



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 14, 2020 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 – December 17, 2019 (Page 5)  
THAT the Regular Council Meeting Minutes of December 17, 2019 be approved as circulated.
  - B. Council Strategy Committee Meeting – November 25 & 26, 2019 (Page 13)  
THAT the Council Strategy Committee Meeting Minutes of November 25 & 26, 2019 be received for information.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Follow-Up Action Items from Previous Meetings

<b>#</b>	<b>Meeting Date</b>	<b>Description of Action Item</b>	<b>Person Responsible</b>
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – Mayor to contact the Mayor of Squamish and the RCMP	CAO DeJong/Mayor McLaughlin
122	December 17, 2019	R1: Trevor Luciuk – Wood Burning – Councillor Abbott to respond	Councillor Abbott

- B. 2020 Council Meeting Schedule – Tabled at December 17, 2019 Council Meeting (Page 31)  
THAT the 2020 Council Meeting Schedule be pulled from the table and considered further by Council.

## 8. Reports

### A. Staff

- i. CAO - Information Report: Strategic Planning and 2020 Priority Setting (Page 35)  
THAT the Information Report, Strategic Planning and 2020 Priority Setting, be received.
- ii. CAO – Request for Direction: Metro Wood Burning Bylaw (Page 57)  
THAT Council provide direction with respect to the issue(s) outlined in this report.

### B. Mayor – None

### C. Council – None

### D. Committees

- i. Trees, Views and Landscapes Committee – Tree App #98: 385 Oceanview Road (Page 71)  
THAT as requested, the applicant for tree application #98: 385 Oceanview Road is permitted to trim and level off the four (4) firs mentioned in the application. The trim line should be no further than the second wire down, the top wire being number one. The applicant must clean up and remove all associated debris; and  
  
THAT the dogwood mentioned in the application should be removed. Topping is not permitted. The applicant must clean up and remove all associated debris.

### E. Emergency Services

- i. RCMP Monthly Report (Page 79)  
THAT the RCMP Monthly Report be received for information.

## 9. Resolutions

## 10. Bylaws

## 11. Correspondence

- A. List of Correspondence to Thursday, January 9, 2020 (Page 81)  
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. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

A. Disposition of Property

THAT the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

B. Legal Advice

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:

- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

*Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out if applicable.*

*[OR]*

*Council anticipates reconvening the open meeting to discuss the following item(s):*

**15. Reporting Out from Closed Portion of Meeting**

**16. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, DECEMBER 17, 2019 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

Council: Mayor Ron McLaughlin  
Councillor Neville Abbott  
Councillor Fred Bain  
Councillor Jaime Cunliffe

Regrets: Councillor Norm Barmeier

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer  
Recording Secretary Carol Lee

Delegations: 0

Public: 0

**1. Call to Order**

Mayor McLaughlin, called the meeting to order at 7:05 p.m.

**2. Adoption of Agenda**

Moved/Seconded

- (1) THAT Item 11 R2 – on table correspondence be added; and
- (2) THAT the agenda be adopted, as amended.

**CARRIED**

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

None

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

None

## 5. Review & Approval of Minutes of Prior Meetings

### A. Regular Council Meeting – December 3, 2019

Moved/Seconded

THAT the Regular Council Meeting Minutes of December 3, 2019 be approved as circulated.

**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
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton back to Council.	Mayor McLaughlin to contact the RCMP in addition to the Mayor of Squamish.
118	November 19, 2019	R2: Ian Mackie re: Air Quality in Lions Bay – Received; Mayor to respond	Completed.
119	December 3, 2019	G2: Order of BC – 2020 Call for Nominations – Staff to include in the next Village Update	Completed.
120	December 3, 2019	R1: Ian Mackie re: Air Quality – Mayor to respond	Completed.

*Audio: 00:08*

## 8. Reports

### A. Staff

#### i. CAO: 2020 Council Meeting Schedule

CAO DeJong referenced the proposed 2020 Council Meeting schedule and highlighted:

- The rationale for proposing to shift the Council meeting dates in January, February and March 2020 to the second and fourth Tuesdays of the month
- The opportunity to lengthen the time between meetings in June and July 2020
- Suggestion to cancel the first meeting in September 2020
- Three options for the fall 2020 schedule of meetings.

Discussion ensued on:

- The need to accommodate a strategy meeting in November 2020 within the approved schedule

- There will be a significant amount of business for Council consideration in the first quarter 2020
- A suggestion to maintain the current schedule of the holding Council meetings on the first and third Tuesdays of each month and to hold Special Council meetings, as required
- There is sufficient time to provide notice to residents of the schedule change:
  - Suggestion to make the schedule change more prominent in the Village Update
- The need to provide more time between meetings to allow staff to work on substantive matters.

Moved/Seconded

- (1) THAT Council schedule the first 2020 Council meeting on January 14, 2020; and
- (2) THAT Council table the balance of the Council meeting dates for 2020 until January 14, 2020.

**CARRIED**

*Audio: 00:23*

ii. PWM: 210 Panorama Road Encroachment Agreement and Section 219 Covenant  
 PWM Jaffer reviewed the report provided with the agenda material.

CAO DeJong drew Council's attention to the standard practice of dealing with natural hazards and slope stability assessment described in the SFA Geotechnical Engineering report provided with the agenda material.

It was noted that the address in the design drawings should be corrected.

Moved/Seconded

- (1) THAT the Municipality enter into an Encroachment Agreement with the Owners of 210 Panorama Road in substantially the same form as the draft Agreement attached to this report;
- (2) THAT the said Encroachment be registered against the property at 210 Panorama Road in the Land Title Office by way of a Section 219 Covenant in substantially the same form as the draft attached to this report; and
- (3) THAT the CAO and Mayor be authorized to execute both the Licence of Occupation and Section 219 Covenant.

**CARRIED**

*Audio: 00:30*

iii. PWM: 240 Oceanview Road Encroachment Agreement and Section 219 Covenant

PWM Jaffer reviewed the report provided with the agenda material.

Discussion ensued on:

- The neighbours' concerns with the appearance of the driveway design have been addressed.
- The trees are planted in natural soil and there is no impact on the roots.

Moved/Seconded

- (1) THAT the Municipality enter into a new Encroachment Agreement and Section 219 Covenant with the Owners of 240 Oceanview Road in substantially the same form as the draft Agreement and Covenant attached to this report;
- (2) THAT the said Section 219 Covenant be registered against the property at 240 Oceanview Road in the Land Title Office; and
- (3) THAT the CAO and Mayor be authorized to execute both the Encroachment Agreement and the Section 219 Covenant.

**CARRIED**

*Audio: 00:37*

iv. DEPC: Emergency Plan and Annexes

CAO DeJong referenced the draft Lions Bay Emergency Plan 2019 and annexes provided with the agenda material and advised that the documents have been reviewed by the Emergency Program Committee.

Staff was requested to add the Recovery Annex to the list of annexes, when it is completed.

Moved/Seconded

- (1) THAT Council adopt the draft 2019 Lions Bay Emergency Plan as the official Emergency Plan for the Village of Lions Bay, with the addition of the Recovery Annex when it is completed;
- (2) THAT Council adopt the draft EOC Annex as a supporting document to the 2019 Lions Bay Emergency Plan to guide the activation and operation of an Emergency Operations Centre in the event of an emergency or disaster;
- (3) THAT Council adopt the draft Emergency Support Services (ESS) Annex as a supporting document to the 2019 Lions Bay Emergency Plan to guide the operations of ESS activities within the Village of Lions Bay; and
- (4) THAT Council adopt the draft External Contacts Annex as a supporting document to the 2019 Lions Bay Emergency Plan.

**CARRIED**

*Audio: 00:44*

v. DEPC: Information Report – Lions Bay Alert

CAO DeJong reviewed the information report provided with the agenda material and noted the goal of having the vast majority of Lions Bay residents signed up.

Discussion ensued on:

- The number of residents completing the sign-up process increases with each reminder
- Suggestion that a goal of 800 residents being signed up would be a reasonable goal
- Suggestion to contact Gleneagles Elementary and Rockridge High Schools to reach intermediate school-aged children
- Privacy provisions prevent the Village Update email list being used directly to invite residents to sign up for the Lions Bay Alert
- Mayor McLaughlin will include an invitation with a link to the sign-up page in the January 2020 Village Update.

Moved/Seconded

THAT the Information Report, “Lions Bay Alert Update” be received.

**CARRIED**

*Audio: 00:52*

vi. CAO: Website and Village Update Content Policy No. 1704

CAO DeJong reviewed the proposed amendments to the Website and Village Update Content Policy No. 1704 to allow volunteer and community groups to include a simple acknowledgement to their sponsors in the Village Update.

Moved/Seconded

THAT the “Website and Village Update Policy No. 1704” be amended in accordance with the track changes version of the policy attached this report.

**CARRIED**

*Audio: 00:57*

B. Mayor

None

C. Council

None

D. Committees

None

E. Emergency Services

None

**9. Resolutions**

None

**10. Bylaws**

**A. Emergency Bylaw No. 566, 2019 – Adoption**

Moved/Seconded

THAT Emergency Plan Bylaw No. 566, 2019 be adopted.

**CARRIED**

*Audio: 00:58*

**B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 567, 2019 - Adoption**

CAO DeJong highlighted the changes as at third reading of Fees Bylaw No. 497, 2016, Amendment Bylaw No. 567, 2019.

Moved/Seconded

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 567, 2019 be adopted.

**CARRIED**

*Audio: 01:00*

**11. Correspondence**

**A. List of Correspondence to September 26, 2019**

Moved/Seconded

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

- G1: Metro Vancouver 2040 – Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019. – To be considered by the Climate Action Task Force
- R1: Trevor Luciuk – Wood Burning – Councillor Abbott to respond
- R2: Penny Nelson (provided on table) –SBA/Synergy to respond as part of the official consultation process

**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. Disposition of Land
- B. Citizen of the Year and Citizen of Distinction Awards
- C. Proposed New Award
- D. Legal Matter.

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:

- 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;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- g) litigation or potential litigation affecting the municipality;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**CARRIED**

Mayor McLaughlin advised that Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally.

*The meeting was closed to the public at 8:18 p.m.*

*The meeting was reopened to the public at 8:54 p.m.*

**15. Reporting Out from Closed Portion of Meeting**

Mayor McLaughlin reported that staff was directed to advertise the call for nominations for the Citizen of the Year and Citizen of Distinction Awards in the edition of the Village Update to be published on January 10, 2020.

**16. Adjournment**

Moved/Seconded  
THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 8:55 pm.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Date Approved by Council:	
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COUNCIL STRATEGY COMMITTEE**

**OF THE VILLAGE OF LIONS BAY**

**HELD ON TUESDAY, NOVEMBER 25, 2019 at 3:00 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  
Executive Assistant Nicole Dumas (Recorder)

Public: 5

**1. Call to Order**

Mayor McLaughlin called the meeting to order at 5:37 p.m.

**2. Adoption of Agenda**

Moved/Seconded

THAT on table item 4a. Council Strategy Committee Minutes – February 7, 2019 be added;

THAT Public Questions and Comments be added prior to the adjournment on November 25<sup>th</sup>, 2019;

THAT Public Participation be added at the beginning of re-assembly of the meeting on November 26<sup>th</sup>, 2019;

THAT on table item Urban Containment Boundary from Councillor Abbott be added;

THAT the agenda be adopted, as amended.

**CARRIED**

**3.1 Public Participation (Nov.25<sup>th</sup>)**

A. Rick Hopkins

Mr. Hopkins explained that he has been a homeowner in Lions Bay for 20 years, and a Postmaster for the last 18. He only knows two people within the room.

Rick Hopkins expressed that he felt the resident proposed View Bylaw was ridiculous, may end up a “lawyer feeding frenzy”, and that the Village cannot handle the fighting that may result.

B. Bill Srigley

Mr. Srigley explained that he believes many residents are retired. He proposes that residents should consult arborists as tree topping can cause soil erosion, among other issues.

C. Rob Kemp – 145 Panorama Place

Mr. Kemp explained that the neighbour directly behind him has spearheaded the View Bylaw after purchasing his home to flip.

The neighbour behind him clear cut his backyard, exposing Mr. Kemp’s house. He then asked to trim Mr. Kemp’s tree tops, to which Mr. Kemp responded by proposing that his privacy be restored first. The neighbour responded by planting a row of cedar hedges which died. Mr. Kemp ultimately purchased and planted cedars in raised beds on his own property. Proposed bylaw is ludicrous.

**4. Review and Approval of Minutes of Prior Meetings**A. Council Strategy Committee Meeting – February 7, 2019.

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of February 7, 2019 be approved as circulated.

**CARRIED**

**5. Business Arising from the Minutes**

None.

**6. Unfinished Business**

None.

**7. Reports**

None.

**8. New Business**A. Information Report

CAO DeJong gave an overview of the purpose and outline of the Strategic Planning Session. Reference was made to the respective roles of Council and staff and it was

noted that core work typically accounts for the bulk of available staff time. In terms of capacity to achieve goals and objectives, small local governments face the additional challenges of limited resources.

Of important note are some of the items that have been commenced and in many cases successfully completed. CAO DeJong referenced the agenda and explained that Public Works Manager Nai Jaffer will go into details on the Infrastructure items.

#### MAINTAINED AND ADEQUATE INFRASTRUCTURE

Infrastructure Master Plan (IMP) completed in 2016, which drives Public Works projects exclusive of core work and Council directed projects. The projects contained within the IMP are numbered from 1 – 61, prioritized by *lowest, low, moderate, high* and *highest* with a time frame of 2016-2020 for key projects.

The intent was to complete these key projects within a 5-year time frame – some of which are grant dependent and therefore still pending. Since 2016, PW has actioned or begun to action all of the *highest* and some of the *high* and *medium* priority items. 10 projects were completed in the 2.5 years since this list was drafted. The *highest* category items are almost complete and include the Harvey Tank Project.

The next category of *high* priority items contains projects that total \$7M – which will require grant funding and/or borrowing as we don't have sufficient funds in reserves. Now that the *highest* priority items are actioned, we're starting to action some of the *high* priority items. These are large ticket items and will have to be decided upon during the budget process and before preparation of the five year financial plan.

There are projects like AC watermains for which we will not get grant funding and which Council will have to decide whether to fund from borrowing and/or reserves. Typically grants deal with improving water quality and providing greater access to water, not simply replacement of infrastructure.

Generally, it is standard procedure that water main replacement categories are prioritized for replacement in the following order: AC watermain, cast iron and ductile iron. Of course, this analysis requires further inputs regarding age, condition assessment, and other considerations.

*Audio 00:25:00*

Bayview road and drainage are the next top priority – was #1 on the Infrastructure Master Plan (design). Culvert replacements are also on the list.

An overview of current projects was given, namely, PRVs that are completed. PW Manager Jaffer explained that Harvey Tank provides more than enough flow for fire fighting.

One deficiency in the study is that in order for us to make use of additional water mains (fire flow in Harvey) we need to upgrade the water main on Bayview. Council approved this project in 2018, and the next grant opportunity is open now. ICIP grant was the most recent grant we applied for.

Highway tank is okay, and will survive for a while without a replacement. The school PRV is also part of the watermain to provide fire flow for school and homes. The current one is not permanent and only has a 3-inch valve.

Last year PW lined the top of the Bayview Road section with concrete, and two parts are still remaining uncovered, resulting in water escaping and washing parts of the road way. We originally wanted to do a repair, but now we need to replace.

Mayor McLaughlin asked staff to provide Council with a split list of what is deemed “possible” and “not possible” for grant funding.

Public Works Manager Jaffer explained that A/C watermains are typically not granted.

Mayor McLaughlin asked about a few things that are important with a low cost, aside from personnel cost. Perhaps the fire staff on call can be utilized to assist with hydrant testing that doesn't require certification.

Public Works Manager Jaffer explained that while leak testing should be done twice a year, we have only been able to action once a year. Hydrant maintenance is severely deficient, tear down and re-do should be done annually with flow testing. In two years, only 1 of 72 hydrants have been done. We do regular flushes and know that the hydrants are all in operation and functional – but the internal condition is not obvious.

PWM to discuss with Fire Chief re: firefighter hydrant testing

*Audio 00:39:11*

From the Priority Actions list in the agenda:

- a. Harvey Tank Project complete.
- b. PRVs proceeding – funding TBA.
- c. New grant application open – preparing Bayview DRIP project.
- d. Cell Tower Project: we are in the midst of the public consultation process.
- e. Lions Bay Beach Park Project: we are expecting to hear by the end of the year if our grant application is successful. If so, this will be a major project.

- f. UBC Watershed Research Project: continue to support and assist with cell tower aspects if that goes ahead.
- g. Kelvin Grove WWTP Project: it is expected that the RFP will go out shortly to get going on early 2020.
- h. Develop Stormwater Plan: extrapolate from the Oceanview Rd. study, which should be completed by early 2020.
- i. Capital Expenditure Focus: consider “service agreements” with pre-approved vendors/rates for various smaller capital projects (eg: culvert replacements under roads, road patching/maintenance, etc.)

*Audio 00:52:57*

FINANCIALLY VIABLE

- a. CFO Pam Rooke gave a brief explanation of the status of some of the grants and stated that the grants are becoming smaller, fewer and more highly competitive. In some cases, we are in competition for grants with first nations who don't have access to potable water.
- b. CAO DeJong spoke to the advocacy work of Council regarding small community concessions and what he can assist on by working with Translink and Metro staff.
- c. Phase 2 of the Asset Management Plan is underway. We are currently going through process of condition assessments – a large task, ½ of our time is spent on that. 30-year asset management plan helps to get the message to taxpayers and receive support for our infrastructure tax levy. The goal is to make a living, updatable document that will allow our plan to be easily updated and maintained. Estimated completion of Phase 2 in May.
- d. Sale of 52 Brunswick Beach completed.
- e. Sale of 35 Kelvin Grove Way: recent interest and staff will provide update tomorrow evening in the Closed portion of the meeting.
- f. Support funding requirements for PRVs: progressing.
- g. Funding KG WWTP: reviewing options and will return with report to Council in the New Year after bids received on project.
- h. Road Closure Bylaws for Oceanview and Brunswick rights of way: Discussion of time requirements for process, including appraisals and surveys. For Oceanview, could look at creating one lot or multiple lots, depending on which option would

generate the most revenue. Another option would be developing that land ourselves to provide housing for volunteer fire staff. The Brunswick Beach ROW provides water access so net sale proceeds would go to the restricted reserve.

- i. Additional sources of revenue to address long-term financial sustainability: we need to expand tax base. The zoning bylaw re-write provides opportunities for subdivision. Next phase is prerequisites (CACs/DPAs). Community amenity contributions should flow with developments. Creating a bigger tax base is preferable over increasing the taxes payable.

*Audio 01:17:00*

*The meeting was recessed for a 15 min break at 6:56 pm*

*The meeting was reconvened at 7:20 pm*

#### D. Communications/Public Engagement

- a. Use communications consultants for select, major community consultations (examples given: DPAs, Blvd.Bylaw, Infrastructure Financing, etc.)
- b. Promote Website, Village Update and Lions Bay Alert: Ongoing
- c. Develop Communications Strategy

Councillor Abbott communicated that in his opinion, “Have Your Say” (HYS), is important and we need to be a bit more selective/stricter and more consistent regarding how we use it. On major items everyone can contribute their feedback, as it is a matter of getting as much public engagement as we can.

CAO DeJong noted that it is important for people to keep in mind that HYS is to provide us with informed feedback. If we do not provide enough information, the quality of the feedback is not as high. Sometimes the complexity of certain matters has been underestimated in the past and has resulted in too narrow a focus. It was suggested that moving forward, we take into account the complexity of a matter when asking for feedback.

Councillor Abbott expressed a desire to restrict HYS for higher level things. Would like to see a different banner to help distinguish between more serious topics.

There was some discussion regarding whether sign boards and electronic screening would be desirable and within the budget.

Councillor Cunliffe stated that she feels we do an overall good job communicating, but people just engage in what they are interested in. It is important to give people without email the opportunity to engage via paper in mailboxes on important matters.

Councillor Cunliffe suggested that we might be able to look at ways to improve upon communication within budget.

CFO Rooke reminded Council that we use the post office as a central location on the assumption that everyone in the Village visits and can see the Notice Board and take a copy of VU or other material, and receive important things in their mailboxes.

*Audio 02:03:00*

#### STRONG VILLAGE ORGANIZATION

- a. Increase organizational capacity: ongoing
- b. Hire part-time EPC: completed
- c. LBFR Strategic Planning: under way – review Fire Bylaw in terms of the services that are actually provided to ensure coverage; assist LBFR by ensuring that we are providing adequate resources to allow for certain service levels.
- d. Build relationships with First Nations: ongoing

#### MISCELLANEOUS PROJECTS

CAO DeJong explained that this category is comprised of actions that staff addresses when they can find time. A brief overview is given with regards to the priority actions listed.

- a. Policies: certain ones are in need of revision or creation.
- b. Bylaws: those listed are in need of revision or creation. Delegation bylaw being worked on currently, Encroachment to be looked at in the spring. Noise bylaw requires public consultation.
- c. The Asset Management Plan refinements will be in high gear through the first half of 2020.
- d. Records Management work ongoing.
- e. Part-time RCMP project should be left on list and changed to long term.
- f. Business Licences can be utilized to inform contractors when they come to do work in Lions Bay. Can be used as an educational opportunity around what is expected and what the rules are, especially around Soil Deposit/Removal permits.
- g. Lions Bay Alert – CAO to ask DEPC to provide updated stats

- h. There were no comments re. Brunswick landfill closure.
- i. Subdivision and Cottage Applications to be discussed during CAC portion tomorrow
- j. There were no comments re. 63 Brunswick.
- k. There were no comments re. specific hazard mitigation projects.
- l. There were no comments re. LBFR burn building.
- m. Will review options when Area A fire protection services report is completed (estimate mid-late 2020).

*Audio 02:30:51*

### 9.1 Public Questions and Comments (Nov.25<sup>th</sup>)

#### A. Phillip Marsh

Mr. Marsh commented on his concerns about potential development in Kelvin Grove and that he would ensure residents are assembled with pitch forks if the matter is brought back.

Moved/Seconded

THAT the meeting be adjourned to 5:30pm, November 26, 2019, in Council Chambers.

**CARRIED**

***The meeting was adjourned at 8:31 p.m. on November 25, 2019***

***The meeting was reconvened in Council Chambers on November 26<sup>th</sup>, 2019 at 5:31 p.m. with an opportunity for the public to participate upon the resumption of the meeting, before continuing with consideration of matters under Item 8.A.***

***23 Members of the public were present.***

### 3.2 Public Participation (Nov.26<sup>th</sup>)

*Audio 02:34:00*

#### A. Bill Srigley

Mr. Srigley asked how many petitions regarding the resident proposed View Bylaw were sent out in Lions Bay, and why they weren't given to everyone. Upon doing research regarding other municipalities having a similar bylaw, he was only able to find bylaws that refer to the protection of trees. Bill mentioned that if the bylaw went through, there would 4 people sitting fulltime on a committee, unpaid.

The bylaw reads that the owner of the tree impeding a view will have to comply with the wish of a neighbour to have the tree removed and will have to pay for it out of pocket. Mr. Srigley mentioned that tree topping can cause hills to slide.

B. Rick Hopkins

Mr. Hopkins resides next door to Mr. Kemp. He stated that he has watched Mr. Kemp fix his backyard up and in a single day have all privacy destroyed. The resident behind Mr. Kemp intends to sell his house without residing in it and is trying to improve the view for a profit. Mr. Srigley comments that the rest of the planet is trying to save trees, whereas the community of Lions Bay is trying to chop them down. The landscape will suffer from topping.

C. Joe Ronsley – 270 Oceanview

Mr. Ronsley has been concerned with tree protection as long as anyone else. He managed to get the first tree committee together and constructed a pamphlet that dealt with all aspects of concern in terms of trees.

Mr. Ronsley commented that many people move in without a view. A neighbour of Mr. Ronsley's moved in above him and expected that he would cut down all the trees to create a view; however, there is a natural woodland that covers most of his lot, and about 100 trees would need to be cut down to create a view. Mr. Ronsley feels that trees should be protected rather than cut down.

Mr. Ronsley can see roughly 30 trees impeding his own view, scattered across 20 properties. Such a law would be an enormous and terrible can of worms.

D. Cam Mehlenbacher – 200 Panorama Rd.

Mr. Mehlenbacher has been here 30 years and has never had an issue with trees or neighbours who are generally considerate and accommodating. He stated that he feels this bylaw would create a lot of animosity.

E. Rob Kemp

Mr. Kemp feels somewhat responsible for the discussion as Arash is his neighbour, and when he didn't allow the trees to be cut down, may have started the issue. He stated that he feels he is a pretty reasonable person who has lived in Lions Bay for 25 years. He has volunteered and put in work on Thomas Wade Park. Arash is his next door neighbour, and approached him regarding trimming trees, and he allowed it. Mr. Kemp has no problem cutting down trees in a respectful way, but when it affects privacy, it's an issue. All the cedars that were initially put up in attempt to restore some privacy behind his home died.

*Audio 02:52:00*

*Council continued with Item 8A of the Agenda in respect of Supported Community Planning, but moved sub-item u. Resident Proposed View Bylaw to be considered next.*

*u. RESIDENT PROPOSED VIEW BYLAW*

CAO DeJong commented that he can see number of issues, namely, legal regarding the ability to do what is being proposed, and also with respect to covenants on title. CAO DeJong further explained what a covenant is and how it works.

CAO DeJong explained that the amount of time, effort and expense imposed upon the municipality trying to attempt to enforce a bylaw like the resident proposed view bylaw would be substantive and much more than the Municipality can handle. If we were to take this on, many other responsibilities would need to be set aside in order to support the bylaw.

A proposed tree committee would need to have the power delegated by the Municipality to make decisions, and then those decisions would legally bind and expose the Municipality to potential liability.

Ron McLaughlin stated that the priorities are infrastructure and finance, and we do not have the resources required to support a bylaw such as this. It is not the role of Council to engage in disputes between property owners.

Councillor Cunliffe noted that there is a lot of appetite for discussion but raised the question if this bylaw could go anywhere.

CAO DeJong clarified that with enough time and money anything can be achieved, therefore, it becomes a question of how much time and money Council would like to dedicate. It could look quite different from what is on the table and an effort would likely need to be made to restrict the scope in effort to protect the interests of the Municipality.

Councillor Abbott commented that there is a reasonable right for both a view that was purchased, and privacy that was purchased. If to stay on list, needs to go long term.

Councillor Bain commented that the Bylaw is quite overwhelming. A person's property should be regarded highly, but municipal government should not be used as a hammer between residents. There is hypocrisy taking place within the Village.

Councillor Barmeier concluded that in his opinion, tonight's discussion is not around technical detail, but rather around ranking priority. There are many more important things to deal with than this. With regards to this bylaw, it is not a priority. Norm has had conversations about his trees, and many trees have come down at his request and those of others. He is not in favour of having the responsibility left with Council. Low priority – *long term*.

It was unanimously recommended that the CAO assign this item to the *long-term* consideration list.

*Audio 03:12:00*

## 9.2 Public Questions and Comments (after Council's discussion of the View Bylaw)

### F. Joanne Ronsley

Mrs. Ronsley thanked staff for research and efforts.

### G. Rob Kemp

Mr. Kemp stated that this was contentious, and we should not stray from contentious issue. Some people are unable to find a compromise. He thanked Council and staff for the number of questionnaires being received by residents. This topic should be put to public.

### H. Bill Srigley

Mr. Srigley asked how many people were petitioned and how many responded.

### I. Dave Shore

Mr. Shore clarified that the resident proposed View Bylaw did not come from Council. The e-mail went to 50 addresses that they had, of which 28 responded favourably.

### J. Nicola Cadwell – 125 Panorama Rd.

Mrs. Cadwell expressed that she felt compassionate toward residents who purchased a view and then lost their view. The back of her property was a forest. Mrs. Cadwell purchased her home in 2010 and had the protection of forest behind her. After the lot behind her was purchased, it was clear cut. The neighbour then insisted that the Cadwells cut their trees. A lengthy legal battle ensued.

*Audio 03:21:00*

*Council resumed discussion of Item 8A with the topic of Supported Community Planning.*

### SUPPORTED COMMUNITY PLANNING

*Audio 03:21:00*

- a. Building Bylaw: CAO DeJong stated that it has been an ongoing project for a while and gives a brief update on the status. He stated that it would be best use of time and resources to undergo an exercise whereby Council and staff look at what potential policy objectives could be pursued by a building bylaw, which is then passed onto lawyers or consultant to put together the most suitable bylaw for the Village of Lions Bay.

Potentially the building community could also provide input. There is an Energy Step Code process now, which expects that everyone is at Step 5 by 2032. In

terms of our ability to advance this, it will be difficult to dedicate the time to bring this to Council for consideration.

There was question regarding other Metro municipality timelines, with a suggestion that we could allow the larger Municipalities to take the lead and plow the way for the Village of Lions Bay.

There has been a change in the types of matters that Municipalities can regulate under the new Building Act. Those matters that are the subject of Municipal inspections must still follow the BC Building Code, but there are new ways of looking at issues under the new Energy Step Code. It's a complicated area for a small municipality to regulate and enforce.

- b. W2 Water Zones: CAO DeJong suggested that this item stay *long term*. In the *short term*, there are a few other steps being taken. Councillor Cunliffe noted that there was discussion at the Howe Sound Community Forum regarding an Atlantic Canada regulatory scheme that may be of assistance.
- c. Consider natural hazards. If CAC are coming in January, this will come after. This topic is worth a CSC meeting to be discussed. Previous materials should be re-circulated to Council.
- d. Community Amenity Contributions (CAC) Policy: CAO DeJong explained that he has been accumulating research materials and will bring a report in the new year (Jan). More discussion needed re: key issues and financials.
- e. The Village has had clear indications that the school intends to keep the school open, so our position is now to support that intent in a variety of ways.
- f. Risk Management re. Trails: Consider contracting out and perhaps this item should be changed to *short-medium* term. Consider trails being maintained for Emergency Evacuation use.
- g. Boulevard Encroachment Bylaw: Council has previously agreed with direction to bring forward such a bylaw to regulate encroachment and vegetation. Staff aiming to bring forward in Spring 2020.
- h. Emergency Program: this item should be changed from *short term* to *ongoing*.
- i. Crown lease for new PW Yard at Brunswick Pit/Redevelopment of current PWY: It was suggested that this should be completed in stages. Public Works has proposed a Management Plan for the new site. Public consultation regarding which direction to take with the old site would follow upon confirmation of the Crown lease. Councillor Abbott suggested looking at tying the PW move to

Brunswick Pit to the development opportunity at the current site in order to cover costs.

- j. There were no comments re. glass sponge reefs.
- k. This item is to remain *medium* term as it is out of the Municipality's hands. Fuel tax does not seem to be an acceptable means of financing this service for the current Provincial government.
- l. There were no comments re. continuing to work with Translink.
- m. Highway speed enforcement expected to be *ongoing* but pursuing discussions with Squamish in the short term regarding average speed over distance.
- n. Continue facilitating potential development opportunities that fit within OCP.
- o. Determine direction for Oceanview road closure options (see: h. in Financially Viable section)
- p. Boundary discussions: keep on list for *medium-long* term.
- q. DCCs and Subdivision Bylaws: Presently outside the capacity of staff to implement ourselves. The difference between DCC and CAC charges was explained. Councillor Cunliffe expressed that there is some confusion within the Village regarding costs to subdivide. Draft CAC policy was intended that small subdivisions are at the lowest end of the cost spectrum, with an increase as subdivisions or developments get larger.
- r. Housing Needs Assessment: This item is required for grant funding, and there is grant funding available to get these done, but UBCM grant deadline has passed and will have to wait for next year. The Housing Needs Assessment will be a statutory requirement for all local governments by 2022.
- s. CAO DeJong explained that the cost to do a major update of the OCP will be considerable, and will take 1 – 2 years, plus outside resources. As such, it is important to begin setting aside money over the next 4 years to finance the drafting of a new OCP. Legislation dictates that we must update every 5 years, which very few municipalities are able to meet. Councillor Abbott suggests that the last OCP was done in a bit of a different manner and cost a fraction of the suggested cost of \$100,000.
- t. EV Fast Charging Station Project: The action items include surveying and research. Some research done on RAR and it appears that it will not be applicable as there are no building or other permits required.

- u. Resident Proposed View Bylaw: See discussion above.

v. *Audio: 04:22:00*

*APPENDIX "A" items continued below.*

- v. Climate Action Initiatives

There were suggestions of strategies that homeowners and residents can implement to lower their carbon footprint. In order to try to put ourselves in a better position, perhaps a select committee would be the way to go. One Councillor could lead a small group to determine and work towards our objectives. Mayor McLaughlin commented that Climate Action is the bigger, more fulsome topic at hand, and a committee would be a better tactic to tackle the items listed. Councillors Barmeier and Cunliffe offered to co-chair a select committee to review goals, objectives, opportunities, costs, resources required and recommend a strategy to address our Climate Action responsibilities. Staff to pull together information from past initiatives and assist with getting the committee launched by March.

*3 out of 4 members of the public that were remaining left the gallery.*

- w. (2) Wood Smoke Bylaw

Mayor McLaughlin commented that Councillor Abbott did an outstanding job at the Climate Action Committee. The result was a tied vote, which meant it was defeated. The representation of the initial vote was inaccurate, which led to some confusion on the subsequent vote, resulting in a 7 to 5 majority directing Metro staff to draft the proposed bylaw with Lions Bay included. Nevertheless, we will have another opportunity to revisit the issue when the draft bylaw comes back for discussion and some thought needs to be given to how we present potential options for going forward.

- x. Urban Containment Boundary

Reference was made by Councillor Abbott to the On Table items package, and the fact that we are the only Municipality that identifies as 100% urban. Other Municipalities seem to include large, undeveloped conservation areas within their boundaries. Discussion ensued surrounding whether we can report the areas within our boundaries differently.

CAO DeJong stated that in terms of the averages for communities designated as rural, they tend to be under 2 persons per hectare. The average for all of the urban areas of Metro is around 14 or 15 persons per hectare. We could apply to change our designation under the Regional Growth Strategy (RGS). It should be noted, however, that in all areas designated as urban, the local government has the freedom to determine for themselves what the land use will be. If Lions Bay

was designated as rural, there are development limitations within the RGS to limit growth to 1-2%. It could mean having to run anything and everything past Metro for approval. CAO DeJong suggested that he undertake to have further conversations with the planning staff at Metro and determine options/implications for a more long term strategy.

### *COUNCIL DIRECTION ON THE POTENTIAL STRATEGIC GOALS AND PRIORITIES*

Mayor McLaughlin stated that the Strategic Goals and Priorities list was begun with previous Council and is a living document for each successive Council. The Mayor suggested each Councillor provide a top ten list to the CAO for compilation and ranking to bring back to Council and stated his own preliminary list in no particular order as follows:

- Sale of Kelvin Grove lot
- Bring Kelvin Grove WWTP to completion
- Survey and appraisal of Brunswick and Oceanview Rd ends
- CACs
- DPAs
- Long term lease for Brunswick pit and move/develop PW Yard
- Fire hydrant maintenance
- Cell tower completion
- Beach renovation grant
- Climate action initiatives

### **9.3 Public Questions and Comments (Nov.26<sup>th</sup>)**

#### A. Phillip Marsh

Wanted to know the difference between rural and urban containment and natural hazard development permit.

*The Committee recessed from 8:13 to 8:22 pm, Nov.26<sup>th</sup>*

### **10. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

- A. Status Update of Potential Disposition of Land and Development Opportunities
- B. Status of Boundary Discussions
- C. Labour Relations Updates

*Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out, if applicable.*

**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;

(d) the security of the property of the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality, which it does;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, which it does;

(g) litigation or potential litigation affecting the municipality;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

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

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, which it does;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

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

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

(o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

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

b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party.

**CARRIED**

*The meeting was closed to the public at 8:23 p.m.*

*The meeting was re-opened to the public at 9:30 p.m.*

**11. Reporting Out from Closed Portion of Meeting**

None

**12. Adjournment**

Moved/Seconded

THAT the meeting be adjourned generally.

**CARRIED**

*The meeting was adjourned at 9:30 p.m.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Date Approved by Council:	
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>2020 Council Meeting Calendar</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>December 12, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>December 17, 2019 Council Meeting</b>		

### **Recommendation:**

- (1) THAT the proposed Council meeting dates for 2020 set out in this report, including option [A/B/C], be approved by Council;
- (2) THAT Council considers publication of the meeting schedule in the Village Update to be reasonably equivalent to that which would be provided by a newspaper publication if it were practicable; and
- (3) THAT staff publish the 2020 Council meeting schedule in the Village Update and in accordance with legislative requirements.

### **Attachments:**

None.

### **Key Information:**

The *Community Charter* requires that Council post a schedule of all regular Council meetings for the coming year and advertise the same for two consecutive weeks in accordance with the requirements of the *Charter*. This includes publication in a local newspaper or by alternative means as long as the notice:

- (a) is given within the same time period as required for publication,
- (b) is given with the same frequency as required for publication, and
- (c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

It is recommended that Council resolve to use the Village Update as an alternative means in accordance with the requirements noted above. This procedure is also generally used for the advertisement requirements of the Annual Report each year.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Council meetings are normally scheduled for the first and third Tuesdays of each month, but may be altered by Council resolution. The following represents a proposed schedule for the upcoming year 2020, for Council's consideration:

**January 14 and 28:** These dates represent a shift to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month due to the difficulty of preparing an agenda over the holidays for the first Tuesday of the month. The January 14<sup>th</sup> date will allow for Council to consider its position prior to the Metro Climate Action Committee meeting of January 17<sup>th</sup>. CFO Rooke will have utility budgets ready for review on January 28<sup>th</sup>.

**February ~~11-4~~ and ~~25-18~~:** These dates, falling on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, allow for a gap of two weeks between meetings flowing from the shift in January. Utility budget bylaws will be scheduled for 3 readings and adoption at these successive meetings.

**March ~~10-3~~ and ~~24-17~~:** Again, these dates flow from the previous months' shift to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays and will include budget reports for discussion. Consideration may be given for a Budget CSC on one of these dates rather than a meeting, with a financial presentation for the public.

*Staff requests consideration for keeping February & March meetings on the first & third weeks.*

**April 7 and 21:** The extra days in March enable a return to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays in April, with 3 readings of the financial plan and property tax bylaws scheduled.

**May 5 and 19:** The financial plan and property tax bylaws will be brought to the meeting on the first Tuesday of the month for consideration of adoption in time to meet the legislative deadline of May 15<sup>th</sup>.

**June 2 and 23:** These dates provide for the 1<sup>st</sup> and 4<sup>th</sup> Tuesdays with a 3 week break between meetings, with more time for staff to work on substantive matters.

**July 7 and 28:** Again, these dates would fall on the 1<sup>st</sup> and 4<sup>th</sup> Tuesdays with a 3 week break between meetings. The later date in July would also shorten the time before the next meeting in September.

**September 22:** It is suggested that Council consider cancelling the first meeting in September, as it did in 2019, in recognition of the difficulties in putting together an agenda the last week of summer holidays.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Staff would like to put forward three alternative suggestions for the fall 2020 schedule:

- A. (i) **October 6 and 20**
- (ii) **November 3 and 17**
- (iii) **December 1 and 15**

*This is the usual schedule of meetings every 2 weeks on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays.*

- B. (i) **October 13**
- (ii) **November 3 and 24**
- (iii) **December 15**

*This would result in meetings every 3 weeks, instead of every 2 weeks, giving staff more time to work on substantive matters and less on meeting preparation and minuting.*

- C. (i) **October 20**
- (ii) **November 17**
- (iii) **December 15**

*This would be the same idea as B above but with one less meeting and more time between them for core work+.*

**Options:** If Council is in agreement regarding the January through March adjustments, the key decisions to be made are in respect of the fall dates noted above.

**Preferred Option:** Staff recommends the January through March dates as set out above and either B or C for the fall dates, with an option to add a Special Meeting or two if necessary should the C schedule be found insufficient due to pressing matters.

**Follow Up Action and Communication:** Per Council direction and legislative requirements.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Strategic Planning and 2020 Priority Setting</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>January 9, 2020</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 14, 2020 Regular Council Meeting</b>		

### **Recommendation:**

THAT the Information Report, "Strategic Planning and 2020 Priority Setting" be received.

### **Attachments:**

- (1) Updated Draft Village of Lions Bay Corporate Strategic Planning & 2020 Priority Setting 4.0;
- (2) Draft Strategic Plan Poster – Strategic Goals: 2020 Priorities;
- (3) Council Top 10 List Spreadsheets (by Council Member and by Subject Matter)

### **Key Information:**

On November 25 and 26, 2019, the Council Strategy Committee met in open meeting to review and update the existing Strategic Planning and Priority documents; a short, closed meeting was held at the end of the second evening. The draft minutes are attached for information to the beginning of this Agenda.

Based upon the discussions had during the meeting, staff have updated the strategic planning and priority setting document (Attachment 1) and included the updated subject matter topics on a draft strategic planning poster (Attachment 2).

Each Council member provided a "top 10 list" of matters that they felt were appropriate for such a list and those have been noted on spreadsheets indicating topics identified by each member and then showing the top picks by subject matter for the group as a whole (Attachment 3). Selections are coloured coded as follows:

5 out of 5 Council Members Agree	
4 out of 5 Council Members Agree	
3 out of 5 Council Members Agree	
2 out of 5 Council Members Agree	
1 out of 5 Council Members Agree	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Each of the topics can be cross-referenced by comparing them to where they sit on the overview provided by the Strategic Planning and Priorities Poster, through the updated Strategic Planning & 2020 Priority Setting document, and via the draft CSC minutes in terms of the discussion at the meeting. Many items in the 'Overall' list represent matters upon which the Municipality has already commenced action or provided clear direction for staff to proceed, some of which is dependent upon grants or other external bodies in order to make headway. Bear in mind there are also many items not listed by Council as "top 10" which are already in play or on staff's work plans per previous Council direction or efforts to achieve efficiencies and best practices.

Many of the items on the Strategic Planning & 2020 Priority Setting document have financial implications, both positive and negative, and Council will need to address these matters through the upcoming budget process.

**Follow Up Action and Communication:** Update the attached documents per Council direction, if there are any amendments, and publish the revised documents on the Municipal website.



# VILLAGE OF LIONS BAY

## CORPORATE STRATEGIC PLANNING AND 2020 PRIORITY SETTING 4.0

### VILLAGE OF LIONS BAY CORPORATE STRATEGIC PLANNING & PRIORITY SETTING

The Village of Lions Bay has been working on developing a strategic plan since early 2016. In February 2016 Council and senior staff held a workshop to explore the challenges and opportunities presented to Lions Bay and to begin to develop a process of prioritizing and addresses them.

In June of 2016 a second workshop was held to review the outcomes of the February workshop and to provide further detail on priorities for the remainder of the Council term. The outcome of the workshop was a roadmap for the remainder of the Council term which focused on key priorities and which guided the allocation of resources including Council energy, staff time and financial resources.

On November 14 and 15, 2017, a workshop was held to review the progress Lions Bay has made and to focus in on the priority work to be advanced and resourced in the last year of the Council term.

The workshop focused on completing several tasks including:

- Updates from staff on the status of the priorities identified in June 2016;
- Discussion of each of the five priority areas and actions; and
- Council direction to staff.

This document includes details of the discussion and Council direction.

### STRATEGIC FOCUS AREAS, GOALS & PROJECTS/INITIATIVES

The overarching goal of the current Village of Lions Bay Council is to work towards ensuring the Village of Lions Bay is a strong and viable municipality. In setting this goal Council recognizes the significant challenges facing the Village including major infrastructure and planning needs.

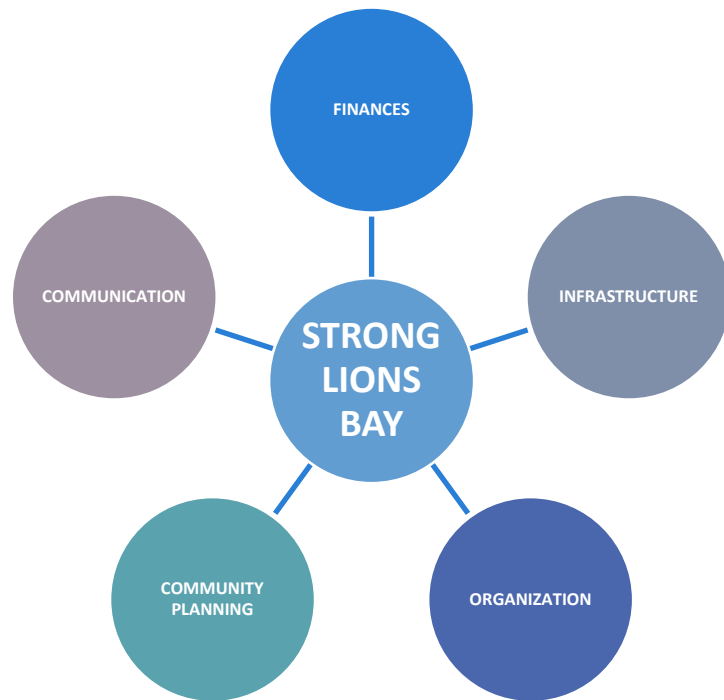
Since the February 2016 Strategic Planning and Priority Setting Workshop, Lions Bay Council has used five strategic priorities as the basis for the organization's strategic planning:

- Maintained and Adequate Infrastructure**
- Financially Viable**
- Supported Community Planning**
- Informed and Engaged Public**
- Strong Village Organization**

As the graphic illustrates, the five key priority areas identified by Council all need to be addressed to achieve the goal of a strong and viable Village. Council recognizes the interdependency of the five strategic areas.

Tremendous progress has been made by the Village over the last three years to address infrastructure needs, improve the financial stability of the Village, to modernize Village planning regulations, improve communications with the public and to stabilize the organization. A few recent significant accomplishments of the organization include:

- Completed and adopted a comprehensive 30-year infrastructure master plan
- Secured voter approval for up to \$3M in loan funding for infrastructure
- Selling road-ends to fund acquisition of waterfront land for municipal needs, and to create a cash reserve for internal loans



- Multiple operating improvements in water infrastructure (new pressure relief valves at PRV stations and new chlorine & turbidity analyzers at both treatment plants), safety improvements, and reconstruction of the Harvey Intake weir both through NBCF2 grant funding (66% of \$369K), water storage facility and network upgrades through CWWF grant funding (83% of \$2.71M), a 50% reduction in water waste through

leakage control and pressure management, elimination of Boil Water Advisories, improved SCADA, Outdoor Water Use Bylaw and Water Shortage Plan, strategic water supply planning via a long-term hydrology study in cooperation with UBC; water pipeline feasibility research; property purchased for a future desalination plant if necessary; and shovel-ready plans for Bayview Drainage & Road Improvement Project (DRIP)

- Modernized zoning bylaw: marine parks, cottages, Community Amenity Contributions, regulated Short Term Rentals
- Improved community communications: new website, new and improved communications media, created emergency notification system, improved consultation framework and processes
- Completed a core services review for Public Works
- Stabilization of organization and negotiation of new collective agreement
- Consolidation of all bylaws
- Completed review of SCADA technical communications study
- Completed public landscaping plan funded through agreement with MOTI
- Implemented strategic changes to parking in Lions Bay
- Engaged community in consultation process for revitalization of Lions Bay Beach Park

At the December 2018 workshop, Council began with a proposed set of goals and priorities for 2019 which build on and provide further detail of the goals and priorities of the previous strategic planning work.

Each of the strategic focus areas with goals and priority actions is outlined below with target timelines set out as:

- Short Term – 1-2 years
- Medium Term – 2-4 years
- Long Term – over 4 years (next Council).

## MAINTAINED AND ADEQUATE INFRASTRUCTURE

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<p><b>Adequately resource maintenance of existing Lions Bay infrastructure and infrastructure spending based on the long-range priorities of the Infrastructure Master Plan and the Asset Management Investment Plan.</b></p>	a. Manage CWWF1-funded Water Network Project to completion (Harvey Tank complete – PRVs pending).	Short Term
	b. Incorporate PRVs into CWWF project and fund from remainder of grant/loan (consult public re. 3 <sup>rd</sup> PRV funding).	Short Term
	c. Apply for next round of infrastructure grant funding – confirmed Bayview DRIP project.	Short Term
	d. Progress cell tower project – support public consultation process and ensuing Council decision.	Short Term
<p><b>Identify and meet service standards and best practices appropriate to the needs of Lions Bay.</b></p>	e. Implement Phase 1 of Lions Bay Beach Park improvement project, using Water-Access Capital Reserve funds where possible. – await grant funding for Phase 2.	Phase 1 - Complete Phase 2 – Short to Medium Term
	f. Support the UBC long-range watershed hydrology study – coordinate UBC equipment on cell tower.	Ongoing
<p><b>Meet critical standards and industry best practices as they continue to evolve.</b></p>	g. Kelvin Grove WWTP replacement – Select proponent for RBC “like-for-like” replacement, manage project to completion in 2020.	Short Term
	h. Develop Stormwater Management Plan – extrapolate from the ISL study on Oceanview to extent possible.	Short to Medium Term
	i. Capital Expenditure Focus - consider “service agreements” for pre-approved vendors/rates for various smaller capital projects (eg: culvert replacements under roads, road patching maintenance...)	Short Term

## FINANCIALLY VIABLE

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<p><b>Ensure the municipality has adequate long-term financial resources to sustain core work and strategic priorities.</b></p> <p><b>Pursue a capital reserve policy to meet the requirements of a comprehensive Asset Management Plan.</b></p> <p><b>Utilize grant and debt funding for spending on new and replacement assets for future generations, and eligible funding for operating costs and addressing the infrastructure gap.</b></p>	a. Apply for all suitable Infrastructure Grants	Ongoing
	b. Advocate for small community concessions (eg: gas tax, rural allowances, Metro issues, Translink, etc).	Short Term
	c. Complete work on a comprehensive Asset Management Plan. (Phase 2 of AMIP underway and completing by May 2020)	Short Term
	d. Complete sale of municipally-owned lot at 52 Brunswick.- completed	Short Term
	e. Complete sale of municipally-owned lot in Upper Kelvin Grove (in progress).	Short Term
	f. Support PRV projects under expanded CWWF through loans under current Loan Authorization bylaw (in progress).	Short Term
	g. Determine options for funding Kelvin Grove WWTP project and implement best option.	Short Term
	h. Consider proceeding with Road Closure Bylaws for Oceanview site and for Brunswick Beach Point (obtain appraisals and surveys as part of preliminary work).	Short to Medium Term
	i. Consider additional sources of revenue (such as expanding the tax base) and what is required to implement them to address long-term financial sustainability.	Short to Medium Term

## SUPPORTED COMMUNITY PLANNING

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<p><b>Continue to enhance and implement the Official Community Plan (OCP) in order to produce a prosperous, diverse and vibrant complete community, accessible to residents and welcoming to visitors.</b></p>	<p>a. Adopt a new local Building Bylaw complying with new provincial Building Act and advancing Municipal policy objectives (get budget estimates to use law firm or consultant for bulk of the work)</p>	<p>Short Term Staff to review and bring recommendations for policy objectives</p>
	<p>b. Apply for provincial License of Occupation for W2 Water Zones (consider regulatory regimes from Atlantic Canada)</p>	<p>Long Term</p>
	<p>c. Consider natural hazards Development Permits and associated OCP amendment (re-distribute previous materials)</p>	<p>Short Term</p>
	<p>d. Complete Community Amenity Contribution (CAC) policy (in progress).</p>	<p>Short Term</p>
	<p>e. Develop and implement initiatives with SD45 to help support Lions Bay School</p>	<p>Ongoing</p>
	<p>f. Scope the effort to inventory, assess condition and manage trails in Lions Bay (consider outsourcing and maintenance for emergencies)</p>	<p>Short to Medium Term</p>
	<p>g. Develop a Boulevard Encroachment Bylaw to address encroachment and vegetation.</p>	<p>Short Term</p>
	<p>h. Further develop the Emergency Program to meet our municipal legal obligations and policy objectives</p>	<p>Short Term (Ongoing)</p>
	<p>i. Negotiate long-term provincial lease at Upper Brunswick, plan move of Public Works Yard there, complete community consultation for redevelopment of the existing site (consider linking PW move with redevelopment proposals).</p>	<p>Short Term</p>
	<p>j. Support initiatives protecting glass sponge reefs in Howe Sound, establishing Howe Sound as a UNESCO Biosphere Region, promoting a Howe Sound National Park.</p>	<p>Ongoing</p>
	<p>k. Work with Sea-to-Sky communities towards intra-regional transit.</p>	<p>Medium Term</p>

	l. Work with TransLink on service improvements to Lions Bay transit.	Short to Medium Term
	m. Through advocacy & representation, address high noise and excessive accident risk on the Sea-to-Sky Hwy.	Short Term - Advocacy in progress (Ongoing)
	n. Work with owners/developers regarding potentially developable properties such as small lot subdivisions, Kelvin Grove lands, PW Yard, etc. - Continue facilitating potential development opportunities that fit within OCP	Short Term Medium Term
	o. Council Consideration of options for future of Oceanview Road ROW (see h. in Financially Viable section above and incorporate in appraisal and survey work)	Short Term
	p. Boundary Discussions with: <ul style="list-style-type: none"> <li>• West Van re. amalgamation</li> <li>• Metro re. VoLB expansion and SLRD re. support</li> </ul>	Medium to Long Term
	q. Hire a consultant to draft DCCs and Subdivision Servicing Bylaws	Short Term
	r. Hire a consultant to do a Housing Needs Assessment (required for grant funding through BC Housing) (UBCM grant for next year to meet new statutory requirements per s.585.1-.4 of LGA)	Short Term
	s. Start planning for undertaking a major update to the OCP by budgeting an amount each year over the next 4 years	Short to Medium Term
	t. Electric Vehicle Charging Station Project – Proceeding with preliminary requirements pending grant application	Short Term
	u. View Bylaw (Resident Proposal) – Vocal opposition from several residents and no Council interest in considering this term	Long Term
	v. Climate Action Initiatives - Councillors Barmeier and Cunliffe offered to co-chair a select committee to review goals, objectives, opportunities, costs, resources required and recommend a strategy to address our Climate Action responsibilities	Short Term
	w. Wood Smoke Bylaw (Metro) – Council to consider options for addressing the objectives of the proposed Metro bylaw	Short Term
	x. Urban Containment Boundary (Metro) – Municipality to explore options and impacts of urban vs. rural designation	Short Term

## INFORMED AND ENGAGED PUBLIC COMMUNICATIONS

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
Facilitate an informed and engaged public by proactive and transparent communication.	a. Utilise outside consultants for select community consultations. (eg: DPAs, Blvd. Bylaw, Infrastructure Financing)	Short - Medium Term
	b. Promote Website, Village Update and Lions Bay Alert	Ongoing
	c. Develop a Communications Strategy – emphasize “Have Your Say” for more important items	Short Term

## STRONG VILLAGE ORGANIZATION

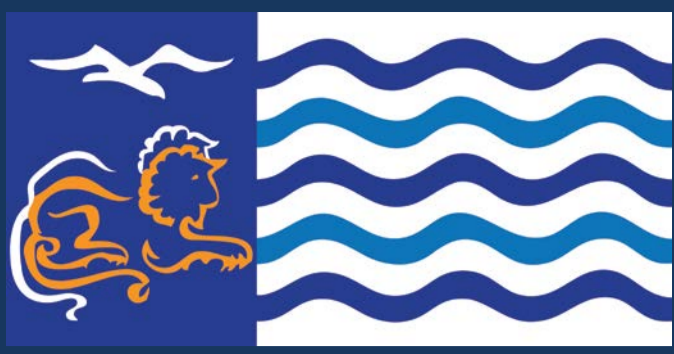
GOALS	PRIORITY ACTIONS	TARGET TIMELINE
Support a motivated, fulfilled, high-functioning and stable staff organization capable of innovatively meeting the core work and statutory requirements of the organization and Council’s strategic priorities.	a. Continue to build staff skills in customer service, communication, administration, planning, finance, IT, records management & emergency management.	Ongoing
	b. Maintain existing staffing levels.	Short Term
	c. Commence strategic planning for LBFR service levels – review Fire Bylaw re. current services provided	Short Term for Burn Bldg. Short to Medium Term for LBFR Strategic Planning
	d. Build relationships with local First Nations	Ongoing
	e. Update Core Service Review	Short Term

## MISCELLANEOUS PROJECTS (CORE WORK+)

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<b>Initiate and manage various projects to support the goals and objectives of the key strategy areas.</b>	a. Policies: Purchasing, Communications, Trails Management, Risk Management, Volunteers, Fire Service Level	Short Term and Ongoing
	b. Bylaws: Delegation, Blvd. Encroachment, Indemnification, Noise, Outdoor Water Use, Pesticide, Trees et al., Civic Addressing, Water, Sewer, Solid Waste and Fees	Short Term and Ongoing
	c. Asset Management Plan refinements – Phase 2 (in progress)	Short Term and Ongoing
	d. Records Management project (mapping and document scanning and reorganization of paper and digital records per LGMA Manual)	Ongoing
	e. Initiate part-time RCMP position – For future consideration	Medium to Long Term
	f. Business Licensing – consider as a tool to educate contractors regarding bylaws and procedures in Lions Bay	Medium Term
	g. Lions Bay Alert Emergency Notification System – Promote to Residents as integral to Emergency Program	Short Term (Ongoing)
	h. Brunswick Hill Landfill Closure	Medium Term
	i. Risk Mgmt. Plan for 63 Brunswick	Medium Term
	j. Hazard mitigation: Intake Access Roads, Alberta Ck./Timbertop, Upper Bayview	Ongoing, Short Term and Medium Term
	k. LBFR Burn Building	Short Term
	l. Oceanpoint, Strachan and Montizambert fire protection – Electoral Area A study in progress	Short Term
	m. Fire Hydrant Maintenance – staff to examine options to improve	Short Term

### Next Steps

This strategic planning and priority document is another step in developing a long term strategic plan for the Village of Lions Bay. Council’s next step is to consider and affirm the priorities noted in the plan and allocate adequate resources to them. The priority actions proposed in this document should be further developed by staff into work plans for each of the Village departments. The work plans for the remainder of the Council term should identify scheduling and estimated costs of the work to be done. Target dates for completion and resources needed will assist Council in allocating appropriate resources at budget time and will set realistic expectations about when work will be completed.



# VILLAGE OF LIONS BAY

## STRATEGIC GOALS: 2020 PRIORITIES

### COMMUNICATIONS GOALS

Facilitate an informed and engaged public by proactive and transparent communication.

**2020 priorities (beyond core work):**

- a. Utilise outside consultants for select community consultations
- b. Promote Website, Village Update and Lions Bay Alert
- c. Develop a Communications Strategy

### PLANNING GOALS

Continue to enhance and implement the Official Community Plan (OCP) in order to produce a prosperous, diverse and vibrant complete community, accessible to residents and welcoming to visitors.

**2020 priorities (beyond core work):**

- a. Adopt a new local Building Bylaw complying with new Building Act.
- b. Apply for provincial License of Occupation for W2 Water Zones.
- c. Consider natural hazards DPAs and associated OCP amendment.
- d. Complete Community Amenity Contribution (CAC) policy.
- e. Coordinate initiatives with SD45 to support Lions Bay School.
- f. Consider all options for trails management.
- g. Develop Boulevard Bylaw to address encroachment & vegetation.
- h. Further develop Emergency Program to meet req'ts & objectives.
- i. Negotiate long-term provincial lease at Upper Brunswick, plan move of Public Works Yard there, complete community consultation for redevelopment of the existing site.
- j. Support initiatives protecting glass sponge reefs in Howe Sound, establishing Howe Sound as a UNESCO Biosphere Region, promoting a Howe Sound National Park.
- k. Work with Sea-to-Sky communities toward intra-regional transit.
- l. Work with TransLink on service improvements for Lions Bay transit.
- m. Lobby Province to implement trial of Average Speed Over Distance
- n. Facilitate potential development opportunities that fit within OCP.
- o. Consider options for future development of Oceanview Road ROW.
- p. Boundary Discussions with Metro, West Van and SLRD.
- q. Hire a consultant to draft DCCs and Subdivision Servicing bylaws.
- r. Hire consultant to do a Housing Needs Assessment - statutory req't.
- s. Begin financial planning for future OCP update.
- t. Electric Vehicle Charging Station – begin preliminary work for grant.
- v. Create Climate Action select committee to review goals, objectives, opportunities, costs, resources required and recommend a strategy to address Lions Bay's Climate Action responsibilities.
- w. Metro Wood Smoke Bylaw – consider options to meet objectives.
- x. Metro Urban Containment Boundary – explore options and impacts of urban vs. rural designation.

### FINANCIAL GOALS

Ensure the municipality has adequate long-term financial resources to sustain core work and strategic priorities.

Pursue a capital reserve policy to meet the requirements of a comprehensive Asset Management Plan

Utilise grant and debt funding for spending on new and replacement assets for future generations, and eligible funding for operating costs and addressing the infrastructure gap.

**2020 priorities (beyond core work):**

- a. Apply for all suitable Infrastructure Grants.
- b. Advocate for small community concessions.
- c. Complete work on a comprehensive Asset Management Plan.
- d. Complete sale of municipally-owned lot in Upper Kelvin Grove.
- e. Support capital projects through available financing options.
- f. Do preliminary work for future road closure bylaws.
- g. Consider additional sources of revenue for long-term sustainability.

### INFRASTRUCTURE GOALS

Adequately resource maintenance of existing Lions Bay infrastructure and infrastructure spending based on the long-range priorities of the Infrastructure Master Plan

Identify and meet service standards and best practices appropriate to the needs of Lions Bay.

Meet critical standards and industry best practices as they continue to evolve.

**2020 priorities (beyond core work):**

- a. Incorporate key PRVs into CWWF project and complete.
- b. Apply for next round of grant funding (Bayview DRIP).
- c. Progress cell tower project, subject to Council decision.
- d. Implement Phase 1 of Lions Bay Beach Park improvement project, using Water-Access Capital Reserve funds where possible with potential for grant funding re. Phase 2.
- e. Support the UBC long-range watershed hydrology study and coordinate UBC equipment on cell tower (if applicable)
- f. Kelvin Grove WWTP Replacement Project - Select proponent for RBC "like-for-like" replacement, manage project to completion.
- g. Develop Stormwater Management Plan.
- h. Consider service agreements for smaller capital projects.

### ORGANIZATION GOALS

Support a motivated, fulfilled, high-functioning and stable staff organization capable of innovatively meeting the core work and statutory requirements of the organization and Council's strategic priorities.

**2020 priorities (beyond core work):**

- a. Build staff skills in customer service, communication, administration, planning, finance, IT, records management & emergency management.
- b. Maintain existing staffing levels.
- c. Commence strategic planning for LBFR service levels.
- d. Build relationships with local First Nations.
- e. Update Core Service Review.



### MISCELLANEOUS PROJECTS (CORE WORK+)

Initiate and manage various projects to support the goals and objectives of the key strategy areas.  
See 2020 Strategic Planning-Priority Setting document.

Council Top 10 Lists					
Strategic Priority	Mayor McLaughlin	Clr. Cunliffe	Clr. Barmeier	Clr. Bain	Clr. Abbott

Infrastructure					
a. Harvey Tank - Completed					
b. Complete PRVs	X		X	X	X
c. Bayview Drip					X
d & f. Cell Tower Project	X			X	
e. Lions Bay Beach Park	X	X	X	X	
g. Kelvin Grove WWTP	X	X	X	X	X
h. Stormwater Mngt. Plan			X		X
i. Capital Expenditure Focus/Srvc.Agrmts.					X

Financial					
a. Apply for all Infra. Grants					X
b. Advocate for SMM Concessions					X
c. Complete Ph.2 of AMIP					
d. Sell 52 Brunswick - Completed					
e. Complete Sale of KG Lot	X				
f. Support PRV Projects					
g. KG WWTP Funding					
h. Sell Road Ends at Oceanview & BB	X	X	X	X	
i. Additional Sources of Revenue					
j. Fund OCP Update Over 4 Years					

Community Planning					
a. New Building Bylaw					
b. LoO for W2 Zones					
c. DPAs for GeoHazards	X	X		X	X
d. Comm. Amenity Contribs. (CACs)	X	X		X	X
e. Support LB School					
f. Trails Management				X	
g. Blvd. Encroachment Bylaw					

Strategic Priority	Mayor McLaughlin	Clr. Cunliffe	Clr. Barmeier	Clr. Bain	Clr. Abbott
h. Emergency Program			X	X	X
i. PW to Pit & Redevelop Old PWY	X	X			
j. Advocate for Howe Sound					
k. Intra-Regional Transit		X			
l. Translink Service Improvements		X			
m. Sea to Sky Highway					
n. Facilitate Dev't Opportunities per OCP		X	X		
o. See Financial h.					
p. Boundary Discussions					
q. DCCs and Subdiv. Servicing					
r. Housing Needs Assessment					
s. See Financial j.					
t. EV Charger Project		X	X		
u. View bylaw					
v. Climate Action Initiatives	X	X	X		X
w. Wood Smoke Bylaw	X	X	X	X	X
x. Urban Containment Boundary					X

Communications	Mayor McLaughlin	Clr. Cunliffe	Clr. Barmeier	Clr. Bain	Clr. Abbott
a. Hire Consultant for Select Issues					
b. Promote Website, VU and LB Alert					
c. Communications Strategy			X	X	X

Village Organization	Mayor McLaughlin	Clr. Cunliffe	Clr. Barmeier	Clr. Bain	Clr. Abbott
a. Continue to Build Capacity					
b. Part-time DEPC	X			X	X
c. LBFR Service Review				X	
d. Build Relations with First Nations					
e. Core Service Review Update					X
f. Explore Cost Cutting/Hiring Freeze					X
g. Hire new Municipal Coordinator	X				
h. Improve PW/Staff Visibility			X		

Strategic Priority	Mayor McLaughlin	Clr. Cunliffe	Clr. Barmeier	Clr. Bain	Clr. Abbott
<b>Misc. Projects (Core Work+)</b>					
a. Policies					
b. Bylaws					
c. AMIP					
d. Records Mngt					
e. Supplementary RCMP					
f. Business Licensing					
g. Lions Bay Alert					
h. Brunswick Hill Landfill Closure					
i. Subdivision and Cottage Applics.					
j. Risk Management Plan for 63 BB					
k. Hazard Mitigation Projects					
l. LBFR Burn Building					
m. Fire Protection for Area A					
n. Fire Hydrant Maintenance	x				

5 out of 5 Council Members Agree	
4 out of 5 Council Members Agree	
3 out of 5 Council Members Agree	
2 out of 5 Council Members Agree	
1 out of 5 Council Members Agree	

## Council Top 10 Lists (by Subject Matter)

### By Category

<b>Infrastructure</b>
g. Kelvin Grove WWTP
b. Complete PRVs
e. Lions Bay Beach Park
d & f. Cell Tower Project
h. Stormwater Mngt. Plan
c. Bayview Drip
i. Capital Expenditure Focus
<b>Financial</b>
h. Sell Road Ends at Oceanview & BB
a. Apply for all Infra. Grants
b. Advocate for SMM Concessions
e. Complete Sale of KG Lot
<b>Community Planning</b>
w. Wood Smoke Bylaw
c. DPAs for GeoHazards
d. Comm. Amenity Contribs. (CACs)
v. Climate Action Initiatives
h. Emergency Program
i. PW to Pit & Redevelop Old PWY
n. Work with Subdiv/Cottage. Proponents
t. EV Charger Project
k. Intra-Regional Transit
l. Translink Service Improvements
x. Urban Containment Boundary
f. Trails Management
<b>Communications</b>
c. Communications Strategy
<b>Village Organization</b>
b. Part-time DEPC
c. LBFR Service Review
e. Core Service Review Update
f. Explore Cost Cutting/Hiring Freeze
g. Hire new Municipal Coordinator
h. Improve PW/Staff Visibility

### Overall

g. Kelvin Grove WWTP
w. Wood Smoke Bylaw
v. Climate Action Initiatives
e. Lions Bay Beach Park
h. Sell Road Ends at Oceanview & BB
c. DPAs for GeoHazards
d. Comm. Amenity Contribs. (CACs)
b. Complete PRVs
h. Emergency Program
c. Communications Strategy
b. Part-time DEPC
d & f. Cell Tower Project
h. Stormwater Mngt. Plan
i. PW to Pit & Redevelop Old PWY
n. Facilitate Dev't Opportunities per OCP
t. EV Charger Project
c. Bayview Drip
i. Capital Expenditure Focus/Service Agrmts.
a. Apply for all Infra. Grants
b. Advocate for SMM Concessions
e. Complete Sale of KG Lot
k. Intra-Regional Transit
l. Translink Service Improvements
x. Urban Containment Boundary Review
f. Trails Management Review
c. LBFR Service Review
e. Core Service Review Update
f. Explore Cost Cutting/Hiring Freeze
g. Hire new Municipal Coordinator
h. Improve PW/Staff Visibility

5 out of 5 Council Members Agree  
 4 out of 5 Council Members Agree  
 3 out of 5 Council Members Agree  
 2 out of 5 Council Members Agree  
 1 out of 5 Council Members Agree



### Mayor McLaughlin

These are the items I would like us to accomplish in 2020. If we did I would be ecstatic. I am not setting priorities. All of these are important and I am sure there will be others put forward.

#### Financial:

- sell KG lot. (Cash to Treasury for future infrastructure.)
- survey and appraise the Oceanview Road road end and the Brunswick Point property by the end of the first quarter. Obtain cost estimates to bring both properties to market. Go/no go to prep one or both properties for sale. List lot(s) for sale by the year end. (Cash to Treasury for future infrastructure.)

#### Legislative:

- CAC's to come to Council in January. )
- DPA discussion to follow in February. ) We need these to facilitate density/development. Next target after two lots above is the PW 's yard.
- Wood burning. We need "sweeteners" to get the Climate Action Committee members to bite on a reasonable grandfathering exemption. Need this in January to go to the Committee in February.

#### Infrastructure:

- Execute the installment of the 3 PRV's.
- KG WWTP - likely to be completed by June. I can see us asking for the users' full payment concurrent with the 2021 utility payments.
- Fire hydrant maintenance. I don't know who is going to do it but I would want every one done within the year.
- Beach Renovation. Either we win this or not this coming month. If we do I would like it ready for 2021.

#### Personnel:

- Obtain a new EA for Peter in the first quarter.
- DPEC - retain him or have another in hand by the end of August.

#### Community service:

- cell tower completion

#### Busy work for the future:

- continued plodding along to obtain the long term lease at the Brunswick Pit, associated planning to move PW to the site.

#### Strategic Initiative:

- strike a LB Climate Action Committee. A lot to think about here so have the committee up and running by the end of March.

Councillor Abbott

My top 10'ish for 2020, yes like my follow council I too cannot count.

1. Wood Smoke Bylaw
  - a. Strategy for February CAC Meeting
  - b. Public Education – what else can we do?
  - c. Revise bylaws to ensure compliance over time
  
2. Urban Containment Boundary Discussion
  - a. Initial discussion with no fixed agenda or presupposed point of view.  
Yes/No decision to go any further
  - b. Decide on steps forward if any
  - c. Public Engagement
  
3. Communications Strategy
  - a. Get agreement on use of “Have your say”
  - b. Update & maintain Village website
  
4. Climate Action Initiatives
  - a. Establish Committee
  - b. Review of CARIP report for 2018
  - c. BC building step code
  
5. Capital Expenditure Focus
  - a. Pursue grant opportunities for infrastructure projects
    - i. PRV's both of them
    - ii. Bay View DRIP
    - iii. Ocean View Drainage
  - b. Identify projects to be explored outside of grants
    - i. Service agreement strategy for roads & drainage
    - ii. 3<sup>rd</sup> PRV after confirming its priority
    - iii. Kelvin Grove WWTP
  
6. Bylaws and policies
  - a. CACs pick the numbers and get on with it, should be realistic and sensitive to the market
  - b. DPAs – 1<sup>st</sup> start with a discussion of what went wrong last time to ensure we don't get the same outcome
  
7. Emergency Planning
  - a. Extend DEPC or make it a permanent part time role
  - b. Evacuation Plan
  - c. Establish EOC volunteer program
  - d. Expansion of Neighbourhood Watch

8. Support Public Works

- a. Core Service Review Update
- b. Maintenance goals & progress
- c. CAPEX projects and service agreement strategy

9. Fiscal Initiatives

- a. Explore cost cutting initiatives including hiring freeze, increased use of use of volunteers

Regards,  
Neville

Councillor Bain

Here is my list:

PRIORITY LIST 2020 (in no particular order)

1. Wood smoke
  - A. continue with the appeal to Metro
  - B. regardless of that out come we need to find a way to deal with wood burners who continue to burn inefficiently causing unreasonable amours of smoke in their neighbourhoods
    - a. some areas are prone to a slow air exchange as well
    - b. we should “ramp up” our educational efforts
    - c. we should develop some means of enforcing clean burning methods – not just demanding new equipment
      - i. personal note: we have two wood stoves – an old one and one built to newer standards. The newer one smokes more that the older one.
2. WWTP
  - A. must be done
3. Beach reno project
  - A. find the funding through grants to proceed
4. Assess real estate market forecast and pursue opportunities if found to be advisable
  - A. we should have some confidence that, with the cost of preparing the proposed properties, and with the investment of staff time, there is a reasonable hope that sales at a good price would be forthcoming
5. CACs and DPAs in that order for preparation of anticipated and pending applications for development
6. Three PRVs done
  - A. find a way of funding these
7. Continue with the cell tower project if it clears all reasonable hurdles
  - A. there is enough need for improved cell reception for the village, residents and travellers
  - B. opposition needs to be responded to in a respectful manner
8. Maintain staffing levels
  - A. there is too much work that needs to be done that attrition would be detrimental to the well-being of the village

9. Evacuation trails
  - A. work on this has been started but must be continued as some neighbourhoods' residents are vulnerable in evacuation situations
  - B. residents need to be apprised of possible ways out in case of evacuation
    - a. it should not be new information to residents at the time of an evacuation
  - C. we need to establish some means of maintaining these trails
  
10. Safeguard all emergency services
  - A. support the services with the tools and means to be successful
    - a. eg. ensuring all hydrants are functioning well, as able
  
11. Ensure effective use of all committees
  - A. resident members must be treated with respect and appreciation
  
12. Work on clear and appropriate communications
  - A. must respect freedom of speech
  - B. must be receptive and respectful of public, staff and council members opinions
  - C. must present topics for discussion in an unbiased manner

Councillor Barmeier

Team:

I'd like to see the following addressed in 2020:

1. Executing on our IMF with a focus on storm water management and erosion.
  1. Finalize the Oceanview drainage study and have a firm plan of action in place by summer.
  2. Complete PRV replacement.
2. Kelvin Grove WWTP successful repair by end of 2020.
3. Improving overall public service transparency
  1. Improve visibility of public works and staff initiatives/work with frequent progress updates
4. Climate Action Initiatives – establishment of new committee (CAC) in the spring of 2020.
  1. EV charging station built by end of year.
  2. Publish educational articles in the VU that resonate with the CAC
5. Communications Strategy – improve public education and engagement
6. Improve development climate within the Village.
  1. Advertise opportunities
  2. Educate resident on merits of development.
7. Emergency Planning
  1. Get an evacuation map published by year end.
  2. Initiate signage within the village for evacuation routes
8. Wood Smoke Bylaw
  1. Continue to seek exemption
9. Beach Park renewal completed.
10. Fiscal
  1. List two end of road parcels this year.

Councillor Cunliffe

Hello all,

Top 10, and in no particular order:

CAC/DPA's- Subdivision and Cottage (coach house) applications - including duplexes

Brunswick lease to support relocation of Works Yard

KGWWTP

Climate Action Task Force

EV Charging Station

Wood Stove Metro By-Law

Public Transit Translink

Sea-to-Sky transit

Beach Grant

Brunswick/Oceanview Survey

Jaime



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Direction Request</b>		
<b>Title</b>	<b>MVRD's Proposed Bylaw re. Residential Indoor Wood Burning</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>January 9, 2020</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 14, 2020 Regular Council Meeting</b>		

### **Recommendation:**

THAT Council provide direction with respect to the issue(s) outlined in this report.

### **Attachments:**

- (1) Metro Report on Proposed Bylaw for Residential Indoor Wood Burning for November 15, 2019 Climate Action Committee (CAC) Meeting;
- (2) Notice of Motion for Reconsideration;
- (3) Wood Stove Exchange Program Brochure;
- (4) Councillor Abbott's CAC Delegation Presentation.

### **Key Information:**

At the November 15, 2019 meeting of the Metro Climate Action Committee, the members of that Committee considered the staff report noted above (Attachment 1). A motion was put forward by Mayor McLaughlin to adopt Option 2 from the report, which would effectively exclude Lions Bay from the proposed wood burning bylaw, along with neighbours in adjacent Area A and Bowen Island communities.

That motion failed and a subsequent motion to include Lions Bay passed. The Director for Bowen Island Municipality agreed to put forward a Notice of Motion for Reconsideration of the second vote, as noted in Attachment 2. This can only be done by the Chair, or a director who voted with the majority for or against that resolution, *at the regular meeting...following the original vote.*

It was suggested that the parties may wish to defer it to the following CAC meeting in February along with the substance of the draft bylaw. While this would be preferable to enable further discussion of substantive issues, there does not appear to be provision in the Metro Procedure Bylaw to enable deferring the Motion to the subsequent meeting.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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The points made in the presentation materials from Councillor Abbott (Attachment 4) are effective but do not include an important factor which is also omitted from consideration in the November 15<sup>th</sup> staff report: the capital costs of replacing or retrofitting a non-compliant wood burning appliance are grossly disproportionate to the financial incentives offered through the MVRD Wood Stove Exchange Program, funded by the Province. New CSA or EPA compliant units themselves cost thousands of dollars, but the installation costs in a pre-existing home generally cost many thousands more, resulting in total cost estimates of \$10,000 or more *per appliance* and many homes having multiple fireplaces/wood stoves. The exchange program only provides:

- \$400 for an exchange from an uncertified wood-burning appliance to a pellet stove, electric heat pump, or a natural gas or propane appliance.
- \$250 for an exchange from an uncertified wood-burning appliance to a certified wood-burning appliance or electric insert.
- \$250 for an exchange from an uncertified wood furnace to an EPA or CSA certified wood furnace.

Moreover, there are very few rebate allocations available per year and demand will presumably increase drastically if the proposed bylaw is passed. There does not appear to have been any substantive discussion regarding the costs noted above and the inadequacies of the current program, something that should be addressed before proceeding with a bylaw that may severely impact residents who rely on burning wood as a reasonably economic source of heat in an area of the Sea to Sky airshed which Metro's own Mobile Air Quality Monitoring Unit found to be only negligibly affected by any measurable quantities of particulate matter (PM2.5) emissions from wood smoke.

This is not to say that PM2.5 emissions aren't harmful – they are very harmful and there is a need to engage in a much greater effort to educate residents about such harmful effects. One option would be to lobby Metro to expend greater effort and resources on educating residents on the harmful effects of wood smoke and another would be to enlist their assistance in lobbying FortisBC to extend natural gas services to Lions Bay (see for example: <https://www.fortisbc.com/about-us/board-of-directors>).

Another option would be to include requirements for wood burning appliances in a new Lions Bay Building Bylaw, utilizing the permissible “unrestricted” provisions of the new *Building Act* to implement policies to reduce greenhouse gas emissions consistent with the introduction of measures under the new *Energy Step Code*. This would apply to new buildings and renovations



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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which include wood burning appliances, although the ideal solution would to incentivize builders and residents to choose heating sources other than wood.

The Village of Lions Bay does not presently have the ability to regulate air quality in a manner similar to that possessed by the MVRD; nor would it be feasible for the Village to pursue such regulation. From the perspective of controlling air pollution and greenhouse gas emissions, these factors know no boundaries and it is unreasonable to exempt communities of greater density than Lions Bay (when you include only the land area upon which the populations of Area A and Bowen Island are physically concentrated). Even at approximately 5 dwelling units per hectare, the Village is much closer to the stated densities of the so-called “rural” communities than to the densities of the rest of Metro, which average about 14 dwelling units per hectare.

### **Desired Result:**

- A. Inapplicability of the proposed Metro bylaw in favour of:
  - 1. a more concentrated education and incentives campaign;
  - 2. a campaign to lobby FortisBC to extend their gas line to Lions Bay; and
  - 3. gradual conversion of inefficient wood burning appliances for compliant ones or for non-wood burning appliances through education, incentives & a new Building Bylaw; or
- B. Deferred applicability of the proposed Metro bylaw to provide time to pursue the 3 strategies noted in section A above.

### **Options to Pursue Desired Result:**

- (1) Pursue reconsideration of the CAC vote in order to direct Metro staff to prepare a bylaw for the Board which exempts Lions Bay; or
- (2) Seek an exemption from the proposed bylaw when it eventually goes to the Board; or
- (3) Seek deferred applicability of the proposed bylaw for a period of 7 years (eg: 2032 when the Energy Step Code is scheduled to be fully implemented.); and
- (4) Request resources and assistance from Metro in pursuit of Desired Results A.1, 2 and 3.

**Follow Up Action and Communication:** Per Council direction.

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To: Climate Action Committee

From: Julie Saxton, Air Quality Planner  
Planning and Environment Department

Date: October 23, 2019 Meeting Date: November 15, 2019

Subject: **Proposed Bylaw for Residential Indoor Wood Burning**

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### **RECOMMENDATION**

That the Climate Action Committee direct staff to bring forward for Board consideration a proposed bylaw to manage emissions from residential indoor wood burning that includes the same requirements for all areas within Metro Vancouver designated as urban.

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### **PURPOSE**

To provide an update to the Climate Action Committee on the development of a proposed bylaw to control emissions from residential indoor wood burning, and to seek direction on a request from the Village of Lions Bay for an exemption from the regulatory measures proposed to apply within urban areas in Metro Vancouver, as defined using the Urban Containment Boundary.

### **BACKGROUND**

On July 27, 2018, the Metro Vancouver Regional District (MVRD) Board received a report of the feedback from the second phase of engagement conducted between November 2017 and March 2018 on regulatory proposals to manage residential wood smoke emissions. The MVRD Board passed the following motion:

*That the MVRD Board:*

- a) receive for information the report titled "Results of Consultation on Regulating Indoor Residential Wood Burning Emissions", dated June 8, 2018; and*
- b) direct staff to draft a bylaw to regulate emissions of wood smoke from indoor residential wood burning.*

In June 2019, the Climate Action Committee received a copy of a letter from the Village of Lions Bay addressed to Metro Vancouver, dated May 7, 2019 (Reference 1). The letter outlined a request for an exemption for the Village of Lions Bay from wood burning restrictions that would apply within the Urban Containment Boundary defined in the *Regional Growth Strategy Bylaw No. 1136, 2010*. This report presents information to assist the Climate Action Committee in their consideration of the request from the Village of Lions Bay.

### **IMPACTS OF EMISSIONS FROM INDOOR RESIDENTIAL WOOD BURNING**

Residential indoor wood burning occurs in both rural and urban areas of the region. The regional emissions inventory for 2015 indicated that wood smoke from residential indoor wood burning contributed more than a quarter of the total annual fine particulate matter (PM<sub>2.5</sub>) emissions, making it the most significant source of PM<sub>2.5</sub> emissions in the region. Given the seasonal nature of residential

wood burning activity, it is likely that the contribution is even higher during the cooler seasons. There are no safe levels of PM<sub>2.5</sub> established by health agencies. PM<sub>2.5</sub> is associated with chronic and acute respiratory and cardiac issues, particularly for children, the elderly, and people with lung and heart conditions. In addition, the particulate matter in wood smoke contains black carbon, which is a short-lived climate forcer (a substance that has a shorter atmospheric lifetime than carbon dioxide but has a high global warming potential).

Proximity is a key consideration in residential wood burning emissions. The health risks associated with exposure to wood smoke are greater in more densely populated urban areas in which the smoke from a single chimney can impact more people than in a less densely populated area. A summary of the analysis of the health and economic impacts of residential wood burning in Metro Vancouver was presented to the MVRD Board in January 2017 (Reference 2). The total annual health-related economic benefits of reducing the impacts of PM<sub>2.5</sub> from residential indoor wood burning, including mortality, were estimated to be between \$282 million and \$869 million, depending on the contribution of residential indoor wood burning to ambient PM<sub>2.5</sub> concentrations and the extent of reductions in PM<sub>2.5</sub> emissions.

#### **REDUCING EMISSIONS FROM INDOOR RESIDENTIAL WOOD BURNING**

Metro Vancouver has promoted voluntary ways to reduce emissions from indoor residential wood burning for many years by offering workshops on better burning practices across the region, online resources on Metro Vancouver's website, and a Wood Stove Exchange Program that receives funding from the provincial government.

Staff identified several potential regulatory approaches to further reduce emissions from residential indoor wood burning and sought feedback from potentially affected parties in two periods of public engagement conducted between March 2017 and March 2018. A bylaw development consultation paper (Reference 3) described proposals for more stringent requirements to control emissions in urbanized areas of the region than in rural areas, recognizing the proximity issue described above.

The Urban Containment Boundary was proposed as a means to distinguish urban from rural areas. Outside the Urban Containment Boundary, no restrictions were proposed on the type of appliance that could be used. Within the Urban Containment Boundary, it was proposed that low-emitting wood burning appliances would be exempt from a proposed prohibition on emissions of wood smoke that would apply, except in defined circumstances, as of 2025. Many residents have invested in cleaner, more efficient appliances since they became available in 1988, including more than 500 appliances that have been replaced with a rebate through Metro Vancouver's Wood Stove Exchange Program. A second element of the proposals was a registration system, which would support compliance promotion by quickly differentiating registered low-emitting appliances and practices from unregistered higher-emitting sources and would assist in updating Metro Vancouver's inventory of emissions from wood burning in the region.

Staff consulted on mechanisms to ensure that residents within the Urban Containment Boundary would retain the ability to heat their homes when they have limited options other than using wood and wood pellets. The proposed prohibition on emissions of wood smoke from higher-emitting appliances within the Urban Containment Boundary would not apply in emergencies such as power

outages. Arrangements were also proposed for low-income households and households with no other source of comfort heating.

### **MODIFICATIONS TO REGULATORY PROPOSALS IN RESPONSE TO FEEDBACK**

Staff have been exploring alternatives to address other circumstances identified during engagement and consultation in tandem with achieving the objective of reducing the health and environmental impacts posed by emissions from residential indoor wood burning. The initial proposal was to restrict the use of wood burning appliances during warmer weather, between May 15 and September 15 each year. The modifications to the regulatory proposals would include allowing the use of wood burning appliances between May 15 and September 15 for residents in remote, off-grid locations. The proposed interval between registration updates would be increased to address issues identified during consultation. A plan for outreach to increase residents' awareness of clean burning practices and regulatory requirements would be presented to the MVRD Board along with a proposed bylaw for consideration.

Additional modifications to the regulatory proposals would address some residents' concerns about losing the ability to enjoy the ambiance of an open fire for special occasions due to the proposed emissions control measures. The City of New Westminster wrote to Metro Vancouver during the engagement process, requesting the consideration of allowing the use of low-emission fuels in appliances that would otherwise be prohibited from use. Commercially available manufactured firelogs have a consistent composition and burn more efficiently than cordwood, resulting in significantly reduced emissions of PM<sub>2.5</sub> from fireplaces that would be only slightly higher than the emission levels of certified appliances. Allowing devices that use manufactured firelogs to be eligible for registration could offer residents the opportunity to enjoy the ambiance of an open fire while still protecting human health and the environment.

### **REQUEST FROM THE VILLAGE OF LIONS BAY FOR AN EXEMPTION**

The Village of Lions Bay lies within the Metro Vancouver Urban Containment Boundary, and under the proposed bylaw, residents would be required to register low-emission wood burning appliances. The Village of Lions Bay has requested that Metro Vancouver exempt its residents from these requirements on the same basis as locations outside the Urban Containment Boundary, based on the results of a survey of residents.

Of the 295 responses to the survey, a majority of respondents (89%) supported requesting a special exemption that would align requirements for Lions Bay with areas outside the Urban Containment Boundary. 27% of respondents indicated that they have low-emitting wood burning appliances, which would qualify for registration, with a further 28% of respondents not knowing whether their appliance would be eligible for registration. A few respondents expressed concerns about the negative effects of wood smoke on air quality. Comments from survey respondents reflected many of the issues identified during the public consultation, which would be addressed in a proposed bylaw as described in the previous section.

In light of the request for an exemption, staff have analyzed factors affecting Lions Bay, including local air quality and the potential for residents' exposure to emissions based on population density and proximity of residences to each other.

### **Air Quality in Lions Bay**

Lions Bay is located in Howe Sound so air quality in that community can be influenced by emissions sources and weather conditions in the Howe Sound/Sea-to-Sky airshed more than most other communities in Metro Vancouver. A specialized monitoring study had been conducted using Metro Vancouver's Mobile Air Monitoring Unit stationed near the school in Lions Bay between December 2015 and March 2016 (Reference 4) to assess air quality in the community. The findings of the study indicated that air quality was generally good in Lions Bay and better than air quality measured in other locations in the region during the study. However, local residential wood burning contributed to occasional brief periods of elevated levels of PM<sub>2.5</sub>.

### **Potential for Population Exposure in Lions Bay**

Metro Vancouver assesses population density and dwelling density for the region based on data from Statistics Canada, member jurisdictions, and other regional agencies. Population density and dwelling density data shows that the residences in the Village of Lions Bay are in closer proximity to one another than some communities outside the Urban Containment Boundary, such as Village of Anmore, Village of Belcarra, and Bowen Island Municipality. Statistics Canada defines a non-rural population centre as an area with a population of at least 1000 and a population density of at least 400 persons per square kilometre (4 persons per hectare). The Village of Lions Bay meets these criteria, with a population of 1,334 and a population density of 5.18 persons per hectare, as distinct from Village of Anmore (2,210, 3.88 per hectare), Village of Belcarra (643, 2.17 per hectare) and Bowen Island Municipality (3,680, 0.765 per hectare).

The population density and dwelling density of the Village of Lions Bay is more comparable to parts of the City of Burnaby, City of Surrey and City of Maple Ridge, all of which are within the Urban Containment Boundary. However, the Village of Lions Bay is the only municipality within the Urban Containment Boundary in which this level of population density applies to a municipality in its entirety. In addition, the Village of Lions Bay has more limited access to some types of home heating than many other communities in the region; most notably, there is no natural gas line currently serving the area.

Staff recommend that the same requirements apply to the Village of Lions Bay as to other areas within the Urban Containment Boundary on the basis of comparable levels of population density and dwelling density. Such density would lead to localized exposure to emissions from any higher-emitting wood burning appliances equivalent to neighbourhood impacts observed in other urban areas. Inclusion of a mechanism for residents to register and use low-emission wood burning appliances would create an incentive for households to upgrade any higher-emitting wood burning appliances and reduce emissions. Concerns raised by Lions Bay residents about emergency heating, heating costs, and allowing for the occasional use of fireplaces for ambiance have been addressed through the modifications to the regulatory proposals, which would be brought forward in a proposed bylaw for the MVRD Board's consideration. In particular, concerns about the lack of access to natural gas for comfort heating in Lions Bay would be addressed through exemptions for low-income households and registered households with no other source of comfort heating than a wood-burning appliance, as well as exemptions during emergencies.

## **ALTERNATIVES**

1. That the Climate Action Committee direct staff to bring forward for Board consideration a proposed bylaw to manage emissions from residential indoor wood burning that includes the same requirements for all areas within Metro Vancouver designated as urban.
2. That the Climate Action Committee direct staff to bring forward for Board consideration a proposed bylaw to manage emissions from residential indoor wood burning that includes the same requirements for all areas within Metro Vancouver designated as urban, with an exception for the Village of Lions Bay.
3. That the Climate Action Committee receive the report titled "Geographic Scope of Proposed Bylaw for Residential Indoor Wood Burning", dated October 23, 2019, and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

Under Alternative 1, there is expected to be minimal incremental cost to implement the residential wood burning provisions within a new registration database, to maintain records, and to promote compliance for the number of appliances estimated to be located within the Village of Lions Bay, when compared to Alternative 2.

Therefore, under both Alternative 1 and Alternative 2, resources for the conceptual design of a registration database have been included in the 2020 budget, and the following budget would be requested upon adoption of a proposed bylaw: about \$100,000 for development of a registration database in 2021 and \$80,000 per year for administrative support starting in 2022. Staff resources to support compliance with the registration deadline after 2025 would be proposed as part of long term financial plans, based on the level of response to initial outreach and engagement about the bylaw requirements.

Outreach activities to encourage the use of cleaner burning practices have been conducted throughout the region for many years with provincial and regional funding. Support for enhanced outreach if a proposed bylaw is adopted, including the costs associated with staff resources and educational workshops, has been included in the 2020 budget and in long term financial plans.

## **SUMMARY / CONCLUSION**

The Board Strategic Plan for 2019-2022 identifies a strategic direction to pursue effective actions to reduce pollutants. Metro Vancouver has been seeking to reduce levels of fine particulate matter (PM<sub>2.5</sub>) due to the impacts of this air contaminant on health and the environment. Residential indoor wood burning contributes more than a quarter of the emissions of PM<sub>2.5</sub> and can result in localized elevated concentrations in areas where people live, work and play. A consequence of uncontrolled emissions in populated areas in which residences are in closer proximity to each other is an increased potential for exposure and associated risks to cardiac and respiratory health.

The proposals to manage residential wood smoke emissions that were presented to stakeholders during a two-phase public engagement process in 2017 and 2018 are being refined to address issues identified in the feedback, while protecting people vulnerable to the impacts of PM<sub>2.5</sub> emissions. The

proposed prohibition on emissions of wood smoke from higher-emitting appliances in areas designated as urban, as defined using the Urban Containment Boundary, would not apply in emergencies such as power outages. A proposed bylaw would also allow low-income households and registered households with no other source of comfort heating to use higher-emitting appliances. Regulatory proposals have been modified to also allow the registered use of low-emission manufactured firelogs in appliances that would otherwise greatly exceed emissions criteria. There would be no restrictions on the type of appliances that could be used in areas designated as rural.

The Village of Lions Bay has requested that Metro Vancouver exempt its residents from requirements that would apply within the Urban Containment Boundary. Staff recommend Alternative 1, to direct staff to include the same requirements for all areas designated as urban, in a proposed bylaw to control emissions from residential indoor wood burning, given that the population density and dwelling density in Lions Bay is similar to other communities that are within the Urban Containment Boundary.

### **References**

1. [Climate Action Committee Meeting – June 14, 2019, item 6.2, Correspondence re Exemption from Proposed Wood Burning Restrictions](#)
2. [GVRD Board Meeting – January 27, 2017, item E1.1, Attachment 1, Health and Economic Impacts of Residential Wood Burning in Metro Vancouver](#)
3. [Managing Residential Wood Smoke in Metro Vancouver: Bylaw Development Consultation Paper](#)
4. [Lions Bay Air Quality Monitoring Study](#)

33203698

# NOTICE OF MOTION

TO: Chris Plagnol, Corporate Officer, Metro Vancouver Regional District

TAKE NOTICE THAT I, David Hocking, Director, Bowen Island Municipality, will put forward a motion at the January 17, 2020 meeting of the Climate Action Committee, pursuant to sections 10.2 and 9.1.1(b) of Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014, as amended, to reconsider and vote again on the resolution passed at the November 15, 2019 Climate Action Committee meeting, Item 5.1, which passed by a 7 to 5 margin and which stated as follows:

That the Climate Action Committee direct staff to bring forward for Board consideration a proposed bylaw to manage emissions from residential indoor wood burning that includes the same requirements for all areas within Metro Vancouver designated as urban.

Date: \_\_\_\_\_

\_\_\_\_\_  
Director, David Hocking, Bowen Island Municipality



information

## Burning your wood

- Use clean, seasoned firewood that is split to the right size for your appliance.
- Use small pieces of wood kindling and newspaper to start your fire.
- Burn small, hot, bright fires.
- Open the damp to increase air circulation and improve burning. When you see smoke, it's a sign that your fire needs more air and/or drier wood.
- Do not damp or hold your fire overnight. This creates excessive emissions and promotes the formation of creosote build-up in your chimney.

## DO NOT burn these materials in your residential wood burning appliance:

- Wet wood
- Pressure-treated wood
- Painted wood
- Particle board
- Plywood
- Household rubbish
- Driftwood
- Plastic
- Styrofoam
- Cardboard
- Coal

## Maintaining your wood stove and your home

- Have your wood burning appliance, chimney and vents inspected and cleaned at least once a year by a certified technician.
- Empty ashes from your wood stove and fireplace frequently.
- Install a smoke alarm and a carbon monoxide detector in your home.
- Reduce your heating needs by making your house more energy efficient.

## Participating home heating retailers

A current list of participating retailers can be found by visiting

[www.metrovancover.org](http://www.metrovancover.org)  
(search Wood Stove)

or contact Metro Vancouver Wood Stove Exchange Program Coordinator **Grace Cockle**:

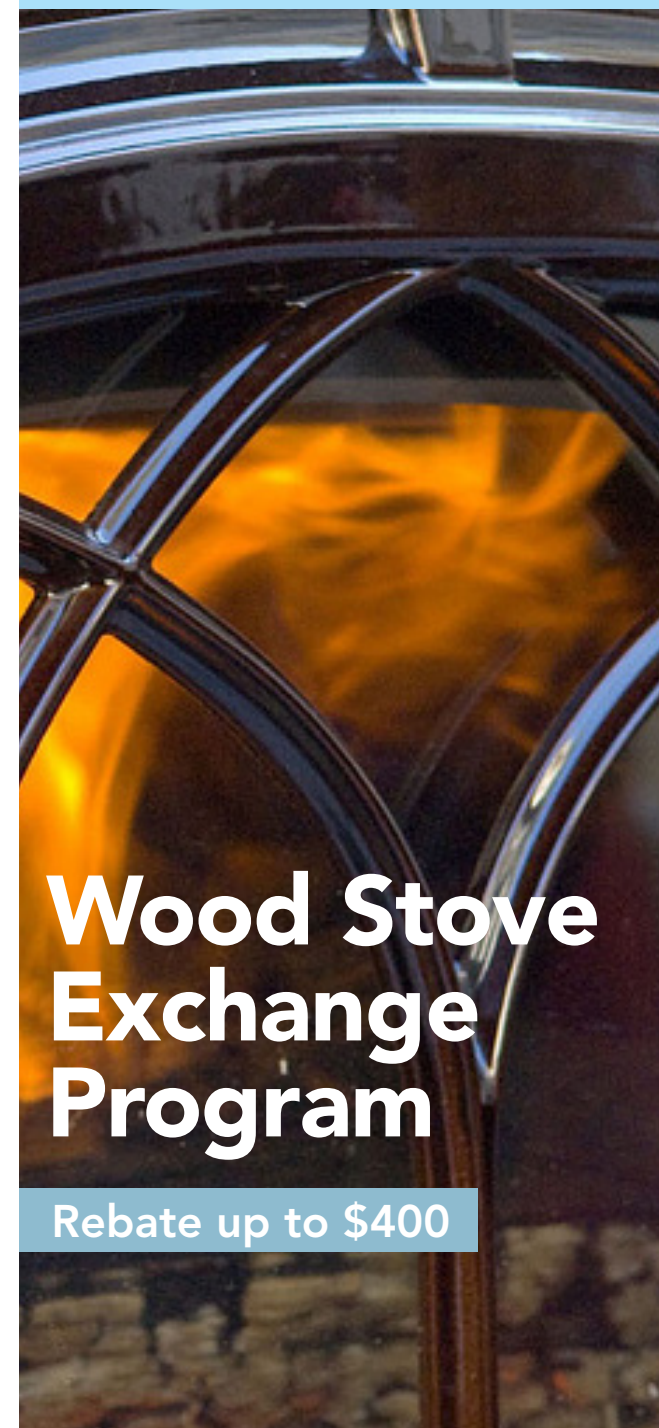
Phone **604-436-6722**

E-mail [woodstoveexchange@metrovancover.org](mailto:woodstoveexchange@metrovancover.org)

THE  LUNG ASSOCIATION™  
British Columbia



**metrovancover**  
SERVICES AND SOLUTIONS FOR A LIVABLE REGION



# Wood Stove Exchange Program

Rebate up to \$400



SERVICES AND SOLUTIONS FOR A LIVABLE REGION



Rebate up to \$400

### Metro Vancouver’s Wood Stove Exchange Program

Metro Vancouver residents can receive a rebate of up to \$400 for trading in their old uncertified wood stove, insert or fireplace for a new low-emission certified wood burning unit, natural gas or propane appliance, or heat pump.

PLEASE NOTE THAT REBATE FUNDING IS LIMITED AND REBATES WILL BE ISSUED TO QUALIFYING RESIDENTS ON A FIRST COME, FIRST SERVED BASIS.



## How To Participate

1

### Find out if you qualify

To find out which appliances can be traded in and which can be purchased as replacements, visit:

[www.metrovancouver.org](http://www.metrovancouver.org)  
(search Wood Stove) or contact Metro Vancouver Wood Stove Exchange Program Coordinator **Grace Cockle**:

Phone 604-436-6722  
E-mail [woodstoveexchange@metrovancouver.org](mailto:woodstoveexchange@metrovancouver.org)

2

### Shop

When you are ready to shop for your new low-emission appliance, visit a participating home heating retailer (see back of brochure) to arrange purchase and obtain a rebate application form.

3

### Disable and recycle your old appliance

Your retailer will help you with the disabling and recycling of your old wood appliance. If preferred, residents can dismantle, disable and recycle their old appliance on their own, however, prior to beginning these steps you must contact the Metro Vancouver coordinator or your retailer for important information on the proper procedure.

4

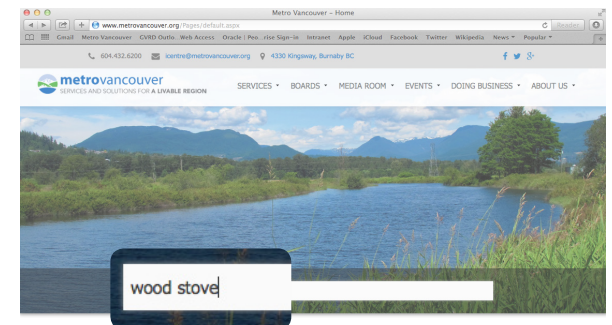
### Install new appliance

Install the new appliance in accordance with current building code regulations. Your retailer can assist you with this process. Also, if you’re installing a wood burning unit, you may want to contact your home insurance provider to find out whether they have any additional installation requirements.

5

### Submit application form and attach all supporting documentation

The retailer will help ensure that your rebate form is fully completed and that all necessary supporting documentation is attached. This information is then forwarded to Metro Vancouver’s program coordinator for processing. Please note that it may take up to 8 weeks, once the completed form has been submitted, before you receive your rebate cheque via Canada Post.



SEARCH WOOD STOVE EXCHANGE ON [WWW.METROVANCOUVER.ORG](http://WWW.METROVANCOUVER.ORG)

Chair Carr & Members of Climate Action Committee.

Re: Item 5.1 on today's agenda and the report by Air Quality Planner, Julie Saxton. You have been offered three recommendations, I am asking you to choose option #2.

2. *That the Climate Action Committee direct staff to bring forward for Board consideration a proposed bylaw to manage emissions from residential indoor wood burning that includes the same requirements for all areas within Metro Vancouver designated as urban, with an exception for the Village of Lions Bay.*

I submitted my delegation request along with a 2 page summary prior to this agenda being available. The staff report that you received mirrors or summarizes much of the information in my delegation submittals so I am going to deviate slightly and focus on three crucial points not explained in staff report.

### #1 Air Quality in Lions Bay

Study by Metro Vancouver's Mobile Air Monitoring Unit in Lions Bay in the winter of 2015/16.

*The findings of the study indicated that air quality was generally good in Lions Bay and better than air quality measured in other locations in the region during the study. However, local residential wood burning contributed to occasional brief periods of elevated levels of PM<sub>2.5</sub>.*

Extract from Lions Bay Air Quality Report  
Executive Summary.

Results indicate that air quality in Lions Bay did not exceed any of Metro Vancouver's air quality objectives during the period of the study and was generally better than air quality measured at other air quality monitoring stations in the region. Sporadic occurrences of elevated levels of fine particulate matter for short periods were recorded.

Conclusions.

Relatively elevated levels of fine particulate matter were measured during the study, although this occurred for short periods (single hours) and infrequently (approximately 1% of the time). Weather conditions during the study period generally represented a range of temperatures and rainfall expected in the winter and consequently the results are considered likely to be generally representative of air quality in Lions Bay normally expected during the winter. Therefore the results of the study suggest that it is unlikely that exceedances of ambient air quality objectives will occur in Lions Bay, particularly in the winter, other than during exceptional events, such as incursions of intense wildfire smoke or in situations when dispersion is sufficiently restricted that air contaminants can build up.

The reason for this bylaw is a concern over air quality in Metro Vancouver but Lions Bay is in a different airshed and does not have an issue in this regard.

Yes there are occasional spikes 1% of the time, but I ask you is it reasonable to write a bylaw for 1% that is to the detriment of the 99%. This bylaw will unduly punish people for something that has a very small chance of occurrence.

## #2 Financial Implications for Residents who are not considered low income.

Report bottom of page 2 & top of page 3. Implies that provisions have been made that cover the concerns of Lions Bay residents.

*Arrangements were also proposed for low-income households and households with no other source of comfort heating.*

What is not explained is how low income will be calculated and what it would mean for the residents of Lions Bay.

Stats Canada peg low income as \$25,000 and state that in Lions Bay 7.5% of residents are in this bracket. Metro, for housing assessment, defines low income as 80% or less of the regional medium household income (RMHI), which would be around \$50,000. This is going to provide relief for very few and financial hardship is a reality many would face if they could not heat with wood.

Consider a typical young family that live in Lions Bay because they cannot afford other parts of the Northshore. Even if they earned Lions Bay's medium income or twice as much as what Metro are suggesting for low income say \$100,000, a winter heating bill based on BC Hydro tier 2 rates would be unaffordable. It cost a typically family at least \$500/month more to heat with Hydro alone than if they could supplement with wood. Factor in the costs of rentals in Lions Bay which start around \$2,500, a mortgage would cost significantly more, add in day care travel expenses, etc and the necessity for another source of heating in areas without natural gas is obvious.

## #3 Lions Bay's response to climate initiatives in perspective.

Lions bay residents are typically very receptive to green or environmental initiatives. We are proud that we have the highest ratio of recycling in all of Metro. This is not a community that would easily make a decision that would go against environmental stewardship.

You would notice from the survey responses many residents have already willingly replaced older heating devices with modern high efficiency ones. We intend to revise building permit regulations such that they comply with the proposed new regulations resulting in achievement of the stated goal over time.

What we are actually asking for? It is not so much that we wish to be exempt but rather that you recognize the drivers are different for us and we be given the opportunity through a grandfathering process to achieve compliance over a longer time period. The only practical way to achieve this is for Lions Bay to be excluded along with the Municipalities outside the UCB.

Minutes of the Tree Committee meeting

January 9<sup>th</sup>, 2020

On-site @ 385 Oceanview Road - #98

In attendance; Chair, Simon Waterson, Mike Jury and Jay Barber

1. The meeting was called to order at 09:37 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Charlie Bradbury, Simon Hardy and Bruce Kennedy.
5. The minutes from the previous meeting on October 30<sup>th</sup>, 2019 were approved unanimously.
6. Old Business; None.
7. New Business

Tree Application #98 – 385 Oceanview Road - moved by Simon Waterson; Seconded by Jay Barber, that:

- a) *As requested, the applicant is permitted to trim and level off the four (4) Firs mentioned in the application. The trim line should be no further than the second wire down, the top wire being number one. The applicant must clean up and remove all associated debris.*
- b) *The dogwood mentioned in the application should be removed. Topping is not permitted. The applicant must clean up and remove all associated debris.*

The general feeling was that all parties present, were uncomfortable with the trees being removed because of privacy. Bruce Kennedy who was in attendance, was against any further trimming or cutting, as was Cheryl McKelvie, who was not in attendance. The Dudleys and the McLaughlins, who were not in attendance, had no objection.

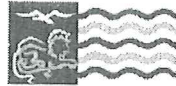
Therefore, to satisfy the applicant's desire to preserve some of the view that existed when she purchased the property, the above was seen by the tree committee as a fair compromise.

Because the Fir trimming is viewed as maintenance, the applicant should be allowed to trim, no lower than the second line, at any time, providing that they notify the Lions Bay village office in advance.

8. Adjournment; - The meeting adjourned at 10:12 am.

Simon Waterson

Recorder



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Schedule "A"

Tree Cutting Application Form



All fields must be completed

Applicant's Full Name: CHARLIE BRADBURY	
Address: 385 OCEANVIEW ROAD	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: SILVERBACK TREEWORKS	
Phone: 604 312 7399	Email: INFO@SILVERBACKTREEWORKS.COM

<b>Office Use Only</b>	<b>Tree Application Number:</b> #98
Received by: <i>Shawna Driscoll</i>	Date: <i>Oct 3, 2019</i>
Amount Paid: <i>475-</i>	Cash or Cheque: <i>CHK #415</i>
Application Complete? (Y/N) <i>NO</i>	If no, reason: <i>can't assess lots to 370, 395 + 375 Oceanview Rd 5 Oct 9/19</i>
Date referred to Public Works: <i>CSR NOV 12/19</i>	Date returned by Public Works: <i>DEC 10/19</i> (See attached comments)
Date Application to Tree Ctte:	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	
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:

*CAO  
DEC 10/19  
REC - DEC 20/19  
NO COMMENTS*

*NOV 20/19  
email Charlie*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>Species/Description of Tree(s):                  4 X FIRS APPROX. 35FT IN HEIGHT                  1 X DOGWOOD APPROX. 30FT IN HEIGHT</p>
<p>Location of Tree(s):                  AT 385 OCEANVIEW ROAD, AT THE VERY BOTTOM OF THE DRIVEWAY ON THE RIGHT HAND SIDE WHEN VIEWED FROM THE ROAD.</p>

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

<p>Reason for Removal:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)</li> <li><input checked="" type="checkbox"/> Dead, dying or diseased</li> <li><input type="checkbox"/> Unattractive</li> <li><input type="checkbox"/> Blocking sunlight</li> <li><input type="checkbox"/> Attracting wildlife</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)</li> <li><input type="checkbox"/> Leaves causing problems</li> <li><input type="checkbox"/> Blocking site access</li> <li><input type="checkbox"/> Affecting house value</li> <li><input checked="" type="checkbox"/> Hazardous</li> <li><input checked="" type="checkbox"/> Interfering with view</li> </ul>
<p>Please provide additional comments which may be useful:</p> <p>1) The Firs.                  We wish to prune/top to restore the view whilst maintaining the privacy of the neighbours diagonally opposite, John and Rose Dudley, and it is for this reason that we do not want them removed entirely. They will still offer privacy and wildlife habitat, and any new planting will take many years to reach this level of maturity, and (in my experience) introduced nursery trees need plenty of root space which is difficult to achieve in this rocky terrain, with plenty of nurturing and steady levels of moisture during the summer.                  The amount to be removed should be about 8-10ft to the red line on the attached image.</p>	
<p>Replanting Plan, if any (please include anticipated timeframe for completion):</p> <p>2) The Dogwood.                  This tree seems distressed, it's full of holes with growths at many branch junctions. During heavy snowfalls the crowns have fallen so there are many forming which represent a hazard. This tree doesn't appear to be a fair example of the species and feel it offers little in the way of aesthetic, wildlife habitat or privacy for neighbours or I. I would therefore like this tree removed with no plans for replacement for two reasons:-</p> <ul style="list-style-type: none"> <li>a) Few plants would thrive in this location due to the lack of sunlight.</li> <li>b) New planting will hinder visibility whilst exiting the driveway.</li> </ul>	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B+W B+W (I DON'T HAVE A COLOUR PRINTER - SORRY)

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.

CHARLIE BRADBURY

[Redacted Signature]

20-SEPT-2019

Name of Applicant (Please Print)

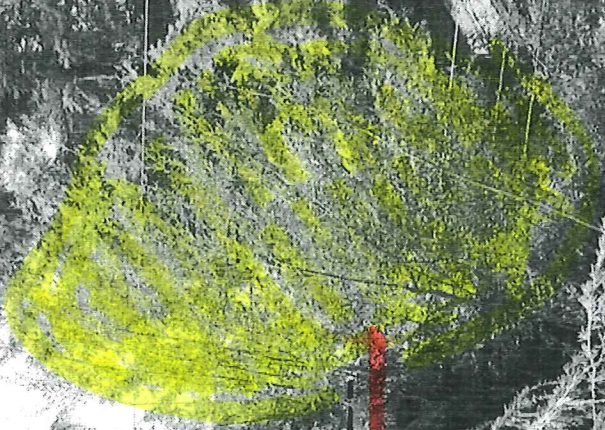
Signature

Date Signed

TREE TO BE REMOVED

--- J+R DUPLEY ROOFLINE -

— PROPOSED CUT LINE





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Form letter for canvassing Affected Property Owners (print as many copies as may be necessary)

Date: 20-SEPT-2019

Affected Property Owner's Name: CHARLIE BRADBURY

Address: 385 OCEANVIEW ROAD

Email Address: [REDACTED]

Phone Number(s): [REDACTED]

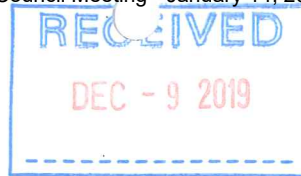
Dear HOME OWNER:

**Re: Tree Cutting Application**

I intend to make an application for a permit to remove trees on municipal property and, as part of the application process, I am required to notify Affected Property Owners. The specifics of the application are as follows:

Location:	AT 385 OCEANVIEW ROAD, AT THE VERY BOTTOM OF THE DRIVEWAY ON THE RIGHT HAND SIDE WHEN VIEWED FROM THE ROAD.
Type(s) of Tree(s):	4 X FIRS APPROX. 35FT IN HEIGHT 1 X DOGWOOD APPROX. 30FT IN HEIGHT
Description of Work:	1) The Firs. We wish to prune/top to restore the view whilst maintaining the privacy of the neighbours diagonally opposite, and it is for this reason that we do not want them removed entirely. They will still offer privacy and wildlife habitat, and any new planting will take years to reach this level of maturity, and (in my experience) introduced nursery trees need plenty of root space which is difficult to achieve in this rocky terrain and steady levels of moisture during the summer. The amount to be removed should be about 8-10ft to the red line on the attached image.
Replanting Plan:	2) The Dogwood. This tree seems distressed, it's full of holes with growths at many branch junctions. During heavy snowfalls the crowns have fallen so there are many forming which represent a hazard. This tree doesn't appear to be a fair example of the species and feel it offers little in the way of aesthetic, wildlife habitat or privacy for neighbours or I. I would therefore like this tree removed with no plans for replacement for 2 reasons: a) Few plants would thrive in this location due to the lack of sunlight. b) New planting will hinder visibility whilst exiting the driveway





**Public Works Tree Cutting Referral Comments**

Tree Cutting Application Number: # 98
Name of Applicant: CHARLIE BRADBURY
Address of Applicant: 385 OCEANVIEW RD.
Location of Tree(s): BETWEEN THE STREET AND PROPERTYLINE
Clearly on Municipal Land: (Y/N) YES (If no, survey required at applicant's cost)
Location in Relation to Municipal Infrastructure (Present & Future):
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.):
Slope Stability Considerations: NO
Replanting Required (Y/N and recommendations, if any): NO
Other Considerations / Comments: *REMOVE THE DECIDUOUS TREE *EITHER REMOVE THE CONIFER TREES SOUTH OF YOUR DRIVEWAY / OR REMOVE SOME OF THEM. *WE NO LONGER ALLOW TREE TOPPING, IT CAUSES STRESS AND DISEASE TO TREES.
Attachments (Y/N and Description):



Royal Gendarmerie  
Canadian royale  
Mounted du  
Police 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

2020-01-06

To Whom it May Concern,

**Lions Bay Activity Report**

**Report period: November and December 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 16  
Impaired Driving Investigations x 1  
Collision - Damage Over / Under \$10000 / Non-fatal / Fatal x 0  
Prevention of Collision (debris, stalled vehicles, animals, pedestrians on shoulder) x 4  
Parking Violations x 0  
Other remaining call types x 3

**24 Calls for Service**

**Lions Bay Village:**

Cause Disturbance / Breach of Peace x 1  
911 - False / Abandoned x 0  
False Alarms x 5  
Stranded Person - location known x 0  
Theft of Vehicle / Theft from Motor Vehicle x 0  
Theft Under / Over \$5000 x 1  
Break and Enter Residence / Business x 1  
Mischief x 1  
Bylaw x 1  
Other Investigations x 14

**24 Calls for Service**

**Total = 48**

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

Intentionally Blank

## VILLAGE OF LIONS BAY

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### Incoming Correspondence - January 14, 2020

*General Correspondence:*

G1: BC Natural Resources Forum (Page 1)

G2: \$10 a Day Child Care Plan (Page 2) *see PDF attachment on digital version*

G3: North Shore Congress (Page 3)

G4: Lower Mainland Call for Resolutions and Nominations (Page 6)

G5: Howe Sound Community Forum (Page 13)

G6: BC Hydro Community Relations Annual Report 2019 (Page 17) *see PDF attachment on digital version*

G7: 2019 Survey of Licensed Child Care Spaces and Policies (Page 18)

*Resident Correspondence:*

R1: Trevor Luciuk - Wood Burning - Response from Cllr. Abbott (Page 23)





3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

December 18, 2019

Honourable Katrine Conroy  
Minister of Children & Family Development  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

Honourable Katrina Chen  
Minister of State for Childcare  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

**RE: \$10 a Day Child Care Plan**

Dear Ministers,

Childcare in the Alberni-Clayoquot Regional District (ACRD) is a top concern for young families. This influences the recruitment and retention of young families in our community and our overall economic prosperity. While increasing the number of affordable childcare spaces is a need, we must also support the development of safe, nurturing environments and the early year's profession, which employs numerous individuals in our region.

This was highlighted at the regular ACRD Board of Directors meeting of November 27, 2019 where the following resolution was adopted:

*"THAT the Alberni-Clayoquot Regional District Board of Directors write the provincial government and request they expedite the \$10aDay Child Care Plan implementation universally and play an active role in advocating for provincial level changes and cc all local governments."*

Results of the 2019 ACRD Child Care Needs Assessment (attached) validate the economic and social toll of the current childcare system. This necessitates significant investment and focused activities to both increase the number of quality childcare spaces available to families and to strengthen the childcare sector to champion these changes. The return on investment for communities is significant; not only will parents be able to return to work, but also the resilience of children will increase through quality early care and education, with the ultimate outcome being healthier, more productive citizens, and stronger social and economic sustainability.

Your consideration of our request is greatly appreciated.

Sincerely,

John Jack,  
Chairperson

cc. local governments

[Click for \\$10 a Day Child Care Plan](#)

**From:** [Lions Bay Reception](#)  
**To:** [Lions Bay Reception](#)  
**Subject:** FW: Invitation - NS Congress April 15, 2020  
**Date:** Friday, January 10, 2020 11:21:28 AM  
**Attachments:** [Invite - NS Congress for April 15, 2020.pdf](#)  
[NS Congress Terms of Reference Updated 2019.pdf](#)

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**From:** Dolling, Roya [NS] <[Roya.Dolling@vch.ca](mailto:Roya.Dolling@vch.ca)>  
**Sent:** Friday, December 20, 2019 11:58 AM  
**Subject:** Invitation - NS Congress April 15, 2020

*On behalf of Dr. Lysyshyn, Medical Health Officer*

Dear Colleagues,

On behalf of the Mayors of the City of North Vancouver, District of North Vancouver and District of West Vancouver, I am pleased to invite you to the next meeting of the North Shore Congress on **April 15, 2020** at the Atrium/Community Room, North Vancouver City Hall, 141 West 14th Street, North Vancouver from 5:00 p.m. to 8:00 p.m. An agenda will be forwarded soon.

We will have a presentation by Diane Kalen-Sukra, author of “Save Your City: How Toxic Culture Kills Community & What to Do About It”, published by Municipal World, 2019.

The purpose of the Congress is to bring together key North Shore decision-makers from each of the jurisdictions (Mayors, Councillors, School Trustees, MPs, MLAs, First Nations Chiefs and Councils, and Vancouver Coastal Health) to discuss issues of significance in the areas of health, social well-being, vitality and sustainability to our North Shore community. These issues are not specific to any one jurisdiction and so their solution demands broad understanding and collaborative action of decision-makers at all levels.

We look forward to your participation at this meeting and the ongoing enhancement of the well-being of the North Shore community.

Sincerely,

Mark Lysyshyn MD MPH FRCPC  
Medical Health Officer  
Vancouver Coastal Health  
5th Floor 132 West Esplanade  
North Vancouver BC V7M 1A2  
Tel: 604-983-6701 Fax: 604-983-6839



December 19, 2019

Dear Colleague,

As Mayors of the three North Shore municipalities, we are pleased to invite you to the following meeting:

**North Shore Congress**  
**Wednesday April 15, 2020**  
**Meeting 5:00 pm - 8:00 pm**  
**Location:**  
**Atrium/Community Room, North Vancouver City Hall**  
**141 West 14th Street**  
**North Vancouver, BC V7M 1H9**

*Light dinner will be served from 5:00 to 6:00 pm*  
*Meeting commences promptly at 6:00 pm*

We will have a presentation by Diane Kalen-Sukra, author of "Save Your City: How Toxic Culture Kills Community & What to Do About It".

As a reminder, the purpose of the Congress is to bring together key North Shore decision-makers from each of the jurisdictions (Mayors, Councillors, School Trustees, MPs, MLAs, First Nations Chiefs and Councils, and Vancouver Coastal Health) to discuss issues of significance in the areas of health, social well-being, vitality and the sustainability of our North Shore community. These issues are not specific to any one jurisdiction and so their solution demands broad understanding and collaborative action of decision-makers at all levels.

Please confirm your attendance by RSVP to **Roya Dolling** at [roya.dolling@vch.ca](mailto:roya.dolling@vch.ca) or **by phone at 604-983-6701** by **March 31, 2020**. Please provide any dietary restrictions.

Sincerely,

Handwritten signature of Linda C. Buchanan.

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Linda Buchanan  
Mayor  
City of North Vancouver

Handwritten signature of Mike Little.

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Mike Little  
Mayor  
District of North Vancouver

Handwritten signature of Mary-Ann Booth.

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Mary-Ann Booth  
Mayor  
District of West Vancouver

# North Shore Congress

## Terms of Reference

### Description

The North Shore Congress is a forum of elected and appointed North Shore public officials including local Governments, School Districts, First Nations, Health Authority, Members of the Legislative Assembly and Members of Parliament.

### Objective

1. To provide a forum for discussion and co-operative action on the multi jurisdictional issues that influence the health, social well being and sustainability of our citizens and communities.
2. To establish an opportunity for diverse public organizations to explore opportunities to improve our community, modeled upon the principles of sustainable communities.
3. To provide a networking opportunity for participants.

### Membership

All elected or appointed officials from:

- City of North Vancouver
- District of North Vancouver
- District of West Vancouver
- Bowen Island Municipality
- Lions Bay Municipality
- School District 44 – North Vancouver
- School District 45 – West Vancouver
- Chief and Council of Squamish Nation
- Chief and Council of Tsleil-Waututh
- Vancouver Coastal Health Board
- North Shore Members of the Legislative Assembly
- North Shore Members of Parliament

And

- The Senior administrator from each jurisdiction
- A senior administrator from Capilano University
- Chief of Police from West Vancouver Police Department
- Superintendent of The RCMP – North Vancouver Detachment

### Chair & Facilitation

The chair for the Congress meetings will rotate, though successive meetings, amongst the Mayors of the City of North Vancouver, District of North Vancouver and District of West Vancouver. The host mayor will provide the venue. North Shore Medical Health Officer will facilitate.

### Meetings

Once per year – Spring

### Support

Staff support will be provided by the Director of Planning for each of the three North Shore municipalities and the Medical Health Officer, Vancouver Coastal Health.



# LOWER MAINLAND

## LOCAL GOVERNMENT ASSOCIATION

**TO: Mayor/Chair; Council/Board**

**FROM: Councillor Jason Lum, Lower Mainland LGA Past President**

**DATE: January 6, 2020**

**RE: 2020 CALL FOR NOMINATIONS FOR LOWER MAINLAND LGA EXECUTIVE**

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**Please include the following information on your next meeting agenda.**

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 12, 2020**. The Lower Mainland LGA Conference and AGM will be held from May 6-8, 2020 in Whistler.

The Lower Mainland LGA is the collective voice for local government in the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

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### **1. POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

### **2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of a Lower Mainland LGA member. The candidate must be nominated by two elected officials of a Lower Mainland LGA local government member.

Background information regarding the primary responsibilities and commitments of a Lower Mainland LGA Executive member is available upon request.

A nomination and consent form are attached and should be used for all nominations.

The Chair of the 2020 Nominating Committee is Councillor Jason Lum, Lower Mainland LGA Past President.

### **3. NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed via email before the conference and on-site at the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, the Lower Mainland LGA reserves the right not to include them in the newsletter.

**To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:**

**[sstory@lmlga.ca](mailto:sstory@lmlga.ca)**

**With subject line: Lower Mainland LGA Nomination Package – “applicant name”  
Deadline: March 12, 2020**

### **4. FINAL COMMENTS**

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

### **5. FURTHER INFORMATION**

All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA  
at [sstory@lmlga.ca](mailto:sstory@lmlga.ca)  
PO Box 729  
Pemberton, BC V0N 2L0  
604 698-5753

## NOMINATIONS FOR THE 2020 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name of nominee: \_\_\_\_\_

Local government position (Mayor/Councillor/Director): \_\_\_\_\_

Local government represented: \_\_\_\_\_

Lower Mainland LGA Executive office nominated for: \_\_\_\_\_

Printed Name  
of nominator: \_\_\_\_\_

Printed Name  
of nominator: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Local Gov't: \_\_\_\_\_

Local Gov't: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>CONSENT FORM</b>
---------------------

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the Lower Mainland LGA Constitution<sup>2</sup>. I also agree to provide the following information to the Executive Director by March 12, 2020:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: \_\_\_\_\_

Running for (position): \_\_\_\_\_

Local Government: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: [ssstory@lmlga.ca](mailto:ssstory@lmlga.ca)  
c/o Lower Mainland LGA, PO Box 729, Pemberton, BC V0N 2L0**



# LOWER MAINLAND

## LOCAL GOVERNMENT ASSOCIATION

**TO: Mayor/Chair; Council/Board**

**FROM: Mayor Jack Crompton, Lower Mainland LGA President**

**DATE: January 6, 2020** (4 pages total)

**RE: 2020 CALL FOR RESOLUTIONS - ANNUAL GENERAL MEETING**

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**Please include the following information on your next meeting agenda.**

This circular is a notice of the Lower Mainland LGA Call for Resolutions.

The Lower Mainland LGA Convention and AGM will be held from May 6-8, 2020 in Whistler and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Thursday, March 5, 2020**.

We encourage Lower Mainland LGA members to submit their resolutions to the Lower Mainland LGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. Lower Mainland LGA endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the Lower Mainland LGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

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### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the LMLGA office by: **THURSDAY, MARCH 5, 2020**

### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the Lower Mainland LGA for consideration shall be submitted as follows:

- one copy of the resolution via email to the Lower Mainland LGA Executive Director Shannon Story at [sstory@lmlga.ca](mailto:sstory@lmlga.ca) with subject header "Resolution-title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses; and
- background documentation must accompany each resolution submitted, and should be labeled "Background-Name of Resolution".

*You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Shannon Story at 604-698-5753*

Sponsors should be prepared to introduce their resolutions on the Convention floor.

### **LATE RESOLUTIONS**

1. Resolutions submitted following the expiry of the regular deadline (March 5) shall be considered "Late Resolutions" and must comply with all other submission requirements. Please provide a copy of the late resolution as soon as possible to Shannon Story, Executive Director at [sstory@lmlga.ca](mailto:sstory@lmlga.ca)
2. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
3. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
4. Late resolutions cannot amend the constitution or bylaws of the Lower Mainland LGA.
5. Late resolutions must receive the approval of 2/3 of Voting Members in attendance at the annual general meeting to be considered.

#### **SUBMIT RESOLUTIONS TO:**

**Lower Mainland LGA  
Attention: Shannon Story  
PO Box 729  
Pemberton, BC, V0N 2L0  
Email: [sstory@lmlga.ca](mailto:sstory@lmlga.ca)  
Phone: (604) 698-5753**

### **THE RESOLUTIONS PROCESS**

1. Members submit their resolutions to Lower Mainland LGA for debate.
2. The Lower Mainland LGA submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

### **GUIDELINES FOR PREPARING RESOLUTIONS**

#### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?

- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by the Lower Mainland LGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

#### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

#### **3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

#### **4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

**6. Focus on issues that are relevant to all Lower Mainland members.**

The issue identified in the resolution should be relevant to other local governments in the Lower Mainland LGA. This will support proper debate on the issue and assist Lower Mainland LGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

**7. Avoid repeat resolutions.**

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the “Resolutions and Policy” tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

**8. Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to Lower Mainland LGA/UBCM is followed.**

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Local Government Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.

If you have any questions, please contact Shannon Story by email at [sstory@lmlga.ca](mailto:sstory@lmlga.ca) or by calling (604) 698-5753.

**From:** [Ruth Simons](#)  
**To:** [Jaime Cunliffe](#); [Ron McLaughlin](#); [Lions Bay Reception](#); [Peter DeJong](#)  
**Subject:** News and updates from the Howe Sound Community Forum  
**Date:** Friday, January 10, 2020 10:34:01 AM  
**Attachments:** [HSCF Oct. 25th Climate Emergency break out session summary.pdf](#)  
[The View - Newsletter for HSCF - January 2020.pdf](#)

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Dear Forum members and participants,

Please see the attached for important news and information following the October 2019 Howe Sound Community Forum.

In the newsletter is information on the next Forum, Sea to Sky Air Quality, Ocean Watch Task Force, Biosphere Nomination, Vessels of Concern Workshop and more.

Thank you

**Ruth Simons, Lead, Howe Sound Biosphere Region Initiative 604 921-6564 778 834-4292**

**Assisting:**

**Howe Sound Community Forum** *Established in 2002*

*To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.*

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District -Squamish Lillooet Regional District



## Leading in a Climate Emergency – Break Out Session Summary HOWE SOUND COMMUNITY FORUM October 25, 2019

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### **HSCF Communities that have passed Climate Emergency Declarations - Current to January 2019**

- District of Squamish
- District of West Vancouver
- Bowen Island Municipality
- Islands Trust
- Squamish Lillooet Regional District
- Metro Vancouver Area A
- Sunshine Coast Regional District and Town of Gibsons (urged Province to declare a Climate Emergency)

**Key Themes.** This synthesis presents key themes surfaced in the Break-out discussion. Detailed table notes/transcriptions are available upon request.

### **What meaningful actions and bold moves is your community taking to address the climate emergency?**

- Integration of climate declarations in strategic plans, budgeting; redirecting resources, creation of climate leadership teams (internal, external with community), zero waste teams and working groups, shifting policies and operations (procurement policies, remote meetings to reduce carbon footprint)
- Energy and Emissions Planning – inventories and target setting, refining plans, increasing collaboration and sharing at regional level
- Transportation planning – advancing regional transit, free transit under 18, electrification of fleets (EV, e-bikes)
- Green Building – step code implementation and advancing targets
- Ecosystem Based Management and Protection – watershed and ecosystem protection strategies, foreshore protection areas, conservancies and land trusts, community forests, evaluating forest/canopy health, living dikes
- Asset Management (Natural Capital) – developing and implementing NC accounting frameworks (Gibsons, West Vancouver). [Learn more here.](#)
- Accelerating climate adaptation and emergency management planning (flood hazard management plans, wildfire risk reduction measures and development permit areas, financing sea level rise measures.

### **How are engaging on, operationalizing and prioritizing climate action plans?**

- Campaigns, community engagement and education to shift norms, choices; youth initiatives
- Integrating internal and community environmental and climate advisories and working groups
- Incentives – zero emissions, from gas to electric heating systems, taxation, pay parking and transit investments
- Monitoring and research – base line community-wide data, report cards, natural asset inventories, studies and plans (ground water protection, forest management, harbour plans)
- Decision support – climate considerations in all reports, impact assessments and accounting
- Growth management – focused growth areas, limiting footprints and sprawl,

### **How can we support each other? What is the role of the HSCF in this work?**

- Regional level climate planning and coordination; considering ‘transboundary’ issues, priorities and solutions/actions amongst Howe Sound communities
- Leadership – commitment to stepping up together; building increasing advocacy/collective voice and lobby (climate accountability,
- Build shared knowledge base, data pooling, resources and best practices; tracking actions and improvements, + dialogue opportunities for learning and networking (staff, elected officials)
- Improve coordination, joint funding, opportunities through procurement (equipment, renewable energy).





January 2019

**Save the Date for the Spring 2020 Forum! – April 24<sup>th</sup>** – hosted by the Resort Municipality of Whistler in the Longhouse at the [Squamish Lil'wat Cultural Centre](#). [Details here.](#)

**Climate Emergency – two pages of bold ideas and actions** local governments are taking to address climate change shared at the October 25<sup>th</sup> roundtable discussions on Climate Emergency can be found [on this page.](#)

**Vessels of Concern and Marine Debris Workshop** - February 28<sup>th</sup>. This is a strategic action item of the Ocean Watch Task Force. [Read more here.](#)

**Ocean Watch Task Force** – next steps on structure and governance conference call was held November 29<sup>th</sup>, workshop date on task force governance TBD. Past notes and reports [can be found here](#)

**Sea to Sky Air Quality** – Following discussions with Fraser Basin Council a roundtable on the state of the Howe Sound sea to sky airshed is being planned, date TBD.

**Atl'ka7tsem/Howe Sound UNESCO Biosphere Reserve** nomination is now under review by the Canadian Commission for UNESCO in Ottawa. [Learn more here.](#)

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Photo of Anvil Island in Atl'ka7tsem – Howe Sound by Ruth Simons

How to pronounce Atl'ka7tsem? You can find an audio [clip on this page](#) of Chief Ian Campbell recorded by Bob Turner in 2015.



[howesoundbri@gmail.com](mailto:howesoundbri@gmail.com)

**From:** [Lions Bay Reception](#)  
**To:** [Lions Bay Reception](#)  
**Subject:** FW: BC Hydro Community Relations Annual Report - Lower Mainland - 2019  
**Date:** Friday, January 10, 2020 11:33:06 AM  
**Attachments:** [image001.png](#)  
[2019 Annual Report - BC Hydro Community Relations - Lower Mainland.pdf](#)

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**From:** Muir, Jerry <[Jerry.Muir@bchydro.com](mailto:Jerry.Muir@bchydro.com)>  
**Sent:** Friday, December 27, 2019 9:48 AM  
**To:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>  
**Cc:** Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>; Higginbottom, Steve <[Steve.Higginbottom@bchydro.com](mailto:Steve.Higginbottom@bchydro.com)>; Locicero, Sabrina <[Sabrina.Locicero@bchydro.com](mailto:Sabrina.Locicero@bchydro.com)>  
**Subject:** BC Hydro Community Relations Annual Report - Lower Mainland - 2019

Dear Mayor McLaughlin and Council:

On behalf of BC Hydro I'm pleased to provide you with a copy of our 2019 Community Relations Annual Report for the Lower Mainland. The report provides information regarding BC Hydro's operations and activities across the region.

Please feel free to pass this along to others who may be interested.

Regards,



Jerry Muir

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**Jerry Muir**

Community Relations Manager, Lower Mainland  
BC Hydro  
Office: 604.623.3986  
Fax: 604.623.3937  
Email: [Jerry.Muir@bchydro.com](mailto:Jerry.Muir@bchydro.com)

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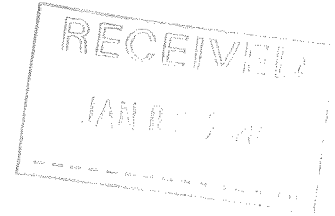
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Office of the Commissioner/Chief Administrative Officer  
Tel. 604 432-6210 Fax 604 451-6614

File: CR-12-01  
Ref: RD 2019 Nov 29

DEC 23 2019

Peter DeJong, Chief Administrative Officer  
Village of Lions Bay  
400 Centre Road  
P.O. Box 141  
Lions Bay, BC V0N 2E0



Dear Mr. DeJong:

**Re: 2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver**

*Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, encourages member jurisdictions to “develop healthy and complete communities with access to a range of services and amenities” (Strategy 4.2). In addition to being a key component of healthy and complete communities, child care supports economic development for both families and communities.

To support its member jurisdictions, Metro Vancouver compiled a current inventory of licensed child care spaces and a survey of child care policies and regulations in communities across the region. The *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* found that Metro Vancouver has on average 18.6 childcare spaces per 100 children aged 12 and under (up from 18.5 in 2015 and 16 in 2011). It also found that communities are taking a variety of actions to support the creation of new child care spaces including developing child care strategies, providing grants, providing local government building space, or identifying child care facilities as a community amenity in the development approvals process.

At its November 29, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) received the report and adopted the following resolution:

*That the MVRD Board:*


- a) receive for information the report dated October 17, 2019, titled “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver”; and*
- b) direct staff to forward the “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” and its attachment to member jurisdictions for information.*

Please find enclosed a copy of the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* for your reference. We hope this report supports your community’s efforts to grow the number of child care spaces and build healthy, family-friendly, and complete communities.

33891114

If you have questions about this report please contact Erin Rennie, Senior Planner, Regional Planning and Housing Services, by telephone at 778-452-2690 or by email at [Erin.Rennie@metrovancover.org](mailto:Erin.Rennie@metrovancover.org).

Yours sincerely,



Jerry W. Dobrowolny, P.Eng., MBA  
Commissioner/Chief Administrative Officer

JWD/HM/er

Encl: Report dated October 17, 2019, titled "2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" (Doc# 32736142)

33891114

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To: Regional Planning Committee

From: Erin Rennie, Senior Planner, Regional Planning

Date: October 17, 2019 Meeting Date: November 8, 2019

Subject: **2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver**

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**RECOMMENDATION**

That the MVRD Board:

- a) receive for information the report dated October 17, 2019, titled "2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"; and
  - b) direct staff to forward the "2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" and its attachment to member jurisdictions for information.
- 

**PURPOSE**

To convey the attached report titled "2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" to the Regional Planning Committee and MVRD Board.

**BACKGROUND**

The first survey of child care spaces and policies in Metro Vancouver was prepared by Metro Vancouver in 2011 and an update was released in 2015 (References 1 and 2). In 2019, the survey was updated and expanded to include additional information. This report conveys the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* (the *2019 Survey*) to the Committee and Board (see Attachment). The preparation of the updated report advances Regional Planning's mandate to provide information and research to support member jurisdictions in the creation of complete communities, Goal 4 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, and is intended to provide a resource for members and other interested stakeholders.

**CHILD CARE AND COMPLETE COMMUNITIES**

*Metro 2040* encourages member jurisdictions to "Focus growth in Urban Centres and Frequent Transit Development Areas" (Strategy 1.2) and to "Develop healthy and complete communities with access to a range of services and amenities" (Strategy 4.2). In addition to being a key component of healthy and complete communities, child care also supports economic development for both individual families and communities. Locating child care spaces in Urban Centres and along the Frequent Transit Network supports the region's objective to manage growth and build complete, transit-oriented communities.

In British Columbia, child care planning is a shared responsibility with the BC Government, health authorities, local governments including First Nations, the not-for-profit sector, and the private sector all playing a role. Metro Vancouver supports child care planning by providing its member jurisdictions with data on the number of child care spaces, number of children under 12, and an inventory of local child care policies from land use planning agencies in Metro Vancouver. In addition, the Regional

Planning Advisory Committee's Social Issues Subcommittee is convened quarterly by Metro Vancouver and is a venue for social planners in the region to share best practices and coordinate efforts across member jurisdiction boundaries. Many Metro Vancouver member jurisdictions are recipients of the new BC Community Child Care Planning Grant Program (Reference 3) funded by the BC Government and administered by the Union of BC Municipalities. Data contained in the *2019 Survey* will help support the planning work required under this grant program.

### KEY FINDINGS

The 2019 Survey of Child Care Spaces and Policies in Metro Vancouver was completed in cooperation with the Regional Planning Advisory Committee Social Issues Subcommittee (RPAC-SIS). The *2019 Survey* focuses on three areas: an inventory of child care spaces; a summary of child care policies and regulations; and some broad considerations for increasing the supply of child care spaces. It also provides a brief review of the provincial role in child care regulation and funding. The child care spaces data reported was obtained from the Vancouver Coastal Health Authority and the Fraser Health Authority. The data is current as of March/April 2019 and should be considered an estimate only.

The key findings of the *2019 Survey* are:

- The number of children under the age of 12 in Metro Vancouver is growing and projected to continue to grow by approximately 7.6% over the near term (from 325,142 in 2019 to 350,068 in 2024).
- Currently, Metro Vancouver has on average 18.6 childcare spaces per 100 children aged 12 and under, which is below the 2016 national average of 27.2 spaces per 100 children.
- The number of spaces per child under 12 has improved slightly between 2015 and 2019 (18.5 to 18.6) and is up from the 16 spaces per child reported in 2011.
- Six respondents offer grants for child care capital projects; four offer grants for child care operating costs.
- Eight respondents have a stand-alone child care strategy.
- Eleven respondents identify child care facilities as a community amenity in the development approvals process.
- Fifteen respondents support child care through the provision of local government building space (e.g. rent-free, reduced lease, or market lease). This may be a single property or multiple sites.

### ALTERNATIVES

This report is provided for information only. No alternatives are presented.

### FINANCIAL IMPLICATIONS

There are no financial implications to this report. The report was completed as part of Regional Planning's regular work plan.

## **SUMMARY / CONCLUSION**

Regional Planning staff prepared the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver*. The report updates previous child care surveys prepared by Metro Vancouver in 2011 and 2015. The *2019 Survey* found a small increase in child care spaces from 18.5 spaces per 100 children under 12 in 2015 to 18.6 in 2019. The *2019 Survey* also found that local governments are taking a range of approaches to facilitate child care provision and operation in their local context. This information is intended to support member jurisdictions and local governments in planning for complete communities, thereby supporting implementation of Goal 4 of *Metro 2040*.

## **Attachment**

2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

## **References**

1. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2015](#)
2. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2011](#)
3. [BC Community Child Care Planning Program, UBCM](#)

32736142

**From:** [Neville Abbott](#)  
**To:** [REDACTED]; [Ron McLaughlin; Council](#)  
**Cc:** [REDACTED]; [Peter DeJong; Lions Bay Office](#)  
**Subject:** Re: FW: Village Update  
**Date:** Saturday, December 21, 2019 11:33:18 AM

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Hi Trevor,

I was asked to respond to you at Tuesday's meeting but has a busy last week at work so apologies for not getting to it yet. It was my intention to get the links to the original resident survey and subsequent follow-ups which would answer your questions. I will still do so when I get back home and to my computer.

In the meantime the Metro regulations you refer to are not yet in place and the same regulations as we are dealing with here. You are correct the CSA standards we would be required to meet are taken from the EPA standards which would require us to install appliances that emit less than 3.5 grams of particulate. Most modern appliance and anything now available in North America would typically meet these standards.

We, residents, will have until 2025 to register our appliances confirming they meet these standards or decommission/ replace them with compliant equipment.

Regards & Merry Christmas  
Neville

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**From:** Trevor Luciuk [REDACTED]  
**Sent:** Friday, December 20, 2019 4:56:46 PM  
**To:** Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>; Council <council@lionsbay.ca>  
**Cc:** [REDACTED]; Peter DeJong <cao@lionsbay.ca>; Lions Bay Office <office@lionsbay.ca>  
**Subject:** Re: FW: Village Update

Hi Ron & Council,

Hope you're well.

I've been looking around the Village website for any follow-up on this topic, since the Dec 17 meeting. Sadly, I was out of town for this recent event.

Can you offer any comments? We're seeking further clarity on this matter.

Thanks in advance. Have a nice Xmas.

Trevor  
[REDACTED]

On Thu, Dec 5, 2019 at 10:43 AM Trevor Luciuk [REDACTED] wrote:

Hi Ron & Council,

Thanks for the reply & the clarifications to the process. We'll watch for your comments.

Related: We do encourage the Council to strongly push for a solution that meets the needs of Lions Bay. Without natural gas, residents simply have need for other solutions (including wood burning), regardless of the political ambitions of those immediately within or adjacent to Vancouver.

Much appreciated.

Trevor

On Thu, Dec 5, 2019 at 10:32 AM Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)> wrote:

Hello Trevor. I forwarded your email to our administration after its receipt. As is our practice when a resident writes to all of Council it becomes part of official correspondence. It will be included in our next Council meeting (17th) agenda as correspondence, received, and responded to at that time.

Regards and thank you for your note,

**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](http://www.lionsbay.ca)

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**From:** Trevor Luciuk [REDACTED]  
**Sent:** Thursday, December 5, 2019 9:45 AM  
**To:** Council <[council@lionsbay.ca](mailto:council@lionsbay.ca)>  
**Cc:** [REDACTED]  
**Subject:** Re: FW: Village Update

Hi again,

Good morning.

I wrote 3 days ago seeking comment from the Council. Are you able to clarify the expected timing for a response?

Much appreciated.

Trevor  
70 Panorama Rd, Lions Bay  
[REDACTED]

On Mon, Dec 2, 2019 at 10:12 AM Trevor Luciuk [REDACTED] wrote:

Hi,

Good morning. Thanks for the continued updates. They're informative.

I'm writing to seek clarification on the wood burning discussion below.

1) In particular, what is the standard referenced in the phrase, "wood burning appliances that do not comply with new emission standards"? For example, my understanding is that for quite some time, Metro Van accepted devices compliant with EPA standards.

2) If a device was non-compliant with a new/changed standard, what would be the practical implication for Lions Bay residents?

We look forward to your comments. Thanks.

Trevor

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