, and artificial-turf blades — thin, brittle, wind-dispersible plastic shards — are highly plausible contributors. Until causation studies catch up to these already-confirmed pathways, the precautionary principle must guide municipal decision-making.

Provincial Disclosure Reforms and Municipal Budget Pressure

While at the meeting, I remained to listen to the RCMP presentation — a pre-written script, likely drafted by senior leadership — requesting that Council approve funding for a "Major Crimes Disclosure Clerk" before next year's budget has even been reviewed. As any observer of governance knows, early budget pre-approvals raise questions of fairness and favoritism.

During the discussion, a revealing admission surfaced: the Province's 2020 disclosure reforms — introduced during the Covid-19 pandemic — have severely bogged down frontline officers with new administrative burdens; the opposite of what they were intended to do. Instead of revisiting these policies, Crown has become increasingly demanding of municipalities, according to one councilor, pressuring local governments to fund specialized RCMP positions to manage the backlog created by Crown and provincial leadership themselves.

To be clear, the 2020 reform in question was a province-wide Disclosure Memorandum of Understanding signed jointly by BC Prosecution Service, RCMP, municipal police leaders, and the Public Prosecution Service of Canada. Although the MOU claimed it would "streamline" disclosure, it instead

imposed extensive digital-administrative obligations: rigid naming conventions, expanded evidence-packing rules, and mandatory electronic disclosure.

The MOU made no mention of new disclosure clerks or other staff, no acknowledgment of the workload it imposed, and no suggestion that municipalities would be expected to finance it. Yet in 2026, these same institutions now cite the MOU as justification for downloading costs onto municipalities. This is policy laundering — an administrative bottleneck created by senior agencies, followed by pressure on local governments to pay for the fix.

If the Province and Crown worked together to make this problem, then British Columbians shouldn't need to write their MLA's for them to work together on a solution that doesn't involve downloading costs onto local governments. In previous correspondence, I raised concerns that the RCMP, Crown Counsel, and the BC Ministry of Justice have used the very disorder they helped create to expand civil-forfeiture pathways, effectively turning procedural dysfunction into a provincial revenue stream. What we heard at the District of North Saanich meeting confirmed this pattern in real time.

Systemic Accountability Failures and the E-Comm 911 Review

These issues are not isolated. The independent EY review of E-Comm 911 completed in September (released publicly on November 7) — confirms what municipalities have been saying for years: the system lacked clear governance, financial controls, and meaningful oversight. EY found that accountability effectively stopped nowhere, with unclear authority, unpredictable levy increases and no continency fund for emergencies — the very business they are in.

Two reports were released.

The first identified major operational and budgeting failures and issued 25 recommendations, including stronger financial controls, a stakeholder-management framework, and a review of E-Comm's 23-member board, which currently includes no Vancouver Island representation — despite Island municipalities being required to absorb downloaded levies.

The second report outlined four possible service-delivery models and emphasized that the province's role in emergency communications must finally be defined.

Importantly, while the Province had promised an independent review back in December 2024, it was the unity of the ten South Island mayors — standing together on the Legislature steps in January 2025 to protest the downloading of 911 costs — that forced the issue into the political foreground and ensured the review could not be quietly sidelined. Their public stance made it impossible for the Province to downplay, delay, or dilute the process, especially after years of unresolved concerns despite municipalities having been notified of the impending cost shift as early as 2019.

For years, E-Comm operated on trust rather than transparency. The EY findings now confirm what local governments had been warning all along: accountability was missing, oversight was weak, and only

municipal unity made the truth impossible to ignore.

Toxic Leadership, Silencing, and the Erosion of Oversight

Across every level of governance — municipal, provincial, and federal — we are witnessing the consequences of toxic leadership that fears accountability more than failure itself. In recent months, reports from within our own province have exposed a disturbing pattern: workplace dysfunction, retaliation against whistleblowers, and silence in the face of ethical collapse. From Victoria's bylaw division to the mass resignation of Kamloops ob-gyns, and even at the national level with the RCMP oversight body in paralysis, we see the same story — a crisis of leadership, *not of resources.*

Right now, the rule of law itself is faltering. The Civilian Review and Complaints Commission — once the oversight mechanism for the RCMP — has now collapsed under its own toxic leadership and sits leaderless, paralyzed, and unable to issue rulings. The body charged with holding power accountable has become a mirror of the very dysfunction it was built to prevent. The same symptoms — fear, favoritism, and stagnation — are now spreading through the arteries of our democracy. What we are seeing at the CRCC is not an isolated failure; it is a warning of what is happening to our country.

When asked about the investigations within Victoria's bylaw department, Mayor Marianne Alto called it "disappointing." Yet disappointment is only the beginning: this is an opportunity for municipalities to speak openly about stigma, retaliation, and the need to create environments where employees can safely report wrongdoing. By naming stigma as the barrier it is, municipalities can transform crisis into opportunity — showing that courage and compassion are the true instruments of accountability.

At the Canadian Forces College, Major Jason Thompson found that toxic leadership flourishes where fear, favoritism, and performance metrics outweigh ethics — breeding cynicism and silence across entire systems. Likewise, at UBC Sauder, Dr. Lingtao Yu has shown that abusive or narcissistic leadership inflicts measurable psychological harm and spreads through imitation, while evidence-based, responsible leadership practices can restore organizational health.

The lesson for municipalities is clear: the antidote to toxicity is unity through transparency. Just as the military now uses climate surveys and 360-degree feedback to expose unhealthy command cultures, municipalities could establish cross-council leadership-health audits and inter-municipal accountability networks — peer-review mechanisms where local governments periodically assess each other's governance climate. Such a model, led collectively by mayors and councils rather than imposed from above, would make British Columbia the first province to institutionalize democratic self-correction at the community level.

Mentorship, Participation, and a New Municipal Leadership Network

The result of toxic leadership is cynicism. People stop voting. Good citizens stop running for office. Those

who do often arrive motivated by influence, contracts, or the illusion of prestige — not by the burden of service. Here in British Columbia, the same corrosion has taken hold. Investigations stall. Whistleblowers are stigmatized. HR policies meant to protect staff are weaponized to protect reputation. At every turn, those who speak truth are met with silence, delay, or retaliation. This is not democracy — this is decay.

And yet, the cure is right before us: participation, mentorship, and municipal unity. Local democracy can and must become the nursery of renewal. Educated and experienced candidates can help prepare new ones, sharing knowledge and integrity rather than hoarding it. Through such cooperation, we can reverse the apathy that corruption breeds — and restore civic health at its roots. Mayors and experienced councillors across British Columbia could establish a province-wide mentorship network for new council candidates and first-term officials. Such a network would close the knowledge gaps exploited by senior governments and build a new generation of leaders grounded in transparency and integrity.

This is work I would gladly assist with directly were it not for Crown's ongoing misuse of procedural mechanisms to silence my journalism (for reasons that should be obvious by now) — which only underscores the need for the reforms discussed here. A mentorship network built by municipalities, rather than imposed from above, would strengthen local democracy at its roots and provide the structural resilience our province desperately needs.

Lessons From History and the Cost of Obedience

One hundred and eleven years ago this Christmas, soldiers on both sides of the First World War laid down their arms in the spontaneous truces of 1914 — proof that compassion can pierce even the machinery of war. Yet that moment of peace was quickly condemned by military command, and a culture of rigid, top-down obedience took root instead. Over the generations that have followed, that same doctrine of unquestioned authority seeped into civil institutions, breeding the very toxicity we now struggle to root out.

Its legacy is visible even here at home — in what appears to be the unmarked graves of Indigenous children who were taken from their families under the same ideology of obedience and control that once silenced soldiers on the front lines. Many of those children were the descendants of heroes who helped defeat fascism abroad, only to have their own lives erased by the lingering rot of colonial hierarchy. This is the true cost of toxic leadership when left unchallenged across generations.

When leaders exploit structural gaps for personal security or institutional advantage, democracy itself begins to die. We have seen this globally — from scandals where power has been perverted into proof of dominance, to authoritarian tactics now echoing in our own institutions. These acts stem from the same root: leaders proving they can get away with something, instead of proving that they shouldn't.

The recent resurfacing of Epstein-related revelations in the United States — and the disturbing historical claims of "human safaris" during the Sarajevo siege — both show how corruption metastasizes when

systems lack transparency. In one case, the elite allegedly treated human suffering as entertainment; in another, power circles shielded their own crimes through mutual blackmail, trading exposure for silence. These stories are more than scandals — they are parables of moral collapse. They reveal what happens when power becomes detached from virtue and when governance becomes a performance rather than a duty.

PFAS "forever chemicals," for example, are now everywhere in the environment. This, too, was preventable. Internal company documents show that by the 1960s, major manufacturers like DuPont and 3M had evidence of PFAS toxicity and persistence yet kept critical findings from workers, regulators, and the public. Meanwhile, the U.S. military became an early, large-scale user of PFAS-based AFFF firefighting foam, with a formal military specification issued in 1970 and widespread adoption in the 1970s — decisions that helped seed contamination around bases and airports for decades. Only in recent years have we seen mandated phase-outs of PFAS foams for training, and in 2024 the U.S. EPA established the first enforceable national drinking-water standards for several PFAS and designated key PFAS as hazardous under Superfund.

The lesson is stark: when leadership buries evidence and prioritizes appearances over truth, entire generations pay the price. If we do not challenge toxic cultures now, they will be inherited — amplified — by the next generation. If we fail to fix this from the ground up — if we ignore this call to reform — then our sovereignty is not truly sovereign at all. A democracy that cannot protect its people from its own systems is one that has already surrendered its moral authority.

A Call to Action for Every Municipality in British Columbia

I am calling on every Mayor and Council to commit openly to the following:

- Restore fairness, transparency, accountability, and integrity in every municipal public body.
- Address toxic leadership wherever it appears, regardless of rank or reputation.
- End stigma — against employees, citizens, or critics — as a prerequisite to rebuilding trust.
- Champion independent oversight as essential to human safety and civic health.
- Strengthen local democracy through mentorship, unity, and shared decision-making.

Next year, if no candidate in your municipality is running on these reforms, I respectfully ask you to adopt them yourselves. If you choose not to — or commit and later fail to act — that, too, will be instructive to the people you serve.

A special acknowledgment is again owed once again to View Royal Mayor Sid Tobias, whose warnings about concentrated power capture the urgency of this moment. His call for new voices, new candidates, and democratic renewal reflects the path forward not only for municpalities, but for all levels of governance in this country.

Let this be the beginning of a new covenant between the governed and those who govern:

No more **silence.**

No more **loopholes.**

No more leadership without accountability.

With respect and resolve,
Philip Perras

[redacted]Bedwell Harbour Road
Pender Island, BC V0N 2M1
[redacted]

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

November 19, 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:

Housing 2050: Affordable Housing Gap Analysis

Metro Vancouver is distributing the recently completed Affordable Housing Gap Analysis to all member jurisdictions for information and to support collective advocacy for federal and provincial resources for affordable rental housing. This work is a key milestone of *Housing 2050: A Roadmap to Implement Metro 2050's Housing Goal.* The Affordable Housing Gap Analysis quantifies the gap between affordable rental housing need in the region and the current level of affordable housing delivery.

The Affordable Housing Gap Analysis identifies a need for between 29,250 and 54,500 affordable rental units over the next five years, requiring a $10.1 billion to $19.3 billion investment, inclusive of all government tools. The scale of this investment reflects the region's ongoing efforts to repair historic underinvestment in the affordable housing sector. Over the past 5 years, between 12,500 and 19,500 affordable rental units have been initiated in the region, with an estimated total federal and provincial capital investment of $1.2 billion. While this reflects important progress, the current trajectory reflects a continued gap between need and delivery.

Taking steps to address this gap requires coordinated action across all orders of government. Sustained and scaled funding from senior government is essential to meeting the region's affordable housing needs. Local governments play a critical enabling role by implementing land use policies, streamlining development approvals, and offering financial and regulatory incentives that improve project viability.

Housing 2050 is a regional initiative to support diverse and affordable housing choices, and is designated as Goal 4 in *Metro 2050*, the regional growth strategy. The project is designed to guide regional action, strengthen advocacy, and improve coordination across jurisdictions and orders of government.

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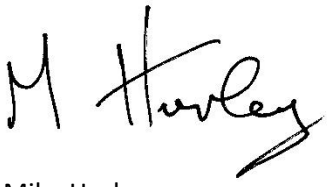
With the completion of several key milestones of *Housing 2050* — the Housing Needs Report, Affordable Housing Gap Analysis, and the Interim Engagement Summary — Metro Vancouver will advance engagement with member jurisdictions, other orders of government, and other audiences to identify recommended actions and initiatives to improve regional advocacy and policy coordination in support of affordable rental housing.

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 August 18, 2025, titled "Housing 2050: Affordable Housing Gap Analysis";*
> *b) request that the Board Chair forward a copy of the report dated August 18, 2025, titled "Housing 2050: Affordable Housing Gap Analysis" to member jurisdictions; and*
> *c) request that the Board Chair forward a copy of the report dated August 18, 2025, titled "Housing 2050: Affordable Housing Gap Analysis" to the Provincial Minister of Housing and Municipal Affairs and the Federal Minister of Housing, Infrastructure.*

Metro Vancouver staff are available upon request to present on the findings of this work, as well as emerging focus areas for *Housing 2050.* Should your jurisdiction be interested in learning more about the Affordable Housing Gap Analysis or *Housing 2050*, you or your staff are invited to contact Theresa O'Donnell, Program Manager, Housing Policy and Planning, by phone at 604-436-6848, or by email at theresa.odonnell@metrovancouver.org.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Boards

MH/JC/mj

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 dated August 18, 2025 titled "Housing 2050: Affordable Housing Gap Analysis" (pg. 322)

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THE VILLAGE OF
NAKUSP

November 20, 2025

To my fellow small community colleagues,

It my pleasure to be reaching out to you from the UBCM Executive as your Small Community Representative.

We had our first executive meeting in Richmond last week, and I wanted to touch base with you for a few reasons:

- First of all, I would like all of you to know that I am here for you: if you would like to discuss what's going on in your community, if there is work that UBCM can assist you with, or if you just need someone to talk to about the challenges of local government. My cell phone number and email are below. Please feel free to reach out anytime.
- Second, I want to share what we your executive is doing; please see my notes below.
- Lastly, I would like to set up regular virtual check-ins for us small community folks throughout the year. If you would be interested in joining for an hour or so in the near future, *please RSVP to my email to say so and include a few topics of interest*, so I can facilitate a loose agenda.

Thank you for your support in taking on this important role at UBCM, and please know that I am here to support you in the important work you are doing in your own community.

Here is some of what we covered at the November UBCM Executive Meeting:

- analysis of our 2024 and 2025 resolutions from convention
- UBCM's response to the proposed changes to the Heritage Conservation Act: **https://conta.cc/4hWb0v3**
- received a delegation from Minister of Housing and Municipal Affairs, Christine Boyle and Minister of State for Local Governments and Rural Communities, Brittny Anderson,
- endorsed the creation of a new committee to support local government engagement in the development of a comprehensive emergency management plan
- endorsed an extension of the end date of the Local Government Advisory Committee on Emergency and Disaster Management Act (EDMA) Regulations until June 30, 2026
- approved the Gitaanmax Band for membership, and
- arranged a workshop with legal counsel on the Cowichan Tribes Supreme Court decision at the February executive meeting.

  For more detailed information about UBCM's ongoing work, subscribe to The Compass, our periodical newsletter, here: **https://www.ubcm.ca/thecompass**

Aidan McLaren-Caux

UBCM Small Community Representative

Councillor
Village of Nakusp
PO Box 280, 91 1st Street NW, Nakusp, BC V0G 1R0
Phone: 250-265-3689. Cell: 250-265-8764 **Fax:** 250-265-3788
Email: amclarencaux@nakusp.com
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Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

November 25, 2025

File: CR-12-01
Ref: RD 2025 10 31

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:

Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025
City of Surrey (6480 - 152 Street)

You are invited to provide comments via Council resolution on a proposed amendment to *Metro 2050*, the regional growth strategy. The City of Surrey is requesting a Type 2 amendment to *Metro 2050* for 6480 - 152 Street. The proposed regional land use designation amendment would redesignate portions of the site from Agricultural to Employment and expand the Urban Containment Boundary to accommodate a multi-tenant industrial building, commercial building, and a hotel and conference centre. The site is not in the Agricultural Land Reserve.

At its October 31, 2025, regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) passed the following resolution:

That the MVRD Board:

a) *initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Agricultural to Employment for portions of the lands located at 6480 - 152 Street;*
b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1429, 2025";*
c) *notify affected local governments and post the application on the Metro Vancouver website to provide an opportunity for comment on the proposed amendment as per Section 6.4.2 of Metro 2050; and*
d) *direct staff to notify in region First Nations via referral offices to provide an opportunity for comment on the proposed amendment*

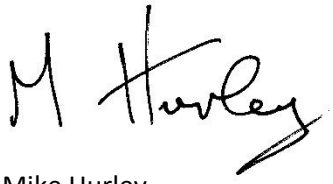
Metro 2050 is the regional federation's plan for managing growth coming to Metro Vancouver in a way that: protects important lands like agricultural, ecologically important and industrial lands; contains growth within an Urban Containment Boundary, and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel-based land use

designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the land use designation for a site, then, as a part of the process, they have agreed to have the Metro Vancouver Regional District Board consider the regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

The proposed amendment is a Type 2 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative two-thirds weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated September 16, 2024, titled "Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 – City of Surrey (6480 - 152 Street)" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050* and the City of Surrey application.

If you have any questions or wish to comment with respect to the proposed amendment, 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 by **January 16, 2026**.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Boards

MH/JC/lc

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: Metro Vancouver Board report dated September 26, 2025, titled "Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 – City of Surrey" (pg 213)

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City of Pitt Meadows
OFFICE OF THE MAYOR

November 26, 2025 File: 01-0400-20/25

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Email: HMA.Minister@gov.bc.ca

Dear Minister Boyle,

Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act

On behalf of Pitt Meadows City Council, I am writing to express our concerns with Bill M 216 – 2025 Professional Reliance Act. We understand that the intent of the Bill is to streamline approvals and reduce administrative costs for development. The approach proposed in this legislation, however, is likely to have the opposite effect and create unnecessary risks to both human and environmental health.

Bill M 216 mandates that a local government must accept any submission by a certifying professional (e.g., an architect, engineer, agrologist or environmental consultant) as part of a development approval process. It also prohibits a local government from requiring a peer review of those submissions. As a result, Bill M 216 significantly reduces local government oversight over development projects. This will negatively affect public safety and create new liability for the City and, by extension, local taxpayers.

The City of Pitt Meadows, like many local governments, has been working to improve development approval processes in alignment with local and provincial housing goals, while maintaining public safety and environmental sustainability. We support improvements to the development approval process, but efficiencies cannot come at the expense of due diligence, public health and informed local decision-making. Many certifying professionals, despite their expertise, may not be familiar with local conditions, City bylaws, development permit guidelines, and floodplain requirements, or other community-specific regulations, which is a key reason why local government reviews are essential to ensure accuracy and compliance. Local review processes benefit the public

by helping build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

Challenges with the Professional Reliance Model

Reviewing building and infrastructure plans to safeguard public safety, the natural environment and local agriculture is an important role of local government. As part of these processes, our City staff frequently identify errors in plans and reports prepared by certifying professionals. We also note that these professionals often face pressure from their clients to sign-off on projects quickly and within budget.

In addition, while used infrequently, peer reviews can be an important part of the process to reduce risk and mitigate errors, particularly for more complex developments or projects with greater safety and environmental hazards. Under Bill M 216, these critical local safeguards are weakened, if not eliminated. Oversight responsibility shifts from the public sector—where it is transparent and democratically accountable—to the private sector, where the primary duty is to the client rather than the broader community.

Bill M 216 contradicts extensive evidence that demonstrates the limitations and failures of professional reliance. In 2018, the Province received a report on professional reliance in the natural resource sector that explicitly warned of "significant gaps in professional reliance models" and "substandard professional work."[1] The report noted various high-profile environmental incidents, including the Mount Polley Tailings Storage Facility breach and the contamination of the Hullcar Aquifer, that had drawn public scrutiny and brought to light decreased confidence in professional reliance regulatory regimes. The report noted that when government cannot request information or verify compliance, it "loses its ability to prevent harm from occurring and is left only with enforcement tools after harm has occurred."

While we understand that changes to the professional reliance framework were made in response to this 2018 report (e.g., the enactment of the Professional Governance Act and establishment of the office of the superintendent of professional governance), these changes were not intended to replace government review and oversight.

To that end, a 2022 report from the Ombudsperson on the Riparian Areas Protection Regulation found persistent non-compliance, high rejection rates and a need for greater

[1] Professional Reliance Review: The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (professionalgovernancebc.ca/app/uploads/sites/498/2019/05/Professional_Reliance_Review_Final_Report.pdf)

government oversight of qualified professionals.[2] The report stated that the effectiveness and accountability of the riparian regulation depend on qualified professionals following regulatory requirements. It also noted that, due to ongoing deficiencies, the Province has had to review all submissions from these professionals.

This highlights a clear and deeply concerning contradiction: professional reliance has been shown to require more oversight at the provincial level, yet Bill M 216 shifts the professional reliance model onto local governments without the safeguards the Province itself determined were necessary.

Liability for Local Governments and Taxpayers

Local government reviews of building and infrastructure plans help to prevent safety issues, environmental damage, infrastructure failures and costly problems in the future. If local governments are required to accept professionally certified plans, including plans for City infrastructure provided through development, significant errors and deficiencies may go undetected. This introduces significant and unacceptable risks for local governments and taxpayers who would be left with the cost of resolving any deficiencies, particularly if the professional, or their company, is unavailable to be held accountable.

Although Bill M 216 states that local governments will not be liable for damages caused by professional certification, legal experts have advised that, in the context of existing case law, the City would still carry liability where a builder, owner, subcontractor or qualified professional is dissolved or insolvent. The attempt in Bill M 216 to protect local governments from liability, furthermore, does not prevent a party from naming the City in its claim, and the City would be required to go through a costly court process to be removed from the action.

Inefficiencies and Processing Delays

It appears that the only remedy available under Bill M 216 to a local government who is concerned about the quality or accuracy of a professional certification is to refer the matter to the provincial Superintendent of Professional Governance for dispute resolution.

The Superintendent of Professional Governance is an office established by the Professional Governance Act to provide oversight of professional regulators. The office focuses on professional regulation, not the subject matter expertise applied by regulated

[2] Final Report on the Implementation of Recommendations from Striking a Balance: The Challenges of Using a Professional Reliance Model in Environmental Protection – British Columbia's Riparian Areas Regulation (bcombudsperson.ca/wp-content/uploads/2025/08/StrikingABalance-Report-Jan5.pdf)

professionals. The Superintendent does not employ experts who could settle a dispute between two or more professionals about the technical aspects of a development proposal.

Requiring the Superintendent to resolve potential disputes from the 161 municipalities and 27 regional districts across the Province will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M 216 seeks to address.

Loss of Local Knowledge and Authority

Bill M 216 shifts decision-making away from local governments, and places greater authority in the hands of private professionals. Additionally, shifting dispute resolution to the Superintendent of Professional Governance means moving responsibility away from those most familiar with the local geography and community dynamics. Instead, it places it with a provincial government office that would have no such knowledge or understanding.

Bill M 216 exemplifies the ongoing and concerning shift in decision-making powers from local governments to a centralized provincial authority. This shift is eroding the essential role of locally grounded knowledge—which is fundamental to ensuring developments fit their context, respect environmental constraints and meet the unique needs of the community.

Lack of Clarity and Consideration of other Legislation

Many aspects of Bill M 216, including its relationship to existing legislation that governs development approval processes, remain unclear. For example, it is not clear whether the requirement to accept professional submissions would apply to development permit approvals under the *Local Government Act*. Additionally, it is unclear how Bill M 216 might impact the matters to be considered by an approving officer for subdivision under the *Land Title Act.*

We understand that Bill M 216 has not benefited from the input of provincial staff, who could probably assist provincial elected officials in identifying additional concerns with Bill M 216, and its implications for other provincial legislation.

Absence of Consultation with Local Governments

The City of Pitt Meadows was not consulted prior to the introduction of Bill M 216, nor, as we understand, were any of our local government colleagues across the province. Significant legislative changes affecting development, land use and municipal authority

must be developed collaboratively with local governments. Meaningful consultation is essential to avoid unintended consequences and ensure legislation achieves its stated goals.

In closing, the City of Pitt Meadows supports efforts to reduce duplication, improve timeliness and accelerate housing delivery. However, these goals must be achieved through collaborative, evidence-based approaches that do not weaken local government oversight and create public safety concerns.

We urge the provincial government to reconsider this Bill and engage directly with municipalities before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely,

Nicole MacDonald
Mayor, City of Pitt Meadows

cc: Pitt Meadows City Council

Mark Roberts, CAO

David Eby, Premier of British Columbia

Brittny Anderson, Minister of State for Local Governments and Rural Communities

Lisa Beare, MLA for Maple Ridge-Pitt Meadows

George Anderson, MLA for Nanaimo-Lantzville

Select Standing Committee on Private Bills and Private Members' Bills

BC Municipalities & Regional Districts

Councillor Cori Ramsay, Union of BC Municipalities President

Councillor Paul Albrecht, LMLGA President

TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 • E. info@viewroyal.ca • www.viewroyal.ca

November 27, 2025

Written Submission of Mayor Tobias

Town Of View Royal

RE: Bill M-216 – Professional Reliance Act

I. Introduction

As Mayor of the Town of View Royal, I submit the following concerns regarding Bill M-216.

While framed as a measure to improve efficiency within development approvals, this Bill removes municipal authority and oversight without public demand, municipal request, or evidence demonstrating that such governance restructuring is necessary or beneficial. It conflicts with the foundational responsibilities established under the Community Charter and continues a legislative direction that diminishes local democratic decision-making in favour of private and industry interests.

II. An Unusual Legislative Pathway

It is unusual for legislation with province-wide impact on governance structures to be introduced as a Private Member's Bill. Reforms of this scale are typically introduced through government legislation, with Cabinet review, intergovernmental consultation, and analysis of administrative feasibility. Introducing structural governance change outside those pathways raises questions regarding due process, transparency, and the drivers behind this proposal.

III. Lack of Public or Municipal Mandate

A foundational question must be asked:

If municipalities are not asking for this, and the public is not asking for this, then who is?

No municipality, professional regulatory body, local government association, affordable housing advocate, or community organization has requested the removal of municipal oversight or the outsourcing of public decision-making to private applicant-hired professionals. The only formally documented support comes from the Urban Development Institute (UDI) and the Greater Vancouver Board of Trade — entities representing the financial interests of the development sector. Legislation reshaping public governance should not be led by those who stand to benefit financially from reduced oversight.

IV. Alignment with Lobby-Supported Legislative Direction

Bill M-216 follows recent legislation that removed public hearing requirements, mandated provincial rezoning baselines, constrained municipal cost-recovery tools, shortened review timelines, and centralized development authority. Each of these measures aligns closely with the long-term lobbying objectives of the same industry organizations supporting this Bill. Bill M-

216 appears not as an isolated reform, but as the next step in a coordinated agenda that reduces local authority and expands private-sector influence over public decisions.

V. Conflict with the Community Charter

The Community Charter clearly establishes municipalities as an order of government responsible for good government, stewardship of public assets, and ensuring the well-being of present and future communities. These duties require independent review, discretion, judgment, and accountability — all of which Bill M-216 restricts. If the Province intends to redefine municipal authority in British Columbia, such a shift must be undertaken transparently through amendments to the Community Charter, not through piecemeal legislation that erodes its application.

VI. Legal Concern: Authority Removed, Responsibility Retained

Administrative law is clear: a public body cannot be held responsible for decisions it is prevented from making. Bill M-216 requires municipalities to accept private professional certifications as sufficient to satisfy regulatory obligations — yet leaves municipalities legally and financially responsible for emergency and fire response capacity, policing and enforcement, roads, water, sewer and stormwater servicing, transportation and emergency access planning, long-term maintenance, and climate resiliency. This creates an administratively unreasonable governance structure, amounting to improper delegation of public authority to private actors.

A municipality cannot be accountable for risks it is prohibited from evaluating.

VII. The Practical Gap: Who Is This Professional?

Municipal review requires a team — planners, engineers, building officials, fire prevention staff, transportation analysts, environmental specialists, and asset managers. Bill M-216 assumes one registered professional is capable of performing all these functions. No such designation exists, no competency standard defines one, and no liability framework assigns accountability. If we would not permit one private professional to run a municipality, we should not legislate a system where one can overrule one.

VIII. A Pattern of Democratic Erosion

This Bill continues a trend recognizable in governance research as democratic erosion — where the structures of public decision-making remain visible, but their authority is gradually transferred to private actors or centralized administrative bodies. Efficiency must not become a substitute for democracy.

IX. Legislative Timing and the Systematic Exclusion of Municipal Input

UBCM exists to ensure municipalities can participate meaningfully in provincial legislative development. Its structured resolution system, requiring formal submissions by June 15 each year, ensures that local governments can collectively identify concerns, seek clarification, and propose alternatives.

However, recent housing-related legislation has been introduced and passed outside these engagement windows. In November 2023, three major housing bills were introduced between November 1 and 8 and received Royal Assent by November 30. Given the UBCM resolution cutoff months earlier, municipalities had no procedural avenue to collectively respond. The same pattern is repeated with Bill M-216: a significant restructuring of municipal governance introduced outside UBCM's consultative cycle and without any obligation for structured municipal engagement.

This pattern demonstrates not only a lack of consultation but the removal of the opportunity for consultation. Bypassing the formal system designed to give municipalities a voice is, in effect, bypassing municipalities themselves.

X. The Core Public Interest Question: What Problem Are We Solving?

Before proceeding, the province must clearly articulate the rationale behind this Bill:

- Is the objective simply to build more housing?
- Is the goal to build more affordable housing?
- Are we preserving existing affordability or replacing naturally affordable housing with higher-priced units?
- Are we still legislating based on outdated demand forecasts when thousands of new units remain unsold or unoccupied?
- Have projections been updated to reflect reduced foreign student enrolment, lower investor demand, and changing immigration policy?

Policy must reflect current data, not outdated assumptions or industry momentum.

This question is especially important because recent trends in British Columbia make one reality clear: increasing housing supply does not automatically mean improving housing affordability. Supply and affordability are often conflated, yet they are not interchangeable. New units entering the market frequently do so at price points far beyond the reach of ordinary working households. If older, naturally affordable rental housing is demolished or redeveloped and replaced with higher-priced units, then the net effect is increased housing supply without increased affordability. In that scenario, the system produces more housing, yet makes cities less affordable.

Vacancy rates, income-to-shelter-cost ratios, and cost-of-living pressures across BC demonstrate that supply growth alone does not correct price volatility or speculation-driven value structures. Without alignment between construction and local wages, additional supply risks reinforcing market pressures rather than relieving them.

Simply put: more units do not guarantee more affordability.

XI. Looking Ahead: Remaining Lobby Priorities

UDI's remaining lobbying priorities — not yet realized in legislation — provide insight into what future bills may seek to accomplish. These include tying transit and infrastructure funding to

municipal compliance with housing targets, reducing or capping Development Cost Charges and Amenity Contributions, further shortening or eliminating public participation mechanisms, establishing provincial oversight positions empowered to intervene in municipal approvals, expanding blanket upzoning areas beyond those already mandated, and redefining affordable housing in ways that allow market-priced units to qualify. Municipalities must therefore anticipate continued attempts to reduce local autonomy, oversight capacity, and democratic accountability.

XII. Growth and Taxation Evidence

Across British Columbia, a clear pattern has emerged: the fastest-growing municipalities are experiencing some of the highest increases in taxation. This trend reflects a simple reality — growth demands immediate investment in infrastructure and public services, while revenue from development arrives slowly, unevenly, or in constrained forms when cost-recovery tools are limited. This pattern is visible across the West Shore, Surrey, Kelowna, Sooke, and other rapidly expanding communities.

Growth does not pay for growth under the current model — existing taxpayers do.

Removing municipal authority while increasing growth pressure exacerbates this imbalance.

XIII. Final Reflection

British Columbians expect decisions affecting their communities, safety, infrastructure, and future to be made by accountable democratic institutions — not delegated to private consultants. If the sponsoring MLA's genuine objective is to strengthen democracy, uphold the responsibilities of the Community Charter, and preserve the integrity of public governance in British Columbia, then the responsible action is clear:

Bill M-216 should be withdrawn.

Withdrawal would not end the conversation — it would place it back on the proper foundation: evidence, transparency, consultation, and alignment with the public interest.

Respectfully submitted,



Mayor Sid Tobias
Town of View Royal