

**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, NOVEMBER 17, 2020 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
AND VIA ZOOM CONFERENCE**

To Join Zoom Meeting:

<https://us02web.zoom.us/j/82674935093>

You can also phone in from your landline phone or mobile phone by dialing 1-778-907-2071 and entering the Conference ID: **826 7493 5093**

**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)**
  - A. Tracey Saxby, Executive Director of My Sea to Sky – Climate Action Report Card tool (Page 7)  
Requesting that Lions Bay be considered a pilot community for the Climate Action Report Card tool.
- 5. Review & Approval of Minutes of Prior Meetings**
  - A. Regular Council Meeting – October 20, 2020 (Page 11)  
THAT the Regular Council Meeting Minutes of October 20, 2020 be approved as circulated.
  - B. Special Council Meeting – November 10, 2020 (Page 17)  
THAT the Special Council Meeting Minutes of November 10, 2020 be approved, as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
104	September 17, 2019	Unfinished Business: Speeding on Sea to Sky and noise	Mayor McLaughlin and CAO DeJong are in communication with the Province – to be

			brought into Strategic Planning session
153	July 28, 2020	R5: Nelson re 35: Kelvin Grove Way	Councillor Cunliffe to respond
154	September 22, 2020	Response to M. Sredzki re Kelvin Grove Sewage	CFO Rooke
160	September 22, 2020	R10 - J. Stoddart re: Lions Bay Postal Code	Councillor Barmeier to respond

## 8. Reports

### A. Staff

- i. Fire Chief: Information Report – Lions Bay Fire Rescue Update (Page 23)

*Staff Recommendation:*

THAT the Information Report, “Lions Bay Fire Rescue Update” be received.  
AND THAT the Council approve the draft Level of Service Declaration attached to the Information Report, Lions Bay Fire Rescue Update, from the Fire Chief, dated November 12, 2020.

- ii. CAO: Request for Decision – 50<sup>th</sup> Anniversary Committee Terms of Reference (Page 29)

*Staff Recommendation:*

(1) THAT Council establish a 50<sup>th</sup> Anniversary Committee;  
(2) THAT Council adopts the Terms of Reference for the 50<sup>th</sup> Anniversary Committee as presented at the November 17, 2020 Regular Council Meeting; and  
(3) THAT Council directs staff to publish a call for volunteers in accordance with the Terms of Reference.

- iii. CAO: Request for Decision – 395 Bayview Place Encroachment Agreement (Page 37)

*Staff Recommendation:*

(1) THAT the draft Encroachment Agreement dated for reference the 17<sup>th</sup> day of November 2020 between the Municipality and the Licensee, Beatriz Raynard, be approved; and  
(2) THAT the Mayor or Acting Mayor and the CAO or the Chief Financial Officer be authorized to execute the Agreement.

- iv. CAO: Information Report – 2020 Parking Enforcement Summary (Page 51)  
*Staff Recommendation:*  
THAT the Information Report, “2020 Parking Enforcement Summary” be received.

- v. CAO: Information Report – Strategic Planning and Priorities 2021  
[Report to follow]

- B. Mayor
- C. Council
- D. Committees
- E. Emergency Services

- i. Surrey Regional Fire Dispatch Monthly Report – October 2020 (Page 69)

## 9. Resolutions

- A. Ocean Watch Action Committee (Howe Sound Community Forum) (Page 73)  
WHEREAS continued collaboration, commitment and resourcing by governments are important to advance local, regional and national actions to support ocean marine health in the Átl’ka7tsem/Howe Sound bioregion, be it resolved:

THAT the Ocean Wise Ocean Watch 2020 Edition and resulting Action Items be received;

AND THAT participation by the Village of Lions Bay representatives in the Ocean Watch Action Committee be supported in order to continue to advance identified recommended actions in the Ocean Wise Howe Sound Ocean Watch 2020 Edition.

AND THAT the Howe Sound Biosphere Region Initiative Society be recommended as host society for the Ocean Watch Action Committee.

## 10. Bylaws

- A. Fees Bylaw Amendments - Bylaw No. 585, 2020 (Page 121)

*Staff Recommendation:*

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 585, 2020 be introduced and read a first and second time.

## 11. Correspondence

- A. List of Correspondence to Thursday, November 12, 2020 (Page 147)

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. Confidential bid matter
- B. Confidential Council matter

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

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

**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, or between a provincial government or the federal government or both and a third party;

*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

### DELEGATION REQUEST FORM

**\*Please forward the Delegation Request Form to the Village Office by 12:00PM, the Thursday prior to the regular Council meeting.  
Delegations may speak for a maximum of 10 minutes total\***

PREFERRED COUNCIL MEETING DATE ([Click Here for Calendar](#))

DATE RECEIVED BY OFFICE (Office Use)

2020-11-17

#### APPLICANT NAME & CONTACT INFORMATION

Last Name	Saxby	First Name	Tracey
Street Address	1837 Garden Place		Apartment/Unit
City	Squamish	Province	BC
		Postal Code	V8B0X5
Primary Contact No.	(604) 892-7501	FAX:	
Email Address	tracey@myseatosky.org		

#### NAME OF PRESENTER(S)/ORGANIZATION

1.	Tracey Saxby, Executive Director of My Sea to Sky
2.	

*Supporting Documentation (optional): Any visual presentation or supporting material (handouts, notes, etc.) must be submitted by 12pm on the Thursday prior to your requested meeting date.*

#### SUBJECT OF PRESENTATION and REQUESTED ACTION:

My Sea to Sky is currently partnering with Climate Caucus, BCIT, and UVic, with support from BC Climate Action Secretariat, to develop a public-friendly Climate Action Report Card tool that will build capacity for municipalities/regional districts to track and report greenhouse gas emissions every year. As you know, this is critical to support evidence-based decision making, and evaluate whether specific climate action policies and public engagement campaigns are effective or not.

We are currently applying for multi-million dollar grant applications through a range of funders (FCM, PICS, ECCC, etc.), and we are looking for local governments that are willing to be pilots for this project.

As a very small community, Lions Bay currently faces challenges with staff capacity and lack of budget for tracking GHG emissions. By signing up as a pilot community, our goal is to provide support and build capacity to track and report GHG emissions every year as we develop and test the Climate Action report card tool.



*Tuesday, 13<sup>th</sup> October, 2020*

*Application to speak as a delegation at the Lions Bay Council meeting on 17<sup>th</sup> November 2020.*

Tracey Saxby

Partner, Visual Science

Executive Director of My Sea to Sky

PO Box 2668, Squamish BC, V8B 0B8

Cell: +1 (604) 892-7501

Email: [tracey@myseatosky.org](mailto:tracey@myseatosky.org)

**RE: Building capacity to track and measure GHG emissions annually**

Dear Mayor and Council,

My Sea to Sky is currently partnering with Climate Caucus, BCIT, and UVic, with support from BC Climate Action Secretariat, to begin developing a public-friendly Climate Action Report Card tool that will build capacity for municipalities/regional districts to track and report greenhouse gas emissions every year. As you know, this is critical to support evidence-based decision making, and evaluate whether specific climate action policies and public engagement campaigns are effective or not.

We are currently applying for multi-million dollar grant applications through a range of funders (FCM, PICS, ECCC, etc.), and we are looking for local governments that are willing to be pilots for this project.

The potential benefits include:

- Funding for annual Community Energy and Emissions Inventories (CEEI) for at least three years, working with BCIT to track emissions from buildings, transportation, and waste.
- Funding for annual Consumption-Based Emissions Inventories (CBEI) for at least three years, working with BCIT to track CEEI emissions plus emissions from food, goods + services, water, etc.
- Funding to cover staff time to help track down any data that may be required for CBEI.
- Funding for staff time to test and provide feedback as we develop the tool.
- Potential access to BCIT/UBC/UVic students to help source and input data.
- The ability to measure whether specific policies or public engagement campaigns are effective at reducing GHG emissions.

As a very small community, Lions Bay currently faces challenges with staff capacity and lack of budget for tracking GHG emissions. By signing up as a pilot community, our goal is to provide support and build capacity to track and report GHG emissions every year as we develop and test the Climate Action report card tool.

**Our current timeline:**

August to December 2020: meet with staff and elected leaders around Howe Sound to identify pilot communities, and ask for a formal commitment (contingent on funding) and letters of support.

October 2020 to April 2021: apply for funding through FCM, PICS, ECCC, and other funders.



We intend to develop and test the Climate Action Report Card tool in 2021 in Howe Sound communities, along with several communities across BC that are already working with BCIT's EcoCity Footprint tool. We plan to rapidly scale-up across BC in 2022, and then across Canada.

**Background information:**

- 1) Article: "*The path to zero carbon municipalities*" published in the latest OceanWatch: Howe Sound update. <https://oceanwatch.ca/howesound/oceans-and-climate-3/zero-carbon/>
- 2) 20-minute [presentation](#): "*Making Sure Canada Never Misses Another Climate Target*" hosted by CANRac. The presentation starts at 46 minutes or so. An updated slide deck is available [here](#).
- 3) Open Letter: Climate Caucus is collecting signatures for an [open letter](#) to the Provincial and Federal governments, calling for support to track local greenhouse gas emissions every year. There are eight specific asks that are essential to make the Climate Action Report Card possible.
- 4) Example mockup of the Climate Action Report Card tool (below).
- 5) Information about the EcoCity Footprint tool. <https://www.ecocityfootprint.org/>

We look forward to sharing this vision with you and answering any questions you may have.

Sincerely,

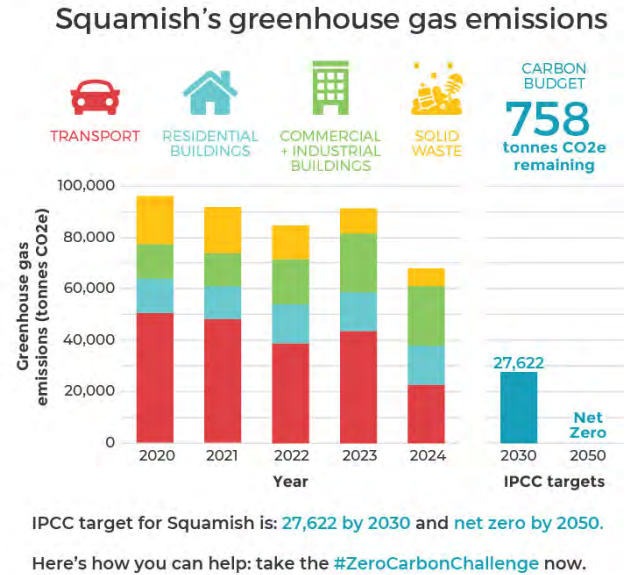


**Tracey Saxby BA/BSc (Hons I)**  
**Executive Director**  
**My Sea to Sky**  
**Email: [tracey@myseatosky.org](mailto:tracey@myseatosky.org)**  
**Phone: +1 (604) 892-7501**

#ZeroCarbonChallenge  
Example climate action report card



#ZeroCarbonChallenge  
Example climate action report card



© Visual Science

Example mockup of the Climate Action Report Card tool, measuring emissions from transportation, buildings, and waste. The panel on the left compares emissions from Squamish, Whistler, and West Vancouver. The panel on the right is an example of what emissions tracking could look like over time for Squamish.

**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, OCTOBER 20, 2020 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
AND VIA ZOOM VIDEO CONFERENCE**

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**MINUTES**

In Attendance:

Council: Mayor Ron McLaughlin (via video conference)  
Councillor Neville Abbott (via video conference)  
Councillor Fred Bain (via video conference)  
Councillor Norm Barmeier (via video conference)  
Councillor Jaime Cunliffe (via video conference)

Staff: Chief Administrative Officer Peter DeJong (via video conference)  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer (via video conference)  
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 0

Public: 3

**1. Call to Order**

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

CAO DeJong confirmed that Ministerial Order 192 allows for electronic participation in meetings and that a Corporate Officer is present at the meeting.

**2. Adoption of Agenda**

Moved/Seconded

THAT

- (1) Item 8Bi CBC Our Town Series be added; and
- (2) Item 8Bii 50<sup>th</sup> Anniversary Committee be added; and
- (3) Item 8Biii Dates for Strategic Planning
- (4) the agenda be adopted, as amended.

**CARRIED**

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

None

**4. Review & Approval of Minutes of Prior Meetings****A. Regular Council Meeting – September 22, 2020**

The following amendment was identified to the minutes of September 22, 2020:

- Item 11 Correspondence item R16, third paragraph: change “sEplanade” to “Esplanade”.

*Moved/Seconded*

THAT the Regular Council Meeting Minutes of September 22, 2020 be approved, as amended.

**CARRIED**

**5. Business Arising from the Minutes**

None

**6. Unfinished Business****A. Follow-Up Action Items from Previous Meetings**

#	Meeting Date	Description of Action Item	Person Responsible
104	September 17, 2019	Unfinished Business: Speeding on Sea to Sky and noise	Mayor McLaughlin and CAO DeJong are in communication with the Province – to be brought into Strategic Planning session
127	May 5, 2020	Options for Electronic Building Submissions	CAO DeJong – requested that this be removed – to be removed
150	July 28, 2020	R10: re relaxation of amplification bylaw granted to Craig Doherty	Completed
153	July 28, 2020	R5: Nelson re 35: Kelvin Grove Way	Councillor Cunliffe to respond
154	September 22, 2020	Response to M. Sredzki re Kelvin Grove Sewage	CFO Rooke
155	September 22, 2020	Stair replacement and paving project communication in the VU	Completed
156	September 22, 2020	R2 - N. Rodgers re: human waste and parking	Completed
157	September 22, 2020	R3 - I. Wray re: 35 Kelvin Grove Way	Completed
158	September 22, 2020	R4 - T. Leger re: OCP alignment and decision making	Completed
159	September 22, 2020	R6 - D. Kirkwood re: Parking at Crystal Falls Rd	Completed
160	September 22, 2020	R10 - J. Stoddart re: Lions Bay Postal Code	Councillor Barmeier to respond

161	September 22, 2020	R11 – Residents of Tidewater Way petition	Completed
162	September 22, 2020	R12 – R15 Liu re 35 Kelvin Grove Way	Completed
163	September 22, 2020	R16 – 61 Brunswick Beach Road	Completed

## 7. Reports

### A. Staff

#### i. 20-02 Application for Extraordinary Vehicle Parking Permit

CAO DeJong presented an overview of the application for Extraordinary Vehicle Parking Permit, noting the reasons provided by the applicant, challenges to staff for maintenance throughout the winter, and neighbour feedback.

K. Duarte confirmed fines applicable should the trailer not be moved.

Discussion ensued on:

- No appeal for hardship or clear plan provided
- Options for parking and permanent solution
- Time was provided to find alternate plan

*Moved/Seconded*

THAT the October 10, 2020 Application for Parking of Extraordinary Vehicle be rejected; and

THAT Council direct staff to communicate with the applicant that the vehicle must be removed by October 31, 2020.

**CARRIED**

#### ii. 2020 Third Quarter Review

CFO Rooke responded to questions regarding the 2020 Third Quarter Review noting:

- Variance in the Public Works budget reflects seasonality of parks and work on CN railway crossings that has not yet commenced
- Overview of parking fine revenue – analysis will be provided at the next meeting
- Overview on grants
- Overview on asset management and records management budget
- Expenses that have not been spent
- Summary of reimbursements we will be receiving

PWM Jaffer confirmed that neither rail projects have been completed.

PW is In discussions with CN to do work, grant completion deadline March 2021– received grant only for Brunswick – both crossings must be upgraded by Nov. 2021.

PWM Jaffer provided an update on the wastewater treatment plant, noting that completion is very close, treatment plant is functioning and treating waste. Minor items are being finalized.

Councillor Abbott questioned whether certain capital expenditures were necessary and fiscally responsible considering current pandemic situation.

CAO DeJong noted potential expenses that may be required to meet work plan and Council objectives reflected in May 2020 budget and provided an overview of status of the certain items, noting the progress and effort on behalf of staff to accomplish Council's goals.

Discussion ensued on:

- current commitments with contractors and vendors - staff have already selected vendor for generator and scheduled installation meetings
- dynamic nature of advancing progress of multiple projects simultaneously
- not following through on some items could harm Village's reputation if delayed
- to not take the pandemic situation and uncertainty into consideration would be remiss but not at expense of projects if they cost more money later
- moving ahead with current projects and delaying new expenses until after strategic planning session

*Moved/Seconded*

THAT the Council of the Village of Lions Bay hereby resolves that:

- staff be directed to suspend all uninitiated capital expenditures both budgeted and unbudgeted until after the next strategic planning session,
- staff be directed to reassess next year's budget in light of the current economy assuming COVID-19 remains an impact for 2021, and
- staff be directed to make the necessary arrangements for the next planning session as soon as possible.

**CARRIED**

B. Mayor

i. CBC Our Town Series

Mayor McLaughlin provided an update on potential CBC Our Town Series.

ii. 50<sup>th</sup> Anniversary Committee

Expressions of interest from established volunteer groups – Lions Bay Arts Group already

iii. Dates for Strategic Planning

CAO DeJong proposed dates for the strategic session to be held on December 1 and 2, 2020.

Councillor Abbott proposed that public be in attendance.

CAO DeJong will present a draft agenda at the next Council meeting.

- C. Council  
None
- D. Committees  
None
- E. Emergency Services  
None

**8. Resolutions**

None

**9. Correspondence**

A. List of Correspondence to October 15, 2020

*Moved/Seconded*

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

G1 - City of Port Moody re: resolution for dedication of 1% PST to local governments – received

G2 - Cory Heavener, Provincial Director of Child Welfare re: Foster Family Month – Received

G3 - Bonnie Henry re: Immunization Clinic venues – Received

R1 – Broughton’s re: Concrete stairs – Received and replied

R2 - K. Buhr re: municipal streetscape – Received and replied

**CARRIED**

**10. New Business**

None

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

None

**12. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

A. Update re. Sale of Municipal Land

B. Legal matters

*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:

- (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;
- (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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**CARRIED**

*The meeting was closed to the public at 8:34 p.m.*

*The meeting was reopened to the public at 10:50pm*

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

None

**14. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 10:50 p.m.*

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
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**SPECIAL MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, NOVEMBER 10, 2020 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
AND VIA ZOOM VIDEO CONFERENCE**

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**MINUTES**

In Attendance:

Council: Mayor Ron McLaughlin  
Councillor Neville Abbott (via video conference)  
Councillor Fred Bain (via video conference)  
Councillor Norm Barmeier (via video conference)  
Councillor Jaime Cunliffe (via video conference)

Staff: Chief Administrative Officer Peter DeJong (via video conference)  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer (via video conference)  
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 0

Public: 1

**1. Call to Order**

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

**2. Adoption of Agenda**

*Moved/Seconded*

THAT the agenda be adopted, as submitted.

**CARRIED**

**3. Public Participation**

None

**4. Business Arising from the Minutes**

None

**5. Unfinished Business**

None

## 6. Reports

### A. Staff

#### i. CAO: Request for Decision: Application for Housing Needs Report Grant

CAO DeJong presented the report on the application for Housing Needs Report Grant, noting:

- the partnership opportunities with Belcarra and Anmore
- the opportunity for consistency of format
- the process to gather and analyze data; community consultation; RFP for consultant to assist with process

CAO DeJong responded to questions, confirming that:

- it is legislated to be completed by 2022, noting the schedule attached to the guideline and the requirement to do a report every five years
- should be able to return any unspent grant funds
- the purpose from the Province for requiring the reports: to increase capacity of local governments to establish baseline reporting on housing needs and produce similar reports in the future

Discussion ensued on:

- concerns regarding the grant application process and potential recommendations that might not fit with community views
- downloading of Provincial requirements and the burden on small communities
- more factual information is good for future decision making
- benefits to help address housing needs issues in OCP

CAO DeJong clarified the purpose of the data and the reporting requirements, noting that a draft report can come back to Council for review and feedback prior to it being finally received.

*Moved/Seconded*

THAT staff be directed to submit a UBCM Housing Needs Reports Program grant application for the development of a new housing needs report for the Village of Lions Bay and to provide overall grant management of the project.

**CARRIED**  
**Opposed: Cllr. Abbott**

ii. Public Works Manager (PWM): Information Report: Signs for the Centennial Trail 10<sup>th</sup> Anniversary

PWM Jaffer provided background regarding signage for the Centennial Trail 10<sup>th</sup> Anniversary, noting that due to the stop on discretionary spending, a few residents have committed to fund the new signage.

PWM Jaffer responded to questions regarding format of signs, noting that

- The drafts provided in the agenda package require some editing and that they will be sent to Council prior to being finalized;
- Structure and placement of signs: aluminum signage, durable, plan to affix along trail, vary in size, total cost \$256

Council to provide feedback on content and/or formatting to the PWM by November 12, 2020.

*Moved/Seconded*

THAT the Information Report, "Signs for the Centennial Trail 10<sup>th</sup> Anniversary" be received.

**CARRIED**

iii. CAO: Verbal Update re. COVID-19 and PHO Order of November 7th

Mayor McLaughlin and Councillor Bain provided an update regarding their phone conference meeting with the Provincial Health Officer (PHO), the Minister of Health, the Minister of Municipal Affairs and Housing, the Solicitor General and other Mayors regarding the latest COVID-19 restrictions, noting:

- Met with ministers and Mayors for Q&A session
- Mayor's interpretation of Bonnie Henry's Order as a 'soft lockdown' asking people to take a break for two weeks
- Stop social interactions both in and out of homes
- Types of activities that are allowed and not allowed: stop of physical activities indoors that increase body heat and high level respiration
- Discouraging even passive indoor activities with socialization aspects
- Intent of order: if there is not a need to do something, take a break
- Masks for indoor use when you cannot social distance
- Objective to turn curve downward
- Discouragement of intercity/interregion travel
- Will reassess after two weeks, possibility that it will last longer

Discussion ensued on:

- The two-week trial period

- Lack of clarity around types of activities
- Interpretation of the amendments to the order
- Physical activity definition versus passive activity
- Intent of the order: take a break for 2 weeks
- Assessment of different activities and requirements of the protocols
- Take direction for 2 weeks to recognize what's been asked
- Perspective of general public vs. those attempting to operate businesses
- Confusing details in order: clear intent: not unless you have to
- Numbers increasing - put message out

B. Mayor

i. MP Weiler

Mayor McLaughlin provided an update regarding the upcoming scheduled meeting with MP Weiler's, noting adherence to COVID-19 protocols with minimal in-person attendance.

Mayor McLaughlin will work with staff for meeting set up details and potential to meet over Zoom for other members of Council.

ii. Zoom Protocols

Mayor McLaughlin presented notes on the Zoom protocols from Metro Vancouver and provided suggestions for Lions Bay, such as having the camera on and taking a roll call, and confirmation of no recording devices for in-camera portions of meetings.

Discussion ensued on:

- Benefits of Video-on policy: Public perception, staying connected as a group, reading expression and inter-personal dynamics;
- Video impacts on Wi-Fi bandwidth
- Privacy and security concerns re. interior of home settings
- Professional photo of self as alternative to black screen with only one's name
- In-camera: Corporate Officer or Recorder does a roll call to ensure only Councillors and necessary staff are present, alone, and no recording devices

C. Council

None

D. Committees

None

- E. Emergency Services  
None

**7. Resolutions**  
None

**8. New Business**  
None

**9. Public Questions & Comments**  
None

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

- A. Sale of Land
- B. Discussion of information protected from disclosure
- C. CAO Performance Review

*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;
- 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; and
- 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](#); and

**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, or between a provincial government or the federal government or both and a third party.

**CARRIED**

*The meeting was closed to the public at 8:06 p.m.*

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

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

The lot at 35 Kelvin Grove Way will be re-listed with Kim Taylor on MLS at \$725,000 for a 6 month term as a single-family residential lot.

**12. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

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

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
---------------------------	--

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Lions Bay Fire Rescue Update</b>		
<b>Author</b>	<b>Fire Chief, Andrew Oliver</b>	<b>Reviewed By:</b>	<b>CAO, Peter DeJong</b>
<b>Date</b>	<b>November 12, 2020</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 17, 2020 Council Meeting</b>		

**Recommendation:**

THAT the Information Report, "Lions Bay Fire Rescue Update" be received.

AND THAT the Council approve the draft Level of Service Declaration attached to the Information Report, Lions Bay Fire Rescue Update, from the Fire Chief, dated November 12, 2020.

**Attachments:**

1. Level of Service Declaration
2. Operating Guideline for Burn Building Safety

**Key Information 2020 to Date**Incident Responses:

LBFR responded to 73 incidents to date in 2020, with 20 being MVA, 22 fire related, 31 medical calls, and 00 others. Out of these, here are a few of the more significant ones:

- February 10, 2020: car fire at Sunset Rd parking lot, 1 deceased
- October 20, 2020: high impact car rollover on Strip Creek Bridge, 2 patients. Extrication required.

COVID-19 Impacts on LBFR

- We have implemented COVID guidelines, which have changed over the months to reflect the change in policies at the government level. (5 SOGs in total)
- In early spring we stopped training altogether for a few weeks, and then trained on zoom classes for another 5 weeks.
- Once the weather was better, and the policies were loosened, we resume training but outdoors only, maintaining 6-foot distance and wearing masks at all time. When not able to be outside, we staggered the training in 2 segments where half of the department attended, and everyone wore masks at all times.

- We have stopped all training for the 2-week lockdown - we'll resume training via Zoom and with smaller groups if it continues after that.

Classroom Trailers:

This year has been different than previous years due to the Covid Pandemic. Since March 7, 2020, classes have either been cancelled, on Zoom, social distanced outside, or staggered.

Auto ex	13
Fire	9
Officer	4
Zoom - fire	7
Wildland	6
Ropes	3

Burn Building:

See attached for OG regarding safety in Burn Building

Membership and Training:

All new members must have the following:

- NFPA 1001 & 1002
- Valid driver's license
- Valid FR or EMR licence
- A criminal record checks

Once their application is accepted, and they have moved to Lions Bay, they commence a 3-month probationary period in which they must comply with the following:

- Come to every Wednesday night practice
- Show up for every truck check and weekend practice
- Complete a minimum of 10 community hours of work

To be fully accepted in the department, receive their pagers, and start responding to calls, they must:

- Attend and pass an Auto Ex training Program
- Complete and pass a Fire Knowledge exam
- Complete and pass a truck equipment/hall knowledge test
- Pass a SCBA air consumption drill

2020 Budget:

- Updated all Wildland equipment, including acquiring extra pumps and bladders
- Mostly maintenance of all equipment

- Security cameras installed at pit and hall
- CADs are now operational

#### 2021 Budget Considerations

- Need to replace Engine 62 – Estimated cost \$650K+
- Need to replace Engine 63 – Estimated cost \$100K+
- SCBA bottle and packs are due to be replaced: roughly \$5000 per unit: hoping to allocate \$25,000/year over the next 3-5 years.
- Firehall expansion project – CAO looking for grant funding to expand 2<sup>nd</sup> floor EOC at the same time as lower floor extension

#### Mutual and Automatic Aid:

Waiting to review reports from fire consultants hired by SLRD and Metro.

#### Level of Service Declaration:

Agree to set up as mainly EXTERIOR, with the ability to go INTERIOR if resources and personnel are available. The decision to go Interior will fall to the Incident Commander on scene, with communication with Fire Chief. These will be the principle considerations for going Interior:

- A minimum of 14 members
- A minimum of three team leaders
- Adequate water supply (gallonage and pressure)
- Confirmation of second and third alarm with West Vancouver
- RIT established within 10 minutes as per guidelines
- All other requirements set out in Playbook

**Follow-Up Action:** Continue program outlined above and provide updates in due course.

## **LIONS BAY FIRE RESCUE DEPARTMENT DECLARATION OF FIRE SERVICE LEVEL**

1. The Lions Bay Fire Rescue Department (“LBFR”) is a volunteer department, with dedicated members of varying skill levels and experience. Turn-out of members in response to an emergency call varies depending on the time of day and day of the week.
2. Aggressive interior fire attacks and primary search and rescue in a burning structure (an “Interior Attack”) are among the most dangerous operations which can be undertaken by members of a fire department. The safety of LBFR members is of paramount importance.
3. The existing training levels of a sufficient number of members of LBFR are not consistently advanced enough to enable interior operations in accordance with statutory requirements in every anticipated circumstance.
4. Therefore, LBFR will operate as a defensive, exterior operations fire department and members of LBFR will not enter a fire-involved structure to conduct fire suppression, search or rescue operations unless, in the judgement of a qualified Incident Commander, there are a sufficient number of declared Interior Operations Level Firefighters and Interior Operations Level Team Leaders present at a fire scene which would allow for Interior Operations in accordance with all statutory and regulatory requirements.
5. The Village of Lions Bay (the “Municipality”), being the Authority Having Jurisdiction (“AHJ”), in consultation with LBFR, hereby declares that the Fire Service Level for LBFR within the boundaries of the Municipality and in accordance with Fire Bylaw No. 428, 2011, as amended (the “Service Area”), will be the **Exterior Operations Level** as outlined in the British Columbia Fire Service Minimum Training Standards (the “Declaration”), subject to sections 4 and 9 of this Declaration of Fire Service Level. This Declaration will also extend to any mutual or automatic aid agreements involving the Department operating outside the Service Area.
6. It is understood that this Declaration only deals with the structural firefighting aspect of the operations and training for the Department and that the Department must adhere to Fire Bylaw No. 428, 2011, as amended, and other standards and practices dealing with their other operational functions such as the National Fire Protection Association (“NFPA”) guidelines for Incident Commanders, Driver/Operators and Incident Safety Officers; Emergency Management BC (“EMBC”) guidelines for Road Rescue and Search & Rescue; Ministry of Forests, Lands and Natural Resource Operations (“FLNRO”) guidelines for Wildfire Management Branch-Wildland Fire Fighting; BC Emergency Health Services (“BCEHS”) guidelines for First Responders, and any other similar requirements, as applicable.
7. With this Declaration, the Department agrees to review and make changes as soon as possible to any existing operational and training policies, procedures, rules, regulations, and

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standard operational guidelines to align with the Exterior Operations Level standard outlined in the British Columbia Fire Service Minimum Training Standards. It is understood and agreed by the Department that the Exterior Operations Level is the minimum standard of Fire Service in British Columbia.

8. It is further understood and agreed that if circumstances change, and upon review, it is determined that LBFR is ready, willing and able to meet the requirements outlined in the British Columbia Fire Service Minimum Training Standards on a consistent basis for an increased Fire Service Level, then the Municipality, in consultation with LBFR, may amend this Declaration to increase the Fire Service Level accordingly.
9. Notwithstanding the foregoing:
  - (a) the Municipality and LBFR recognize that there are circumstances where a fire may be substantially confined or sufficiently small that it may reasonably be considered that the structure itself is not "fire-involved". (Examples would include a pot fire on a stove, a smoldering couch, small appliance fires (dryer vents, toasters etc.) and other similar small, non-structure events); this determination is an issue of professional judgment on the part of a qualified Incident Commander based on his or her considered initial size-up of the incident and the Incident Commander's determination that this is not a circumstance which is Immediately Dangerous to Life or Health ("IDLH");
  - (b) LBFR will refer to the standard operational guideline which sets out the risk assessment considerations to be undertaken by Incident Commanders when faced with a situation of the type referred to in paragraph 9(a) above, and the Fire Chief will ensure that officers and members have the training needed to make such determinations; when presented with such circumstances, an Incident Commander may determine that it is not an IDLH situation and may direct that Exterior Operations Level Firefighters may enter the structure to conduct operations in accordance with LBFR's operational guidelines;
  - (c) in relation to any operations undertaken under this policy, the Fire Chief of LBFR will also ensure that officers and members are well-educated on the operational guidelines specifying the minimum training levels for members and officers involved in carrying out such fire suppression activities;
10. In all operations and situational assessments, incident commanders will give priority to ensuring that responding members are not put in situations where they are unnecessarily placed at risk, or where they are required to operate beyond their training levels.

**This Declaration adopted by the Council of the Village of Lions Bay on \_\_\_\_\_.**

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## Burn Building Emergency Policy

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### Purpose

To establish an emergency Policy for LBFR while using the burn building facilities.

### Scope

All Personnel.

### Policy

All Fire Department personnel shall be familiar with the Emergency Policy and shall perform their duties in a safe manner. It is the duty of all employees to follow safe work practices and to actively participate in making their work and home environment safer.

### Procedure

There are 3 exits in the building, 2 located on the ground floor and 1 on the second floor. The exits are clearly marked with a lit Exit Sign. At each of the exits, there is a red emergency stop button. If ever an emergency occurs, any member witnessing it should press the red button which will cause the emergency procedures to commence as follows:

- All exhaust fans will be activated
- Emergency sirens will sound
- Emergency strobe lights will be activated
- Propane burners will be shut off

Once emergency procedures have been activated, exit the building.

The Emergency procedures can be terminated at the control panel, but only after depressing the red emergency stop button at the location the alarm was triggered. Explanations on how to do this are posted at each of the exits.

<b>Type</b>	Request for Decision		
<b>Title</b>	Village of Lions Bay 50 <sup>th</sup> Anniversary Committee		
<b>Author</b>	Karla Duarte	<b>Reviewed By:</b>	Peter DeJong
<b>Date</b>	November 12, 2020	<b>Version</b>	
<b>Issued for</b>	November 17, 2020		

**Recommendation:**

- (1) THAT Council establish a 50<sup>th</sup> Anniversary Committee;
- (2) THAT Council adopts the Terms of Reference for the 50<sup>th</sup> Anniversary Committee as presented at the November 17, 2020 Regular Council Meeting; and
- (3) THAT Council directs staff to publish a call for volunteers in accordance with the Terms of Reference.

**Attachments:**

- (1) Draft Terms of Reference for the Lions Bay 50<sup>th</sup> Anniversary Committee

**Key Information:**

The Village of Lions Bay's 50<sup>th</sup> Anniversary is happening in 2021 and will be included in Council's Strategic Planning sessions. Community groups have already expressed interest in participating in implementation of 50<sup>th</sup> Anniversary committee and as such, a draft Terms of Reference for establishing a 50<sup>th</sup> Anniversary Committee is attached for review. Volunteers will serve until December 31, 2021 and the committee will include three members of Council, including the Mayor (remaining Councillors will be *ex officio* members. Other members would be drawn from community groups with a couple of positions at-large, including one to represent youth. Council may wish to carefully consider the respective ratios proposed for Council, community groups and at-large members.

**Options:**

- (1) To establish the 50<sup>th</sup> Anniversary Committee and adopt the draft Terms of Reference;
- (2) Amend the draft Terms of Reference prior to adoption;

(3) Provide alternate direction to staff.

**Preferred Option:** Option 1 - Establish a 50<sup>th</sup> Anniversary Committee and adopt the proposed Terms of Reference.

**Follow Up Action:** Staff will call for volunteers from established community groups and the public through the Village Update and email. Staff will bring the names of applicants to a future Council meeting to be appointed to the committee.

**Communication Plan:** A call for volunteers in accordance with the Terms of Reference will be published in the Village Update and through email to the various community groups.

## VILLAGE OF LIONS BAY 50<sup>TH</sup> ANNIVERSARY COMMITTEE

### TERMS OF REFERENCE

#### **Purpose**

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee is designated as a volunteer Committee of Council to plan, coordinate and organize events to take place in 2021 to commemorate the Village of Lions Bay's 50th Anniversary as an incorporated Village.

The Committee will consist of representatives from established community groups [insert: and representatives at-large, if desired] to initiate, advise, organize and deliver events to celebrate the 50th Anniversary of the Village of Lions Bay, within the parameters approved by Council.

#### **Establishment and Authority**

Section 142 of the *Community Charter* provides Council with the authority to establish Select Committees.

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee (the "Committee") was appointed as a Select Committee by a resolution of Council on [DATE].

The Committee has no delegated authority from Council but will make recommendations to Council and, under the direction of Council, will plan, coordinate and manage 50<sup>th</sup> Anniversary celebratory events and activities. Budgetary responsibilities will be managed by the Chief Financial Officer (CFO) as set out in the Terms of Reference. The Committee may form sub-committees specific to certain events.

#### **Committee Role and Responsibilities**

- a) Identify opportunities for celebration of the Village of Lions Bay's 50th Anniversary in 2021. Consider and recommend the format for celebrations and propose a schedule of events to take place in 2021;
- b) Facilitate the involvement of community groups and organizations and encourage the participation of all community groups and individuals in the 50<sup>th</sup> Anniversary celebrations;
- c) Advocate for and promote Municipally approved partnerships and fundraising opportunities for Village-sponsored events;
- d) Recruit and coordinate volunteers for the organization and operation of Anniversary events as required and in accordance with Municipal volunteer policies.
- e) Develop a budget for the 50<sup>th</sup> Anniversary events to be presented to Council for approval to be administered by the CFO;

- f) Research and provide recommendations to Council on applications for grants for community events for the 50<sup>th</sup> Anniversary;
- g) Promote and advertise 50<sup>th</sup> Anniversary events, as the budget allows;
- h) Report regularly to Council, making recommendations for Council's support and approval and prepare a final report for Council after the conclusion of the final celebratory event;
- i) Receive reports from sub-committees specific to certain events or activities.

### **Composition**

The Committee shall be comprised of three (3) members of Council, including the Mayor, and up to eight (8) resident members from established community groups and representatives at-large, as appointed by Council.

Additional 'resource persons' (Village staff, representatives of key agencies, or subject matter experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving its objectives.

At all times, Council shall ensure that at least one member of the Committee is a Council member, as required by the *Community Charter*. All members of Council shall be *ex officio* members of the Committee.

### **Appointment and Membership**

#### **Nominations of non-Council Members**

Representation is intended to reflect a diversity of ages and interests throughout the community, all with a demonstrated interest and previous involvement in community matters. The following community groups are requested to nominate one representative to sit on the Committee:

Events Committee  
Historical Society  
Seniors Social Circle  
Arts Council  
Trail Blazers  
Lions Bay School Parent Advisory Committee (PAC)

One of the two members at-large will be selected to represent youth in the community and both will be selected after a Municipal request for expressions of interest.

All members are expected to work toward consensus and be respectful of the views of others. From the nominations and applications received, Council will appoint the Committee members

and may, in any case, decline to appoint a nominee or applicant and invite new nominations or applications.

#### Term and Termination

Members shall be appointed by Council resolution to a term expiring on December 31, 2021.

Council may, by resolution, amend these Terms of Reference, terminate the appointment of any member of the Committee at any time, appoint new members or dissolve the Committee.

#### Resignation and Absenteeism

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment may be considered vacant and a new volunteer may be appointed.

#### Vacancies

Any vacancy on the Committee, other than a vacancy caused by the resignation of a Council member shall remain vacant for the balance of the term, subject Council inviting new nominations or applications in accordance with the Terms above.

#### Remuneration

All members of the public appointed to the Committee shall serve without remuneration. All expenses pre-approved by the CFO and reasonably incurred in the carrying out of Committee business may be submitted to the CFO for reimbursement.

#### Chair

One of the Council members shall act as Chair of the Committee. Another Council member shall act as the Vice-Chair.

In the absence or unavailability of the Chair, the Vice-Chair will take on the Chair's duties and responsibilities. In the absence of both the Chair and Vice-Chair, any other Council member may Chair the meeting. In the absence of any Council member, the meeting shall be adjourned to the next scheduled meeting, unless a sooner meeting is organized by the Chair or Vice-Chair.

#### Governance

The Committee is a Select Committee of Council and shall comply with the rules and provisions contained in these Terms of Reference and the Council Procedure Bylaw. Council may provide supplemental direction from time to time.

### **Reporting Relationship**

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee shall report to Council and make recommendations as follows:

In the form of resolutions recorded in the Committee's Minutes and sent to the Municipal Coordinator in a timely manner for electronic circulation to Council and posting to the next Agenda and on the Village website.

In the form of a written memorandum or reports to Council.

In the form of a final report to Council after the 50<sup>th</sup> Anniversary celebrations have concluded.

### **Financial Responsibility/Accountability**

The Committee shall have no authority to expend or commit financial resources of the Village of Lions Bay until such funds have been approved as part of the Council budget and specifically pre-approved by the CFO or her designate.

The Committee shall be permitted to raise additional funds for events or activities through donations, sponsorships, advertising, or similar methods. The reporting requirements for such fundraising and the financial management of such funds must first be approved by the CFO.

### **Meetings**

- a) The Committee will set a regular meeting schedule.
- b) Meetings shall be governed by the Municipality's Procedure Bylaw.
- c) Meetings will generally be held in the Council Chambers or Broughton Hall, and where public health dictates, via Zoom.
- d) All meetings will be guided by a formal Agenda with notice posted in accordance with the Procedure Bylaw.
- e) All meetings shall be open to the public. Only in limited circumstances may a portion of a Committee meeting be closed to the public, as per the *Community Charter*.
- f) A quorum will consist of 50% plus 1, rounded down, provided that there is at least one Council member present.
- g) Special meetings may be held outside the regular meeting schedule, at the Call of the Chair or Vice-Chair, or upon the request of three Committee members through the Municipal Coordinator.
- h) Committee recommendations require a majority vote by the members present and can only be made within a meeting. A tie vote is not a majority. If a tie vote occurs, the motion fails. Lack of consensus on a proposed recommendation shall be reported in the minutes of the meeting with differing perspectives noted.
- i) Each member present at the time a vote is taken must vote, and if the member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.

- j) Minutes of the meeting must be recorded, and available for adoption by the Committee at its next meeting or as soon as practical. Draft minutes may be circulated to the Committee and to Council members for information.
- k) After adoption, minutes must be forwarded to the Municipal Coordinator who will include the adopted minutes on the Village website and on the agenda for the next Council or Council Strategy Committee meeting, at the direction of the Corporate Officer.

**Resources and Staff Support:**

The Committee will be assigned administrative support including booking meetings, developing and distributing agendas and materials, reviewing minutes and ensuring documents and materials are posted to the Village website. Financial administration support will be provided by the CFO or her designate.

At the discretion of the Chief Administrative Officer, the Committee will be provided with professional staff, communication support and technical support as needed.

The Committee is not responsible for the implementation or management of any Municipal functions or services.

**Amendments to the Terms of Reference**

Proposed amendments to the Terms of Reference shall be submitted to Council for approval and shall take effect only upon the approval of Council.

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<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Encroachment Agreement for 395 Bayview Place</b>		
<b>Author</b>	<b>Karla Duarte</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>November 9, 2020</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 17, 2020</b>		

**Recommendation:**

- (1) THAT the draft Encroachment Agreement dated for reference the 17<sup>th</sup> day of November, 2020 between the Municipality and the Licensee, Beatriz Raynard, be approved; and
- (2) THAT the Mayor or Acting Mayor and the CAO or the Chief Financial Officer be authorized to execute the Agreement.

**Attachments:**

1. Letter from applicant requesting permission to construct a staircase on Municipal boulevard lands;
2. Draft Encroachment Agreement for 395 Bayview Place.

**Key Information:**

The owners of 395 Bayview Place (not realizing they needed an Encroachment Agreement to construct a staircase on the Municipal boulevard adjacent to their driveway) commenced construction on concrete landscape stairs to create an alternate, safer pedestrian access to their house, rather than use of the driveway, particularly in winter. Their letter requesting permission is attached to this report and includes reference to a permit from the Ministry of Transportation and Infrastructure for their pathway across Crown land at the top of the staircase.

Engineer-stamped drawings have been provided for the proposed License Area in Schedule "A" attached to the draft agreement. Staff have examined the concrete stairs and the existing rock wall on either side of the partially constructed staircase, as well as the area near the bottom of the staircase, which includes a fire hydrant.

The water main in front of the fire hydrant is not impacted by the Works and there are no culverts under the driveway or on that side of the street. A driveway crossing permit is not necessary in this case. The applicants will be asked to maintain a 5-metre radius around the fire hydrant, clear of any rocks, boulders, debris and rubble. This is reflected in the draft agreement attached, particularly section 1 (a) to (e). There are no perceived impacts to neighbouring properties.

**Options:**

- (1) Approve the draft Encroachment Agreement in accordance with the recommendations at the beginning of this report;
- (2) Amend the Encroachment Agreement in respect of one or more of the matters covered by it;
- (3) Reject the Encroachment Agreement;
- (4) Refer the matter back to staff for further information.

**Preferred Option:** Option 1 is the preferred option. While the applicants commenced construction before getting permission, this appears to have been an honest mistake and they have set about constructing the stairs with an engineer approved plan.

**Legal Considerations:** Protection of the Municipality's position through pre-vetted, standardized documents.

**Follow Up Action and Communication Plan:** Convey decision to owners per Council direction.

**HIGHWAY ENCROACHMENT AGREEMENT  
(LICENSE TO OCCUPY)**

**THIS AGREEMENT** dated for reference the 17<sup>th</sup> day of November 2020.

**BETWEEN:**

**BEATRIZ RAYNARD**, owner of 395 Bayview Place, Lions Bay BC, V0N 2E0  
(hereinafter called the “**Licensee**”)

**AND:**

**VILLAGE OF LIONS BAY**, a municipal corporation, having offices at 400 Centre Road,  
Lions Bay BC, V0N 2E0  
(hereinafter called the “**Municipality**”)

**GIVEN THAT:**

- A. The Municipality holds ownership and possession of highways lying and being in the Village of Lions Bay in the Province of British Columbia as per s. 35(1) of the *Community Charter*. The portion of highway known as Bayview Place and subject to this agreement is shown on the plan dated October 26, 2020 and the photo attached hereto as Schedule “A”, being all portions east of the demarcated north-south property line.  
(the “**Road**”)
- B. The Licensee is the fee simple owner of those lands adjacent to the Road being in the Village of Lions Bay in the Province of British Columbia, having a civic address of 395 Bayview Place and more particularly known and described as:  
  
PID: 007-020-571, being That Part of LOT 28 BLOCK 10 DISTRICT LOT 6748 PLAN 13629  
  
(the “**Licensee’s Property**”).
- C. The Licensee wishes to encroach upon an area of the Road as outlined in black in Schedule “A” to this agreement (the “**License Area**”).
- D. The Municipality has agreed that the Licensee may occupy the License Area for the purposes and on the terms and conditions herein set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants contained herein and sum of \$10.00 now paid by the Licensee to the Municipality and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Grant of License** – The Municipality, on the terms and conditions set forth herein, grants to the Licensee the non-exclusive right and License (the “**License**”) to access, to construct and to maintain the works as shown on Schedule “A”, subject to the following restrictions:
  - (a) the stairs shall be built in accordance with the BC Building Code, including handrail requirements;
  - (b) a five (5) metre exclusion zone for fire hydrant service (the “**Exclusion Zone**”) shall be kept free and clear of all obstructions at all times;
  - (c) no vehicle, trailer, equipment or material may be parked or placed on the driveway in such a way as to be within five (5) metres of the fire hydrant located on the north side of the License Area;
  - (d) the water shut-off valve on the southside of the License Area shall be kept clearly marked, easily accessible and free and clear of any obstructions;
  - (e) the driveway and the retaining wall on the east side of the driveway shall be maintained in a good state of repair by the Licensee in accordance with section 8 of this Agreement;  
  
(the “**Works**”) for the purposes of use and enjoyment by the Licensee and its permitted assigns and their servants, agents and invitees and for the Municipality and its successors and assigns and their servants, agents and invitees.

2. **Term and Renewal** – This License shall commence on the **17th day of November, 2020** (the “**Commencement Date**”), and shall terminate upon the occurrence of any of the circumstances detailed in section 3, unless otherwise agreed in writing by the Municipality.

3. **Termination**

- (a) The License will automatically terminate upon any of the following occurrences:
  - (i) the Works being removed with the permission of the Municipality;
  - (ii) the Licensee breaching a term of this Agreement;
  - (iii) at any time upon the Licensee providing written notice to the Municipality;  
or
  - (iv) at any time upon the Municipality providing at least 6 months written notice of termination to the Licensee.
- (b) The License may be cancelled or terminated despite any rule of law or equity to the contrary in accordance with any of the following provisions:
  - (i) if the Licensee defaults in the observance or performance of any of the terms and conditions contained in this License and the Licensee fails to cure such default(s) within 30 days after written notice from the Municipality then the

Municipality will be entitled to terminate the License without limiting the Municipality's other remedies at law or at equity; and

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

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

4. **Powers** – For the purposes of the License herein, the Licensee and its servants, agents and invitees shall have the right to:
  - (a) use the License Area;
  - (b) have unobstructed access to and from the License Area at any and all times;
  - (c) clear the License Area and keep it clear of anything which might, in the opinion of the Licensee, acting reasonably, constitute an obstruction to the use of the License Area by the Licensee; and
  - (d) do all other things on the License Area as may be reasonably necessary, desirable and incidental to the use of the License Area.
5. **Municipality May Access and May Undertake Work** – The Municipality shall have free access to all parts of the License Area. The Municipality is not required to give any notice to repair the Road or the License Area in its absolute discretion.
6. **No Other Improvements** – The Licensee will not, without the prior written consent of the Municipality, construct, install, affix, place or store or permit the construction, installation, affixing, placing or storage of any buildings, structures, works, improvements, fencing, material or chattels or anything of any nature or kind including, without limitation, on any part of the License Area other than the Works identified in section 1 of this agreement.
7. **Use** – The Municipality will at all times have a priority right to use and occupy any portion or all of the License Area, without notice, in order to access Municipal infrastructure or other portions of the Road, or the Licensee's property, or to carry out any public service or responsibility that requires use of or access to the License Area. The Licensee acknowledges and agrees that, by granting this Agreement, the Municipality is not accepting any responsibility for the Licensee's use of the License Area. The Licensee shall use best efforts to cause a minimum of obstruction and inconvenience in the License Area.

8. **Maintenance, Repair, Replacement** - the Licensee, or their successors, shall be solely responsible for maintenance, and if necessary, repair or replacement of the Works and the Municipality shall have no responsibility or liability whatsoever for the Works or any portion thereof; the Licensee shall apply for and obtain explicit permission from the Municipality before conducting any repair or replacement of the Works or any portion thereof. This Agreement shall be subject to Driveway Crossings Bylaw No. 521, 2017 and without limiting the generality of the foregoing, specifically subject to section 7.8 thereof.
9. **Site Clean-up** – Upon termination of this License, the Licensee will leave the License Area in a tidy condition, and the Licensee, if required by the Municipality in its sole discretion, shall remove all personal property belonging to the Licensee within 60 days after termination of this Agreement. Any personal property not removed by the Licensee shall become the absolute property of the Municipality free of all encumbrances, without payment of any compensation to the Licensee.
10. **No Waste or Nuisance** – The Licensee will not commit or allow any willful or voluntary waste or destruction of the License Area, or do anything that may become a nuisance or annoyance to other occupiers of the Road or adjoining lands. The Licensee will not stockpile or burn any materials on the License Area.
11. **Compliance with Laws** – The Licensee will at all times during the currency of this License use the License Area in compliance with all statutes, laws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or local government laws or statutes or bylaws relating to environmental matters, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.
12. **Covenant and Assignment** – The Licensee agrees to forthwith execute a section 219 covenant, to be prepared by the Municipality’s solicitor, to be registered in the applicable Land Title Office incorporating the terms of this Agreement. Except as expressly set out herein, the rights granted to the Licensee under this Agreement may not be sublicensed, assigned, or otherwise transferred. Upon transfer of ownership of the Licensee’s Property, the Licensee must assign its interests and obligations under this License to the new property owner with the prior written consent of the Municipality, such consent not to be unreasonably withheld or delayed, and will provide the Municipality with evidence of such assignment to the Municipality’s satisfaction. If the Licensee is unsuccessful in assigning its interest as set out herein within 30 days of the Licensee’s Property being transferred, the Licensee agrees to immediately pay to the Municipality upon demand, up to \$2,000 in costs associated with and incurred by the Municipality in the negotiation and execution of a new License agreement with the new owner, or termination of all rights hereunder, such costs being determined at the sole discretion of the Municipality.
13. **Risk** – The Licensee accepts the License Area on an as-is basis and agrees that it will use the License Area at its own risk, and that the Municipality will not be liable in respect of any loss of life, personal injury, damage to property or loss of property suffered by the Licensee, its servants, agents, or invitees arising out of this Agreement or its or their use and occupation of the License Area.

14. **Indemnity** – The Licensee hereby indemnifies and saves harmless the Municipality, its officers, directors, elected officials, employees and agents from and against any and all losses, claims, costs, expenses, damages and liabilities, causes of action, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor’s fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Municipality, its officers, directors, elected officials, employees, agents and invitees arising, directly or indirectly, out of:
- (a) the uses of the Licensee under this License;
  - (b) a breach by the Licensee of any of the covenants contained in this License;
  - (c) any wrongful act or neglect of the Licensee on or about the License Area;
  - (d) any damage to property related to the Licensee’s use and occupancy of the License Area;
  - (e) any damage to the Road or to Municipal infrastructure beneath the Road;
  - (f) the death of or injury to any person arising out of or in any way connected with, directly or indirectly, the Licensee’s use and occupancy of the License Area.

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

15. **Insurance** – The Licensee shall obtain and keep in force throughout the existence of the License insurance naming the Municipality as an additional insured and protecting the Municipality and the Licensee (without any rights of cross-claim or subrogation against the Municipality) against claims by any person, including any member of the public using the Road, for personal injury, death, property loss or damage, and third party liability or public liability claims arising from any accident or occurrence on the Road or other loss relating to the Licensee’s use of the Road to an amount of not less than Two Million (\$2,000,000.00) Dollars per occurrence (the “**Insurance Policy**”).
- (a) The Insurance Policy shall provide that it is not terminable or alterable without the giving of 30 days’ written notice to the Municipality.
  - (b) At the time of execution of this License, the Licensee shall deliver to the Municipality a copy of the Insurance Policy or an insurance binder or note evidencing that the Licensee has obtained the Insurance Policy on the terms set out herein.
  - (c) At any time during the Term of this License the Municipality may require the Licensee to provide evidence to it that the Insurance Policy is valid and in full effect.

16. **Breach** – In the event that the Licensee breaches any term, condition, or provision of this Agreement, the Licensee shall remedy the breach within 30 days of receipt of a notice from the Municipality and if the breach is not remedied within that time period, all rights accruing to the Licensee under this Agreement shall cease without further notice to the Licensee, unless the Municipality, in its sole discretion, decides otherwise.
17. **Municipality May Take Action** – If the Licensee fails to do any matter required of them under this Agreement, the Municipality is entitled to take all such actions on the Licensee's behalf and at the Licensee's cost as are reasonably necessary to rectify the Licensee's failure, but the Municipality is in no circumstance liable for not taking such action or its manner of doing so, provided that the Municipality acts reasonably. The Licensee shall pay to the Municipality the costs the Municipality incurs pursuant to this provision forthwith upon receipt of an invoice.
18. **General**
  - (a) This Agreement will enure to the benefit of and be binding upon the Licensee and its successors, administrators and approved assigns and upon the Municipality and its successors, administrators and assigns.
  - (b) Every reference to each party is deemed to include the heirs, executors, administrators, corporate successors, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.
  - (c) Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.
  - (d) The Schedules attached to this Agreement form part of this Agreement.
  - (e) Time is of the essence of this Agreement.
  - (f) The section headings have been inserted for reference only and do not define, limit, alter or enlarge the meaning of any provision of this Agreement.
  - (g) The Licensee's use of the License Area will under all circumstances be viewed as a License only and will not create nor be deemed to create any property interest in favour of the Licensee in the License Area.
  - (h) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
  - (i) Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Municipality or the Council of the Municipality. Further, nothing contained or implied in this Agreement shall derogate from the obligation of the Licensee under any other agreement with the Municipality or, if the Municipality so elects, prejudice or affect the Municipality's rights, powers, duties or obligation

in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the Municipality's discretion, and the rights, powers, duties and obligations of the Municipality under all public and private statutes, by-laws, orders and regulations, which may be, if the Municipality so elects, as fully and effectively exercised in relation to the Road as if this Agreement had not been executed and delivered by the Licensee and the Municipality.

**END OF PAGE**

DRAFT



**SCHEDULE "A"**  
**SKETCH PLAN OF ROAD AND LICENSE AREA**

DRAFT





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<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>2020 Parking Enforcement Summary</b>		
<b>Author</b>	Karla Duarte	<b>Reviewed By:</b>	Peter DeJong
<b>Date</b>	November 13, 2020	<b>Version</b>	
<b>Issued for</b>	November 17, 2020 Regular Council Meeting		

**Recommendation:**

THAT the Information Report, "2020 Parking Enforcement Summary" be received.

**Attachments:**

(1) Brunswick Beach Community Signage Presentation

**Introduction:**

The purpose of this report is to provide an overview of the Municipality's 2020 parking enforcement activities and results. Parking enforcement activities in 2020 focused on Council-directed initiatives aimed at managing the huge influx of visitors from around Metro and the Sea to Sky Corridor due to the coronavirus pandemic.

- Summary of statistics
- Actions and Reactions
- Outcomes and Lessons Learned

**Key Information:**Statistics

	2020												2019	
	J	F	M	A	M	J	J	A	S	O	N	D	Yr. to Date	
Warning Tickets Issued	4	1	1	10	25	8	5	14	7	0	0	0	75	8
<b>Bylaw Notices Issued</b>	10	4	6	47	169	129	326	272	136	3	0	0	1102	655
Paid	6	1	1	22	105	69	180	148	61	0	0	0	593	347
Cancelled/ VOID	0	0	2	8	16	18	33	13	17	3	0	0	110	17
Bylaw Notice Disputes													167	81
Collection Letter Sent	7	2	4	22	63	42	105	87	TBD	0	0	0	332	257
Sent to Collection Agency	3	1	2	10	47	30	85	TBD	TBD	0	0	0	178	215

Deemed Uncollectible	0	0	1	3	4	9	18	16	8	0	0	0	<b>59</b>	<b>33</b>
Vehicles towed		0	0	0	2	0	2	0	0	0	0	0	<b>4</b>	<b>0</b>
Bylaw Officer Hours													<b>1070</b>	<b>646</b>
Ticket Revenues													<b>\$86,474</b>	<b>\$22,356</b>
Meter Revenues													<b>Est. \$28,000 for Sunset lot</b>	<b>\$35,800 all 3 lots</b>

- With total disputes doubling, dealing with them became a significant focus, especially during the summer months with an average of about 1 hour of office time per dispute.
- In addition to the disputes themselves, this often led to checking signage and considering and groundtruthing potential changes.
- Ticket locations were more varied than last year with infractions all over the Village on streets or portions of them that had never experienced the volume seen in 2020 with a big difference seen in the number of tickets issued in the parking lots (due to LBBP and KG being closed).
- Consider whether there were that many more vehicles or just more infractions due to the increased parking restrictions and increased enforcement – did the increased fines and enforcement result in greater compliance?

Actions and Reactions

➤ Actions:

- Closing Parks
- Closing Parking Lots
- Commencing Hiring of Seasonal BEOs in early April
- Adding and Amending Signage to Restrict Parking
- Tripling Fines for Parking Infractions
- Re-Opening Parks
- Re-Opening Parking Lots (Sunset, School and Brunswick)
- Adjusting Street Parking Restrictions
- Engaging with CN Police
- Engaging with RCMP
- Engaging with MOTI
- Engagement from TransLink

➤ Reactions:

- No quantifiable drop in visitation despite signage and fines
- Chasing issues from neighbourhood to neighbourhood
  - No cohesive plan or communications strategy to visitors or residents
- Anger – public abuse of staff in the field and in the office (resident complaints too)
- Flouting of parking regulations, possibly out of frustration and/or belief that public entitled to use public trails, beaches and roads to get outdoors and recreate within the Metro area
- Use of alternative means of transportation not necessarily a solution (eg: buses dropping off cliff goers, TransLink scheduling large buses on weekends)

### Outcomes and Lessons Learned

#### ➤ Outcomes

- Significant increase (65.6%) in number of bylaw hours, with attendant management of bylaw staff contributing to additional hours for the CAO and others.
- BEOs inundated with calls and emails on busy weekends, having to do park counts/restrictions, dealing with changes to signage and fines, dealing with many more rude people than usual.
- As well, significant Public Works time was spent checking and reviewing parking areas, ordering more signs and hardware and installing changes to signage, as well as issuing tickets on several occasions.
- Damage to reputation – Mayor and staff in public relations damage control most of the year
- Significantly more time spent by all staff on parking related matters when we were trying to deal with how to respond to the pandemic, as well as the usual tasks.

#### ➤ Lessons Learned

- Closing parking lots, restricting street parking beyond normal rules, and increased fines threefold are NOT sufficient to deter the general public from coming to Lions Bay or to comply with parking regulations.
  - Consideration needs to be had for the fact visitors will come regardless (in part encouraged by our Public Health officials) so perhaps it's better to figure out where they CAN park and direct them accordingly.

- ADVANCE communications to both residents AND the general public about changes to parking regulations and to penalties is required prior to making changes, regardless of sense of urgency
  - same day changes do not necessarily have the intended outcomes and create impressions the Municipality is being predatory and gouging visitors in the midst of a pandemic when many people are out of work.
  - most people who came to Lions Bay had no idea that fines had tripled and were unaware that parking areas had changed to drastically limit where they could park.
  - figuring out how to reach visitors before they come is difficult but important.
- Inconsistencies between Lions Bay signage and signage in other parts of Metro may have led to some of difficulties with interpretation.
- Not all residents agreed with the changes and were ready to accommodate people trying to get some healthy exercise in a safe, outdoor environment.
- While there are certainly a portion of visitors who fail to respect the community there are many who are looking for reasonable opportunities to comply.

**Financial Implications:**

Actual parking fine revenue for each year:

- 2015 - \$17,033
- 2016 - \$8,098
- 2017 - \$9,666
- 2018 - \$10,238
- 2019 - \$22,356
- 2020 - \$86,474 (up to Oct 22<sup>nd</sup>)

Tickets paid vs. issued	Jan: 60%	Feb: 25%	Mar: 33%	Apr: 61%	May: 70%	Jun: 68%	Jul: 65%	Aug: 61%	Sep: 55%	Oct: 0%	Nov: 0%	Dec: 0%
<b>Average rate of collection</b>	<b>About 50%</b>											

Tickets up to July have been sent to collections so the percentages do not reflect payments to collections that may have been received but have not yet been reported. Sending reminders does not significantly increase rate of payment.

**Follow Up Action:** Review of Brunswick Beach Community Signage Presentation. Draft Parking Plan for Spring to Fall of 2021 for further discussion.

**Communication Plan:** To be determined.

# **BRUNSWICK BEACH**

signage program



## **Problem**

High volume, high frequency of non-residents visiting Brunswick Beach.

## **Result**

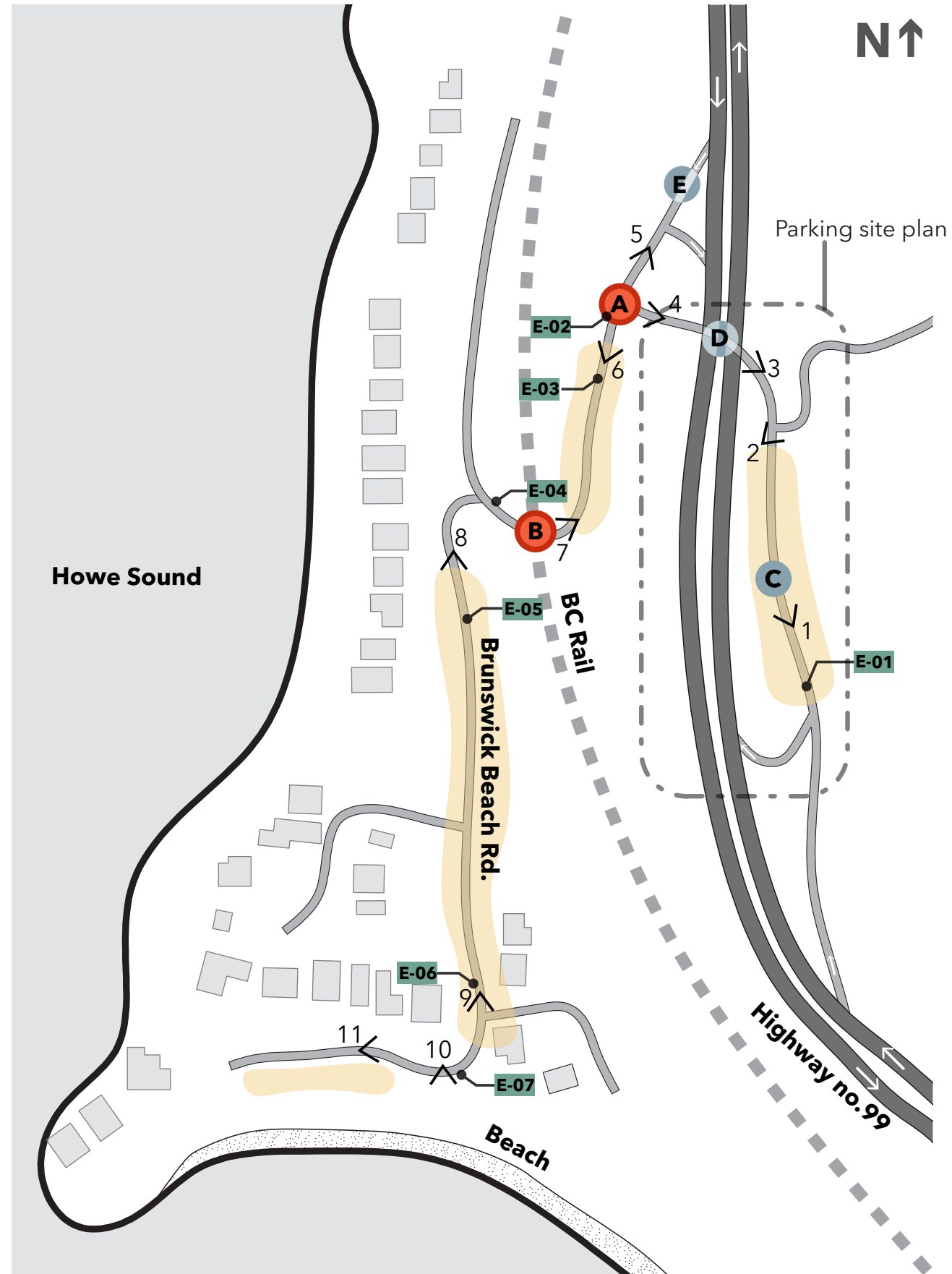
1. Safety issues for beach visitors and local residents:
  - a. Visitors parking in non-designated areas including blind curves, residential driveways, and along road shoulders.
  - b. Constant car traffic along the permit-only residential streets creates increased hazard for local kids and families.
2. Difficulty in orientation and navigation in exiting the community for visitors.

## **Proposed solutions**

1. Provide designated parking for visitors at the highway exit Northbound to reduce the volume of cars heading to the permit-only residential streets. This includes signage to clearly delineate the extent of visitor parking.

*OPTION: **Paid parking** may help in reducing the time period that a single car will park and allow more people to visit and enjoy the beach.*
2. Through site analysis, locate the main vehicular decision points, and provide signage for effective community wayfinding and navigation.
3. *OPTION:* Public art along the underpass to provide a community welcome to all visitors.

# Existing site analysis



- **Primary decision points**  
 A. 3-way stop intersection  
 B. BC Rail intersection
- **Sites of interest**  
 C. Highway exit-northbound  
 D. Highway underpass  
 E. Highway exit- southbound
- Typical areas beach visitors park**
- ^ **Photo view cone**
- Existing wayfinding signs**  
 note: not all existing signs are shown but a select few of importance



1



2



3



4



5



6



7



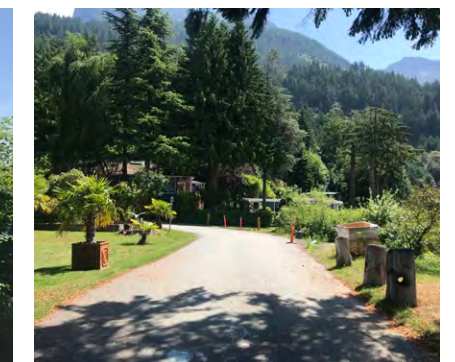
8



9



10



11

## Existing plan analysis

# Existing signage



**E-01**  
No parking/towing sign at Northbound highway exit



**E-02**  
Permit Parking only sign at 3-way stop intersection



**E-03**  
No Exit sign



**E-04**  
Permit parking only sign at BC rail intersection



**E-05**  
Typical signs along Brunswick Beach Rd. for no parking and parking only signs

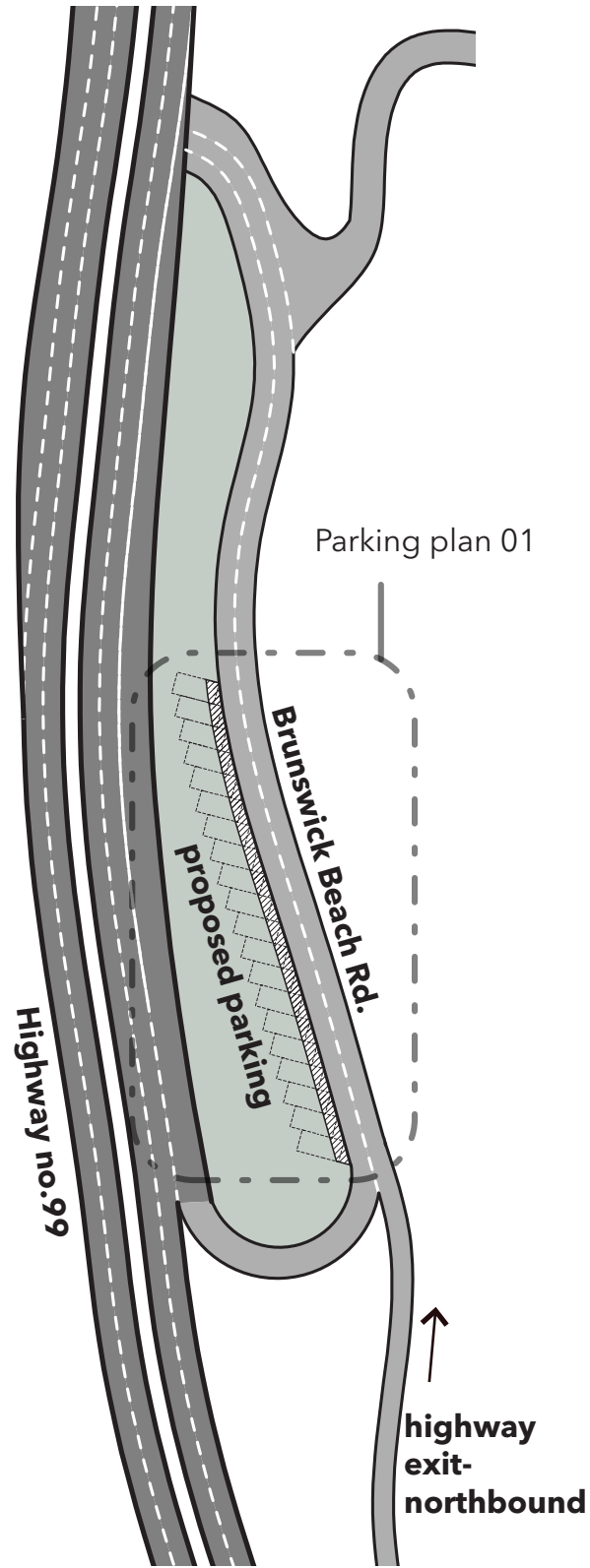


**E-06**  
No Exit sign

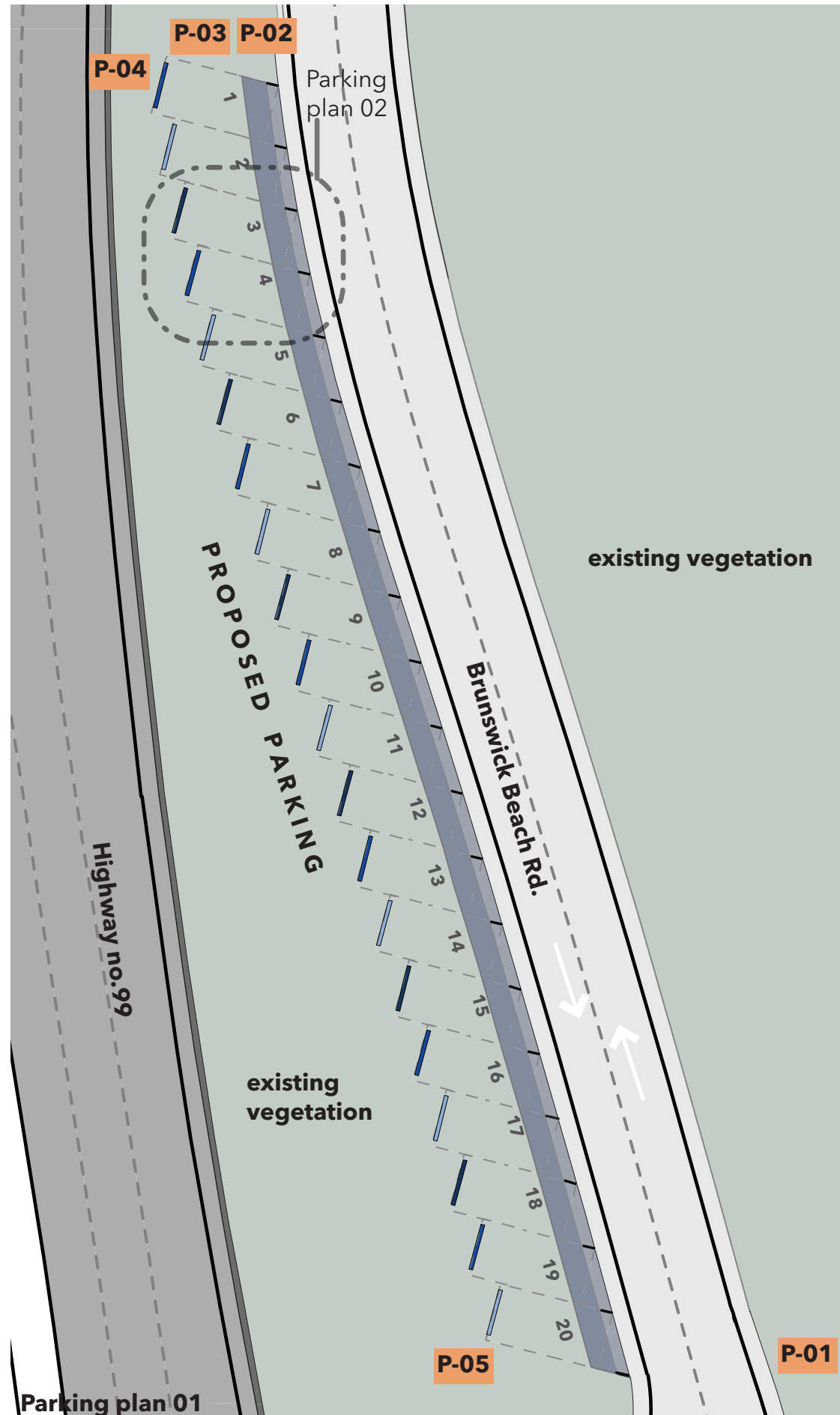


**E-07**  
Visitor regulation sign at Brunswick Beach access

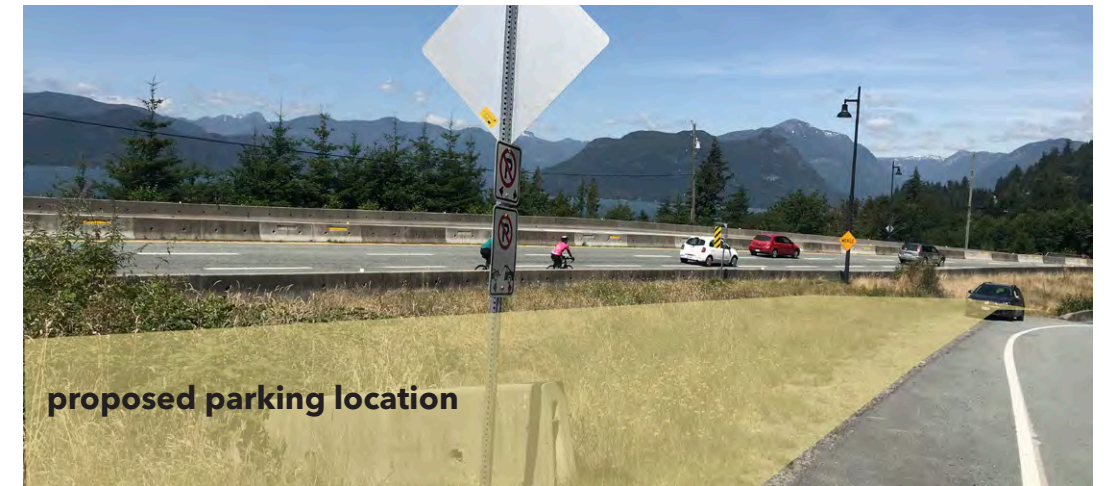
# Proposed Visitor Parking



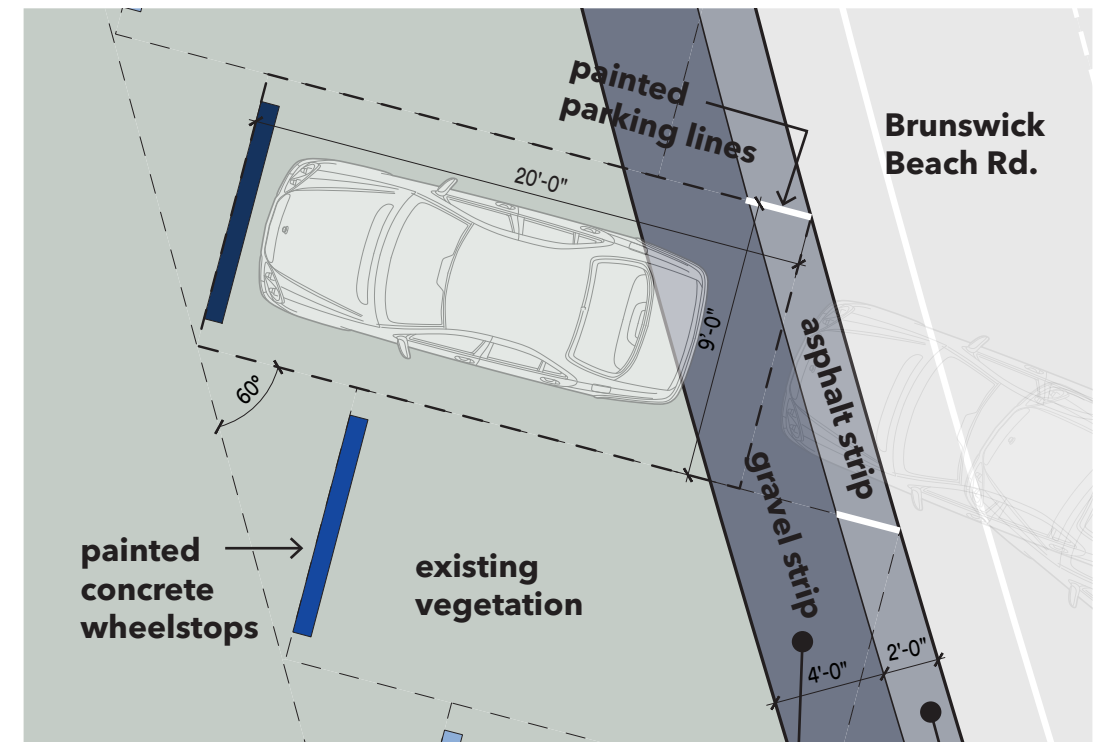
Parking site plan



Parking plan 01



proposed parking location

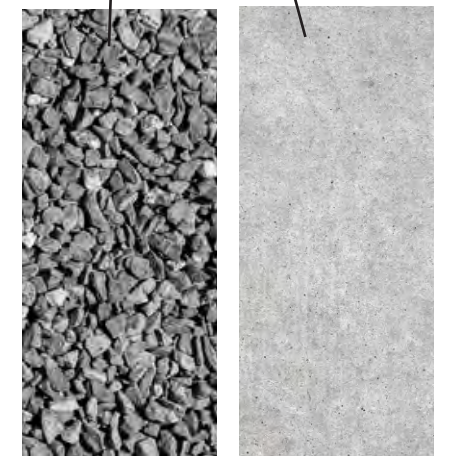


Parking plan 02

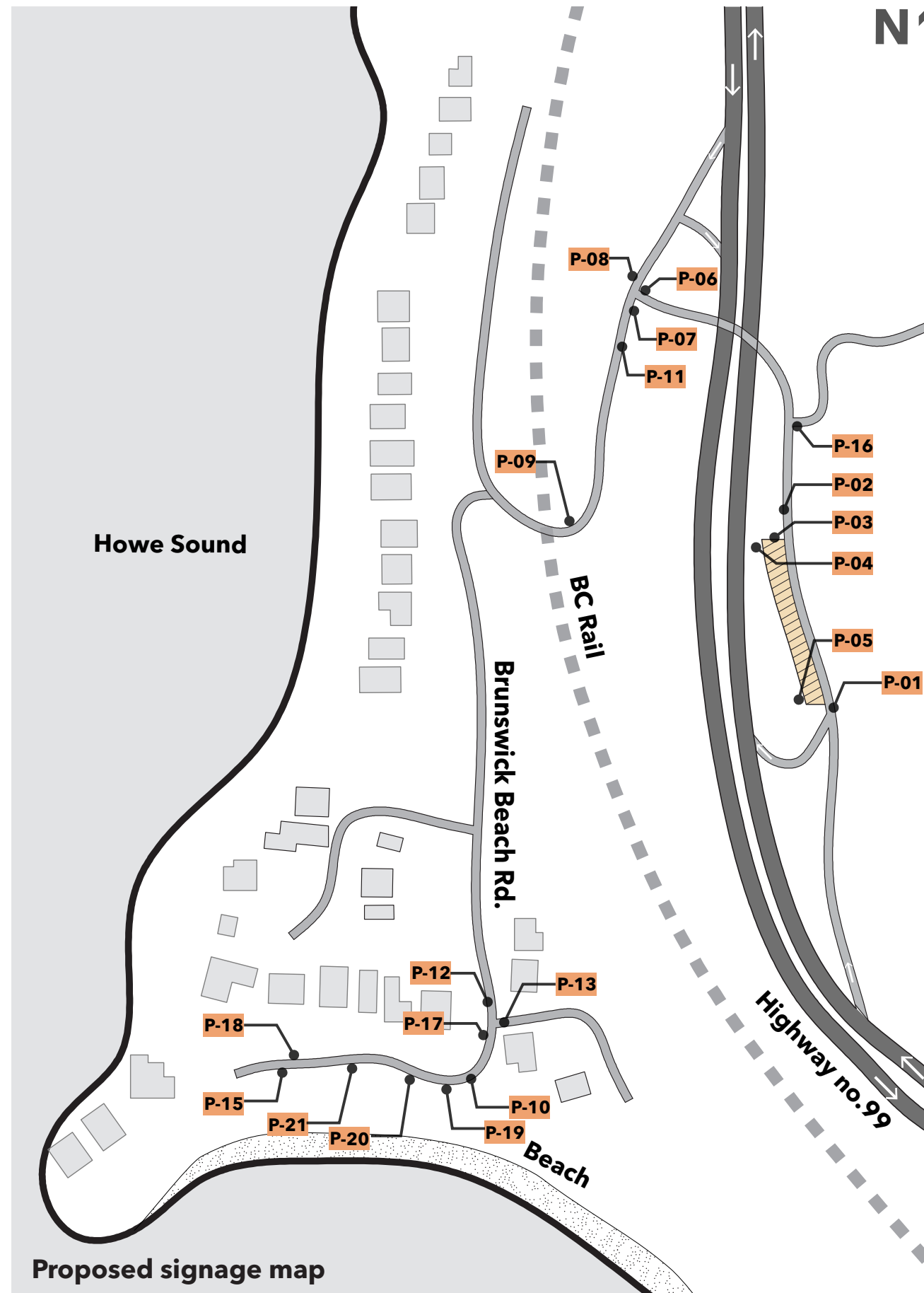
## Overview

Due to the lack of safe parking within the Brunswick community- a parking lot is proposed along the low cross slope area located at the highway exit Northbound to help alleviate the heavy traffic issue in the residential permit only areas.

- 60 deg parking for efficiency and ease will be identified by concrete wheel stops. The wheelstops can be painted different colors to offer as a discrete marker to visitors.
- A 2' asphalt strip with painted parking lines followed by a 4' gravel strip will also be used to help visitors locate the parking spots



# Proposed Signage



Proposed signage map

## Map key

**P-00** Proposed wayfinding signs

Proposed visitor parking location

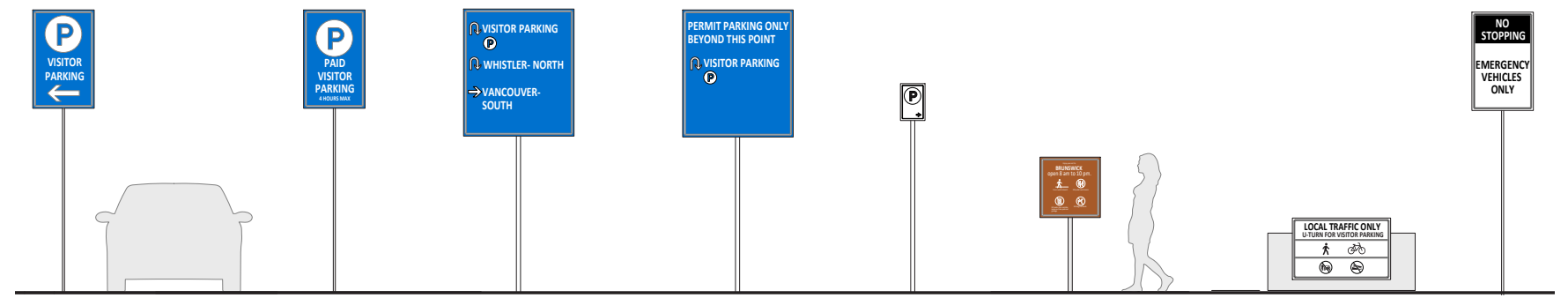
## Overview

Due to the lack of comprehensive signs to guide visitors, the main purpose of the proposed signs is to increase visitor's awareness of their location, direction, and regulations of the Brunswick Beach community.

The main vehicular signs are located at the primary decision points (see Existing plan analysis) and along highway no. 99 exit Northbound to indicate proposed parking area.

The regulatory and informative pedestrian signs are to ensure visitors are following and respecting the Brunswick Beach community guidelines.

## Proposed signage overview



- P-01** Vehicular-Visitor parking directional sign
- P-02** Vehicular-Primary visitor parking ID
- P-06 (P-07, P-08 sim.)** Vehicular-3-way stop directional
- P-09** Vehicular-BC rail intersection directional
- P-04 (P-05 sim.)** Vehicular-Visitor parking regulatory
- P-03 (P-10 sim.)** Pedestrian-Visitor parking regulatory and informational
- P-11(P-12,P-13, P-14 sim.)** Vehicular-Low traffic barrier
- P-15** Vehicular regulatory 2

# Proposed Signage

**General note:**

All signage to comply with guidelines set forth by the Village of Lion Bay, Schedule 1- Community Signage Style Guide and Schedule 2- Community signage makeover plan.

**Icons**



5 min walking from parking lot to beach



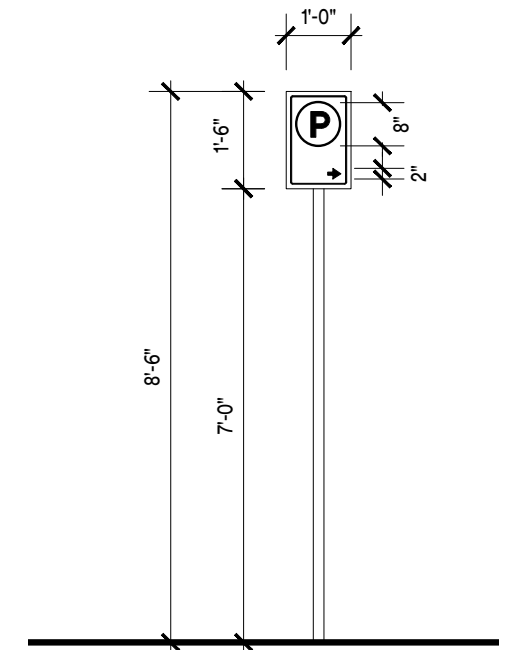
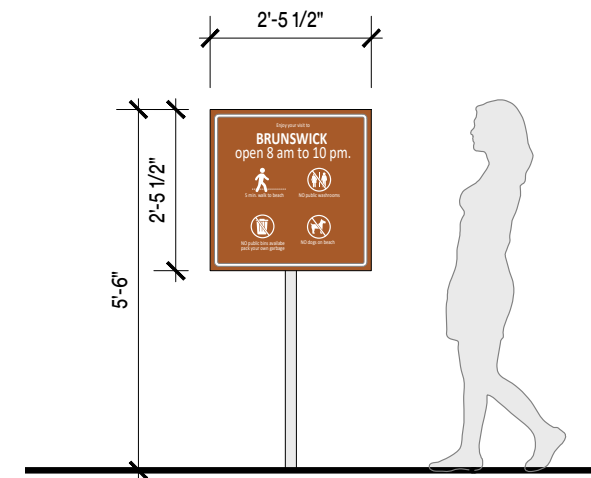
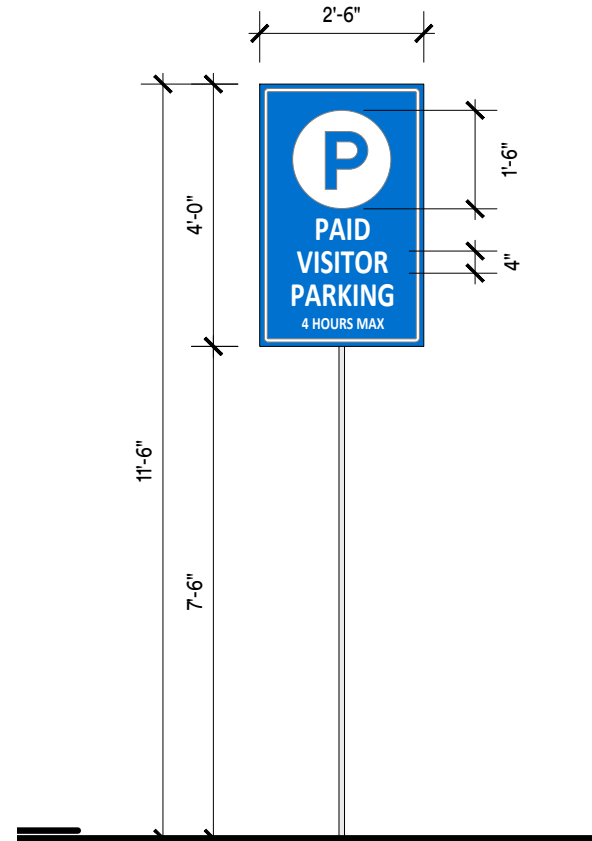
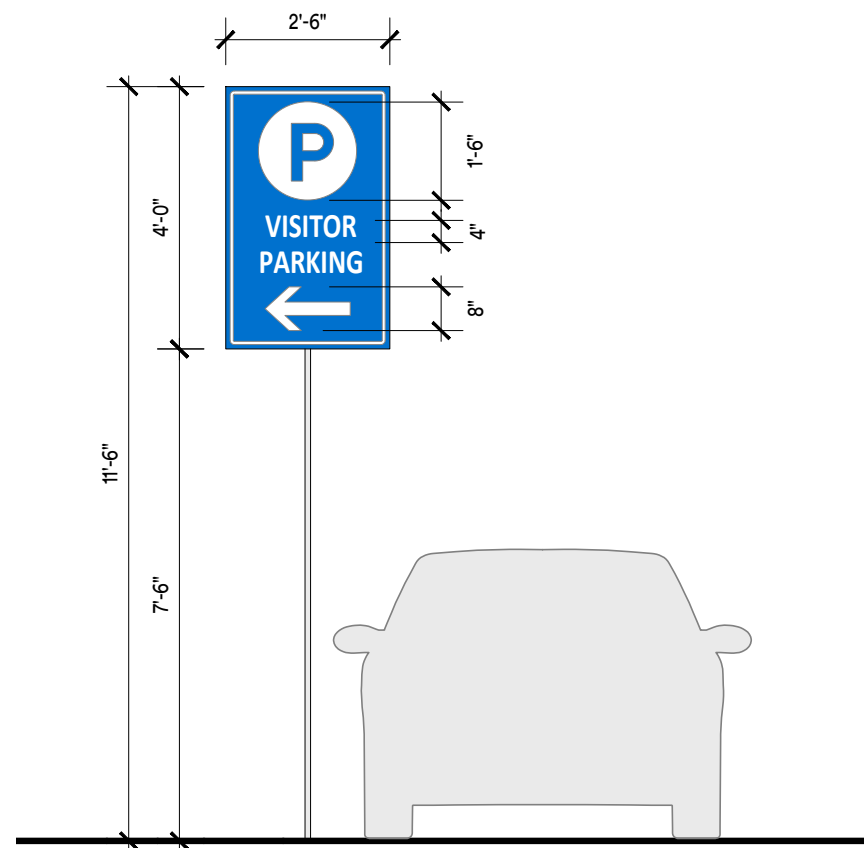
No public washrooms located in beach



No public bins available. Leave no trace- pack out garbage



No dogs on beach



**Vehicular- Visitor parking directional sign**

**P-01**

Parking sign is to help guide visitors to the location of the designated parking spot

**Vehicular- primary visitor parking ID**

**P-02**

Main sign to locate parking Paid visitor parking that is 4 hours max to allow more visitor turnover

**Pedestrian- Visitor parking regulatory and informational**

**P-03 (P-10 sim.)**

Recreational sign intended to inform visitors about Brunswick beach guidelines

Icons: approx 4" high

**Vehicular- visitor parking regulatory**

**P-04 (P-05 sim.)**

Regulatory sign indicate extent of parking lot

# Proposed Signage

**General note:**

All signage to comply with guidelines set forth by the Village of Lion Bay, Schedule 1- Community Signage Style Guide and Schedule 2- Community signage makeover plan.

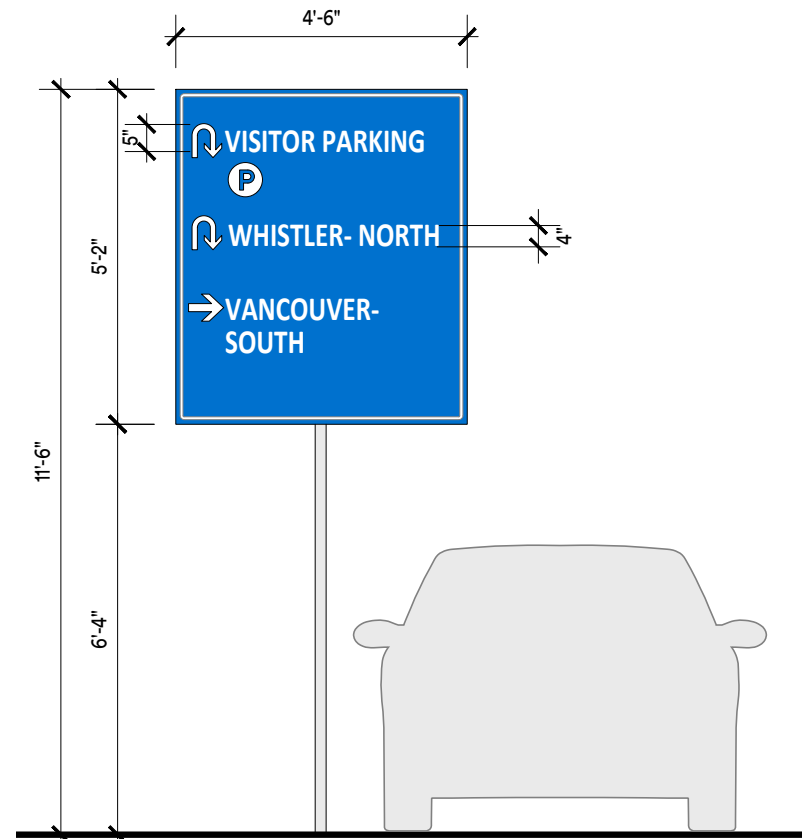
**Icons**



no dropoffs



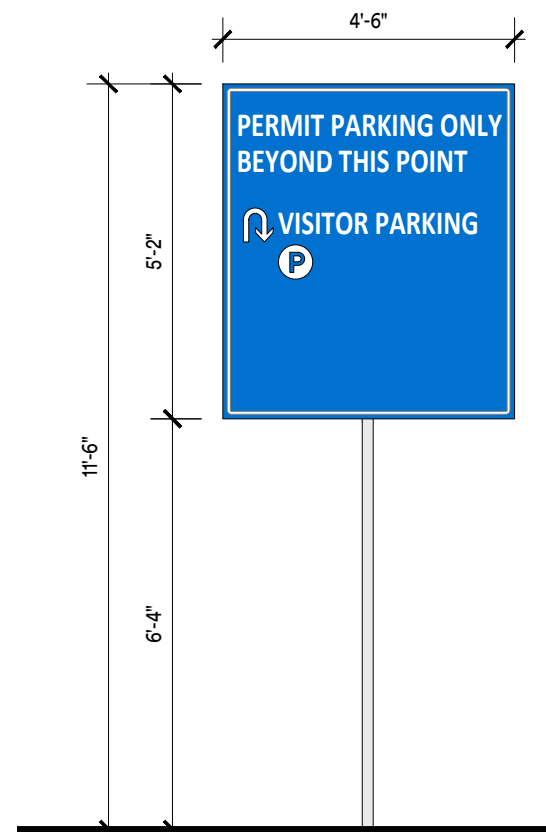
no boat launching



**Vehicular - 3-way stop directional**

**P-06 (P-07, P-08 sim.)**

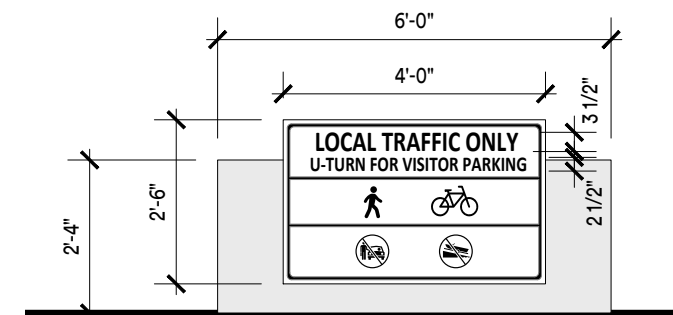
Directional sign to guide drivers to Brunswick Beach, parking lot, and highway



**Vehicular- BC Rail intersection directional and informative**

**P-09**

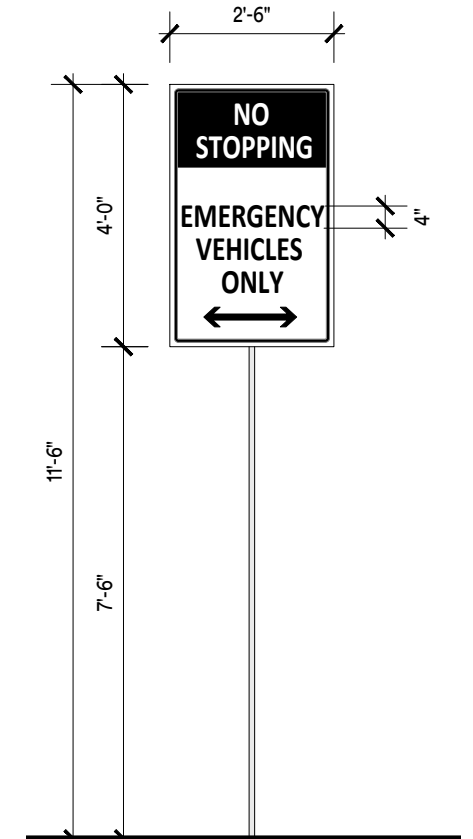
Directional and informative sign to clarify location and extent of public parking



**Vehicular- Low traffic barrier**

**P-11 (P-12,P-13,P-14 sim.)  
\*P-14 flex location**

Low traffic A-frame barrier (in white) to provide an additional level of information on a different scale to visitors



**Vehicular- Parking regulatory 2**

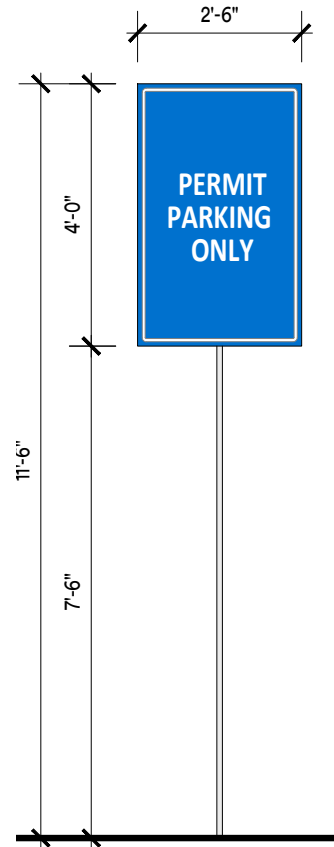
**P-15**

No Stopping- Emergency vehicles only parking

# Proposed Signage

**General note:**

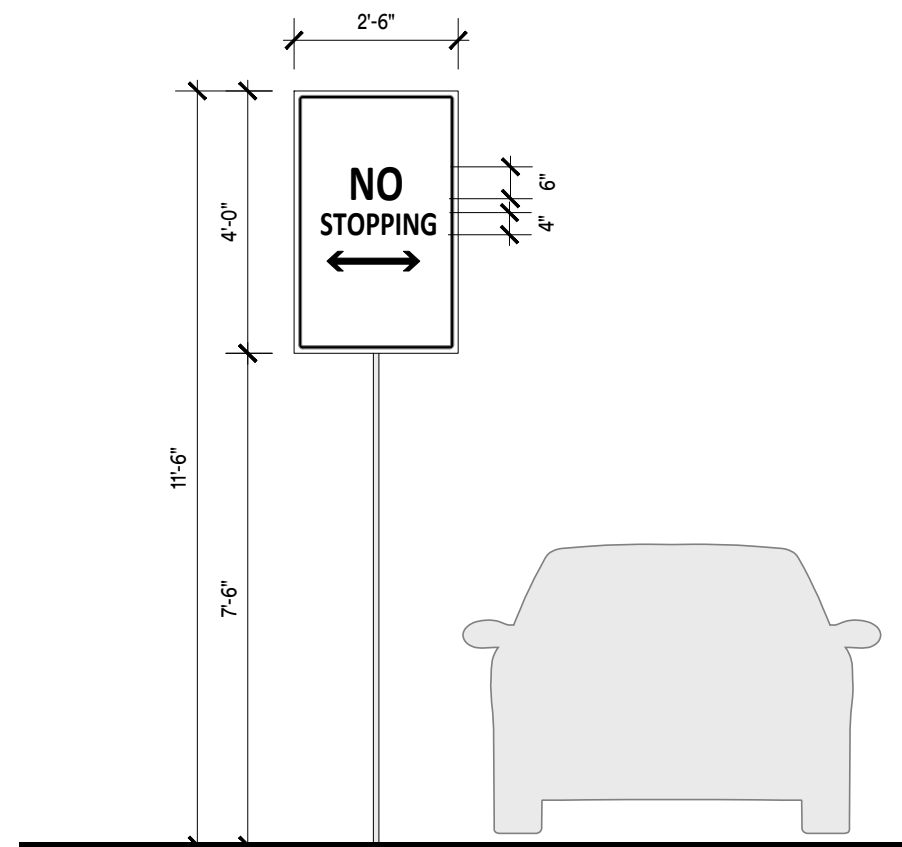
All signage to comply with guidelines set forth by the Village of Lion Bay, Schedule 1- Community Signage Style Guide and Schedule 2- Community signage makeover plan.



**Vehicular- Parking regulatory 3**

**P-16**

Permit parking only sign at Crystal falls



**Vehicular- Parking regulatory 4**

**P-17, P-18, P-19, P-20, P-21**

No stopping signs to clearly delineate the extent to visitors

## Additional notes:

### 1. Low traffic barrier

The low traffic barrier can use commercial plastic jersey barricades- available in multiple colors. The signs can be interchangeable with multiple messages fit for the location.



Plastic jersey barricade



Current examples of plastic jersey barricades and signs used in Vancouver.



### 2. Low traffic barrier alternative signs

Benefit of using the jersey barriers is that multiple signs can be replaced to adjust to changing circumstances. Examples below:



### 3. Garbage location

While the majority of Brunswick residents have communicated that they don't want any additional bear-proof garbage bins in the community- an acceptable location would be at the base of Centennial trail.

## Public art

Murals could not only convey a community message but also reflect the identity of the neighborhood

### Proposed location



### Precedent



Located in Philadelphia by Brad Carney

### Local artist of interest



Michael Tickner



Located in New Delhi, NeSpoon

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**From:** [Lions Bay Office](#)  
**To:** [Lions Bay Office](#)  
**Subject:** Surrey Regional Dispatch Monthly Report - Lions Bay  
**Date:** Monday, November 2, 2020 9:21:58 AM  
**Attachments:** [Chart1 - Incidents by Type Image 1.png](#)  
[Chart2 - Incidents by Hour Image 1.png](#)  
[Chart4 - Prototype by Hour \(On Scene Time, 90%\) Image 1.png](#)  
[Chart4 - Prototype by Hour \(Travel Time, 90%\) Image 1.png](#)  
[Chart4 - Prototype by Hour \(Turnout, 90%\) Image 1.png](#)  
[Chart5a - Header Incident Performance \(Sheet\) Image 1.png](#)  
[Chart5a - Header Incident Volume \(Sheet\) Image 1.png](#)  
[Logo Image 1.png](#)

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**From:** Fire Officer Report <[fireofficerreport@surrey.ca](mailto:fireofficerreport@surrey.ca)>  
**Sent:** Sunday, November 1, 2020 4:22:45 PM  
**To:** Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>  
**Subject:** Surrey Regional Dispatch Monthly Report - Lions Bay



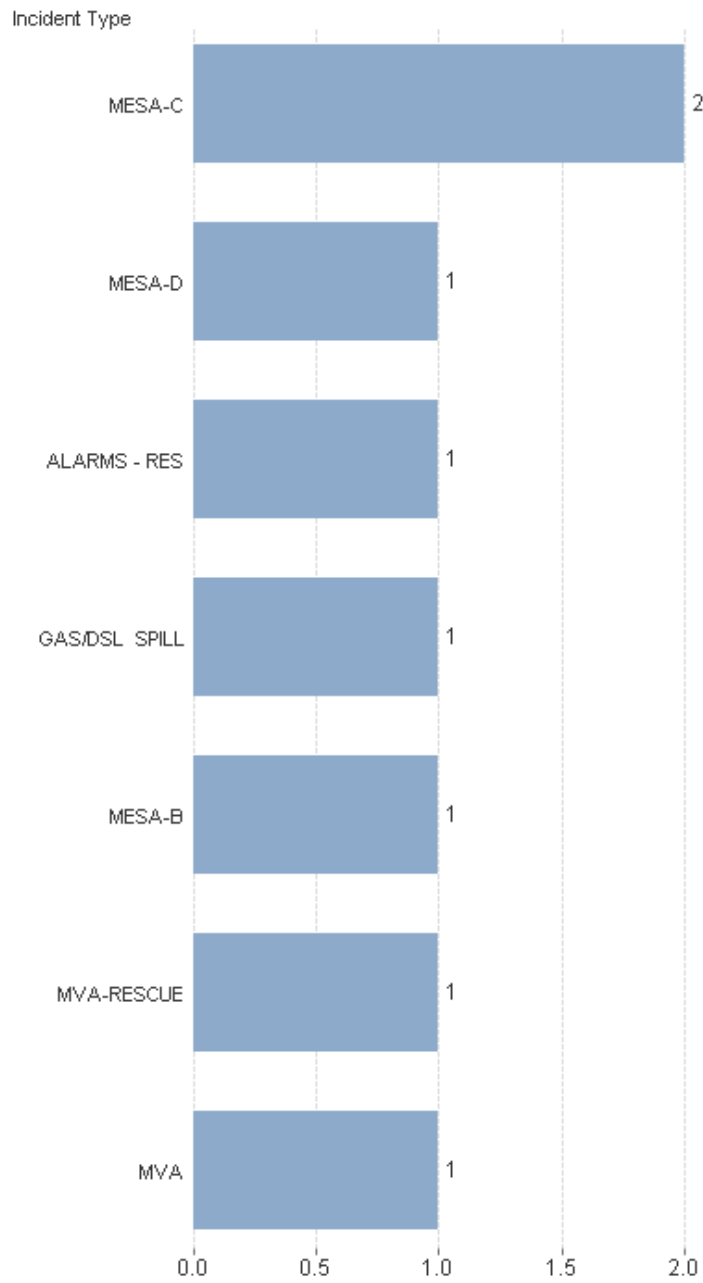
## Surrey Regional Fire Dispatch Monthly Report LIONS BAY FIRE RESCUE

For month of Oct 2020

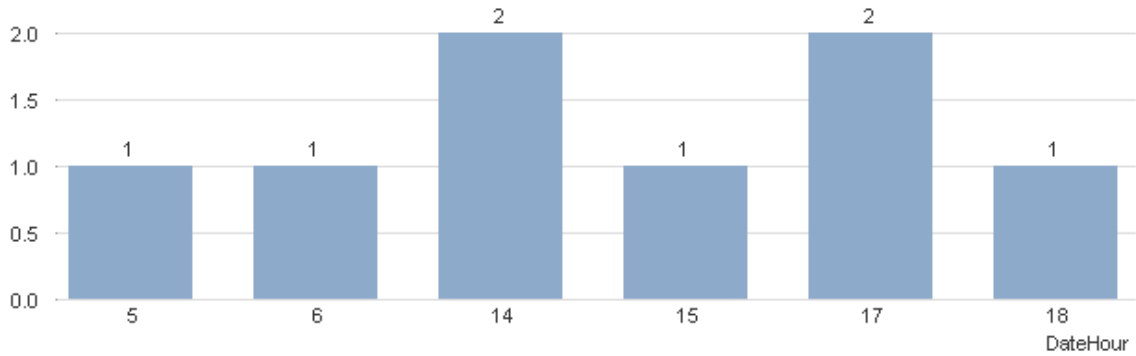
### LIONS BAY FIRE RESCUE All Incidents: Frequency (Oct 2020)

Incident Volume		
Incidents 8	Apparatus 10	Attendees 70

### LIONS BAY FIRE RESCUE Incidents by Type: 8 (Oct 2020)



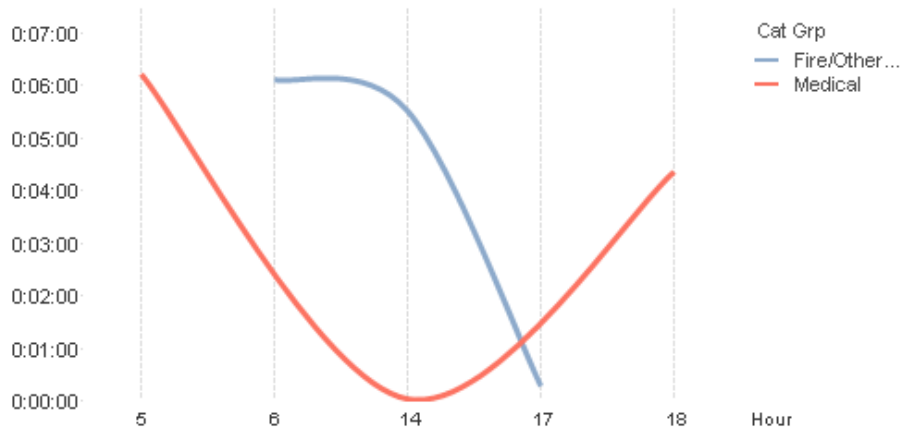
**LIONS BAY FIRE RESCUE  
Incidents by hour of day (Oct 2020)**



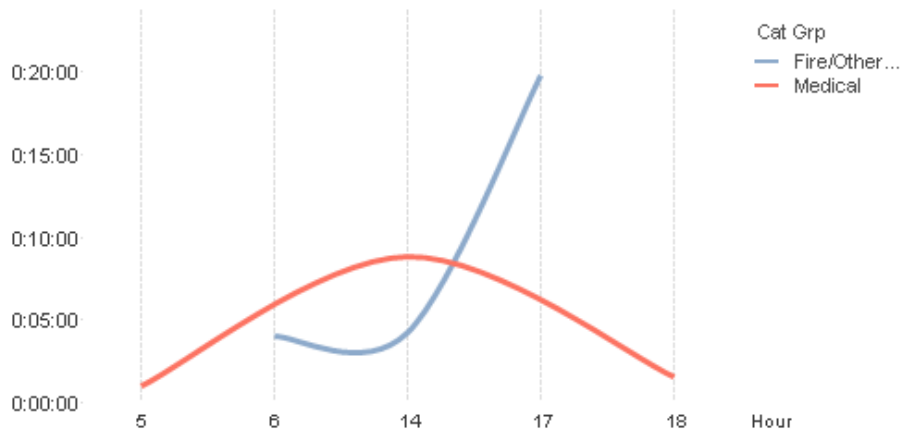
**LIONS BAY FIRE RESCUE  
Emerg/1st on scene Incident Performance (Oct 2020)**

Apparatus Committed			Return
Turnout 06:10	Travel 14:18	On Scene 0:51:42	Return Qt

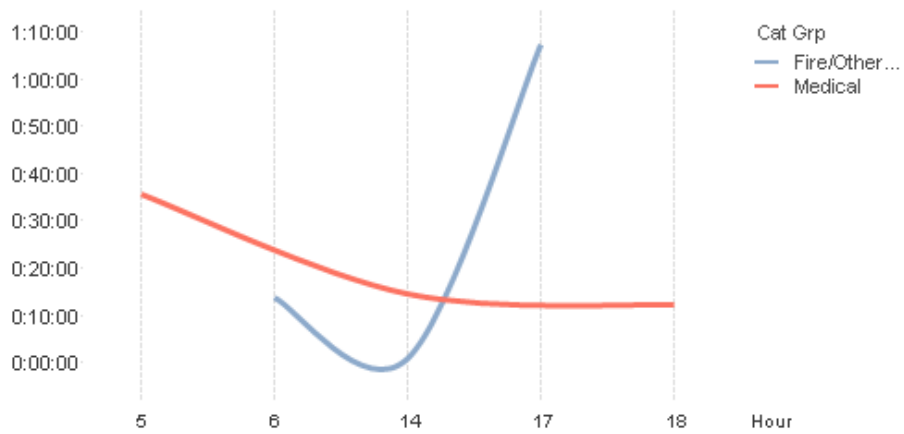
**LIONS BAY FIRE RESCUE  
Turnout Time - 90th Percentile (Oct 2020)**



**LIONS BAY FIRE RESCUE  
Travel Time to Scene - 90th Percentile (Oct 2020)**



**LIONS BAY FIRE RESCUE**  
**Time On Scene until Return Quarter - 90th Percentile (Oct 2020)**



**LIONS BAY FIRE RESCUE**  
**Truck Utilization (Oct 2020)**

AppUnit	AppName	Hours Committed	# of Days Selected	Hours Capacity	Utilization
LBE61	LB Engine 61	4	31	744	1%
LBE62	LB Engine 62	3	31	744	0%

# Recommendation for Howe Sound Community Forum (HSCF) from Ocean Watch Action Committee

1. Background
2. Three Recommendations
3. Suggested Council Resolution

## 1. Background:

In 2017 The Coastal Ocean Research Institute (Vancouver Aquarium), produced the Ocean Watch Howe Sound Report. This comprehensive report was a culmination of collaboration and engagement supported by the HSCF. It provided a snapshot assessment of the health of the Howe Sound marine area and action items to be taken in order to improve ocean health. The Howe Sound Community Forum members supported the creation of the Ocean Watch Task Force (OWTF) with a mandate as stated in the Terms of Reference (Nov. 2017) to:

- Identify which actions in the Ocean Watch: Howe Sound Action Plan are within the mandate and reach of member communities.
- Focus on the identifying selected actions by Local Governments for implementation and highlight potential actions that include policy integration and collaboration between member Local governments and First Nations;
- Contribute information on what action local governments and Squamish Nation are already undertaking toward the goals.
- Recommend a process through which the selected actions get done
- Complete its work within six months.

Local governments appointed staff and elected representatives to participate in task force meetings. The task force met approximately every six weeks and Co-Chair Trustee Stamford reported to the HSCF in May 2018. A request to extend the term of the Task Force was supported, the Terms of Reference updated (Jan. 2019). The deliverables were a) bring forward recommendations and processes to Howe Sound Community Forum members that target selected actions for local governments to achieve and b) report at the Howe Sound Community Forums on recommendations, timelines and progress to-date on the Action Plan.

An example of supported actions by local governments was funding and leadership of the [Marine Reference Guide](#). This project is on track to complete in 2021.

Co-Chair Stamford reported on the [strategic plan](#) as part of the deliverable at the HSCF April 2019. The Task Force continued to meet regularly concluding with targeted selected actions for local governments to achieve. The final report and recommendations were presented by Co-Chair Doug Race at the HSCF October 2019 with the following recommendations:

1. A new Terms of Reference be developed by members of the Howe Sound Community Forum that defines a governance structure for a new Ocean Watch Task Force (or similar body) that provides for a more focused follow-up of the Strategic Plan actions, continues the role as Leadership Team for the Marine Reference Guide, and provides opportunities to advocate on marine issues on a regional basis;
2. This new Terms of Reference be developed in a ½ day workshop, tentatively hosted by the Town of Gibsons at a date to be determined (before the end of the year), with representation from Forum members and participating NGOs; and
3. Consideration be given to the provision of ongoing financial support to the Ocean Watch Task Force from Forum members to enable appropriate coordination of strategic actions.

In September 2020, Ocean Wise (formerly known as Vancouver Aquarium) undertook an update on action items and produced the [Howe Sound Ocean Watch 2020 Edition](#). New information and actions items will amend the Task Force strategic plan.

[The Howe Sound Biosphere Region Initiative Society](#) (HSBRIS), striving for Howe Sound to be designated a UNESCO Biosphere Region, has been an active participant in the Ocean Watch Task Force, along with David Suzuki Foundation and Ocean Wise representatives. HSBRIS convened the former members of the Ocean Watch Task Force, now the *Ocean Watch Action Committee* on October 4th. Full list of participants and copies of meeting minutes are available at [www.howesoundbri.org](http://www.howesoundbri.org).

It is acknowledged that continued collaboration, commitment and resourcing by local governments are important to fulfill the strategic plan, the completion and transition of ongoing management of the Marine Reference Guide.

## **2. Three recommendations:**

### **The HSCF Members:**

1. Support continued appointment and participation of staff and elected officials in a renewed Ocean Watch Action Committee, a working group and network of organizations dedicated to advancing governmental actions.
2. Agree to the Howe Sound Biosphere Region Initiative Society act as the host society for the network and committees.
3. Receive the Ocean Watch 2020 Edition and support the seven recommended actions.

## **3. Suggested local government resolution:**

WHEREAS continued collaboration, commitment and resourcing by governments are important to advance local, regional and national actions to support ocean marine health in the Átl'ka7tsem/Howe Sound bioregion, be it resolved:

THAT the Ocean Wise Ocean Watch 2020 Edition and resulting Action Items be received;

AND THAT participation by *(insert gov't name)* representatives, *(title)* staff member(s) and *(insert elected representative title)* in the Ocean Watch Action Committee be supported in order to continue to advance identified recommended actions in the Ocean Wise Howe Sound Ocean Watch 2020 Edition.

AND THAT the Howe Sound Biosphere Region Initiative Society be recommended as host society for the Ocean Watch Action Committee.

OCEAN WISE RESEARCH INSTITUTE

# OCEANWATCH

Átl'ka7tsem/Txwnéwu7ts/Howe Sound Edition 2020  
Executive Summary: Overview and Future Directions



**This project was undertaken with generous  
financial support from**



*sitka foundation*

**NORTH GROWTH  
FOUNDATION**

## **Acknowledgements**

This report was made possible through the generous support of many people who contributed their knowledge, time, data, photographs, and made connections for us. Thank you to our ratings committee who read the articles and provided feedback and health ratings (in alphabetical order: Jeff Marliave, Doug Pemberton, Jessica Schultz, Ruth Simons, Kate-Louise Stamford, Edith Tobe, Bob Turner, and the Ocean Watch team).

# Executive Summary: overview and future directions

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Átl'ka7tsem/Txwnéwu7ts/Howe Sound is a coastal fjord in the Salish Sea, just north of the bustling city of Vancouver, British Columbia (Figure 1). Lying within the unceded territory of the Skwxwú7mesh Úxwumixw/Squamish Nation, the Sound is home to flourishing communities, and is a Traditional Knowledge hub, a biodiversity hotspot and a recreational playground.

Historically, industrial activities and development in the Sound left the water polluted and the environment damaged. However, significant efforts in recent decades have improved the health of the fjord and allowed valued species to recover.

Administered by 10 local government bodies and Skwxwú7mesh Úxwumixw/Squamish Nation, communities throughout the Sound have been working together for a number of years to create a vision of collaborative restoration, protection and sustainable growth for this unique geographic area. Today, momentum is as strong as ever, and many initiatives are coming to fruition. Careful management of the precious resources in this fjord remain necessary to ensure a sustainable future for the environment and the people who call this jewel “home.”



Above: Killer whales cruising the waters of the Sound (Credit: Rich Duncan). At left: Squamish Estuary (Credit: Rich Duncan).



# Ocean Watch Health Ratings 2020

This report provides an update to the Ocean Watch Howe Sound Edition (2017). It provides both a status report and an assessment of progress made over the past three years.

The Ocean Watch ratings offer an easy, visual way to understand what is happening with the health of different indicators throughout Átl'ka7tsem/Txwnéwu7ts/Howe Sound. The green *healthy* rating is what we want to attain for all indicators; however, in most cases, more work is needed to advance in that direction.

In addition to the four ratings used in the 2017 report (healthy, caution, critical, limited data/not rated),

here we have added *improving*, as shown by an upward arrow, and *declining*, as shown by a downward arrow. These arrows indicate that even if the health rating has not changed since the 2017 report, positive forward action has been taken, or conversely, actions have regressed.

Twenty-eight articles from the 2017 report have been reassessed. Six articles are new for this 2020 edition. Despite best attempts, no update for Cultural Continuity and Squamish Nation Stewardship were available at the time of print. Thus, no ratings are given for these two articles.

## Ocean Watch Health Rating Legend



**HEALTHY** 1) The status is healthy according to available data, 2) the trend is positive if known, 3) some data are available, and/or 4) actions to address or mitigate are well underway and are known to be effective. Actions should be taken to maintain positive status and/or trend.



**CAUTION** Status, trend, data, and/or actions provide contradictory or inconclusive information. Actions are needed to move into positive status and trend and avoid negative status and trend.
























































**CRITICAL** 1) Impacts or issues are high risk or have resulted in a low or vulnerable status, 2) improvements are uncertain, minor, or slow, and/or 3) actions to address or mitigate are non-existent, vague, or have low effectiveness. Actions are needed to move into positive status and trend.



















**LIMITED DATA/ NOT RATED** Not rated due to the nature of the article, or there are not enough data to produce an assessment.

**Table 1.** Health ratings for each article. The health rating for 2017 and 2020 are shown for comparison. A rationale is provided for the 2020 health ratings.

Climate Change and Oceanography	2017	2020
<b>CLIMATE CHANGE <span style="background-color: #e0e0e0;">NEW</span></b> Globally, there is limited progress to reduce drivers of climate change.		
<b>ZERO CARBON COMMUNITIES <span style="background-color: #e0e0e0;">NEW</span></b> Canada is one of the 10 countries responsible for the most greenhouse gas emissions in the world. Transforming communities to zero carbon emissions is necessary.		
<b>OCEAN WARMING</b> Globally, record-breaking temperatures continue to occur, which directly impacts ocean temperatures.	 	 
<b>OCEAN ACIDIFICATION <span style="background-color: #e0e0e0;">NEW</span></b> Ocean acidification has direct impacts on marine species and habitats.		 
<b>SHORELINE EROSION/ SEA LEVEL RISE</b> Sea level rise and storm surges will continue to negatively impact shorelines.		 
<b>STREAM FLOWS</b> Large interannual variations are observed. A shift in timing of peak flows will have effects on other species.		
<b>SQUAMISH FLOOD PLANNING</b> Significant progress has been made on the recommended actions from the 2017 report; however, there is still considerable work to be done.	 	  ↑
Species and Habitat	2017	2020
<b>PLANKTON</b> No data is presented in this update; however, a pilot plankton study using the same sites as Stockner et al. (1977) was undertaken in summer/fall of 2019.		 ↑
<b>FORAGE FISH</b> There is a lack of monitoring and data on forage fish in the Sound.		 
<b>SEA STARS</b> For some sea star species, numbers remain low and wasting disease is still observed.		

Species and Habitat (continued)	2017	2020
<p><b>SALMON</b> There is a lack of comprehensive data or stock assessments for wild salmon species in the Sound.</p>		 
<p><b>CRITICAL FISH STOCKS (PREVIOUSLY ROCKFISH, LINGCOD)</b> No increasing trends have been observed. Improvements are minor or slow.</p>		
<p><b>MARINE BIRDS</b> Globally, considerable declines have been observed in marine bird populations due to impacts from climate change and habitat destruction.</p>		 
<p><b>EAGLES</b> There is considerable annual variation in bald eagle counts, with counts in the last three years being similar to the last ten years, but lower compared to earlier periods.</p>		
<p><b>PINNIPEDS <span style="background-color: #e0e0e0;">NEW</span></b> Better management has led to increased numbers since the 1970s.</p>		
<p><b>CETACEANS</b> An increase in large whale numbers and a decrease in small cetacean numbers has been reported. Much forward movement on actions has been taken.</p>	 	  ↑
<p><b>EELGRASS</b> Efforts to restore and transplant eelgrass are ongoing.</p>		
<p><b>GLASS SPONGES</b> Considerable advances in knowledge have been made; however, glass sponges remain vulnerable to mechanical damage and climate change.</p>		
<p><b>ANNAPOLIS</b> Increases in the number of marine animals but decreases in marine plants and moss animals (bryozoa) have been noted.</p>		
<p><b>SQUAMISH ESTUARY</b> Many positive actions are being taken to repair this critically important habitat; however, monitoring of these efforts is needed to measure their impacts.</p>	 	  ↑
<b>Seafood</b>		
<p><b>SPORT FISHING</b> Pressure on fish stocks continues to increase from the rising popularity of sport fishing.</p>		 ↓
<p><b>SHRIMP/PRAWN FISHERY</b> Stocks have been declining since 2015, resulting in fishery closures. Industry is trying to decrease bycatch mortality.</p>		

<b>Clean Water</b>		
<p><b>BRITANNIA MINE</b> Some improvements have been seen following wastewater treatment; however, exceedances of water quality guidelines are still occurring.</p>		
<p><b>PULP MILL MARINE EFFLUENT</b> Dioxin and furan contamination in sediment and benthic life is decreasing following regulations but is still detected.</p>		
<p><b>WRECKED, ABANDONED, AND PROBLEM VESSELS</b> The passage of Bill C-64 has increased resources available for removal of vessels; however, this is a complex issue and further refining of legislation is necessary.</p>		
<p><b>POLLUTIONTRACKER <span style="background-color: #e0e0e0; padding: 2px;">NEW</span></b> Dioxin and furan concentrations are high, especially in mussels, when compared with other areas along the B.C. Coast. Metals continue to be detected in sediments.</p>		
<p><b>PLASTICS <span style="background-color: #e0e0e0; padding: 2px;">NEW</span></b> Plastics are ubiquitous in our oceans. However, within the Sound data for plastics and microplastics is lacking.</p>		 
<b>Development</b>		
<p><b>COASTAL DEVELOPMENT</b> With rapid growth occurring in the region, and subsequent development, sustainable management is key.</p>		
<p><b>LARGE VESSEL TRAFFIC</b> The volume of large vessel traffic has not changed significantly. Future development may increase vessel numbers.</p>		 
<p><b>TOURISM AND RECREATION</b> Demands for activities and resources is high, creating pressure on ecosystems, and there is no sign of growth slowing.</p>	 	
<b>Sense of Place</b>		
<p><b>CITIZEN SCIENCE</b> There are a large number of citizen science activities in the Sound.</p>		
<p><b>OUTDOOR LEARNING</b> There are a large number of outdoor educational organizations and opportunities in the Sound, with an increasing emphasis on Traditional Knowledge.</p>		

Stewardship and Governance	2017	2020
<p><b>MARINE PROTECTED AREAS</b> Positive actions have been taken, with the creation of new marine refugia to protect glass sponge reefs and the expansion of the important bird area (IBA).</p>		
<p><b>COMPREHENSIVE PLANNING</b> Recent accomplishments suggest positive improvements, but a need for continued collaboration and communication is essential.</p>		 

## Progress on Recommended Actions from 2017

The Ocean Watch Átl'ka7tsem /Txwnéwu7ts /Howe Sound Edition (2020) details progress on recommended actions from each article in the 2017 edition. Many actions were identified as having advanced, but many more still require further work. Only a single action in the whole report regressed (Sport fishing), while the health rating assessment for seven articles also regressed (Ocean Warming, Shoreline Erosion/Sea Level Rise, Stream Flows, Squamish Flood Planning, Marine Birds, Sport Fishing, Tourism and Recreation). Below are some examples of actions that have progressed. Details on specific actions are available in each article. Actions specifically from the 2017 Action plan that have been addressed are denoted below with **2017 ACTION PLAN**.

The Ocean Watch Howe Sound Workshop 2019 asked participants to identify key themes for moving forward on actions related to climate change ([click here](#) to see the workshop report). The suggested themes were similar to those used in the 2017 Action Plan. As such, these themes have been used here to group all past and current actions. Additional themes were added to capture the diversity of topics presented. Actions are grouped into the following themes:

- research;
- protect and restore;
- educate and engage;
- legislation;
- funding;
- monitor key indicators;
- greenhouse gas reductions.

## Research

Research informs conservation actions. Examples of progress include:

- A pilot plankton sampling study was carried out in 2019 (data not available for the 2020 report).
- The Ocean Wise Research Institute's Howe Sound Conservation and Research Team continues to build on their 40-plus years of research work in the Sound's waters, conducting investigations on glass

sponge reefs, environment DNA (eDNA), critical fish stock monitoring, recording biodiversity, and many other research and monitoring projects to support conservation.

- The B.C. Cetacean Sightings Network (BCCSN) supports the Whale Report Alert System (WRAS), which provides large vessel pilots and captains with information so they can take steps to reduce risk of impacting whales while they are transiting the area.

## Protect and restore species and habitats

While great steps have been taken to protect species and fragile habitats, more work is needed especially as climate change continues to impact the marine environment. Examples of progress include:

- **2017 ACTION PLAN** Ongoing eelgrass transplants throughout the Sound.
- **2017 ACTION PLAN** An increase in protected areas or conservation areas, including the extension of the English Bay/Burrard Inlet Important Bird Area part way into the Sound, and the formation of eight new marine refugia to encompass nine glass sponge reefs, bringing the total number of protected glass sponge reefs in the Sound to 11.
- Restoration of natural habitats, including the Central Estuary Restoration Project in the Squamish estuary; and restoration of waterfowl habitat to aid population recovery.

- Restriction of activities in areas of ecological importance, e.g., banning all commercial, recreational and Food, Social and Ceremonial (FSC) bottom contact fishing activities, in glass sponge reef complexes.



Decorated warbonnet, *Chirolophis decorates*, Porteau Cove. (Credit: Lee Newman)

## Education and Engagement

Determined as a key priority for increasing awareness on environmental issues throughout the Sound, education and engagement increases the likelihood of behavioural changes, leading to a more invested and conservation-focused community. An example of actions progressed include:

- **2017 ACTION PLAN** The creation of a Marine Reference Guide (MRG) project in order to support decision making.
- **2017 ACTION PLAN** The Ocean Watch Task Force (OWTF), comprising representatives from local government bodies, planning staff, NGOs, and First Nations, was formed after the 2017 report release. The OWTF was instrumental in creating a [strategic plan](#) (2019– 2021) to guide local governments in taking collaborative, cohesive action.

- The Ocean Watch Howe Sound Edition (2017) report provided a summary of many aspects of ecological health specific to Átl'ka7tsem/Txwnéwu7ts/Howe Sound, the likes of which was not previously available.
- The Ocean Watch team raised awareness through community events and outreach, for example the Howe Sound Ocean Watch Workshop held in 2019, and presenting to students.
- The Ocean Watch reports (2017 and 2020) provide informative resources, such as the Integrated Flood Hazard Management Plan for Skwxwú7mesh/Squamish, location of signage in areas of ecological importance and many others.

## Legislation

Legal protections and best practice guidelines offer opportunities to protect the coastal environment. This theme encompasses decisions and guidance from government or government agencies. Examples of progress include:

- **2017 ACTION PLAN** The Squamish bylaw to reduce single-use plastics.
- **2017 ACTION PLAN** The formation of eight marine refuge areas to encompass nine additional glass sponge reefs placed under voluntary protection in 2017.

- An amendment to the B.C. Sport Fishing Regulations will likely soon require a biodegradable escape mechanism, or “rot cord,” on all recreational prawn and crab traps, allowing bycatch to escape; decreased recreational daily catch limit for prawns; and prawns with eggs are no longer allowed to be kept since April 2018.
- Boating requirements including speed and location restrictions and increasing the distance between boats and cetaceans.
- Development of bylaws for coastal development (i.e., Squamish Floodplain bylaw).

## Funding

Funding is imperative in supporting other key themes, such as research, protection and restoration, etc. Without funding, this work would rely on volunteers and be much more difficult to achieve in a timely manner. An example of actions progressed include:

- **2017 ACTION PLAN** Different levels of government funding support various initiatives, for example the Tenderfoot Creek Hatchery, Eagle Watch, the Marine Reference Guide, Squamish River Watershed So-

ciety initiatives, Squamish estuary restoration work, some of the Howe Sound Conservation and Research Team's work, and many more.

- Other funding, for example philanthropists, non-governmental organizations, etc., support many other projects that promote conservation within the Sound, e.g., funding the Ocean Watch reports by the Sitka Foundation and North Family Foundation.

## Monitor key indicators

This category encompasses many citizen science activities, as well as baseline monitoring and ongoing monitoring of oceanographic conditions. An example of actions progressed includes:

- **2017 ACTION PLAN** Ongoing water quality and streamflow monitoring, such as waste-water quality monitoring by Howe Sound Paper and Pulp Mill and to monitor Britannia Mine; PollutionTracker

sediment samples; continuous river flow monitoring at Daisy Lake by BC Hydro; ocean temperature and acidification monitoring.

- Observations of cetacean sightings submitted via the WhaleReport app or to Wild Whales; monthly bird count data submitted to various websites and apps; counts of spawning salmon; beach cleanup data; and many others.

## Greenhouse gas reductions

This category is new for 2020; however, it is a very important addition. All aspects of our environment are impacted by climate change (Figure 2). Reducing greenhouse gas emissions is key to curbing the negative impacts we are already seeing.

# Impacts of greenhouse gas emissions



Figure 2. The increased concentration of greenhouse gases in our atmosphere results in direct climate change impacts (orange) and ocean acidification (purple), which then lead to indirect impacts. (yellow).

# 2020 Key Issues

Moving forward, momentum and collaboration between individuals, community groups, NGOs, local governments and First Nations needs to increase. Further actions are required to continue working towards a healthy Átl'ka7tsem/Txwnéwu7ts/Howe Sound marine environment. The list below highlights new and outstanding issues, which are addressed by the new Action Plan.

1. The species, habitats and ecosystems in Átl'ka7tsem/Txwnéwu7ts/Howe Sound interact in complex ways that we do not yet fully understand. Continued research efforts are needed to further our understanding of these complex biological relationships so that recommended actions do not accidentally have unintended negative consequences.
2. Pressure from population growth, tourism, and development (both land-based building and future increases in vessel traffic) are all impacting the marine environment. Increased collaborative efforts to protect and restore species and habitats is essential.
3. Education and engagement around some of the key issues facing the environment today, in particular climate change, is needed to encourage the necessary behaviour changes and coordinated stewardship efforts.
4. Legal protection is lacking for some protected areas, e.g., Important Bird Areas. Additionally, enforcement of regulations, such as fishing restrictions within glass sponge reef marine refugia, is difficult at best due to a lack of resources at various government levels.
5. Although many initiatives have good funding at present, securing continuity in funding can be difficult, meaning some initiatives must be put aside.
6. A lack of baseline data to monitor trends in species, habitats and ecosystems continues to be an issue, e.g., wild salmon, plankton, forage fish. Equally, monitoring data to evaluate whether protection and restoration efforts are having the desired outcome either do not exist, are not readily available or are held by different groups.
7. Climate change is impacting every aspect of the environment in Átl'ka7tsem/Txwnéwu7ts/Howe Sound. Coordinated, community-wide actions are needed to decrease greenhouse gas emissions.

# Action Plan

The full report includes updates on past recommended actions as well as detailing new recommended actions, where applicable. Not all actions here are specifically listed within articles; however, after compiling and

assessing actions, it was apparent that higher-level recommendations were necessary. This action plan summarizes actions into broad themes to provide an overview and focus on implementation of actions.

## Action 1. Research

### INCREASE KNOWLEDGE OF THE LOCAL AREA AND SPECIES THROUGH RESEARCH.

1. Conduct baseline studies and ongoing monitoring of key indicator species and habitats to guide conservation actions.
2. Conduct ongoing monitoring of the impacts of climate change and ocean acidification to support adaptation and action.
3. Address key knowledge gaps that develop as knowledge increases.
4. Improve availability and sharing of data.
5. Increase participation and engagement of First Nations knowledge holders in Western science.

## Action 2. Protect and Restore

### PROTECT AND RESTORE MARINE SPECIES, HABITATS AND ECOSYSTEM SERVICES.

1. Create and implement a coordinated strategy for managing growth (population, tourism, development growth) sustainably throughout the Sound, to reduce impacts on the marine environment.
2. Increase the proportion of area protected within the Sound, with a particular focus on beach spawning habitat and critical habitats.
3. Work with the Federal, Provincial, First Nations and local governments to refine Bill C-64 to clarify the laws applied to abandoned, wrecked or problem vessels so location (on land or at sea), marine debris and waste management issues arising are covered.
4. Reduce entry of pollutants into the marine environment (e.g., plastics and microplastics, harmful chemicals and wastewater).

## Action 3. Educate and Engage

INCREASE AWARENESS AND EDUCATION AND ENSURE CONSISTENT MESSAGING ON ENVIRONMENTAL ISSUES.

1. Work with First Nations and local governments to increase education and understanding of critical environmental issues, such as climate change, within municipal staff. Ensure key resources are shared between local governments and have uniform messaging.
2. Increase education and awareness around environmental knowledge and best practices. Include Traditional Knowledge in these education opportunities, and where applicable, ensure they are taught by Skwxwú7mesh Úxwumixw/Squamish Nation members.
3. Increase opportunities for Skwxwú7mesh Úxwumixw/Squamish Nation members to connect to Traditional Knowledge in Átl'ka7tsem/Txwnéwu7ts/Howe Sound. Further meaningful reconciliation efforts are needed.
4. Continue to work collaboratively on reconciliation with First Nations.

## Action 4. Legislation

DRIVE HIGH-LEVEL CHANGE USING OFFICIAL CHANNELS (E.G., GUIDELINE, POLICY, BYLAW) APPROPRIATE TO THE CIRCUMSTANCES.

1. Implement appropriate regulations to curtail actions that are detrimental to the environment (e.g., pesticides, pollutants, boating, development).
2. Strengthen protections for vulnerable ecosystem components including legal protection, e.g., Important Bird Areas.
3. Explore the option of citizens or First Nations working with government agencies (e.g., a ranger program or something akin to the [Coastal Guardian Watchmen Program](#)).

## Action 5. Funding

### FINANCIALLY SUPPORT CONSERVATION ACTIONS AND ENSURE STRICTER ENFORCEMENT.

1. Strategically fund priority projects for protection of vulnerable species and restoration of critical habitats.
  2. Support ongoing, and new, long-term data collection initiatives.
  3. Allocate resources to clean-up activities (e.g., wrecked, problem and abandoned vessels;
  4. Incentivize transitions towards environmentally friendly practices and products, e.g., a zero carbon economy.
  5. Commit more resources to enforcement.
- plastics and contaminants; shoreline cleanups and appropriate disposal or recycling, especially after storm events).

## Action 6. Monitor

### COLLECT LONG-TERM DATA TO IDENTIFY TRENDS, SUPPORT DECISION MAKING, AND EVALUATE THE OUTCOME OF ACTIONS TAKEN.

1. Conduct long-term observations of key species and habitats, and potential hazards (e.g., pollutants).
2. Make information easily available to support decision making, e.g., through the Marine Reference Guide.
3. Create a centralized hub to make group information and data easily accessible and searchable, to increase group participation and data use.

## Action 7. Greenhouse Gas Reductions

DECREASE GREENHOUSE GAS EMISSIONS AND MOVE TOWARDS ZERO CARBON MUNICIPALITIES TO ALIGN WITH RECOMMENDED REDUCTIONS IN GLOBAL GREENHOUSE GAS EMISSIONS, E.G., IPCC, PARIS AGREEMENT, COPENHAGEN ACCORD.

1. Invest in efficient, regular public transit options in the Sea to Sky corridor.
2. Invest in renewable energy and green infrastructure.
3. Where not already done, local governments should declare a climate emergency to enable council and staff to dedicate the resources required to immediately reduce community-wide GHG emissions.
4. Conduct a baseline GHG emission inventory for each community to identify the largest emitters, with ongoing monitoring and reporting of community-wide emissions beginning in 2020 to track success.
5. Work with large businesses to advise on how to decrease their carbon footprint.
6. Create a climate action plan to prioritize policies and actions that will be most effective at reducing community-wide GHG emissions. Identify challenges and opportunities and establish key evaluation criteria to evaluate success.



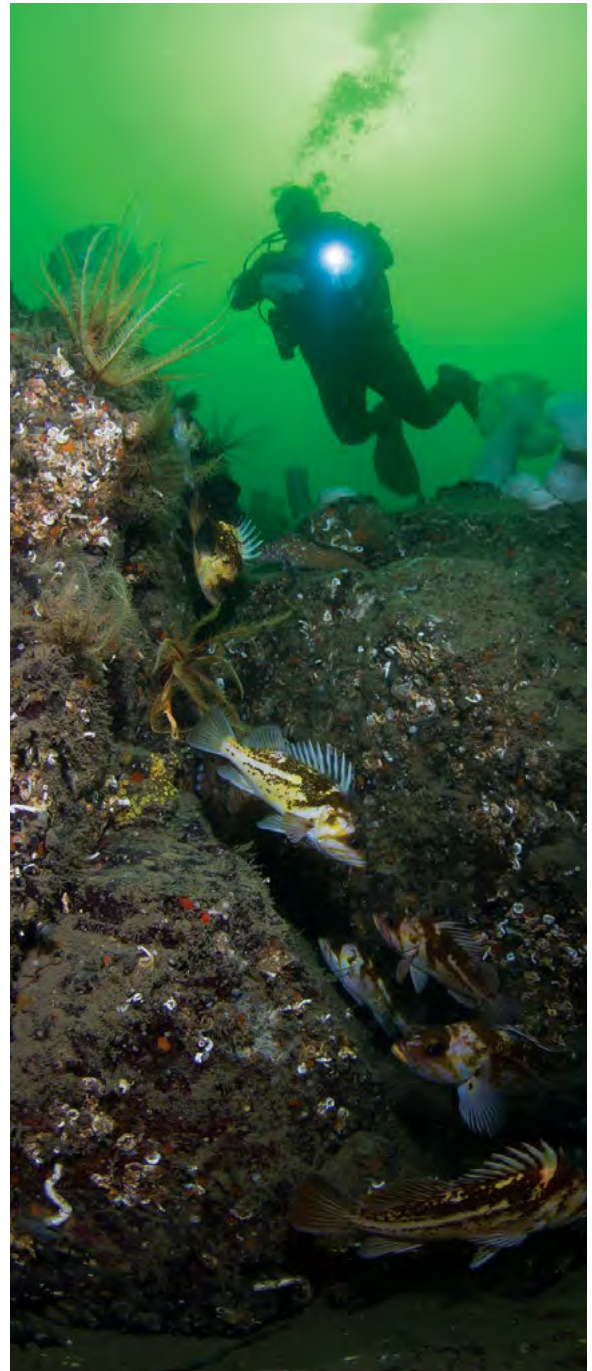
Scalyhead sculpin, *Artemius harringtoni*, at Porteau Cove. (Credit: Lee Newman)

# Action Plan Leadership

Subsequent to the release of the 2017 report, the Ocean Watch Task Force (OWTF) was created to implement the previous Action Plan. In 2019, the OWTF created a Strategic Plan to guide local governments, fulfilling their agreed goals (terms of reference).

The 2020 Action Plan reflects how far we have come, as a community, in the last three years. Nonetheless, opportunities still exist to improve the health of the coastal marine environment in Átl'ka7tsem/Txwnéwu7ts/Howe Sound. Continued, collaborative efforts across government, First Nations, organizations and individuals are key to ongoing success. The update presented above aims to guide these efforts. In addition, further leadership actions that could be taken include:

- a) Create a steering committee representing First Nations, government, business, communities, NGOs and other sectors to oversee and guide this work.
- b) On an as needed basis, create ad-hoc committees focused on progressing strategic priority actions.
- c) Establish a formal network of Átl'ka7tsem/Txwnéwu7ts/Howe Sound government staff and First Nations to update and exchange information on marine environmental issues, and share resources and information arising from this work.
- d) Appoint a sustainably funded project director/coordinator to track progress, prepare annual plans and reports, manage committees and the suggested network, and organize workshops and seminars on priority topics related to the marine environment.



A diver with copper rockfish, *Sebastes caurinus*, in the foreground at Whytecliff Park. (Credit: Lee Newman)



ocean wise®

# The Path to Zero Carbon Municipalities

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## What is happening?

### We are facing a climate emergency

In October 2018, the Intergovernmental Panel on Climate Change (IPCC) warned that we must take significant action by 2030 in order to limit warming to 1.5° Celsius (C) to avoid worsening the long-lasting and irreversible impacts of climate change. A rapid, far-reaching culture shift is necessary to immediately reduce greenhouse gas (GHG) emissions and minimize impacts on ecosystems and human health.<sup>1</sup>

The growing scientific evidence for climate change is finally having a global social response. In September 2019, more than 6 million people<sup>2</sup> participated in a global climate strike. Inspired by Greta Thunberg's "Skolstrejk för klimatet" (school strike for climate), strikes took place in more than 4,500 locations in 150 countries.<sup>3</sup> Youth are drawing attention to issues of moral responsibility and social justice, highlighting that climate disruptions are



Over 100,000 people gathered in Vancouver B.C. for the global climate strike on 27 September 2019. (Credit: Dr. Timothy J. Raybould)

putting billions of people at risk, and disproportionately harming the youngest, poorest, and most vulnerable people who have contributed the least to the problem.<sup>4</sup>

In November 2019, more than 11,000 scientists signed a declaration stating that:

*“Scientists have a moral obligation to clearly warn humanity of any catastrophic threat and to ‘tell it like it is.’ On the basis of this obligation and the graphical indicators presented below, we declare, with more than 11,000 scientist signatories from around the world, clearly and unequivocally that planet Earth is facing a climate emergency.”*

**WILLIAM J. RIPPLE, CHRISTOPHER WOLF, THOMAS M. NEWSOME, PHOEBE BARNARD, WILLIAM R. MOOMAW, AND 11,258 SCIENTIST SIGNATORIES FROM 153 COUNTRIES.<sup>5</sup>**

More than 475 communities across Canada declared a climate emergency in 2019, including the City of Vancouver, Richmond, Islands Trust Council, Squamish, North Vancouver, West Vancouver, Burnaby, Bowen Island, and Surrey.<sup>6</sup>

The Federal government has also declared a national climate emergency, describing climate change as a “real and urgent crisis, driven by human activity, that impacts the environment, biodiversity, Canadians’ health and the Canadian economy” and committing to meet the Paris Agreement targets, as well as deeper reductions to keep global warming below 1.5°C.<sup>7</sup>

Skwxwú7mesh Úxwumixw/Squamish Nation has also declared a climate emergency, and has committed to advocate to all levels of government for climate actions that will reduce Canada’s carbon emissions by 40–60% below 2010 levels by 2030 and to achieve net zero by 2050, to meet the requirements for a stable climate as outlined in the Intergovernmental Panel on Climate Change (IPCC) Report.<sup>8</sup>

To limit warming to 1.5°C, the IPCC report recommends that human-caused emissions of carbon dioxide (CO<sub>2</sub>) need to fall 45% below 2010 levels by 2030, and achieve “net zero” by 2050.<sup>1</sup> However, the IPCC’s recommendations have been criticized as too conservative.<sup>9,10</sup> Other scientific studies suggest that limiting warming to 1.5°C will not be sufficient to mitigate climate change impacts to ecosystems and communities.<sup>5,11,12</sup> Climate change is happening much faster than scientists predicted,<sup>1,5,13,14</sup> and new research indicates that climate scientists have consistently underestimated the pace and severity of climate change.<sup>15</sup>

## Communities have an opportunity to lead the transition to a zero carbon economy

Communities (i.e., cities, towns, and villages) consume 75% of the world's energy, and emit 80% of greenhouse gases.<sup>16</sup> Communities are also uniquely positioned to take immediate action to reduce greenhouse gas emissions as decisions on land use, buildings, local transport, and waste are largely controlled at the local level.<sup>16</sup>

Addressing our climate emergency is an unprecedented opportunity to generate new, vibrant economic and social wealth as we transform where our energy comes from and how it is used. It is an opportunity to achieve energy security, develop more sustainable economies and jobs, become better environmental stewards, reduce pollution, improve public health, and enhance our quality of life. Transitioning away from fossil fuels to a zero carbon economy has clear benefits for people

and natural ecosystems, and is an opportunity to create a more prosperous and equitable society.<sup>1,16,17,18</sup>

*“The world has seen remarkably fast economic transition in the past and can do so again. We can create 100% renewable energy systems, make our buildings, transport, agricultural and industrial systems zero carbon, minimise waste – and do it remarkably quickly.”*

– BEYOND ZERO EMISSIONS<sup>17</sup>



Students from Sk̓wx̓wú7m̓sh/Squamish, B.C. call for immediate climate action at the global climate strike on September 27, 2019. (Credit: Tracey Saxby)

## What is a zero carbon community?

A zero carbon community is one that is taking strategic and targeted actions to reduce community-wide greenhouse gas emissions to zero within ten years.<sup>17</sup>

Local governments around the world are leading the way on climate action by setting bold greenhouse gas reduction targets for community-wide emissions, and aligning these targets with the latest climate science and international agreements.<sup>17</sup> Many communities across Canada are already working towards achieving 100% renewable energy goals<sup>19</sup> and zero emissions targets.<sup>20</sup>

The internationally recognized climate change think tank, Beyond Zero Emissions, recommends a ten-year timeframe to transition to zero carbon, stating that:

*“Without ambition to take this challenge seriously we will fail before we begin. Setting an ambitious target is challenging but also inspires leadership and innovative solutions. Leading communities need to aim high and demonstrate that rapid change is possible.”*

**BEYOND ZERO EMISSIONS<sup>17</sup>**

The technology needed to transition to zero carbon already exists. Creating thriving, zero carbon communities is achievable and affordable now.<sup>17</sup> Atl'ka7tsem/Txwnéwu7ts/Howe Sound communities have an opportunity to lead this transition to a zero carbon economy, and inspire other communities across Canada.

## Collaboration is essential to achieve zero carbon

Climate change is too big and too complex to be addressed by a single entity alone. Identifying solutions and inspiring behaviour change will require collaboration between all levels of government (including First Nations), and profit and non-profit sectors.

# Why is it important?

## Climate change is already impacting Atl'ka7tsem/Txwnéwu7ts/Howe Sound communities

Canada's climate is warming twice as fast as the rest of the world, while the Canadian Arctic is warming at three times the global rate. This warming is effectively irreversible on multi-century timescales.<sup>21</sup> The increased concentration of greenhouse gases in our atmosphere has led to the following direct climate change impacts for Canada (Figure 1):

- rising sea levels
- increased precipitation with less falling as snow and more as rain
- increased intensity and severity of extreme weather events
- more extreme heat and less extreme cold
- shorter snow and ice cover seasons
- earlier spring peak streamflow
- thinning glaciers
- thawing permafrost.<sup>21</sup>

Ocean acidification is happening at the same time as climate change, because about a third of the carbon dioxide released from fossil-fuel combustion has dissolved into the upper ocean, making it more acidic. This threatens the survival of organisms such as oysters that make their shells from calcium carbon-

ate, and threatens the health of marine ecosystems.<sup>21</sup> Ocean acidification negatively impacts the ability of oceans to absorb carbon through photosynthesis, creating a positive feedback loop<sup>i</sup> that further contributes to climate change.

Indirect impacts of climate change and/or ocean acidification include, for example:

- reduced biodiversity
- ecosystem changes
- species shifts
- loss of critical ecosystem services
- social and economic impacts
- human health impacts
- reduced food security and increased food costs
- increased socio-economic disparity
- increased flooding
- increased drought and wildfire risk
- increased erosion
- damage to physical infrastructure
- reduced freshwater supply in summer
- pest and disease outbreaks
- loss of key fisheries (Figure 1).<sup>21</sup>

i) Feedback loop – where the output from that system can feedback into the system, resulting in either negative or positive outcomes.

# Impacts of greenhouse gas emissions



**Figure 1.** The increased concentration of greenhouse gases in our atmosphere results in direct climate change impacts (orange) and ocean acidification (purple), which then lead to indirect impacts (yellow). For example, increased intensity and severity of extreme weather events (direct impact) can cause damage to physical infrastructure and social and economic impacts (indirect impacts).<sup>21</sup>

## Climate change costs are primarily being borne by municipalities

The costs of adapting to climate change are primarily being borne by municipalities, which own 60% of public infrastructure,<sup>22</sup> posing a significant burden on their often-limited financial capacity. The Federation of Canadian Municipalities and the Insurance Bureau of Canada estimate that an average annual investment in municipal infrastructure and local adaptation measures of \$5.3 billion is needed Canada-wide to adapt to climate change.<sup>22</sup> For example, the cost of upgrading dike infrastructure to prepare Metro Van-

couver for one meter of sea level rise is estimated to be in the range of \$9.5 billion.<sup>23</sup>

The good news is that every \$1 invested by communities in local adaptation projects yields an estimated \$6 in terms of climate costs avoided.<sup>24</sup> Early action is vital, as it is more cost-effective, and allows communities to take advantage of natural opportunities to upgrade infrastructure and plan for zero carbon communities.<sup>25</sup>



The Provincial and Federal governments need to increase investments in public transit within and between Átl'ka7tsem/Txwnéwu7ts/Howe Sound communities, with the goal to remove commuter traffic from the roads. (Photo: Adobe Stock)

# What is the current status?

## Canada is not on track to achieve our greenhouse gas reduction targets

Canada is one of the top ten polluting countries in the world, producing 1.58% of total worldwide greenhouse gas emissions in 2016 (Figure 2),<sup>26</sup> with per

capita emissions more than 2.5 times higher than the G20<sup>ii</sup> average.<sup>27</sup>

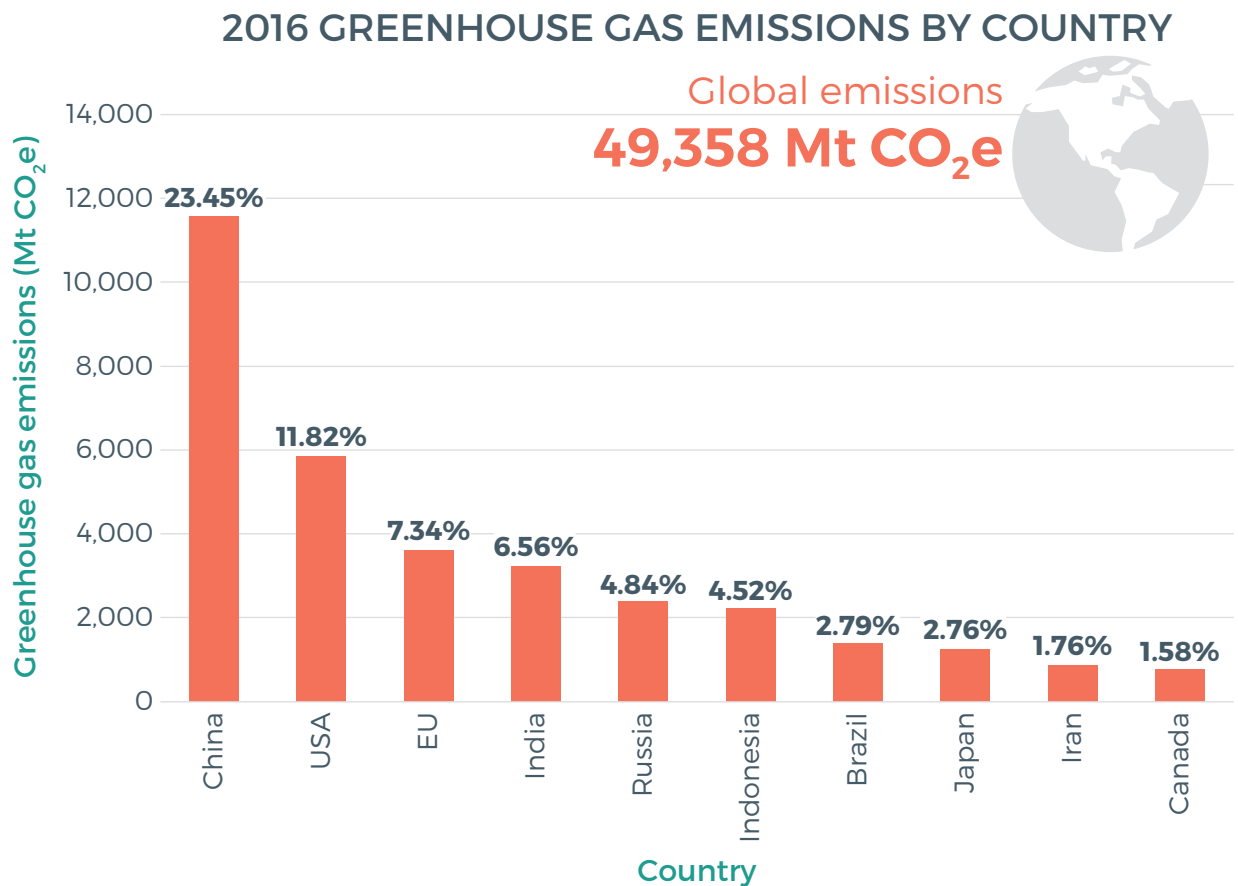
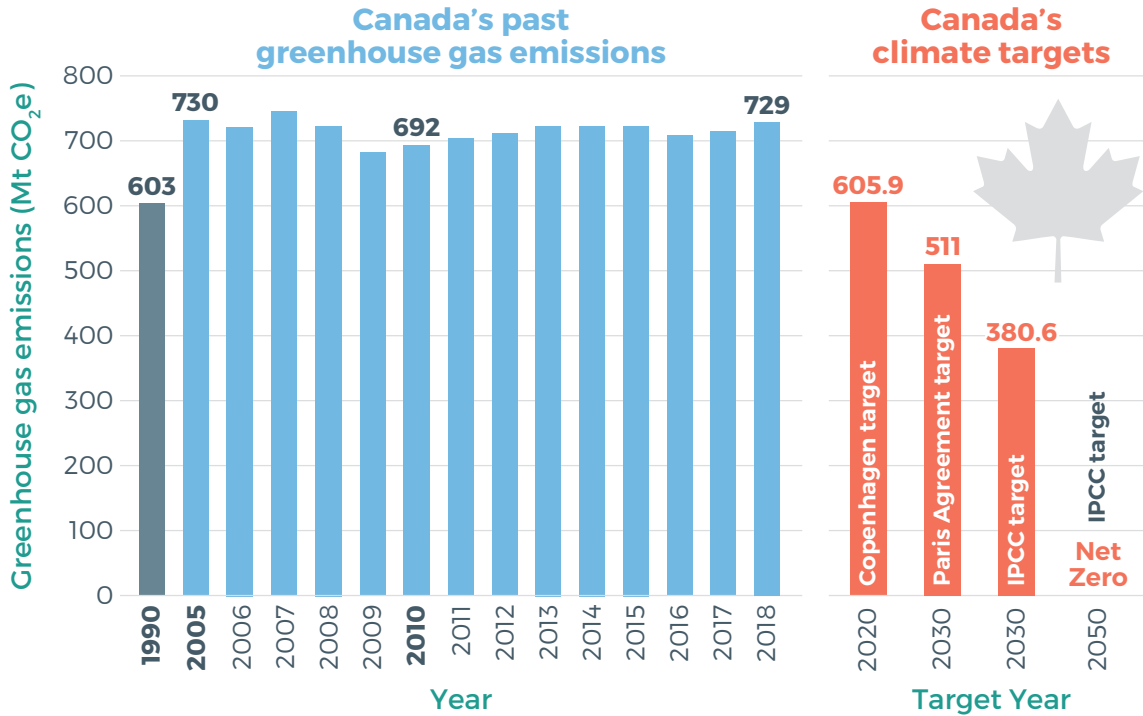


Figure 2. Canada is amongst the top ten producers of greenhouse gas emissions in the world. SOURCE: Climate Watch (2018)<sup>26</sup>

ii) The G20 comprises 19 countries and the European Union. The 19 countries include: Argentina, Australia, Brazil, Canada, China, Germany, France, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, South Korea, Turkey, the United Kingdom, and the United States.

## TRENDS IN CANADIAN GREENHOUSE GAS EMISSIONS (1990–2018)



**Figure 3.** Canada's annual greenhouse gas emissions have increased by 20.9% since 1990, and emissions have resumed an increasing trend since 2016.<sup>28</sup> To achieve the Copenhagen targets for 2020, Canada needs to reduce emissions 17% below 2005 levels to 605.9 Mt CO<sub>2</sub>e.<sup>31</sup> To achieve the Paris Agreement target for 2030, Canada needs to reduce emissions 30% below 2005 levels to 511 Mt CO<sub>2</sub>e.<sup>31</sup> To achieve the latest IPCC recommended targets, Canada needs to reduce emissions 45% below 2010 levels to 380.6 Mt CO<sub>2</sub>e by 2030 and net zero by 2050.<sup>1</sup> Adapted from Environment and Climate Change Canada (2020).<sup>28</sup>

In 2018, Canada's total greenhouse gas emissions increased to 729 megatonnes (Mt) of CO<sub>2</sub> equivalent (CO<sub>2</sub>e),<sup>iii</sup> which averages out to 19.67 tonnes of CO<sub>2</sub> equivalent per person.<sup>28,29</sup> Since 1990, Canada's total greenhouse gas emissions have increased by 20.9%, and while emissions have been relatively static since 2005, the last three years have shown an increasing trend (Figure 3).<sup>28</sup> Canada has missed every greenhouse gas emissions reduction target it has set since 1992,<sup>30</sup> and is not on track to achieve any of the greenhouse gas reduction targets outlined below:<sup>27</sup>

- 17% below 2005 levels by 2020 (Copenhagen Accord 2009);<sup>31</sup>
- 30% below 2005 levels by 2030, with a long-term goal of 80% below 2005 levels by 2050 (Paris Agreement 2015);<sup>31</sup>
- Canada has yet to adopt the latest targets recommended by the IPCC report of 45% below 2010 levels by 2030, and “net zero” by 2050.<sup>1</sup>

In 2018, an assessment of climate policies worldwide revealed that Canada's current policies would lead to more than 5.1°C of warming by 2100 if they were adopted globally.<sup>32</sup> Since then, the Federal government has committed to: phase out coal power plants;<sup>33</sup> implement a nationwide carbon price starting at CAD \$20 per tonne of CO<sub>2</sub>e in 2019<sup>34</sup> and increasing annually; and enact the Canadian Energy Regulator Act (CERA)<sup>35</sup> to oversee the energy sector. The 2019 Climate Transparency assessment for Canada notes that despite these improvements to federal policies, Canada is still not on track to achieve emissions reductions compatible with 1.5°C of warming to prevent irreversible impacts of climate change.<sup>27</sup> The Parliamentary Budget Office has recommended that the federal carbon tax needs to increase by an additional CAD \$50 a tonne by 2030 to meet the Paris Agreement.<sup>36</sup>

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iii) CO<sub>2</sub> equivalent or carbon dioxide equivalent (CO<sub>2</sub>e), is a standard unit for measuring carbon emissions. The idea is to express the impact of each different greenhouse gas in terms of the amount of CO<sub>2</sub> that would create the same amount of warming. Greenhouse gases that are included in CO<sub>2</sub>e are: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), and fluorinated gases such as hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF<sub>6</sub>).

# What is being done?

## Comparison of climate actions and climate targets for Atl'ka7tsem/Txwnéwu7ts/Howe Sound municipalities and regional districts

Several municipalities around Atl'ka7tsem/Txwnéwu7ts/Howe Sound have now declared a climate emergency, and updated their climate targets to reflect the latest IPCC recommendations of 45% below 2010 levels by

2030, and “net zero” by 2050.<sup>1</sup> We have compared specific climate commitments for municipalities around Atl'ka7tsem/Txwnéwu7ts/Howe Sound (Table 1) and reviewed current climate targets (Table 2).

**Table 1.** Comparison of climate commitments for municipalities and regional districts around Atl'ka7tsem/Txwnéwu7ts/Howe Sound.<sup>6,37-55</sup> SCR D – Sunshine Coast Regional District. SLRD – Squamish-Lillooet Regional District.

	YES	NO			IN PROGRESS					
CLIMATE ACTIONS	BOWEN ISLAND	GIBSONS	LIONS BAY	SQUAMISH	VANCOUVER (CITY OF)	WEST VANCOUVER	WHISTLER	ISLANDS TRUST	SCR D	SLRD
Declared a climate emergency	Green	Red	Red	Green	Green	Green	Red	Green	Red	Red
Created a climate emergency response plan	Red	Red	Red	Green	Green	Yellow	Yellow	Red	Red	Red
Have set climate targets	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Have set climate targets equal to (or higher than) the 2019 IPCC recommendations of 45% greenhouse gas reduction by 2030 and net-zero by 2050	Red	Red	Red	Green	Green	Green	Red	Red	Red	Red
Climate action has been identified as a strategic priority	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green



Eating a plant-rich diet and supporting local agriculture are two of the most impactful actions that individuals can take to reduce their personal greenhouse gas emissions. (Photo: Adobe Stock)

**Table 2.** Current climate targets for Atł'ka7tsem/Txwnéwu7ts/Howe Sound municipalities and regional districts. SCRD – Sunshine Coast Regional District. SLRD – Squamish-Lillooet Regional District.

COMMUNITY	TARGETS
Bowen Island	33% below 2007 levels by 2020 <sup>37</sup>
Gibsons	7% below 2007 levels by 2030 <sup>38</sup>
Lions Bay	20% below 2007 levels by 2020 <sup>41</sup>
Squamish	45% below 2010 levels by 2030 100% below 2010 levels by 2050 <sup>44</sup>
Vancouver	33% below 2007 levels by 2020 50% below 2007 levels by 2030 Carbon neutral before 2050 <sup>46</sup>
West Vancouver	45% below 2010 levels by 2030 100% below 2010 levels by 2050 <sup>47,48,49</sup>
Whistler	33% below 2007 levels by 2020 80% below 2007 levels by 2050 90% below 2007 levels by 2060 <sup>50</sup>
Islands Trust	
Keats Island	33% below 2007 levels by 2020 85% below 2007 levels by 2050
Gambier Island	33% below 2007 levels by 2020 85% below 2007 levels by 2050 <sup>51,52</sup>
SCRD	7% below 2007 levels by 2031 <sup>37,53</sup>
SLRD	33% below 2007 levels by 2020 80% below 2007 levels by 2050 <sup>54,55</sup>

## How are we currently tracking greenhouse gas emissions?

### Local government reporting: Climate Action Revenue Incentive Program (CARIP)

Local governments in Canada have been world leaders in climate action since as early as 1988.<sup>56</sup> Since 2007, 187 of 190 local governments have signed on to the B.C. Climate Action Charter, which is a voluntary agreement between the B.C. government, the Union of B.C. Municipalities, and each local government signatory to take action on climate change.<sup>57</sup>

Under the Charter, local governments commit to:

- become carbon neutral in their corporate operations;
- measure and report community-wide greenhouse gas emissions; and
- create more complete, compact, and energy efficient communities.

The B.C. Climate Action Charter is non-binding, and there are no accountability mechanisms or legislated targets to significantly reduce emissions at the municipal level. While many Atl'ka7tsem/Txwnéwu7ts/Howe Sound municipalities report corporate emissions every year through the CARIP, which enables them to receive a grant equivalent to 100% of the carbon tax they pay,<sup>58</sup> most municipalities are not independently reporting community-wide greenhouse gas emissions (Table 3). This is partially due to budget and staff capacity constraints, particularly for smaller communities, and partially due to the lack of complete data available to easily track emissions at the local level.



Transportation is one of the biggest sources of carbon pollution in Atl'ka7tsem/Txwnéwu7ts/Howe Sound communities. The solution is to get people out of their gas-powered cars and into electric cars, or to use more public transit and active transportation such as biking and walking. Photo: iStock

**Table 3.** Comparison of CARIP reporting and specific climate adaptation actions taken by municipalities and regional districts around Atl'ka7tsem/Txwnéwu7ts/Howe Sound.<sup>37-55</sup> SCRD – Sunshine Coast Regional District. SLRD – Squamish-Lillooet Regional District.

	YES	NO	IN PROGRESS					NOT APPLICABLE		
CLIMATE ACTIONS	BOWEN ISLAND	GIBSONS	LIONS BAY	SQUAMISH	VANCOUVER (CITY OF)	WEST VANCOUVER	WHISTLER	ISLANDS TRUST	SCRD	SLRD
Have signed the BC Climate Action Charter to become carbon neutral in corporate operations and to reduce community-wide emissions	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Reported corporate emissions in 2018/2019	Red	Green	Red	Green	Green	Green	Green	Green	Green	Green
Reported community-wide emissions in 2018/2019	Red	Red	Red	Green	Green	Red	Green	Red	Red	Red
Climate Action is incorporated into the Official Community Plan (OCP)	Green	Green	Green	Green	Green	Green	Green	Green	Green	In Progress
Have a corporate greenhouse gas reduction plan	Red	Red	Red	Green	Green	Green	Green	Green	In Progress	Red
Have a community-wide climate action plan	Green	Red	Red	Green	Green	Green	Green	Red	In Progress	Red
Have a community energy and emissions plan	Green	Green	Red	Green	Green	Green	Green	Red	Red	Green
Have an integrated community sustainability plan	Red	Green	Red	Red	Green	Red	Green	Green	Red	Green
Have a regional growth strategy	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green
<b>CLIMATE ADAPTATION ACTIONS LISTED IN CARIP FOR 2018</b>										
Risk and vulnerability assessments	Green	Red	Red	Green	Green	Green	Green	Green	Red	Green
Risk reduction strategies	Green	Green	Red	Green	Green	Red	Green	Red	Red	Green
Emergency response planning	Green	Green	Red	Green	Green	Green	Green	Green	Red	Green
Asset management	Green	Green	Red	Green	Green	Green	Green	Green	Green	Red
Natural/eco asset management strategies	Green	Green	Red	Red	Green	Green	Red	Green	Red	Red
Infrastructure upgrades (e.g. stormwater system)	Green	Green	Red	Green	Green	Green	Red	Green	Green	Red
Beach nourishment projects	Red	Green	Red	Red	Red	Green	Green	Red	Red	Red
Economic diversification initiatives	Green	Green	Red	Green	Green	Red	Green	Green	Green	Red
Strategic and financial planning	Green	Green	Red	Green	Green	Green	Green	Green	Green	Red
Cross-department working groups	Green	Red	Red	Green	Green	Green	Green	Green	Red	Green
Official community plan policy changes	Red	Red	Red	Green	Red	Green	Green	Green	Green	Green
Changes to zoning and other bylaws and regulations	Green	Red	Red	Green	Green	Green	Green	Green	Green	Red
Incentives for property owners (e.g. reducing stormwater run-off)	Green	Red	Red	Red	Green	Red	Green	Green	Red	Red

i) Climate Action is incorporated into one of four of the SLRD's Official Community Plans, for Electoral Area D. Updates are in progress for the other three Official Community Plans.

## Provincial government reporting: Community Energy and Emissions Inventory (CEEI)

The Community Energy and Emissions Inventory (CEEI) provides a framework for tracking and reporting emissions from buildings, local transport, and waste to support local governments to meet their commitments under the BC Climate Action Charter (Figure 4).<sup>59</sup>

CEEI reports were first made available by the Province for every municipality in BC in 2007, 2010, and 2012,<sup>60</sup> with a more limited data set published every year since 2012 as part of the Provincial Greenhouse Gas Emissions Inventory.<sup>61</sup> The 2013–2017 data sets only include emissions from buildings and waste, as the Climate

Action Secretariat does not have access to accurate community-level transportation data. The Province is currently exploring options to collect information on annual vehicle use at the community level.<sup>62</sup>

CEEI reporting is reliant upon data providers (e.g., utilities) and the Province to complete the rigorous data collection, analysis, and reporting required. There is often a significant time lag between data reporting and data availability, for example, 2017 data was published in 2019.

## Federal government reporting: National Inventory Report (NIRs)

Every year since 2003, Canada has prepared a National Inventory Report (NIR)<sup>28</sup> to report sector-based emissions, and submitted it to the United Nations Framework Convention on Climate Change (UNFCCC).<sup>63</sup> Although NIRs include 'chapters' for each province and territory, the Province of BC generates its own Provincial Inventory Reports (PIR), which is largely based on the NIR.

These data overlap with CEEI reporting on buildings, transport, and waste; however emissions are calculated using different data, scope boundaries, and a different methodology, and also include emissions from industry, agriculture, and oil & gas production (Figure 4).

## What aren't we measuring? Consumption-based emissions inventory (CBEI)

A consumption-based emissions inventory (CBEI) calculates emissions associated with the production, transportation, use, and disposal of goods and services consumed by communities, such as food, clothing, electronics, services, and flights (Figure 4).<sup>64</sup>

In 2014, C40 Cities initiated a study to measure consumption-based greenhouse gas emissions from 79 cities from around the world, including Vancouver.<sup>65</sup> Upstream emissions from the goods and services that cities consume can be more than double the emissions currently measured through traditional territorial or sector-based emissions inventories. Consump-

tion-based emissions associated with residents in wealthy, industrialized countries, such as Canada, are 2–4 times higher than the global average.<sup>64,65</sup>

Limiting emissions calculations to the CEEI or NIR frameworks means that additional emissions associated with consumption of goods and services are not being measured. The British Columbia Institute of Technology is currently piloting a project called the *ecoCity Footprint Tool* in ten communities across B.C. to identify each community's ecological footprint and create a consumption-based emissions inventory.<sup>66</sup>

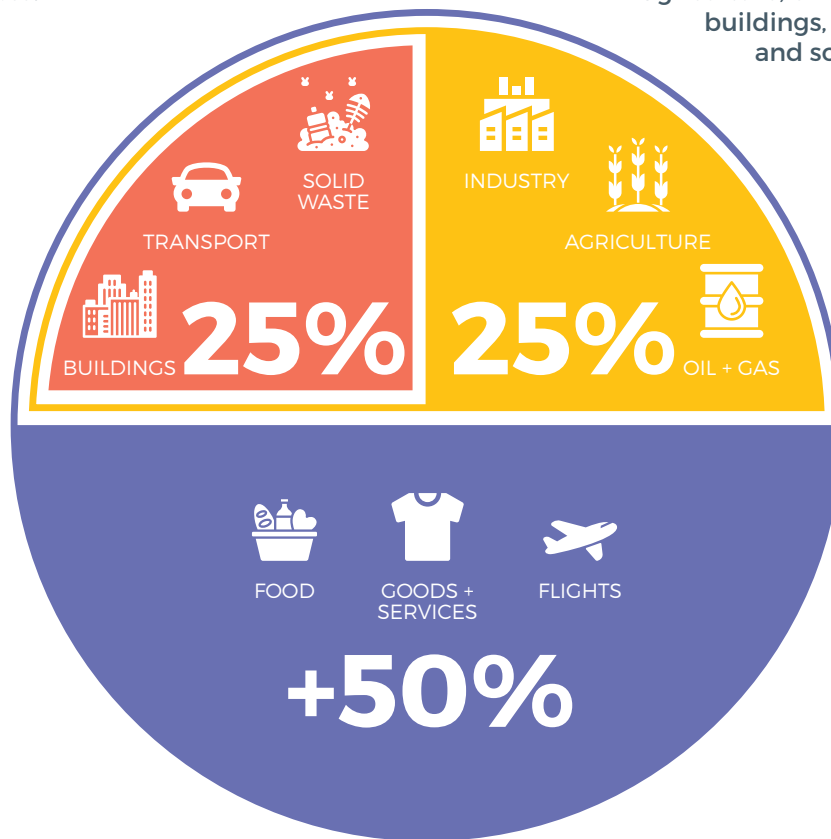
# What is and isn't being measured?

## Community Energy Emissions Inventory (CEEI)

The Provincial government tracks and reports greenhouse gas emissions produced by buildings, transport, and solid waste.

## National Inventory Report (NIR) (Territorial or sector-based emissions)

The Federal government tracks and reports greenhouse gas emissions calculated by sector, e.g., industry, agriculture, oil + gas, plus buildings, transport, and solid waste.



## Consumption-Based Emissions Inventory (CBEI)

Greenhouse gas emissions associated with the production, transportation, use, and disposal of products and services consumed by a community. These emissions are not currently being tracked by the Provincial or Federal governments.

**Figure 4.** A simplified comparison of methodologies to measure greenhouse gas emissions: Community Energy Emissions Inventory (CEEI) measures emissions from buildings, transport, and solid waste, which comprises approximately 25% of total emissions. The National Inventory Report measures sector-based emissions that overlap and build on CEEI, and includes emissions from industry, agriculture, and oil and gas; however, this still only comprises approximately 50% of total emissions. Nearly 50% of emissions associated with the production, transportation, use, and disposal of food, goods, and services are not currently measured, which is why we need to begin measuring emissions using Consumption-Based Emissions Inventory (CBEI) to track total emissions at the local, provincial, and federal level of government.

## Independent municipal greenhouse gas emissions reported by Atl'ka7tsem/Txwnéwu7ts/Howe Sound communities

To reduce local greenhouse gas emissions, it is fundamental to understand where these emissions are coming from. Some communities in Atl'ka7tsem/Txwnéwu7ts/Howe Sound have chosen to conduct independent community-wide greenhouse gas emission inventories, using the CEEI framework to track emissions from buildings, transport, and solid waste. Whistler has been tracking emissions almost every year since 2010,<sup>67</sup> while Skwxwú7mesh/Squamish recently conducted an independent emissions inventory for 2017 (Figure 5).<sup>68</sup> Metro Vancouver is currently developing annual reporting of greenhouse gas emissions as part of its *Climate 2050* strategy, using the CBEI framework.<sup>69</sup>

Tracking local greenhouse gas emissions is critical to support evidence-based climate action planning. By tracking emissions, municipalities can identify where emissions are coming from, and pass policies that strategically reduce those emissions. By tracking emissions annually, it allows municipalities to evaluate whether specific policies and public engagement campaigns are effective, or if more needs to be done. Local governments are much more agile than Provin-

cial/Federal government, and can adopt and test new policies quickly. Tracking emissions also enables local governments to engage with stakeholders and decision-makers, and inspire behaviour change among their constituents.

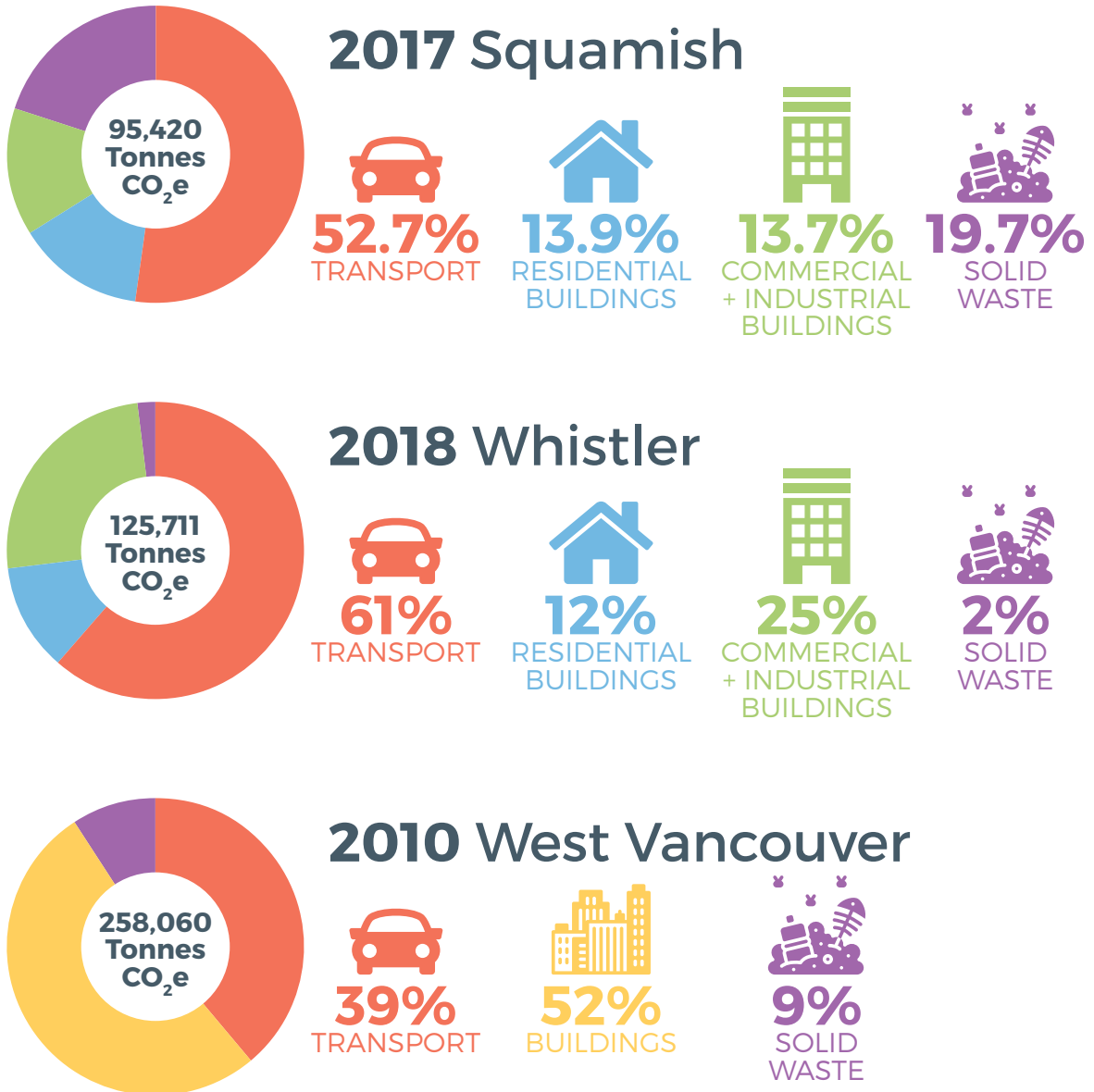
We compare the example greenhouse gas emissions inventories for Skwxwú7mesh/Squamish (2017), Whistler (2018), and West Vancouver (2010) (Figure 5). Emissions cannot be compared directly between these municipalities because the inventories were completed in different years and used different methodologies. Even so, it is clear that vehicles and buildings are the two biggest sources of greenhouse gas emissions for all three communities (Figure 5). This information provides a clear direction for strategic climate action planning. For example, what policies can municipalities pass to support the transition from gas-powered cars to electric cars? How can municipalities improve public transit and support active transportation? How can municipalities incentivize a rapid transition to zero-emission energy and heating in new and existing buildings?

## What about emissions from industry and agriculture?

Greenhouse gas emissions from industry and agriculture are often outside of municipal control, and will require policies and taxes/incentives from the provincial and/or federal governments. However, municipalities can still play a role by engaging in conversation with local industries and local agriculture, to ask

what they are doing to reduce carbon pollution, which can often dwarf community-wide emissions. Municipal councils can also lobby the provincial and federal governments to support new policies and taxes/incentives to reduce local emissions from industry and support regenerative agricultural practices.

# Greenhouse gas emission inventories



**Figure 5.** Community-wide greenhouse gas emissions for Skw̱xwú7mesh/Squamish (95,420 tonnes CO<sub>2</sub>e in 2017),<sup>45</sup> Whistler (125,711 tonnes CO<sub>2</sub>e in 2018),<sup>70</sup> and West Vancouver (258,060 tonnes CO<sub>2</sub>e in 2010).<sup>71</sup> Note that emissions cannot be compared between municipalities because the methodology and years when these inventories were compiled are different e.g., West Vancouver assessed residential and commercial/industrial buildings under “buildings.”

# What can you do?

These actions are aimed at government level because the focus of this article is on municipalities. Actions that individuals can take will be presented in a separate article, coming at a later date.



## Government Actions and Policy:

### Municipal Actions

- Declare a climate emergency to enable council and staff to dedicate the resources required to immediately reduce community-wide greenhouse gas emissions.
- Update greenhouse gas reduction targets to reflect (or surpass) IPCC recommendations (45% reduction below 2010 levels by 2030 and achieving net zero by 2050 at the latest).
- Conduct a baseline greenhouse gas emission inventory, with ongoing monitoring and reporting of community-wide emissions every year to track success.
- Establish interim targets and incorporate these targets into all relevant municipal planning documents (e.g., Official Community Plan, Community Energy and Emissions Plan).
- Establish community engagement and outreach to build widespread support for climate action.
- Create a climate action plan to prioritize policies and actions that will be the most effective at reducing community-wide greenhouse gas emissions. Identify challenges and opportunities, and establish key evaluation criteria to evaluate success.
- Implement the climate action plan, then monitor, evaluate, and report on successes and challenges. Adjust climate action strategies to ensure that emission reductions are successful.
- Build partnerships with local climate champions, businesses, industry, agriculture, community groups, and organizations.
- Build regional partnerships with other communities to share resources, implement programs, and secure greater levels of funding and investments.
- Support the Provincial and Federal governments to implement the policies and actions outlined below.

## Provincial and Federal Actions

### CARBON ACCOUNTING AND ACCOUNTABILITY

- Support evidence-based climate-action planning by local governments by conducting consistent, comprehensive, robust, and timely greenhouse gas inventories every year at the municipal level across B.C. and Canada.<sup>72</sup>
- Initiate discussions to determine how best to make greenhouse gas reduction targets binding for all provinces/municipalities. For example, make the B.C. Climate Action Charter binding.<sup>72</sup>
- Legislate a target of 45% reduction below 2010 levels by 2030 and achieve net-zero emissions by 2050 at the latest.<sup>1,27</sup> Ensure consistent targets for all levels of government, and update these targets regularly according to the latest science.<sup>72</sup>
- Support Local Government Act and/or Community Charter amendments which empower municipalities to achieve local climate targets.<sup>72</sup>
- Implement policies and legislation to provide funding and capacity building for municipalities as they transition to zero-carbon emissions.<sup>22</sup>
  - Develop a milestone-based incentive program to help municipalities achieve climate targets.<sup>72</sup>
  - Develop a climate action policy toolkit that municipalities can adapt and implement.<sup>72</sup>
- Convene experts (including municipalities) to identify what data needs to be collected to accurately track greenhouse gas emissions using both the CEEI and CBEI frameworks, then legislate development of and access to this data. For example, require ICBC to collect odometer readings when people renew their car insurance.
- Improve CEEI methodology to accurately track community-wide greenhouse gases and provide that data to the municipalities and the public online every year (contributing to Locally Determined Contributions).
- Transition to CEEI and CBEI at the municipal level to capture emissions that are not currently measured (e.g., embodied emissions from food, goods + services, flights).
- Standardize greenhouse gas inventory calculations between Local/Provincial/Federal governments (allow Locally Determined Contributions to inform Nationally Determined Contributions)

### SOCIAL JUSTICE

- Ensure equity and anti-racism are key components of climate action.<sup>73</sup>
- Expand the Pan-Canadian Framework to support a just and fair transition for oil and gas workers and communities as we transition to a zero-carbon economy.<sup>27</sup>
- Support developing nations as they transition away from fossil fuels toward a zero-carbon economy.<sup>5</sup>
- Enact legislation to better enable municipalities and individuals to hold fossil fuel companies accountable for past greenhouse gas emissions and to pay their fair share of climate costs.<sup>74</sup>

### FOOD

- Implement policies to reduce the consumption of animal products – the production of which releases significant amounts of methane – and increase consumption of plant-based foods.<sup>5</sup>
- Implement policies to support cropping practices such as minimum tillage to increase soil carbon.<sup>5</sup>
- Implement policies to promote local agriculture and eliminate food waste.<sup>5</sup>

## Provincial and Federal Actions (continued)

### ENERGY

- Implement energy efficiency and conservation practices.<sup>5</sup>
- Promote electrification of space-heating infrastructure (e.g. heat pumps).
- Promote installation of district heating systems.
- Replace fossil fuel energy with low-carbon renewable energy and phase out fossil fuel extraction.<sup>5</sup>
- Eliminate subsidies for fossil fuels.<sup>5</sup>
- Increase carbon emissions taxes systematically and progressively over defined long-term periods to further limit fossil fuel use.<sup>5,36</sup>
- Implement policies to promptly reduce emissions that have a high global warming potential over a short time frame such as methane, black carbon (soot), and hydrofluorocarbons (HFCs) to slow climate feedback loops and reduce short-term warming by more than 50%.<sup>5</sup>

### TRANSPORTATION

- Adopt a Clean Fuel Standard and enhance measures for zero-emissions vehicles, including light and heavy-duty trucks.<sup>27</sup>
- Revise the Zero-Emission Vehicle Infrastructure Programme so that 100% of vehicle sales by 2030 are zero-emission.<sup>27</sup>
- Increase funding for investments in public transit with the goal to remove commuter traffic from the roads.<sup>27</sup>
- Subsidise electric vehicles while investing in fast-charging infrastructure along major roads.
- Transition BC Ferries to electric ferries where feasible.
- Increase carbon taxes on aviation emissions and provide incentives to transition to electric planes for short-haul flights; invest in alternatives such as high-speed rail along high-population-density routes.

### BUILDINGS

- Implement policies and incentives for all new buildings to be net-zero.<sup>27</sup>
- Develop a strategy and provide incentives to undertake energy retrofits of existing buildings.<sup>27</sup>

### ECONOMY

- Shift economic goals away from Gross Domestic Product (GDP) growth to the Happiness Index metric,<sup>75</sup> and recognize that humans depend on healthy ecosystems.<sup>5</sup>
- Redefine economic success to incorporate factors that measure human well-being and the health of ecosystems.

### NATURE

- Create more protected areas with better interconnectedness.<sup>5</sup>
- Fund restoration of natural ecosystems.<sup>5</sup>
- Protect remaining primary and intact forests to curtail habitat and biodiversity loss.<sup>5</sup>
- Fund and incentivize reforestation and afforestation (i.e., planting trees) where appropriate.<sup>5</sup>
- Continue to fund research and monitoring of iconic and threatened species and habitats.

# Acknowledgements

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# Resources on Zero Carbon

This list is not intended to be exhaustive. Omission of a resource does not preclude it from having value.

My Sea to Sky has issued a #ZeroCarbonChallenge for individuals, businesses, and municipalities around Atl'ka7tsem/Howe Sound. Sign up as an individual or business and learn what tangible steps you can take now to start the transition to zero carbon: [www.zerocarbonchallenge.ca](http://www.zerocarbonchallenge.ca)

Climate Caucus is a non-partisan network of 250+ elected local leaders working collectively to create and implement policy which aligns with Canada's fair share of holding global temperature to 1.5°C, while respecting planetary limits: <https://www.climatecaucus.ca/>

Beyond Zero Emissions is one of Australia's most respected climate change think-tanks. They have created a step-by-step guide for communities working to achieve zero-carbon emissions: <https://bze.org.au/zero-carbon-communities/zero-carbon-communities-guide/>

BC Climate Action toolkit: <https://www.toolkit.bc.ca/>

Clean BC has resources on subsidies and savings for switching to an electric vehicle. <https://goelectricbc.gov.bc.ca>

Project Drawdown identifies the most effective solutions to reduce greenhouse gas emissions. <https://www.drawdown.org/>

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Climate Strike Squamish. (Credit: Tracey Saxby)

<b>Type</b>	Request for Decision		
<b>Title</b>	Bylaw No. 585, 2020		
<b>Author</b>	Karla Duarte	<b>Reviewed By:</b>	Peter DeJong
<b>Date</b>	November 13, 2020	<b>Version</b>	
<b>Issued for</b>	November 17, 2020		

**Recommendation:**

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 585, 2020 be introduced and read a first and second time.

**Attachments:**

- (1) Draft Fees Bylaw No. 497, 2016, Amendment Bylaw No. 585, 2020;
- (2) Draft Fees Bylaw No. 497, 2016 – Consolidation 585.

**Key Information:**

With the reopening of Broughton Hall several weeks ago, demand of use required clarification of descriptions for community groups and programs in order to properly allocate rental fees. Schedule 6 was amended to reflect those descriptions to provide clarity. Further, the fees for renting the hall for private events was reduced for events that include alcohol and a damage deposit for such events was increased. This is in line with most rental facilities in communities with populations of 2,500 and under.

Currently, Broughton Hall is closed to comply with the Provincial Health Order issued November 7, 2020 in respect of indoor activities and social gatherings.

Bylaw No. 585, 2020 also includes amendments to Part 5, section 4 as Bylaw No. 157, 1987 was repealed by the new Soil Deposit and Removal Bylaw No. 510, 2018. There were also some repeated mentions of text in Schedule 1, which needed to be deleted.

In Schedule 5, the length description of Extraordinary vehicle or trailer *under* 6.1 metres was required, as it is not mentioned in the accompanying section of the Traffic and Parking

Bylaw No. 413. Further proposed amendments to Bylaw 413 with regard to Extraordinary Vehicle Parking will be brought to a future Council meeting.

**Options:**

- (1) Give Bylaw 585, 2020, two readings;
- (2) Amend and then give the bylaw two readings;
- (3) Provide alternate direction to staff.

**Preferred Option:** The first option is preferred in order to correct errors within the bylaw

**Legal Considerations:** Third reading and adoption can be done at the same meeting under the associated ministerial order, still in effect for financial bylaws.

**Follow Up Action:** Bring the bylaw back to the December 15<sup>th</sup> meeting for consideration of 3<sup>rd</sup> reading and adoption.

**Communication Plan:** The consolidated bylaw will be published on the website for reference once adopted.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



### **Fees Bylaw No. 497, 2016**

### **Amendment Bylaw No. 585, 2020**

**Adopted:**

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0

Phone: 604-921-9333 Fax: 604-921-6643

Email: [office@lionsbay.ca](mailto:office@lionsbay.ca) Web: [www.lionsbay.ca](http://www.lionsbay.ca)

## **Fees Bylaw No. 497, 2016 Amendment Bylaw No. 585, 2020**

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

1. This bylaw may be cited for all purposes as “Fees Bylaw No. 497, 2016, Amendment Bylaw No. 585, 2020”.
2. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 585, 2020 is hereby amended as follows:
  - (a) In Part 5 – Consequential Amendments:
    - (i) delete section 4 and replace it with the following:  
“Lions Bay Soil and Material Deposit Bylaw No. 157, 1987: [Bylaw 157 repealed]”
  - (b) In Schedule 1 – General Administration
    - (i) delete the 5<sup>th</sup> item which states: “Tax certificates (no charge for property owners)”
    - (ii) delete the 6<sup>th</sup> item which states: “Property title search from Land Title Office
    - (iii) delete the 8<sup>th</sup> item which states “Reprinted tax/utility documents”
  - (c) In Schedule 5 – Traffic & Parking Fees
    - (i) delete the description in item 6 that states “Extraordinary vehicle or trailer under 6.1 metres in length” and amend the length in the 5<sup>th</sup> line from 6.5 to 6.6 metres in length.
  - (d) In Schedule 6 – Community Facility Rentals
    - (i) In the first item, decrease the Hall Rental for private events fee from \$150 to \$125 if liquor is being served
    - (ii) In the third item, delete “contracted through the Village” and replace with “run by an instructor for a fee”
    - (iii) In the fourth item, add “Example of use: badminton, volleyball for community members” as an example for Community group activities
    - (iv) In the fourth item, add “Example of use: strata/board meetings” as an example for non-profit community groups
    - (v) In the fifth item, add “or other room upstairs”
    - (vi) In the tenth item under Deposit for facility/equipment rental add “\$150 if alcohol being served or sold”
3. This bylaw shall come into force and take effect upon adoption.

**READ A FIRST TIME**            **this day of, 2020**

**READ A SECOND TIME**        **this day of, 2020**

**READ A THIRD TIME**         **this day of, 2020**

**ADOPTED**                        **this day of, 2020**

\_\_\_\_\_  
**Mayor**

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

**Certified a true copy of Fees Bylaw No. 497, 2016,  
Amendment Bylaw No. 585, 2020 as adopted.**

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



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



# Fees Bylaw No. 497, 2016

## Office Consolidation

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

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

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

### List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	2.1	Replaces Schedules 1-10	December 19, 2017
544	2(a) 2(b)	Adds soil deposit and removal fees in schedule 2 Amends parking meter rates in schedule 5	May 11, 2018
547	2(a)-(c)	Amends text in Schedules 2 and 5	June 5, 2018
551	2(a)-(d) 3	Amends birthday party rental fees and non-profit rental fees in schedule 6 Deletes insurance costs from the table	September 18, 2018

554	2(a)-(f)	Amends text and fees in schedules 1, 2, 3, 5, 6 and 7	December 18, 2018
563	2(a)-(b)	Amends Extra Annual Parking Permit description and Parking Meters Fees in schedule 5	May 14, 2019
567	2(a)-(h) 3	Amends schedules 1-8 Punctuational changes	December 17, 2019
584	2 & 5	Amends text in Schedule 2 Amends fees in Schedule 5 for Sunset Trailhead	July 28, 2020
<a href="#">585</a>	<a href="#">Part 5 &amp; Schedule 1, 5 &amp; 6</a>	<a href="#">Amends text in Part 5, section 4A</a> <a href="#">Amends text in Schedule 1</a> <a href="#">Amends text in Schedule 5</a> <a href="#">Amends text and fees in Schedule 6</a>	

## **Fees Bylaw No. 497, 2016**

A bylaw to provide for the imposition of fees.

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

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

### **Part 1 – CITATION:**

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

### **Part 2 – SEVERABILITY:**

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

### **Part 3 – FEES AND CHARGES**

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

#### **Schedules**

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

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

#### **Part 4 – REPEAL**

- 4.1 The following bylaws are hereby repealed:
1. Security Alarm System Regulation Bylaw No. 272, 1997;
  2. Fees and Charges Bylaw No. 462, 2014;
  3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
  4. Fees and Charges Amendment Bylaw No. 480, 2014; and
  5. Fees and Charges Amendment Bylaw No. 490, 2015.

#### **Part 5 – CONSEQUENTIAL AMENDMENTS**

- 5.1 The following bylaws are hereby amended as follows:
1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
    - (a) Section 4 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
    - (b) Schedule A is amended by deleting section 2, Connection Charges.
  2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
    - (a) Section 3 is amended by striking the heading and substituting therefore the heading "Fees";
    - (b) Section 3 is further amended by deleting the existing wording and substituting therefore: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended";
    - (c) Section 17 is hereby renumbered as Section 18; and
    - (d) The following is hereby inserted as Section 17:

"17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building sewer from the wye to the house has been tested successfully, the plug shall be removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no

circumstances shall the building sewer be used for drainage purposes during construction.

(e) Schedule A is hereby deleted.

3. Subdivision Bylaw No. 141, 1985, as amended:

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

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

~~(a) Section 6 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".~~

5. Village of Lions Bay Blasting Bylaw No. 170, 1988:

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

6. Building Regulation Bylaw 234, 1994:

(a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";

(b) The existing Section 21 is hereby renumbered as Section 21(b);

(c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and

(d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.

7. Animal Control and Licencing Bylaw No. 461, 2014:

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

8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:

(a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

9. Traffic and Parking Bylaw No. 413, 2009, as amended:

(a) The following is inserted as Section 35: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".

10. Fire Bylaw No. 428, 2011, as amended:

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

11. Development Application Procedures and Fees Bylaw No. 431, 2011, as amended:

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

12. Village of Lions Bay Outdoor Water Use Bylaw No. 484, 2015:

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

**Part 6 – EFFECTIVE DATE**

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

<b>READ A FIRST TIME</b>	<b>December 15, 2015</b>
<b>READ A SECOND TIME</b>	<b>December 15, 2015</b>
<b>READ A THIRD TIME</b>	<b>December 6, 2016</b>
<b>ADOPTED</b>	<b>December 20, 2016</b>

\_\_\_\_\_  
**Mayor**

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

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

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

**SCHEDULE 1 – GENERAL ADMINISTRATION**

<b>Description</b>	<b>Fee</b>
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.*  *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Photocopying / printing / scanning documents (Fee applies to 8 pages and more)	\$0.25 per page (black & white) \$1.00 per page (colour)
Copy of house plans	\$75 plus actual costs of printing copy
Tax certificates (no charge for property owners)	\$30 each
Property title search from Land Title Office	\$25
<b>Property Tax and Utility Information:</b>	
Property Tax Certificate	\$30 (no charge to owners)
Reprinted Property Tax/Utility Fee Notice	\$20 (no charge to owners)
Property Title Search from Land Title Office	\$25
Property Ownership Transfer Tax on tax sale properties	As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees
Reprinted tax / utility documents	\$20 per document (no charge for property owner)
Lions Bay Flag	\$100
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Biodegradable Organics Bags	\$4 plus GST

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

**SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES**

<b>Description</b>	<b>Fee</b>
Official Community Plan Amendment (Residential)	\$2,500 or \$3,000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2,500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2,500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Development Application Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Development Application Proposal for Subdivision, Rezoning or OCP Amendment (Preliminary Review Process)	\$2,000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	\$1,000 plus \$200 for each additional lot or strata lot after first lot or strata lot created
Development Permit	\$1,200
Development Variance Permit	\$750
Temporary Use Permit Application Fee (non-refundable)	\$250
Inspection fee for Temporary Use Permit for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance (non-refundable)	\$500
Building Permit Application Fee (non-refundable)	\$100
Pre-Building Permit Application Consultation Fee	\$75 per hour
Building Permits (based on value of construction):	
Minimum fee (<\$1,000)	\$150
• \$1,000-\$9,999	\$150 plus \$12 per \$1,000
• \$10,000-\$49,999	\$250 plus \$11 per \$1,000
• \$50,000-\$99,999	\$300 plus \$10 per \$1,000
• \$100,000 and greater	\$400 plus \$9 per \$1,000
<i>The minimum fee for a building permit for a <u>new dwelling</u> shall be not less than the fee for a building having a value of \$300,000 (\$3,100.00).</i>	<i>Building permits are valid for a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</i>

Permit renewals <i>A building permit is valid for a maximum of two years, at which time it expires. A permit may be renewed only once in accordance with Building Bylaw No. 234, 1994, as amended.</i>	75% of current Building Permit Fee at time of renewal
<i>A Damage Deposit is required when taking out a Building Permit, or a Demolition Permit, or when performing other works requiring an engineer's certificate, heavy machinery or materials on Village highways, &amp; without limitation, such as may be relevant to a Soil Deposit/Removal/Land Alteration Permit.</i>	
Damage Deposit (Building Permit): <ul style="list-style-type: none"> <li>• Up to \$10,000</li> <li>• Up to \$50,000</li> <li>• Up to \$250,000</li> <li>• Greater than \$250,000</li> </ul>	\$500 \$1,500 \$3,000 \$5,000
Damage Deposit (Demolition Permit)  Portion of a Building	\$3,000 (deposit will be rolled over to cost of Building Permit, once inspection by Public Works has been completed)  Fee is proportional to the fee for complete demolition, up to demolition of 74% of a building; full fee payable for demolition of 75% or more of
Other works requiring an engineer's certificate or heavy machinery or materials on Village Highways	\$3,000
<i>Return of a Damage Deposit requires inspection and approval by the Public Works Manager and, in the case of a Building Permit, an Occupancy Certificate from the Building Inspector.</i>	
Demolition Permit fees: Accessory building or structure All other buildings A portion of a building	\$100 per building \$1,000 per building Fee is proportional to the fee for complete demolition, up to demolition of 74% of a building; full fee payable for demolition of 75% or more of a building.
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
Secondary suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection \$75/hour
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Driveway Crossing Permit	\$100
Plumbing Fee	\$100 plus \$25 for each fixture

Fire Sprinkler Permit: New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$250 plus \$2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw)	\$75 per hour (\$225 minimum)
Code Professional (additional charge if required on more involved issues per Building Bylaw)	Actual cost plus 10%
Extra Inspections (after second inspection)	\$100 per inspection
Pre-inspection of a building being moved within the Village	\$500 per structure
When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken.	50% of the building permit fee paid and 100% of the deposit shall be refunded to the property owner.
Plan review for building design modifications	\$75 per hour
Transfer of building permit	\$125
Unregistered Encroachment Agreement	\$400
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400
For discharge of Section 219 covenant placed according to the Land Title Act	\$100
An application for the soil deposit or removal of more than 27 cubic meters (m <sup>3</sup> ) and up to 45 m <sup>3</sup> of in any one year.	\$100 (non-refundable)
Any application for the soil deposit or removal of more than 45 m <sup>3</sup> and up to 90 m <sup>3</sup> in any one year.	\$200 (non-refundable)
Any application for the soil deposit or removal of more than 90 m <sup>3</sup> and up to 180 m <sup>3</sup> in any one year.	\$400 (non-refundable)
Any application for the soil deposit or removal of more than 180 m <sup>3</sup> in any one year.	\$600 (non-refundable)

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

[Amended by Bylaw No. 547]  
[Amended by Bylaw No. 554]  
[Amended by Bylaw No. 567]  
[Amended by Bylaw No. 584]

**SCHEDULE 3 – ENGINEERING & PUBLIC WORKS**

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

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

**SCHEDULE 4 – ANIMAL CONTROL & LICENCING**

Description	Fee
Annual licence for altered dog	\$30 if paid before February 28 <sup>th</sup> or within 30 days of becoming a new resident or obtaining a new dog  \$45 thereafter
Annual licence for unaltered dog	\$60 if paid before February 28 <sup>th</sup> or within 30 days of becoming a new resident or obtaining a new dog  \$90 thereafter
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

[Amended by Bylaw No. 567]

**SCHEDULE 5 – TRAFFIC & PARKING FEES****FEES FOR PERMITS**

Description	Fee
Extra resident parking permit – obtainable by a resident, allows parking in “permit parking” zones	\$40 (1 free permit for each Lions Bay Fire Rescue member, Search and Rescue member, Non-Resident Volunteer member of a Lions Bay committee, and Village staff member, not otherwise receiving free permits with a property tax notice, and two free permits within 30 days of becoming a new property owner)
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Daily parking permit – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council <del>Extraordinary vehicle or trailer under 6.1 metres in length</del> Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$80 per month/\$960 per year \$80 per month/\$960 per year \$110 per month/\$1,320 per year \$135 per month/\$1,620 per year
Upon approval of the Public Works Manager, daily fee for temporary placement of a moving container, a disposal container or construction material on a highway	\$35 per day
Upon approval of Council, placement on a highway of an office trailer, storage container or other similar chattel reasonably required in respect of a building permit	\$300 per month
Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time.	

Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)

**FEES FOR REMOVALS FROM HIGHWAY**

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things seized from highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum) plus \$50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs After hours: \$115 per person per hour (3 hour minimum)
Sale of chattels, obstructions and things seized from highway	\$1,000 flat fee

**FEES FOR METERED PARKING**

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

[Amended by Bylaw No. 530]

[Amended by Bylaw No. 544]

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 563]

[Amended by Bylaw No. 567]

[Amended by Bylaw No. 584]

**SCHEDULE 6 – COMMUNITY FACILITY RENTALS**

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

Description	Fee*
<p><b>Hall Rental for private events:</b> Examples of use: dances, weddings, ceremonies, etc.</p> <p><b>Prior day hall rental set-up fee (subject to availability):</b></p>	<p>\$1<del>25</del>50 if liquor being served \$110 if no liquor being served \$55</p> <p><i>If event occurs over multiple days, the rate above applies per day</i></p>
<p><b>Hall Rental for children’s Birthday parties</b></p>	<p>\$50 per event (maximum 4 hours)</p>
<p><b>Hall Rental for program use:</b> Examples of use: programs <u><a href="#">contracted through the Village-run by an instructor for a fee</a></u></p>	<p>20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.</p>
<p><b>Hall Rental for non-profit groups:</b> Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. <u><a href="#">Example of use: badminton, volleyball for community members</a></u></p> <p>Additional fee for events exceeding the maximum</p> <p>Non-profit community groups (single event) <u><a href="#">Example of use: strata/ board meetings</a></u></p>	<p>\$25 per month</p> <p>\$25 per event</p> <p>\$25 per event</p> <p><i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program. Youth must be supervised by an adult while using Village facilities.</i></p>
<p><b>Meeting Room Rental (accommodates up to 10 persons):</b> Council Chambers (former library) <u><a href="#">or another room upstairs</a></u></p>	<p>\$10 per hour (2 hour minimum)</p>
<p><b>Rental of Tennis Courts for Program Use</b> (max 2 hours per day)</p>	<p>20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.</p>
<p><b>Cancellation Fee:</b></p>	<p>Refer to policy: POL-1408 Refunds &amp; Cancellations</p>
<p><b>Staff Assistance (assemble &amp; disassemble equipment on-site – excluding stage):</b></p> <p><b>Stage (assemble &amp; disassemble):</b></p> <p><b>Sound System:</b></p> <p><i>No offsite rental for stage and sound equipment.</i></p>	<p>\$50 set up \$50 take down</p> <p>\$100</p> <p>\$50</p>

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

\*plus deposit

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

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

<b>Description</b>	<b>Fee</b>
Filming application fee (non-refundable)	\$300
Filming fees (per day): Residential Zone	\$1,000
Commercial Zone	\$500
Additional Location Fees (per day): Undeveloped Municipal Land	\$500
Tennis Courts, Wade Park, Trails (eg: Centennial, Pride, Marjorie Meadows)	\$750
Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade	\$1,000
Broughton Hall	\$500
Council Chambers	\$250
Fire Hall (Requires at least one member of LBFR present - Interruptions possible)	\$100/hour
LBFR Training Facility (Requires LBFR personnel on site – minimum number depends on filming activity)	\$100/hour per person
Temporary closure of road (total blockages generally no more than 10 minutes at a time)	\$80/hour (plus costs of certified traffic control company at applicant's expense)
Pyrotechnics Permit (per day)	\$500
Parking fees: Car	\$30/day (Completely Electric Vehicles \$0/day)
Truck (includes generator)	\$120/day (Solar/Battery Generators \$0/day)
Filming Liaison	\$80/hour (regular hours)
Public Works Services	\$80/hour per person (regular hours)
Village Manager	\$160/hour (regular hours)
Lions Bay Fire Rescue Services (LBFR)	\$500/hour
Extraordinary Services (Municipal staff call outs outside regular hours or requirement to hire contractor)	Hourly rate x 1.5 or contractor's costs x 1.25
Fire Hydrant Use (only to be operated by Municipal employees)	\$80 per hour - regular hours (7am – 3pm) \$120 per hour (3 hours minimum) outside regular hours
Damage deposit	\$10,000 (refundable)

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

**SCHEDULE 8 – FIRE RESCUE / EMERGENCY PERMITS & FEES**

<b>Description</b>	<b>Fee</b>
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 <sup>nd</sup> inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 <sup>rd</sup> and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit (valid only Oct 31 & New Year's Eve)	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	<p>\$100 per person per hour or portion thereof to cover time plus use of municipal equipment.</p> <p>Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged, based on invoices or receipts for materials or equipment.</p> <p>Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.</p>

*\*Note: all permits include one inspection*

[Amended by Bylaw No. 567]

**SCHEDULE 9 – MEMORIALS AND DEDICATIONS**

<b>Description</b>	<b>Fee</b>
Bench Dedication	\$1,500 - \$1,750 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

**SCHEDULE 10 – GENERAL**

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

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## VILLAGE OF LIONS BAY

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### Incoming Correspondence - November 17, 2020

***General Correspondence:***

G1 Ministry of Children and Family Development re Adoption Awareness Month (Page 1)

***Resident Correspondence:***

R1 I. Mackie re: tire checks (Page 3)

R2 B. Stoddart re: tire checks (Page 4)

R3 H. Goetsch re: tire checks (Page 6)

R4 CFO Rooke's Response to M. Sredzki (Page 7)

R5 Letter Report to Council from Ruth Simons re. Woodfibre LNG BC Environmental Assessment Extension (Page 13)

**From:** [Agenda](#)  
**To:** [Lions Bay Office](#)  
**Subject:** E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption  
**Date:** Thursday, November 12, 2020 2:06:23 PM  
**Attachments:** [image001.png](#)

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**From:** MCF Info MCF:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>  
**Sent:** Monday, November 2, 2020 9:14 AM  
**To:** Lions Bay Reception <[reception@lionsbay.ca](mailto:reception@lionsbay.ca)>  
**Subject:** E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

**VIA E-MAIL**

Ref: 254717

His Worship Mayor Ron McLaughlin  
Village of Lions Bay  
E-mail: [reception@lionsbay.ca](mailto:reception@lionsbay.ca)

Dear Mayor McLaughlin:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

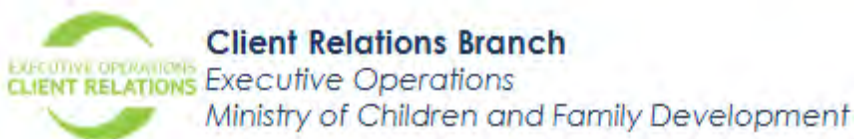
On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener  
Provincial Director of Child Welfare

Rena Bacy  
Provincial Director of Adoption

*Sent on behalf of the Provincial Directors by:*



**From:** [Agenda](#)  
**To:** [Lions Bay Office](#)  
**Subject:** Tire Check  
**Date:** Thursday, November 12, 2020 1:58:45 PM

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**From:** Ian Mackie [REDACTED]  
**Date:** October 24, 2020 at 11:59:38 AM PDT  
**To:** Council <[council@lionsbay.ca](mailto:council@lionsbay.ca)>  
**Cc:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>, Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>  
**Subject:** Tire Check

Members of Council

As you are no doubt aware the first tire check of the season took place this morning just past the Ancel Place development.  
This is a major inconvenience to residents of the Village.  
The requirement for winter tires on the stretch of highway between Horseshoe Bay and Lions Bay was likely instituted more than 50 years ago.  
The highway between Horseshoe Bay and Lions Bay has been dramatically upgraded in the last 50 years as has the standard of highway maintenance.  
I note that there are no winter tire requirements in West Vancouver other than highway 99 south of Lions Bay.  
In the circumstances the appropriate authorities (MOT?) should be contacted by the Village to request that the highway designation requiring winter tires between October 1 and March 31 be changed to commence at a point past Lions Bay.

Regards

Ian D. Mackie  
[REDACTED]

**From:** [Agenda](#)  
**To:** [Lions Bay Office](#)  
**Subject:** Tire Check  
**Date:** Thursday, November 12, 2020 2:03:43 PM

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**From:** bree stoddart [REDACTED]  
**Sent:** Saturday, October 24, 2020 5:23 PM  
**To:** Danielle Mackie <[REDACTED]>  
**Cc:** Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>; Council <[council@lionsbay.ca](mailto:council@lionsbay.ca)>  
**Subject:** RE: Tire Check

Hi Danielle,

Actually, don't agree. We think M & S should be mandatory on this road as per the road signs. There are enough accidents on this road without people unnecessary risks by having unsuitable tires on their vehicles.

Regards,  
Bree

---

**From:** [REDACTED]  
**Sent:** Saturday, October 24, 2020 3:44 PM  
**To:** [REDACTED]  
**Subject:** Fwd: Tire Check

Please agree if you agree and sign and pass it on

Sent from my iPhone

Begin forwarded message:

**From:** Ian Mackie [REDACTED]  
**Date:** October 24, 2020 at 11:59:34 AM PDT  
**To:** [council@lionsbay.ca](mailto:council@lionsbay.ca)  
**Cc:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>, Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>  
**Subject:** Tire Check

Members of Council

As you are no doubt aware the first tire check of the season took place this morning just past the Ancel Place development. This is a major inconvenience to residents of the

Village.

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The highway between Horseshoe Bay and Lions Bay has been dramatically upgraded in the last 50 years as has the standard of highway maintenance.

I note that there are no winter tire requirements in West Vancouver other than highway 99 south of Lions Bay.

In the circumstances the appropriate authorities (MOT?) should be contacted by the Village to request that the highway designation requiring winter tires between October 1 and March 31 be changed to commence at a point past Lions Bay.

Regards

Ian D. Mackie



From: [Agenda](#)  
To: [Lions Bay Office](#)  
Subject: Snow tires  
Date: Thursday, November 12, 2020 2:05:59 PM

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From: Hardy Goetsch [REDACTED]  
Sent: Thursday, October 29, 2020 8:17 PM  
To: Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>  
Subject: Re: Snow tires

Yes go right ahead  
Hardy

On Oct 29, 2020, at 10:40 AM, Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)> wrote:

Hi Hardy, May I bring your note to Council under correspondence during our next meeting on November 17th?

There is one other similar letter on this topic that has been received.

Regards and keep well,

**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: Hardy Goetsch [REDACTED]  
Sent: Wednesday, October 28, 2020 4:55 PM

To: Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>; Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>  
Subject: Snow tires

### **Attention: Mayor of Lions Bay and Lions Bay Council**

**This year we live Lions Bay for 52 years. In 1968/69 there were some 60 houses and the majority of the residents, working in Vancouver traveled on the Squamish Highway, which was then a winding and narrow road, maintained by the Department of Highways. When there was a snowfall in the winter - and there were many in those years - a snow plough usually cleared one lane from Lions Bay to Horseshoe Bay at around 11 o'clock. By this time most of us were already at our work places. The secret? We used cars that were suitable for the conditions, properly equipped and drove with care and attention, i.e. slower.**

**For the Olympic Games in 2010 we had a greatly improved highway with increased car traffic and generally less snow but higher speeds. Skiers traveling from sea level to alpine heights in the winter with summer tires are clearly irresponsible and the law should be applied as necessary especially the stretch from Squamish (or perhaps even from Britannia) to Whistler need to be ticketed by the police as they present a hazard not only for themselves but for the traveling public in general.**

**For this reason, a sign on the Sea to Sky Hwy, some 2 km north of Horseshoe Bay informs all drivers that snow tires are mandatory from October to March, which presents a great opportunity for the West Van Police to demonstrate their "efficiency" by issuing tickets, usually inconveniencing drivers by causing long delays.**

**Four years ago, I fell into such a trap. On December 8, 2016, the temperature was -7 degrees, and as the roads were dry, I decided to make a fast trip to the pharmacy in Horseshoe Bay. On my return trip I was stopped by WVP near Ansell Place and issued a \$121.00 ticket, which I disputed a year later in court and won.**

**So much for the history. I am sure other LB residents had been ticketed in a similar fashion and if they did not dispute it, helped the WVPD to glory in their "success". As individuals, a protest will not produce results because most people will pay the fine, rather than disputing it in court.**

**As the signs do not make any sense for the residents South of Squamish the Village of Lions Bay should negotiate the relocation of the signs to a place where it makes sense rather inconveniencing our residents with unnecessary roadblocks.**

**Respectfully submitted by**

**E.R.(Hardy) Goetsch**

In reference to **Sewage plant construction cost responsibility**

We see a rather impossible coincidence that the monies collected over 35 + years exactly added-up to the operating-expenses with nothing left-over.

We suspect that those funds either found their way back into general revenues, or the operating expenses were exaggerated.

We would like to request information on the following:

- The monetary total collected in sewerage levies since the plant opening
- The annual operating expenses of the old plant
- The financial structure of both the operating & contingency funds

Particularly, how we arrived at the big-ticket expenses like maintenance, salary and specifically amortization.

Also, how can you collect an internal amortization charge for an asset against a dedicated revenue source, and not retain that original revenue as a contingency ?

Refer to page 117 of

[https://www.lionsbay.ca/sites/2/files/docs/meeting/agenda/200728\\_rcm\\_package.pdf](https://www.lionsbay.ca/sites/2/files/docs/meeting/agenda/200728_rcm_package.pdf)

LB administration can provide these numbers via a freedom of information request.

Do we have to submit FOI form?

[https://www.lionsbay.ca/sites/2/files/docs/Forms\\_Templates/freedom\\_of\\_information\\_request\\_form.pdf](https://www.lionsbay.ca/sites/2/files/docs/Forms_Templates/freedom_of_information_request_form.pdf)

In reference to: **Plant capacity**

According to LB Mayor, the new plant has capacity for additional 80 houses.

If that is true, then the new plant was designed towards mayor's plans to create and sell building lots for multiple dwellings in Kevin Grove and use the profits for the total of Lions Bay needs.

This brings a moral question:

Is it acceptable for the municipality to force Kelvin Grove residents to finance a new plant, but allow the entire village to benefit from Kelvin Grove's properties sale?

Especially, when for decades, Kelvin Grove residents shared financing of many improvements within Lions Bay without their direct benefits, such as upgrades to Brunswick Beach, Lions Bay streets, water piping, streets drainage etc.

We believe that Lions Bay does not have a revenue problem; we have a spending problem.

We would like to ask the mayor to stop creating the environment of conflict between residents and village districts.

Re: **Development plans on Oceanview Road**

Residents of the upper Oceanview Road would like the mayor to inform on his plans for the development at junction area of Oceanview Road and Highview Place.

To the best of our knowledge, mayor conducted a survey of the village lot and consecutively his family purchased the most adjacent property to it.

Directly, what type of multiple dwellings are in plans ? What are the plans ?

November 9, 2020

Dear Mr. Sredzki,

Thank you for your letter requesting information about the Village of Lions Bay's Sewer Treatment Plant and Sewer Fund.

Your initial statement about the monies collected exactly equaling the operating expenses is incorrect. The sewer fees collected over the last 35+ years do not exactly add up to the operating expenses. As at December 31, 2019, the Sewer Fund has a surplus of \$203,452.

The annual financial process for the sewer fund is as follows:

Every year during the budget process, staff calculate the costs required to maintain and service the sewer treatment plant and the pipes which convey the sewage to the plant. We then calculate the sewer fees required to cover these expenses and invoice the fees in February. At the end of the year, we determine and analyze the actual revenue and expenses to determine if there is a surplus or deficit. A surplus is allocated to the accumulated sewer surplus and a deficit is drawn from the surplus. The sewer results are included in the consolidated financial statements. This is the process that has been followed since the inception of the sewer taxes. Every year, as required by the Community Charter, the financial results of the Village are audited by an external auditor (currently BDO Canada LLP). Our auditors present the audited financial statements to Council every year.

I have attached a detailed P&L for the last 11 years to highlight the above process – sewer fees are collected and spent on the maintenance of the sewer system. If we spend less than collected in a year, then the money is transferred to the sewer surplus; if we spend more than collected, the money is transferred from the sewer surplus to cover the shortfall. At December 31, 2019, there is \$203,452 in the accumulated sewer surplus.

Regarding your concern that sewer funds found their way back into general revenues or that the operating expenses were exaggerated, please be advised that sewer funds collected are used solely for sewer expenses. And the operating costs have not been exaggerated - as mentioned above, the financial results of the Village, including the General Fund, the Water Fund and the Sewer Fund are audited every year. Only sewer expenses are paid for by the sewer fund. Water expenses related to all areas of the Village are paid for by the Water Fund and expenses pertaining to roads are paid for by the General Fund. For example, in 2011, there was a major water main break on Kelvin Grove Way. The cost of the repair was \$326,924. The repair was fully funded by the Water Fund. No sewer funds were used.

With regard to your questions pertaining to revenue and expenses from 1983 to 2019, records prior to 2009 (the year our current accounting software was installed) have been placed in storage. Records from the 1980's are manual. It would be very challenging and time-consuming to go through the archived records to determine a number that we already have – the accumulated sewer surplus. The total revenue collected since 1983 less the cumulative expenses incurred for the maintenance of the

sewer treatment plant is \$203,452 (as at December 31, 2019). The annual revenue and expenses have been audited by an external auditor each and every year.

In 2009, new Public Sector Accounting Board (PSAB) regulations required municipalities to record their tangible capital assets (TCA). Previously, all capital additions were expensed in the year of purchase. Municipalities also started to record annual depreciation in the Financial Statements based upon the estimated useful life of the assets. However, like many municipalities, the Village does not currently budget for depreciation, so we have not collected the internal amortization charge you mention in your letter. Depreciation is shown in the budget for the three funds (General, Water, Sewer), but it is added back as a non-cash item – see the attached Consolidated Budget Summary. As the Village continues working on their Asset Management Plan (we are currently working on Phase 2 which will be completed in January 2021), Council must look for ways to fund the future replacement of the Village's infrastructure. This includes the current infrastructure levy and may include budgeting for depreciation.

The new wastewater treatment plant was not specifically designed for increased capacity. In June of 2019, staff were directed by Council to engage with engineers and the Ministry of Environment (MOE) to negotiate the replacement of our RBC with a similar system rather than having to improve our treatment quality using the current more stringent regulatory requirements. These current requirements would have necessitated a much more modern treatment methodology that was estimated to be in the \$3-4 million dollar range. Thanks to our engineering consultants' discussions with MOE, we were able to opt for a 'replacement' plant. In order to reduce costs, the new wastewater treatment plant re-uses the existing concrete chamber constructed in the early 80's. This structure included footings within the chamber that supported the old treatment plant. The new plant had to be constructed to the same size as the old plant in order to make use of these concrete footings. Because technology has improved dramatically, the new plant, while slightly smaller than the original plant, treats more efficiently and to a greater capacity than the old plant. The improvements in technology effectively enable us to treat double the amount of effluent treated within a slightly smaller footprint than the old plant.

With regard to the sale of the property at 35 Kelvin Grove Way, proceeds from the sale of all municipally owned land are deposited into the General Fund. In 2018, the property at 52 Brunswick Beach Road was sold and the net gain of \$1,810,716 was deposited into the General Fund. The funds from that sale are not for the sole use of residents of Brunswick Beach.

With respect to your questions regarding the undeveloped highway right of way lands at the intersection of Oceanview and Highview, the CAO advises that these lands have been identified for potential development for many years and all adjoining property owners were canvassed for their potential interest in acquiring portions of the land to extend their own lots but none were interested. At this stage, the CAO is exploring *possibilities* to inform further discussion and there are no plans in place at all.

I hope this satisfactorily addresses your questions.

Yours sincerely,

Pamela Rooke CPA, CMA  
Chief Financial Officer  
Village of Lions Bay

## Village of Lions Bay

## 2009 - 2019 Summary of Sewer Revenue and Expenses

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Utility Fees and Rates	30,375	32,400	32,400	32,400	34,020	37,422	41,164	44,822	67,234	68,034	72,276
Parcel Taxes	11,400	11,400	19,000	19,000	19,950	21,945	24,140	25,346	-	-	-
Grants	-	54,966	54,966	-	-	-	-	-	-	-	-
Secondary Suite Fees	-	-	-	-	-	-	-	-	1,921	2,561	2,017
Other Revenue	3,473	-	-	-	-	-	-	600	3,911	-	-
<b>Total Revenues</b>	<b>45,248</b>	<b>98,766</b>	<b>106,366</b>	<b>51,400</b>	<b>53,970</b>	<b>59,367</b>	<b>65,305</b>	<b>70,768</b>	<b>73,066</b>	<b>70,595</b>	<b>74,293</b>
Amortization	6,292	21,389	21,609	21,609	21,609	21,609	28,399	29,725	14,628	14,407	57,415
Insurance	1,107	1,181	-	-	1,240	1,240	1,240	2,230	2,123	2,470	3,498
Maintenance (includes Pump-out)	1,419	40,022	22,649	664	27,114	21,855	25,767	27,737	30,222	33,222	37,684
Material, Supplies and Equipment	-	17	247	-	1,144	198	622	351	212	50	-
Professional Fees / Contract Services	-	575	-	-	1,870	-	2,494	2,254	-	1,763	15,644
Salaries and Benefits	9,852	1,804	3,028	235	14,787	5,896	15,237	14,961	13,623	12,895	17,888
Sundry	317	317	317	317	317	317	317	1,672	1,772	1,943	1,991
Training / Professional Development	-	-	-	-	701	-	-	-	185	629	367
Utilities	1,596	1,302	1,615	1,780	1,967	1,875	1,807	1,982	3,058	2,309	1,401
Internal Allocations	8,000	8,000	8,000	8,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>Total Operating Expenditures</b>	<b>28,583</b>	<b>74,607</b>	<b>57,465</b>	<b>32,605</b>	<b>74,748</b>	<b>56,990</b>	<b>79,883</b>	<b>84,912</b>	<b>69,822</b>	<b>73,689</b>	<b>139,888</b>
<b>Surplus / (Deficit)</b>	<b>16,665</b>	<b>24,159</b>	<b>48,901</b>	<b>18,795</b>	<b>(20,778)</b>	<b>2,377</b>	<b>(14,578)</b>	<b>(14,144)</b>	<b>3,244</b>	<b>(3,094)</b>	<b>(65,595)</b>
Add back: Amortization	6,292	21,389	21,609	21,609	21,609	21,609	28,399	29,725	14,628	14,407	57,415
<b>Cash Surplus / (Deficit)</b>	<b>22,957</b>	<b>45,548</b>	<b>70,510</b>	<b>40,404</b>	<b>831</b>	<b>23,986</b>	<b>13,821</b>	<b>15,581</b>	<b>17,872</b>	<b>11,313</b>	<b>(8,180)</b>
Capital Expenditures	-	(105,679)	(1,543)	-	-	-	-	(34,413)	-	-	-
<b>Transfer (from) to Sewer Surplus</b>	<b>22,957</b>	<b>(60,131)</b>	<b>68,967</b>	<b>40,404</b>	<b>831</b>	<b>23,986</b>	<b>13,821</b>	<b>(18,832)</b>	<b>17,872</b>	<b>11,313</b>	<b>(8,180)</b>
<b>Surplus as at December 31, 2008</b>	<b>90,445</b>										
(per audited Financial Statements)											
<b>Accumulated Sewer Surplus</b>	<b>113,402</b>	<b>53,271</b>	<b>122,238</b>	<b>162,641</b>	<b>163,472</b>	<b>187,459</b>	<b>201,280</b>	<b>182,448</b>	<b>200,319</b>	<b>211,632</b>	<b>203,452</b>

## Schedule A

## Consolidated Financial Plan 2020 - 2024

	2020	2021	2022	2023	2024
<b>Revenues</b>					
Taxation	1,582,956	1,628,005	1,675,425	1,724,268	1,774,576
Parcel Taxes	10,585	200,585	200,585	200,585	200,585
Infrastructure Levy	153,464	158,068	162,810	167,694	172,725
Utility Fees and Rates	1,191,782	1,227,535	1,258,355	1,290,099	1,328,802
Fees, Licenses and Permits	163,629	174,630	175,320	176,031	176,894
Grants	859,809	2,074,993	1,208,048	1,678,643	361,879
Proceeds from Borrowing	600,000	603,458	840,030	480,060	-
Net Proceeds from Land Sales	500,000	1,400,000	4,700,000	-	-
Other	114,531	118,251	118,295	119,342	126,067
<b>Grand Total</b>	<b>5,176,756</b>	<b>7,585,525</b>	<b>10,338,868</b>	<b>5,836,723</b>	<b>4,141,528</b>
<b>Expenditures</b>					
Amortization	639,183	674,564	782,754	843,705	859,773
General Government	1,047,220	937,531	941,623	964,217	975,817
Fire Services	340,932	339,640	344,911	350,284	355,485
Bylaw Services	44,865	39,227	40,171	41,138	42,114
Public Works	529,397	446,259	456,121	465,946	475,618
Planning and Development	109,462	86,437	81,941	83,044	84,154
Parks, Recreation and Facilities	243,890	249,976	255,540	261,029	266,539
Solid Waste	195,594	201,177	201,177	201,177	205,018
Sewer Fund	81,517	71,168	72,689	74,220	79,961
Water Fund	712,755	725,420	740,960	756,440	771,717
Interest Payments	85,525	98,285	115,754	131,748	136,398
<b>Grand Total</b>	<b>4,030,340</b>	<b>3,869,684</b>	<b>4,033,642</b>	<b>4,172,948</b>	<b>4,252,595</b>
<b>Surplus/(Deficit)</b>	<b>1,146,416</b>	<b>3,715,841</b>	<b>6,305,226</b>	<b>1,663,775</b>	<b>(111,066)</b>
<b>Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements</b>					
<b>Non-cash items included in Annual Surplus (Deficit)</b>					
Amortization on Tangible Capital Assets	639,183	674,564	782,754	843,705	859,773
MFA Actuarial Gain on Debt	(30,481)	(34,201)	(39,245)	(45,292)	(52,017)
<b>Cash Surplus</b>	<b>1,755,118</b>	<b>4,356,203</b>	<b>7,048,735</b>	<b>2,462,187</b>	<b>696,690</b>
<b>Cash items NOT included in Annual Surplus (Deficit)</b>					
Repayment of Debt Principal	(189,295)	(240,183)	(275,704)	(268,854)	(200,714)
Capital Expenditures	(3,015,524)	(3,071,184)	(4,299,600)	(2,612,700)	(417,400)
Transfer from Reserves	1,212,282	762,348	2,641,431	839,113	349,377
Transfer to Reserves - Gas Tax Fund	(59,117)	(59,117)	(62,053)	(62,053)	(65,229)
Transfer to Reserves - Infrastructure Levy	(153,464)	(158,068)	(162,810)	(167,694)	(172,725)
Transfer to Reserves - WWTP	950,000	(190,000)	(190,000)	(190,000)	(190,000)
Transfer to Reserves - Land Sales	(500,000)	(1,400,000)	(4,700,000)	-	-
<b>Financial Plan Balance</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

Date: November 8, 2020

To: Village of Lions Bay Council and staff

From: Ruth Simons

Re: Woodfibre LNG Working Group – BC Environmental Assessment Extension – Final Report

Dear Council and Staff:

As the representative of the Village of Lions Bay appointed to the Technical Working Group Committee, I am submitting this final report regarding the extension of the Environmental Assessment Permit.

As reported to Council on May 28<sup>th</sup>, 2020, the comments I submitted on behalf of the Village to Lori Carter at the BC Environmental Assessment Officer (BCEAO) were received.

The BCEAO forwarded our comments, and those of other Working Group members to Woodfibre LNG for response. I received Woodfibre LNG's responses on July 3<sup>rd</sup>. I was then invited to comment further if there were any "major concerns or key issues" within two weeks of receipt. Unfortunately, due to other commitments I was not able to respond. On October 27<sup>th</sup>, we received notice via email a five-year extension had been granted to Woodfibre LNG that will expire on October 26, 2025.

Following that, a letter from Elenore Arend, Chief Executive Officer of the BC Environmental Assessment Office was received November 5<sup>th</sup> explaining the rationale, (see attached). The BCEAO acknowledges the concerns, but rationalizes that sufficient Provincial regulations address and will manage the new information that came forward from the review. Control of the eventual outcomes of Woodfibre LNG are in the hands of the many regulators and First Nations to ensure all conditions are met.

These remain the most concerning issues:

- Woodfibre LNG's commitment to the project despite continual low natural gas prices.
- Increasing GHG emissions in this corridor. Off gassing of methane at the plant is equivalent to 10,000 additional vehicles in Squamish each year, in addition to the upstream emissions from fracking. By unanimous votes, the District of Squamish, Town of Gibsons, District of West Vancouver, Bowen Island Municipality did not support an extension of the Environmental Assessment Certificate for Woodfibre LNG unless the extension included a condition that Woodfibre LNG must meet the IPCC targets for its

operation within the District of Squamish to reduce its greenhouse gas emissions by 45% by 2030 and 100% by 2050.

- Seismic risks at the Henriette Dam – No start has been made in the past five years towards upgrading the Henriette Dam above the project site. This dam is deemed as having “significant’ risks. It is a condition of the certificate that the Henriette Lake Dam has sufficiently addressed the recommendations and conclusions from the 2010 seismic assessment completed by Sandwell Engineering.
- Lack of updated regulations pertaining to cargos containing hazardous and noxious substances, and Woodfibre’s continued delay to complete a TERMPOL review by Transport Canada. In addition, it is most concerning that two repurposed LNG tankers acting as floating storage of LNG are only being regulated by BC Oil and Gas Commission and not Transport Canada.
- Emergency Management plans have not commenced to address safety issues.
- A decision about the requested amendment to the Environmental Assessment to accommodate Workers in a “Flotel” has been delayed due to COVID 19.

The community will continue to watch, comment and care about the environmental, social and health concerns associated with this proposed project. Should the project not be substantially started by 2025, the environmental certificate will expire.

If you have any questions, I would be pleased to address them.

Thank you,

Ruth Simons,

[REDACTED]

Lions Bay, B.C.

[REDACTED]

[REDACTED]

# Reasons for Decision of the Chief Executive Assessment Officer

## EXTENSION TO THE WOODFIBRE LNG PROJECT ENVIRONMENTAL ASSESSMENT CERTIFICATE

### CONTEXT

Woodfibre LNG Limited (Woodfibre) received Environmental Assessment Certificate (EAC) #E15-02 under the *Environmental Assessment Act* (2002) (former Act) for the Woodfibre LNG Project (the Project) on October 26, 2015. Section (s.) 31(2) of the *Environmental Assessment Act* (2018) (Act) allows for the holder of an EAC to apply for an extension of the deadline specified in the EAC for substantially starting the Project. This decision is being made pursuant to s.31(4) of the Act, under which the EAO's Chief Executive Assessment Officer (CEAO) may provide a one-time, maximum five-year, extension to an EAC. Woodfibre applied for an extension to extend the EAC expiration date from October 26, 2020 to October 26, 2025 (Extension Application).

The Environmental Assessment Office (EAO) received the Extension Application on March 24, 2020 and commenced the review on March 30. EAO staff undertook a review process that engaged Indigenous nations, provincial and federal government agencies, and local governments in the review, as well as Woodfibre. At the completion of this process, the EAO prepared a report summarizing the application, the review and engagement process undertaken, the key issues and effects identified, and staff's conclusions regarding matters that may be pertinent to my decision, including any potential additional conditions to attach to Woodfibre's EAC. I have considered this report in making my decision, which as been posted to the EAO's electronic project information centre (EPIC) website, including submissions referenced in the report. On October 19, 2020, I also received a separate submission from Tsleil-Waututh Nation to inform my decision. I met with representatives of Tsleil-Waututh Nation to discuss this submission on October 22, 2020 and have turned my mind to the information the Nation provided. This submission, and the fact that the meeting was occurring, was shared with Woodfibre.

On October 25, 2020 I ordered that the deadline in the EAC by which the Holder must substantially start the Project be extended to October 26, 2025. These are the reasons for my order.

### THE NATURE OF THE DECISION

I would like to express my views and understanding regarding several factors I have considered in making a decision under s.31 of the Act. It is important that the extension decision, and the review process undertaken by the EAO to inform this decision, be considered in the context of the Act in its entirety, relevant common law, past EAO practice, the submissions of participants in the process, the information on which my decision was based, and the potential impacts of the decision on individuals' rights or interests. I would also note that, before making a decision under s.31(4), the CEAO must seek to achieve consensus with Indigenous nations.

It is important to note that Ministers, in issuing an EAC for a project and applying specific conditions to the EAC, have considered whether a project is in the public interest. Subsequent decisions respecting a project, including a decision to extend an EAC, are made in context of that determination.

One of the implications of this relates to the scope of the review of an extension application. When an EAC holder applies for an extension, the EAO undertakes a review to understand if the facts concerning the project (e.g. to technology, facts on the ground) have substantively changed from the time that the EAC was issued for the project. If there have been changes would suggest that new conditions could be added to an EAC, then this is allowed for under s.31(4)(a) of the Act.

If changes have been of such magnitude that a new EA would be merited, rather than extending the existing EAC, then this is contemplated under s.31(4)(b) of the Act. The EAC may also be extended without additional conditions.

In this regard, in *Glacier Resorts Ltd. v. British Columbia (Minister of Environment)*, 2019 BCCA 289, Groberman J.A. commented on the purpose of the deadline provision in the *Environmental Assessment Act* (paragraphs 51 and 52). While that case concerned the question of whether or not a project had been substantially started, Groberman J.A.'s reasons are, in my view, also relevant in considering whether or not an EAC should be extended.

The legislation itself balances proponents' desires to build infrastructure and developments with the broader interests of the public in protecting the environment. It provides for intensive study of projects before a certificate is issued allowing them to go ahead. It protects proponents by allowing them to proceed with projects that have been "substantially started" within the deadline set by the certificate.

The legislation, however, is also mindful of the fact that environmental science progresses. The perceived impact of a proposed project may change over time, not only due to changes in public attitudes, but also due to increasing knowledge of the harm caused by certain types of development. Further, the character of a development site may change substantially over time. Finally, advances in technology may result in more effective mitigation measures becoming available. It would be unwise to allow long-delayed projects to proceed based on reports and conditions that have become outdated.

While this decision was in relation to the former *Environmental Assessment Act*, it is consistent with one of the stated purposes of the EAO in the new Act, specifically s.2(2)(b)(i), which states that a purpose of the office is to "promote sustainability by protecting the environment and fostering a sound economy and the well-being of British Columbians and their communities".

In addition, *Glacier Resorts* is consistent with longstanding caselaw concerning the nature of environmental assessments. In *Friends of the Oldman River Society v. Canada (Minister of Transport)*, [1992] 1 S.C.R. 3, La Forest J. held:

The basic concepts behind environmental assessment are simply stated: (1) early identification and evaluation of all potential environmental consequences of a proposed undertaking; (2) decision making that both guarantees the adequacy of this process and reconciles, to the greatest extent possible, the proponent's development desires with environmental protection and preservation.

With respect to past practice, I note that, to the best of my knowledge, the EAO has not previously declined an application for an EAC extension. In saying this, I am of course mindful of the need to consider each application on its own merits, and to have regard for the ability to refuse an extension in the appropriate circumstances. As I explain further below, in my view this is not one of those circumstances.

With respect to the impact of my decision on individuals, I would note that refusing to extend the EAC would have a significant impact on the EAC holder. Given Woodfibre's intent to pursue the project, it would require a lengthy and costly process to seek a new EAC. Similarly, the imposition of significant new conditions must be considered with care, as new conditions could themselves make completion of the project difficult and could be contrary to the public interest decision previously made by Ministers.

I acknowledge that the interests of other parties also have the potential to be impacted by the EAC extension decision. My views and conclusions regarding the issues raised during the course of the extension review are discussed below.

## KEY ISSUES

With respect to the matters relevant to my decision, I agree with the conclusions reached by EAO staff in the bullets in section 7.0 of its report, for the reasons detailed in that report, in particular that:

- Clarifications requested by technical reviewers were adequately and reasonably addressed by Woodfibre;

- The extension is unlikely to cause incremental or additional negative effects to Indigenous nations and their rights;
- The Crown has fulfilled its constitutional and statutory obligations to Indigenous nations regarding this extension decision; and
- The conclusions of the original EA are still valid and there are no changes required to the EAC.

I would like to express my views regarding several of the key issues where there was not consensus was not reached between the EAO, technical reviewers and/or Indigenous nations.

## Consultation and Engagement

The EAO invited Squamish Nation and Tsleil-Waututh Nation to participate in the extension review process, and also notified other nations of the process and shared the application with them (Musqueam Indian Band, Cowichan Tribes, Halalt First Nation, Lake Cowichan First Nation, Lyackson First Nation, Penelakut Tribe and Stz'uminus First Nation).

While the EAO kept Squamish Nation informed as the process advanced, Squamish Nation chose not to provide any feedback, as they have their own separate assessment process and agreement with Woodfibre.

Tsleil-Waututh Nation actively participated in the extension process and raised concerns with the EAO about the extension itself, as well as with the process the EAO undertook for engagement and seeking consensus.

The EAO undertook efforts to seek consensus with Indigenous nations during the course of the review. In consideration of the fact that the EAO was unable to achieve consensus with Tsleil-Waututh Nation, the EAO offered the nation the opportunity to provide me with a separate submission to inform my decision. As discussed above, I met with Tsleil-Waututh Nation to discuss the issues raised in their submission and have fully considered them in making my decision. My views regarding their outstanding concerns are also discussed below. While I also appreciate the concerns Tsleil-Waututh Nation expressed, based on EAO's report and the meeting with Tsleil-Waututh Nation, I am of the view that the process was adequate.

Requests to hold a public comment period on the Extension Application were made by My Sea to Sky, including by Ecojustice on behalf of My Sea to Sky on May 25, 2020. In his letter dated June 17, 2020, the former Acting CEAO indicated that a public comment period would not be held since it was not required by the Act, not contemplated by the EAO's Certificate Extension Policy, and, in his preliminary view, there was a low likelihood of issues arising in the extension review that were not previously considered in the EA of the Woodfibre LNG Project.

## Marine Shipping

A key issue of concern for the Tsleil-Waututh Nation was the scope of the marine shipping assessment. The Nation asserted that the scope of this assessment needed to be expanded beyond Howe Sound in light of *Tsleil-Waututh v Canada (Attorney General)*, 2018 FCA 153.

In his letter dated July 24, 2020, the former Acting CEAO decided that the *Tsleil-Waututh* decision does not have direct application to the review of the Project's Extension Application. He noted that the scope of a project that is assessed through an environmental assessment is determined by the application of the relevant legislation to the specific facts of a project. As a result, a conclusion with respect to the scope of a given project is not necessarily applicable to the assessment of other projects, even where the different projects all have a component in common, such as a marine component. Therefore, he expressed the view that the *Tsleil-Waututh* decision did not have direct application to the review of the Woodfibre LNG Project Extension Application. He concluded that, based on a consideration of the relevant provisions in the Act, that the marine shipping component associated with the project, as scoped in the EA to the mouth of Howe Sound and as authorized in the EAC, would not change for the purpose of the Application.

Tsleil-Waututh Nation noted their disagreement with the former Acting CEO's view. The EAO and Tsleil-Waututh Nation had a phone call to discuss this issue on July 29, 2020. At the meeting, the Acting CEO committed to reconsider his views in light of the concerns Tsleil-Waututh Nation raised in the meeting, which were then outlined in its subsequent letter of August 14, 2020. The EAO verbally expressed the view that the information provided did not change the EAO's perspective in meetings on September 16, 2020 and October 14, 2020. At the request of Tsleil-Waututh Nation, the former Acting CEO provided a formal written response on October 14, 2020.

## Greenhouse Gas Emissions

Tsleil-Waututh Nation and several local governments expressed concern regarding the project's greenhouse gas (GHG) emissions. Some requested additional assessment, while many, including members of the public and My Sea to Sky, asked for an additional condition that included requiring the Woodfibre LNG Project to have net zero emissions by 2050.

In my view, the existing conditions relating to GHGs, including British Columbia's regulatory regime, have not changed in a way that would suggest the need for any additional EAC conditions to address the impacts of the project.

I acknowledge that, in the years since the EAC was granted, concerns respecting the impact of GHGs have increased, both in BC and around the world. In that regard, the concerns expressed by participants in the Extension Application are entirely understandable, and I have taken those concerns into account.

However, the projected GHG emissions from the project were considered in the EA for the project, and those projected emissions have not changed since Ministers granted the project its EAC. Further, the regulatory mechanisms outside of the *Environmental Assessment Act*, to address GHGs remain in place, and in some respects have been supplemented. As discussed in the EAO's extension review report, B.C. has legislated GHG reduction targets under the *Climate Change Accountability Act* and has a legislated GHG intensity ratio for LNG facilities under the *Greenhouse Gas Industrial Reporting and Control Act*. I am of the view that the increased concern and understanding regarding GHG emissions, both in BC and globally, would not change the conclusions of the EAO's 2015 assessment. Considering the other regulatory mechanisms in place, a further condition concerning GHGs would not, in my view, be warranted to address the effects of the project.

## Conclusions of the Original EA and the Existing EAC Conditions

I agree with the EAO report's conclusions that there was no information provided that suggested that the environmental circumstances have changed to an extent that would materially impact the conclusions of the original EA. The existing EAC includes conditions that require Woodfibre to develop various management plans to ensure the project's potential adverse effects are appropriately mitigated. All of these plans still need to be developed and submitted to the EAO.

Some parties raised questions about the adequacy of baseline data and raised questions about specific ways that Woodfibre would mitigate some effects. Tsleil-Waututh Nation expressed concerns that Woodfibre's commitments may not be adequately tracked and followed up. The existing EAC specifies Woodfibre's requirements related to consultation and plan development, particularly Condition 2. Condition 2 requires Woodfibre to maintain a consultation record related to management plan development and allows for the EAO to request this record. Considering the information received by Woodfibre from parties related to the content of management plans during the extension review (and prior) and any commitments made by Woodfibre regarding the content of plans, I have asked EAO staff to follow up with Woodfibre in this regard.

## CONCLUSION

After consideration of the EAO's report, the review process undertaken, the approach to consultation with Indigenous nations and efforts to seek consensus, the existing EAC conditions, and the existing overall regulatory regime for the Project, I decided to issue an order under s.31(4)(a) to extend the EAC for the Woodfibre LNG Project for five years with no additional EAC conditions. The Woodfibre LNG Project must now be substantially started by October 26, 2025.



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Elenore Arend  
Chief Executive Assessment Officer  
Environmental Assessment Office

Signed this 4<sup>th</sup> day of November 2020