THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 14, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

1. Call to Order

2. Adoption of Agenda

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

4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – May 7, 2019 (Page 5)
THAT the Regular Council Meeting Minutes of May 7, 2019 be approved as circulated.

6. Business Arising from the Minutes

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	CAO DeJong
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	CAO DeJong
88	April 16, 2019	Councillor Abbott to follow up with former Mayor Douglas Miller re. BC Hydro Tiers	Councillor Abbott
90	April 16, 2019	R4: Jennifer Monroe – Tree Cutting or Deforestation on School District property	PWM Jaffer
92	April 16, 2019	R6: Penny Nelson – Public Consultation	Councillor Cunliffe
93	May 7, 2019	R1: Karl Buhr – ASOD – CAO to send letter to the Minister advocating that the issue has not been addressed.	CAO DeJong

94	May 7, 2019	R4: Betty Birrell – Outhouse – CAO DeJong to reply.	CAO DeJong

8. Reports

A. Staff

i. CAO: Request for Decision – 1 Brunswick Beach Road Encroachment Application (Page 15)
THAT the owner of 1 Brunswick Beach Road, Jane Moloughney, be offered an opportunity retain the deck structure wholly situated within the Esplanade in front of her property, on condition that she:

(a) retain a registered surveyor to prepare a registrable survey showing the location of the deck and carport in relation to the owner's property;
(b) sign an Encroachment Agreement in respect of the deck and the carport, and
(c) execute before a lawyer or notary public a Section 219 Covenant to be registered in the Land Title Office, in respect of the deck and the carport,

with both the Encroachment Agreement and the Section 219 Covenant in substantial accordance with the drafts shown in attachment 4 to this report.

ii. CAO: Information Report – 2019 Parking Plan (Page 47)
THAT the Information Report, "2019 Parking Plan" be received.

iii. PWM: Information Report – Core Service Level Review – Public Works Workplan (Page 53)
THAT the Information Report, "Core Service Level Review – Public Works Workplan" be received.

iv. CFO: Information Report – 2019 Additional Provincial School Tax (Page 127)
THAT the Information Report "2019 Additional Provincial School Tax" be received.

v. CFO: Information Report – Accounts Payable Cheque Listing (Page 131)
THAT the Information Report "Accounts Payable Cheque Listing" be received.

vi. CAO: Information Report – DC Fast Charging Station – Resident Feedback (Page 141)

THAT the Information Report "DC Fast Charging Station – Resident Feedback" be received.

B. Mayor – None
C. Council – None
D. Committees
    i. Trees, Views and Landscapes Committee – Tree Application #93 (Page 147)
E. Emergency Services
    i. RCMP Monthly Information Report (Page 159)
    THAT the RCMP Monthly Information Report be received.

9. Resolutions

A. Appointment of Bylaw Enforcement Officers
THAT the Council of the Village of Lions Bay hereby appoints Mike Kumar and Sarbjit Johal as Bylaw Enforcement Officers with the powers, privileges, responsibilities, duties and functions as specified in Schedule "B" to Bylaw Enforcement Officer Bylaw No. 506, 2016, as amended.

10. Bylaws

A. Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 – Adoption (Page 159)
THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be adopted.

B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 – Adoption (Page 167)
THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 be adopted.

11. Correspondence

A. List of Correspondence to May 9, 2019 (Page 191)
THAT the following actions be taken with respect to the correspondence:

12. New Business

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

14. Adjournment

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 7, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

Council:	Mayor Ron McLaughlin Councillor Neville Abbott Councillor Fred Bain Councillor Norm Barmeier Councillor Jaime Cunliffe
Staff:	Chief Administrative Officer Peter DeJong Chief Financial Officer Pamela Rooke Public Works Manager Nai Jaffer Office Coordinator Shawna Gilroy (Recorder)
Guests:	Bill Cox, BDO Canada Paull Fripp, BDO Canada
Delegations:	0
Public:	3

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:03 p.m.

2. Adoption of Agenda

Moved/Seconded
THAT item 8Ci – Councillor Abbott: January 6, 2019 Letter re. Communications be moved to item 8Av, pushing 8Av to 8Avi; and
THAT item 8Bv – Events Committee/Volunteer Week be added; and
THAT item 8Bvi – Village Update Articles be added; and
THAT the agenda be adopted, as amended.

CARRIED

DRAFT

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

A. Bill Cox, Partner, BDO Canada and Paull Fripp, Partner, BDO Canada – Presentation of Village of Lions Bay 2018 Final Audit Report to Mayor and Council

Mr. Cox and Mr. Fripp joined Council at the table to present the 2018 year-end financial statements and the final audit report. Council queried a few items, including the following from Mayor McLaughlin regarding the Accumulated Sewer Surplus:

"With regard to the question pertaining to revenue and expenses from 1983 to 2018, records prior to 2009 (the year our current accounting software was installed) have been placed in storage. Records from the 1980's are manual. It would be very challenging and time-consuming to go through the archived records to determine a number that we already have – the accumulated sewer surplus. The total revenue collected since 1983 less the expenses incurred for the maintenance of the sewer treatment plant is $211,633. The annual revenue and expenses have been audited by an external auditor each and every year. While auditors may change, a high professional standard has been in place since 1983. Do you have faith in the integrity of the accumulated sewer surplus?"

Mr. Cox advised Council that they do have faith in the integrity of the audit processes related to the Municipality's financial statements, including the accumulated sewer surplus.

Moved/Seconded
THAT the report "Village of Lions Bay 2018 Final Audit Report" be received for information purposes.

CARRIED

4. Closure of Meeting for Audit Discussion

Moved/Seconded
THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(c) labour relations or other employee relations;
(o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

AND THAT Bill Cox, Partner, BDO Canada and Paul Fripp, Partner, BDO Canada be allowed to attend the Closed portion of the meeting per section 91 of the *Community Charter*.

DRAFT

CARRIED

Council anticipates reconvening the open meeting immediately after discussion of the Audit Report with Mr. Cox and Mr. Fripp to continue with the balance of the Open Meeting Agenda.

The meeting was closed to the public at 7:52 p.m. and all staff left the room to allow Council an opportunity to discuss audit matters with BDO Canada in camera, per normal practice; therefore no minutes were recorded. The open meeting resumed at 8:02 p.m. when staff re-joined the meeting. Council indicated there was nothing to report out.

Audio: 01:00

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – April 16, 2019

Item 12C – AECOM Verbal Update was amended by adding "for the duration of the Harvey Tank Replacement Project" to the very end of the paragraph.

Moved/Seconded
THAT the Regular Council Meeting Minutes of April 16, 2019 be approved as amended.

CARRIED

6. Business Arising from the Minutes

None

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	[In progress] Council and CAO discussed issues related to Infrastructure Committee meetings and the CAO will bring a list of discussion points to the next committee meeting.
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is not presently in a position to pursue.	[Complete]
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws	[In progress]

DRAFT

		intended for larger municipalities	
87	April 2, 2019	R5: McLaughlin/Doherty – Volunteer Week – Mayor to respond	[Complete]
88	April 16, 2019	Councillor Abbott to follow up with former Mayor Douglas Miller re. BC Hydro Tiers	[In progress]
89	April 16, 2019	R3: Alison Fischer – Wood Burning	[Complete]
90	April 16, 2019	R4: Jennifer Monroe – Tree Cutting or Deforestation on School District property	[In progress] the trees cut were approved by the school board but further investigation required.
91	April 16, 2019	R5: David Waller – Taxation	[Complete]
92	April 16, 2019	R6: Penny Nelson – Public Consultation	[In progress]

Audio: 01:22

8. Reports

A. Staff

i. CAO: 290 Oceanview Road Encroachment Agreement

The owners of 290 Oceanview Road applied for an encroachment agreement in order to extend an existing retaining wall to preserve soil for a beautification project in front of their home. It was noted that a study being done on the Oceanview culverts had no impact or risks associated with the retaining wall and that PWM Jaffer saw no issues with the encroachment.

Moved/Seconded
(1) THAT the Municipality enter into an Encroachment Agreement with the Owners of 290 Oceanview Rd in substantially the same form as the draft Agreement attached to this report; and

(2) THAT the CAO and Mayor be authorized to execute the Agreement.

CARRIED

ii. CAO: North Shore Adjudication Agreement (Verbal Update)

CAO DeJong advised Council that the new adjudication agreement has been sorted out and reminded them that we have already taken care of the amendment to Bylaw Notice Enforcement Bylaw No. 385 which enables Lions Bay to enter into a new agreement with the District of North Vancouver instead of the City of North Vancouver. It was noted that the most substantial change to the model is that we now only pay for adjudication that we hold as opposed to providing a deposit for the year and receiving a refund at the end of the year, which change is of benefit to us. It was also mentioned that this does not change the amount allocated for in the 2019 budget.

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iii. CFO: Financial Statement Approval Report

CFO Rooke provided out an on-table amendment to the financial statement report highlighting minor typos in yellow. Council queried items which arose from the audit presentation earlier in the meeting.

Moved/Seconded
THAT the Village of Lions Bay's 2018 Audited Financial Statements as presented to Council on May 7, 2019 be approved pursuant to the Community Charter section 167(1);

AND THAT the 2018 Audited Financial Statements be included in the 2018 Annual Report pursuant to the Community Charter section 98.

CARRIED

Audio: 01:35

iv. PWM: Update on Harvey Tank Rebuild (Verbal Update)

PWM advised Council that the Oceanview tank is now in service with the blessing of Vancouver Coastal Health (VCH). There is additional testing that VCH has mandated which will require staff to work overtime in order to complete during the course of the project. He explained that the next step is to begin the deconstruction of the tank which will take approximately one month.
PWM Jaffer provided a brief update on the CN Parking Lot and will add a piece in the Village Update on both the Harvey Tank and CN Parking Lot topics.

v. Councillor Abbott: January 6, 2019 Letter re. Communications

Councillor Abbott advised Council that he made some progress on the goals outlined in his email to CAO DeJong on January 6, 2019. He discussed coming up with a more formal strategic plan in order to improve communications. In reflection, he was unaware if he had that mandate from Council and queried their feedback. He noted knowing people with communications backgrounds who could provide input.

CAO DeJong referred to his email to Council of April 24th, which listed over 16 ways in which the Municipality communicates with residents and about a dozen ways available for residents to communicate with the Municipality, and which attached a communications survey from 2014. He explained that as a small municipality, we do not have the resources to take on social media as a communications medium. He agreed with Council that a communication policy is required and that it should identify different means of communication intended for different purposes.

It was determined that the first step would be to produce an updated communications survey for residents. Councillor Abbott will get the ball rolling with a series of suggested questions to circulate to staff and the rest of Council.

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vi. CAO: Policy Amendments re. Website, Village Update and Correspondence

CAO DeJong explained that the current Correspondence Policy contained information in section 4.3 that he thought belonged with the website policy instead, and then ought to be renamed the "Website and Village Update Content Policy". Additional items were added to this policy with respect to business logo advertising and the intent of Mayor and Council messages put out in the Village Update. Council debated the last sentence of section 5 of the policy, being that they disagreed with the CAO being editor of the Village Update with discretionary authority to edit all content in the best interests of the municipality.

The wording was amended to say "Ultimately the CAO as editor of the Village Update is entrusted with the responsibility to work with the author to refine the content in the best interest of the municipality, but may choose to publish or not publish the article in the event of an impasse."

Moved/Seconded
(1) THAT the Website and Village Update Content Policy No. 1704 be approved, as amended; and

(2) THAT the Correspondence Policy No. 1405 be approved, as amended.

CARRIED

Audio: 02:37

B. Mayor

i. Glass Case Notice Board at the General Store

Mr. Doherty who represents the strata has exchanged back and forth correspondence with Mayor McLaughlin with respect to the glass case notice board at the general store. Mayor McLaughlin requested access to post our stuff from time to time but that we would not officially take it over. PWM Jaffer offered to re-cork the board to spruce it up.

ii. Feedback Letter Box at the General Store

This item was deferred until such time as the communications survey has been completed.

iii. MLA and MP Meetings

The Mayor spoke with both the MLA and will be speaking with the MP over the phone seeking further input regarding our two outstanding grants.

iv. TransLink Meeting

The Mayor met with TransLink and the four smaller communities and noted that there may be some changes and greater opportunities coming soon. TransLink have also agreed to schedule later night services for Friday and Saturday bus routes.

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v. Events Committee/Volunteer Week

Mayor McLaughlin informed Council that he spoke with the chair of the Events Committee regarding the Canada Day celebration this year. It was advised that they plan to make it a family day event, i.e. bring your dinner and come to the beach. There will be live music and fireworks at 9:30 pm. The two student awards and the Citizen of the Year and Distinction awards would be presented at Canada Day in the evening, however it was discussed that next year the Curly Stewart Award would be presented at a Council meeting with the recipient and parents invited, and that the Citizen of the Year and Citizen of Distinction Awards would be presented at the annual celebration of Volunteer Week instead.

vi. Village Update Articles

Council was instructed to think about which upcoming dates they wished to write an article in the Village Update and it would be brought back to the next meeting for discussion.

C. Council

None

D. Committees

None

E. Emergency Services

None

Audio: 02:51

9. Resolutions

A. Resolution to Change Council Meeting Date

CAO DeJong explained that the reason for requesting the change of date is to adopt the Fees Bylaw and Bylaw Enforcement Officer Bylaw before the May long weekend in anticipation of the parking meters and Bylaw Enforcement Officers starting their season.

Moved/Seconded

THAT the Regular Council Meeting of May 21, 2019 be rescheduled to May 14, 2019 at 7:00 p.m.

CARRIED

10. Bylaws

A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 – Adoption

Moved/Seconded

THAT the 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be adopted.

CARRIED

DRAFT

B. Tax Rate Bylaw No. 561, 2019 – Adoption

Moved/Seconded

THAT Tax Rates Bylaw No. 561, 2019 be adopted.

CARRIED

C. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 – Three Readings

Moved/Seconded

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 be introduced and given three readings.

CARRIED

D. Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 – Three Readings

Moved/Seconded

THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be introduced and given three readings.

CARRIED

Audio: 03:02

11. Correspondence

A. List of Correspondence to May 2, 2019

Moved/Seconded

THAT the following actions be taken with respect to the correspondence:

- G1: Legislative Services re. E-Comm – no response
- G2: Bill C-68 – no response
- G3: Gas Tax – Mayor McLaughlin to respond via phone call on Friday
- G4: National Missing Children's Month – no response
- G5: Continued Widening of TransCanada Highway 1 – no response
- G6: Criminal Justice Reform in BC – no response
- G7: UBCM 2018 Asset Management Planning – no response
- G8: E-Comm Board of Directors Designate Response – no response
- G9: Small Business Property Assessment and Taxation Letter – no response
- R1: Karl Buhr – Average Speed Over Distance – CAO to prepare letter for Mayor McLoughlin to the Minister substantially noting the points raised by former Mayor Buhr
- R2: David Waller – Taxation (Response) – no further response
- R3: Penny Nelson – Public Consultation (Response) – no further response
- R4: Betty Birrell – Outhouse – CAO DeJong to reply

Moved/Seconded

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THAT Council approve $1000 for a temporary washroom at the trailhead from May until the end of September; and

THAT staff make the arrangements and gauge its success.

CARRIED

Councillor Barmeier recused himself from the meeting at 10:18 p.m. due to a conflict of interest in the next correspondence item.

- R5: Norm Barmeier – Relaxation of Noise Bylaw –

  Moved/Seconded
  THAT the noise bylaw be relaxed from the hours of 7:00 p.m until 11:00 p.m on May 25 at Norm Barmeier's private residence at 335 Oceanview Road, for a house concert.

  CARRIED

Councillor Barmeier rejoined the meeting at 10:23 p.m.

12. New Business
None

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)
None

14. Closed Council Meeting
Proposed topics for discussion in the absence of the public:

A. Sale of 52 Brunswick Beach Road
B. Personal Information
C. Police Information
D. Awards

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

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

DRAFT

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

CARRIED

The meeting was closed to the public at 10:25 p.m.

The meeting was re-opened to the public at 11:15 p.m.

15. Reporting Out from Closed Portion of Meeting

Council reported out the following items:

- The sale price of 52 Brunswick Beach Road was $1,925,000;
- While Council wanted to support the Eat Together event hosted by Tamara Leger, it will not proceed;
- Police Action – the RCMP Public News Release provided to Mayor McLaughlin stated that on March 29th charges were sworn against two men and one woman for two counts of Possession for the Purpose of Trafficking and one count of Possession of Proceeds of Crime, the trio are identified as: Herman Hause, age 60, Andy Polo, age 58, and Collette Arsenault, age 50. The group appear to be originally from Alberta but have been connected to the Lower Mainland area for the past number of years;
- The Curly Stewart Memorial Trust Fund Award applications were discussed and a selection was made; and
- The Citizen of the Year and Citizen of Distinction award nominees were discussed and a selection was made.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:17 p.m.

_____ _____

Mayor Corporate Officer

Date Approved by Council:	

DRAFT

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Request for Decision**		
Title	**1 Brunswick Beach Road Encroachment Request**		
Author	**Peter DeJong**	**Reviewed By:**	
Date	**May 9, 2019**	**Version**	
Issued for	**May 14, 2019 Council Meeting**		

Recommendation:

THAT the owner of 1 Brunswick Beach Road, Jane Moloughney, be offered an opportunity retain the deck structure wholly situated within the Esplanade in front of her property, on condition that she:

(a) retain a registered surveyor to prepare a registrable survey showing the location of the deck and carport in relation to the owner's property;
(b) sign an Encroachment Agreement in respect of the deck and the carport, and
(c) execute before a lawyer or notary public a Section 219 Covenant to be registered in the Land Title Office, in respect of the deck and the carport,

with both the Encroachment Agreement and the Section 219 Covenant in substantial accordance with the drafts shown in attachment 4 to this report.

Attachments:

(1) Correspondence from the owner of 1 Brunswick Beach Rd, Jane Moloughney, requesting approval of an encroachment for the sundeck they have recently rebuilt entirely on Village property;
(2) Map showing approximate locations of encroaching sundeck & carport;
(3) Lions Bay Encroachment Policy No. 047, 2004;
(4) Standard forms of Encroachment Agreement and Section 219 Covenant.

Key Information:

Recently, the Building Inspector happened to notice constructions work taking place at the south end of Brunswick Beach. Upon investigation, he found a person building a new

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1 Brunswick Rd. Deck in Distance

Photo taken by Building Inspector mid-late April

sundeck on top of an old one, adjacent to the beach in front of 1 Brunswick Beach Rd. He determined that the rejuvenated structure was entirely on Municipal property, in the Esplanade. He advised the owner to cease working on the non-conforming structure and, after checking with the CAO, advised the owner she would have to apply to Council for an Encroachment Agreement (see attachment 1 – letter from owner).

BI photo of underside of new deck on old pilings

CAO photo of underside of deck on May 9th

Upon investigation, staff have determined that the owner's carpenter kept working on the deck after the Building Inspector directed that work be stopped while an application was made given that the deck might have to be removed.

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North side of mainly rebuilt Esplanade deck

Property line view of mainly completed deck

While viewing the deck improvements on May 9th, the CAO was advised by a neighbour that the owner, Jane Moloughney, an older woman, had actually fallen through the rotting floor boards of the old deck into the 'pit area' below and had sustained several cuts and bruises from the ordeal, which prompted the initiative to rebuild the unsafe structure. Had that incident involved persons other than the owner, the Municipality could've found itself in a position of legal liability.

In reviewing the file material related to encroachments in Brunswick Beach and the neighbourhood consultations that took place in the early 2000s after amalgamation with the Municipality, it appears that there were different understandings of what encroachments were to be allowed to remain on the roadways, boulevards and Esplanades of Brunswick Beach. Despite differing views, a policy applicable to ALL of Lions Bay was approved on May 17, 2004, a copy of which is appended as attachment 3.

Most, if not all, properties with encroachments were identified and, once a final form of legal agreement had been completed by the Municipality's lawyers, including clauses dealing with liability, insurance, and ultimate removal, letters were sent out to those owners with identified encroachments. It has been noted that Mrs. Moloughney did not sign her Encroachment Agreement by the September 30, 2004 deadline, although staff notes that the draft agreement only references her carport, which is entirely within the roadway on the northeast side of the house – it does not reference her sundeck wholly

within the Esplanade. There may have been other letters or documents that the writer is not aware of.

However, there have been some structures on Lions Bay Esplanades that have been required to be removed. Non-conforming structures that remain do so under conditions in legal agreements which prevent rebuilding, replacing or expanding them. Similar restrictive provisions exist in the *Local Government Act* in respect of *legal non-conforming* structures (i.e. grandfathering), but that is in respect of structures within the boundaries of private property. It is not really a concept that applies to encroachments wholly on lands belonging to a local government or the Crown unless there has been an agreement entered into between the parties. A good example of this is the encroachments that existed at what is now 52 Brunswick Beach Road – the Municipality and the adjacent owner signed an Encroachment Agreement in 2004 which protected that owner's use of *illegally* non-conforming structures, such as sheds and a carport, until such time as the Municipality required the land for its own purposes (i.e. recent sale for $1.925M).

The question for Council at this point in time is whether the illegally non-conforming deck structure at 1 Brunswick Beach Road should be deconstructed and removed from the Esplanade, or whether Mrs. Moloughney is to be re-offered the opportunity to enter into an Encroachment Agreement that would see the removal of the deck and structure from the Esplanade and the carport structure from the front roadway at such time as she sells the property or is deceased.

Encroaching deck on Esplanade

Encroaching carport on highway

Options:

(1) Make an order that the deck structure wholly situated within the Esplanade in front of 1 Brunswick Beach Road be removed and that staff be directed to effect all necessary steps in order to fulfill such order;

(2) Offer the owner, Jane Moloughney, an opportunity retain the deck structure wholly situated within the Esplanade in front of 1 Brunswick Beach Road, on condition that she:

(a) retain a registered surveyor to prepare a registrable survey showing the location of the deck and carport in relation to the owner's property;
(b) sign an Encroachment Agreement in respect of the deck and the carport, and
(b) execute before a lawyer or notary public a Section 219 Covenant to be registered in the Land Title Office, in respect of the deck and the carport,

both documents substantially in accordance with Municipality's current standard forms for such documents, as shown in attachment 4 to this report,

(3) Direct staff alternately.

Preferred Option: Option 2 – While staff have some definite reservations about proceeding in this manner due to the potential for some residents to attempt to use it as a precedent for their own circumstances, it is nevertheless a final resolution of an ongoing liability concern which will address those concerns until such time as the current owner either sells the property or is deceased.

Financial Considerations: The legal costs to execute and register the Section 219 Covenant fall to the owner in accordance with Fees Bylaw No. 497, 2016, as amended.

Legal Considerations: The existing state of affairs represents an unacceptable legal liability risk to the Village of Lions Bay as a whole. The recommendation will address both the short and long term encroachment issues associated with both the deck and the carport.

Follow Up Action: Per Council direction.

Communication Plan: Staff will contact Mrs. Moloughney to advise of Council's decision and will publish the minutes on Municipal website in due course.

Hi Jane. Thank you for your note. While you did copy the Building Inspector he may not be working today or checking his emails. I have forwarded your request to our Chief Administration Officer and reception to ensure the item is recognized and placed in the line to be acted upon.

Regards,

Ron McLaughlin
Mayor

The Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

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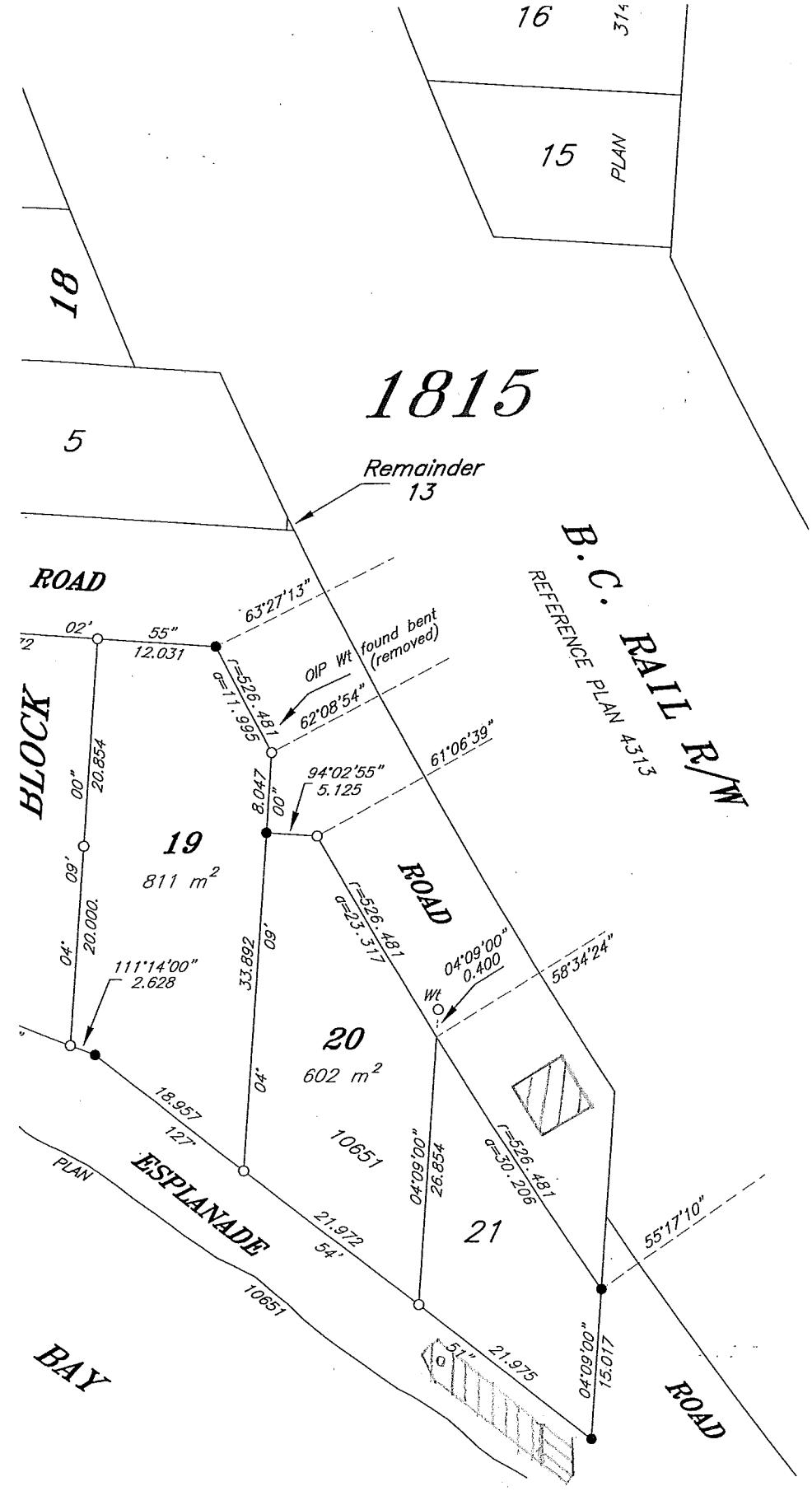
From: [redacted]
Sent: Monday, April 29, 2019 10:06 AM
To: Council @ Lions Bay; Municipal
Cc: Dave Butler
Subject: 1 Brunswick Road

To Mayor and Council:

We began reconstructing our deck which is within the old footprint .However, because it's on village esplanade, we are seeking an encroachment agreement with the Village.
I can be reached at [redacted].

Thankyou ,

Jane Moloughney


16
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ROAD
B.C. RAIL R/W
REFERENCE PLAN 4313
63°27'13"
02'
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12.031
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8.047
00"
BLOCK
00"
20.854
09'
20.000
04'
111°14'00"
2.628
19
811 m²
33.892
09'
ROAD
r=526.481
d=23.317
04°09'00"
0.400
Wt
58°34'24"
20
602 m²
04'
18.957
127
10651
04°09'00"
26.854
r=526.481
d=30.206
55°17'10"
ESPLANADE
PLAN
21.972
54'
21
10651
BAY
51"
21.975
04°09'00"
15.017
ROAD

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**POLICY**	**Policy No**	**POL-047**
Title	**Lions Bay Encroachment Policy 2004**	**Replaces:**	**-**
Date	**May 17, 2004**	**Version**	**1**

The following Encroachment Policy was approved by Council on May 17, 2004 and applies to all properties in Lions Bay.

RATIONALE:

The policy was enacted to address the following Village concerns:

Liability – As the Village has a right of possession over municipal lands, there is a concern that accidents could lead to claims against the Village.

Private Use of Public Lands – Municipal lands are important public amenities in the Village and Council wishes to protect the public's right to use and enjoy them.

The policy also addresses the following issues:

- creates a long term solution,
- creates certainty for residents, and
- does not put property owners or the Village to significant expense.

DEFINITIONS:

Encroachments for the purpose of this policy includes:

Encroachments of Buildings – a structure wholly or partly enclosed by a roof and supported by walls, columns, or posts. Buildings include, but are not limited to residences, sheds, carports and boathouses.

Encroachments of Accessory Structures – Anything constructed or erected, excluding a building, the use of which requires its permanent or semi-permanent location on or under the ground, or its attachment to something having a permanent or semi-permanent location on or under the ground. Accessory structures include, but are not limited to, retaining walls, decks, fences, boat launch pads, stairs, hot tubs and planters.

Encroachments will not include soft landscaping.

Municipal land for the purpose of this policy includes: roads and municipal rights of way that are owned, legally occupied or under the jurisdiction of the Municipality, and includes all highways, boulevards and esplanades.

PROCESS:

All property owners of Lions Bay are requested to arrange with the Village to have all encroachments registered against title with a covenant by September 30, 2004.

All encroachments that are registered by September 30, 2004 will be grandfathered. The encroachment agreement will provide that residents will be allowed to maintain existing encroachments on the following terms:

- a covenant will be granted to the Village accepting all risk and liability
- an agreement to remove all encroachments of buildings within 1 year after a sale of lands or upon application, or as a condition for a building permit
- an agreement to not re-build, extend or replace buildings or accessory structures, or further encroach, onto municipal property.
- An agreement not to rebuild, extend or replace buildings or accessory structures, or further encroach onto municipal property

Encroachments will be allowed until such time as the Village required the lands at which time the Village will give reasonable notice (6 months) except in the case of an emergency.

Any encroachments that are not registered by September 30, 2004 for any reason, and that come to light in the future will:

- in the case of a building – be removed immediately,
- in the case of accessory structures – be considered on an individual basis. If the Village, at its sole discretion, allows the encroachment to stay, a covenant will be registered with the property owner paying all costs plus a $100 administrative fee to the Village.

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Appendix A – Guidelines for the Approval of Encroachments

The following guidelines for approving applications for encroachments were approved by Council at their Regular Meeting on June 7, 2004.

Encroachment on municipal lands are not allowed, however under exceptional circumstances, Council may consider permitting an encroachment of an accessory structure if it meets one or more of the following criteria; and if the same outcome cannot be achieved effectively by locating the accessory structure on private property or through other means:

- Enhances public safety,
- Retains natural grade from falling onto municipal property,
- Stabilizes a bank at natural grade or municipal infrastructure.

Any encroachment on municipal land shall not interfere with municipal services, reduce public safety or restrict public access. All encroachments must meet municipal standards.

There will be no encroachments, including landscaping, permitted on esplanades, boulevards, unopened road ends, or accesses at the waterfront.

Exemptions:

No encroachment permit is required for the placement of the following types of encroachments on the boulevard:

1. In any location:
   a) access sidewalk a maximum of 2 metres in width,
   b) access driveway a maximum of 6 metres in width,
   c) lawns, flowers, ground covers and shrubs under 0.6 metres in mature height, provided they are not placed in areas created and required by the Village for public on-street parking,

2. Located a minimum of 2 metres from the paved or travelled roadway:
   a) access steps which are part of an access sidewalk,
   b) heating coils in driveways,
   c) rocks or similar obstructions where under 0.6 metres in height,
   d) low-level pedestrian scale lighting fixtures of less than 3 metres in height and located at a property entrance.

HIGHWAY ENCROACHMENT AGREEMENT
(LICENSE TO OCCUPY)

THIS AGREEMENT dated for reference the ___ day of _____, 201_.

BETWEEN:

_____, of _____ Road, PO Box ___, Lions Bay, BC, V0N 2E0

(hereinafter called the "**Licensee**")

AND:

THE VILLAGE OF LIONS BAY, a municipal corporation, having offices at 400 Centre Road, Lions Bay BC, V0N 2E0

(hereinafter called the "**Municipality**")

GIVEN THAT:

A. The Municipality holds ownership and possession of highways lying and being in the Village of Lions Bay in the Province of British Columbia as per s. 35(1) of the *Community Charter*. The portion of highway known as _____ Road and subject to this agreement is identified and shown on the sketch plan in Schedule "A";
(the "**Road**").

B. The portion of highway known as "Esplanade" and subject to this agreement is identified and shown on the sketch plan in Schedule "A";
(the "**Esplanade**").

C. The Licensee is the fee simple owner of those lands located at _____ Road, Lions Bay, BC, more particularly known and described as:

PID: _____
Lot __, Block __, District Lot ____, Plan _____
(the "**Licensee's Property**").

D. The Licensee wishes to encroach upon portions of the Road and the Esplanade as outlined on Schedule "A" to this agreement, described therein as [Carport] and [Deck], respectively (the "**Licence Area**").

E. The Municipality has agreed that the Licensee may occupy the Licence Area for the purposes and on the terms and conditions herein set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants contained herein and sum of $1.00 now paid by the Licensee to the Municipality and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Grant of License** – The Municipality, on the terms and conditions set forth herein, grants the following rights and licenses to the Licensee:

    (a) the exclusive right and license to access, use and occupy the carport structure identified in Schedule "A", a photograph of which is attached in Schedule "B" (the "**Carport**") for only the Licensee and its permitted assigns and their servants, agents and invitees and for the Municipality and its successors and assigns and their servants, agents and invitees;

    (b) the non-exclusive right and license to access and use the wooden stairway to the beach identified in Schedule "A", a photograph of which is attached in Schedule "B" (the "**Deck**") for:

        the Licensee and its permitted assigns and their servants, agents and invitees and their permitted assigns and their servants, agents and invitees; and

        (i) the Municipality and its successors and assigns and their servants, agents and invitees;

2. **Term and Renewal** – This License shall commence on the **___day of _____, 201_** (the "**Commencement Date**"), and shall terminate upon the occurrence of any of the circumstances detailed in section 3, unless otherwise agreed in writing by the Municipality.

3. **Termination**

    (a) This License does not create any interest in property and is exclusively for the benefit of the Licensee and the Municipality. The License will automatically terminate upon any of the following occurrences:

        (i) the Licensee disposing of the Licensee's Property by sale, or agreement for sale or lease greater than three years;

(ii) the Licensee demolishing or substantially altering the principal dwelling on the Licensee's Property, with "substantially altering" being defined as where the value of the alteration as specified in the applicable building permit is more than 75% of the replacement value of the building, as determined by multiplying the gross floor area of the building by $300;

(iii) the Carport and the Deck, or either of them, being torn down, removed, or unused for a period in excess of one year;

(iv) at any time upon the Licensee providing written notice to the Municipality of intention to terminate;

(v) at any time upon the Municipality providing at least 6 months written notice of termination to the Licensee;

(vi) where the Council of the Municipality considers that, in its sole discretion, the interest of the public in the License Area makes it necessary or advisable, or in the case of an emergency, the Council may shorten the time limits in this section; or

(vii) upon the Licensee becoming deceased;

in which case the obligations specified in section 9 of this Agreement shall commence.

(b) The License may be cancelled or terminated despite any rule of law or equity to the contrary in accordance with any of the following provisions:

(i) if the Licensee defaults in the observance or performance of any of the terms and conditions contained in this License and the Licensee fails to cure such default(s) within 30 days after written notice from the Municipality then the Municipality will be entitled to terminate the License without limiting the Municipality's other remedies at law or at equity; and

(ii) if the default under subsection (i) reasonably requires more time to rectify or cure than 30 days, the Licensee will be deemed to have complied with the rectification or curing of it if the Licensee commences rectifying or curing the default within 30 days after notice from the Municipality and diligently completes same as soon thereafter as is reasonably practical.

(c) All of the Licensee's obligations under this License that are outstanding on the date that this License is terminated will survive the termination of this Agreement. For certainty, the Licensee's obligations to release and indemnify the Municipality shall survive the termination of this Agreement, but only in respect of events occurring before termination of this Agreement.

4. **License Fee** - The Licensee shall pay to the Municipality in advance an annual license fee (the "**License Fee**") as follows:

One Dollar ($1.00).

5. **Powers** – For the purposes of the License herein, the Licensee and its servants, agents and invitees shall have the right to:

(a) use the License Area;

(b) have unobstructed access to and from the License Area at any and all times;

(c) clear the License Area and keep it clear of anything which might in the opinion of the Municipality, acting reasonably, constitute an obstruction to the safe use and enjoyment of the License Area by the Licensee and its servants, agents and invitees; and

(d) do all other things on the License Area as may be reasonably necessary, desirable and incidental to the safe use of the License Area.

6. **Municipality May Access and May Undertake Work** – The Municipality shall have free access to all parts of the License Area. The Municipality is not required to give any notice to repair or dig up the Road or the Licence Area for any purpose, particularly where such work is considered urgent, but will use reasonable efforts to inform the Licensee as soon as practicable.

7. **Maintenance and Improvements** – The Licensee shall have the sole responsibility for, and cost of, maintaining, repairing or replacing the Carport and the Deck, or either of them, in a safe condition and will comply with any orders made by the Municipality's Building Inspector. The Licensee will provide notice to the Municipality of any work intended to maintain, repair or replace the Carport and the Deck, or either of them.

The Licensee will not, without the prior written consent of the Municipality, replace the Carport and the Deck, or either of them, nor construct, install, affix, place or store or permit the construction, installation, affixing, placing or storage of any other buildings,

structures, works, improvements, fencing, material or chattels or anything of any nature or kind other than those identified in Schedule "A" and Schedule "B" on any part of the License Area.

8. **Use** – The Municipality will at all times have a priority right to use and occupy any portion or all of the License Area, without notice, in order to access other portions of the Road, or the Licensee's Property, or to carry out any public service or responsibility that requires use of or access to the Licence Area.

   The Licensee acknowledges and agrees that, by granting this Agreement, the Municipality is not accepting any responsibility for the Licensee's use of the License Area. The Municipality shall use best efforts to cause a minimum of obstruction and inconvenience in the Licence Area.

9. **Removal of Encroachments and License Area Clean-up** – Upon termination of this License, the Licensee will remove the licensed encroachments set out in this Agreement and leave the License Area in a tidy condition within 60 days after termination of this Agreement. Any structures or personal property not removed by the Licensee shall become the absolute property of the Municipality free of all encumbrances, without payment of any compensation to the Licensee or the Licensee's estate, or may, at the Municipality's option, be removed and the expense thereof shall constitute a debt due and owing to the Municipality by the Licensee or the Licensee's estate.

10. **No Waste or Nuisance** – The Licensee will not commit or allow any willful or voluntary waste or destruction of the License Area, or do anything that may become a nuisance or annoyance to other occupiers of the Road or adjoining lands. The Licensee will not stockpile or burn any materials on the License Area.

11. **Compliance with Laws** – The Licensee will at all times during the currency of this License use the License Area in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or local government laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.

12. **Assignment** – Except as expressly set out herein, the rights granted to the Licensee under this Agreement may not be sublicensed, assigned, or otherwise transferred.

13. **Risk** – The Licensee accepts the License Area on an as-is basis and agrees that it will use the License Area at its own risk, and that the Municipality will not be liable in respect of

any loss of life, personal injury, damage to property or loss of property suffered by the Licensee, its servants, agents, or invitees arising out of this Agreement or its or their use and occupation of the License Area.

14. **Indemnity** – The Licensee hereby indemnifies and saves harmless the Municipality, its officers, directors, elected officials, employees and agents from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Municipality, its officers, directors, elected officials, employees, agents and invitees arising, directly or indirectly, out of:

    (a) the uses of the Licensee, its servants, agents, or invitees, under this License;

    (b) a breach by the Licensee, its servants, agents, or invitees, of any of the covenants contained in this License;

    (c) any wrongful act or neglect of the Licensee, its servants, agents, or invitees, on or about the License Area;

    (d) any damage to property related to the use and occupancy of the License Area by the Licensee, its servants, agents, or invitees;

    (e) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the use and occupancy of the License Area by the Licensee, its servants, agents, or invitees.

    This section does not apply to liabilities, damages, costs, claims, suits or actions arising out of the gross negligence or willful misconduct of the Municipality, its agents, servants, employees or contractors.

15. **Insurance** – The Licensee shall obtain and keep in force throughout the existence of the License insurance naming the Municipality as an additional insured and protecting the Municipality and the Licensee (without any rights of cross-claim or subrogation against the Municipality) against claims by any person, including any member of the public using the License Area, for personal injury, death, property loss or damage, and third party liability or public liability claims arising from any accident or occurrence in or on the License Area, or other loss relating to the Licensee's use of the License Area to an amount

of not less than Two Million ($2,000,000.00) Dollars per occurrence (the "**Insurance Policy**").

(a) The Insurance Policy shall provide that it is not terminable or alterable without the giving of 30 days' written notice to the Municipality.

(b) At the time of execution of this Licence, the Licensee shall deliver to the Municipality a copy of the Insurance Policy or an insurance binder or note evidencing that the Licensee has obtained the Insurance Policy on the terms set out herein.

(c) At any time during the Term of this License the Municipality may require the Licensee to provide evidence to it that the Insurance Policy is valid and in full effect.

16. **Breach** – In the event that the Licensee breaches any term, condition, or provision of this Agreement, the Licensee shall remedy the breach within 30 days of receipt of a notice from the Municipality and if the breach is not remedied within that time period, all rights accruing to the Licensee under this Agreement shall cease without further notice to the Licensee, unless the Municipality, in its sole discretion, decides otherwise.

17. **Municipality May Take Action** – If the Licensee fails to do any matter required of them under this Agreement, the Municipality is entitled to take all such actions on the Licensee's behalf and at the Licensee's cost as are reasonably necessary to rectify the Licensee's failure, but the Municipality is in no circumstance liable for not taking such action or its manner of doing so, provided that the Municipality acts reasonably. The Licensee shall pay to the Municipality the costs the Municipality incurs pursuant to this provision forthwith upon receipt of an invoice.

18. **General**

(a) This Agreement will enure to the benefit of and be binding upon the Licensee and its successors, administrators and approved assigns and upon the Municipality and its successors, administrators and assigns.

(b) Every reference to each party is deemed to include the heirs, executors, administrators, corporate successors, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.

(c) Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.

(d) The Schedule attached to this Agreement forms part of this Agreement.

(e) This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement, and this Agreement may not be modified except by subsequent agreement in writing between the parties.

(f) Time is of the essence of this Agreement.

(g) The section headings have been inserted for reference only and do not define, limit, alter or enlarge the meaning of any provision of this Agreement.

(h) The Licensee's use of the Licence Area will under all circumstances be viewed as a license only and will not create nor be deemed to create any property interest in favour of the Licensee in the License Area.

(i) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

(j) Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Municipality or the Council of the Municipality. Further, nothing contained or implied in this Agreement shall derogate from the obligation of the Licensee under any other agreement with the Municipality or, if the Municipality so elects, prejudice or affect the Municipality's rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the Municipality's discretion, and the rights, powers, duties and obligations of the Municipality under all public and private statutes, bylaws, orders and regulations, which may be, if the Municipality so elects, as fully and effectively exercised in relation to the License Area as if this Agreement had not been executed and delivered by the Licensee and the Municipality.

END OF PAGE

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

Village of Lions Bay)
by its authorized signatories:)
)
)
)
)
_____) c/s
Mayor)
)
)
)
)
_____)
Corporate Officer)

)
Signed by _____)
in the presence of:)
)
)
)
_____)
Witness Name)
)
)_____
_____)
Address)
)
)
)
_____)
)

SCHEDULE A

SKETCH PLAN OF LICENCE AREA

SCHEDULE B

PHOTOGRAPHS OF CARPORT AND Deck

LAND TITLE ACT
FORM C (Sections 233)
Province of British Columbia
GENERAL INSTRUMENT - PART I (This area for Land Title Office use) Page 1 of 10 pages

1. APPLICATION:
LIDSTONE & COMPANY,
Barristers and Solicitors
1300 – 128 Pender Street W.,
Vancouver, B.C., V6B 1R8
Tel. 604-899-2269 (File No. 10017-107)

Applicant's Solicitor

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

(PID)	(LEGAL DESCRIPTION)
xxx-xxx-xxx	**Lot __ Block __ District Lots ____ Plan _____**

3. NATURE OF INTEREST:

Description	Document Reference (Page and Paragraph)	Person Entitled to Interest
Section 219 Covenant		**Transferee**

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms ☐ D. F. No.
(b) Express Charge Terms ☑ Annexed as Part 2
(c) Release ☐ There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):

_____, residing at 1 Brunswick Beach Road, PO Box _____, Lions Bay BC, V0N 2E0

6. TRANSFEREE(S):

THE VILLAGE OF LIONS BAY, a municipal corporation, having offices at 400 Centre Road, PO Box 141, Lions Bay BC, V0N 2E0

7. ADDITIONAL OR MODIFIED TERMS: **None**

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the property of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any

Officer Signature(s)	Execution Date Y	M	D	Transferor's Signature(s)
_____	2018			
Commissioner for Taking Affidavits for British Columbia				_____
as to the signature of				Authorized Signatory

Officer Signature(s)	Y	M	D	Transferee's Signature(s) **VILLAGE OF LIONS BAY** by its authorized signatories
_____				
Commissioner for Taking Affidavits for British Columbia	2018			_____
as to the signature of				Authorized Signatory
				_____
				Authorized Signatory

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT

THIS AGREEMENT dated for reference the 1st day of September, 2017.

BETWEEN:

_____, residing at 1 Brunswick Beach Road, PO Box ___, Lions Bay BC, V0N 2E0

(hereinafter called the "**Owner**")

AND:

THE VILLAGE OF LIONS BAY, a municipal corporation, having offices at 400 Centre Road, PO Box 141, Lions Bay BC, V0N 2E0

(hereinafter called the "**Municipality**")

WHEREAS:

A. The Owner is the registered owner in fee simple of all and singular that certain parcel or tract of land and premises situate in the Municipality of Lions Bay, British Columbia, and more particularly known and described as:

Parcel Identifier: ___-___-___

Legal Description: Lot __ Block __ District Lot ____ Plan _____

(the "**Lands**");

B. The Owner wishes to maintain the form and function of the Lands in accordance with the Highway Encroachment Agreement (Licence to Occupy) between the Municipality and Owner dated for reference _____, 201_.

C. The Owner has voluntarily offered to charge the Lands in accordance with the terms, conditions and requirements set out in this Agreement;

D. The Municipality and the Owner have agreed to enter into this covenant to secure the Owner's commitments to the Municipality;

E. Section 219 of the Act (hereinafter defined) permits registration of a covenant in favour of a municipality in respect of the use of land or the use of buildings on or to be erected on

land and that land is or is not to be subdivided or built on except in accordance with the covenant.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the matters referred to in the foregoing recitals, the covenants and agreements herein contained, the payment of one ($1.00) dollar by the Municipality to the Owner and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the parties), the Owner covenants and agrees with the Municipality under Section 219 of the Act, it being the intention and agreement of the parties that the provisions of this agreement shall be a charge upon the Lands, as follows:

1.0 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In these Terms of Instrument and the Form C General Instrument Part 1 attached hereto;

(a) **"Act"** means the *Land Title Act*, RSBC 1996, c. 250 as amended or replaced;

(b) **"Agreement"** means the Form C General Instrument Part 1 attached hereto and these Terms of Instrument and including all recitals, schedules and instruments attached hereto;

(c) "**Claims**" has the meaning set forth in section 3.2;

(d) **"Lands"** has the meaning set forth in Recital A;

(e) "***Local Government Act***" means the *Local Government Act*, RSBC 2015, c. 1 as amended or re-enacted from time to time;

(f) **"Owner"** has the meaning set forth on page 3;

(g) **"Owner's Personnel"** means the employees, officers, agents, contractors, invitees and permitted assigns of the Owner;

(h) **"Public Works Manager"** means the person appointed as such by the Municipality to act in the place of the Public Works Manager;

(i) **"Municipality"** has the meaning set forth on page 3;

(j) **"Municipality Personnel"** means the elected officials, officers, employees, agents and contractors of the Municipality; and

(k) **"Works"** means the Carport and Deck encroaching upon Brunswick Beach Road and the Esplanade, respectively, as set out in Schedule A described in Article 1.8 of this Agreement.

1.2 Definitions in Bylaws applicable to this Agreement

Unless otherwise indicated in this Agreement, the words and phrases that are defined in the Bylaws shall have the same meaning in this Agreement.

1.3 Headings, common terms and references to Articles

The division of this Agreement into Articles and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement. The terms "this Agreement", "hereof", "hereunder" and similar expressions refer to this Agreement and not to any particular Article or other portion hereof and include any agreement or instrument supplemental or ancillary hereto. Unless something in the subject matter or context is inconsistent therewith, references herein to Articles are to Articles of this Agreement.

1.4 Import of words

Words importing the singular number only will include the plural and vice versa, words importing the masculine gender will include the feminine and neuter genders and vice versa and words importing persons will include individuals, partnerships, associations, trusts, unincorporated organizations and corporations, and vice versa.

1.5 Governing Law

This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.

1.6 Interpretation of “Including”

The word "including", when following any general statement, term or matter, will not be construed to limit such general statement, term or matter to the specific items or matters set forth immediately following such word or to similar items or matters, but will be construed to refer to all other items or matters that could reasonably fall within the scope of such general statement, term or matter, whether or not non-limiting language (such as "without limitation", "but not limited to" or words of similar import) is used with reference thereto.

1.7 Approval to be in Writing

Any Municipal approval or consent to be given pursuant to or in connection with this Agreement is not effective or valid unless provided by the Municipality in writing. Any approval or consent to be granted by the Municipality in this Agreement may, unless stated expressly otherwise, be granted or withheld in the absolute discretion of the Municipality.

1.8 Schedules

The following Schedules are attached and shall form part of this Agreement:

Schedule A - Survey of 1 Brunswick Beach Road Carport and Deck

2.0 RESTRICTIONS ON THE USE OF THE LANDS

2.1 General Covenants

The Owner covenants and agrees with the Municipality that:

(a) the Works have been constructed and maintained in accordance with generally accepted construction practices;

(b) the Owner and the Owner's Personnel shall not, without the prior written consent of the Municipality, do anything which might damage, disturb, prejudice or adversely affect any other improvement situated on the Municipality's property or which will interfere with or interrupt any utilities or similar services supplied to the Municipality's property;

(b) the Works are the sole responsibility of the Owner and its servants, agents and licensees and any inaccuracy, mistake or incorrectness with respect to the Works shall be wholly the responsibility of the Owner and the Owner's Personnel;

(e) the Works have been carried out in accordance with all permits issued by the Municipality and any and all applicable bylaws of the Municipality and any and all applicable building codes, laws, directions, rules and regulations of the Municipality and every governmental authority having jurisdiction;

(f) the Works have been carried out expeditiously with reasonable diligence and in a good workmanlike manner by competent tradesmen, skilled in this particular work and at all times having consideration for the interests of the Municipality, and will at all times ensure the Municipality has free and unobstructed use and access to the Municipality's property;

(g) the Owner will take all proper precautions to secure and protect the Municipality's property from structural or superficial damage and injury arising out of or in any way connected with the Works and the construction of the Works;

(i) the Owner shall maintain the Municipality's property free and clear of claims of lien in connection with the Works or any other work required to be performed by the Owner in connection with the Works. In the event of the filing of a lien, the Owner will promptly, at their own expense, cause the same to be removed but, in the name of the City, may cause the lien to be removed by paying monies into Court pursuant to the *Builders Lien Act* (British Columbia);

(j) in exercising its rights hereunder, the Owner and its servants, agents and licensees shall at all times follow and obey all environmental laws with respect to all aspects of this Agreement including the erection, installation, use, operation, maintenance or removal of the Works and shall at all times keep the Municipality's property free

of all hazardous or contaminated materials or substances and not cause or permit any of the Owner's Personnel to permit the Municipality's property or any part thereof to be used for the storage, treatment, generation, transportation, processing, handling, release, production or disposal of any hazardous or contaminated materials or substances;

(l) the Owner shall cause to be observed and complied with all applicable laws and shall obtain all necessary approvals from all governmental authorities, public utilities and agencies in respect of the exercise of its rights under this Agreement, related to the installation, maintenance, repair or replacement of the Works; and

(m) the Municipality may access the Lands in order to exercise any of the Municipality's rights under this Agreement.

3.0 REPRESENTATIONS, INDEMNITY AND RELEASE

3.1 No Representation

The Owner, on behalf of the Owner and the Owner's Personnel, acknowledges that the Municipality does not represent to the Owner, nor to any other person, that complying with the terms of this Agreement will ensure any building, improvement, chattel or other structure, including the contents of any of them, built, constructed or placed on the Lands will not be damaged or affected by contamination of the Lands.

3.2 Indemnity

The Owner, on behalf of the Owner and the Owner's Personnel, in consideration of the approvals given by the Municipality, hereby agrees to release, indemnify and to save harmless the Municipality Personnel from all losses, damages, costs (including legal costs), expenses, actions, causes of action, suits, debts, accounts, claims and demands, including any and all claims of third parties, (collectively, the "**Claims**") which the Municipality may suffer or incur or be put to or arising out of or in connection with any breach of any covenant or agreement on the part of the Owner or the Owner's Personnel contained in this Agreement or arising out of or in connection with any personal injury, death, or loss or damage to the Lands, or to any building, improvement, chattel or other structure, including the contents of any of them, built, constructed or placed on the Lands, caused by any matter contemplated by this Agreement or some such similar cause. The indemnity set out above shall be an integral part of the Section 219 Covenant granted hereby. The indemnification provisions contained in this section shall survive the discharge or termination of this Agreement.

4.0 GENERAL

4.1 Discharge of Covenant

The Owner may request a discharge of this Agreement upon removal of the Works from the Lands, and the land adjacent to the Lands, upon which the Works have been

constructed, subject to final satisfaction of the terms, conditions and requirements set out in this agreement as certified by the Public Works Manager, and subject to survival of the indemnification provisions and other remedies as described herein.

4.2 No Fettering of Discretion

Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Municipality or the Council of the Municipality. Further, nothing contained or implied in this Agreement shall derogate from the obligation of the Owner under any other agreement with the Municipality or, if the Municipality so elects, prejudice or affect the Municipality's rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the Municipality's discretion, and the rights, powers, duties and obligations of the Municipality under all public and private statutes, by-laws, orders and regulations, which may be, if the Municipality so elects, as fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Owner and the Municipality.

4.3 Other Remedies available to Municipality

The Owner covenants and agrees that in addition to any remedies which are available under this Agreement or at law, the Municipality shall be entitled to all equitable remedies, including specific performance, injunction and declaratory relief, or any combination thereof, to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

4.4 Agreement Binding on Parties

The covenants contained in this Agreement shall enure to the benefit of and be binding upon each of the parties hereto and each of their successors and assigns. The covenants contained in this Agreement shall run with the land and shall enure to the benefit of and be binding upon the Owner's successors in title and their respective successors and assigns.

4.5 Owner responsible while maintaining interest

Neither the Owner named in this Agreement nor any future owner is liable for a breach of this Agreement which occurs after the Owner named herein or any future owner, as the case may be, ceases to have any interest in the Lands.

4.6 Invalidity of section, subsections, etc.

If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend this Agreement so as to reflect its original spirit and intent.

4.7 Amendments to be in writing

This Agreement may only be amended in writing by agreement of all parties hereto and any such amendment shall, upon execution, be deposited in the Land Title Office for registration as an amendment to this Agreement.

4.8 Time of the Essence

Time is of the essence of this Agreement.

4.9 Agreement in Counterparts

This Agreement may be executed in counterpart and compiled for registration as a single document.

4.10 Joint and Several

If a party consists of more than one person, firm, or corporation, that party's obligations under this Agreement shall be joint and several.

IN WITNESS OF THIS AGREEMENT the parties have executed this Agreement by signing the "Form C - General Instrument - Part 1" or "Form D - Executions Continued" attached hereto.

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SCHEDULE A -
BC LAND SURVEYORS LOCATION CERTIFICATE FILE NO. _____

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Information Report**		
Title	**2019 Parking Plan**		
Author	**Peter DeJong**	**Reviewed By:**	**Staff**
Date	**May 1, 2019**	**Version**	**1**
Issued for	**May 14, 2019 Council Meeting**		

Recommendation:

THAT the Information Report, "2019 Parking Plan" be received.

Attachments:

(1) Updated Website Copy;
(2) Copy of New 2019-2022 Resident Parking Permit.

Key Information:

At the March 19, 2019 Council meeting, staff brought forward options for resident parking permits. Council provided direction to staff that the preference was for transferable parking permits that would be affixed on the inside left of the front windshield of a vehicle and that such permits be non-expiring, if that was feasible.

Since then, staff have conducted research to find a product that could be easily attached and removed from the inside of a front windshield and that would be easy to see but would not bleed onto the windshield, two issues that arose from previous versions of such parking permit products. The attachment #2 depicts what this will look like, but staff felt it best to put a three year expiry date on the stickers to monitor the implementation of a multi-year permit. The intent will be to send out replacement permits with the Utility Notices in February 2022 for a length of time to be determined then, after analysis of the three year permit period. For the summer of 2019, the new permits will go out with the tax notices at the end of May and the existing, rear window mounted parking stickers will remain valid until July 31, 2019.

Metered parking returns to the newly improved Lions Bay Beach Park Lot, the Kelvin Grove Beach Park Lot, and the newly improved Sunset Trailhead Lot. As noted in the Fees Bylaw amendments found elsewhere on this agenda, meter rates are rising slightly per the following:

- Sunset Trailhead Lot: $2/hour – maximum $16/day (up to 3 days available) [Residents free]
- Kelvin Grove Beach Park Lot: $3/hour – maximum $24/day (park and lot closed 10 pm-8 am) [Residents free and 5 stalls reserved for residents at entry to lot]
- Lions Bay Beach Park Lot: $4/hour – maximum $32/day (park closed 10 pm-8 am) [Residents must pay to use this lot or park for free on Lions Bay Avenue with permit]

Precise Parklink will be installing the upgraded DG7 meters in time for the May long weekend and will be removing them in mid-September. The Municipality's Bylaw Enforcement Officers will be attending a training session at Precise Parklink prior to commencing their four months of service on the May long weekend. Lions Bay is fortunate to have Mike and Sarb returning to the Village as BEOs this summer.

In addition to completing the improvements to the Sunset Trailhead Lot and the Lions Bay Beach Park Lot, Public Works will be installing the last few parking related street signs (eg: Permit Required, Permit Required May-Sep, No Parking, No Parking This Side, etc.) and tweaking signage in a few problem areas. Public Works staff are also receiving some training in respect of ticketing and will be carrying ticket books in their vehicles to assist with enforcement as needed, particularly Mondays to Thursdays, in accordance with Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019, found elsewhere on this Council meeting agenda.

Follow Up Action: Staff will be following up on each of the foregoing initiatives leading up to the May long weekend and beyond.

Communication Plan: The Municipal website has been updated with the new parking information and notices will be going in the Village Update in the weeks leading up to the May long weekend. The meters will also have accompanying signage.

Parking

Visitor Parking

At 2.85 square kilometers of land, the small, picturesque seaside Village of Lions Bay on the eastern shore of Howe Sound is one of the smallest municipalities in BC. With narrow residential streets and such a small land mass, parking is always at a premium, particularly in the summer months.

Visitors are encouraged to use public transportation to visit Lions Bay's parks. All three beach parks are a short walk away from bus stops on the 262 Translink/Bluebus route.

If you do need to park in Lions Bay, pay close attention to parking signage. Most streets below the highway are restricted to residents with parking permits. Metered pay parking is available for visitors from mid-May to mid-September at:

- Kelvin Grove Beach Park Lot – Park and lot closed from 10 pm to 8 am.
- Lions Bay Beach Park Lot – Park closed from 10 pm to 8 am.
  **If these lots are full, or if you will be on the water for more than the day, drop off your group and find a spot on an unrestricted street above the highway and walk back down. No boat or camper trailers or RVs permitted. No multiday parking available.*
- Sunset Trailhead Lot - Multiday parking available for mountain hikers up to 72 hours.
  **Free overflow parking is at the Lions Bay Elementary School Parking Lot on weekends and in summer when the school is not in session*.

Payment for metered parking may be made by coins, credit card, or the new Flowbird App (formerly Whoosh!).
**Download the Flowbird App before you come to Lions Bay to avoid any onsite downloading issues in Lions Bay where cellular service can be challenging.*

If you are visiting Brunswick Beach, you need to park above the highway where the Ministry of Transportation and Infrastructure has designated free parking at the northbound Brunswick interchange.
**Do not park on the on/off ramps or on the highway shoulder as you will be ticketed and towed*.
**All of Brunswick Beach below the railway tracks is Permit Parking Only. If you park there without a permit, you'll be ticketed and towed.*

Resident Parking Permits

Resident Parking Permits are required for 'Permit Parking Only' areas of which there are several throughout the Village, especially:

- Lower Kelvin Grove (Tidewater Way, Sweetwater Place, Periwinkle Place)
- Brunswick Beach (all of Brunswick Beach Road)
- Lower Lions Bay (full length of Lions Bay Avenue, Cloudview Place, Seaview Place, Southview Place)
- Trailheads (Sunset Drive South, Mountain Drive below Sunset Dr.)

Two complimentary Resident Parking Permits are included with the 2019 property tax notices and expire March 31, 2022. If the Permit is lost or if an owner has additional vehicles requiring a Resident Parking Permit, there is a $40 charge for each Permit.

Residents with valid, properly displayed Resident Parking Permits are encouraged to use the available, restricted street parking areas to ensure the metered parking areas are available for visitors to Lions Bay.

Residents with valid, properly displayed Resident Parking Permits may also park for free in the metered Kelvin Grove Beach Park Lot and the Sunset Trailhead Lot, but must pay for parking in the metered Lions Bay Beach Park Lot from mid-May to mid-September.

Daily Guest Parking Permits

Residents also receive a limited number of Daily Guest Parking Permits which must be filled out to be valid for parking in Permit Parking Only areas. Residents may contact the Village Office for additional Daily Guest Parking Permits as needed.

**Note, Daily Guest Parking Permits are not valid in any of the metered parking lots.*

Construction Parking Permits

Homeowners or Construction Managers may obtain Construction Parking Permits from the Village Office for contractors working on construction projects. The cost for these Permits is $40 for 3 months and allows parking in Permit Parking Only areas *adjacent to the project*, if applicable.

Parking Tickets

- PAY a parking ticket **online** **(**To pay online you will need your ticket and license plate #)
- DISPUTE a parking ticket

View POL-1602: Towing Policy (approved by Council June 7, 2016)

SPECIFICATIONS

SUBSTRATE
glass

MEDIA
clear cling/220

LAMINATION
Lam

PRINTER
Mimaki

CNC REQUIREMENTS

PRODUCTION DETAILS

	DONE
Printed	☐
Lamed	☐
Cut	☐
Route	☐
Installed	☐
	☐
	☐
	☐
	☐
	☐

DUE DATE

INTALL DATE

2000@ Clear Cling white 220 back
2.25" x 3.75"

CLIENT
The Village of Lions Bay

PROJECT
Parking Decals - Cling

JOB NUMBER
78669

DATE
May 1, 2019

ACCOUNT MANAGER
Suzie

DESIGNER
Sabrina

DESIGN#
Proof #1

REVISION DATE

CENTURY SIGN LOCATION
Squamish

DESIGN TIME TO DATE
.25 hrs

STAFF USE ONLY

☐ APPROVED
☐ APPROVED WITH CHANGES
☐ CHANGES REQUIRED
(PLEASE MARK CLEARLY ON PROOF AREAS NEEDING CHANGES)

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Information Report**		
Title	**Core Service Level Review – Public Works Workplan**		
Author	**Naizam Jaffer**	**Reviewed By:**	**Peter DeJong**
Date	**May 1, 2019**	**Version**	
Issued for	**May 14, 2019 Regular Meeting of Council**		

Recommendation:

(1) THAT the Information Report, "Core Service Level Review – Public Works Workplan" be received.

Attachments:

(1) Core Service Levels Power Point Presentation;

(2) Core Service Level Review.

Key Information:

A common trend seen in many municipalities today is the rise of citizen expectations surrounding the quality of public works. Higher taxes often lead to greater demands for improved services without a clear understanding of the complete scope of Public Works services. The essential goal of Public Works is to effect comprehensive preventative maintenance on a municipality's infrastructure assets.

A comprehensive preventative maintenance plan will prolong infrastructure's useful life, ensure operating efficiency, prevent premature failure, and avoid interruption of service to residents. Unfortunately, much of this work is 'hidden' from the public eye and this leads to a misunderstanding of the effectiveness of Public Works employees.

The Core Service Level Review (CSLR) was prepared to assist and improve Council's and the community's understanding of the activities conducted by the Public Works Department. The vast majority of the tasks Public Works carries out include services that are mandated through provincial or federal legislation, essential services that are crucial to the operation of the Village, and best management practice (BMP) services which are technically derived through industry standards and practices designed to maintain the expected useful life of infrastructure.

When you look closely at the CSLR, there is very little in the way of discretionary tasks that can be carved away to redirect to other areas. The most significant of these is boulevard maintenance at various locations throughout the Municipality. In most municipalities, this activity is typically the responsibility of the adjacent homeowner and governed by a boulevard maintenance bylaw. Residents not maintaining their boulevards would receive a demand letter with a time frame for them to comply with the bylaw. Moving to this model of boulevard maintenance would likely be seen as a reduction in service by the residents of the Village but ultimately, is a direction recommended by staff; a report on this topic will be prepared and come back to Council soon. Other "discretionary" tasks are:

- Parks Maintenance,
- Street Decorations,
- Street Litter Pickup,
- Community Event/ Volunteer Support,
- Kayak Rack Maintenance,
- Christmas Tree Disposal, and
- Doggie Bag Dispensers.

In 2018, through a Council approved budget increase, Public Works hired an additional fulltime employee to help combat the deficiencies contained within the CSLR. Under the constant and mounting pressure to perform more within existing resource allocations, many municipalities find no other recourse but to defer core services to the detriment of their infrastructure. Through natural progression, the deferment of core services leads to a reactionary maintenance regime with staff waiting for the next failure to occur. Councils must act with caution when tasking Public Works with additional responsibilities to ensure the core functions are not constrained.

Over the next few months, the following CSLR tasks will be conducted:

- Preparing the Lions Bay Beach Park for the traditional May long weekend opening (clearing logs, installing sand, general landscaping spruce up);
- Performing mandatory treatment plant maintenance activities such as UV sensor calibration, lamp replacement, and chlorine injector manifold cleaning;
- school field mowing, vegetation management activities, and routine boulevard maintenance;
- coordinating pavement repairs; and

- facilities roof gutter cleaning (Klatt, Office, Broughton Hall, Works Yard, Lions Bay Beach Park and Kelvin Grove Beach Park washrooms).

Non CSLR activities include

- Preparing the Sunset parking lot for paving and line painting;
- Installing a drainage system in the CN lot and then preparing it for fencing, paving and line painting;
- Installing walkway lighting on the upper pathway to Council Chambers, paving the pathway which includes removal of the underlying roots and raising the elevation of the path to accommodate wheelchair access to the doors, and installing a wheelchair accessible parking stall in the upper parking area; and
- Conducting additional water quality testing including Trihalomethane testing and raw water ultraviolet transmittance testing.

Follow Up Action: None at this time.

Communication: None at this time.

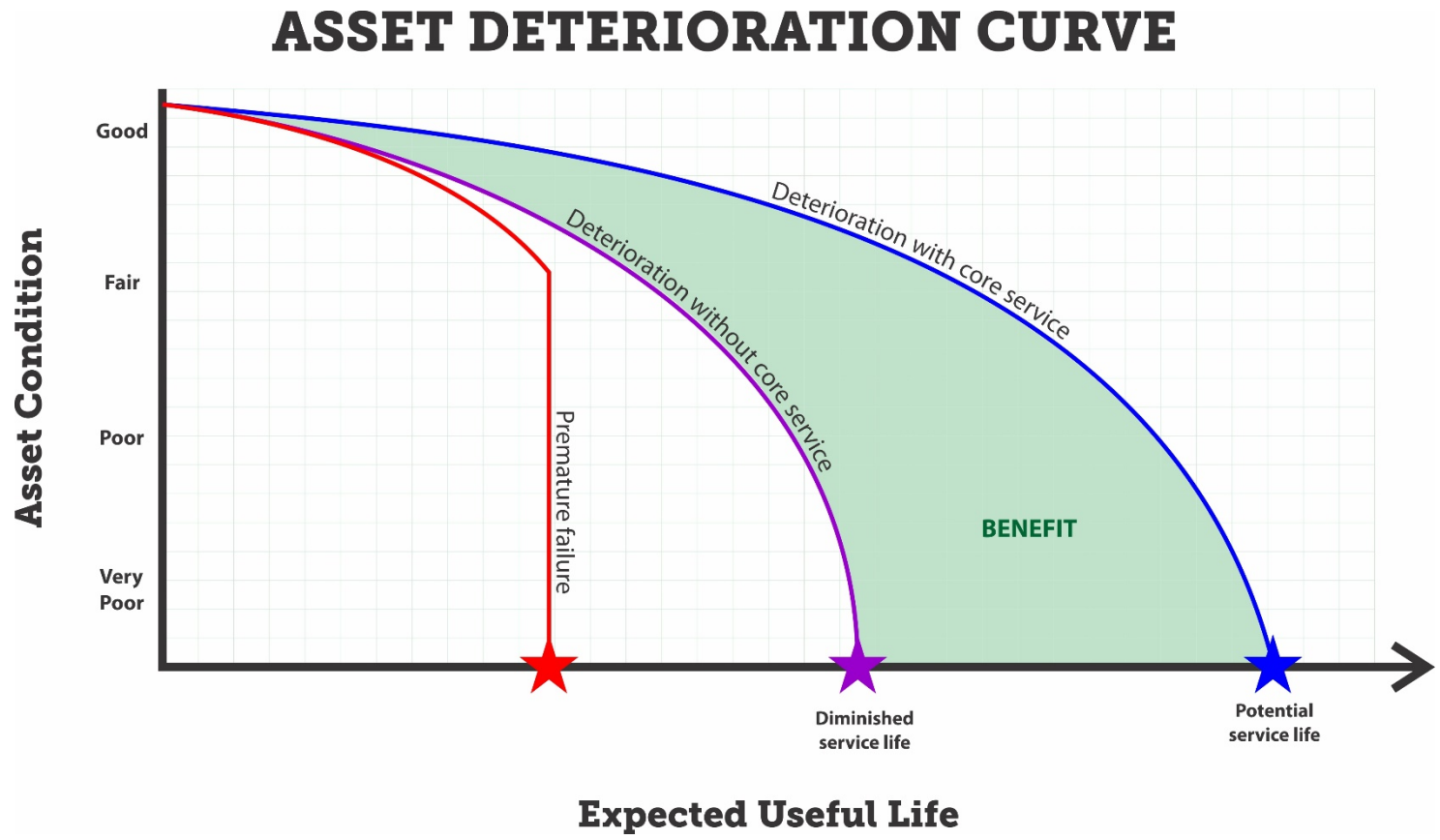
CORE SERVICE LEVELS

May 7, 2019 – Regular Council Meeting

CORE SERVICE LEVEL CLASSES

- **Mandatory** – services that are mandated through provincial or federal legislation.
- **Essential** – services that are crucial to the operation of the Village and, in some cases, the interruption of which would endanger life, health, or personal safety of the residents and staff.
- **Best Management Practice (BMP)** – services which are technically derived through industry standards and practices designed to maintain the expected useful life of an asset.

CORE SERVICE LEVELS PREVENT ASSET DETERIORATION

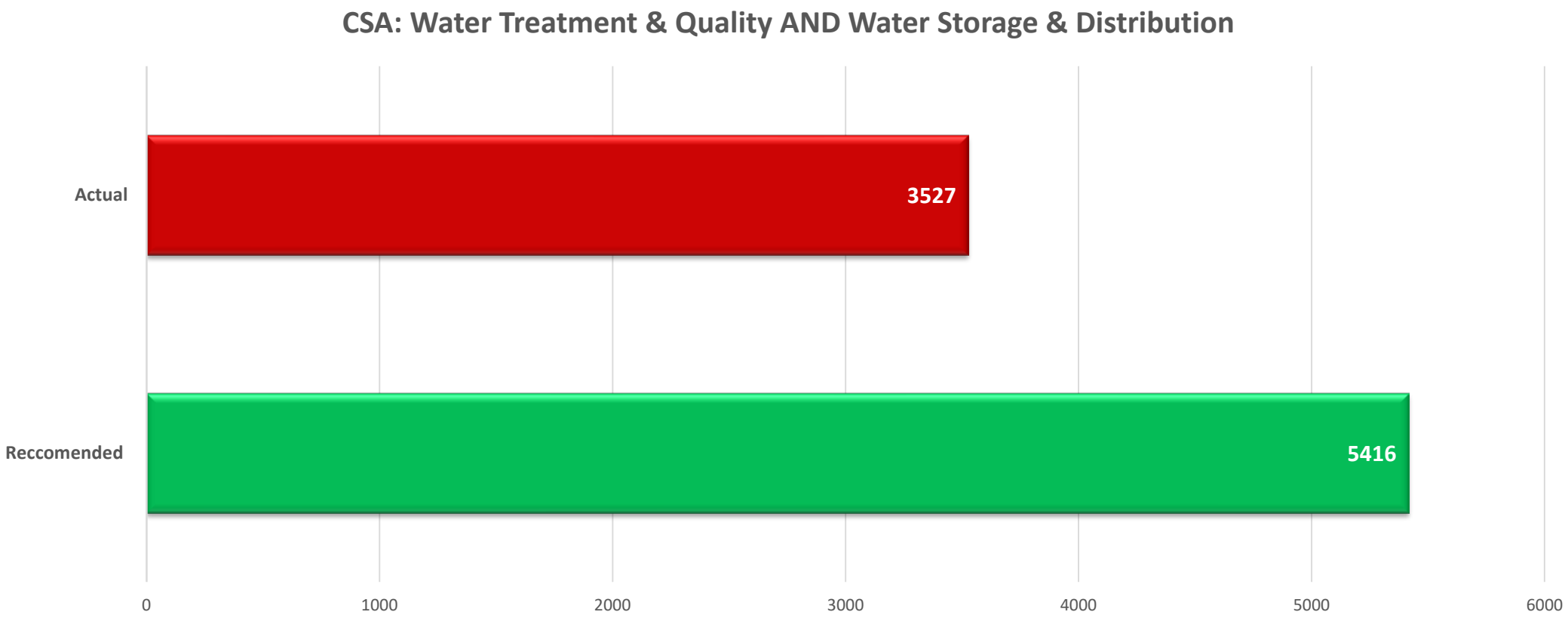


PLANNED VS REACTIVE MAINTENANCE

CORE SERVICE LEVEL AREAS

- Administration
- Roads & Bridges
- Traffic & Lighting
- Creeks & Drainage
- Water Treatment and Quality
- Water Storage and Distribution
- Wastewater Collection & Treatment
- Facilities Maintenance and Management
- Parks and Open Spaces
- Fleet & Equipment
- Waste Collection Services

RECOMMENDED MAINTENANCE VS ACTUAL



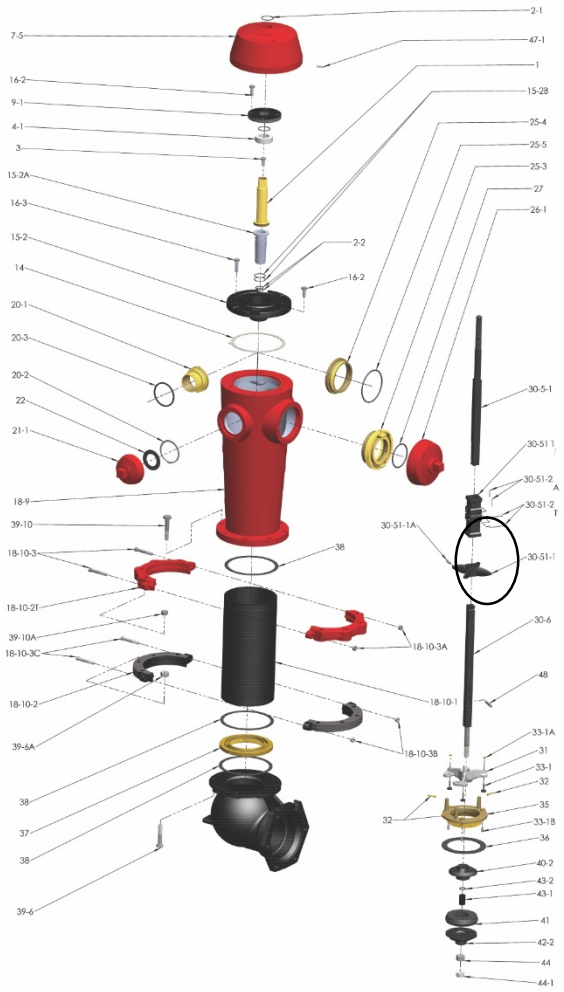
CORE SERVICE LEVELS NOT BEING MET...

In each Core Service Level area, there are common maintenance activities that are not being performed. For example, hydrant maintenance.

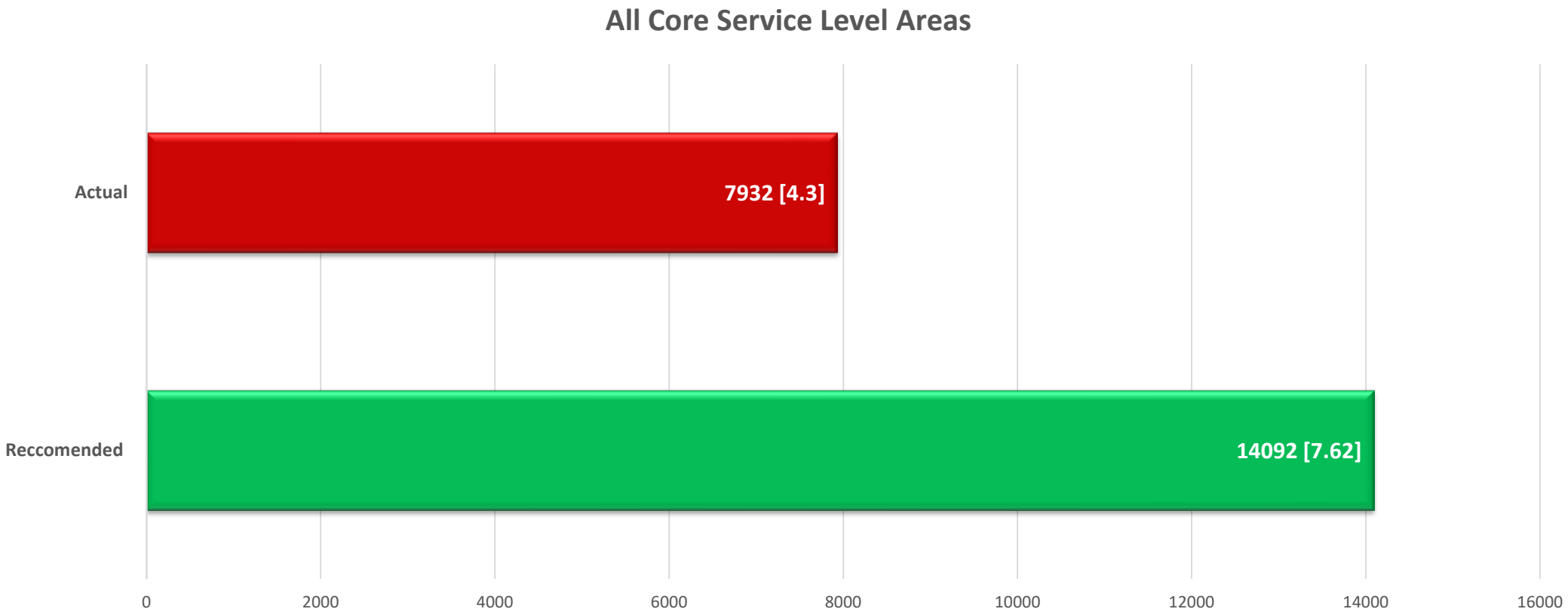
FUS recommends two maintenance types per year on each fire hydrant: a full tear down, and an operating check.

We have 72 fire hydrants – we are only able to do one full tear down per year on one hydrant.

120 LIONS BAY AVE. CENTURY FIRE



OVERALL CORE SERVICE LEVELS…



CORE SERVICE LEVELS SUMMARY

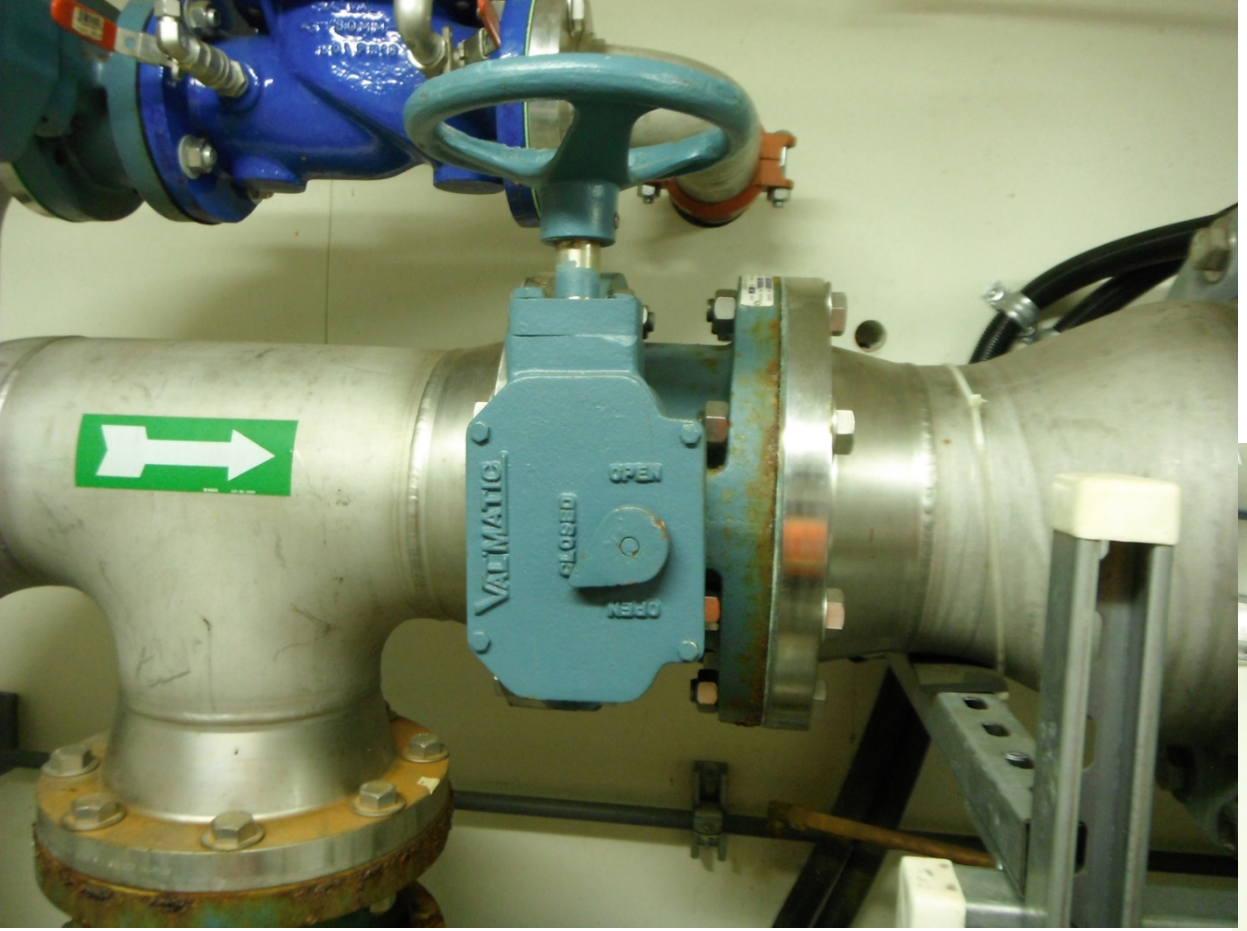
	Maintenance Hours	
Core Service Area	Recommended	Actual
CSA: Administration	1532	1123
CSA: Roads & Bridges	2824	652
CSA: Traffic & Lighting	105	0
CSA: Creeks & Drainage	528	198
CSA: Water Treatment & Distribution	5416	3527
CSA: Wastewater Collection & Treatment	553	208
CSA: Facilities Maintenance	956	375
CSA: Parks & Open Spaces	1718	1547
CSA: Fleet & Equipment	288	302
CSA: Waste Collection Services	172	0
All Core Service Areas	14092	7932
Resource Allocation (FTE)	7.5	4.2

FTE'S – NOV 2018 TO PRESENT

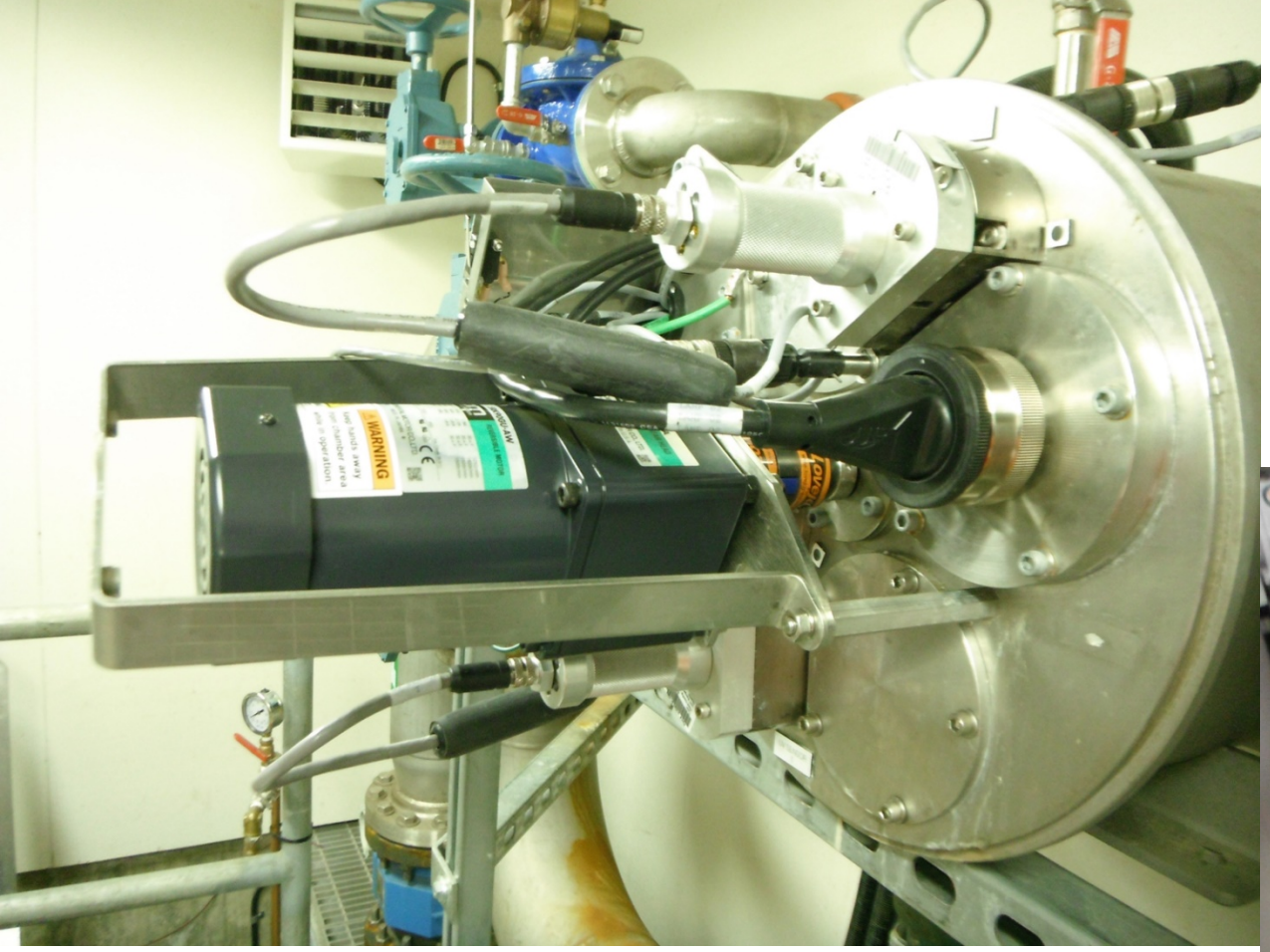
- A Council approved increase to our staffing levels was instituted in 2018 bringing our FTE count up to 6 from 5.
- In December we lost an employee due to a work-related injury (looking at graduated return over the next month or more)
- In July we will be losing another employee and will have to rehire.
- We essentially haven't seen the impact of the 2018 increase to staffing and won't likely see that impact until the fall/winter of 2019.

HOW MANY...

"We're here to change your light bulb"


VALMATIC
OPEN
CLOSED
OPEN

TROJANUVSWIFT


WARNING

TROJANUV

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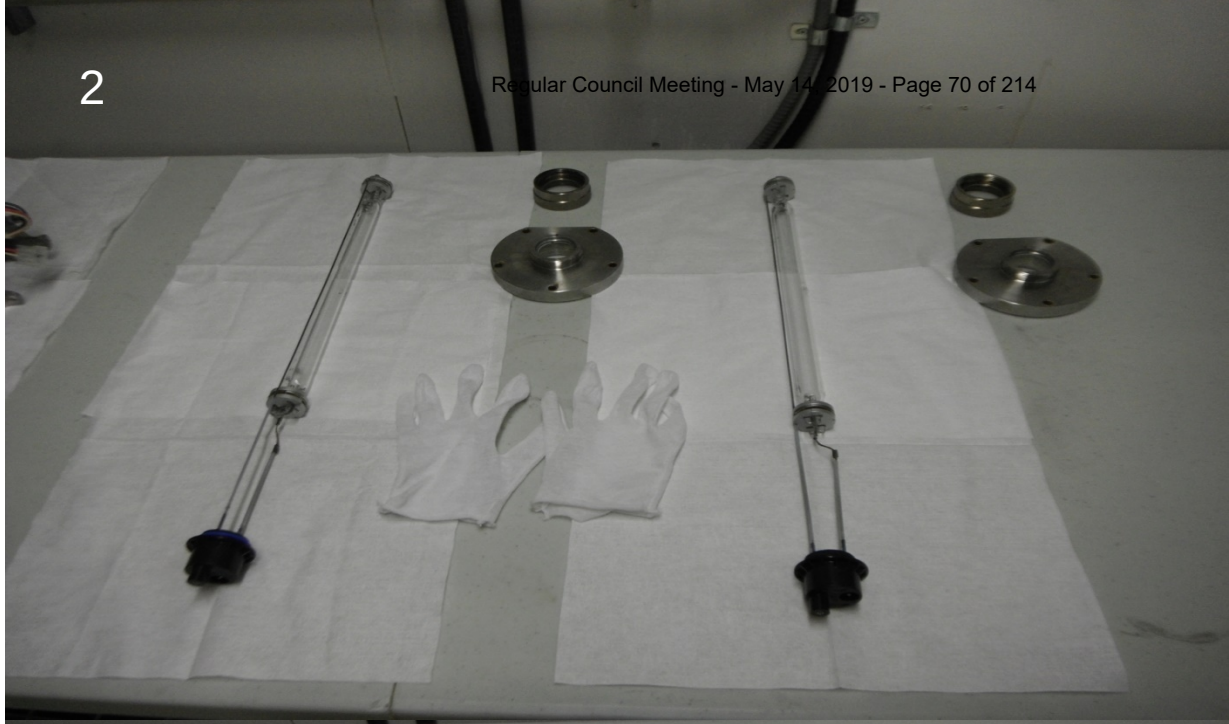
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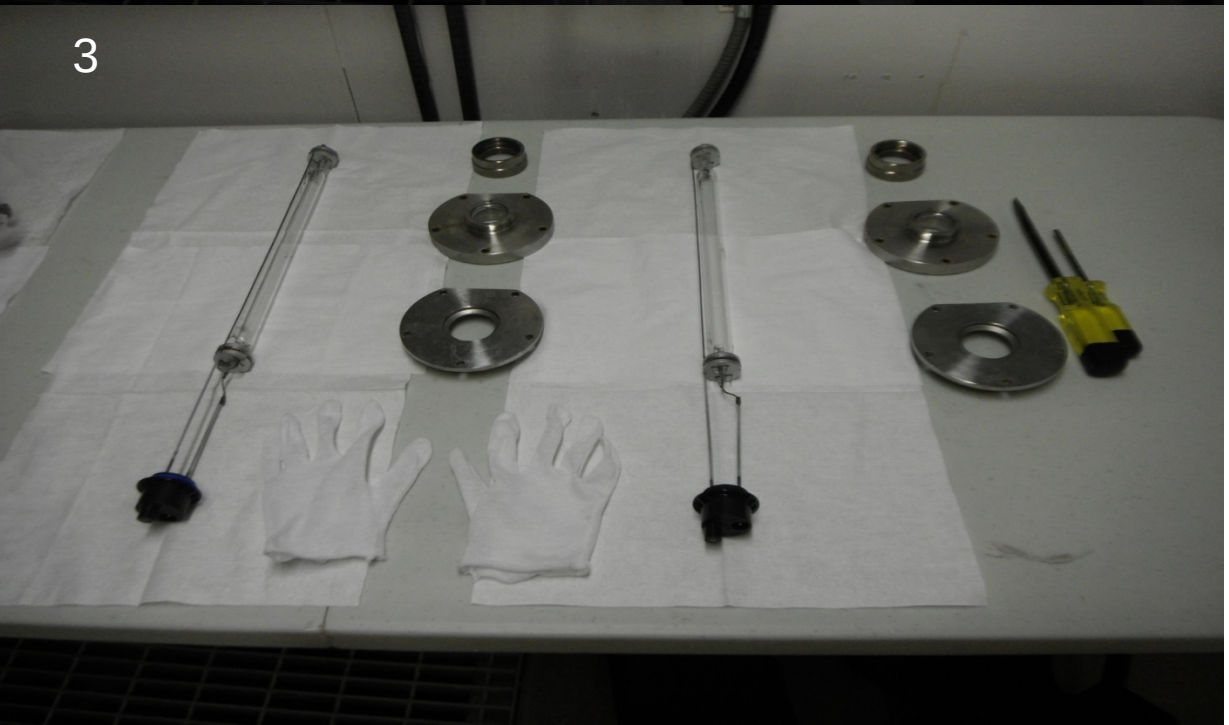
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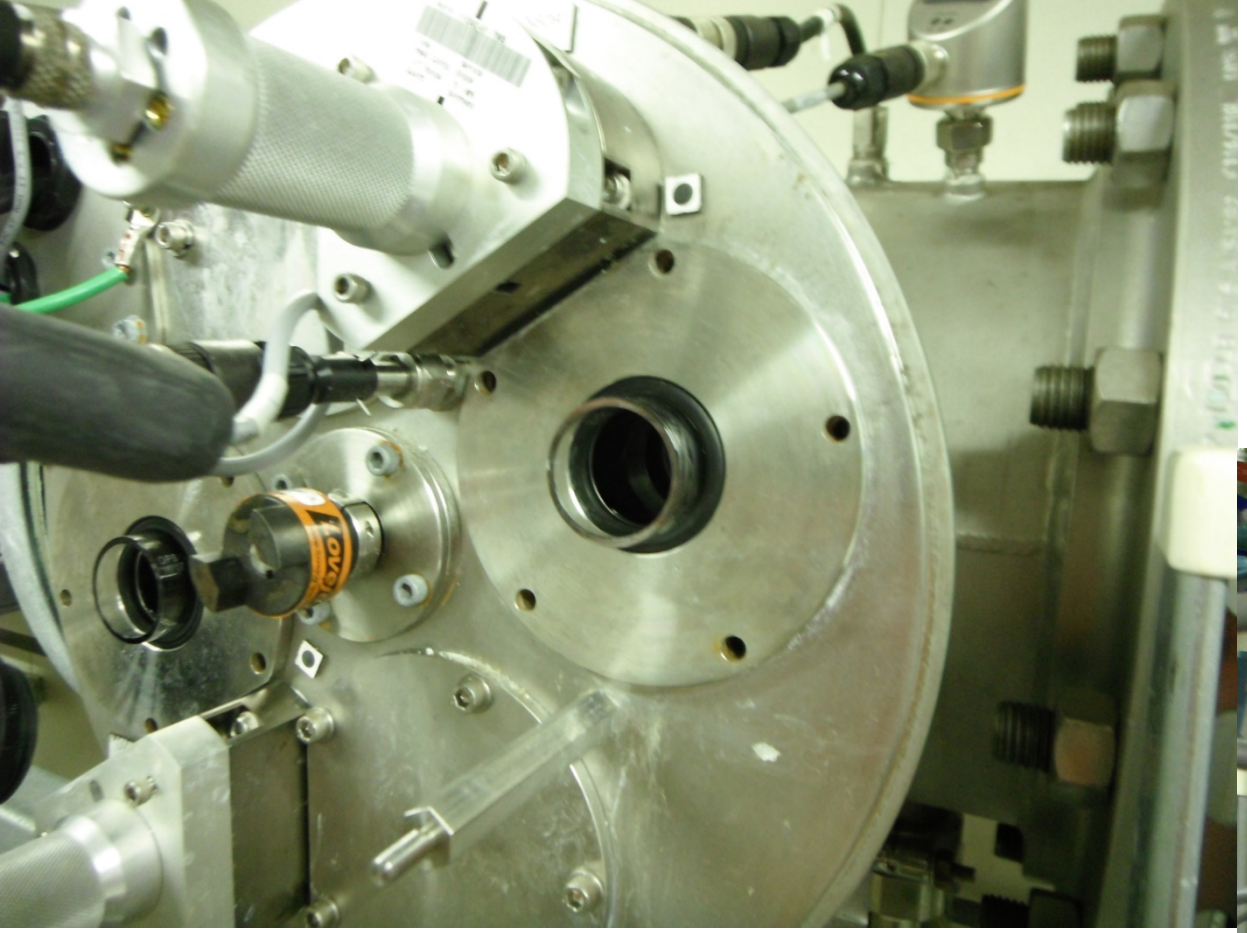
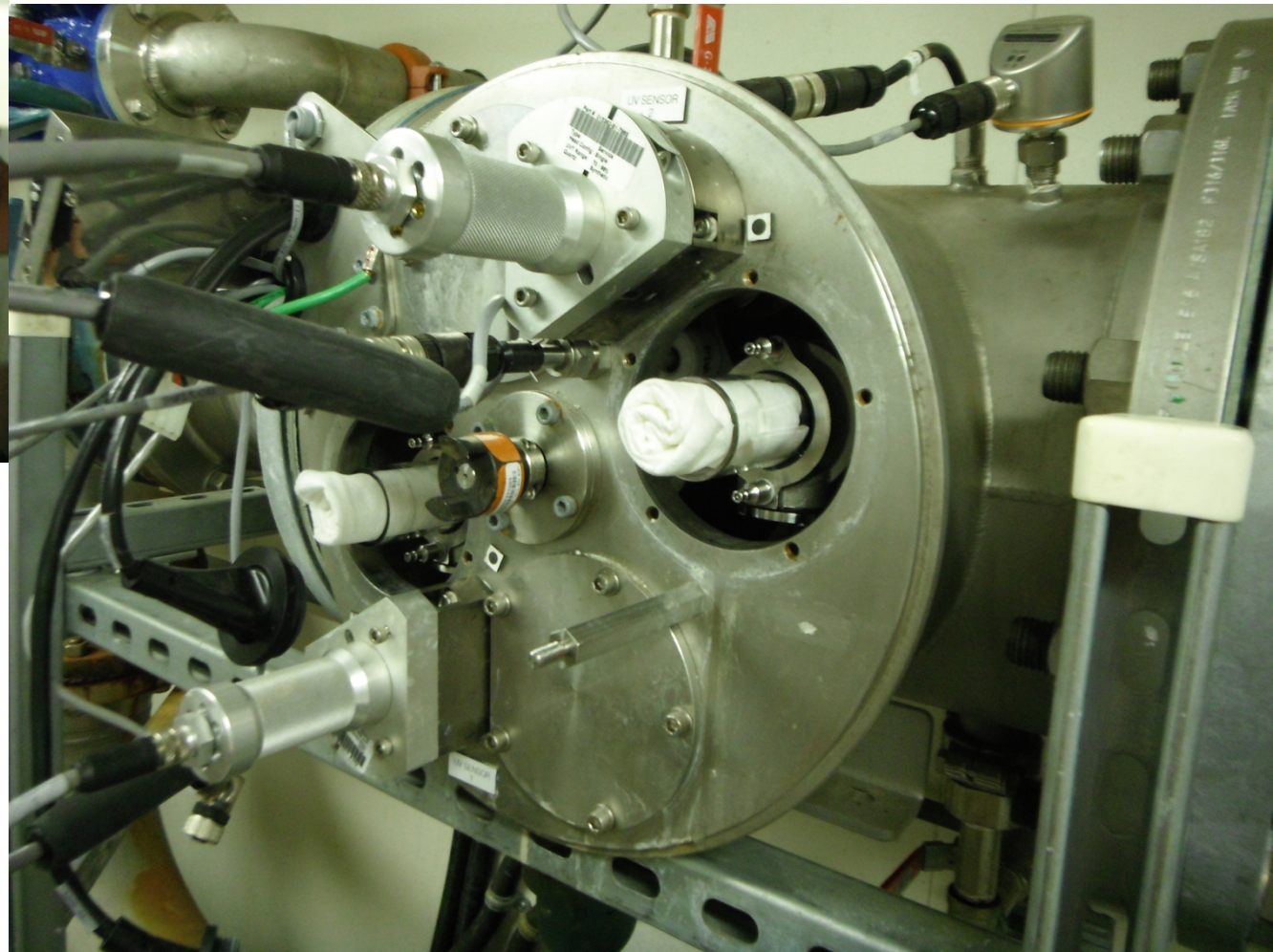
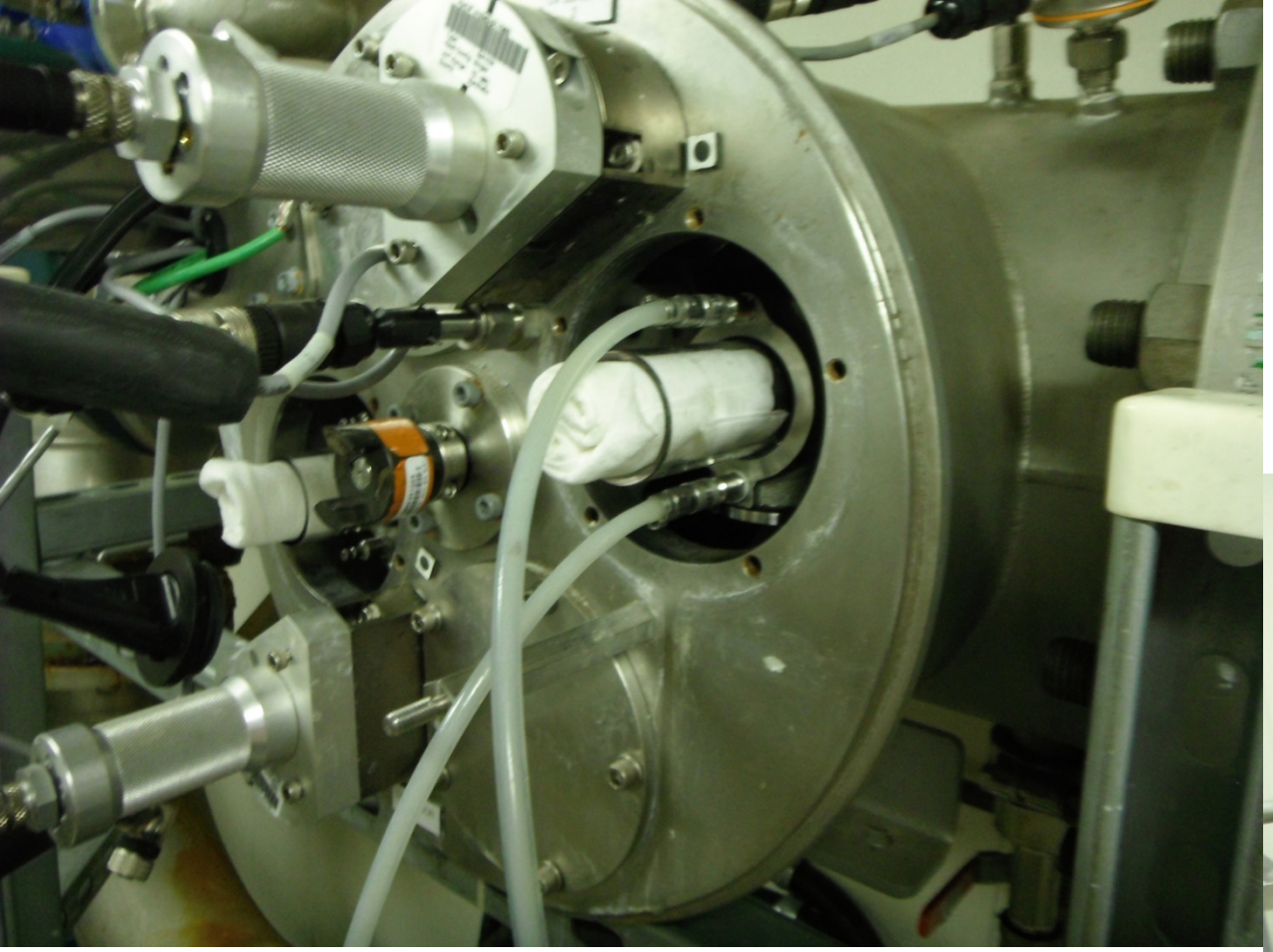
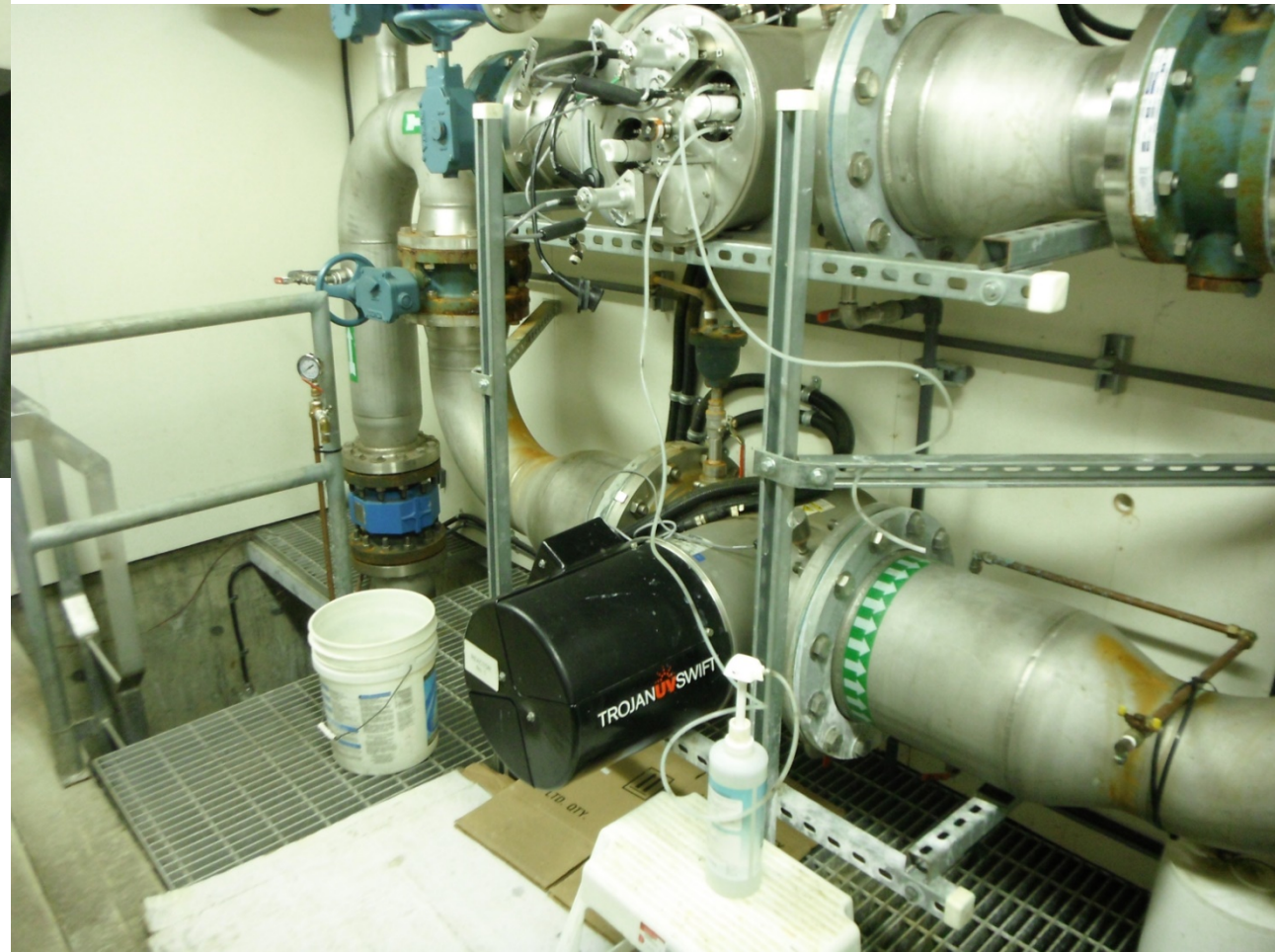
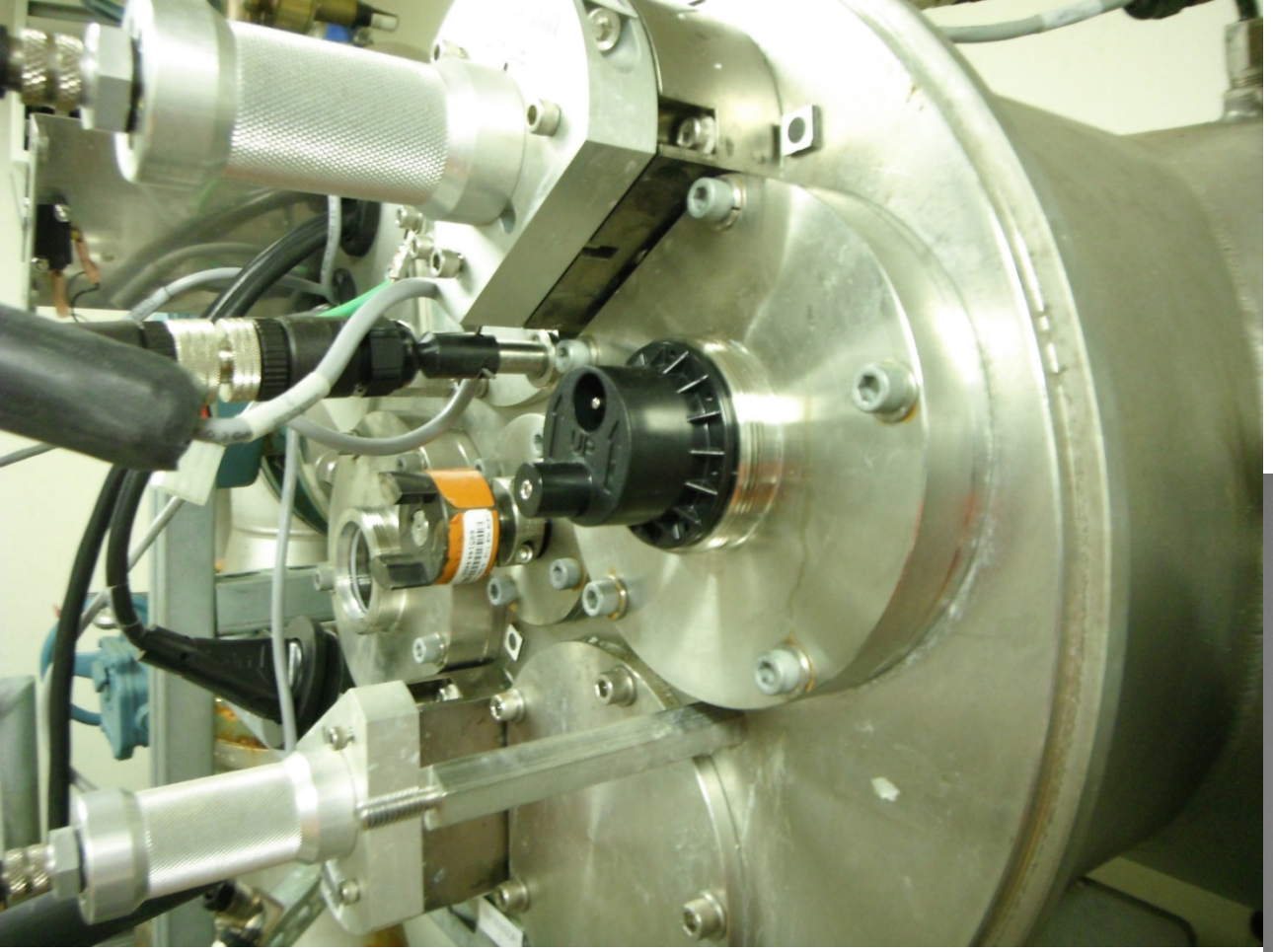


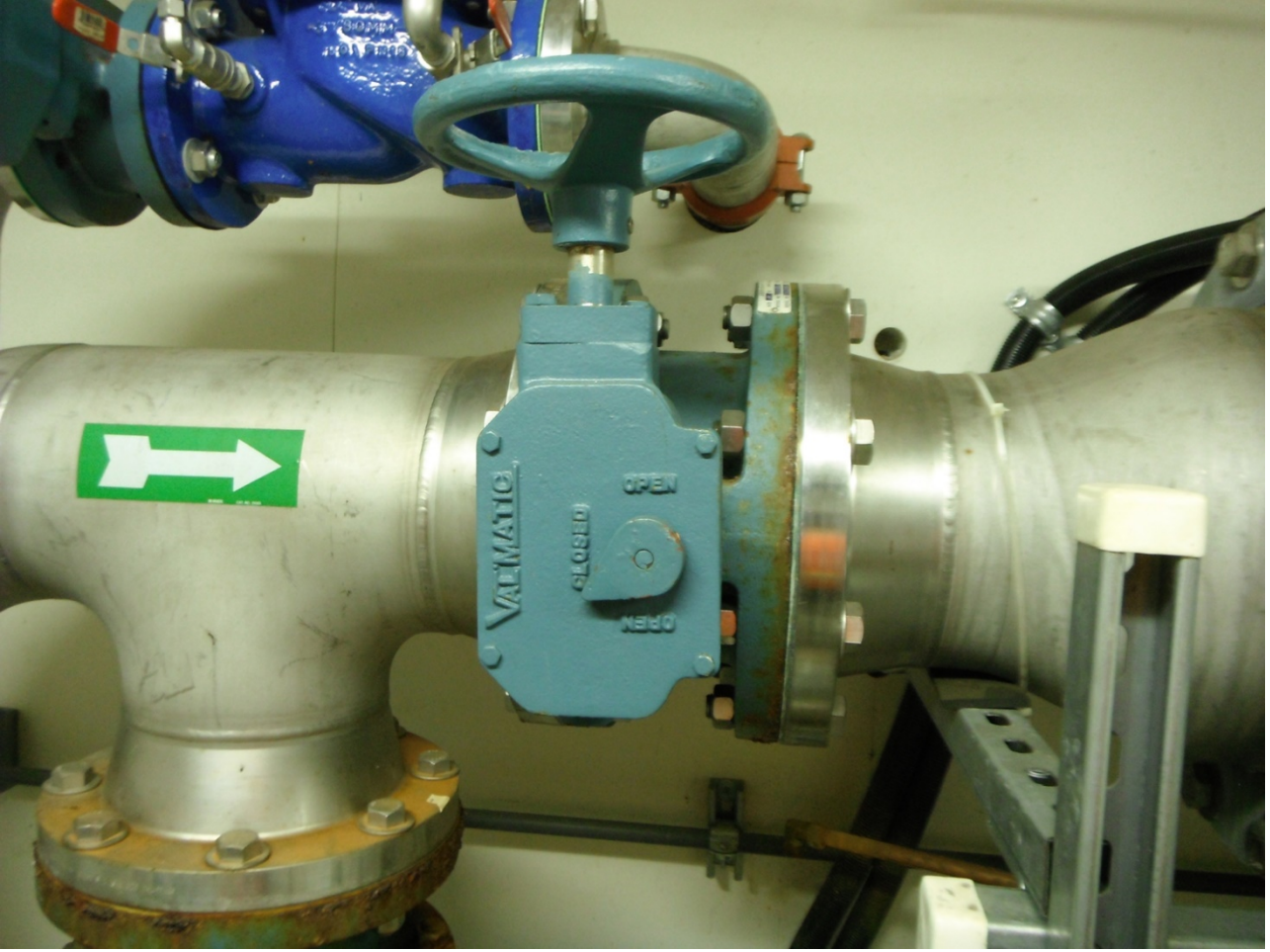

UV SENSOR




TROJANUVSWIFT

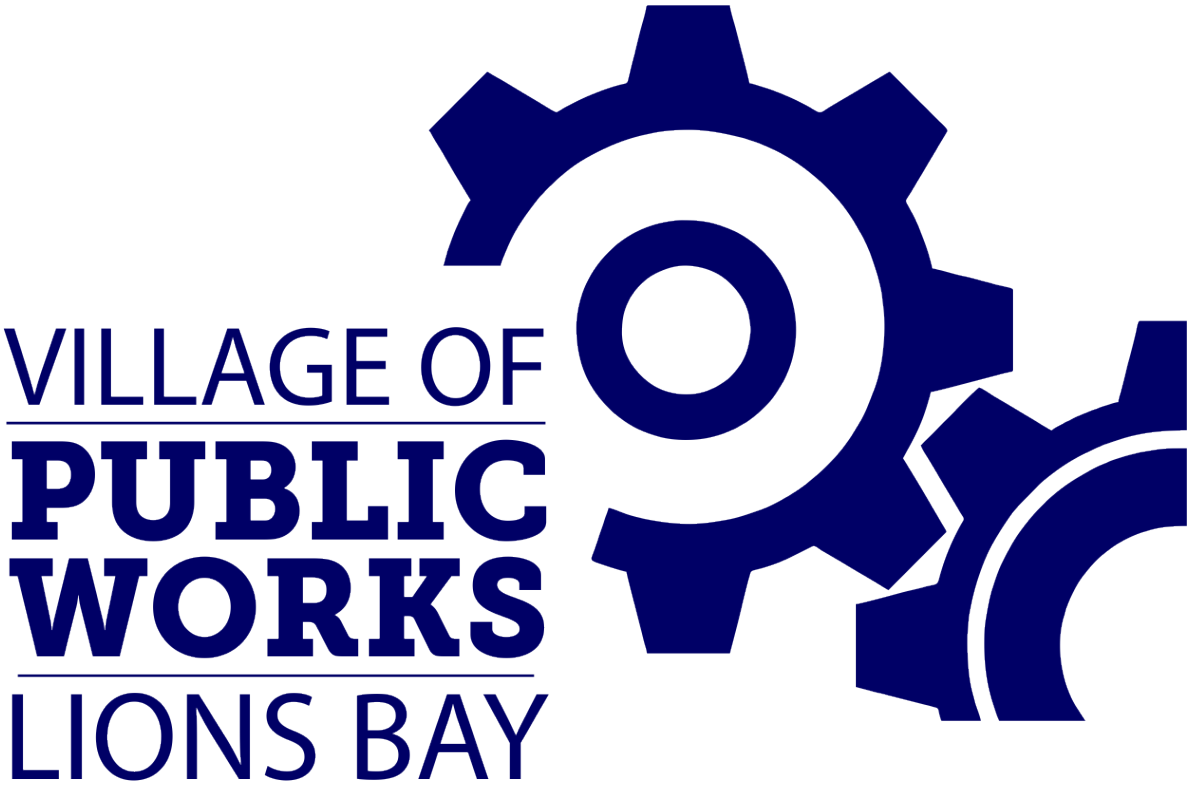


REACTOR
No. 2
TROJANUVSWIFT
Allen-Bradley
PanelView Plus 700
DANGER
DANGER
EMERGENCY
ATTENTION
!WARNING!



To answer the question – it takes one employee with over 15 years of experience approximately 4 hours to change two bulbs on one reactor. We have four reactors, two at Harvey and two at Magnesia. It is a complex and detail oriented process that requires and skill and experience. Throughout the process the operator is looking for telltale signs of damage, wear, or signs of failure.

Not everything is as simple as it appears


VILLAGE OF
PUBLIC
WORKS
LIONS BAY

Core Services Levels

March 12, 2017

Naizam Jaffer, Public Works Manager

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OBJECTIVE

The objective of this document is to improve upon the strategic management of municipal infrastructure assets through the identification, review, and confirmation of core services delivered by the Village of Lions Bay's Public Works Department. The approach taken herein aims to provide an understanding of the processes leading to infrastructure decline and the legislated and best management practices designed to extend the useful life of municipal infrastructure.

INTRODUCTION

Public Works is central to the health and safety of the residents of the Village of Lions Bay. Moreover, these services, some of which include the treatment and distribution of potable water, the repair and maintenance of streets and bridges, and winter snow and ice control are essential to the community's overall well-being and continuity.

> *"Public works is the combination of physical assets, management practices, policies, and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for its citizens"* – APWA

A cornerstone of the Public Works department and the services it provides, lays the broad range of taxpayer funded infrastructure assets. As custodians of this infrastructure it is incumbent upon Public Works to demonstrate maintenance practices that are pertinent, efficient, and sustainable. Only through these maintenance practices can infrastructure assets continue to support the social, economic and environmental needs of the community.

Federal and provincial downloading, increasingly rigorous legislation, stricter standards, increased community expectations, and a tightening economy make the task of maintaining and managing the Village's infrastructure assets within fixed resources a formidable challenge. This core service level review takes into consideration the services provided by Public Works and enables Council to make informed, balanced, and consistent decisions when determining the resources allocated to the delivery of Public Works services.

CORE SERVICES

Contextually, the term "Core Services" has varied interpretations and definitions. For the purposes of this report, the term refers to the maintenance activities performed on the Village's infrastructure assets. The overarching goal of these activities is to maximise asset/infrastructure life expectancy, manage risk, and meet desired levels of service in a sustainable manner.

Core services and the costs thereof, provide the foundation upon which to build an asset management plan that takes into account the total costs of the Village's assets, inclusive of core services, over their

entire useful life. Together, core services and asset management planning synchronously demonstrate sound stewardship and financial sustainability of the Village's infrastructure.

In the broadest of sense, there are two categories of services provide by the Public Works department — discretionary and core services. Though each can be broken down into many sub-categories, this report focuses primarily upon the latter of the two.

Core services can be broken down into three classes:

Mandatory – services that are mandated through provincial or federal legislation.

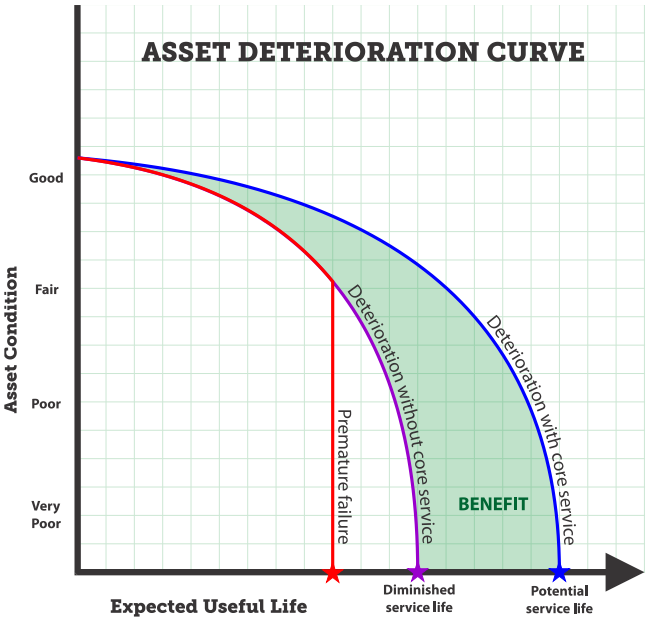
Essential – services that are crucial to the operation of the Village and, in some cases, the interruption of which would endanger life, health, or personal safety of the residents and staff.

Best Management Practice (BMP) – services which are technically derived through industry standards and practices designed to maintain the expected useful life of an asset.

For the services identified herein, each has been segregated as per the aforementioned elements, namely: Core – Mandatory, Core – Essential, Core – BMP, and Discretionary. Also identified are services where maintenance programs are "not in place" (NIP) or where maintenance programs are "partially in place" (PIP).

ASSET DETERIORATION

Core services are indispensable in ensuring maximum longevity and maximum potential of the capital investment in municipal infrastructure. In the absence of core services, asset service life is diminished and infrastructure deteriorates to levels that compromise service delivery and result in financial losses in the form of premium repair costs, significant rehabilitation costs, and ultimately, premature replacement. Left for too long, the absence of core service may lead to catastrophic premature failure resulting in significant financial losses, and health and safety risks to the residents of the community and to staff.



Prolonging the life of infrastructure assets provides a clear benefit in that each additional year of service delays the onset of capital outlay and increases the amortization period in order to build reserves for the inevitable costs of asset refurbishment or replacement. In essence, core services act to extend the service live of an asset by slowing deterioration. The benefit achieved can vary dependent upon the asset class being maintained; overall however, core services forestall costly reactionary expenditures and build a resiliency within any asset class.

Often times the immediate benefits of core services are not understood as they are not plainly visible nor can they be easily quantified or measured. This inadvertently leads to a diminished incentive to invest in core service — this is especially true when political imperatives or financial constraints arise. Deferring core services eventually leads to a self-fulfilling cycle of deterioration; cash outlays for costly refurbishment lead to further reductions in core service budgets thereby creating the proverbial negative feedback loop.

This is compounded in smaller municipalities where there may be a lack of capacity or know-how that leads to diminished or omitted core services. In such instances funds are normally diverted to the most critical of needs and discretionary services to the detriment of core services.

DOCUMENTATION

Core services provide for a standard of care to the Village's infrastructure and public amenities. These services, duly performed and documented, are evidence of the Village's duty of care and commitment to safety.

Documentation of core services provides a historical record of the Village's duty of care as well as providing effective risk management. In addition, accurate, timely and thorough documentation provides verification that standards, policies, and procedures are being followed, and that regular inspections and the requisite repairs or maintenance are being performed.

> *"Documentation serves to fully explain, in as much detail as possible, what has taken place. It eliminates the possibility of forgetting the specifics of an event that could help to provide a robust defence"* – *Barb Szychta*

RESOURCE ALLOCATION

The ideology behind core services is the systematic application of engineering knowledge and principles to infrastructure in order to ensure appropriate functionality and to diminish the rate of deterioration. The regular and timely inspection of infrastructure assets coupled with appropriate core services provides the framework for the Public Works department's annual maintenance plan. Provision of these services requires resources in the form of budgets and manpower.

Determining the appropriate resourcing for Public Works is a challenge faced by many municipalities – there is no "right" standard or ratio of employees to the infrastructure maintained. That said, the impact of an under resourced Public Works department generally leads to an inability to proactively maintain the municipality's infrastructure with the majority of staff time spent on corrective and emergency repairs as opposed to scheduled maintenance activities.

Compounding the impact of an under-resourced Public Works department is a gradual but cumulative resource constraint caused by regulatory compliance challenges, which widely result in heavier workloads. Two such examples over the last decade include:

i. **Water Quality** – changing regulations with respect to water quality have resulted in an increased requirement for staff to sample, monitor, and report upon drinking water parameters.

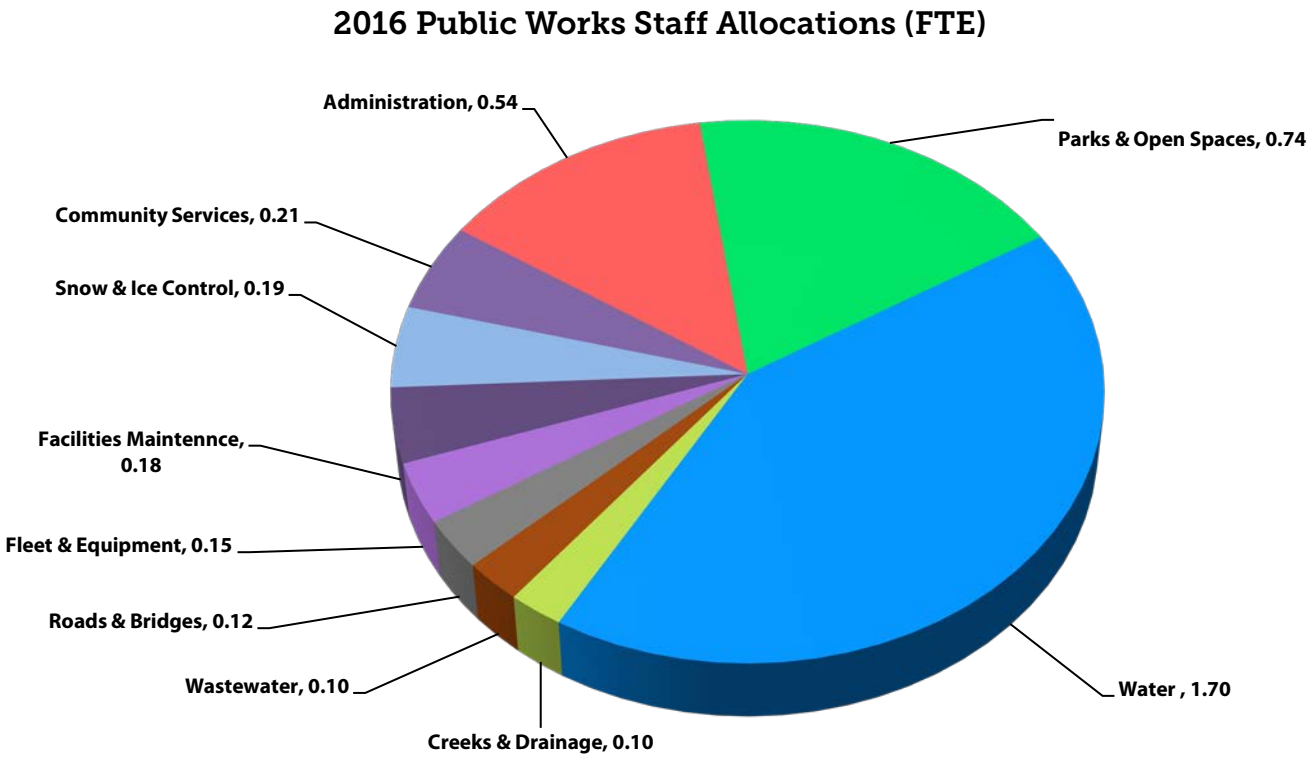
ii. **Worker Safety** – tightening regulations and requirements in all aspects of worker safety require additional staff resources to perform the same level of maintenance or require more time to complete tasks.

Under such constant and mounting pressure to perform more within existing resource allocations, many municipalities find no other recourse but to defer core services to the detriment of their infrastructure. Through natural progression, the deferment of core services leads to a reactionary maintenance regime with staff waiting for the next failure to occur.

Over the last eight years, the resource allocation in terms of full-time equivalents (FTE) for the Village's Public Works department has remained relatively constant at 4.6 FTE, exclusive of the Public Works Manager position.

	2017*	2016	2015	2014	2013	2012	2011	2010	2009	Averages
PW Manager	1	0.9	1	0.5	0.7	1	1	0.9	0.9	**0.9**
Full-time Staff	4	3.7	4	4	3.6	2	2.3	3.4	3.9	**3.4**
Part-time Staff	0.8	0.7	0.6	0.9	0.6	1.9	2.6	1.5	0.7	**1.1**
Staff FTE Count	4.8	4.4	4.6	4.9	4.2	3.9	4.9	4.9	4.6	4.6
Total FTE Count	5.8	5.3	5.6	5.4	4.9	4.9	5.9	5.8	5.5	5.5

The following pie chart indicates staff resource allocations for the 2016 budget year:



PUBLIC WORKS SERVICES

The Public Works Department provides a full range of traditional services to the residents of the Village of Lions Bay. While the majority of these services are completed internally through Village staff, select external service providers are used to supplement service delivery efforts. Under these circumstances, Public Works staff assumes the role of contract administrators to ensure these services are delivered in accordance with contractual obligations and to the benefit of the Village of Lions Bay. Public Works services account for 48% of the Village's annual operating and capital budget; of this, water accounts for 46%. The following is a general description of the Public Works services provided:

- Provision and treatment of potable water for domestic use and fire flows
- Operations and maintenance of the water storage and distribution network
- Maintenance of bridges, streets, boulevards, and pubic rights of ways
- Maintenance and repair of traffic control devices and street lighting
- Inspection and management of the Village's watersheds
- Maintenance and repair of the Villages storm water management infrastructure
- Winter street safety including snow and ice control
- Operations and maintenance of Village owned fleet and equipment
- Facilities maintenance and repairs for Village owned buildings
- Preparation of plans and construction supervision of infrastructure improvement projects
- Engineering review of residential and development proposals
- Preparations for, and cleanup after, community and special events
- Maintenance of trees, shrubs, and flower beds
- Maintenance of the Lions Bay Community School field and parking lot
- Operation and maintenance of the Kelvin Grove wastewater treatment facility
- Maintenance and repair of the Kelvin Grove sewer collection network
- Management and reporting of the Village's solid waste and recycling collections services
- Maintenance and repair of parks and open spaces, parks landscape features, playgrounds, and park facilities

The vast majority of services provided by the Public Works Department can be classed as core services. Core services are generally segregated into Core Service Areas (CSA)'s or sub-departments within the Public Works umbrella of services. The Village of Lions Bay's CSA's for Public Works are as follows:

- Administration
- Roads & Bridges
- Traffic & Lighting
- Creeks & Drainage
- Water Treatment and Quality
- Water Storage and Distribution
- Wastewater Collection & Treatment
- Facilities Maintenance and Management
- Parks and Open Spaces
- Fleet & Equipment
- Waste Collection Services

CSA: ADMINISTRATION

The Administration core service area pertains to the Public Works internal business functions required in carrying out operational tasks. Examples of internal business functions or services include records management, training, and safety meetings while services include such tasks as water quality reporting, payroll entry, and WorkSafe BC accident reporting. In general, this CSA assists in ensuring the department's programs and services are carried out efficiently, effectively, within budget, and in accordance with applicable legislation and regulations.

Service: Human Resources [Core – Mandatory]

Employees are a vital component of the infrastructure management system and require consistent and sustained attention in order to remain current with legislation, safety and best management practices. Sustained focus upon employees in this regard builds morale, enhances productivity, and improves overall job satisfaction. Key services include:

- WorkSafe BC mandated safety talks, safety training, hearing tests, and Occupational Health and Safety (OHS) meetings;
- Environmental Operators Certification Program (EOCP) mandated training including the requirement for operators to remain current with certifications by completing 2.4 continuing educational units (CEU)'s every two years;
- Regular discussion and review of internal policies, collective bargaining issues, and labour relations matters;
- Daily pre-work briefings and work planning; and
- End of day debriefing and records management activities.

Service: Finance & Purchasing [Core – Essential]

Services include time entry, budget preparation, budget forecasting, and analytical support to the Finance Department. This area also pertains to managing the procurement of goods and services and administers contractual services such as the Waste Collection Services agreement. Administrative financial functions also include assistance with and preparation of grant applications, tenders, requests for proposals, requests for expressions of interest, public consultations, and contract management amongst others.

Service: Customer Service [Core – Essential]

The Administrative CSA networks with residents and responds to customer concerns, inquiries via phone and email, as well as through face-to-face visits. Services include the preparation of information for dissemination to the public, providing research, analytical and statistical support to the other departments within the Municipality as well as responding to Council as necessary.

Service: Engineering [Core – Essential]

Engineering functions consist of managing the technical aspects of the Village's infrastructure and services. Engineering services key elements include the provision of engineering planning, project design review, cost estimation, construction administration and management, infrastructure condition assessments, quality control and assurance, records management, GIS systems management and

development, environmental review and applications, and implementing municipal services and bylaws relating to infrastructure, operations, and maintenance.

Service: Development [Core – Essential]

Included with the portfolio of the Administrative CSA are development and building permit reviews pertaining to utility servicing and encroachments on the municipal boulevard. Also included within this CSA are drawing reviews and the periodic and final inspections of properties to ensure that developments follow the Village's long-term plans with respect to storm water management, water supply, sanitary services, and transportation.

CSA: ROADS & BRIDGES

Roads and bridges constitute one of the largest classes of assets the Village's Public Works Department manages. Numerous studies have confirmed that roads and bridges that receive continuous and systematic preventative maintenance are in better condition than those left without. Roads and Bridges core service are derived from legislative requirements and proven best management practices. Public Works provides core services relating to the maintenance and repair of the Village's paved and natural roads, bridges, pedestrian facilities, and boulevards.

Service: Bridge Inspection [Core – BMP: **NIP**]

Continuous and systematic inspection and maintenance of the Village's bridges will extend the service life of this asset class. British Columbia does not mandate bridge inspections; however, the Canadian Highway Bridge Design Code does stipulate a best practice that includes annual routine inspections or maintenance inspections in addition to a detailed inspection by professional bridge engineers every five years. To this end, two classes of inspections are carried out on the Village's bridges:

i. Maintenance Inspections – annual inspections are conducted by Public Works staff to determine routine maintenance requirements and to visually inspect for common bridge related problems such as cracking, spalling, and corrosion.

ii. Professional Inspections – quinquennial bridge inspections are performed by qualified professional bridge inspectors with recommendations for repair being reviewed and incorporated into the Village's annual budgeting process.

Bridge inspection and repair activities are governed by the Canadian Highway Bridge Design Code and the Transport Association of Canada's guidelines.

Service: Bridge Washing [Core – BMP: **NIP**]

Annually, the accumulation of roadway debris and salt from winter de-icing activities seeps through joint seals, cracks, and crevices resulting in accelerated deterioration of the concrete and steel elements that constitutes the majority of a bridge's structure. Bridge washing will extend the service life of structural concrete and steel components in bridges. Each spring, Public Works staff performs bridge cleaning on the Village's eight bridges. Spring cleaning of bridges involves manual sweeping, use of air compressors to blow clear cracks and crevices and pressure washing using dechlorinated water. Environmental best management practices for this activity are dictated by the Ministry of Environment and the Department of Fisheries and Oceans.

Service: Bridge Repairs – Minor [Core – Essential: **NIP**]

This core service is responsive in nature with activities determined through the bridge inspection and bridge washing services. Repairs include activities such as replacement of wooden guard rails, spot coating of areas exhibiting signs of corrosion, the establishment and maintenance of positive deck drainage, maintaining the functionality of joints, minor sealing or caulking, crack repair, and other minor repairs intended to prolong the functionality of the bridge.

Service: Grade Crossing Inspection & Repairs [Core – Mandatory: **PIP**]

Each railway grade crossing is inspected biannually. The grade crossing approaches are inspected for deterioration and signage and sightlines are inspected. During the inspection process items such as loose ties, debris within the flangeways, defects to the crossing system, and drainage issues with the rail bed-load are recorded and reported to CN Rail. Maintenance and repairs are scheduled and carried out on an as needed basis in accordance with the Railway Safety Act and Grade Crossing Regulations.

Service: Pedestrian Feature Inspection & Maintenance [Core – Essential: **NIP**]

The Village of Lions Bay's pedestrian features consist of sidewalks on bridges, an asphalt sidewalk in front of the Lions Bay Community School and walking paths along the roadways. Walking paths are demarked by a fog line at the edge of a roadway. Annual assessments are conducted to identify trip and fall hazards with repairs and vegetation management being undertaken as needed. Regular maintenance is on an "as requested by resident" basis throughout the year. Public Works conducts an annual inspection of these facilities in the spring with repairs and vegetation management conducted on an as needed basis.

Service: Boulevard Maintenance [Discretionary]

This discretionary service pertains to the maintenance of the public boulevard fronting the residences throughout the Village. In most municipalities, this service is the requirement of the adjacent homeowner with Public Works issuing demand letters for undue care and attention, particularly with respect to sightline and safe passage of vehicles. This service consumes considerable staff resources throughout the growing season.

Service: Shoulder Maintenance [Core – BMP: **PIP**]

The two primary functions of roads shoulders are to provide side support to the asphalt roadway and to drain water away from the road surface into ditches or other storm water conveyance features. Water left to collect and pool on roadways leads to pavement deterioration such as alligatoring and pothole formation. Maintenance activities include inspections and adjustments to the cross-fall and shape of the shoulder. Failure to provide this service will result in water pooling on top of the road surface and ultimately lead to pavement deterioration and the formation of potholes, edge cracking, and alligator cracking.

Service: Forest Service Road Maintenance [Core – Essential]

Forest service roads facilitate access to the two raw water intakes and key pressure reducing valve stations in the Village. Stormwater management on these roads is controlled by open ditches adjacent to the roadway and cross culverts buried under the road structure. The integrity of these roads relies upon the ability of stormwater to enter the ditch network. Biannual maintenance activities consist of clearing vegetation to facilitate travel, clearing and opening ditches and culverts to facilitate stormwater movement, and grading or filling in of rutted or wash-board areas.

Service: Forest Service Road Rock Scaling [Core – Essential: **NIP**]

Access to both raw water intakes is along forest service roads within narrow canyons consisting of steep walled slopes that are subject to rock slides. In addition to worker safety concerns, significant slide events block access to this critical water supply infrastructure and pose a risk to the intake lines buried within the roads. Biennial rock scaling involves the scaling and stabilization of the rock faces along both these roads to diminish the risk of slope failures.

Service: Street Sweeping [Core – BMP]

Roadway sediments contain gravel, sands, and finer materials including heavy metals, nutrients, and hydrocarbons that enter natural watercourses. Street sweeping reduces pollutant loading into these receiving waters and minimizes sedimentation within ditches and stormwater conveyance piping. Biannual sweeping of the Village's roadways is carried out by a mechanical broom sweeper.

Service: Street Decorations [Discretionary]

This service consists of the annual installation of banners, flags, and decorative lighting at key locations throughout the Village. These decorations provide an ambiance and character to the Village and are a traditional service provided by the Public Works department.

Service: Guardrail & Fence Maintenance & Repair [Core – BMP: **PIP**]

In steep sloped communities, concrete barriers and guardrails are installed along the side of the road to prevent vehicles from colliding with obstructions such as hydro kiosks or fire hydrants or to keep them from taking a perilous, off-roadway course. Fences and handrails help provide support to pedestrians and delineate unsafe and dangerous features.

Reinforced concrete barriers hardly decay and require minimal routine maintenance. Biennial inspections are carried out to look for vegetative growth that can lead to structural deterioration of the concrete and for destabilization or undermining of the barrier's foundations. Repairs or maintenance activities such as pressure washing to remove vegetative growth are conducted as required.

Biennial inspections of fences and handrails consist of visual and structural test for stability, identification of corrosion or deterioration, and for vegetative growth. Repairs to these wood or metal structures are scheduled as required and may include such tasks as painting or staining, replacement or repair of posts, beams, or cross members.

Service: Street Appurtenances & Bus Shelters [Core – BMP: **PIP**]

Public Works maintains an assortment of street appurtenances such as benches, stairs, concrete planters, information kiosks, and bus shelters. These structures are inspected annually with remedial maintenance measures such as sanding and staining, recoating and corrosion treatment measures, and general cleaning occurring as required.

Service: Pavement Condition Assessment Program [Core – BMP: **PIP**]

Optimally timed preventative maintenance of asphalt roadways will extend the lifespan of the road. As time passes, preventative techniques loose effectiveness due to the aging process. Corrective measures such as patching and overlays are then used to further extend the life of a roadway until it reaches an advanced stage such that reconstruction becomes necessary. The 2016 Infrastructure Master Plan completed by AECOM provided a pavement quality index of all the roads in the Village. Data derived through this exercise will be assessed and reviewed in order to develop a road network preventative maintenance strategy that will determine asphalt treatment methodology the prioritization of repairs. Pavement condition investigations are optimally carried out on a three to five-year cycle.

Service: Crack Sealing [Core – BMP: **NIP**]

Crack sealing is a simple but effective method to prolong and protect the life of a road. Cracks or seams in the asphalt are thoroughly cleaned and specialized materials are placed into the cracks to prevent intrusion of water and to reinforce the adjacent pavement. Materials selected depend upon environmental conditions and crack width – include asphalt emulsions, asphalt cement, and different types of rubberized asphalt materials are applied in accordance with strict guidelines and procedures.

Service: Pavement Patching [Core – Essential: **PIP**]

Patching methodology is dependent upon the types of distress being exhibited in the roadway. Localized failures can be repaired by milling and repaving with little sub-base work required. Larger defects require milling out sections of the asphalt to ensure the sub-base is still functional and then laying new asphalt over the milled area. This contracted service is budget dependent and conducted by contracted services.

Service: Mill & Overlay [Core – BMP: **NIP**]

As the road surface ages, rehabilitative overlays can be used to provide a new surface using the existing roadway as a base thereby strengthening the roadway and prolonging pavement structure life. Overlays require milling of 25 mm to 50 mm of old asphalt and laying a new course of asphalt over top of the existing road.

Service: Road Reconstruct [Core – Essential: **NIP**]

Reconstruction is required when remedial measures are no longer effective or other factors such as downhill or soil creep have changed the camber or shape of the road. Partial reconstruction of the roadway involves localized base repairs along with a milling of the existing pavement and replacing it with an overlay. For roads experiencing severe levels of distress, a full reconstruction is required. The old asphalt is completely removed, the sub-base reworked and compacted anew, and a new course of asphalt installed – usually in two separate lifts or layers of between 25-50 mm.

Service: Pest Control & Dead Animal Pickup [Core – Essential]

The Village's pest control service is reactive in nature and Public Works staff will only remove pests found on public lands such as parks, playgrounds and Village owned buildings. Small deceased animal carcasses (bird, rodent, raccoon, etc.) are disposed of in the regular waste stream while larger animals are transported into wilderness areas where the carcass is disposed of and allowed to naturally decompose. As incidents warrant, carcasses may be conveyed to a crematorium for disposal.

Service: Street Litter Pickup [Discretionary]

This service is often reactive in nature and generated by public complaints. Public Works staff will collect and dispose of roadside litter and debris. This service is important in maintaining the tidy appearance of Village streets.

Service: Snow & Ice Control [Core – Essential]

Public Works monitors weather forecasts and snow conditions on an ongoing basis and decisions to salt and/or plow are usually temperature-based. Plows are used once accumulations reach 25 mm with initial passes being made to open roadways to traffic flow. Snow and ice control services are prioritized, with heavily trafficked or arterial roadways being the highest priorities. Neighborhood roadways and cul-de-sac streets are cleared as time permits or once the snow event has subsided. Walkways and pedestrian paths to buildings and other facilities such as bridges and stairs are cleared on an as needed basis once time permits. Miscellaneous activities related to this service include preparatory stockpiling of salt and sand, plow and salt spreader servicing and maintenance, and topping up of salt barrels.

Service: Spill Response [Core – Mandatory: **PIP**]

Public Works responds to spills of known substances and will support Fire Rescue when it comes to unknown or hazardous materials. Initial response involves stopping the leading edge of the spill, blocking access to drainages systems or creeks, and containing the spill using absorbents, pillows, and pads. Spills are reported to the Provincial Emergency Program (PEP) in accordance with the Environmental Protection Act, the Emergency Program Act, and Spill Reporting Regulation. This service is performed on an as needed basis.

Service: Utility Right of Way Maintenance [Core – Essential: **PIP**]

Right of way (ROW) inspections are conducted annually in the spring with maintenance carried out over the summer months. Municipal ROW's are dotted throughout the Village and contain buried infrastructure in the form of water, sewer, or stormwater piping. Keeping ROW's clear and accessible is essential to maintaining infrastructure in the event of a blockage or break. Maintenance activities include ditching, surface repair, and vegetation management. ROW's may act as corridors to facilitate pedestrian traffic between streets or neighbourhoods, in these instances; the ROW is maintained as a trail or pedestrian walkway.

Service: Roadside Vegetation Management [Core – Mandatory]

Roadside vegetation management is designed to improve line of sight and maintain visibility of stop signs, street name signs and other items related to public safety. Properly managed vegetation is also required to ensure large vehicles such as fire trucks, ambulances, and garbage trucks can safely navigate the Village's streets with a clear view of traffic safety devices. Public Works annually trims vegetation at intersections, on corners, and in cul-de-sacs to facilitate the movement of these essential service vehicles throughout the community. Private roadside vegetation in the form of trees, hedges, and shrubs planted within the municipal highway are the responsibility of private residents – Public Works

will issue letters in accordance with regulatory bylaws requiring this material to be trimmed back from the roadway.

Service: Windstorm Cleanup [Core – Essential]

Severe winds generate large volumes of woody debris and green waste. Public Works responds by bucking and chipping all debris. Larger matter is disposed of through contracted green waste services. Upon the end of the storm, and as time allows, roadways are swept using a mechanical broom sweeper. This service is completely reactionary.

CSA: TRAFFIC & LIGHTING

The traffic and lighting core service area pertains to the inspection, maintenance, and repair of all traffic control devices and street lighting in order to provide motorists and pedestrians with safe and efficient roadways. To ensure rapid response to service calls, Public Works keeps an inventory of materials on hand including sign posts, brackets and toggles, and standard signage. Road signage and pavement markings conform to the Transportation Association of Canada (TAC)'s Manual of Uniform Traffic Control Devices for Canada (MUTCDC) which specifies dimensions, retro-reflectivity, symbolism and wording, and line marking paint and thermoplastic specifications.

Service: Sign Installations [Core – Essential]

Traffic signage is installed and maintained to provide clear direction to vehicles, bicycles and pedestrian traffic. Sign installations are based upon a demonstrated need and must conform to the MUTCDC.

Service: Sign Maintenance [Core – BMP: **NIP**]

The most important aspect of signage is that it should be visible under normal circumstances. To this end, all street and traffic signage within the Village are inspected annually to check for damage, vandalism, appropriate retro-reflectivity properties, and that they are in conformance with MUTCDC. Activities within this core service area include:

- **Retro-reflectivity checks** – sign retro-reflectivity is measured using a test panel under the natural low lighting conditions experience in the winter months. Retro-reflectivity is affected by sign pole angle with respect to the roadway; as such signs are checked for plumb during the annual inspections. Signs susceptible to specular glare are installed at 93 degrees to the roadway.
- **Sign cleaning and replacement** – sign retro-reflectivity is impacted by road grime, snow, salt, and fungal growth. As such, Village signs are cleaned on an annual basis at which time signs that have faded or show signs of discolouration are scheduled for replacement. In general, signs have a normal lifespan of approximately 10 years.
- **Vegetation management** – partial or complete blockage of a sign due to vegetative growth is a common deficiency with respect to visibility. At the time of the annual inspection, vegetation is trimmed back and cleared in order to afford full sign visibility.

Service: Pavement Markings [Core – Essential]

Pavement markings are an essential service and are designed for optimal visibility during wet weather and night-time driving conditions. Paint is applied at a rate of 28-33 liters per lane kilometer and glass beads are added to increase retro-reflectivity. Private contractors are responsible for this service and the quantity of line marking is determined based upon budget allocations. Line marking involves linear (white and yellow lines) and transverse (stop bars, cross walks, hatching and arrows) roadway markings and are governed by the MUTCDC.

Service: Street Lighting Inspections and Maintenance [Core – BMP: **NIP**]

Street lighting provides safe lighting levels in select areas of the Village. Davit lights installed on wooden hydro poles are maintained by BC Hydro through the Street Light Information Management (SLIM) system. Pole lights in the Kelvin Grove neighbourhood are inspected annually to ensure safe and normal operations. Inspections include checking for vehicular or structural damage, foundation stability, signs of corrosion, checking and lubricating moving parts (bolts, nuts, access panels), and checking for unauthorized 3rd party attachments. Defects are recorded and service requests are made to a 3rd contractor for repairs. Vegetation management consists of clearing vegetation around the base of the mast and clearing vegetation blocking the path of the light.

CSA: CREEKS & DRAINAGE

The creeks and drainage system throughout the Village is designed to rapidly collect and conduct rain and groundwater away from roadways and residences to nearby watercourses thereby alleviating damage and protecting life and property. Over time the use of inferior pipe materials, encroachments, driveway culvert installations with inadequately size pipes, and infilling of open ditches has led to serious defects within this system. This core service area includes labour intensive services such as inspections; periodic sediment removal (ditching); pipe inspection, repair, and replacement; vegetation management, and erosion control.

Service: Creek Inspections [Core – BMP: **PIP**]

Public Works annually inspects the Village's creek corridors; however, due to the steepness of the terrain, not all areas of the creek can be inspected. The primary objective of these inspections is to identify areas of slope instability or potential sloughing, snags or deadfall that may block the watercourses or any other defect or potential cause of blockages. Inspection of the creek corridors includes a visual inspection of Ministry of Transportation and Infrastructure (MOTI) structures – defects are directed to the appropriate MOTI area managers.

Service: Drainage System Inspections [Core – BMP]

Water can cause widespread damage to roadways by weakening the asphalt surface and eroding support from the roadway edges. Regular inspections identify when cleaning or repairs are required in order to keep the system functioning at an optimal level. Annual spring inspections identify maintenance requirements which are then conducted over the summer months and in preparation for the fall rains.

Service: Drainage System Sediment Removal [Core – Essential]

Sediments trapped at the bottom of an open ditch contain heavy metals, roadway debris, and other pollutants. Periodic removal of these sediments not only reinstates the design carrying capacity of the ditch but also helps to remove these pollutants before they are flushed downstream into receiving waters thereby negatively impacting water quality. Roadside drainage systems are maintained on an annual basis.

Service: Culvert Inspection & Maintenance [Core – Essential: **NIP**]

Biennial culvert inspections via contracted closed-circuit television (CCTV) service providers are completed to ensure the pipes are sound and continue to function as designed. Headwalls and inlet structures are inspected annually each summer with any repairs being accomplished prior to the fall rains. Culvert remedial measures such as root cutting and culvert clearing are conducted on an as needed basis. Headwalls and inlet deficiencies are corrected as required to maintain functionality.

Service: Catch Basin & Manhole Inspections & Maintenance [Core – Essential: **PIP**]

Annual inspections are completed to ensure these structures are visible, sound, and continue to function as designed. Remedial measures are conducted on an as needed basis and include activities such as concrete repairs, clearing of debris to ensure easy access, and checking the benching for damage and blockage.

Service: Flood Response [Core – Essential]

Public Works monitors weather forecasts and conditions on an ongoing basis throughout the rainy season. Routine inspections are performed before and during heavy rain events in order to ensure positive drainage and reduce overland flow on roadways and the possibility of loss of life and property. Pre-storm event inspections focus on the ditch line and screens which are designed to trap larger materials before entering the enclosed culvert. Locating and addressing deficiencies such as obstructions and debris that may get carried downstream and block a culvert is an essential function of these pre-storm inspections.

CSA: WATER TREATMENT & QUALITY

The objective of this core service area is the annual production of between 400 to 600 million litres of potable drinking water which complies with federal and provincial water quality standards while continually meeting system demand at all times. Regulatory monitoring and reporting are required in order to meet the BC Drinking Water Protection Act and the Drinking Water Protection Regulation requirements for the Village's two water systems; Magnesia Creek and Harvey Creek. In addition to this, Public Works staff ensures that treated water meets the strict water quality parameters set out in the

federal Guidelines for Canadian Drinking Water Quality. Public Works staff assures the safety and quality of the drinking water by monitoring select contaminant levels, turbidity levels, chemical usage, and treated water quality.

Service: Treatment Plant Operation & Maintenance [Core – Mandatory: **PIP**]

This core service pertains to the operation, maintenance, and repair of the two water production facilities. Raw water is initially treated by Ultraviolet (UV) light in order to inactivate pathogenic organisms and then followed up by the injection of chlorine in a liquid state (sodium hypochlorite) for disinfection. Plants are kept clean and free of clutter in order for operators to safely and effectively perform routine maintenance. Maintenance activities at each water treatment facility include daily instrumentation checks to ensure proper signal, input/output, flow rates, volumes, pressure, etc.; maintenance and adjustments of the chemical feeds and Ultraviolet (UV) light reactors as well as record keeping and reporting activities. Security checks are conducted to ensure locks, hatches, doors, lighting, and alarms are functional. Annual inspections and checks involve excising all valves inside the plant to ensure proper operation; checking and cleaning of control and electrical panels; and general building checks.

Service: Data Management & Recording [Core – Mandatory]

The core service of water treatment quality generates a considerable volume of complex data through a wide variety of monitoring and reporting requirements. This data is generated through instrumentation readings, field testing results, and laboratory analysis of water samples. Data is collected and entered into a central repository for review and analysis. Periodically, the data is manipulated and provided for incorporation into reports and other documentation.

Service: Instrument Calibration [Core – Essential]

The Division provides verification that instruments used to adjust and monitor chemical feed, chlorine residual analysis, and turbidity readings are accurate. Calibration test kits and bench-top equipment is checked in accordance to manufacturer recommendations and standards. Instrumentation includes redundant chemical feed pump, inline chlorine analysers, inline turbidity meters, and UV reactors.

Service: UV Reactor Maintenance [Core – Essential]

Trojan Ultraviolet (UV) light reactors at each of the treatment plants represent a critical disinfection process within the Village's potable water system. Inspection and preventative maintenance tasks are designed and carried out in order to provide the specified dose of UV light to correctly deactivate pathogenic organisms. Periodic manual cleaning of the lamps supplements the automatic cleaning cycle and enhances the effectiveness the lamps. UV lamps are typically replaced when the intensity drops to 70% of the new lamp intensity or after approximately 5000 hours of use.

Service: Chemical Feed Systems Maintenance [Core – Essential]

The chemical feed system provides metered doses of sodium hypochlorite into the water distribution system to maintain chlorine residual. This service involves daily checks include recording chemical use, feed pump operation and settings and injection and supply line checks. Biennial servicing includes chlorine injection pump overhaul and manifold maintenance including replacement of O-rings, check valves, and diaphragms as required. Cleaning of injection and supply lines is conducted on a quarterly basis to prevent crystallization, air bubble, and impurity build up. Chemical ordering, transport, and transfers are managed as part of this core service.

Service: Intakes [Core – Essential]

Due to their criticality and the predisposition of issues from debris torrents and vegetation, raw water intakes are inspected on a weekly basis. The screens on each of the intakes act as the first line of debris removal from the raw water supplies. Inspections ensure the screens are clear and the intakes are operating as designed.

Service: Settlement Chambers [Core – Essential]

Settlement chambers are installed downstream of the intake at each of the two raw water supplies. Settlement chambers provide the second line of defence for sediment and debris by slowing the flow of water such that larger sediments and debris settle to the bottom of the chamber. Periodically, the chambers are cleared of debris through the opening of a bypass valve that facilitates a flushing action to remove materials from the bottom of the chamber. Once a year, a vacuum truck is hired to completely clear the chambers.

Service: Basket Filters & Strainers [Core – Essential]

Inline basket filters and strainers provide a further line of defence against sediment and debris. These appurtenances are located downstream of the settlement chambers, further limiting the amount of debris and sediment that reaches the treatment plants. These inline basket filters are maintained monthly with repairs conducted as required.

Service: SCADA Operation & Maintenance [Core – Essential]

The Village's water treatment facilities are monitored and partially controlled through a supervisory control and data acquisition (SCADA) system. Peripheral devices communicate through programmable logic controllers (PLC)'s over standard copper telephone lines to the Works Yard. Daily checks ensure accurate operations – equipment repair, programming, and maintenance are outsourced to a 3rd party. An annual inspection of the overhead telephone lines is conducted in order to ensure they are free of vegetative encumbrances.

Service: Distribution System Monitoring & Protection [Core – Mandatory]

Public Works performs mandated daily, weekly, and biannual water testing throughout the distribution network: Coliform samples are submitted for lab analysis on a weekly basis, daily turbidity levels and chlorine residuals are taken throughout the network, and biannual samples are analysed for metals, salts, disinfection by-products, and other contaminants. Special sampling is conducted as necessary in response to emerging contaminants through Vancouver Coastal Health. Water chemistry and microbiological results are used to optimize chemical feed rates and assess the need to perform distribution system maintenance

Service: Customer Inquiries [Core – Essential]

Public Works responds to complaints of atypical water quality at residences. Additionally, staff answers customer inquiries about water quality and provides the data for the mandated annual Drinking Water Quality Report.

CSA: WATER STORAGE & DISTRIBUTION

This core service area is dedicated to the continuous delivery of treated water at adequate pressure to meet domestic, commercial, and firefighting requirements through a network of water storage facilities, water mains, pressure reducing valves (PRV)'s, and fire hydrants.

Service: Water Storage Facility Inspection [Core – Essential: **PIP**]

Water storage facilities provide a reserve supply of water to compensate for water use during peak demand periods and for firefighting purposes. Secondary purposes include provision of reserves during intake blockages and detention/contact time for disinfectants to neutralize pathogenic organisms. Water storage facilities are regularly inspected to keep them in good operating condition and to prevent serious problems from developing. Monthly inspection of these facilities involves:

- Macro inspection of the tanks interior to look for coating issues, biological film growth, and roof leaks,
- Exterior tank inspection to look for spalling or deterioration of concrete as well as for signs of corrosion to metal components,
- Visual inspection of the vents, drains, access hatches to ensure security against intrusion small animals, insects, organics, and
- Visual inspection of the overflow to determine if water level controls are functioning normally, and

- Visual Inspection of flow control valves, altitude valves and sensing lines related to filling of the tanks.

> *"Approximately 25 to 30 percent of all drinking water produced in Canada is lost (or unaccounted for) in distribution systems as a result of leakage"* – Guy Félio

Service: Water Storage Facility External Cleaning [Core – BMP: **NIP**]

Biennial cleaning of the exterior of storage facilities includes pressure washing and scraping to remove moss and other vegetative growth which can accelerate deterioration of the concrete. Spring and summer vegetation control is performed to keep the immediate area clean and free of bushes and trees.

Service: Water Storage Facility Internal Cleaning [Core – Essential]

Biennial cleaning of water storage facilities is performed in order to remove accumulated sediments and biofilm growth. Cleaning occurs during winter months where supply is abundant and consumption is at its lowest. Man-entry is performed in accordance with WorkSafe BC confined space entry procedures. Sediment samples are collected and sampled for metals and other contaminants. Post cleaning inspections of internal surfaces and joints are conducted to ensure proper functioning of the storage facility. Disinfection of the storage facility is completed in accordance with Vancouver Coastal Health requirements. It is important to note that this service may be performed by using divers and a pool-like vacuum to remove sediment buildup; however, post cleaning inspections are not as thorough or effective as with a complete evacuation of the storage facilities.

Service: Water Loss Control Program [Core – BMP]

Water losses account for approximately 26% of the Village's daily water production. While it is not possible to completely eradicate water leaks within the system, Public Works strives to minimise water losses through pressure management and active leakage control:

- **Pressure Management** – Public Works manages water pressure throughout the network via PRV stations. Pressures are kept at the minimum possible in order to extend pipe longevity and reduce leakage,
- **Active Leakage Control** – Public Works performs annual draw down testing to determine overall leakage rates throughout the Village's storage and distribution system. A biannual leak detection program involves checking each residential lot and each fire hydrant using acoustic methods to actively locate leaks. Continual monitoring of consumption rates for spikes in water use may also trigger active leak investigations.

Service: Residential Control Valves & Service Lines [Core – Essential: **PIP**]

The Village has approximately 529 residential service connections that require inspections and maintenance. Public Works staff ensures that control valves and standpipes are kept visible in order to facilitate leak testing and efficient municipal side replacements. Service leaks identified during biannual leak detection processes are scheduled for immediate repair or replacement by the responsible party.

Service: New Service Installations [Core – Essential]

New services are provided as properties redevelop or as empty lots are developed. Public Works installs new services at a standard size of 38 mm to facilitate residential fire sprinkling. A routine installation involves utility locates, excavation and trenching from the main to the property line, making a tap at the main and running a new service line with a curb stop and stand pipe. The excavation is backfilled, compacted and paved.

Service: Main Repairs [Core – Essential]

The Village has approximately 17 kilometers of water mains that vary in size and materials. Aging infrastructure and shifting ground puts tension on underground water lines and causes them to break or separate. Since main breaks release large volumes of water and can damage personal property or create hazardous situations if not immediately addressed, Public Works strives to respond to main breaks in minutes during normal working hours and within an hour for non-business hours. Main repairs are conducted on an as needed basis and involve locating existing utilities, excavation, repair, backfilling, compaction, and finish paving. AWWA watermain repair and disinfection methods are adhered to and discharge of chlorinated water is treated with sodium thiosulfate to minimize impacts to the environment.

Service: Isolation & Blow-Off Valve Inspections & Maintenance [Core – BMP: **PIP**]

The Village has approximately 250 inline sliding gate watermain valves throughout the distribution network. This service is designed to ensure valves are visible and operate properly to reduce the area of service disruption during system repairs and to facilitate flushing operations. Valve boxes are located and inspected for damage or defect. Valves are operated to ensure they open completely and seat properly when closed. Repairs are generated through the inspection and exercising program and typically involve replacement of O-rings and gland packing – any issues beyond this require complete valve replacement.

Service: Air Relief Valve Inspections & Maintenance [Core – BMP: **PIP**]

Air valves provide for the escape of air trapped within the system and also allow air to enter the main when it is draining or when negative pressures occur. Maintenance of air valves includes a biannual check – once in the spring and once in the winter – to ensure positive drainage so that back-siphonage does not occur. Annual maintenance involves rotating the in-service valves with a stock valve. The removed in-service valve is inspected for orifice blockage or float malfunction and repairs are conducted as necessary. The valve is then cleaned, lubricated, cleared of any corrosion, and recoated, after which, they are put into stock for rotating in-service.

Service: Hydrant Inspection & Maintenance [Core – Mandatory: **PIP**]

The Village of Lions Bay has 72 hydrants dispersed throughout the distribution network. Biannual inspections of fire hydrants consist of:

i. Operating Check (springtime inspection)

- Removing vegetation for a radius of 1.5 meters around the hydrant,
- Checking hydrant caps to ensure easy operation,

- Checking and ensuring the isolation valve box is visible and that the isolation valve operates normally,
- Checking flow and recording pressures

ii. Maintenance (fall maintenance)

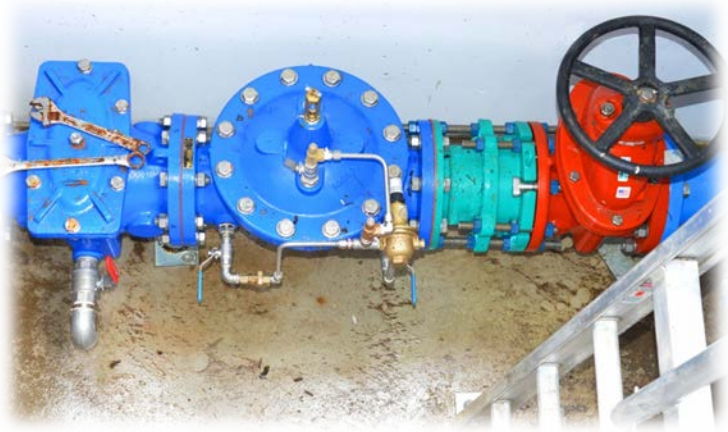
- Disassembly of the fire hydrant, checking threads, seals, etc. and replacing worn parts,
- Lubrication of moving parts and reassembly,
- Recording pressure and documenting repairs and any issues found,
- Painting of hydrants is on an as needed basis.

Additional maintenance is required if the hydrant has been in use for firefighting purposes. Inspection and maintenance activities are in accordance with the National Fire Code of Canada and the Underwriters Laboratory.

Service: Pump Station Inspection and Maintenance [Core – Essential]

The Village owns and operates a pressure boosting pump station at Timbertop Drive. This dual pump system is designed to augment water pressure within the distribution system to provide the residents with a continually optimized water supply. Monthly inspections include checking for operational issues such as leakage, corrosion, and overheating. Each pump is rotated into service on a quarterly basis. During this manual switch over, the pumps are inspected for accuracy of pressure output and vibration issue. Basket filters are also cleaned during this quarterly pump switch.

Service: PRV & Fill Station Inspection and Maintenance [Core – Essential]



PRV stations are spread geographically throughout the Village and provide the ability to control system pressures. Fill stations are located at water storage facilities and provide for the rapid filling of these facilities in a safe and controlled manner. Bi-monthly inspections take place to identify leaks or fluctuations in desired pressure – sensing line filters and inline strainers are inspected and cleaned during these inspections. Annual tear-down and inspection of valves ensures good operating conditions and identifies any corrective maintenance required. PRV and fill station valve maintenance require confined-space safe entry procedures and appropriate staffing levels for maintenance in accordance with WorkSafe BC regulations.

Service: Gas Detector Calibration [Core – Mandatory: **PIP**]

Gas detectors monitor the atmosphere in confined spaces for such issues as oxygen deficiency and the presence of toxic gases. They are critical to any confined space entry program and must be routinely calibrated and tested. Gas detectors are “bump” tested prior to each day’s use and are calibrated monthly using a manufacturer recommended calibration kit

Service: Water Service Turn On/Off [Core – BMP]

Residents may require a turn on or turn off during the course of renovations, plumbing repairs, service line leaks, or for extended absences. Public Works accommodates this service during normal working hours at no cost to the residents. After hours requests are charged at the appropriate rates set out in the Village's bylaws. Improper operation of the residential curb stops or shut-offs can result in line or valve damage.

Service: Water Main Flushing – Water Quality [Core – Mandatory]

Public Works may flush water from a main in response to water quality monitoring results. This service consists of opening hydrants and blow off valves in specific areas of the Village's distribution network until the pre-selected water quality criteria are met. These criteria may include establishing a detectable disinfectant residual, the reduction or elimination of colour or turbidity, or the expulsion of water of poor quality.

Service: Water Main Flushing – Comprehensive Flushing [Core – Mandatory]

A comprehensive biannual flushing campaign is carried out in the spring and fall for the purposes of cleaning the entire watermain system. Predetermined fire hydrants are fully opened to generate the appropriate flows required in order to remove excess sediment and scour the mains. Precautionary measures include pre/post checks of the drainage system and treatment of discharged chlorinated water with sodium thiosulfate to minimize impacts to the environment. Water samples are taken at the start of flushing and at 5-minute increments to analyze for turbidity and chlorine residual. All sample results are recorded and analyzed for future consideration.

Service: Watermain Bridge Inspection and Maintenance [Core – BMP: **PIP**]

Watermain bridges or pipe crossings facilitate the movement of water through a pipeline across natural barriers such as a creeks or ravines. The Village has several watermain bridges that are suspended under bridges or extend across creeks as dedicated watermain bridges. A biannual inspection of these facilities is conducted to identify corrosion or settlement of the structures.

CSA: WASTEWATER COLLECTION & TREATMENT

This core service area pertains to the operation, maintenance, and repair of the sanitary sewer collection and wastewater treatment plant (WWTP) servicing the residents of the Kelvin Grove neighbourhood. The Village of Lions Bay possesses a permit enabling the discharge of treated wastewater into the receiving waters of Howe Sound.

Service: Inspection Chamber Maintenance [Core – BMP: **NIP**]

Sewer inspection chambers provide access to the lateral lines for inspection or unstop activities. Inspection chambers also provide for a quick determination of private site blockages since a blockage upstream of the inspection chamber will not facilitate the passing of effluent past the inspection chamber. That said, a blockage downstream of the inspection chamber does not imply Village complicity in the blockage but merely indicates a blockage on the municipal side of the service line.

Service: Lateral Inspection [Core – BMP: **NIP**]

CCTV inspections of the municipal side of a sewer service lateral are a best management practice designed to locate and identify issues prior to the formation of blockages. Lateral impediments can consist of a buildup of sediment; fats, oils, or grease; root intrusion through joints; or structural defects in the lines itself. Public Works conducts annual sewer lateral inspections each summer with defects or deficiencies on the public side repaired prior to the fall.

Service: CCTV Inspection [Core – BMP: **NIP**]

Similar to lateral inspections, main line inspections are a best management practice designed to locate and identify main line issues prior to the formation of blockages. Triennial closed-circuit televising (CCTV) of the main sewer lines is conducted to verify the condition of sewer mains and to look for the development of issues including root intrusion, line separation, and/or accumulation of debris.

Service: Sewer Main Repairs [Core – Essential]

Sewer repairs are conducted on an 'as needed basis' and predominantly through the investigative CCTV process. Flow restrictions caused by fully or partially collapsed pipe, root infestation, or any other anomalies will instigate sewer line repair. Sewer line repairs typically require full depth excavation of the line and replacement of the damaged portion of line.

Service: Manhole Inspection & Maintenance [Core – Essential]

Manhole inspections are conducted annually in order to identify debris, obstructions, infiltration, or any structural deterioration. The program involves inspection of the manhole frame and lid, barrel, ladder rungs, and benching. Deficiencies are scheduled on an 'as needed basis' and may include remedial measures such as parging, or sealing of cracks and joints to prevent infiltration or cleaning obstructions from the benching.

Service: Sewer Lateral or Main Blockage Unstop [Core – BMP]

In the event of a sewer blockage on the municipal side of a lateral, Public Works will first attempt to clear the blockage using a sewer snake or other manual line clearing tools. If this procedure proves unsuccessful, Public Works will contract a third party to vacuum or hydra-jet the lateral. Once cleared, the line is inspected for defects or damage and repairs are scheduled if required. Any discharges or sanitary sewer overflows (SSO)'s are reported to the Provincial Emergency Program. After remedial measures have alleviated the problem, the affected area is cleaned up and treated with calcium hypochlorite for disinfection.

Service: New Service Lines [Core – Essential]

New sanitary sewer lines are installed as part of the building permit process. Requests for new lines to a lot with an existing service must also include a disconnection and cap at the invert of the sewer main. New services are installed complete with a sanitary inspection chamber at the property line. The cost for this service is borne by the requestor.

Service: WWTP Inspection & Monitoring [Core – Mandatory]

The Village of Lions Bay's secondary WWTP consists of a rotating biological contactor (RBC) plant situated within Kelvin Grove Park. The treatment process utilizes a rotating shaft that spins a fixed media disk in a wastewater well. Bacterial growth attaches to the disks and the rotation of the shaft alternately exposes this biomass to wastewater and then oxygen in the atmosphere. Biweekly inspections are performed to check for damage to the media disks, misalignment or excessive shaft deflection, motor torque loading (excessive heat), and for clogging of weirs or orifice areas. At the time of inspection, grease fittings and bearings are lubricated. Inspection and maintenance activities are mandated and governed by the operating permit as well as a variety of legislative acts and regulations.

Service: WWTP Dewatering and Maintenance [Core – Mandatory]

As the RBC media discs rotate through the wastewater and atmosphere, bacterial decomposition of the organic components of the wastewater takes place. This creates additional bacterial growth which separates or sloughs off the media discs and settles at the bottom of the wastewater well. As this material builds up, it reduces the effectiveness of the bacteria on the RBC's by competing with the resources contained within the wastewater. Annual dewatering or removal of this material is essential in maintaining the effectiveness of the treatment process. Annual dewatering of the plant involves the removal of the roof, pressure washing of the interior well, and vacuuming out the sediment accumulations from the bottom of the wastewater well. During this maintenance activity, a detailed inspection of the bearings, shaft, motor and media disc occurs with repairs or maintenance performed as needed.

Service: WWTP Flow Meter Inspection and Calibration [Core – Mandatory]

This service involves a monthly inspection of the flow measurement weir, transducer, and data logger. Calibration is performed as required and monthly data is downloaded and incorporated into a tracking spreadsheet. The meter room is kept clean and free of clutter in order for operators to safely and effectively perform maintenance activities.

Service: WWTP Effluent Quality Monitoring and Reporting [Core – Mandatory]

Quarterly sampling of treated effluent occurs in accordance with the Kelvin Grove WWTP operating permit. Quarterly sampling of effluent for five-day biochemical oxygen demand and total suspended solids are recorded and submitted via annual report to the Ministry of the Environment due in May of each year.

Service: WWTP Outfall Inspection [Core – Mandatory]

Quinquennial inspection of the WWTP effluent outfall pipe, per the Kelvin Grove WWTP operating permit, is performed by certified divers or remotely operated vehicles. Video footage of the inspection is reviewed and analyzed with remedial measures budgeted and scheduled as required.

Service: Beach Water Quality Testing & Reporting [Core – Mandatory]

Water quality at the Village's three public beaches is tested on a weekly basis during the summer months between May and September. Samples are taken to a Vancouver Coastal Health (VCH) laboratory and tested for the presence of E. coli. If elevated counts are detected VCH will advise Public Works to post warning signs indicating the water does not meet health standards for recreational water use including swimming or wading.

CSA: FACILITIES MAINTENANCE & MANAGEMENT

Public Works provides facilities operations and maintenance for the Village's public buildings to ensure these assets are safe, clean and well maintained for residents and employees. These facilities are a key element in the Village's overall infrastructure and asset management strategy. Similar to other Public Works infrastructure assets, core services pertaining to facilities act to mitigate deterioration and prolong asset life.

Service: Building Inspection - Internal [Core – BMP: **NIP**]

Public Works conducts annual visual inspections of each facility throughout the Village. Inspections include core components of the facility:

- Structure – concrete, steel and wood components
- Roof system -- surface material, condition, age and remaining useful life
- Building envelope – roof and sidewalls including windows and doors
- Interior finishes – floors, walls and ceilings
- Heating, ventilation and air conditioning
- Electrical system and components
- Plumbing system and fixtures
- Fire suppression and life safety systems
- Landscaping
- Hardscape - walks, roadways, drives, parking areas
- Storm water drainage

Defects are documented and repairs scheduled.

Service: Building Inspection - External [Core – BMP: **NIP**]

Managed by Public Works, a triennial building survey and assessment is conducted on each Village facility by external parties. Full inspections and assessments check for structural problems or defects, as well as to assess and valuate the remaining service life and building value. Information gathered facilitates accurate asset valuation and long-term replacement planning.

Service: On Demand Building Maintenance [Core – Essential]

Building and system repairs are conducted on demand via internal request from Village staff or through facility users. General repairs within the skill set of Public Works will be performed as needed or scheduled at the earliest available time. Outside contractors are hired when specialized skills are needed to complete necessary maintenance or repairs.

Service: Building Preventative Maintenance [Core – BMP: **PIP**]

Proactive preventative maintenance programs ensure that the building envelope and equipment are kept in good operating condition and that fulfill any warranty requirements. Specific programs include such programs and activities as roof and gutter cleaning, pressure washing and painting, vegetation management, septic field cleaning, and so on. Maintenance activities within the Public Works skill set are routinely scheduled and performed. Outside contractors are hired to perform specialized preventative maintenance tasks.

Service: Emergency Operations [Core – Essential]

Auxiliary generators are located at the Klatt Building, the Works Yard, and at each water treatment plant. These units provide backup power in case of loss of electrical power to the sites. Operations and maintenance activities includes quarterly exercising and inspection of transfer switches and automatic start up. Annual preventative maintenance including load testing is performed by an outside contractor.

Service: Community Event / Volunteer Support [Discretionary]

Public Works staff prepares facilities for special community events and activities such as the Halloween Fire Works Display or the Polar Bear Plunge, community festivals, and large gatherings. Services are predominantly provided through in-kind contribution and Council approval.

Service: Works Yard Maintenance [Core – BMP]

The Public Works Yard is the operations nucleus for the department's day to day activities. This facility acts as a storing house for consumables of all types including, but not limited to: electrical fittings; plumbing and building supplies; road salt; spare signage and parts; pit materials such as gravel and sand; lumber; fuel; equipment; and vehicles. Regular maintenance of the facility and grounds involves general cleaning, lighting checks, electric gate maintenances, fuel pump and storage tank maintenance, septic system clean out and maintenance, gutter cleaning, fence repairs and so on.

CSA: PARKS & OPEN SPACES

This core service area tends to the maintenance of the Village's parks, playgrounds, tennis court, and open spaces. Services include regularly scheduled activities as well as demand driven responses to customer requests or vandalism. Park facilities are visited on a scheduled basis during the summer months with particular attention being paid to restroom cleaning, general park upkeep, litter removal, and vandalism repairs.

Service: Park Inspections & Litter Clean-up [Core – BMP]

During peak usage periods the Village's main beach parks are inspected daily for deficiencies and litter control. This service is important ensuring visitor safety and maintaining a general tidy appearance of the park. Excess litter is removed, garbage bins are checked for capacity, and personal belongings are collected and stored for potential retrieval. Any safety related issues are corrected immediately.

Service: Turf Maintenance [Core – BMP: **PIP**]

Grassed areas are mowed and edged on a regularly scheduled basis throughout the summer and on an as needed basis in the fall and spring. Annual maintenance activities include:

- Hollow tine aeration followed by sand topdressing each fall
- Over-seeding, fertilization, and lime applications each spring

Service: Irrigation System Operation & Maintenance [Core – BMP]

Irrigation systems are controlled by a timer with water being applied as needed to maintain the driest conditions possible to support turf and planted areas. Irrigation heads are adjusted and repaired as required.

- **System start up** – each spring, prior to the onset of drier weather conditions, Public Works will energize and test the Village's irrigation systems. Coverage is checked and adjustments are made as required.
- **Winterizing** – each fall, as the rainy season approaches, Public Works will de-energize and turn off the Village's irrigation systems. Prior to the onset of winter conditions, the remaining water within the irrigation systems is blown out using compressed air. This prevents damage to the line caused when water freezes and expands within the pipes.

Service: Planted Beds & Landscaped Areas [Core – BMP]

This service is directed at removing undesired vegetation or weeds that compete with planted materials, such as flowers and shrubs, for nutrients and water. If left unchecked, undesired vegetation can get out of control and take over a bed resulting in a shabby unkempt appearance. Regularly scheduled maintenance occurs throughout the growing season and includes activities such as:

- Hard edging and mulching annually each spring
- Monthly pruning and weeding to remove undesirable growth
- Annual Planting of perennial and mix plantings within flower boxes and ornamental pots

Service: Tree Pruning & Maintenance [Core – BMP]

- **Park and Specimen Trees** – pruning of trees increases the overall plant health. Removal of dead and decaying branches helps to prevent insect and decay organisms from infecting the tree. Thinning the canopy increases sunlight penetration and helps to reduce rot and decay as well as to stimulate root growth thereby creating a healthy and strong structure.
- **Generic Village Trees** – Pruning and maintenance of all municipal trees within the village are conducted on an "on demand" basis in response to trees that poses a safety threat. Pruning may occur throughout the year in response to facility, pedestrian or motorist impediments.

Service: Playground Inspection & Repair [Core – Mandatory: **PIP**]

Playground inspections are conducted in accordance with the Canadian Standards Association guidelines. Detailed inspections of each play structure and surfacing occurs twice a month during the peak season between April and October, and then monthly for the remainder of the year. Maintenance activities include:

- Tightening of loose fittings, fasteners, and clamps,
- Ensuring that playground safety surface material is evenly distributed throughout the playground, with low or dished out areas filled in and leveled
- Playground components are replaced as required.

Service: Tennis Court Maintenance [Core – BMP]

Tennis courts are readied for use each spring and are inspected and maintained on a weekly basis for the duration of the tennis season (April to November). At the close of the season, nets will be removed and the courts will be closed for the winter months. Maintenance activities include:

- General inspection and clean-up of litter receptacles (weekly)
- Replacement of nets and cables (as needed basis)
- Fence inspection and repairs (as needed)
- Pressure washing of the surface area (annually or as needed)

Service: Trail & Walkway Inspection & Maintenance [Core – Essential: **NIP**]

The Centennial Trail, Kelvin Grove Beach Park trails, and residential connector paths are inspected on a monthly basis and include checks of all park amenities such as hand rails, stairs, pedestrian bridges, signage, and fencing. Public Works will respond to public safety or security issues on an as needed basis. Trails will also be inspected after significant weather events where erosion or washout conditions may be expected. Trail surfaces are maintained in a natural state and drainage is installed as required to keep the walking path clear. Due to inclement weather or site-specific conditions, tree roots, fallen limbs, or rocky materials may be present upon the walking surface. During winter months snow or ice control is not conducted, as such, trails can remain snow or ice covered for extended periods.

Service: Restroom Maintenance [Core – Essential]

Restrooms at Kelvin Grove and Lions Bay Beach Parks are in operation from May 1st through to September 15th annually. Restrooms may be opened on an as needed basis in response to special or programmed events. Cleaning, litter removal, and restocking of paper products is performed under contract with Public Works performing checks several times a week to ensure services are performed. Building lighting, security, and plumbing systems are repaired on an as needed basis.

Service: Vandalism / Graffiti [Core – BMP]

Public Works strives to keep public areas clean and free of vandalism or graffiti. Upon notification or detection of vandalism, staff will promptly take appropriate corrective action to repair the damage. Graffiti will be promptly removed. Removal method may include soda washing, power washing, chemical removal methods, or painting.

Service: Furniture Maintenance [Core – BMP: **PIP**]

Lions Bay's parks open spaces contain a variety of furniture placed to enhance visitor experience. Items include benches, planters, bike racks, litter receptacles, picnic tables, and gazebos. Park furniture is inspected annually with repairs being conducted as required. Regular maintenance activities include sanding and staining, cleaning, painting, and component repairs.

Service: Beach Maintenance [Core – BMP]

Public Works maintains the picturesque sand beach located on the foreshore of the Lions Bay Beach Park. Annual maintenance activities involve the removal of driftwood and logs, the addition of sand, and the deployment a log boom and floating dock to demarcate a public swimming area. Public Works conducts annual inspections of the foreshore retaining walls to identify any winter storm damage. Repair works are conducted in conjunction with Department of Fisheries and Oceans (DFO) requirements for the protection of aquatic environments.

Service: Invasive Species Management [Core – BMP: **NIP**]

Invasive plant species upset local ecosystems by displacing native species, degrading habitat, and disrupting natural ecological processes. The two species of particular concern in the Village of Lions Bay are giant hogweed and Japanese knotweed:

- **Giant Hogweed:** the clear water sap of this invasive plant contains photoactive toxins that can cause severe burns skin burns when exposed to sunlight. Symptoms occur within forty-eight hours of exposure and consist of painful blistering of the skin.
- **Japanese Knotweed:** the large rhizomes of this invasive can reach lengths of up to twenty meters and are strong enough to penetrate concrete and asphalt. Throughout BC Japanese knotweed has caused damage to buildings, houses, roadways and railways.

Public Works uses WorkSafe BC approved methods when dealing with giant hogweed. The only effective measure against Japanese knotweed is stem injection using a pesticide. Application requires licensing and certification. Stem injection treatments are required annually and it can take up to three treatments to fully eradicate a single plant.

Service: Kayak Rack Maintenance [Discretionary]

The Village maintains a large wooden kayak storage facility located at the Lions Bay Beach Park. The structure is inspected annually each spring with repairs being made as required. Periodically, the unit is sanded and stained to increase longevity.

CSA: FLEET & EQUIPMENT

This core service area pertains to the maintenance and repair of the Village's fleet and equipment inventory which is foundational to the core services provided by the Public Works department. Fleet and equipment are kept clean and well maintained to ensure operability at times of emergency.

The Village's fleet and equipment is diverse and complex and includes such equipment as a small excavator, a skid-steer loader, a man-lift truck, chipper, and various smaller equipment and hand tools. Fleet operations are regulated through federal and provincial legislation. Inspections and operating permits are managed through the Province's Commercial Vehicle Safety and Enforcement branch.

Service: Preventative Maintenance & Servicing [Core – Mandatory]

Preventative maintenance is the cornerstone of vehicle longevity and guarantees reliable fleet and equipment at times of emergency. Public Works operates a single bay repair shop for routine maintenance tasks and outsources major inspections and repairs. Services conducted in-house include:

- General inspections and servicing (oil & lube)
- Tire repair and replacement including installation of winter tires
- Washing and detailing
- Minor electrical repairs and battery replacements

Outsourced activities include:

- Regulated annual safety inspections
- Lease vehicle maintenance and service
- Larger, more intricate services or repairs
- Annual fuel tank cleaning & internal tank polishing

Service: Fleet & Equipment Repairs [Core – Mandatory]

Fleet and equipment repairs are driven by normal aging and conditions of use. Routine inspection and maintenance highlights issues and problems that require repair. More intricate and skill-oriented repairs and servicing are contracted out. Repairs include items such as:

- Transmission or engine repairs or servicing
- Drive train or axle repairs or servicing
- Brake/rotor replacement or turning
- Exhaust system repair or maintenance

Service: Manufacturing and Custom Fabrication [Core – Essential]

Public Works manages a fabrication shop complete with welders, grinders and a drill press. This service is essential in the maintenance and operation of all vehicles, equipment as well as for the repair and maintenance of the Village's metal infrastructure. Examples of services include:

- Repair of metal handrails and gates
- Fabrication and repairs of water sluice gates.
- Custom fabrication of water storage facility access hatches
- Structural support and repair of snow plows and salting equipment

CSA: WASTE COLLECTION SERVICES

This core service area pertains to the collection, disposal, and recycling of the Village of Lions Bay's residential wastes. Services include biweekly collection of waste and weekly collection of glass, organics, and recycling. Collection services are managed by Public Works and the service is provided via a contractual agreement with a service provider.

Service: Christmas Tree Disposal [Discretionary]

This historical service is provided by Public Works on an annual basis. Residents are able to deposit trees at the CN parking lot on Lions Bay Avenue between January 1st and the second Monday of the month at which time they will be chipped up by Public Works staff. Annually over a hundred Christmas trees are disposed of through this service.

Service: Doggie Bag Dispensers [Discretionary]

The Village of Lions Bay provides dog bag dispensers and waste collection cans at strategic locations throughout the community. This service is valued by both dog owners and non-dog owners, and helps keeps the Village's streets, parks, and open spaces clean. Public Works purchase and restocks the dispensers on a regular basis with the waste bins being emptied by the Village's waste control contractor.

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LEGAL FRAMEWORK & BMP'S

CSA: ADMINISTRATION

- *Local Government Act* [RSBC 2015]
- *Community Charter* [SBC 2003]
- *Workers Compensation Act* [RSBC 1996]
- *Environmental Data Quality Assurance Regulation* [BC Reg. 90] – Operator Training
- *Drinking Water Protection Act* [SBC 2001] – Operator Training
- *Drinking Water Protection Regulation* [BC 2003] – Operator Training
- *The Ground Water Protection Regulation* [BC Reg. 2004] – Operator Training
- *Employment Standards Act* [RSBC 1996]
- *Workers Compensation Act* [RSBC 1996]
- *Hazardous Products Act* [RSC 1985]
- *Employment Equity Act* [SC 1995]
- *Canadian Human Rights Act* [RSC 1985]

CSA: ROADS & BRIDGES

- *Transportation Act* [SBC 2004]
- *Motor Vehicle Act* [RSBC 1996]
- *Railway Act* [RSBC 1996]
- *Railway Safety Act* [RSC 1985]
- Guideline for Bridge Safety Management, Transport Canada – BMP
- Canadian Highway Bridge Design Code CAN/CSA S6-14 – BMP
- Bridge Standards and Procedures Manual, BC Ministry of Transportation & Infrastructure – BMP
- Canadian Geometric Design Guidelines, Transportation Association of Canada – BMP
- Guide to Bridge Repair and Management, Transportation Association of Canada – BMP
- Guide to Bridge Repair and Rehabilitation, Transportation Association of Canada – BMP
- Public Works Association of America, BC Chapter – BMP
- Canadian Public Works Association – BMP

CSA: TRAFFIC & LIGHTING

- Canadian Electrical Code CSA 22.1-15
- Roadway Lighting ANSI/EXNA RP-8-14 Illuminating Engineering Society – BMP
- Manual of Uniform Traffic Control Devices for Canada (2014) TAC – BMP

CSA: CREEKS & DRAINAGE

- *Drainage, Ditch and Dike Act* [RSBC 1996]
- *Dike Maintenance Act* [RSBC 1996]
- *Fisheries Act* [RSC 1985]
- *Environmental Management Act* [SBC 2003]
- *Migratory Birds Convention Act* [SC 1994]
- *Species at Risk Act* [SC 2002]

- *Transportation Act* [SBC 2004]
- *Emergency Program Act* [RSBC 1996]
- *Health Act* [RSC 1985]
- *Wildlife Act* [RSBC 1996]
- American Water Works Association – BMP
- Canadian Public Works Association – BMP
- American Public Works Association – BMP

CSA: WATER TREATMENT & QUALITY

- *Drinking Water Protection Act* [SBC 2001]
- *Drinking Water Protection Regulation* [BC 2003]
- Water Quality Guidelines [BC 2016]
- Guidelines for Canadian Drinking Water Quality [2014]
- *The Ground Water Protection Regulation* [BC Reg. 2004]
- *Water Act* [RSBC 1996]
- *The Health Hazards Regulation* [BC Reg. 2011]
- *Public Health Act* [SBC 2008]
- Vancouver Coastal Health Regulatory Requirements
- American Water Works Association Standards and Guidelines – BMP
- Water Environment Foundation – BMP
- World Health Organization – BMP

CSA: WATER STORAGE & DISTRIBUTION

- See Water Treatment & Quality (above)

CSA: WASTEWATER COLLECTION & TREATMENT

- *The Municipal Wastewater Regulation* [BC Reg. 2012]
- *Environmental Management Act* [SBC 2003]
- *Public Health Act* [SBC 2008]
- *Fisheries Act* [RSC 1985]
- *Environmental Management Act* [SBC 2003]
- *Migratory Birds Convention Act* [SC 1994]
- *Species at Risk Act* [S.C. 2002]
- *Transportation Act [*SBC 2004]
- *Emergency Program Act* [RSBC 1996]
- *Health Act* [RSC 1985]
- *Wildlife Act* [RSBC 1996]
- Sewerage System Regulation [BC Reg. 2010]
- *Wastewater Systems Effluent Regulations* [SOR 2012]
- *The Health Hazards Regulation* [BC Reg. 2011]
- *The Waste Discharge Regulation* [BC Reg. 2004]
- *Canadian Environmental Protection Act* [SC 1999]
- Vancouver Coastal Health Regulatory Requirements

- Canada-Wide Strategy for the Management of Municipal Wastewater – BMP
- American Water Works Association Standards and Guidelines – BMP
- Water Environment Foundation – BMP
- World Health Organization – BMP

CSA: FACILITIES MAINTENANCE & MANAGEMENT

- *BC Building Code* (BCBC) 2012
- *BC Fire Code* (BCFC) 2012
- *BC Plumbing Code* (BCPC) 2012
- *National Building Code* (NBC) 2015
- *National Fire Code* (NFC) 2015
- *National Plumbing Code* (NPC) 2015
- *National Energy Code for Buildings* (NECB) 2015
- *Canadian Electrical Code* CSA 22.1-15

CSA: PARKS & OPEN SPACES

- *Environmental Management Act* [SBC 2003]
- *Migratory Birds Convention Act* [SC 1994]
- *Species at Risk Act* [SC 2002]
- *Wildlife Act* [RSBC 1996]
- *The Ground Water Protection Regulation* [BC Reg. 2004]
- *Fisheries Act* [RSC 1985]
- BC Recreation and Parks Association – BMP
- Canadian Safety Association (CSA) Standards – BMP

CSA: FLEET & EQUIPMENT

- *Commercial Transport Act* [RSBC 1996]
- *Transport of Dangerous Goods Act* [RSBC 1996]
- *Transportation Act* [SBC 2004]
- *Motor Vehicle Act* [RSBC 1996]
- *Transportation of Dangerous Goods* Act [SC 1992]
- *Motor Fuel Tax Act* [RSBC 1996]
- *Motor Vehicle Act* [RSBC 1996] - Division 25 Vehicle Inspection and Maintenance
- *Motor Vehicle Act* [RSBC 1996] - Division 37 Safety Code
- *National Safety Code Standard* - Division 10 - Cargo Securement

CSA: WASTE COLLECTION SERVICES

- *Organic Matter Recycling Regulation* [BC Reg. 2002]
- *Environmental Management Act* [SBC 2003]
- *Public Health Act* [SBC 2008]
- *Recycling Regulation* [BC Reg. 2014]
- *Hazardous Waste Regulation* [BC Reg. 2016]

CORE SERVICE LEVELS

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
CSA: ADMINISTRATION			**1532**	**1123**	
Human Resources [Core – Mandatory]	EOCP & WSBC mandated training, labour relations matters, safety talks, OHS meetings, daily work briefings & debriefings.	Enhanced employee engagement and job satisfaction levels which result in increased productivity and commitment to the Village. Increased safety awareness reduces risk of injuries.	750		
Finance & Purchasing [Core – Essential]	Preparation of tenders, requests for quotes, time sheet entry, research product specs, review invoicing, ordering of materials, and documentation / records management.	Ensures compliance with Village purchasing policies and that the Village obtains the best value for dollar spent. Accurate, efficient record keeping ensures accountability and cost tracking.	250		
Customer Service [Core – Essential]	Response to internal and external customer requests, research, preparation of communication pieces, meeting with residents, reviewing issues and problem solving.	Ensures high level of customer satisfaction and builds relationships between Public Works and the Residents of the Village.	416		
Engineering [Core – Essential]	Technical services pertaining to proposed public works projects, engineering design reviews, ensuring compliance with standards, assessing infrastructure and so on.	Ensures applicable standards are met, ensures our ability to operate and maintain infrastructure, ensures quality product, and technical requirements.	104		
Development [Core – Essential]	Review of resident and developer drawings, service requests, utilities requirements, periodic inspections, and final sign off on Public Works related items.	Ensures proper servicing and functioning of Public Works services in relation to residential and commercial developments.	12		
CSA: ROADS & BRIDGES			**2824**	**652**	
Bridge - Maintenance Inspection [Core – BMP] **Not In Place**	Annual maintenance inspections for pedestrian and vehicle safety, concrete condition, vegetation management corrosion and other defects that lead to degradation of bridge structures.	Preserves bridge integrity and safety and improves the functional condition of the bridge with the aim of preventing, delaying, or mitigating deterioration.	16		
Bridge - Professional Inspection [Core – BMP] **Not In Place**	Detailed inspections to check general condition, load rating, deterioration of concrete and steel materials, and to recommend further destructive/non-destructive testing of structural steel.	Preserves bridge integrity and safety and improves the functional condition of the bridge with the aim of preventing, delaying, or mitigating deterioration.	2		
Bridge Washing [Core – BMP] **Not In Place**	Clean bridges using a combination of air and high volumes of water to remove chloride build-up from winter activities.	Preserves bridge integrity and safety and improves the functional condition of the bridge with the aim of preventing, delaying, or mitigating deterioration.	192		
Bridge Repairs – Minor [Core – Essential] **Not In Place**	Annual maintenance activities include vegetation management, minor concrete patching, bridge drainage maintenance, railings maintenance, spot treatment of corrosion, and minor joint repairs.	Preserves bridge integrity and safety and improves the functional condition of the bridge with the aim of preventing, delaying, or mitigating deterioration.	16		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS		
			Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Grade Crossing Inspection & Repairs [Core – Mandatory] **Partially In Place**	Routine inspections of the crossing surface, approaches, and flangeways. Maintenance activities involve vegetation management, approach repairs, and documentation of flangeway and crossing surface defects for reporting to CN Rail.	Ensures the safety of pedestrian and vehicular traffic at the Village's grade crossings.	72		
Pedestrian Feature Inspection & Maintenance [Core – Essential] **Not In Place**	Pedestrian facilities are inspected every 12 months to assess their condition and to identify any defects or hazards which are then scheduled for repair. Vegetation is managed once per year.	To maintain pedestrian features as safely as possible within the resource allocations permitted through the annual operating budget.	176		
Boulevard Maintenance [Discretionary]	Mowing and trimming of boulevards adjacent to private residences.	Maintains a neat and tidy overall appearance.	192		
Shoulder Maintenance [Core – BMP] **Partially In Place**	Clear road shoulders of debris and ensure positive drainage along the length of the roadway.	Ensures free draining road and protects against accelerated deterioration of road surfaces.	208		
Forest Service Road Maintenance [Core – Essential]	Clear road shoulders of debris, grading and re-establishing proper cross fall to ensure dispersion of water, and ensuring positive drainage along entire length of roadway.	Ensures free draining road and protects against accelerated deterioration of road surfaces.	192		
Forest Service Road Rock Scaling [Core – Essential] **Not In Place**	Clear rock faces of loose material and dangerous trees.	Ensures access to critical infrastructure and protects employee health and safety while accessing infrastructure.	8		
Street Sweeping [Core – BMP]	Mechanically sweep road surfaces and collect materials for proper disposal.	Reduces contaminant loading from first flush events and maintains a neat and tidy overall appearance.	96		
Street Decorations [Discretionary]	Install decorative banners, flags, and decorative lighting at key locations.	Provides ambiance and character to the Village.	32		
Guardrail & Fence Maintenance & Repair [Core – BMP] **Partially In Place**	Inspection and maintenance of guard rails to ensure functionality and stability.	Prevents vehicles from taking and off-roadway course and protects infrastructure such as hydrants and electrical kiosks.	144		
Street Appurtenances & Bus Shelters [Core – BMP] **Partially In Place**	Inspection and maintenance ensures features are in good working order and free of graffiti and vandalism.	Protects against liability and ensures functionality of these street appurtenances.	80		
Pavement Condition Assessment Program [Core – BMP] **Partially In Place**	Assessment of pavement condition through specialty equipment to grade and prioritize roadway deterioration. Contract Service.	Enables staff to prepare specific remediation measures and priorities for the Village's roadways.			

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS		
			Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Crack Sealing [Core – BMP] **Not In Place**	Application of asphaltic cement materials to limit the intrusion of water into the surface of the pavement.	Prolongs life of roadway through the prevention of damage caused by water and freeze thaw.			
Pavement Patching [Core – Essential] **Partially In Place**	Excising sections of pavement, re-compacting the sub-base, and applying new asphalt to remediate the area.	Prolongs life of roadway through the prevention of further damage.	32		
Mill & Overlay [Core – BMP] **Not In Place**	Mill 25 mm (typical) of road surface, apply binding agent, and apply top course of pavement.	Provides as-new life expectancy for roadway.			
Road Reconstruct [Core – Essential] **Not In Place**	Remove all asphalt, re-grade road sub-base to re-establish camber, provide drainage features, apply 1st lift of asphalt, and apply second (final) lift of asphalt.	Provides new roadway with full life expectancy.	16		
Pest Control & Dead Animal Pickup [Core – Essential]	Remove and dispose of dead animal carcasses.	Provides for a neat and tidy appearance and prevents odour and bacterial contamination.	16		
Street Litter Pickup [Discretionary]	Collect and remove litter from roadways, boulevards, and medians.	Provides for a neat and tidy appearance.	52		
Snow & Ice Control [Core – Essential]	On demand removal of snow and ice buildup from roadways and pedestrian pathways.	Ensures resident, emergency services, and goods and supplies mobility during adverse winter conditions.	400	405	
Spill Response [Core – Mandatory] **Partially In Place**	Immediate response includes the application of sand, absorbent materials, and physical measures to contain the leading edge of a spill.	Protects the environment and public health and safety.	18		
Utility Right of Way Maintenance [Core – Essential] **Partially In Place**	Remove overgrowth, repair surface, and ensure positive drainage.	Reduces the impact of breaks and blockages by ensuring quick access to buried infrastructure.	320		
Roadside Vegetation Management [Core – Mandatory]	Flail mowing, manual vegetation removal, and contract vegetation management.	Ensures adequate passage corridors for emergency services and larger vehicles (garbage trucks). Provides clear sightlines of signage and traffic obstacles.	480		
Windstorm Cleanup [Core – Essential]	Removal and disposal of windfall vegetation	Provides for a neat and tidy appearance and removes potentially hazardous materials from roadways and boulevards.	64		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS		
			Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
CSA: TRAFFIC & LIGHTING			**105**		
Sign Installations [Core – Essential]	Installation of regulatory and information signage as required or directed.	Regulatory signage provides notice of legal requirements, dangerous conditions, or wayfinding and protects the safety and well being of motorists and pedestrians.	10		
Sign Maintenance [Core – BMP] **Not In Place**	Annual inspection, cleaning, vegetation management (sightlines), and sign support adjustments conducted to ensure regulatory signage continues to meet the required functions.	Ensures that regulatory signs in good order and continue to function as a communication mechanism for the pertinent laws and regulations. Sign maintenance acts to mitigate risk of liability for the municipality.	48		
Pavement Markings [Core – Essential]	Contracted service involving the application of specialized reflective paint, in accordance with MUTCD specifications, on roadways throughout the Village.	Pavement markings communicate intended travel path, roadway alignment, and delineate pedestrian walking areas.	3		
Street Lighting Inspections and Maintenance [Core – BMP] **Not In Place**	Inspection and minor maintenance including vegetation management and minor repairs. Replacement of lamps and major repairs are by contractor.	Ensures street lighting continues to provide assistance to vehicles and pedestrians during evening hours and under low light conditions. Street lighting also promotes security and safety of residents and property.	44		
CSA: CREEKS & DRAINAGE			**528**	**198**	
Creek Inspections [Core – BMP] **Partially In Place**	Inspect small and large watercourses throughout the municipality looking for potential blockage issues, bank erosion, and other potential issues.	Ensures positive drainage and mitigates risk of blockage resulting in flooding and potential infrastructure damage such as blocked culvers to bridge support erosion, etc.	44		
Drainage System Inspections [Core – BMP]	Ensures drainage components are in good working order and continue to convey their design capacity.	Ensures positive drainage and mitigates risk of blockage resulting in flooding and potential infrastructure damage such as blocked culverts and ditches.	140		
Drainage System Sediment Removal [Core – Essential]	Mechanical removal of sediment and debris build up from ditch centrelines. Vegetation management ensures ditches are clear of vegetation and are visible.	Ensures positive drainage and drainage system capacity functions as designed. Mitigates flooding and potential damage to private and public infrastructure.	156		
Culvert Inspection & Maintenance [Core – Essential] **Not In Place**	Visual and mechanical inspection to check for blockages and deterioration or defects in structure.	Ensures positive drainage and drainage system capacity functions as designed. Mitigates flooding and potential damage to private and public infrastructure.	40		
Catch Basin & Manhole Inspections & Maintenance [Core – Essential] **Partially In Place**	Visual and mechanical inspection to check for blockages and deterioration or defects in structure.	Ensures positive drainage and drainage system capacity functions as designed. Mitigates flooding and potential damage to private and public infrastructure.	52		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

			MANHOURS		
Service Area	General Description	Benefit	Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Flood Response [Core – Essential]	Responding to emergent issues as required and address complaints and flooding issues.	Ensures positive drainage and drainage system capacity functions as designed. Mitigates flooding and potential damage to private and public infrastructure.	96		
CSA: WATER TREATMENT & QUALITY			**1986**	**3527**	
Treatment Plant Operation & Maintenance [Core – Mandatory] **Partially In Place**	Planned upgrades and/or repairs to facility or equipment to ensure proper continued operation.	Ensures equipment operates as intended; prevents failure and potential loss of service.	28		
Data Management & Recording [Core – Mandatory]	Recording operating parameters as required by law and providing data for water quality reporting.	Provides for risk management and ensures duty of care. Verifies standards, procedures, and policies are being adhered to and that maintenance is being performed.	130		
Instrument Calibration [Core – Essential]	Manage and adjust instrumentation to manufacturers recommendations to ensure accuracy and operability.	Ensures optimal dosing of chemicals for disinfection and correct monitoring of regulatory parameters. Accurate readings provide for correct operator decision making and maintenance.	26		
UV Reactor Maintenance [Core – Essential]	Inspect and maintain UV reactors to manufacturer specifications.	Ensures optimal disinfection of pathogenic organisms for a safe drinking water supply.	42		
Chemical Feed Systems Maintenance [Core – Essential]	Inspect and maintain chlorine injectors, peristaltic pumps, distribution lines, manifolds, and related appurtenances in accordance with manufacturer recommendations.	Ensures optimal dosing and use of chemical disinfectants. Maintains operability of secondary disinfection system.	63		
Intakes [Core – Essential]	Inspection and maintenance including periodic cleaning and debris removal.	Ensures optimal flow of raw water for treatment purposes. Implicitly linked to resident safety through the provision of adequate fire supply.	312		
Settlement Chambers [Core – Essential]	Manual or mechanical removal of sand and gravel build up within settlement chambers.	Maintaining settlement chamber functionality is vital in maintaining low NTU levels thereby improving water quality.	96		
Basket Filters & Strainers [Core – Essential]	Manual or mechanical removal of sand and gravel build up within y-strainers and filters.	Maintaining basket and filter functionality is vital in maintaining low NTU levels thereby improving water quality.	106		
SCADA Operation & Maintenance [Core – Essential]	Inspecting and maintaining equipment cabinets, wiring components, cooling fans and other appurtenances in accordance with manufacturer recommendations.	Ensures operability and reliability of SCADA monitoring, ensures operator effectiveness, provides early warning of system issues, and minimizes operator call-outs.	108		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

			MANHOURS		
Service Area	General Description	Benefit	Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Distribution System Monitoring & Protection [Core – Mandatory]	Prescribed sampling of water throughout the distribution system for turbidity and chlorine residual.	Ensures optimal water quality throughout the distribution network of pipes.	1040		
Customer Inquiries [Core – Essential]	On demand response to customer enquiries and reports of water quality issues.	Provides reassurance and confidence in water quality and improves customer satisfaction.	35		
CSA: WATER STORAGE & DISTRIBUTION			**3430**		
Water Storage Facility Inspection [Core – Essential] **Partially In Place**	Monthly inspection of general condition of reservoir, including vent screens, overflows, dry well, control chamber, piping, and valves. Security is checked (locks, fence) and cleaning is done as required.	Ensures the security of the water supply; checks that facility and equipment are in good operating condition; allows crews to identify any corrective maintenance required.	14		
Water Storage Facility External Cleaning [Core – BMP] **Not In Place**	External cleaning including vegetation management and removal of moss, detritus and other debris that can affect the integrity of the water storage facility.	Ensures optimal functionality and longevity of water storage infrastructure.	120		
Water Storage Facility Internal Cleaning [Core – Essential]	Annual draining, cleaning and re-disinfection of reservoir.	Ensures water quality.	70		
Water Loss Control Program [Core – BMP]	Preventative Program to Replace Service Connections prior to failure as a result of deterioration.	Prevents future breakdowns and ensuring the proper function of service connections throughout the city.	1040		
Residential Control Valves & Service Lines [Core – Essential] **Partially In Place**	Water crews to locate difficult to find service boxes.	Ensures an accurate count of all City infrastructure, in order to facilitate maintenance planning and annual budgeting process.	160		
New Service Installations [Core – Essential]	Provision of new water services to residences - triggered by leaks, new development, or renovations requiring sprinklers.	Ensures optimal provision of water to meet domestic and fire sprinkler requirements.	48		
Main Repairs [Core – Essential]	Unplanned upgrades and/or repairs to facility or equipment; usually triggered by customer calls or SCADA system alarms.	Prevents loss of service or restores service that has been lost.	30		
Isolation & Blow-Off Valve Inspections & Maintenance [Core – BMP] **Partially In Place**	Annual maintenance to exercise the valve, clean out valve box, paint valve lid, and record data about the valve.	Ensures that valves can be easily located and operated in case of emergency.	104		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS		
			Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Air Relief Valve Inspections & Maintenance [Core – BMP] **Partially In Place**	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures equipment operates as intended; prevents failure and potential loss of service.	156		
Hydrants - Operating Check [Core – Mandatory] **Not In Place**	Disassemble hydrant, check threads, seals, alignment, etc., replace worn parts, lubricate, and reassemble.	Ensures hydrants are in good working condition.	80		
Hydrants - Maintenance [Core – Mandatory] **Partially In Place**	Disassemble hydrant, check threads, seals, alignment, etc., replace worn parts, lubricate, and reassemble.	Ensures hydrants are in good working condition.	584		
Pump Station Inspection and Maintenance [Core – Essential]	Monthly inspection of facility and equipment for cleanliness, leaks, corrosion and damage. The lights, ventilation fans, heater, sump pump and drains are also checked for operation. The pump meters are read and, where applicable, fire pumps are tested.	Ensures the facility and equipment are in good operating condition; allows crews to identify any corrective maintenance required.	12		
PRV & Fill Station Inspection and Maintenance [Core – Essential]	Annual Tear-down and inspection of control valves.	Ensures PRVs are in good operating condition; allows crews to identify any corrective maintenance required.	382		
Gas Detector Calibration [Core – Mandatory] **Partially In Place**	Manage and adjust instrumentation to manufacturers recommendations to ensure accuracy and operability.	Ensures worker safety when entering confined space environments.	12		
Water Service Turn On/Off [Core – BMP]	Water Service Turn On/Off under City Responsibility.	Provides a high level of customer service.			
Water Main Flushing – Water Quality [Core – Mandatory]	High pressure flushing of water main to remove sediment.	Improves water quality, prevents damage to pipe/hydrant infrastructure.	10		
Water Main Flushing – Comprehensive Flushing [Core – Mandatory]	High pressure flushing of water main to remove sediment.	Improves water quality, prevents damage to pipe/hydrant infrastructure.	576		
Watermain Bridge Inspection and Maintenance [Core – BMP] **Partially In Place**	Inspection and corrective maintenance as required.	Ensures optimal longevity of infrastructure and minimizes potential for catastrophic failure.	32		
CSA: WASTEWATER COLLECTION & TREATMENT			**553**	**208**	

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS		
			Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Inspection Chamber Maintenance [Core – BMP] **Not In Place**	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures operability of service connections and access by camera or mechanical equipment to inspect and clear blockages in lateral sewer lines.	50		
Lateral Inspection [Core – BMP] **Not In Place**	CCTV inspection of lateral lines to identify deterioration, blockages or potential blockages, and other related deficiencies.	Ensures operability of service connections and access by camera or mechanical equipment to inspect and clear blockages in lateral sewer lines.	200		
CCTV Inspection [Core – BMP] **Not In Place**	CCTV inspection of main lines to identify deterioration, blockages or potential blockages, and other related deficiencies.	Ensures operability of mainline and access by camera or mechanical equipment to inspect and clear blockages in sewer lines.	8		
Sewer Main Repairs [Core – Essential]	On demand repairs due to failure of pipe.	Prevents loss of service or restores service that has been lost.	30		
Manhole Inspection & Maintenance [Core – Essential]	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures safety of workers entering manholes, ensures operability of manhole and access via camera or mechanical equipment to inspect and clear blockages in lines.	50		
Sewer Lateral or Main Blockage Unstop [Core – BMP]	On demand repairs due to blockages through mechanical means.	Prevents loss of service or restores service that has been lost.			
New Service Lines [Core – Essential]	Provision of new sewer services to residences - triggered by new development or total reconstruction.	Ensures adequate service.			
WWTP Inspection & Monitoring [Core – Mandatory]	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures optimal operability to meet regulatory requirements for discharge of wastewater to the environment.	92		
WWTP Dewatering and Maintenance [Core – Mandatory]	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures optimal operability to meet regulatory requirements for discharge of wastewater to the environment. Acts to mitigate odour and ensures effectiveness of treatment process.	33		
WWTP Flow Meter Inspection and Calibration [Core – Mandatory]	Planned upgrades and/or repairs to critical equipment to ensure proper continued operation.	Ensures optimal operability to meet regulatory requirements for discharge of wastewater to the environment.	6		
WWTP Effluent Quality Monitoring and Reporting [Core – Mandatory]	Laboratory analysis of effluent grab samples.	Ensures optimal operability to meet regulatory requirements for discharge of wastewater to the environment.	8		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
WWTP Outfall Inspection [Core – Mandatory]	Contracted service involving a remotely operated vehicle conducting and exterior assessment of pipe condition.	Ensures optimal operability to meet regulatory requirements for discharge of wastewater to the environment.			
Beach Water Quality Testing & Reporting [Core – Mandatory]	Weekly summer sampling of beach water for the presence of indicator organisms.	Ensures waters used for recreational purposes meet federal regulations for recreational water contact activities.	76		
CSA: FACILITIES MAINTENANCE & MANAGEMENT			**956**	**375**	
Building Inspection - Internal [Core – BMP] **Not In Place**	Annual inspection to assess condition and identify deteriorating components.	Maintains the quality of the facility, prevents injury, and mitigates risk.	16		
Building Inspection - External [Core – BMP] **Not In Place**	Annual inspection to assess condition and identify deteriorating components.	Maintains the quality of the facility, prevents injury, and mitigates risk.	20		
On Demand Building Maintenance [Core – Essential]	On demand repairs to building features.	Maintains the quality of the facility, prevents injury, and mitigates risk.	52		
Building Preventative Maintenance [Core – BMP] **Partially In Place**	Preventative maintenance tasks such as cleaning of gutters, HVAC checks, septic system clean-out, etc.	Maintains the quality of the facility, prevents injury, and mitigates risk.	278		
Emergency Operations [Core – Essential]	Monthly checks of generator operability, annual load testing and maintenance by contractor.	Ensures standby emergency operations equipment is operational and functioning per specifications.	6		
Community Event / Volunteer Support [Discretionary]	Deliver, set up, and take down chairs, stages, audiovisual equipment at parks and facilities in support of community events.	Provides high level of customer service and instills pride in the community.	168	215	
Works Yard Maintenance [Core – BMP]	Stock piling of pit materials, spare part, and equipment. Routine maintenance of Works Yard building.	Ensures adequate and rotating stock of parts, equipment supplies, pit materials and other consumables for efficient daily operations of Public Works.	416		
CSA: PARKS & OPEN SPACES			**1718**	**1547**	

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

			MANHOURS		
Service Area	General Description	Benefit	Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Park Inspections & Litter Clean-up [Core – BMP]	Seasonally driven inspection and litter pickup at parks.	Identifies safety and maintenance related issues. Provides for a neat and tidy appearance.	65		
Turf Maintenance [Core – BMP] **Partially In Place**	Aeration, lime, fertilizing, and mowing of turf areas throughout the Village.	Ensures healthy lawns and welcoming recreational areas for residents and visitors.	70		
Irrigation System Operation & Maintenance [Core – BMP]	Start up, inspection, operational maintenance, and winterizing of irrigation system in lawns, flower beds, and highway berms.	Ensures healthy trees and plants. Beautifies the Village.	80		
Planted Beds & Landscaped Areas [Core – BMP]	Weeding, planting, soil augmentation, and mulching of planted beds and landscaped areas.	Ensures healthy and vibrant planted areas. Beautifies the Village.	608		
Tree Pruning & Maintenance [Core – BMP]	Removal of damaged, dead, or diseased limbs. Removal of dangerous over extended or overburdened limbs.	Promotes healthy tree growth, is aesthetically pleasing, and improves vehicular and pedestrian passage and sightlines.	320		
Playground Inspection & Repair [Core – Mandatory] **Partially In Place**	Inspect, tighten or replace loose and worn parts and ensure playground surfacing is evenly spread out.	Ensures user safety and mitigates risk and liability.	40		
Tennis Court Maintenance [Core – BMP]	Repairs to netting and fencing as needed, pressure washing of surface, and litter collection.	Ensures user safety and mitigates risk and liability.	40		
Trail & Walkway Inspection & Maintenance [Core – Essential] **Not In Place**	Monthly inspection and routine maintenance of trails within the Village's boundaries.	Ensures user safety and mitigates risk and liability.	192		
Restroom Maintenance [Core – Essential]	General maintenance including repairs to fixtures, lighting, minor painting, roof cleaning, litter pickup and vandalism repairs.	Ensures user safety and mitigates risk and liability.	102		
Vandalism / Graffiti [Core – BMP]	Grinding, sanding, washing painting over graffiti. Repair or replacement of vandalized infrastructure	Beautifies community and mitigates further vandalism or graffiti.			
Beach Maintenance [Core – BMP]	Clear logs, sift sand for refuse (glass, bottle caps, discarded toys, etc.), annual addition of sand, placing log booms and dock.	Enhance user experience, beautifies park, and encourages recreational activities.	36		

VILLAGE OF LIONS BAY - CORE SERVICE LEVELS

Service Area	General Description	Benefit	MANHOURS Annual Service Estimate (hrs)	Previous Year Actual	Targeted Level
Invasive Species Management [Core – BMP] **Not In Place**	Mechanical, labour intensive removal of plant material or stem injection with herbicides.	Encourages natural species, mitigates risk, and restores ecological balance.	80		
Kayak Rack Maintenance [Discretionary]	Inspection and repair of wooden structure, removal of debris, and trimming back vegetation.	Maintains access and mitigates damage to private property.	40		
Furniture Maintenance [Core – BMP] **Partially In Place**	Washing, sanding and staining, replacement of defective or deteriorating parts.	Enhance user experience, beautifies park, and encourages use.	45		
CSA: FLEET & EQUIPMENT			**288**	**302**	
Preventative Maintenance & Servicing [Core – Mandatory]	Tire install, tire rotation, oil changes, tune ups, etc. of all fleet and equipment.	Ensures safe and reliable equipment that meets regulatory requirements. Mitigates risk.	96		
Fleet & Equipment Repairs [Core – Mandatory]	In house routine repairs such as carburetor rebuilds, brakes, muffler repairs etc.	Ensures safe and reliable equipment that meets regulatory requirements. Mitigates risk.	96		
Manufacturing and Custom Fabrication [Core – Essential]	Custom additions or fabrication of custom parts for water, sewer, parks, fleet, facilities or other municipal operations.	Customization and efficiency of equipment and infrastructure.	96		
CSA: WASTE COLLECTION SERVICES			**172**		
Christmas Tree Disposal [Discretionary]	Chipping of trees.	Provides high level of customer service and instills pride in the community.	16		
Doggie Bag Dispensers [Discretionary]	Provide dog bags at dispensers and remove dog waste.	Provides high level of customer service and instills pride in the community.	156		
RESOURCE ALLOCATION			**7.6**	**4.3**	

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Information Report**		
Title	**2019 Additional Provincial School Tax**		
Author	**Pamela Rooke**	**Reviewed By:**	**Peter DeJong**
Date	**May 10, 2019**	**Version**	
Issued for	**May 14, 2019 Regular Council Meeting**		

RECOMMENDATION

THAT the report "2019 Additional Provincial School Tax" be received for information purposes.

ATTACHMENTS

- Village of Lions Bay - Summary of Additional Provincial School Tax

KEY INFORMATION

In addition to collecting taxes for municipal purposes, the Village of Lions Bay is also required to collect and remit taxes on behalf of other taxing authorities, including school tax on behalf of the provincial government. Starting in 2019, the provincial government will apply an additional school tax on properties assessed at $3 million and above.

The additional tax rate is:

- 0.2% on the residential portion assessed between $3 million and $4 million
- 0.4% on the residential portion assessed over $4 million

Residents owning property assessed at $3 million or higher will see the additional school tax on their 2019 property tax notices. The attached summary lists the 39 properties in Lions Bay that will be impacted by the additional school tax. The increased tax ranges in value from $76 to $14,680.

FOLLOW UP ACTION

Communication to Lions Bay residents about the additional provincial school tax will be published in the Village Update on May 10 through to May 24, posted on our website and included in the property tax brochure to be mailed out with the 2019 Tax Notice at the end of May.

Additional School Tax - 2019
Village of Lions Bay

ACTUAL USE CATEGORY	ASSESSED VALUE	> $3M	> $4M	Total
Residential	3,038,000	76		76
Residential	3,135,000	270		270
Residential	3,210,000	420		420
Residential	3,270,000	540		540
Residential	3,311,000	622		622
Residential	3,356,000	712		712
Residential	3,414,300	829		829
Residential	3,418,000	836		836
Residential	3,425,000	850		850
Residential	3,564,000	1,128		1,128
Residential	3,576,000	1,152		1,152
Residential	3,610,000	1,220		1,220
Residential	3,627,000	1,254		1,254
Residential	3,644,000	1,288		1,288
Residential	3,664,000	1,328		1,328
Residential	3,686,000	1,372		1,372
Residential	3,688,800	1,378		1,378
Residential	3,727,100	1,454		1,454
Residential	3,749,000	1,498		1,498
Residential	3,749,000	1,498		1,498
Residential	3,755,000	1,510		1,510
Residential	3,785,000	1,570		1,570
Residential	3,811,000	1,622		1,622
Residential	3,822,000	1,644		1,644
Residential	3,825,000	1,650		1,650
Residential	3,827,000	1,654		1,654
Residential	3,866,000	1,732		1,732
Residential	4,025,000	2,000	100	2,100
Residential	4,052,000	2,000	208	2,208
Residential	4,211,000	2,000	844	2,844
Residential	4,230,000	2,000	920	2,920
Residential	4,260,000	2,000	1,040	3,040
Residential	4,461,000	2,000	1,844	3,844
Residential	4,818,000	2,000	3,272	5,272
Residential	5,221,000	2,000	4,884	6,884
Residential	5,224,000	2,000	4,896	6,896
Residential	6,692,000	2,000	10,768	12,768
Residential	6,736,000	2,000	10,944	12,944
Residential	7,170,000	2,000	12,680	14,680
		55,106	**52,400**	**107,506**

39 Residents

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Information Report**			
Title	**Accounts Payable Cheque Listing**			
Author	**Hayley Cook**	**Reviewed By:**	**Pamela Rooke**	
Date	**May 9, 2019**		**Version**	-
Issued for	**May 14, 2019 Regular Council Meeting**			

RECOMMENDATION

THAT the report "Accounts Payable Cheque Listing" be received for information purposes.

ATTACHMENTS

1. Accounts Payable Cheque Listing January 1st, 2019 – March 31st, 2019

KEY INFORMATION

The attached Accounts Payable Cheque Listing summarizes all cheque and electronic payments for the period January 1st, 2019 to March 31st, 2019. The listing does not include payments made through payroll.

FOLLOW UP ACTION

Staff will prepare the Accounts Payable Cheque Listing for Council's review every quarter.

AP Listing
2019 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
190101rfs	1/1/2019	RFS Canada/ GE	190101	copier leases	428.96	428.96	
2019Janpbc	1/1/2019	Pacific Blue Cross	2019Jan	Benefits - Jan	2,743.81	2,743.81	
190101Moneris	2/1/2019	Moneris Solutions	190101	Set up fees	215.95	215.95	
2018PP26mpp	4/1/2019	Municipal Pension Plan	2018PP26	Pension PP26	6,737.02	6,737.02	
181215visa	5/1/2019	Visa ScotiaBank	181215	Dec VISA payment	2,708.11	2,708.11	
181231MFA	7/1/2019	Municipal Finance Authority	181231	Equipment loan	2,531.39	2,531.39	
026186	10/1/2019	Associated Fire Safety Equipment	21035	ERT Suits - FD	934.23	934.23	
026187	10/1/2019	BC Hydro	111010862405	Street Lights	382.26	542.72	
			111010862406	Street Lights	160.46		
026188	10/1/2019	Butler, Dave	181231	Work Boots	151.15	151.15	
026189	10/1/2019	Burley Boys Tree Service	24755	Dangerous Tree removal - 420 Bayview	1,365.00	1,365.00	
026190	10/1/2019	Crystalview Pool & Spa	224516	Chlorine	44.79	44.79	
026191	10/1/2019	CUPE - Local 389	181231	Union Dues Dec	1,033.25	1,033.25	
026192	10/1/2019	ClearTech Industries Ltd	180603	Carboy Return	(420.00)	1,111.32	
			774291	Chlorine	1,531.32		
026193	10/1/2019	Coastal Ford	148971	F550 Repair	870.75	870.75	
026194	10/1/2019	Coastructural Engineering Ltd.	2239	Burn Building Engineering letter	367.50	367.50	
026195	10/1/2019	Frontier Power Products Ltd.	339318	Generator maint.	152.25	152.25	
026196	10/1/2019	Howe Sound Equipment Ltd	11090	Tools - landscaping	1,490.92	1,490.92	
026197	10/1/2019	Habkirk, Allison	181231	Council strategy session	1,204.18	1,204.18	
026198	10/1/2019	ISL Engineering and Land Services Ltd.	B007140	Bayview Watermain design	2,228.89	2,228.89	
026199	10/1/2019	Justice Institute of BC	6503	Fire training	75.00	225.00	
			6502	Fire training	150.00		
026200	10/1/2019	Municipal Insurance Association	30872	Claim # 2016-0776	188.73	188.73	
026201	10/1/2019	Pika Pump & Compressor Services Ltd.	19864	Pump Maint.	1,380.96	1,380.96	
026202	10/1/2019	Phoenix Environmental Services Ltd.	30680	CN Lot Soil Pit Testing	4,672.50	4,672.50	
026203	10/1/2019	Rooke, Pamela	181231	Reimburse - mileage, supplies	138.35	138.35	
026204	10/1/2019	Sea to Sky Network Solutions	14035	Software Licensing	5,266.24	5,266.24	
026205	10/1/2019	Smith Cameron Pump Solutions	3527776	Chlorine pump maint.	761.60	761.60	
026206	10/1/2019	Shred-it International ULC	8100620492	Shredding	109.74	109.74	
026207	10/1/2019	Telus Communications	181228	Phones, internet	860.55	860.55	
026208	10/1/2019	Telus Mobility	181221	Cell Phones	496.12	496.12	
026209	10/1/2019	Triton Automotive	801-535927	welding supplies	147.26	497.93	
			801-535974	Exhaust fluid	29.10		
			801-537084	Battery for F350	176.60		
			801-539694	Bottle return	(57.28)		
			810-539691	Argon/ blueshield	137.25		
			801-540050	Demurrage	65.00		
026210	10/1/2019	TransLink	2018Annual	Translink tax remittance	4,121.55	4,121.55	
026211	10/1/2019	Waste Control Services Inc.	346685	Brush waste	756.14	15,469.10	
			346691	Waste removal	14,712.96		
026212	10/1/2019	Bulls-Eye Speciality Ads Inc.	J61413	Tees - FD	170.24	170.24	
026213	10/1/2019	Capilano Highway Services Company	18-678 Release	Holdback release	16,424.21	16,424.21	
026214	10/1/2019	ICompass Technologies Inc	19101	Local Govn Manual updates	278.25	278.25	
026215	10/1/2019	Local Government Management Association	P-1464	Dues	315.00	315.00	

AP Listing
2019 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026216	10/1/2019	Municipal Insurance Association	30779	Seniors insurance	250.00	12,724.00	
			L2019-173	Liability Insurance	12,474.00		
026217	10/1/2019	Medical Services Plan	2019Jan	MSP - Jan	637.50	637.50	
026218	10/1/2019	Newsom, Donna	190107	Reimburse - work boots	232.37	232.37	
026219	10/1/2019	Nutech Facility Services Ltd.	5111	Janitorial service	992.97	992.97	
026220	10/1/2019	RONA - BH Allen Building Centre	14986	Compost bags	46.41	81.96	
			14939	Battery - clock	35.55		
026221	10/1/2019	Rona - USE for all Rona invoices xcept	61450-1166339	Pocket door parts - Klatt	42.55	42.55	
026222	10/1/2019	Sea to Sky Network Solutions	14099	IT Support	1,160.60	1,160.60	
026223	10/1/2019	Silverline Security Ltd	50165	Facility locks/ keys	1,771.62	1,771.62	
026224	10/1/2019	Telus Services Inc	1982123	Dispatch internet	308.00	308.00	
026225	10/1/2019	Telus Communications	190101	Chlorinator alarm	78.40	78.40	
026226	10/1/2019	Urrutia, Alberto	190102	Office supplies - water report	178.02	178.02	
026227	10/1/2019	Voxter Communications Inc.	FB10507	Office Phones	360.64	360.64	
026228	10/1/2019	Zeemac Vehicle Lease Ltd	360520	Vehicle lease	1,304.80	3,057.60	
			360521	Vehicle Lease	991.20		
			360522	Vehicle lease	761.60		
STDec	11/1/2019	School Tax	181231	School Tax - Dec	37,499.27	37,499.27	
20184thqtrwcb	14/01/19	Workers Compensation Board	20184thqtr	WCB 4th qtr remittance	4,262.04	4,262.04	
2018PP25rev	15/01/19	Revenue Canada	2018PP25	Payroll deductions PP25	7,787.08	7,787.08	
2018PP26rev	15/01/19	Revenue Canada	2018PP26	Payroll deductions PP26	9,418.20	9,418.20	
190116Moneris	16/01/19	Moneris Solutions	190116	VISA fees	0.12	0.12	
026229	17/01/19	Petty cash	181231	Water Parts, refund	72.95	72.95	
2019PP1mpp	18/01/19	Medical Services Plan	2019PP1	Pension PP1	6,364.81	6,364.81	
106010985144	21/01/19	BC Hydro	106010985144	WTP - Magnesia hydro	1,056.31	1,056.31	
106010985145	21/01/19	BC Hydro	106010985145	Timbertop pump hydro	117.26	117.26	
106010985146	21/01/19	BC Hydro	106010985146	Klatt hydro	1,704.31	1,704.31	
106010985147	21/01/19	BC Hydro	106010985147	LBBP Hydro	40.56	40.56	
107010952520	21/01/19	BC Hydro	107010952520	Hall hydro	450.42	450.42	
107010952521	21/01/19	BC Hydro	107010952521	Office hydro	308.64	308.64	
026230	22/01/19	CUPE - Local 389	181231retro	Dues from Retro	16.15	16.15	
026231	22/01/19	Dubrelle, Phil	181231	Retro Pay	191.55	191.55	
026232	22/01/19	Jeffery, Karen	181231	Retro Pay	19.10	19.10	
026233	22/01/19	Prozny, Matthew	181231	Retro Pay	37.25	37.25	
026234	22/01/19	Sewell, Chris	181231	Retro Pay	547.67	547.67	
026235	22/01/19	Welch, Kellen	181231	Retro Pay	3.25	3.25	
026236	23/01/19	BC One Call	201810847	Tickets - digging	47.25	47.25	
026237	23/01/19	BDO Canada LLP	89701869	Interim Audit	8,050.54	8,050.54	
026238	23/01/19	Broughton and Broughton Inc.	1625	Milk, coffee, food for meetings	127.06	127.06	
026239	23/01/19	Cobra Electric	77891	Bus Shelter panel work	129.36	129.36	
026240	23/01/19	Hach Sales & Service Canada LP	182515	Chlorine	455.40	455.40	
026241	23/01/19	Kerr Wood Leidal	79469	Scada Data	63.00	63.00	
026242	23/01/19	Lidstone & Company	21636	Legal Fees	1,116.64	1,116.64	

AP Listing
2019 1st Qtr

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026243	23/01/19	McRae's Environmental Services Ltd	398968	Courier - DVD	64.67	64.67	
026244	23/01/19	Richmond, Nancy	05112018	Food - Inaugral Meeting	84.00	84.00	
026245	23/01/19	Staples - Desjardins Credit Card	5503040781-0	Hall supplies	64.92	259.16	
			5503040781	Bin - Hall	30.01		
			5503082733	Folders, paper, clock	164.23		
026246	23/01/19	A-Mais Technologies Inc.	2019046	Software	8,527.68	9,899.68	
			2019047	Software services	1,372.00		
026247	23/01/19	Bell	190101	Satellite - Pit	117.51	117.51	
026248	23/01/19	BARR Plastics, Inc	39444	Chlorine Totes	7,423.36	7,423.36	
026249	23/01/19	Bell Mobility Inc.	190113	Fire Truck Data	44.80	44.80	
026250	23/01/19	Britco BOXX Limited Partnership	25108Release	Holdback Release - Trailer	4,908.46	4,908.46	
026251	23/01/19	Custom Air Conditioning Ltd.	270172	Heating Service	616.88	616.88	
026252	23/01/19	Dams Ford Lincoln Sales Ltd.				43,101.18	yes
026253	23/01/19	E-COMM	19-0074	Radios - PW & Fire	11,279.00	11,279.00	
026254	23/01/19	LAT DIV of Lafarge Canada Inc.	710030247	Salt	1,736.45	1,736.45	
026255	23/01/19	North Shore Pest Detective Ltd	98938	Pest Control - Office	94.50	94.50	
026256	23/01/19	Rona - USE for all Rona invoices xcept	61450-11663391	Locks - Klatt	42.55	42.55	
026257	23/01/19	Supersave Fuels	87986	Diesel	4,028.85	5,604.42	
			87985	Gas - Fleet	1,575.57		
026258	23/01/19	Telus Communications	190112	Pit internet	67.20	67.20	
026259	23/01/19	Upanup Studios	2954	Website hosting	262.50	262.50	
026260	23/01/19	Westburne Electric Supply	4205019	Bollards - Path to council chambers	1,108.52	1,108.52	
026261	31/01/19	Cook, Hayley	181231	Reimburse - mileage	24.91	24.91	
026262	31/01/19	Curleigh, Sam	181220	Reimburse - Meals	160.85	160.85	
026263	31/01/19	MU Productions Inc.	18-60	Damage deposit return 18-05	5,000.00	5,000.00	
026264	31/01/19	Rexworthy, Duncan	181201	Reimburse - Meals & Supplies	217.96	217.96	
190131moneris	1/2/2019	Moneris Solutions	190131	Monthly fees	47.95	47.95	
190201rfs	1/2/2019	RFS Canada/ GE	190201	Copier leases	428.96	428.96	
2019FebPBC	1/2/2019	Pacific Blue Cross	2019Feb	Benefits	2,743.81	2,743.81	
2019PP2mpp	1/2/2019	Municipal Pension Plan	2019PP2	Pension PP2	6,459.42	6,459.42	
190131-01	4/2/2019	Municipal Finance Authority	190131-1	Equipment loan	2,531.39	2,531.39	
190131-02	4/2/2019	Municipal Finance Authority	190131-02	Truck loan	275.07	275.07	
190115VISA	5/2/2019	Visa ScotiaBank	190115	VISA card payment	1,191.01	1,191.01	
026265	6/2/2019	Lions Bay Marina Ltd	01-15298	Storage and removal of log boom	5,860.96	7,173.46	
			01-15299	Dock storage, lift in and out	1,312.50		
026266	6/2/2019	Squamish Freightways Ltd	327086532	Freight - drainage parts	46.73	46.73	
026267	6/2/2019	Urban Systems Ltd.	31122018	Asset Mgt. Plan	3,675.00	3,675.00	
190113Pitney	6/2/2019	PitneyWorks	190113	Postage	262.50	262.50	
026268	7/2/2019	Begley, Garth	190206	Reimburse - Phone case, activation etc.	235.55	235.55	
026269	8/2/2019	Sea to Sky Network Solutions	14267	Desktop & Cabling	2,911.99	2,911.99	
026270	8/2/2019	ALS Canada Ltd	E1760983	Sewer testing	51.19	51.19	
026271	8/2/2019	BC Hydro	10701095223	Bus shelter hydro	18.72	561.44	
			117010753496	Street Lights	160.46		
			117010753495	Street Lights	382.26		

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026272	8/2/2019	CivicInfo BC	20190050	Membership dues	143.85	143.85	
026273	8/2/2019	CUPE - Local 389	190131	Union Dues - jan	1,414.26	1,414.26	
026274	8/2/2019	Creus Engineering Ltd	13217-25	Mag Creek infiltration inspections	252.00	4,215.76	
			18190-9	KG Lot servicing	3,963.76		
026275	8/2/2019	Cosgrave, Tanya	190131	Music Together	1,205.20	1,205.20	
026276	8/2/2019	Curleigh, Sam	190129	Reimburse - training meals	252.91	252.91	
026277	8/2/2019	Can-Dive Construction Ltd.	1118	Outfall pipe inspection	4,184.25	4,184.25	
026278	8/2/2019	Dick's Lumber & Building Supplies Ltd	6856369-00	Lumber - burn building	972.25	4,742.63	
			6856489-00	Lumber - burn building	4,462.83		
			6858320-00	Return - lumber	(692.45)		
026279	8/2/2019	Dams Ford Lincoln Sales Ltd.	9663(revised)	Truck - F 150	41,633.98	41,633.98	
026280	8/2/2019	Federation of Canadian Municipalities	ORD-25578-R2G4N	Travel fund	14.01	14.01	
026281	8/2/2019	Gordon, Scott	190125	DD Return BP#17-20	5,000.00	5,000.00	
026282	8/2/2019	Hach Sales & Service Canada LP	185953	Chlorine	446.44	446.44	
026283	8/2/2019	Justice Institute of BC	20053719	Fire courses	472.50	726.81	
			6657	Fire training	39.59		
			6656	Fire training	214.72		
026284	8/2/2019	Loutet, Susan	190210	Reimburse - medical supplies	14.69	14.69	
026285	8/2/2019	LAT DIV of Lafarge Canada Inc.	710096285	Salt	1,679.00	1,679.00	
026286	8/2/2019	Medical Services Plan	2019Feb	MSP - Feb	637.50	637.50	
026287	8/2/2019	Minister of Finance - BC Mail Plus	94282311	Courier - water parts	43.03	43.03	
026288	8/2/2019	North Shore Pest Detective Ltd	98936	Pest Control - Klatt	89.25	178.50	
			99559	Pest control - Klatt	89.25		
026289	8/2/2019	New-Line Hose & Fittings	1420413	Gasket for chlorine totes	51.38	222.70	
			1420637	Chlorine tote parts	171.32		
026290	8/2/2019	Nutech Facility Services Ltd.	5210	Janitorial service	992.97	992.97	
026291	8/2/2019	Pika Pump & Compressor Services Ltd.	19940	Pumps - distribution	4,928.00	4,928.00	
026292	8/2/2019	Pique News Magazine	PQDI00074430	Notice of land disposition	94.61	189.22	
			PQDI00074678	Notice of Land Disposition	94.61		
026293	8/2/2019	Ray Contracting Ltd	152142	Salt	308.70	308.70	
026294	8/2/2019	RONA - BH Allen Building Centre	15710	Paint	21.42	98.56	
			15709	Batteries	77.14		
026295	8/2/2019	Rona - USE for all Rona invoices xcept	61450-11692371	Facility/ shop supplies	266.05	266.05	
026296	8/2/2019	Ratushny, Greydon	1903	Fire training	670.00	670.00	
026297	8/2/2019	Rexworthy, Duncan	190115	Reimburse - training meals	28.07	28.07	
026298	8/2/2019	Sea to Sky Courier & Freight	135916	Courier - Water parts	26.58	26.58	
026299	8/2/2019	Sea to Sky Network Solutions	14266	Server, desktops	19,434.63	20,698.88	
			14224	IT Support	1,264.25		
026300	8/2/2019	Superior Propane	23282273	Propane - Klatt	677.18	1,728.16	
			23454370	Propane -Fire trailer	1,050.98		
026301	8/2/2019	Shred-it International ULC	8100643361	Shredding	109.74	109.74	
026302	8/2/2019	Shaw Cablesystems G.P.	190109	Internet	143.31	143.31	
026308	8/2/2019	Zeemac Vehicle Lease Ltd	361403	Vehicle lease	991.20	4,367.04	
			361402	Vehicle lease	1,304.80		
			361503	Vehicle repair	2,071.04		
026307	8/2/2019	Waste Control Services Inc.	348644	Waste removal	14,712.96	14,712.96	
026306	8/2/2019	Triton Automotive	801-545203	Mini-excavator supplies	165.78	2,377.58	

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			801-546061	Excavator repairs	390.44		
			801-546087	Vehicle repair tools	42.87		
			801-546946	Flail mower repairs	426.89		
			801-547733	Bungy cords, gloves	36.80		
			801-548446	Demurrage	65.00		
			801-549576	Fail mower motor	1,204.96		
			801-549577	Heat gun	44.84		
026305	8/2/2019	Telus Mobility	190121	Cell Phones	499.36	499.36	
026304	8/2/2019	Telus Communications	190128	Phones, fax, internet	859.53	859.53	
026303	8/2/2019	Telus Services Inc	1992472	Dispatch Internet	308.00	308.00	
2019PP1Rev	15/02/19	Revenue Canada	2019PP1	Payroll deductions PP1	13,214.05	13,214.05	
2019PP2	15/02/19	Revenue Canada	2019PP2	Payroll deductions PP2	14,308.71	14,308.71	
2019PP3mpp	15/02/19	Municipal Pension Plan	2019PP3	Pension PP3	6,464.60	6,464.60	
105011072308	19/02/19	BC Hydro	105011072308	Yard hydro	2,697.04	2,697.04	
105011072309	19/02/19	BC Hydro	105011072309	STP hydro	237.38	237.38	
105011072310	19/02/19	BC Hydro	105011072310	Pit hydro	163.35	163.35	
10701108750	19/02/19	BC Hydro	10701108750	WTP - Harvey hydro	1,552.34	1,552.34	
026309	28/02/19	ALS Canada Ltd	E1762959	Sewer Testing	100.54	100.54	
026310	28/02/19	AON Reed Stenhouse Inc.	320000194051	Property Insurance	45,784.00	53,186.00	
			32600001940049	Insurance - Crime	2,575.00		
			3260000194110	Network/ Cyber/Privacy Insurance	1,807.00		
			3260000194121	Council benefits	220.00		
			3260000194278	Boiler insurance	2,800.00		
026311	28/02/19	Arrow Equipment Ltd	92520	Helmets - safety gear	188.90	188.90	
026312	28/02/19	Associated Fire Safety Equipment	21320	Accountability Name Tags	295.68	841.41	
			21313	Port-a-plates, reflective letters - FD	545.73		
026313	28/02/19	Bell	190201	Satellite - Pit	114.19	114.19	
026314	28/02/19	Bell Mobility Inc.	190213	Fire truck data	44.81	44.81	
026315	28/02/19	Broughton and Broughton Inc.	1664	Milk, postage	118.39	118.39	
026316	28/02/19	Brandt Tractor Ltd.	5490462	Flail mower Parts	254.60	254.60	
026317	28/02/19	Croft, Joshua	190220	Reimburse - Meals	125.45	125.45	
026318	28/02/19	Del Equipment Ltd	V0518605	Plow edge	551.04	551.04	
026319	28/02/19	Dick's Lumber & Building Supplies Ltd	6861985-00	Lumber - Burn Building	58.25	58.25	
026320	28/02/19	ePACT Network Ltd.	0892	EPACT messaging	1,344.00	1,344.00	
026321	28/02/19	George Amos Tree Care Inc.	789	Dangerous Tree removal	2,016.00	2,016.00	
026322	28/02/19	Gartner, Ava	190208	Reimburse - Meals	44.82	44.82	
026323	28/02/19	Hach Sales & Service Canada LP	187491	Chlorine	376.32	376.32	
026324	28/02/19	ISL Engineering and Land Services Ltd.	B007231	Bayview Watermain design	3,165.75	3,165.75	
026325	28/02/19	Jury, Mike	190213	DD Return Tree Ap #90	500.00	500.00	
026326	28/02/19	Kerr Wood Leidal	79762	SCADA support	63.00	63.00	
026327	28/02/19	Lidstone & Company	21979	Legal Fees - land sale	926.13	1,302.25	
			21980	Legal fees	376.12		
026328	28/02/19	LAT DIV of Lafarge Canada Inc.	710142468	Salt	1,497.69	2,966.01	
			710142469	Salt	1,468.32		
026329	28/02/19	McLaughlin, Ron		Reimburse - expenses		426.00	yes
026330	28/02/19	May, Kurt	190220	Reimburse - Lights, meals, supplies	1,285.47	1,285.47	
026331	28/02/19	North Shore Pest Detective Ltd	99558	Pest control - Yard	99.75	99.75	

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026332	28/02/19	RONA - BH Allen Building Centre	15825	Batteries, ice melter	135.89	135.89	
026333	28/02/19	Ramtech Environmental Products	2524-D124	UV reactor sensor	887.53	887.53	
026334	28/02/19	Rona - USE for all Rona invoices xcept	61450-11703061	Gloves	21.26	646.37	
			61450-11702921	Boat rack repairs	625.11		
026335	28/02/19	Staples - Desjardins Credit Card	55031168860	All weather notebooks	64.02	527.69	
			5503116860	Binders, tape, bathroom tissue	175.31		
			5503151155-2	Folders, clips	61.32		
			5503151155	File holder	44.57		
			5503194333	Paper, soap	122.47		
			5503203897	Pens, coffee	60.00		
026336	28/02/19	Superior Propane	472986	Tank rental - Pit	246.40	246.40	
026337	28/02/19	Telus Communications	190201	Chlorinator Alarm	78.40	145.60	
			190212	Pit internet	67.20		
026338	28/02/19	Upanup Studios	3028	Website hosting/ maint.	262.50	262.50	
026339	28/02/19	Voxter Communications Inc.	60	Office phone lines	398.65	398.65	
026340	28/02/19	Wreglesworth, Jonathan	190221	Reimburse - Meals	75.11	75.11	
026341	28/02/19	West Coast First Aid				420.00	yes
026342	28/02/19	McLaughlin, Ron				426.00	yes
190228-moneris1	28/02/19	Moneris Solutions	190228	Transaction fees	3.60	3.60	
190228_moneris	1/3/2019	Moneris Solutions	190228_service	Monthly service fee	47.95	47.95	
190301rfs	1/3/2019	RFS Canada/ GE	190301	Copier lease	428.96	428.96	
2019MarPBC	1/3/2019	Pacific Blue Cross	2019March	Benefits	2,743.81	2,743.81	
2019PP4mpp	1/3/2019	Municipal Pension Plan	2019PP4	Pension PP4	6,474.15	6,474.15	
026343	4/3/2019	Emo, William	181231	2018 wages owed	12.70	12.70	
026344	4/3/2019	Pique News Magazine	PQDI00072871	Notice of TUP	189.21	189.21	
190228-2MFA	4/3/2019	Municipal Finance Authority	190228-2	Truck Loan	6,785.76	6,785.76	
190228mfa	4/3/2019	Municipal Finance Authority	190228	Equipment Loan	2,531.39	2,531.39	
190215visa	5/3/2019	Visa ScotiaBank	190215	VISA payment	6,488.39	6,488.39	
190228pitw	5/3/2019	PitneyWorks	190228	Postage	787.50	787.50	
026345	7/3/2019	North Shore Pest Detective Ltd	89895	Pest control - Klatt	89.25	89.25	
026346	7/3/2019	99 Transport Ltd.	10679	Lid removal - STP Maint.	1,653.75	1,653.75	
026347	7/3/2019	ALS Canada Ltd	E1767374	Sewer Testing	51.19	239.67	
			E1767909	Sewer Testing	100.54		
			E1769648	Sewer Testing	87.94		
026348	7/3/2019	Asymetric Media	190509	DD return Film App 19-02	4,450.00	4,450.00	
026349	7/3/2019	BC Hydro	115010860853	Bus Shelter hydro	18.72	18.72	
026350	7/3/2019	CUPE - Local 389	2019Feb	Union Dues - Feb	945.60	945.60	
026351	7/3/2019	Custom Air Conditioning Ltd.	270430	Heating Maint - Klatt ambulance bay	224.96	224.96	
026352	7/3/2019	Dick's Lumber & Building Supplies Ltd	6865334-00	Burn Building - supplies	525.90	1,461.61	
			6864653-00	Burn building - wood	935.71		
026353	7/3/2019	AECOM Canada Ltd	38307685	Water Tank - engineering - construction	19,898.81	19,898.81	
026354	7/3/2019	Flashpoint Fuels Ltd.	6139	Fuel - furnace	1,056.27	1,056.27	
026355	7/3/2019	Fine-Line Auto Graphics & Signs Inc.	16014	Truck decals	442.40	442.40	
026356	7/3/2019	Good Impressions Printing Limited	15503	Utility envelopes	509.10	509.10	
026357	7/3/2019	Howe Sound Equipment Ltd	12740	Hard hats	268.77	217.66	
			12760	Credit - return	(51.11)		

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026358	7/3/2019	Justice Institute of BC	6871	Fire training course	175.13	1,300.75	
			6900	Fire training - Hazmat	1,125.62		
026359	7/3/2019	Keefer, Riley	190227	Reimburse - meals, batteries, burn build	368.47	368.47	
026360	7/3/2019	Lordco Parts Ltd	82926	Bulbs	31.20	31.20	
026361	7/3/2019	LAT DIV of Lafarge Canada Inc.	710159603	Salt	1,520.67	3,116.67	
			710173217	Salt	1,596.00		
026362	7/3/2019	Limited Edition Realty	190305	DD Return Tree Ap #92	500.00	500.00	
026363	7/3/2019	Medical Services Plan	2019Mar	MSP - March	637.50	637.50	
026364	7/3/2019	Minister of Finance - BC Mail Plus	94288219	BC building code - online & paper	787.50	903.53	
			94300411	Shipping - water parts	116.03		
026365	7/3/2019	North Shore Pest Detective Ltd	98937	Pest control - Yard	99.75	99.75	
026366	7/3/2019	Nutech Facility Services Ltd.	5412	Janitorial contract	992.97	992.97	
026367	7/3/2019	Pitney Bowes	3201072478	Postage meter lease	115.81	115.81	
026368	7/3/2019	Ray Contracting Ltd	152189	Salt	1,337.70	1,337.70	
026369	7/3/2019	Ramtech Environmental Products	2566-D163	Sensor calibrator	887.53	887.53	
026370	7/3/2019	Rooke, Pamela	190227	Reimburse - flashlights, cable	110.25	110.25	
026371	7/3/2019	Sea to Sky Courier & Freight	136540	Shipping	41.21	55.85	
			137116	Shipping	14.64		
026372	7/3/2019	Squamish Freightways Ltd	327069956	Shipping - snow blade	40.99	40.99	
026373	7/3/2019	Sea to Sky Network Solutions	14397	IT support	1,189.43	1,189.43	
026374	7/3/2019	Sea to Sky Network Solutions	14326	Laptop - PW	1,793.33	1,793.33	
026375	7/3/2019	Shred-it International ULC	8100668362	shredding	108.80	108.80	
026376	7/3/2019	Shaw Cablesystems G.P.	190209	Internet	143.31	143.31	
026377	7/3/2019	Telus Mobility	190221	Cell phones	676.74	676.74	
026378	7/3/2019	Triton Automotive	801-550919	Vehicle, equip parts	84.57	316.06	
			801-552619	Shop supplies	231.49		
026379	7/3/2019	Union of BC Municipalities	D-4805	Annual Dues	1,027.50	1,027.50	
026380	7/3/2019	Upanup Studios	3074	Website maint.	115.50	115.50	
026381	7/3/2019	Van Vuuren, HJJ	190301	DD return tree ap #80	500.00	500.00	
026382	7/3/2019	Waste Control Services Inc.	350601	Waste removal	14,712.96	14,712.96	
026383	7/3/2019	Zeemac Vehicle Lease Ltd	362186	Vehicle lease	991.20	2,296.00	
			362185	Vehicle lease	1,304.80		
026384	11/3/2019	Gartner, Ava	190209 0004	First Aid Training - ESS	400.00	400.00	
2019PP3Rev	15/03/19	Revenue Canada	2019PP3	Payroll Deduction PP3	13,097.80	13,097.80	
2019PP4	15/03/19	Revenue Canada	2019PP4	Payroll deductions PP4	13,680.67	13,680.67	
2019PP5mpp	15/03/19	Municipal Pension Plan	2019PP5	Pension PP5	6,502.52	6,502.52	
026385	18/03/19	Gartner, Ava	190318 Gartner	Fire Expenses	202.77	202.77	
026386	18/03/19	Jury, Mike	190318 Jury	Mileage for Truck Repair	110.24	110.24	
026387	18/03/19	Phillips, Luke	190318 Phillips	Air Brake Theory Course	407.00	407.00	
103011139095	19/03/19	BC Hydro	103011139095	WTP - Mag hydro	1,125.12	1,125.12	
103011139096	19/03/19	BC Hydro	103011139096	Pump hydro	167.49	167.49	
103011139097	19/03/19	BC Hydro	103011139097	Klatt Hydro	1,803.45	1,803.45	
103011139098	19/03/19	BC Hydro	103011139098	LBBP Hydro	40.29	40.29	
109011074102	19/03/19	BC Hydro	109011074102	Hall Hydro	448.80	448.80	

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109011074103	19/03/19	BC Hydro	109011074103	Office Hydro	327.60	327.60	
190227CRA	22/03/19	Revenue Canada	190227	CPP - FD	188.92	188.92	
026388	25/03/19	ALS Canada Ltd	E1771921	Sewer testing	201.08	201.08	
026389	25/03/19	Associated Fire Safety Equipment	21532	Coveralls - FD	307.62	345.63	
			21561	Name tags	38.01		
026390	25/03/19	BC Hydro	103011098362	Street Lights	165.28	565.00	
			103011098361	Street lights	399.72		
026391	25/03/19	Bell	190301	Satellite - Pit	117.61	117.61	
026392	25/03/19	Bell Mobility Inc.	190313	Fire truck data	44.80	44.80	
026393	25/03/19	Broughton and Broughton Inc.	1696	Mik, cream, training meals	395.10	395.10	
026394	25/03/19	Cascade Wear BC Ltd.	2453	FD Jackets	9,263.52	9,263.52	
026395	25/03/19	Dams Ford Lincoln Sales Ltd.	10255	F-450 purchase	113,253.28	211,999.20	
			190311	F-550 Purchase	98,745.92		
026396	25/03/19	E-COMM	19-0226	Radios	11,279.00	11,279.00	
026397	25/03/19	Frontier Power Products Ltd.	357417	Generator repair - yard	1,172.92	1,172.92	
026398	25/03/19	Flashpoint Fuels Ltd.	6380	Oil - hall	1,040.20	1,040.20	
026399	25/03/19	GFOA BC	190318	Finance course	393.75	393.75	
026400	25/03/19	Hub Fire Engines & Equipment Ltd	IN00035719	2009 Spartan Repair - pump	9,279.25	9,279.25	
026401	25/03/19	Hach Sales & Service Canada LP	189310	Water parts maint.	2,418.53	5,283.50	
			189309	Water intake maint.	2,418.53		
			190418	Chlorine	446.44		
026402	25/03/19	ISL Engineering and Land Services Ltd.	B007376	Bayview watermain design	1,407.00	1,407.00	
026403	25/03/19	Lidstone & Company	22325	Legal Fees - 52 BB	1,412.91	1,430.42	
			22326	Legal Fees	17.51		
026404	25/03/19	Metro Vancouver (GVRD)	190319	MFA Loan 142 and 93	14,606.54	14,606.54	
026405	25/03/19	Millenia Architecture Corp.	2018-04-03	LBBP concept drawings	2,008.13	2,008.13	
026406	25/03/19	Mosaic Writing Group	2019-033	Minutes - Council meeting	567.00	567.00	
026407	25/03/19	North Shore Pest Detective Ltd	100250	Pest control - yard	99.75	283.50	
			100242	Pest control - hall	94.50		
			100249	Pest control - klatt	89.25		
026408	25/03/19	Ooma Inc.	246	Office phones	398.65	398.65	
026409	25/03/19	Ray Contracting Ltd	152211	Salt	308.70	308.70	
026410	25/03/19	Ramtech Environmental Products	2628-D189	Sensor calibration - WTP	890.13	890.13	
026411	25/03/19	RICOH Canada Inc.	SCO92318119	Copies	1,002.07	1,002.07	
026412	25/03/19	Rona - USE for all Rona invoices xcept	61450-11744731	Parks, faciity supplies	206.54	311.78	
			61450-11747261	Kayak rack repairs	105.24		
026413	25/03/19	Rooke, Pamela	190321	Reimburse - fleet insurance, dues	4,054.50	4,054.50	
026414	25/03/19	Staples - Desjardins Credit Card	5503273519	Stapler, envelopes, stamp	139.74	337.30	
			550329326	Paper, notepads	197.56		
026415	25/03/19	Sea to Sky Network Solutions	14264	Desktop - office	1,447.49	1,447.49	
026416	25/03/19	Schneider, Kerstin	190325	Reimburse - ESS supplies	67.22	67.22	
026417	25/03/19	Telus Services Inc	2002645	Dispatch internet	308.00	308.00	
026418	25/03/19	Telus Communications	190228	Phones, faxes, internet	863.62	943.59	
			190301	Chlorinator alarm	79.97		
026419	25/03/19	Triton Automotive	801-554941	plow bolts	8.41	117.56	
			801-555558	Forklift propane	39.65		
			801-555943	Demurrage	69.50		

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Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount	Void
026420	25/03/19	Upanup Studios	3094	Website maint. & hosting	262.50	262.50	
026421	25/03/19	Urban Systems Ltd.	165401	Asset Mgt Plan	3,678.15	3,678.15	
026422	25/03/19	Wiggins Adjustments Ltd	190301	Collection fees	57.50	57.50	
026423	25/03/19	Waste Control Services Inc.	350595	Brush Removal	979.89	979.89	
2019PP6mpp	29/03/19	Municipal Pension Plan	2019PP6	Pension PP6	6,350.35	6,350.35	
190331mon	31/03/19	Moneris Solutions	190331	Transaction fees - March	357.45	357.45	
				TOTAL (*Less VOID*)	**$911,280.39**		
				Does not Include Payroll			

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Information Report**		
Title	**DC Fast Charging Station – Resident Feedback**		
Author	**Shawna Gilroy**	**Reviewed By:**	**Peter DeJong**
Date	**May 9, 2019**	**Version**	
Issued for	**May 14, 2019**		

Recommendation:
THAT the Information Report, "DC Fast Charging Station – Resident Feedback" be received.

Attachments:
(1) DC Fast Charging Station – Resident Feedback
An additional letter was submitted by former mayor, Karl Buhr, which is attached as Correspondence to the Agenda.

Key Information:
Councillor Barmeier submitted an article in the May 3rd Village Update on DC Fast Charging Stations and the reasons why having a station installed somewhere in the Village would be beneficial.

He explained that the cost to install and maintain a charging station varies due to a few factors, but typical costs are about $80,000. The federal government, through the Electric Vehicle and Alternative Fuel Infrastructure Development Initiative is paying anywhere from 75-100% of the cost of eligible stations in the form of a grant. Lions Bay would need to apply, however are not guaranteed to win.

Feedback from residents regarding this initiative was requested; much feedback was in favour of applying for the grant to support the charging station – several of whom stated owning an electric vehicle already, however others felt that it was not of sufficient benefit, especially if the grant was unsuccessful.

Follow Up Action:
None anticipated at this time.
Communication Plan:
None at this time.

Full Name	Email Address	Your Feedback
[redacted]	[redacted]	Yes!!!! We absolutely should have a fast charging station. I have an electric car with a level 2 station in my driveway. I love it and think we, as a community, should support the EV technology. I also think that we should encourage the Lions Bay store to sell green products. Recycled content toilet paper, organic low packing food etc. It's easy to understand that we should all do our part when living in this amazing beauty.
[redacted]	[redacted]	Reading of the plans to install a charging station for the village and I fully support this. I would suggest that for our needs the level 3 is the way to go. For most residents they will have a level 2 at home and re-energizing their vehicles is done at home overnight. But there may be odd occasions a resident would need a quick charge that the level 3 would provide. Passers by would only really have benefit of a fast charger (level 3) Rather than the closer level 2. I use level 2 when I am parked for several hours but otherwise is not of value. When I park for short periods say a 1/2 hour and there is a Level 3 charger this is very valuable. I have used these at places downtown, Horseshoe Bay, the airport etc. Great Plan!
[redacted]	[redacted]	As a leaf owner I think this is fantastic. The horseshoe bay charger although close services lots of people coming from the island or Sunshine Coast. Ours will probably service people passing through. Most ev owners have level 2 at home so I don't foresee this helping people more than top up who live in lions bay. But all the same it will help the whole network and extend someone's range somewhere.
[redacted]	[redacted]	Very supportive of installing EV charging stations in Lions Bay. Thanks!
[redacted]	[redacted]	Thank you very much for the initiative. My wife Vivienne Gallegos and me think it is an excellent plan. We own an electric vehicle, an eGolf, and have installed a level 2 charger in the garage. However, having a level 3 charger in the village would be a great advantage. Kudos to you, councillor!
[redacted]	[redacted]	Love the EV station idea, let's go for it!!

[redacted]	[redacted]	Thank you for asking for feedback. We appreciate all the work you do. I believe in EV's wholeheartedly. Any EV fast charging infrastructure costs as well as operational costs cannot be born by Lions Bay taxpayers. 100% of the capital costs must be paid with grants and 100%+ of the operational costs must be paid by the users. All costs associated with this initiative including the $5,500 "first step" costs and ongoing and incidental costs including signage, media, maintenance and reserves for replacements must be covered, and not by Lions Bay taxpayers. Thank you, Ben Gauer 22 Brunswick Beach Rd.
[redacted]	[redacted]	Many thanks for your excellent and informative article. I have an electric car and can charge it at home but a quick charger would allow me to top it up if I get too low and need to make an unexpected trip. Electric cars from the city heading to Whistler and beyond could extend their range and perhaps make purchases from our store. Thanks again, Frank.
[redacted]	[redacted]	Re: Supporting the Adoption of ZEVs in BC comments by Norman Barmeier - well researched, accurate and appreciated We recommend LB application to the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative Given LB location are would likely receive 100% funding
[redacted]	[redacted]	This is a welcome idea, particularly since the government is willing to pay so much of the cost. Also it is a long way between stations here on the Sea to Sky. I am very happy to say that I purchased an electric vehicle yesterday and happy to know that I won't be polluting our beautiful area on the long commute to Vancouver. As gas prices have risen so much there will be more and more people buying electric vehicles - thus more need for charging stations. On the day the federal government announced another grant for $5,000.00, in addition to the provincial grant, there were 70 orders for the cheaper model Tesla.
[redacted]	[redacted]	I think it is a great idea. I am all fore lions Bay being a leader in clean air. Our next car will definitely be electric.
[redacted]	[redacted]	The idea is good if we can receive100% funding. Any costs to the village should have been budgeted for or will take away from other expenses. Would we charge for the cost of hydro or increase our budget to pay for it? Where are we thinking of putting the station, on private property, at the works yard or at Municipal Hall? The occupants of the vehicle would be waiting around for half an hour or more. We have limited parking spaces available and I personally think the charging station should be on village land or it might cause problems in the future.
[redacted]	[redacted]	Yes i like to have EV charger in Lions Bay.

[redacted]	[redacted]	Regarding the EV charging station I do not feel the village can afford this. We have seen large tax increases to maintain our existing infrastructure. The drawings provided show a very large footprint. Where will this station be installed?
[redacted]	[redacted]	I am against this initiative for two reasons: 1) Lion's Bay residents owning EV or purchasing EV vehicles will have charging capabilities at their homes. Surely no one is buying an EV without charging capability at their residence. 2) Lion's Bay is under siege from tourists and passers-by getting off the highway to look around. We do not need to encourage any additional "passers-by" from entering our community. We have enough already, and barely if at all the proper infrastructure to support even more. Yes, i am all for green initiatives and "sound/noise" management. It would seem that the energy/resources may be well spent working on initiatives to cull/eliminate or simply reduce the ever increasing "noise" associated with commercial truck "engine braking". Squamish port owned by Western Stevedoring has significantly increased their dock operations resulting in an increase in truck traffic up and down the sound. Many of these trucks employ "engine braking" technology that can be extremely noisy. Signage on the highway seems only somewhat effective. More can be done. I would guess many in the village are effected. This needs to be a priority in my humble opinion.
[redacted]		1st point - Who is going to pay for this? I don't want my taxes wasted on this project that has no benefit to people who do not own an electric vehicles. 2nd point - electric cars are not zero emmission, the camicals from the production or disposal of batteries poison our enviroment. 3rd point - the bulk of the cost of driving an electrical vehicle is paid upfront when you buy it.
[redacted]	[redacted]	Re charging station. This would not affect residents in Lions bay as we would all charge at home. I think large shopping malls etc are where these should be placed. the average passer by does not stay for hours to boost our commercial revenue as we have so little, our money can be better spent elsewhere

[redacted]	[redacted]	I say GO GO GO! I own a Chevy Bolt and I can't say enough about what a smart move it is to own an electric vehicle. Climate Change. We need to do everything we can and installing a fast charger in the village not only makes great sense, it's a necessity! Quieter, cleaner through traffic as well as a quick top up for villagers who forget to charge their car, (we've all forgotten to charge our mobile phones occasionally) and when we can't get up the mountain in those snow storms, it's a good back up when we can't make it up to our home charger. These are exciting times, thank you for taking the initiative, let's do this!
[redacted]	[redacted]	I believe Lions Bay would have a higher than average per capita adoption of ZEVs than most communities. We have 2 and there is almost 1 per house on Lions Bay Ave. Where are you proposing to put the charging station and who will monitor its use so homeowners are not shifting costs of charging to the village?
[redacted]	[redacted]	YES please to DC fast charging station!!!!!! I had to go twice to the one in horseshoe bay yesterday and they are becoming more and more popular. While I was there both times two people came up to me to ask me about buying an electric car. My EV is 3 years old so it only has 100 km range, but we have never looked back - it drives better then my Range Rover and as soon as there's an affordable SUV, we'll happily get rid of fuel. The time is now more than ever to do this, with politics what they are and the planet being at its absolute worst we need to change fast for future generations. Perhaps Lions Bay can think of more ways to use renewable energy...turbines in our rivers, solar for our direct sunny summer afternoons/evenings??
[redacted]	[redacted]	I have been involved with this for some time. (sound very noble.) This reminds me on the days when paper bags became a NO NO and the word was go to plastic. What is overlooked is; that the Lithium for the Battery in EV is extracted using fossil Fuel. The real Future Car will NOT be powered by a lithium fuel cell battery. It will be powered by a hydrogen fuel cell . Japan is actively perusing and initiating that option. Hope this to be of some help.

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Minutes of the Tree Committee meeting

May 9th, 2019

On-site @ 75 Isleview Place - #93

In attendance; Chair, Simon Waterson, Jay Barber, Jim Cannell, Ron Mclaughlin and Mike Jury.

1. The meeting was called to order at 09:05 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Glen Dodd, Ken Junck, Vivienne O'Keeffe, Anja Henche & Christel Fischer.
5. The minutes from the previous meeting on February 14th, 2019 were approved unanimously.
6. Old Business; None.
7. New Business

Tree Application #93 – 75 Isleview Place - moved by Jay Barber; Seconded by Simon Waterson, that:

a) *As requested, the applicant is permitted to cut down the Hemlocks, but not the Japanese Cedar. Clean up and remove all associated debris.*

b) *As requested, the maintenance of the trees between "right of way" 60+70 Isleview was approved in perpetuity. The village has the right to review this at any time in the future. As a courtesy, on every occasion that work will be carried out, the applicant agreed to contact Vivienne O'Keefe to let her know. Clean up and remove all associated debris.*

8. Adjournment; - The meeting adjourned at 9:14 am.

Simon Waterson

Recorder

RECEIVED
FEB 25 2019
rec chq #029
$75.00
Gmd.

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: Glen W. Dodd	
Address: 75 Isleview Place , P.O. Box [redacted]	
Phone [redacted]	Email: [redacted]
Arborist/Contractor Name: Clearview Tree Services {Armin Berendes}	
Phone: 778.839.3445	Email:

Office Use Only	**Tree Application Number:**
Received by: Susan Lautet	Date: Feb 25 2019
Amount Paid: $75-	Cash or Cheque: chq #029
Application Complete? (Y/N)	If no, reason:
Date referred to Public Works:	Date returned by Public Works: **(See attached comments)**
Date Application to Tree Ctte:	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date: Parties Notified:	Council Decision:
Date of Letter Notifying Applicant of Decision: (March 1-July 31: Arborist Certification Required)	Received Damage Deposit: Name of Arborist/Contractor: Proof of WorkSafe Certificate: Proof of Insurance ($5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s):
Evergreens along the road in front of 60 Isleview place. These trees to be trimmed below the power line or taken out completely. When we attempted to have this work done approx: 3 years ago, the arbourist advised that in his opinion the trees were dying. We noted that the village works department took one of the trees out near the driveway of 60 Isleview last fall. 2nd: I would like to top the trees in the "right of way" between 60 Isleview and 70 Isleview to maintain
Location of Tree(s):

**Trees must be clearly marked with marking tape in time for the* Trees, Views and Landscapes *Committee's site visit.*

Reason for Removal:	
☐ Too close to property (foundation, garage, fence, etc.)	☐ Interfering with infrastructure (roads, sidewalks, etc.)
☑ Dead, dying or diseased	☐ Leaves causing problems
☑ Unattractive	☐ Blocking site access
☐ Blocking sunlight	☐ Affecting house value
☐ Attracting wildlife	☑ Hazardous
	☑ Interfering with view

Please provide additional comments which may be useful:
The removal or topping of the trees in front of 60 Isleview would substantially improve the view for the Junck's at 65 Isleview and the Dodd's at 75 Isleview.
Replanting Plan, if any (please include anticipated timeframe for completion): N/A

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

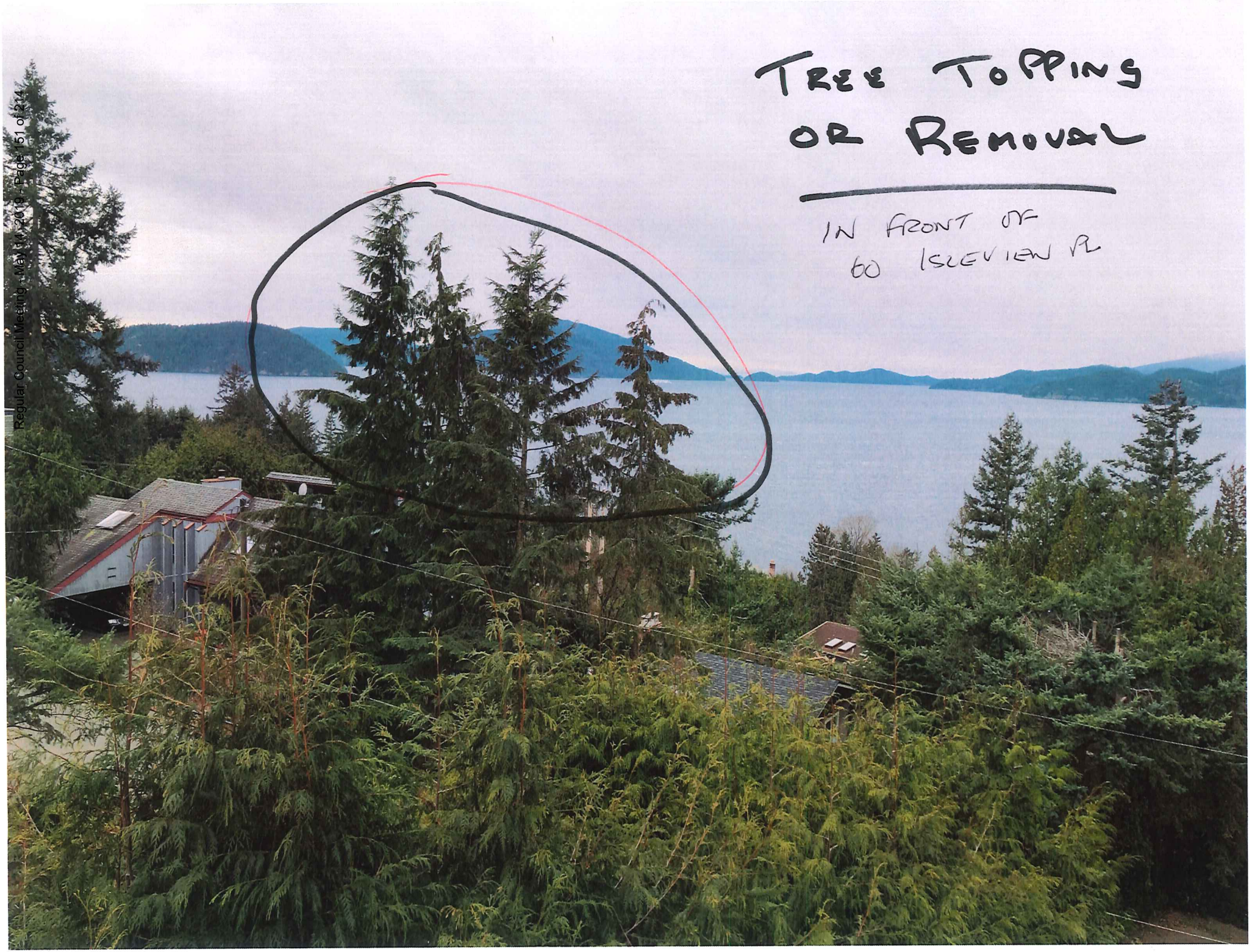
I have attached a colour photograph or colour photocopy of the subject tree(s) with descriptive notes or markings if applicable.

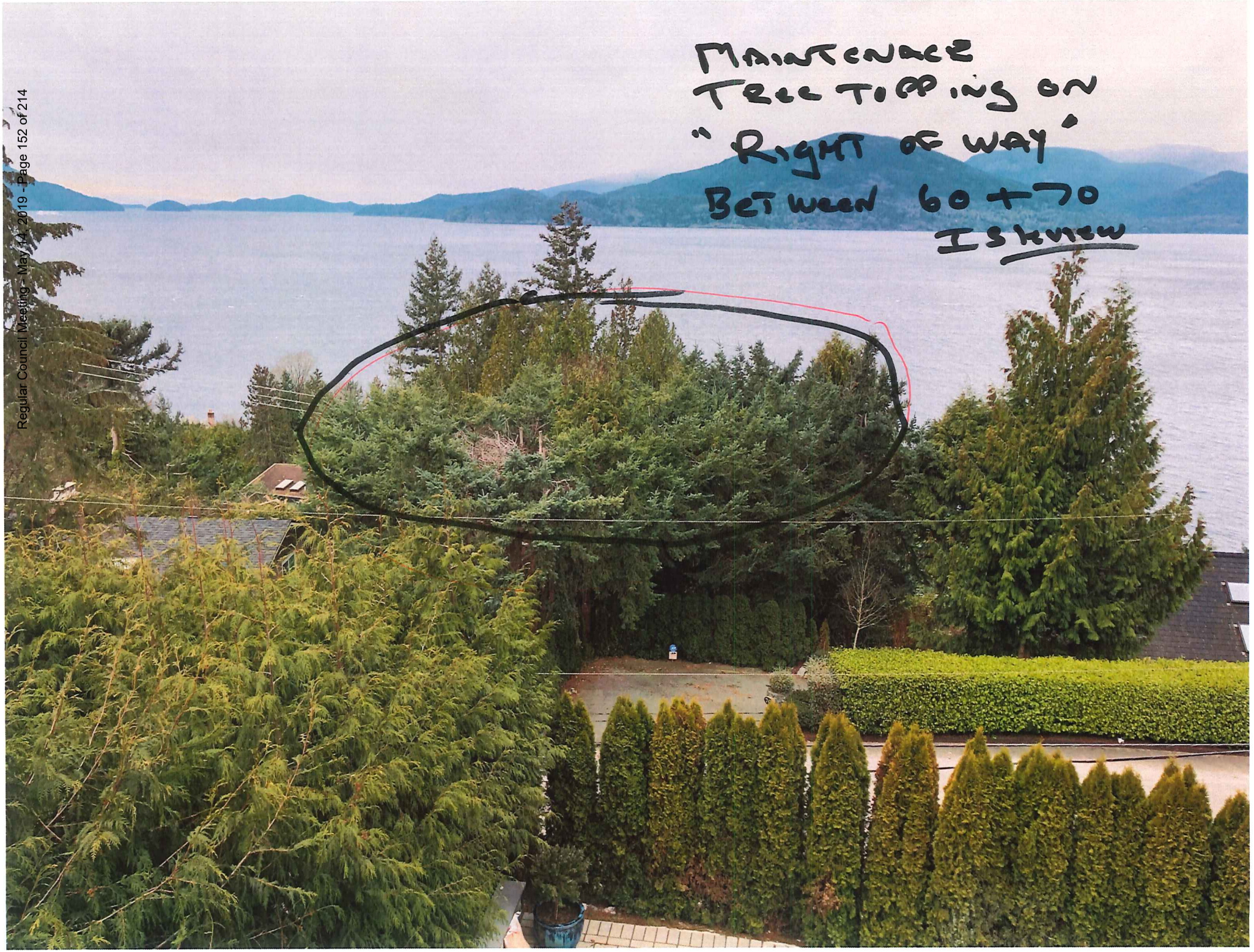
I have verified the information contained within this application is correct. No cutting of Significant Trees, as defined by Schedule "C" to Village of Lions Bay Tree Bylaw No. 393, 2007, as amended, is contemplated by this application or, if it is, this fact is clearly and explicitly set out in the application along with supporting rationale.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with any and all conditions of approval incorporated in the Council resolution, and that failure to comply with such conditions may result in fines, penalties and/or legal action.

Glen W. Dodd	[redacted]	February 25, 2019
Name of Applicant (Please Print)	Signature	Date Signed


TREE TOPPING
OR REMOVAL
IN FRONT OF
60 ISLEVIEW PL


Maintenace
Tree Topping on
"Right of way"
Between 60 + 70
Isaview

Generally...

- Tree topping is never a justifiable pruning practice; it increases tree health problems and is aesthetically unappealing
- A topped tree will require constant maintenance and has an increased potential to become hazardous
- Hazardous trees are a liability and ultimately the property owner (ie: the municipality) may be liable for any damage that hazard trees cause
- Certified arborists and other legitimate landscape professionals do not practice tree topping
- If problems caused by a tree cannot be solved through acceptable management practices, the tree should be removed and replaced with plant material more appropriate for the site

From: Garth Begley
To: Lions Bay Reception
Cc: Peter DeJong; Naizam Jaffer
Subject: Re: tree application #93 for Glen Dodd, 75 Isleview Pl
Date: Wednesday, April 17, 2019 1:02:00 PM

Hello Susan I did meet him. The line of trees along the road do seem to be on #60 property they need to be contacted. It seems no one lives in the home, I don't know if you have contact info for them. The other trees on our right of way only require some greenery removed from the top. I am fine with that.

From: Lions Bay Reception
Sent: Wednesday, April 17, 2019 12:52 PM
To: Public Works; Garth Begley
Cc: Peter DeJong
Subject: RE: tree application #93 for Glen Dodd, 75 Isleview Pl

Ok thanks

Susan Loutet
Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643
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From: Public Works
Sent: Wednesday, April 17, 2019 12:14 PM
To: Lions Bay Reception <reception@lionsbay.ca>; Garth Begley <gbegley@lionsbay.ca>
Subject: RE: tree application #93 for Glen Dodd, 75 Isleview Pl

Hi Susan, I know Garth did meet with the applicant but don't know what they decided. I'll let Garth update you when he has a moment – he's quite busy with the Harvey Tank project.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Public Works Yard (604) 921-9833 | www.lionsbay.ca
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consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request.

From: Lions Bay Reception
Sent: Tuesday, April 16, 2019 12:47 PM
To: Public Works <works@lionsbay.ca>; Garth Begley <gbegley@lionsbay.ca>
Subject: tree application #93 for Glen Dodd, 75 Isleview Pl

Garth

Did you meet with Glen yet on this application – The last I heard you were to meet with Glen

Please advise
thks

Susan Loutet
Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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NAME OF APPLICANT	ADDRESS	TREE APP #	COMMENTS
Glen Dodd	75 Isleview Pl	93	

AFFECTED OWNER	ADDRESS	SUPPORT	OPPOSE	COMMENTS
Anja Henche	60 Isleview Pl	yes		would like trees in front of 60 Isleview Pl removed completely rather than just topped
Vivienne O'Keeffe	70 Isleview Pl	yes		would like trees in front of 60 Isleview Pl removed completely rather than just topped & trimming new growth on ROW between 60-70 Isleview- wants to know when trimming will take place
Ken & Maureen Junck	65 Isleview Pl	yes		no comment
David Weber	85 Isleview Pl	yes		no comment

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Inspector Kara TRIANCE
OIC Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File / Votre référence

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

Our File / Notre référence

2019-05-06

To Whom it May Concern,

Lions Bay Activity Report
Report period: March and April 2019

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

HWY 99 (within boundaries of Lions Bay):
Traffic - Moving/Non-Moving/Insurance Violations x 26
Impaired Driving Investigations x 3
Collision - **Damage** Over / **Under $1000** / Non-fatal / Fatal x 2
Prevention of Collision (debris, stalled vehicles, pedestrians on shoulder) x 10
Parking Violations x 0
Other: all remaining call types x 2

43 Calls for Service

Lions Bay Village:
Cause Disturbance/Breach of Peace x 0
911 - False/Abandoned x 0
False Alarms x 1
Suspicious Circumstances x 2
Theft of Vehicle x 1/ Theft from Motor Vehicle x 0
Theft under $5000 x 0
Break and Enter Residence/Business x 0
Mischief x 2
Bylaw (noise) x 2
Other investigations x 7

14 Calls for Service

Total = 57

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

Kind regards,

K. (Kara) TRIANCE, O.3086 (Insp)
OIC Sea to Sky RCMP

/hm

Canada

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Request for Decision**		
Title	**Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019**		
Author	**S. Gilroy**	**Reviewed By:**	**P. DeJong**
Date	**May 9, 2019**	**Version**	**1**
Issued for	**May 14, 2019 Regular Council Meeting**		

Recommendation:
(1) THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be adopted.

Attachments:
(1) Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019
(2) Bylaw Enforcement Officer Bylaw No. 506, 2016 (Consolidation)

Key Information:
The purpose of this amendment is to allow all Public Works Staff the ability to issue Bylaw Notices when required since they are out in the Village so frequently and would alleviate management staff from leaving the office to issue complaint-based notices when the seasonal Bylaw Enforcement Officers are not on shift. It will also allow for additional Bylaw Enforcement in the off season when applicable. However, it should be born in mind that the intent of this change is to have the ability, if necessary, for Public Works to issue tickets; the intent is not to unnecessarily pull Public Works staff away from their regular duties and expectations surrounding this change need to remain cognizant of this limited mandate.

Options:
(1) Approve the recommendation above and adopt the bylaw;
(2) Rescind 3rd reading, amend the bylaw and re-read a third time;
(3) Refer the bylaw back to staff for revisions.

Preferred Option:
Option 1, approve the recommendation and adopt the bylaw.

Follow Up Action:
Assuming the bylaw is adopted, it will be updated on the Village website.

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Bylaw Enforcement Officer Bylaw No. 506, 2016,

Amendment Bylaw No. 562, 2019

Adopted: xxxx

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

Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019

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 "Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019".

2. Section 4(b) of Bylaw Enforcement Officer Bylaw No. 506, is hereby amended by adding the words: "and Public Works Staff"

READ A FIRST TIME **May 7, 2019**

READ A SECOND TIME **May 7, 2019**

READ A THIRD TIME **May 7, 2019**

ADOPTED

_____

Mayor

_____

Corporate Officer

Certified a true copy of Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 as adopted.

_____

Corporate Officer

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Bylaw Enforcement Officer Bylaw No. 506, 2016

Office Consolidation

This document is an office consolidation of Bylaw Enforcement Officer Bylaw No. 506, 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 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 Bylaw Enforcement Officer Bylaw No. 506, 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: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
562	2	Amends section 4(b)	

Bylaw Enforcement Officer Bylaw No. 506, 2016

A bylaw to establish the position of and appoint
Bylaw Enforcement Officers for the Village of Lions Bay

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 "Bylaw Enforcement Officer Bylaw No. 506, 2016".

2. Village of Lions Bay Municipal Ticket Information Utilization Bylaw No. 373, 2005 is hereby repealed.

3. In this bylaw:

   "Council" means the Council of the Village of Lions Bay;
   "Bylaw Enforcement Officer" means a person appointed by resolution of Council pursuant to this bylaw, or another bylaw of the Municipality, and in accordance with the *Community Charter* and the *Local Government Act*.
   "Municipality" means the Municipality of the Village of Lions Bay;

4. The Municipality hereby establishes the position of Bylaw Enforcement Officer and designates all persons holding the following job positions as Bylaw Enforcement Officers for the purpose of enforcing the bylaws of the Municipality:
   (a) Bylaw Enforcement Officers;
   (b) Public Works Manager and Public Works Staff;
   (c) Building Inspector;
   (d) Fire Chief;
   (e) Chief Administrative Officer.

   [Amended by Bylaw No. 562]

5. The Council may from time to time appoint Bylaw Enforcement Officers by resolution in substantially the form set out in Schedule "A" to this bylaw.

6. Bylaw Enforcement Officers have those powers, privileges and responsibilities, and may perform those duties and functions, as set out in Schedule "B" to this bylaw.

READ A FIRST TIME	**June 21, 2016**
READ A SECOND TIME	**June 21, 2016**
READ A THIRD TIME	**June 21, 2016**
ADOPTED	**July 5, 2016**

Mayor

Corporate Officer

Certified a true copy of Bylaw Enforcement Officer Bylaw No. 506, 2016 as adopted

Corporate Officer

Schedule "A"

Bylaw Enforcement Officer Appointment Resolution

The Council of the Village of Lions Bay hereby appoints *[insert name]* as a Bylaw Enforcement Officer with the powers, privileges, responsibilities, duties and functions as specified in Schedule "B" to Bylaw Enforcement Officer Bylaw No. 506, 2016 *[as amended, if applicable].*

Schedule "B"

Bylaw Enforcement Officer Authority

(a) Educate, warn or otherwise seek voluntary compliance with the Municipality's bylaws.

(b) Enforce the bylaws of the Municipality through all appropriate means including, but not limited to, in accordance with Bylaw Notice Enforcement Bylaw No. 385, 2006, as amended, the *Local Government Bylaw Notice Enforcement Act* and *Bylaw Notice Enforcement Regulation*, and subject to relevant enactments, Council policies, and administrative directions.

(c) In accordance with section 16 of the *Community Charter*, and any other authority to enter property granted under the *Community Charter*, the *Local Government Act*, or any other enactment, enter at all reasonable times, onto any property for the purposes of enforcing the bylaws of the Municipality.

(d) Where instructed by the Chief Administrative Officer or the Council, prosecute offences in court or bylaw contraventions in the North Shore Bylaw Notice Adjudication Registry or other administrative tribunal.

Intentionally Blank

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**Request for Decision**		
Title	**Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019**		
Author	**S. Gilroy**	**Reviewed By:**	**P. DeJong**
Date	**May 9, 2019**	**Version**	**2**
Issued for	**May 14, 2019 Regular Council Meeting**		

Recommendation:
(1) THAT Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019 be adopted.

Attachments:
(1) Bylaw Enforcement Officer Bylaw No. 506, 2016, Amendment Bylaw No. 562, 2019
(2) Bylaw Enforcement Officer Bylaw No. 506, 2016 (Consolidation)

Key Information:
The purpose of this amendment is to allow all Public Works Staff the ability to issue Bylaw Notices when required since they are out in the Village so frequently and would alleviate management staff from leaving the office to issue complaint-based notices. It will also allow for additional Bylaw Enforcement in the off season when applicable.

Options:
(1) Approve the recommendation above and adopt the bylaw;

(2) Rescind 3rd reading, amend the bylaw and then re-read a third time;

(3) Refer the bylaw back to staff for revisions.

Preferred Option:
Option 1, approve the recommendation and adopt the bylaw.

Follow Up Action:
Assuming the bylaw is adopted, it will be updated on the Village website.

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Fees Bylaw No. 497, 2016

Amendment Bylaw No. 563, 2019

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. 563, 2019

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. 563, 2019".

2. Fees Bylaw No. 497, 2016 is hereby amended as follows:

   (a) Schedule 5, Traffic and Parking Fees, is amended by adding "Non-Resident Volunteer member of a Lions Bay Committee," after "Search and Rescue member" in the Extra Annual Parking Permit section.

   (b) Schedule 5, Traffic and Parking Fees, is amended by substituting the following text in place of the existing text in the following sections of the table:

FEES FOR METERED PARKING

Description	**Fee**
Lions Bay Beach Park Lot (adjacent to train tracks) **Permit holders NOT exempt from fee.*	$4/hour or portion thereof up to a maximum of $32 within a calendar day
Kelvin Grove Beach Park Lot **Permit holders exempt from fee.*	$3/hour or portion thereof up to a maximum of $24 within a calendar day
Sunset Trailhead Lot **Permit holders exempt from fee.*	$2/hour or portion thereof up to a maximum of $16 within a calendar day

READ A FIRST TIME	**May 7, 2019**
READ A SECOND TIME	**May 7, 2019**
READ A THIRD TIME	**May 7, 2019**
ADOPTED	**xxx**

Mayor

Corporate Officer

Certified a true copy of Fees Bylaw No. 497, 2016, Amendment Bylaw No. 563, 2019 as adopted.

Corporate Officer

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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 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: admin@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	

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.

Schedules

Schedule 1: General Administration
Schedule 2: Development, Land and Building Services
Schedule 3: Engineering and Public Works
Schedule 4: Animal Control & Licencing
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

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:
   (a) Section 6 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".

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**
Freedom of Information and Protection of Privacy Act Fees payable for requests made 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.* *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service 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
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	$0.25 per page (black & white) $1.65 per page (colour)
Copy of house plans	$75 plus actual costs
Tax certificates (no charge for property owners)	$30 each
Property title search from Land Title Office	$25
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
Reprinted tax / utility documents	$20 per document (no charge for property owner)
Lions Bay Flag	$100
Lions Bay Historical Society Booklet	$10
Lions Bay stickers	$2
Community Garden	$25 per plot annually
Permit under Outdoor Water Use Bylaw No. 484	$40
Biodegradable Organics Bags	$4 plus GST

[Amended by Bylaw No. 554]

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	**Fee**
Official Community Plan Amendment (Residential)	$2500 or $3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with $700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	$2500, plus actual advertising cost, plus 10% thereof, with $700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	$2500 for first 465 m2 of building area plus $500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	$2000 plus $300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	$1000 plus $200 for each additional lot or strata lot after first lot or strata lot created
Development Permit	$1200
Development Variance Permit	$750
Temporary Use Permit Application Fee (non-refundable)	$250
Inspection fee for Temporary Use Permit for Short Term Rentals	$250 – Includes initial inspection plus one additional inspection. Each additional inspection $75/hour
Temporary Use Permit	$1,000 plus $750 for renewal application
Board of Variance (non-refundable)	$500
Building Permit Application Fee (non-refundable)	$100
Pre-Building Permit Application Consultation Fee	$75 per hour
Building Permits (based on value of construction): Minimum fee (<$1,000) • $1,000-$9,999 • $10,000-$49,999 • $50,000-$99,999 • $100,000 and greater *The minimum fee for a building permit for a <u>new</u> <u>dwelling</u> shall be not less than the fee for a building having a value of $300,000 ($3,100.00).*	 $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 *Building permits are valid for a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.*

Permit renewals *A building permit is valid for a maximum of two years, at which time it expires. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.*	75% of current Building Permit Fee at time of renewal
Damage Deposit (based on value of construction): • Up to $10,000 • Up to $50,000 • Up to $250,000 • Greater than $250,000 *A Damage Deposit is required when taking out a Building Permit or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways. An occupancy certificate is needed with respect to a Building Permit and an inspection by the Public Works Manager is required prior to a Damage Deposit being returned.*	 $500 $1,500 $3,000 $5,000
Demolition Permit fees: Accessory building or structure All other buildings	 $100 per building $1000 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 $75/hour
Tree cutting permit applications	$75 (non-refundable)
Lawn sprinkling permit application	$40
Driveway Crossing Permit	$100
Plumbing Fee	$100 plus $25 for each fixture
Fire Sprinkler Permit: New construction Renovations requiring sprinkling	 $125 plus $2.50 per sprinkler head $250 plus $2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw) Code Professional (additional charge if required on more involved issues per Building Bylaw)	 $75 per hour ($225 minimum) 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

When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee paid and 100% of the deposit shall be refunded to the property owner.
Plan review for building design modifications	$75 per hour
Transfer of building permit	$125
Unregistered Encroachment Agreement	$400
Review & registration of Section 219 covenant placed according to the Land Title Act	$400
For discharge of Section 219 covenant placed according to the Land Title Act	$100
An application for the soil deposit or removal of more than 27 cubic meters (m^3) and up to 45 m^3 of in any one year. Any application for the soil deposit or removal of more than 45 m^3 and up to 90 m^3 in any one year. Any application for the soil deposit or removal of more than 90 m^3 and up to 180 m^3 in any one year. Any application for the soil deposit or removal of more than 180 m^3 in any one year.	$100 (non-refundable) $200 (non-refundable) $400 (non-refundable) $600 (non-refundable)

**NOTE: All permits include one inspection. All security deposits are refunded, less costs incurred, after Final Inspection*

[Amended by Bylaw No. 547]
[Amended by Bylaw No. 554]

SCHEDULE 3 – ENGINEERING & PUBLIC WORKS

Description	**Fee**
Water service connection fees	$600 plus actual costs
Sewer service connection fees	$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): $75 per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): $75 per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	$75 per hour
Emergency after hours call-out	$115 per hour (3 hour minimum)
Bear Smart garbage container	$175

[Amended by Bylaw No. 554]

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	**Fee**
Annual licence for altered dog	$30 if paid before March 31st or within 30 days of becoming a new resident or obtaining a new dog $60 for all others
Annual licence for unaltered dog	$60 if paid before March 31st or within 30 days of becoming a new resident or obtaining a new dog $90 for all others
Rebate of annual licence fee for dog altered subsequent to licence being paid	$30
Tag replacement	$10

SCHEDULE 5 – TRAFFIC & PARKING FEES

FEES FOR PERMITS

Description	Fee
Extra annual parking permit – obtainable by a resident, allows parking in "permit parking" zones	$40 per year (1 free permit for each Lions Bay Fire Rescue member, Search and Rescue member, Non-Resident Volunteer member of a Lions Bay committee, and Village staff member, not otherwise receiving free permits with a property tax notice, and two free permits within 30 days of becoming a
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, 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
Daily parking permit – obtainable by residents, allows parking for one 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
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council Extraordinary vehicle or trailer under 6.1 metres in length Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	 $80 per month/$960 per year $80 per month/$960 per year $110 per month/$1,320 per year $135 per month/$1,620 per year
Daily fee for placing dumpster/bin or construction material on highway	$35

Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a $150 flat fee for Village administration time.	
Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): $75 per person per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum)
Remediation of damage to highway	Regular hours (7 am to 3 pm): $75 per person per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum)

FEES FOR REMOVALS FROM HIGHWAY

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things seized from highway	Regular hours (7 am to 3 pm): $75 per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum) plus $50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): $75 per person per hour or portion, plus equipment costs After hours: $115 per person per hour (3 hour minimum)
Sale of chattels, obstructions and things seized from highway	$1000 flat fee

FEES FOR METERED PARKING

Description	**Fee**
Lions Bay Beach Park Lot (adjacent to train tracks) **Permit holders NOT exempt from fee.*	$43/hour or portion thereof up to a maximum of $3224 within a calendar day
Kelvin Grove Beach Park Lot **Permit holders exempt from fee.*	$32/hour or portion thereof up to a maximum of $2416 within a calendar day
Sunset Trailhead Lot **Permit holders exempt from fee.*	$21.50/hour or portion thereof up to a maximum of $1612 within a calendar day

[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]

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, etc. **Set-up fee:**	 $220 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 children's Birthday parties	$50 per event (maximum 4 hours)
Hall Rental for program use: Examples of use: programs contracted through the Village.	 20% of revenue per session, or minimum payment amount of $40.00 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. Additional fee for events exceeding the maximum Non-profit community groups (single event)	 $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 must be supervised by an adult while using Village facilities.*
Meeting Room Rental (accommodates up to 10 persons): Council Chambers (former library)	 $10 per hour (2 hour minimum)
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of $40.00 per month, whichever is greater.
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations
Staff Assistance (assemble/disassemble equipment on-site – excluding stage): **Stage (assemble/disassemble):** **Sound System:** *No offsite rental for stage and sound equipment.*	$50 set up $50 take down $100 $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 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]

SCHEDULE 7 – FILMING [to be reviewed with filming policy]

Description	**Fee**
Filming application fee (non-refundable)	$250
Filming fee (per day)	$300
Damage deposit	$5000 (refundable)
Filming in VOLB parks (per day)	$500
Parking fees: Car Truck	 $25/day $100/day
Filming Liaison	$40/hour
Municipal Services	$80/hour
Fire Rescue Services	$100/hour
Fireworks (pyrotechnics) permit	$100

[Amended by Bylaw No. 554]

SCHEDULE 8 – FIRE RESCUE / EMERGENCY PERMITS & FEES

Description	**Fee**
Fire investigation	$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	$100
Inspection of buildings other than routine inspections (after 2nd inspection) under the Fire Services Act	$100
Inspection of buildings other than routine inspections (after 3rd and subsequent inspection) under the Fire Services Act	$200
Inspections – special request	$150
Special events fire permit/inspection	$100 per person per hour or portion thereof
Fireworks Permit	$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, based on invoices or receipts for materials or equipment. 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*

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	**Fee**
Bench Dedication	$1,500 - $1,750 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

SCHEDULE 10 – GENERAL

Description	**Fee**
Boat space rental permit at Lions Bay Beach Park	$125 per calendar year if paid by March 31st $150 if paid after March 31st, but before May 31st (after May 31st, boat will be seized and removed) **If a new boat space is obtained after March 31st, the $150 permit fee shall be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.*
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1st.	$100 plus $20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	$500 flat fee

VILLAGE OF LIONS BAY

Incoming Correspondence - May 14, 2019

General Correspondence:

G1: Letter from MP Pamela Goldsmith-Jones (Page 1)

G2: Building BC Community Housing Fund (Page 3)

G3: City of Burnaby re. Expanding Investment Opportunities (Page 9)

G4: City of Maple Ridge - Temporary Modular Support Housing (Page 18)

Resident Correspondence:

R1: Brenda Broughton - Noise and Parking Bylaw Relaxation Request (Page 20)

R2: Karl Buhr - EV Charging Station (Page 21)

House of Commons
Chambre des communes
Canada

Pamela Goldsmith-Jones

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

FOR IMMEDIATE RELEASE

May 8, 2019

Dear Friends and Neighbours,

I have advised the Prime Minister and I am announcing today that I will not be running for re-election in 2019 as your Member of Parliament.

Serving as your MP and representing Canada on world issues has been a distinct honour. However, when I look forward to the next four years, I feel that I need to spend time closer to home, particularly with my parents.

I will continue to serve as your member of parliament until the next election, and I will remain as Minister Freeland's Parliamentary Secretary for Foreign Affairs.

I believe in Prime Minister Trudeau and in our Liberal team. Going into the next election, I will do all I can to help ensure we have an outstanding candidate and that the Liberal Party continues to have a strong voice in western Canada.

I would like to thank you for your passion for our community and for your commitment to public engagement and public ideas. It truly has been a privilege to serve as Member of Parliament for West Vancouver-Sunshine Coast-Sea to Sky Country and to be your representative in Ottawa.

We have accomplished a lot together. Strong relations with local and regional government, the province and First Nations has ensured that our investments reflect local priorities. Renewal in downtown Pemberton, the Ts'zil Learning Centre in Mount Currie, environmental restoration in the Squamish estuary, Gibsons supportive housing and the public market, West Vancouver's Kay Meek Centre's accessibility project and the DFO Pacific Science Enterprise Centre, Bowen Island's arts centre, along with investment in water and wastewater projects in every community in the riding (including the Lions Gate Wastewater Treatment Plant which is the largest capital investment in the history of Metro Vancouver) – these are all the result of engagement with the local communities.

...2/

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pam.goldsmith-jones@parl.gc.ca
www.pgoldsmithjones.ca

British Columbians have led in putting a price on carbon pollution, legalizing cannabis and introducing medical assistance in dying. Our $1.5 billion investment in the Oceans Protection Plan, adoption of derelict and abandoned vessels legislation and restoration of $1.4 billion to the base budget of DFO are significant improvements to marine safety and ocean health and reflect effective representation from the west coast.

I would also like to thank Ministers Freeland and Champagne for the opportunity to serve as parliamentary secretary for foreign affairs and international trade throughout this term. The Canada – EU trade agreement, an improved and inclusive Trans Pacific Partnership and the new NAFTA together improve Canada's competitive access to global markets.

Thank you to the staff team and volunteers who support us. I am very grateful for your work ethic, resilience, perseverance and positive outlook. To all parliamentarians, it has been my honour to know you and to work together. To the community, I look forward to seeing you at home.

Sincerely,

P. Goldsmith-Jones

Pamela Goldsmith-Jones, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

BRITISH COLUMBIA

May 7, 2019

Ref: 246050

Dear Local Governments:

As you are aware, housing availability and affordability are some of the biggest issues facing British Columbians today. That is why I am writing to let you know about exciting partnership opportunities that can be used to increase the supply of affordable housing in your community.

With the 30-point housing plan, the Government of British Columbia is making the largest investment in housing affordability in B.C.'s history—approximately $7 billion over 10 years—through the **Building BC** funds**.** In the first year of this plan, we have already made significant investments in communities across British Columbia:

- **Building BC: Community Housing Fund (CHF)** will provide close to $1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors. The new homes are designed to address the need for affordable housing across a range of income levels, in response to a housing crisis that has made housing unaffordable for even middle-class families. *Currently, more than 4,900 of these new homes have been approved in 42 communities. (See map: https://www.bchousing.org/partner-services/Building-BC/community-housing-fund)*
- **Building BC: Indigenous Housing Fund (IHF)** is a $550 million investment over the next 10 years to build and operate 1,750 new social housing units for Indigenous families and seniors. *In Fall 2018, we announced 1,100 new affordable homes for indigenous peoples in 26 communities across B.C. (See news release for project list: https://www.bchousing.org/news?newsId=1479152910395)*
- **Building BC: Women's Transition Housing Fund (WTF)** is investing $734 million over 10 years for 1,500 units of transition and second-stage housing to help women and children get out of violent and abusive situations and rebuild their lives. *More than 280 of these new spaces have been approved for 12 communities.*

.../2

Ministry of Municipal Affairs and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

http://www.gov.bc.ca/mah

- **Building BC: Supportive Housing Fund (SHF)**, an investment of $1.2 billion over 10 years, will deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness. This fund builds on the ***Rapid Response to Homelessness initiative*** (now fully subscribed) in which 2,000 homes with supports are currently being built in 22 communities across the province, with 1,285 units already opened.
- **Building BC: Capital Renewal Fund (CRF)** is a $1.1 billion investment over the next 10 years to make existing B.C. social housing stock more livable, energy-efficient, and safer. This investment will make dramatic improvements to the existing social housing stock in the province and benefit thousands of British Columbians.

Many of these housing projects are underway, but I wanted to make sure you knew about upcoming opportunities to apply for future funding. BC Housing is interested in partnering with municipalities, non-profit housing providers, and community groups to create more innovative and sustainable housing solutions through the following:

- **Future RFP -** BC Housing will be issuing a second formal Request for Proposals for the *Community Housing Fund* and the *Indigenous Housing Fund* in 2020. We encourage groups interested in submitting proposals to start their planning early, to ensure their projects are ready when applications open. Interested organizations can visit bchousing.org/partner-services/funding-opportunities-for-housing-providers to learn more about these funding streams and their requirements.
- **Ongoing Opportunities -** BC Housing welcomes discussions with partners interested in developing new housing through the *Supportive Housing Fund* and/or the *Women's Transition Housing Fund.* Visit bchousing.org/partner-services/Building-BC to learn more or contact your local Director of Regional Development (contact list below).
- **Major Repairs for Existing Social Housing** - Funding is available for non-profit housing providers or housing co-operatives to support capital projects that maintain or benefit an existing social housing building's condition or improve the building's seismic or fire safety, as well as for projects focused on energy performance. Visit bchousing.org/partner-services/asset-management-redeveopment/capital-planning-repairs to learn more about eligibility criteria and how to apply, or speak with the local Regional Non-Profit Portfolio Manager.
- **The HousingHub** is a new division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians. As a centre for housing expertise and collaboration, affordable housing will be developed through the HousingHub either through new construction or through the redevelopment of existing sites. Partners bring suitable land, equity and/or the catalyst for development. The HousingHub can provide:
    - Expertise to provide advice on assisting the group in the planning and development process
    - Access to pre-development funding
    - Low-cost financing
    - Project coordination advice
    - A place for organizations to collaborate

  Learn more: www.bchousing.org/partner-services/housinghub

…/3

There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land or waving Development Costs Charges, as a few examples. If you have an identified housing need in your community, we are hoping that you will help share some of these opportunities with interested community groups in your area. If you are interested in providing housing but are unsure of how to connect with a non-profit, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits that operate in your region.

While BC Housing will be promoting these opportunities, we are hoping that you will also reach out to encourage key stakeholders in your community to apply. We have included a *Building BC* factsheet to help you promote these opportunities.

Please have interested key stakeholders in your community contact their local Director of Regional Development for more information:

Region	Director of Regional Development	Email
Interior Region	Danna Locke	dlocke@bchousing.org
Northern Region	Amy Wong	awong@bchousing.org
Vancouver Coastal & Fraser Region	Naomi Brunemeyer	nbrunemeyer@bchousing.org
	James Forsyth	jforsyth@bchousing.org
Vancouver Island	Malcolm McNaughton	mmcnaughton@bchousing.org
HousingHub	Raymond Kwong	rkwong@bchousing.org

Thank you in advance for your support in helping to bring more affordable housing to your community.

Sincerely,

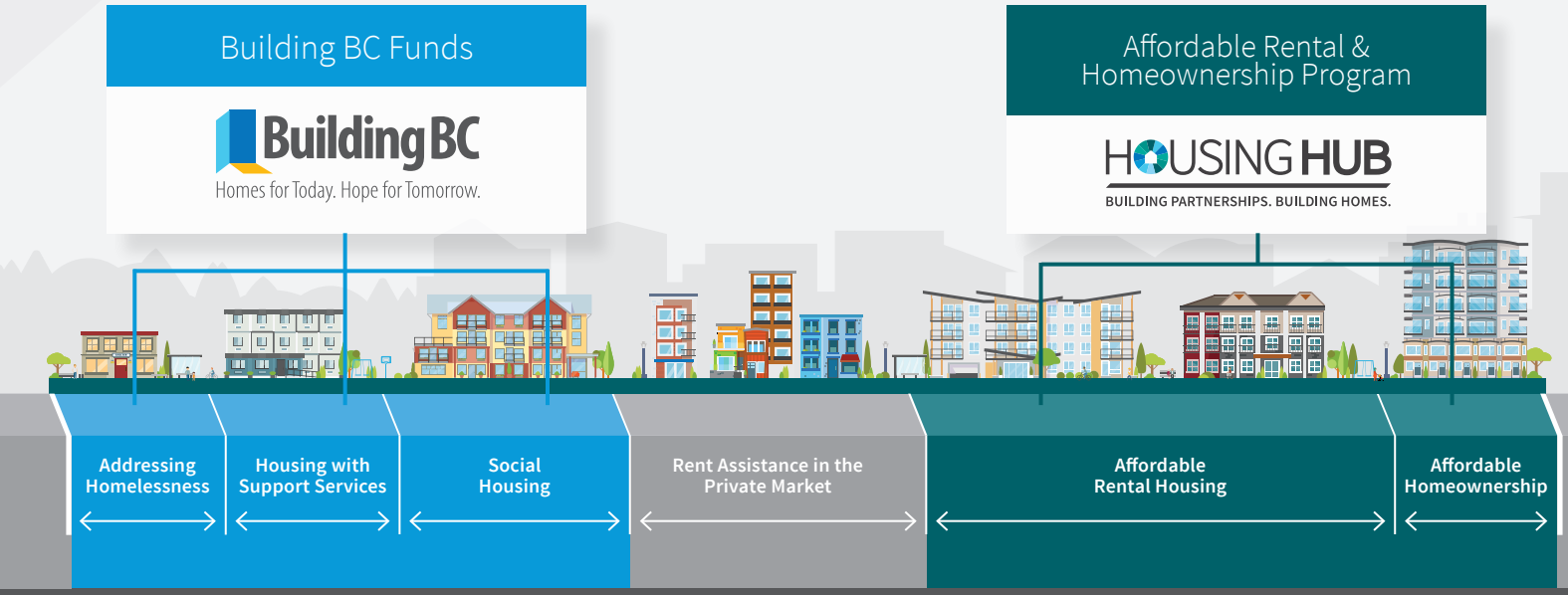
Selina Robinson
Minister

Enclosure

BC HOUSING

Partnering with BC Housing to Build Affordable Housing

BC Housing welcomes the opportunity to work with individuals and organizations to create affordable housing solutions. We work in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and other levels of government. As a partner, we build and facilitate community and business partnerships to find innovative solutions to housing.



How to apply

Visit us online to learn more about how to partner with BC Housing.

Funding Opportunities for Housing partners

Website: bchousing.org/partner-services/funding-opportunities-for-housing-providers

Provincial Director, HousingHub
Raymond Kwong: rkwong@bchousing.org

Vancouver Coastal & Fraser Regional Directors
Naomi Brunemeyer: nbrunemeyer@bchousing.org
James Forsyth: jforsyth@bchousing.org

Interior Regional Director
Danna Locke: dlocke@bchousing.org

Northern Regional Directors
Amy Wong: awong@bchousing.org

Vancouver Island Regional Director
Malcolm McNaughton: mmcnaughton@bchousing.org

BRITISH COLUMBIA

Building BC
Homes for Today. Hope for Tomorrow.

Building BC Funds

Supportive Housing Fund

$1.2 billion

An investment of **$1.2 billion over 10 years to deliver 2,500 new homes** with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness.

- Adults over 19 who are homeless or at risk of homelessness.
- Affordable rental housing with onsite support services.
- Non-profit housing providers that are interested in providing property management and support services.

Ongoing opportunities

Community Housing Fund

$1.9 billion

This investment will provide close to **$1.9 billion over 10 years to develop 14,350 units** of mixed income, affordable rental housing for independent families and seniors.

- Families and seniors capable of living independently, without on-site support.
- Affordable rental housing that includes: 30% affordable housing (moderate income), 50% rent geared to income (housing income limit), and 20% deep subsidy.
- Non-profit housing providers or for-profit firms that partner with non-profit societies who are interested in developing and operating new rental units.

Future Proposal Call

Women's Transition Housing Fund

$734 million

The Province is investing **$734 million over the next 10 years to build and operate 1,500 new units** to support women and children at risk of violence.

- Women and their children who are at risk of violence and/or who have experienced violence.
- There are four typical models: safe home, transition house, second stage housing, and permanent housing.
- Non-profit service providers who are interested in developing and operating new rental housing.

Ongoing opportunities

Indigenous Housing Fund

$550 million

The Province is investing **$550 million over the next 10 years to build and operate 1,750 new social housing units** for indigenous families and seniors.

- Indigenous families, seniors, individuals, and persons with a disability.
- Affordable rental housing.
- Indigenous non-profit housing providers, First Nations, Metis Nation BC, non-profits, and developers who want to partner with Indigenous organizations and First Nations.

Future Proposal Call

How to apply
Visit us online to learn more about how to partner with BC Housing.

Building BC Funds
Website: bchousing.org/partner-services/Building-BC
Email: Mike Lachocki at purchasing@bchousing.org

British Columbia
BC HOUSING

Targeted residents | Housing types | Partners

HOUSING HUB
BUILDING PARTNERSHIPS. BUILDING HOMES.

Building New Affordable Housing in BC

The *HousingHub* was developed to increase the supply of affordable housing for British Columbians, and is one of several new provincial initiatives introduced in Homes for BC: A 30-Point Plan for Housing Affordability in British Columbia.

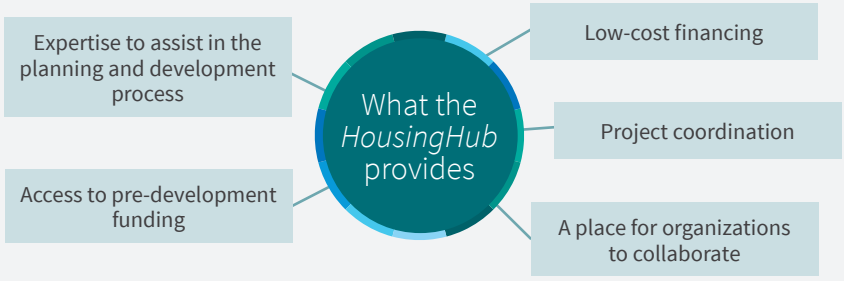
The *HousingHub* is a division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians.

As a centre for housing expertise and collaboration, the *HousingHub* develops affordable housing through new construction, or through the redevelopment of existing sites.

Increasing the Housing Supply

The *HousingHub* seeks partnerships with levels of government to:

- Increase the supply of affordable rental housing
- Improve the ability of renters to move into homeownership, thus freeing up rental stock

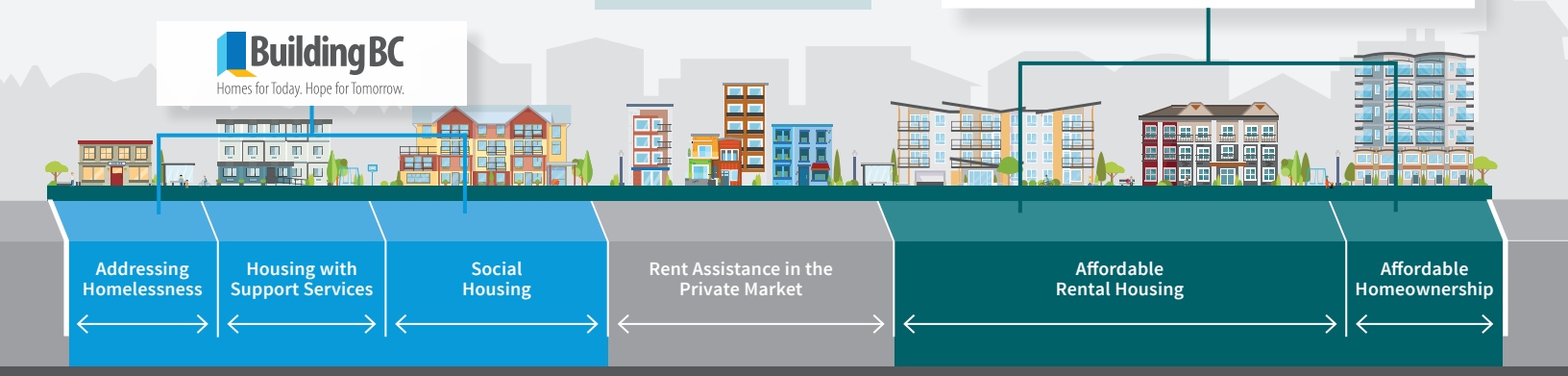


HOUSING HUB
BUILDING PARTNERSHIPS. BUILDING HOMES.

Middle income British Columbians, households with **average incomes between $70,000-$150,000**, depending on the community.

Affordable rental housing at or below market rate, affordable homeownership.

Non-profits and private developers, faith groups, property owners, federal and local governments, and Indigenous partners.



Visit website:
bchousing.org/partner-services/housinghub
to learn more

Phone: 604-439-4757
Provincial Director, HousingHub
Raymond Kwong: rkwong@bchousing.org

BRITISH COLUMBIA
BC HOUSING

Targeted residents | Housing types | Partners

RECEIVED
MAY 07 2019

CITY OF BURNABY
OFFICE OF THE MAYOR
MIKE HURLEY
MAYOR

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

2019 May 02

Dear Mayor and Council:

Subject: **Expanding Investment Opportunities**
(Item No. 6(J), Reports, Council 2019 April 29)

Burnaby City Council, at the Open Council meeting held on 2019 April 29, received the above noted report and adopted the following recommendations, **AS AMENDED**:

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.

2. THAT Council request support from other municipalities and regional districts for the requested changes to the Community Charter.

3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

In accordance with Recommendation No. 2, a copy of the report, containing text of the resolution, is *enclosed* for your information.

Burnaby City Council appreciates your support on this matter.

Yours truly,

M Hurley

Mike Hurley
M A Y O R

4949 Canada Way, Burnaby, British Columbia, V5G 1M2 Phone 604-294-7340 Fax 604-294-7724 mayor@burnaby.ca

City of Burnaby

Meeting 2019 April 29

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

SUBJECT: EXPANDING INVESTMENT OPPORTUNITIES

RECOMMENDATIONS:

1. THAT Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.

2. THAT Council request support from other municipalities for the requested changes to the Community Charter.

3. THAT Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2019 April 24, received and adopted the *attached* report requesting Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

Respectfully submitted,

Mayor M. Hurley
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to:	City Manager Director Finance

City of Burnaby

Meeting 2019 Apr 24

COMMITTEE REPORT

TO:	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	**DATE:**	2019 April 17
FROM:	DIRECTOR FINANCE	**FILE:**	7500-01

SUBJECT: EXPANDING INVESTMENT OPPORTUNITIES

PURPOSE: To request Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

RECOMMENDATIONS:

1. **THAT** the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.

2. **THAT** the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter.

3. **THAT** the Committee recommend Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities as outlined in this report.

REPORT

1.0 INTRODUCTION

Financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations. The allowable investment parameters as laid out in the Community Charter is considered a "prescribed" or a "closed" set of legislated guidelines designed to protect municipalities from taking unnecessary or undue risks. The concept being that the current regulations provide for a list of instruments that can be placed in the portfolio, instruments that are considered the most creditworthy and least risky, such as provincial debt obligations and investments in financial institutions in Canada. What occurs in a market such as Canada, which represents less than 3% of the global economy, is an over concentration of holdings and limited investment diversification due to the regulation limitations.

The parameters set and limitations for investment powers and opportunities has not changed for decades in British Columbia. The purpose of the proposed changes to Section 183 of the Community Charter is to provide municipalities with the ability to obtain improved returns

through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding; while also reducing investment risks. Analysis and discussion for structured governance will be critical to determine the scope of change and authority granted through legislated changes. However, the purpose of this report is to start the conversation with the Province.

2.0 POLICY SECTION

Goal

- A Connected Community
  - Partnership –
    Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Dynamic Community
  - Economic opportunity –
    Foster an environment that attracts new and supports existing jobs, businesses and industries
  - Community development –
    Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- A Thriving Organization
  - Financial viability –
    Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 MUNICIPAL INVESTMENTS

3.1 Investment Funds

Part 6, Division 3, Section 183 of the Community Charter provides investment guidelines to British Columbia municipalities. These legislated guidelines state that municipalities may invest or reinvest money that is not immediately required for expenditures as follows:

> **183** Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:
>
> (a) securities of the Municipal Finance Authority;
>
> (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
>
> (c) securities of Canada or of a province;

(d) securities guaranteed for principal and interest by Canada or by a province;

(e) securities of a municipality, regional district or greater board;

(f) investments guaranteed by a chartered bank;

(g) deposits in a savings institution, or non-equity or membership shares of a credit union;

(h) other investments specifically authorized under this or another Act.

The British Columbia provincial government is responsible for the laws and framework that provide governance across the province. The *Municipal Act* has provided this guidance since the 1880's. In 1991, UBCM proposed the idea for the creation of a Bill of Rights for municipalities for the purpose of providing broader powers and greater freedoms for BC municipalities. The *Local Government Act* was then created and received Parliamentary approval in 1996. Finally, with Royal Assent in August 2001 of the *Community Charter Council Act*, a Community Charter Council was created for the purpose of developing the *Community Charter*.

BC municipalities have managed investment portfolios under these guidelines as a matter of fiduciary responsibility and with due diligence. Internal investment guidelines support each municipality's investment activities within the constraints of the *Community Charter*. While protectionist in nature, the regulations actually place inadvertent restrictions on the ability to generate higher rates of return and increased revenues, as well as limiting asset class diversification which is paramount to financial sustainability and risk diversification. Currently, BC municipalities can invest in two of the four main asset classes - money market (including cash equivalents) and fixed income (bonds). The other two asset classes include equities and real estate (or other tangible assets). This limitation in turn affects the portfolio real rate of return once inflation is considered and it affects annual taxation rates and other capital costs for a municipality.

3.2 Prudent Investor Rules

The prudent investor rule (aka prudent investor standard) requires the investment manager of an organization to conduct investment activities with care, skill and due-diligence for that which a prudent person would do when managing their own investments, such as property, cash or securities. Such a person would therefore deploy investments through a diversification strategy that can potentially reduce risks while enhancing returns.

A prudent investor would therefore have flexibility and seek opportunities based on market and economic cycles, as well as utilize diversification opportunities both in and outside of Canada. For a municipality, benefits from increased returns can reduce taxation requirements and fees. Without a change to provincial legislation, BC municipalities will continue to invest in

prescribed investment products which under varying market conditions, like the historical low interest rates experienced over the last 10 years that has in turn translated into the lowest yields and lower income.

3.3 Prudent Investor Rules – Other Jurisdictions

Various municipalities and pensions maintain prudent investor rules such as the cities of Ottawa, Edmonton, Calgary, Medicine Hat and more recently the City of Toronto. In 2000, the Canada Pension Plan began investing in equities and other investment products (real estate, commodities and futures) with the main goal of seeking higher returns and to stabilize the Canada Pension Plan (CPP) program for future generations. This change meant a more diversified and global deployment of funds for capital appreciation, taking advantage of a much larger global market than just Canadian content.

When the Province of Ontario decided to make changes to the municipal legislation, it was for the purpose of providing municipalities more flexibility. Thus, allowing local governments more freedom to invest available funds in a larger pool of diversified investment products. Providing the added flexibility and freedom could potentially deliver higher returns while lowering or removing systemic risks, reinvestment risks and interest rate risks. The Ontario government put in place specific requirements that a local government must meet to permanently opt into the prudent investor program. The logic was to ensure appropriate governance and structure was in place with separate guidance from an independent board for the expanded portfolio.

The City of Toronto is currently preparing to place their initial investments into equities now that the legislated requirements for prudent standards have been met. The City of Ottawa however has been investing endowment funds of over $200 million since 2007. Ottawa conducted an RFP and hired two fund managers to manage the investments of the endowment. Applying prudent investment standards to the endowment funds has allowed the City of Ottawa to generate much higher yields over the last decade when compared to the funds invested based on the prescribed legislation. Also, the City of Ottawa is watching Toronto's activities closely and will contemplate the opt-in decision for the remaining portfolio funds as they have first-hand knowledge of the large differential in returns between their funds.

The City of Edmonton began investing in equities in 1995 with the creation of an endowment fund. A May 2014 staff white paper identified that through the use of asset class diversification, the endowment fund has contributed well over $700 million to the City of Edmonton's operating budget and the fund has grown from $445 million to $710 million. Staff reports indicate that the change to investment structure has allowed the city to achieve cost efficiencies and to better align the portfolios with specific risk profile needs and objectivity. This in turn allows for the creation of new asset class investing, such as global infrastructure and emerging market equities, while achieving the goals of increasing overall returns and long term financial sustainability.

Another report highlighted that Edmonton home owners have saved over 7% for the period 2005 – 2014 on property taxes paid. Not only have the funds increased returns resulted in a reduction of the tax burden on citizens, but has and will continue to the support the city's financial position

and sustainability. The investment diversification through prudent investor rules has meant an expanded revenue base for operating and capital budgets.

3.4 Prudent Investor Rules – Capacity and Knowledge

While providing expanded investment options to municipalities through legislation can achieve many benefits, consideration must be made regarding municipal capacity and expertise. Any change in legislation will require municipal input in determining the governance structure that will work best for the province and each municipality. With examples from Ontario and Alberta now in place, this presents a tremendous opportunity to learn from the legislative process and experiences and to understand the need for improvements and the request to change.

Because of the vast range of assignments and work conducted in municipal treasury, the current staff compliments most likely will not have the expertise to branch out into a larger array of investment asset class products. Indeed, smaller municipalities have very few staff that manage varying professional disciplines such as budgets, banking, trades payable, accounting and investments. There are however significant differences amongst the municipalities in the lower mainland and across the province when it comes to portfolio management expertise and knowledge. So governance must consider inclusion for all without creating additional costs and risks.

Such risks can be mitigated through pooling investments or contracts with qualified funds managers through the set-up of simplified but effective reporting standards and clear guidelines. Under prudent investment standards the need for monitoring the decisions made, portfolio performance, policy and governance principles becomes even greater. Setting the criteria by thoughtful consideration will ensure a more comprehensive and general acceptance and adaptation by municipalities. The goal is not to make prudent investing an impossible challenge, but to ensure there is significant and meaningful impact when prudent investment standards are followed.

4.0 REQUIRED CHANGE IN LEGISLATION

The City of Burnaby has maintained a concentrated and focused effort on the investment portfolio for over three decades. This attention has provided for consistently improved yields and income generation. While the City of Burnaby has outperformed market benchmarks and municipal peers, there are still missed opportunities due to investment restrictions based on the current legislation.

While protectionist in nature, a "prescribed" or "closed" set of guidelines can introduce unintended risks by being extremely limited, thus introducing systemic and interest rate risks to a municipal portfolio. This can increase in magnitude for a large portfolio that seeks additional product and yield within the limited reach and size of the Canadian fixed income market. The *Community Charter* provides clarity but does not empower a municipality to obtain greater investment variation and seek to reduce risk further through asset diversification and allocation.

It is therefore proposed that by providing prudent investor standards within the *Community Charter* or other provincial legislation, risk versus reward through asset class diversification can culminate into various funding and cash flow opportunities as returns increase. If the City of Burnaby moved 30% of current holdings to other asset classes for example (Edmonton has 60% of the endowment fund in equities), with only a 2.5% increase in yield on that portion of the portfolio, the annual additional revenue would be $12.75 million per year.

The evidence is very clear from municipal examples to pension plans and historical analysis that asset mix is a critical determinant of long term investment fund stability, yield and income. Maintaining a set of guidelines that limits municipal investing to a restricted list of products within limited asset classes will result in what is occurring in many municipal portfolios today – yields that range from 1.50% - 3.00% with significantly reduced income. The current standards limit municipal investments to the Canadian market only and to the fixed income asset class which is based on Canadian interest rates only.

The size and utilization of the City's investment reserves, without debt payment obligations other than internally through annual depreciation, means we are well positioned for the longer term investment time horizon that is needed under other asset classes such as equities and real estate. Providing proficient and transparent oversight to the investment portfolio ensures the City of Burnaby is acting in the best interest of citizens. This also means identifying that as investment markets and economies have changed over the years, opportunities have been missed. The best starting point is to begin the conversation about making changes to the current investment legislation in British Columbia.

And while those opposed to change may suggest that introducing the prudent investor rules will bring with it needless risks, one must consider that risk is defined in many ways, including the long term financial sustainability of municipalities and the tax burden placed on residents. Risk diversification also means fund managers and fund management, not just guarantors and asset class diversification. Risk management means a governance structure that takes into consideration the varying investment strategies that can be deployed and empowering municipalities to diversify and grow for future generations of citizens. For these reasons, updating legislation to include prudent investment rules is practical and warranted.

4.1 Resolution: Expanded Asset Class Investments Under Prudent Investor Rules

Given the discussion above, and recognizing that the ability to properly manage and grow assets is an important role of local government, the following resolution has been prepared for the Committee and Council's consideration.

WHEREAS financial investments form a critical part of the activities of a municipality, providing a source of revenues for capital expenditures and to offset cash flow fluctuations;

AND WHEREAS allowable investment parameters as laid out in the *Community Charter* is considered a "prescribed" set of legislated guidelines.

AND WHEREAS the Provinces of Alberta and Ontario have implemented a wider scope for local government investment, which responds to the needs of local governments of all sizes:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request the Ministry of Finance to amend the *Community Charter* to provide municipalities with the ability to obtain improved returns through asset class diversification, which in return can reduce tax implications and funding costs associated with capital funding, while also reducing investment risk.

5.0 RECOMMENDATIONS

It is recommended that the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules. It is also recommended that the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter and that a resolution, as outlined in Section 4.1 of this report, be submitted to the Union of British Columbia Municipalities on this matter.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS /ml

Copied to: City Manager

From: Shawna Gilroy
To: Shawna Gilroy
Subject: FW: City of Maple Ridge
Date: Friday, May 10, 2019 11:54:24 AM

From: Christine Bossley <bossleyc@gmail.com>
Sent: Tuesday, May 7, 2019 3:00 PM
To: Ron McLaughlin
Cc: Craig Speirs
Subject: City of Maple Ridge

Dear Mayor McLaughlin:

Maple Ridge City Council has sent you a request to condemn the provincial government for building a temporary modular supportive housing complex on provincially-owned land without municipal approval. The provincial government has the right and responsibility to do this and has done so many times before in various communities. The Province has identified a critical need to house the homeless in Maple Ridge, and our City Council refuses to work in collaboration with the Province. This Council was asked to produce a housing plan, and when they did, it included elements the Province expressly told them were not viable.

City Council insists on what they call the "Made in Maple Ridge Model". It is an abstinence-based model commonly referred to as "tough love". At the heart of this approach is a belief that if you withhold food, shelter, heat and services from the homeless you can force them into drug treatment and sobriety. This type of approach has been proven to be ineffectual with a 5% to 10% success rate at best. It is a failed model that has been roundly condemned by the experts in this field. At this point, the homeless population doesn't trust anyone after having three housing proposals killed by the previous provincial government and Council. To quote someone that was homeless, "every time I gave them information, they took something away from me."

Temporary modular supportive housing uses the Housing First approach and will result in getting the majority of people currently living on the streets of Maple Ridge into housing before winter sets in again. It's a proven model that includes wrap around supports for those that need them. After a permanent supportive housing facility is built, the temporary supportive housing will be replaced with low-income housing for seniors.

Our current Mayor and Council (with one exception) have worked against every housing proposal that has come forward prior to being elected and subsequently. They seem to be preparing for the next provincial election instead of building a stronger more resilient community. We urge you to ignore this request for support, or even better, support housing our homeless.

Tough love without the love is just tough.

Thank you for your consideration.

Craig Speirs - Past Five-Term Councillor, Maple Ridge
604.250.8067

Chris Bossley - Community Homeless Advocate
111-11887 Burnett Street
Maple Ridge, BC V2X 6P6
604.760.1540

From: Shawna Gilroy
To: Shawna Gilroy
Subject: FW: Noise and Parking Bylaw request for July 13th, 2019
Date: Thursday, May 9, 2019 4:26:39 PM

From: Brenda Broughton [redacted]
Sent: Thursday, May 2, 2019 7:00 PM
To: Council @ Lions Bay <council@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>
Cc: [redacted]
Subject: Re: Noise and Parking Bylaw request for July 13th, 2019

To Mayor Ron McLaughlin and Council,

I am writing to officially request some assistance with relaxation of the Noise and Parking ByLaw on Saturday, July 13th, at 190 Lions Bay Avenue, as we are hosting a Lions Bay House Concert garden party at our home.

The event will begin at 7pm and live music will run until 10:30pm.

Guests will be encouraged to park on an angle along Lions Bay Avenue ensuring access for a fire truck.

As some of our guests will not be from Lions Bay, they will not have Resident Parking Passes and we hope that this can be waived for the evening, along with relaxation of the Noise ByLaw.

We will try our best to keep the music and noise to a reasonable level and will inform neighbors beforehand about the event. The usual number of guests would be about 40 … possibly up to 50 guests.

Here is the proposed Council RESOLUTION :

> ByLaw Relaxation Request: THAT Council relax the Noise Bylaw and the Traffic and Parking Bylaw to allow live music until 10:30pm at 190 Lions Bay Avenue on July 13th, 2019, to allow angle parking on Lions Bay Avenue (excluding cul-de-sacs, no parking areas, and fire hydrants), and waive Guest Parking Passes for visitors during this time for the Lions Bay House Concert.

Thank you to the Village of Lions Bay Council in advance.

Sincerely,

Brenda and Michael Broughton
190 Lions Bay Avenue

From: Norman Barmeier
To: Peter DeJong; Ron McLaughlin; [redacted]
Cc: Municipal; Council @ Lions Bay
Subject: Re: Comments on an EV fast charging station in Lions Bay
Date: Friday, May 10, 2019 7:46:51 AM

Hi Karl

Thanks again for your feedback I've added few comments in green below.

Kind regards,
Norm

Norman Barmeier
Councillor

The Village of Lions Bay
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (778) 991-0642 | www.lionsbay.ca

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From: "[redacted]
Date: Thursday, May 9, 2019 at 9:06 AM
To: "Council @ Lions Bay" <council@lionsbay.ca>, Lions Bay Feedback <feedback@lionsbay.ca>, Municipal <agenda@lionsbay.ca>
Subject: Comments on an EV fast charging station in Lions Bay

Dear Council:

As requested in the May 3 Village Update, herewith comments on offering public EV fast-charging in Lions Bay.

1. A fully utilised 2-plug DC fast charge EV charging station can handle 48 vehicles every 24 hours at today's typical 60 minute fast charge duration. Charge times will increase in the future as battery capacities increase, and decrease as charging technology improves. That affects the actual number of vehicles handled, but whatever it is, it will always be a very small proportion of the 20,000 vehicles passing through Lions Bay daily. So a public charger can't realistically claim to offer "cleaner air to breathe" or to "reduce the amount of noisy petrol vehicles passing through."

The intent is to motivate change, the implication is that more infrastructure in general will support early adoption of new technology. More adoption of EVs will lead to cleaner air, and EVs by their nature are quiet.

2. Today, only BC Hydro may sell electricity in BC, so all public EV chargers are free to the user (including, currently, BC Hydro's own chargers). Business models have been proposed for non-BC Hydro public chargers where the electricity cost itself is not charged but the user pays a per-minute "parking fee," but vehicles charge at different rates, and this approach hasn't been tried yet. Today the operating cost of any BC EV charger is paid by its owner. The electricity cost of a DC fast charger port is $6.27 an hour, or $301 a day if a dual-port unit like the one proposed is fully utilised (50 kilowatts per port X 2 ports X 24 hours a day X $0.1253/kWh, the Small General Service rate)*. Unless the intended grants also cover operating costs in perpetuity, I can't see the benefit to Lions Bay taxpayers in funding and operating a public charging station, certainly not if they're covering energy costs up to $110,000 a year, nor even if a user-pay system became available. The intent of a go/no-go study is in part to address exactly this.

3. If the intent of a charging station is more to benefit up to 48 local EV owners every 24 hours (who would need to be willing to plug in and wait, or walk home and come back within an hour, at all hours), electricity would still be funded by taxpayers until a user-pay model became available. And then, a public fast charger would offer no cost benefit and an unneeded time benefit compared to charging overnight at home, as most EV owners do today. Certainly local businesses might benefit from offering fast charging to entice customers in off the highway**, but I still can't find any benefit to Lions Bay taxpayers in a municipal service. One person's opinion, but not a fact. Generally these Stations are heavily used, so EV drivers do benefit, both inside and outside Lions Bay. This is meant to be a community initiative with benefits to the wider community, tax dollars by their very nature are community funds, federal and provincial grants as well.

4. Indeed, for future EV owners with no current home charger, Lions Bay might be better off to use funding to provide them a Level 2 charger of their own, because any public location of a Level 3 fast-charger will be problematic. Beside the fact that they are large and pretty obtrusive (you've doubtless seen the one on Bruce St. in Horseshoe Bay), the right location for residents is different to that for the travelling public. Residents need one central and walkable. Is that the municipal campus, which is already short of parking spaces (a fast charger would require at least three)? A unit targeting non-residents wouldn't work at the municipal campus since there's nothing to do there while waiting. HLOG and taxpayers investing in a location at the store, which is private property, might be possible, but who pays for the power? Maybe at the beach, but then it'd only be in use a few months a year and a few hours a day. So, where would it actually usefully go? Location to be determined by staff, not council, again part of the study.

5. Without spending your $5,500 "first step" funding (with external consultants?), I'm confident that an internal business case will quickly show that a municipal $80k public Level 3 fast charger (plus a 350 kW power drop) is not a good use of Lions Bay's limited resources at any grant level, however enticing to any EV owner (myself included). That said, I CAN see a case being made for public 240 volt, 40 amp Level 2 chargers, costing around $2000 installed per 2 parking spaces, either at the store/post office or at the municipal campus. The arguments above still apply, but a 6 kW Level 2 charger costs $0.75 an hour to run, perhaps more appropriate for public support. A level 2 charger would also be a great addition, no arguing this. Engaging BC Hydro for any installation and permit would require application and design fees. This $2000 quote is completely uninformed, it neglects all civil work requirements and associated BC Hydro connection modifications. A commercial grade level 2 charger, the charger only, is significantly more expensive than $2000.

Regards,
Karl Buhr

*Note that BC Hydro's DC stations at least are capable of 350 kW, but current vehicles don't take more than 50 kW. A fully utilised 350 kW station will use $1052 in electricity a day at current prices.

**Even then, EVs are only 1.5% of road vehicles in BC, and most don't have the range to drive from Squamish to Whistler. IOW, few commuter-range EVs are going beyond Squamish on a regular basis, and if you live in Squamish, you're going to charge there, at home, not in Lions Bay.

ON-TABLE ITEMS

9. Resolutions

B. Food Truck for Arts & Garden Festival

WHEREAS the Arts & Garden Festival organizers wish to include a food truck vendor in their 2019 event program being staged in the vicinity of 150-170-190 Lions Bay Avenue, Council hereby resolves as follows:

THAT the provisions of Traffic and Parking Bylaw No. 413, as amended, be relaxed to allow for a food truck in the vicinity of 150-170-190 Lions Bay Avenue on Sunday, May 26, 2019; and

THAT staff attend to the requisite agreement with the food truck vendor in advance of the event and ensure the host properties have sufficient Guest Parking Passes for non-resident attendees.