



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, DECEMBER 14, 2021 at 6:00 PM

COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AND VIA ZOOM VIDEO CONFERENCE

Link to join the meeting: <https://us02web.zoom.us/j/88507596365>

To join via phone, dial 778-907-2071 – Meeting ID: 885 0759 6365

AGENDA

1. Closed Council Meeting (6:00 P.M.)

Proposed topics for discussion in the absence of the public:

- A. Committee Appointments
- B. Disposition of Land or Improvements

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

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

[OR]

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

2. Reporting Out from Closed Portion of Meeting, if available

3. Call to Order

4. Adoption of Agenda**5. Public Participation (2 minutes per person totalling 10 minutes maximum)****6. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**

A. C. Doherty, General Store and Café re: noise bylaw exemption request (Page 7)

Recommendation:

THAT Council grant an exemption to Noise Bylaw No. 283, 1998 to allow for live amplified music at the General Store and Café on weekends in 2021 and 2022 between the hours of 12p.m. and 9p.m.

7. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – November 16, 2021 (Page 9)

THAT the Regular Council Meeting Minutes of November 16, 2021, be approved as circulated.

B. Special Council Meeting – November 24, 2021 (Page 23)

THAT the Special Council Meeting Minutes of November 24, 2021, be approved, as circulated.

8. Business Arising from the Minutes**9. Unfinished Business**

A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
238	November 16, 2021	Rail crossing stop signs	PWM Jaffer coordinating
239	November 16, 2021	R1 C. Bradbury re: Lions Bay Walkways	PWM Jaffer and CAO DeJong to see how to address the issue
240	November 16, 2021	R2 R. Kisser re: UCB	Councillor Abbott to reply
241	November 16, 2021	R3 K. Buhr/M. Sredzki re: UCB	Councillor Abbott to reply

10. Reports

A. Staff

i. CAO: 2022 Council Meeting Calendar (Page 27)

Recommendation:

- (1) THAT the proposed Council meeting dates for 2022 set out in the attachment to this report be approved by Council;
- (2) THAT Council considers publication of the meeting schedule in the Village Update to be reasonably equivalent to that which would be provided by a local newspaper publication if it were practicable; and

(3) THAT staff publish the 2022 Council meeting schedule in the Village Update and in accordance with legislative requirements.

- ii. CFO: ICIP Green Infrastructure – Environmental Quality Grant – Phase 3 (Page 31)

Recommendation:

THAT the report “ICIP Green Infrastructure – Environmental Quality Grant – Phase 3” be received for information purposes.

- iii. 2022 Finance Workplan (Page 33)

Recommendation:

THAT the report “2022 Finance Workplan” be received for information purposes.

- iv. Council Strategic Priorities (Page 39)

Recommendation:

THAT the Information Report, “Council Strategic Planning and 2022 Priorities” be received.

- v. 2022 Secondary Suite (Page 55)

Recommendation:

THAT Council approve the waiving of the Secondary Suite Fee, commencing in 2022, for registered suites that are rented to a current active volunteer member of Lions Bay Fire Rescue.

- vi. 2021 Parking Enforcement Summary (Page 59)

Recommendation:

THAT the information report, “2021 Bylaw Report Summary” be received.

- vii. Fleet and Equipment Emissions Reduction Targets (Page 81)

Recommendation:

(1) THAT Council approves and adopts the four steps toward carbon neutrality proposed by Public Works staff in the December 14, 2021, report to Council titled, “Public Works Fleet and Equipment Emissions Reduction Targets, as follows:

- I. Urgently replace aging diesel equipment burdened by poor engine performance and higher noxious emissions with smaller, more efficient engines that come with more stringent emission standards (Tier IV or Tier V) with higher emissions standards wherever possible. If these engines are compatible with R100 fuel, so much the better, but that may still take some time before manufacturers will warranty their equipment with alternative fuels and we may need to be patient in this regard.

- II. Continue to replace ICE's with electric equivalents where research indicates that they will provide the same service levels and that functionality and performance of the equipment's peak demand requirements will not be negatively affected.
- III. Ensure green purchasing principles are ingrained in the revision to the Municipality's purchasing policy.
- IV. Look to electrifying the Public Works fleet by the year 2035, subject to the comments above regarding functionality and performance.

(2) THAT Council direct staff and the Climate Action Committee work with the Lions Bay Fire Rescue (LBFR) Department to engage in a similar analysis in respect of LBFR's fleet and equipment and return to Council in due course with recommendations for Council consideration.

B. Mayor

C. Council

- i. Councillors Abbott and Bain: Urban Containment Boundary Designation (Page 105)

Recommendation:

THAT Council directs staff to proceed with the Regional Context Statement Amendment Request process outlined by Metro Vancouver correspondence dated, Monday 2021-11-15; and

THAT Council directs staff to draft the OCP Amendment Bylaw, reflecting changes to the Regional Context Statement as recommended by Council; and

THAT upon completion of the public hearing process, subsequent reading of the OCP amendment and changes to the Regional Context Statement, Council directs staff to notify Metro Vancouver THAT the Village of Lions Bay seeks to amend its land use designation from "general urban" to "rural" to reflect the will of the community based on the results of the November 2021 results from the Have Your Say survey, and that the Urban Containment Boundary be altered in line with this change.

D. Committees

- i. Minutes from the Board of Variance Meeting from June 1, 2021 (Page 107)
- ii. Minutes from the Council Strategy Committee from November 30 and December 1, 2021 – for information (Page 111)

E. Emergency Services

- i. November 2021 Lions Bay Fire Rescue Dispatch Report (Page 125)

11. Resolutions

- A. Request for Waiver of Hall Rental Fee (Page 129)

Staff Recommendation:

THAT Council waives the Hall Rental Fees for the Lions Bay Arts for the ArtSpark! Winter program, running for one hour from 3:45 p.m. to 4:45 p.m. every Monday between January 10 and February 14, 2022.

- B. Request for Noise Bylaw Exemption

THAT Council grant an exception to Noise Bylaw No. 283, 1998 to allow for live amplified music at the Village Hall on Sunday, December 26, 2021, between 11am and 6pm for a Boxing Day event put on by Lions Bay House Concerts.

12. Bylaws

- A. Bylaw No. 602 – Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021 (Page 131)

THAT Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021, as amended be adopted.

13. Correspondence

- A. List of Correspondence to November 9, 2021 (Page 157)

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

14. New Business

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

16. Continuation of the Closed Council Meeting, if applicable

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):

17. Reporting Out from Closed Portion of Meeting

18. 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)

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APPLICANT NAME & CONTACT INFORMATION

Last Name		First Name	
Street Address			Apartment/Unit
City		Province	Postal Code
Primary Contact No.			FAX:
Email Address			

NAME OF PRESENTER(S)/ORGANIZATION

1.
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:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL DELEGATION INFORMATION

COUNCIL PROCEDURES BYLAW No. 476, 2015, as amended

- Council meeting dates can be found by visiting our website ([click here](#))
- Subject to Council dispensation, speakers will be limited to the subject matter and to a total of 10 minutes, regardless of the number of speakers
- Delegations concerning a bylaw where a public hearing has been held will not be permitted
- Subject to Council dispensation, the maximum number of delegations per meeting is three (3)
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council

OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet
- Please provide the Municipal Coordinator with any relevant notes, if not handed out or published in the agenda
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

HELPFUL APPLICATION AND PRESENTATION SUGGESTIONS

- Notify the Municipal Coordinator in writing seven days prior to the requested meeting date: office@lionsbay.ca
- Please arrive early. Delegations are scheduled at the start of the meeting
- Presentations are directed to Council and communication is made through the Chair (Mayor)
- Be concise. It is highly recommended to leave room for questions within the 10 minutes
- Support your position with facts and be prepared to answer questions from Council
- A respectful approach is appreciated, and debates are generally not permitted during the presentation

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

MAIL: Village of Lions Bay, PO BOX 141, 400 Centre Road, Lions Bay, BC V0N 2E0
IN PERSON: Village of Lions Bay, 400 Centre Road, Lions Bay, BC V0N 2E0
FAX: 604.921.6643
EMAIL: office@lionsbay.ca

Village Office hours are Monday to Friday, 10:00 a.m. to 4:00 p.m., excluding Wednesdays.

General inquiries: 604.921.9333

For more information, contact Karla Duarte, Municipal Coordinator at 604.921.9333 or office@lionsbay.ca

APPLICANT'S DECLARATION

I understand and agree to these procedures for delegations

SIGNATURE	DATE
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Office Use Only:

<input type="checkbox"/> APPROVED for Council meeting on:	<input type="checkbox"/> DECLINED
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, NOVEMBER 16, 2021 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE

Call to Order and Closure of Meeting at 6 pm – Open Meeting Business at 7 pm

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
 - Chief Financial Officer Pamela Rooke
 - Public Works Manager Nai Jaffer (via video conference)
 - Municipal Coordinator Karla Duarte (Recorder)
- Delegations: 2
- Public: 10

1. Call to Order

Mayor McLaughlin called the meeting to order at 6:01 p.m.

2. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Land and Enforcement 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;
- 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).

CARRIED

The meeting was closed to the public at 6:02 p.m.

The meeting was re-opened to the public at 6:56 p.m.

3. Reporting Out from Closed Portion of Meeting (if applicable)

Mayor McLaughlin reported out that during the in-camera session, Council provided preliminary concept feedback on a potential development on Oceanview Road, noting that if they proceed it will be with a public proposal.

4. Adoption of Agenda

Moved/Seconded

THAT item 14A, request for Committee of the Whole meeting be added; and
 THAT item 14B confirmation of time for the strategic planning session; and
 THAT item 10Dii Climate Action Committee update be added; and
 THAT item 11B resolution on Have Your Say UCB be added; and
 THAT the agenda be adopted, as amended.

CARRIED

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

A. Marcus Reuter

M. Reuter thanked Council for opportunity to provide feedback on the Urban Containment Boundary topic and questioned whether the results were available.

Staff indicated that the results would be provided as soon as possible and would be published in the Village Update.

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

- A. Richard White Planning Advisory Services (R. White and S. Pomeroy) re. Presentation of Village of Lions Bay Housing Needs Assessment

Council requested to extend the time for this presentation and question/answer opportunity to 20-30 minutes.

S. Pomeroy presented on key findings from the Lions Bay Housing Needs Assessment.

The delegates responded to questions, noting:

- Mandate applicable to all jurisdictions
- Policy document is to inform all jurisdictions on housing findings to help with decision making
- Policy document informs communities that they already have challenges with housing: large percentage of income being spent on housing, no other options for housing when people want to downsize, limited diversity of housing
- Funding is harder to provide as money may be allotted to where there is a larger concentration of homes

7. Review & Approval of Minutes of Prior Meetings

- A. Regular Council Meeting – October 26, 2021

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 26, 2021 be approved as circulated.

CARRIED

- B. Special Council Meeting – November 8, 2021

Moved/Seconded

THAT the Special Council Meeting Minutes of November 8, 2021 be approved as circulated.

CARRIED

8. Business Arising from the Minutes

- A. Lions Bay Paving – Verbal Update

PWM Jaffer provided an update on paving, noting that the weather has impacted paving, which will be postponed until 2022.

- B. PWM Jaffer noted that information on the engineer for stop signs at the rail crossing will be presented during the strategic planning and until a review is conducted, the stop signs will stay.

Mayor McLaughlin requested that the topic be added to unfinished business

CAO DeJong noted that staff is working on the procurement policy.

Councillor Abbott noted that the communication policy does allow for responses to be made for the sake of timeliness.

CAO DeJong noted that Council received the summary of contents in an email on the topic of DPAs and there is no separate report. Idea is to have a discussion to answer questions that have been brought up previously in a public meeting to discuss the contents.

Discussion ensued on the November 24 Committee of the Whole meeting.

Moved/Seconded

THAT Council postpone the November 24 Committee of the Whole meeting.

CARRIED

9. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

No.	Date	Item Description	Action
236	October 26, 2021	Lions Bay Beach Park Revitalization	Complete
237	October 26, 2021	Green and Inclusive Community Buildings Program	Complete

CFO Rooke noted that the Ministry confirmed that the Green and Inclusive Community Buildings Program is intended for lower socio-economic, remote communities with barriers and Lions Bay is not eligible.

10. Reports

A. Staff

i. CFO: Christmas Office Closure

CFO Rooke presented the Christmas Office Closure report, noting:

- Boxing day is recognized as a Statutory holiday in union agreements
- Quiet during Christmas

- Utility bills can be paid online, cheque through slot; notice in VU

Moved/Seconded

THAT Council approve the closure of the Village Office from Wednesday, December 29 to Friday, December 31, 2021.

CARRIED

ii. CFO: 2021 Third Quarter Review

CFO Rooke presented the 2021 Third Quarter Review.

Discussion ensued on:

- Request to highlight additional revenue through compliance and fee adjustments, parking fines and meters
- Highlight the importance of revenue generation
- EV charger discussion, revenue streams
- Request that the Bylaw report show revenue generation trends

CFO Rooke noted that:

- Increase in compliance for construction permits and resident parking passes
- Notional entry for different organization in Klatt building to capture information
- MoTI notes on highways ramp

Moved/Seconded

THAT the report “2021 Third Quarter Review” be received for information purposes.

CARRIED

iii. PWM: Wildfire Risk Reduction and Fuel Management at 3 Critical Infrastructure Sites in the Village

PWM Jaffer noted the recommendation and that the work must be completed by February 7, 2022.

Moved/Seconded

- (1) THAT Council award the Wildfire Risk Reduction and Fuel Management contract to Silverback Tree Works Ltd. in the amount of \$25,850.00; and
- (2) THAT Council authorize the Mayor and Corporate Officer to execute contract documents substantially in the form attached.

CARRIED

PWM noted that Councillor Bain could send information regarding tree trimmings to public works.

- iv. PWM: Garbage, Recycling, and Organics Collection and Hauling Contract for 2022

PWM Jaffer presented the report on the waste collection contract.

Discussion ensued on:

- behaviours and bear proof bins: may become more of an attractant due to reliance on bins
- Squamish success with bins
- Climate Action Committee helping with education opportunities
- Participation with Recycle BC is voluntary and it saves significant dollars towards overall waste collection

Moved/Seconded

THAT Council authorizes the Mayor and the CAO to execute a one-year extension to the existing Solid Waste Collection Agreement with Waste Control Services Inc. dated for reference April 1, 2021.

CARRIED

- v. Lions Bay Beach Park Revitalization – next steps

PWM Jaffer noted that the Lions Bay Beach Park Revitalization is a large multi faceted project that will require additional management to help keep on target and prevent scope creep; costs have substantially increased since 2017 when the budget was first prepared.

Staff responded to questions, noting

- Overview of design: accessibility focused
- Design build RFP where Village would specify minimum requirements
- Recommendation is for how best to manage the process
- The reason for the court is because during special events, set up of structures destroys the grass; noise concerns can be addressed through options for surfacing
- Proposal noted the ability to have a multi-surface court, which provides flexibility
- Committee to do what was originally proposed
- Project manager would manage all projects concurrently
- Cost is covered by grant
- Details on specifications are to be determined
- Project manager would be publicly posted position; Project manager would develop the contract and specs for structures

- Portion of grant was set aside for project management/engineering
- Scope of managing all three projects is beyond current staff capacity
- Would require budgeting
- Specifications to come back to Council

Moved/Seconded

- (1) THAT Council acknowledge the project scope as refined through the public consultation processes undertaken for this project, submitted to and approved by senior levels of government for grant funding;
- (2) THAT Council direct the CAO to pursue a project manager for the Lions Bay Beach Park Project and other current projects, such as the Klatt Retrofit Project and the Lions Bay Avenue Connector Project, to ensure the timely and effective management of these projects in accordance with project goals and objectives and Municipal procurement policies.
- (3) THAT consideration of the budget for the management of the foregoing projects, and any other suitable project work, be referred to the Strategic Planning session November 30 and December 1, 2021.

CARRIED

- vi. Village of Lions Bay Housing Needs Assessment Report

Moved/Seconded

THAT the Village of Lions Bay Housing Needs Assessment Report be postponed to the Strategic Planning Session.

CARRIED

- B. Mayor
 - None

- C. Council

- i. Councillor Abbott: 2022 Secondary Suite Initiative

Councillor Abbott presented the 2022 Secondary Suite Initiative proposal, noting:

 - Number rented to firefighters is unknown
 - Overview of three options in the report

- Consideration of a more broad reaching approach to secondary suites; option to waive fees completely
- Secondary suites provides service to housing
- May encourage people to register their suites
- Conversation needs to be broader in public

Discussion ensued

- Push to strategic planning session
- Have to have more fulsome discussion on how to promote secondary suites
- Ability of septic system to handle additional suites: need to understand
- Opportunity to offer financial incentive?
- More discussion is required around enforcement of unregistered suites
- Requirement to communicate to emergency services if there are additional suites

CAO DeJong noted that the public should be questioned on the topic of removing fees for secondary suites.

CFO Rooke noted that utilities are finalized in February.

Council noted they would discuss the topic during the strategic planning session

D. Committees

i. Trees, Views and Landscapes Committee Meeting Recommendations from November 10, 2021

- Tree Cutting Application #115 – 340 Oceanview Road
Moved/Seconded

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 115, subject to the following:

- a. Removal is to be in accordance with the photos and requested work in the application materials;
- b. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- c. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:

- i. compliance with the bylaw restrictions regarding bird nesting season,
- ii. a traffic control plan approved by Public Works,
- iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
- iv. any other Municipal bylaw requirements

CARRIED

- Tree Cutting Application #114 – 345 Bayview Road

Moved/Seconded

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 114, subject to the following:

- a. The application did not specify Topping, Trimming or Removal. Therefore Topping/Trimming to the existing levels is recommended and is to be in accordance with the photos and requested work in the application materials. If removal is required, the Tree Committee will meet further to discuss. A separate application will not be required;
- b. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- c. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - i. Compliance with the bylaw restrictions regarding bird nesting season,
 - ii. A traffic control plan approved by Public Works,
 - iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - iv. any other Municipal bylaw requirements

CARRIED

- Tree Cutting Application #116 – 445 Timbertop Dr.

CAO DeJong noted that there is still a cost to review applications and recommends to not waive the fee and that in the future, Council should consider whether the fee is adequate for cost recovery.

Discussion ensued on:

- Refunding the fee when it is in the bylaw (no motion put forward)

Moved/Seconded

WHEREAS the Trees, Views and Landscapes Committee considers that the proposed work in Tree Cutting Permit Application No. 116 is in accordance with the Management Plan described in Council Resolution 8Di dated May 16, 2017,

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 116, subject to the following:

- a. Topping/Trimming is to be in accordance with the photos and requested work in the application materials;
- b. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- c. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - i. compliance with the bylaw restrictions regarding bird nesting season,
 - ii. a traffic control plan approved by Public Works,
 - iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - iv. any other Municipal bylaw requirements

CARRIED

- ii. Climate Action Committee Update
Councillor Barmeier provided an update noting that the CAC will provide a prioritized list for the Council Strategic Planning Session

E. Emergency Services

- i. September and October 2021 RCMP Report – For Information
Moved/Seconded
THAT the September and October 2021 RCMP Report be received.

CARRIED

- ii. October 2021 Lions Bay Fire Rescue Dispatch Monthly Report – For Information
Moved/Seconded
THAT the October 2021 Lions Bay Fire Rescue Dispatch Monthly be received.

CARRIED

11. Resolutions

- A. Special Event Request – Preschool Parent Group “Cider with Santa”

Moved/Seconded

THAT Council grant use of the Lions Bay Beach Parking Lot to the Preschool Parent Group on Sunday December 12, 2021 from 11:00 a.m. to 5 p.m. for the purposes of a fundraising event entitled “Cider with Santa”, subject to the applicant obtaining all necessary permit and insurance; AND THAT Council grants an exemption to the noise bylaw to allow for amplified sound for the Cider with Santa event.

CARRIED

- B. Councillor Abbott: Resolution for the Have Your Say Urban Containment Boundary

Moved/Seconded

THAT Council directs Councillor Abbott to engage with Metro Vancouver staff to confirm the follow up actions to be taken as a result from the public feedback obtained through the Urban Containment Boundary Have Your Say feedback survey that was held in November 2021; and THAT the CAO and the Mayor be copied on communications.

CARRIED

12. Bylaws

- A. Bylaw No. 602 – Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021

CAO DeJong provided an amendment to Bylaw No. 602, noting that the fee for plumbing be deleted because the Village does not do plumbing inspections.

Moved/Seconded

THAT Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021, as amended be introduced and read a first, second and third time.

CARRIED

- B. Bylaw No. 607 - Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021

CAO DeJong noted the amendments made that were discussed at the previous meeting.

Councillor Bain thanked the CAO.

Moved/Seconded

THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 607, 2021 be adopted.

CARRIED

- C. Bylaw No. 608 – Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021

Councillor Abbott noted a required change in the bylaw:

- section 9.5: change “Special Council Meeting” to “Board of Variance Meeting”.

Moved/Seconded

THAT third reading of Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021 be rescinded.

CARRIED

Moved/Seconded

THAT Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021 be amended by striking the words “Special Council” in section 9.5 and adding “Board of Variance”.

CARRIED

Moved/Seconded

THAT Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021, as amended be reread a third time.

CARRIED

13. Correspondence

- A. List of Correspondence to November 12, 2021

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

26-Oct-21	G1 Forest Enhancement Society of BC	Climate Change Heroes	Received
26-Oct-21	G2 Ambulance Paramedics of BC	Paramedic Services	Received
26-Oct-21	G3 M. Wiebe	Parking	To be added to parking report
29-Oct-21	G4 SPARC BC	Accessible Parking Month	Received
29-Oct-21	G5 Ministry of Children and Family Development	Adoption Awareness Month	Received
5-Nov-21	G6 Schwab	Parking	To be added to parking report
12-Nov-21	G7 District of West Vancouver	North Shore WasteWater Treatment Plant	Received
9-Nov-21	G8 C Peters	Human Trafficking	Received

9-Nov-21	G9 L. Rojas	Consumer Fireworks	Councillor Abbott requested that a notice be provided to residents if fireworks are to occur CAO DeJong noted that consumer fireworks are prohibited other than for Halloween and New Year’s Eve and permission must be granted by the Fire Chief
4-Nov-21	R1 C. Bradbury	Lions Bay Walkways	PWM Jaffer and CAO to see how to address the issue; Councillor Barmeier expressed his concerns with traffic and noted that a risk tolerance policy is missing
5-Nov-21	R2 R. Kisser	UCB	Councillor Abbott to reply
5-Nov-21	R3 K. Buhr/M. Sredzki	UCB	Councillor Abbott to reply

14. New Business

- A. CAO DeJong noted that Metro 2050 has questioned whether Council would like a presentation on Metro 2050. Deadline for comments is November 26, 2021

Discussion ensued on whether there should be a meeting and how to best provide comments to Metro.

Moved/Seconded

THAT a Special Council Meeting be held on November 23rd at 6:30 p.m. to provide comments on Metro 2050.

CARRIED

- B. CAO DeJong confirmed the start time of the Strategic Planning Session to be at 4:00 p.m. on November 30th and December 1st.

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

A. Ryan Bruce

R. Bruce commented on the paved area in the proposal for the Lions Bay Beach Park Revitalization, noting that the park provides an opportune location for youth to play. He strongly encouraged creating more opportunities and not less.

16. Closed Council Meeting (resumption, if applicable)

The closed meeting resumed at 10:00 p.m.

The meeting reopened to the public at 11:04 p.m.

17. Reporting Out from Closed Council Meeting (if applicable)

Mayor McLaughlin reported out on behalf of Council, Council reviewed the legal status of the encroachment agreements pertaining to the stairs and carport at 51 Brunswick Beach Rd and acknowledges that the rights and obligations contained in the agreements Council made with the former property owner are validly held by the current property owner. Accordingly, Council have instructed staff to rectify the documentation in the Land Title Office to reflect these rights and obligations.

18. Adjournment Generally

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:05 p.m.

Mayor

Corporate Officer

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

**SPECIAL MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, NOVEMBER 24, 2021 at 6:30 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

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 (Recorder)

Public: 2

1. Call to Order

Mayor McLaughlin called the meeting to order at 6:31 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT the following documents be accepted on table:

- April 1, 2009 Referral Comments from Lions Bay re. the Draft Metro 2040 Regional Growth Strategy
- Draft Metro 2050 RGS Executive Summary
- Draft Metro 2050 Policy Review Summary for Rural Areas
- Draft Metro 2050 Staff presentation slide deck
- Draft Village of Lions Bay Council Commentary on the draft Regional Growth Strategy, Metro 2050

THAT the agenda be adopted, as amended.

CARRIED

3. Public Participation

A. Marcus Reuter

- Mr. Reuter thanked Council for providing the UCB survey results in last week's Village Update, noting the strong civic participation
- He asked about timelines for when Council would act on the results
- Councillor Abbott indicated he and the CAO took part in a telephone conversation with senior Metro staff regarding options
- CAO DeJong confirmed that the matter and the options would be discussed at the Council Strategy Committee meeting Nov.30/Dec.1

B. Marek Sredzki

M. Sredzki questioned the timeline of when a resolution would be brought before Council regarding the Urban Containment Boundary.

4. Reports

A. Staff – None

B. Mayor – Mayor McLaughlin noted that 2 of the 3 Board of Variance members had decided to resign and that Council expected to receive names of interested replacements at the December 14th Council meeting.

C. Council – None

5. Resolutions

6. Bylaws

- A. Bylaw 608 - Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021
THAT Board of Variance Bylaw No. 502, 2017, Amendment Bylaw No. 608, 2021, as amended, be adopted.

CARRIED

7. New Business

- A. Lions Bay Comments on Metro 2050 – Council and staff worked through the draft commentary and proposed minor amendments to produce a final draft to send to the Metro Vancouver Board.

Mayor McLaughlin requested that the CAO prepare and send the final version to Metro Vancouver staff.

8. Public Questions & Comments - None

9. Adjournment
Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:23 p.m.

Mayor

Corporate Officer

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

Type	Request for Decision		
Title	2022 Council Meeting Calendar		
Author	Peter DeJong	Reviewed By:	Pam Rooke
Date	December 9, 2021	Version	
Issued for	December 14, 2021 Council Meeting		

Recommendation:

- (1) THAT the proposed Council meeting dates for 2022 set out in the attachment to this report be approved by Council;
- (2) THAT Council considers publication of the meeting schedule in the Village Update to be reasonably equivalent to that which would be provided by a local newspaper publication if it were practicable; and
- (3) THAT staff publish the 2022 Council meeting schedule in the Village Update and in accordance with legislative requirements.

Attachments:

Draft 2022 Council Meeting Calendar.

Key Information:

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

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

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

Council meetings have been scheduled every third Tuesdays for the past year, other than during the Summer break period and near the end of the year when Strategic Planning and Priorities



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

are scheduled in late November or early December. This was a change from the previous practice of having them scheduled for the first and third Tuesday of each month. The reason for the change was to provide staff with more time between meetings to get the work done; two weeks between meetings was not long enough and four weeks was judged to be too long. The sense of staff, and hopefully Council, was that this has generally worked out quite well for 2021.

As with the schedule for this year, there are a couple of Special Meetings inserted to adopt the Utility Fees Bylaws on February 15 and then to adopt the Five-Year Financial Plan Bylaw and the Tax Rate Bylaw on May 10. The CFO would also like to see a Committee of the Whole (COTW) meeting on February 15 for review and discussion of the 2022 Budget and one prior to the May 3 Council Meeting for BDO's presentation of the draft audited financial statements. It is considered best practise for auditors to present the financial statements at a COTW followed by a brief closed session with just the auditors and Council. Council would then make a recommendation that the financial statements be approved at the Council meeting that follows the COTW. During the rest of the year, when necessary, it is easier to add a Special Meeting than to try and cancel a regular meeting.

Having organized Council meetings for the past six years, staff's observations are that the public generally attends or participates in the Council meetings process when there are topics that affect them or are of interest to them or that they wish to bring to Council's attention. There are numerous ways for the public to determine when the next Council meeting will be held (i.e. Village Update and Municipal Website for those that like to look online, and Office Notice Board, Post Office Notice Board, and a phone call to Office Reception for those who prefer not to use the internet). The ability of the public to now watch and partake in Council meetings via the Zoom platform further enhances residents' flexibility to participate whenever Council meetings are held.

Options:

- A. Approve the recommendation above to continue holding regular Council meetings generally every 3 weeks per the attached schedule;
- B. Amend the attached schedule before approving it;
- C. Direct staff in an alternative manner.

Preferred Option: Option A provides a continuation of the current 3 week schedule utilized in 2021.

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

Calendar for Year 2022 (Canada)

January							February							March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1			1	2	3	4	5			1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			
30	31																				
April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2			3	4	5	6	7			1	2	3	4		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			
July							August							September							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2			1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					
October							November							December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

Legend: N = Council meetings spaced 3 weeks apart (except August and December)

N = Holidays

N = Budget CoW & SCM to Adopt Utilities Rate Bylaws Feb.15 / SCM to Adopt Budget May 10

N = Strategic Planning

N = General Municipal Elections

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	ICIP Green Infrastructure – Environmental Quality Grant – Phase 3		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	December 9, 2021	Version	-
Issued for	December 14, 2021 Regular Council Meeting		

RECOMMENDATION

THAT the report “ICIP Green Infrastructure – Environmental Quality Grant – Phase 3” be received for information purposes.

ATTACHMENTS

1) None

KEY INFORMATION

In February 2020, staff submitted a grant application for the Bayview Road Drainage & Water Improvement Project (Bayview DWIP) under the ICIP Green Infrastructure – Environmental Quality Program. Seventeen months later, in July 2021, we were informed that our project was not selected for funding. The grant offering was very competitive and oversubscribed; there were \$850M in applications submitted for \$150M of funding (equating to 18% funded). The third and final Phase of the ICIP Green Infrastructure – Environmental Quality Grant Program is currently open with an application due date of January 26, 2022. There is \$270M of funding available for this final intake.

Staff spoke to the ICIP–EQ Lead to discuss our unsuccessful submission and get feedback regarding ways in which to improve a subsequent application. After receiving this feedback, staff believe that the Bayview DWIP program is still the best fit for the ICIP Program and represents our best chance for a successful grant submission. Using this information, staff can update the prior application package to strengthen it and enhance our chances for approval. Given the tight timeline and the resource intense process of preparing and reviewing application submissions, staff consider this to be our best course of action. Staff do not believe there is enough time to make a fresh start by submitting a different project for this intake.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FOLLOW UP ACTION

Staff will prepare a grant application for the Bayview DWIP under the ICIP Green Infrastructure – Environmental Quality Program Phase 3 and bring the required grant resolution to the January 18, 2022 Council Meeting. The grant application will be submitted by the January 26, 2022 deadline.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2022 Finance Workplan		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	December 9, 2021	Version	-
Issued for	December 14, 2021 Regular Council Meeting		

RECOMMENDATION

THAT the report “2022 Finance Workplan” be received for information purposes.

ATTACHMENTS

- 2022 Finance Workplan – by task
- 2022 Finance Workplan – by date

KEY INFORMATION

The attached workplan is a preliminary, high-level overview of key tasks (with deadlines) that must be completed by the Finance department. The workplan has been sorted by date and by task.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the December 14, 2021 Council meeting.

The Village of Lions Bay Statutory Reporting Requirements Finance Workplan 2022 - Preliminary

Regular Council Meeting
Special Council Meeting

Deliverable	Item	Due
Annual Report	Annual Report made available for public inspection	Tuesday, May 31, 2022
Annual Report	Public notice of availability of annual report for public inspection	Friday, June 3, 2022
Annual Report	Public notice of availability of annual report for public inspection	Friday, June 10, 2022
Annual Report	Council to consider the Annual Report	Tuesday, June 14, 2022
Fees Bylaw	Fees Bylaw - Review of Proposed Changes/1st, 2nd and 3rd Reading	Tuesday, November 16, 2021
Fees Bylaw	Fees Bylaw - Adoption	Tuesday, December 14, 2021
Five Year Financial Plan 2022-2026	Budget Schedule to Council for Discussion	Tuesday, December 14, 2021
Five Year Financial Plan 2022-2026	Preliminary Budget to Council	Tuesday, February 8, 2022
Five Year Financial Plan 2022-2026	Budget Presentations to Council - Committee of the Whole (COTW)	Tuesday, February 15, 2022
Five Year Financial Plan 2022-2026	Budget Presentations to Council	Tuesday, March 1, 2022
Five Year Financial Plan 2022-2026	5 Year Financial Plan to Council for review	Tuesday, March 22, 2022
Five Year Financial Plan 2022-2026	5 Year Financial Plan Bylaw: First and second reading	Tuesday, April 12, 2022
Five Year Financial Plan 2022-2026	5 Year Financial Plan Bylaw: Third reading	Tuesday, May 3, 2022
Five Year Financial Plan 2022-2026	5 Year Financial Plan Bylaw: Adoption	Tuesday, May 10, 2022
Five Year Financial Plan 2022-2026	Submission of 5 Year Financial Plan to Ministry	Friday, May 13, 2022
Property Taxes	Property Tax Rate Bylaw: First, second and third reading	Tuesday, May 3, 2022
Property Taxes	Property Tax Rate Bylaw: Adoption	Tuesday, May 10, 2022
Property Taxes	Submission of Tax Rate Bylaw to Ministry	Friday, May 13, 2022
Property Taxes	Property tax brochure finalized	Friday, May 20, 2022
Property Taxes	Property tax bills mailed to residents	Friday, May 27, 2022
Quarterly Reviews	Third Quarter Review to Council (2021)	Tuesday, November 16, 2021
Quarterly Reviews	Second Quarter Review to Council (2022)	Tuesday, July 26, 2022
Quarterly Reviews	Third Quarter Review to Council (2022)	Tuesday, November 8, 2022
Water, Sewer and Solid Waste	Preliminary Water, Sewer and Solid Waste budget to Council	Tuesday, January 18, 2022
Water, Sewer and Solid Waste	Final Water, Sewer and Solid Waste budget to Council	Tuesday, February 8, 2022
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: 1st, 2nd and 3rd reading	Tuesday, February 8, 2022
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: Adoption	Tuesday, February 15, 2022

**The Village of Lions Bay
Statutory Reporting Requirements
Finance Workplan 2022 - Preliminary**

Regular Council Meeting
Special Council Meeting

Deliverable	Item	Due
Water, Sewer and Solid Waste	Utility brochure / inserts finalized	Wednesday, February 23, 2022
Water, Sewer and Solid Waste	Utility bills mailed to residents	Monday, February 28, 2022
Year-end Audit and Financial Statements	BDO Interim Audit (3 days)	Monday, November 22, 2021
Year-end Audit and Financial Statements	Audit Planning Report to Council	Tuesday, January 18, 2022
Year-end Audit and Financial Statements	Draft financial statements complete for BDO audit	Thursday, April 7, 2022
Year-end Audit and Financial Statements	Audit package complete for BDO audit	Thursday, April 7, 2022
Year-end Audit and Financial Statements	BDO commence audit (one week)	Monday, April 11, 2022
Year-end Audit and Financial Statements	Draft audited financial statements completed	Friday, April 22, 2022
Year-end Audit and Financial Statements	Final Audit Package from BDO for Council Package	Wednesday, April 27, 2022
Year-end Audit and Financial Statements	BDO presentation of the draft audited financial statements (COTW)	Tuesday, May 3, 2022
Year-end Audit and Financial Statements	Council approval of the financial statements	Tuesday, May 3, 2022
Year-end Audit and Financial Statements	LGDE submission to Ministry	Friday, May 13, 2022
Year-end Audit and Financial Statements	Statement of Financial Information (SOFI) submission to Ministry	Thursday, June 30, 2022

The Village of Lions Bay

Statutory Reporting Requirements

Finance Workplan 2022 - Preliminary

Regular Council Meeting
Special Council Meeting

Deliverable	Item	Due
Fees Bylaw	Fees Bylaw - Review of Proposed Changes/1st, 2nd and 3rd Reading	Tuesday, November 16, 2021
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**The Village of Lions Bay
 Statutory Reporting Requirements
 Finance Workplan 2022 - Preliminary**

Regular Council Meeting
 Special Council Meeting

Deliverable	Item	Due
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Quarterly Reviews	Third Quarter Review to Council (2022)	Tuesday, November 8, 2022

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Council Strategic Planning and 2022 Priorities		
Author	Peter DeJong	Reviewed By:	P. Rooke and N. Jaffer
Date	December 10, 2021	Version	
Issued for	December 14, 2021		

Recommendation:

THAT the Information Report, “Council Strategic Planning and 2022 Priorities” be received.

Attachments:

- (1) Information Report on Strategic Planning and 2022 Priorities from Nov.30/Dec.1 CSC
- (2) Council strategic priorities for 2021 - Q4 Update

Key Information:

The past couple of years after the Strategic Planning and Priority setting sessions, Council has put together a “Top 10” list of items they considered to be the highest priority for the coming year. Given the short time left between now and the pending general municipal elections in 2022, staff would like to present the following suggested list of matters that they expect to be fully occupied with, over and above the daily core work that fills about 90% of their time.

- **Infrastructure (11 Items)**
 - LBBP, Klatt, LB Ave Connector (3 main projects)
 - Bayview DWIP Grant Application due Jan.26th (this will eat up a bunch of Mngt time between now and then – these applications are labour intensive)
 - Onboarding with Recycle BC and bringing the Bear Smart and Climate Action committees along for the ride.
 - Working with LBFR on wildfire defense sprinkler system strategy and testing it
 - Replacing the SCADA system (subject to budget)
 - Replacing the Creekview watermain (subject to budget)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- Rail Crossing Signage Study (subject to budget – required if any hope of retaining Stop signs)
- Trying to get the Source Water Protection Plan process off the ground (it will be a long process)
- Determining options for dealing with issues regarding bridge assets

- **Finances (3 Items)**
 - New Purchasing Policy, including CAC input
 - Asset Mngt Phase III
 - Everything on the CFO's Financial Calendar, including implementing waiver of secondary suite utility fees for fire fighters

- **Planning (6 Items)**
 - DPAs – subject to Council willingness to run with this file
 - Housing Needs Assessment Report - this needs to be received by April, 2022
 - Urban vs Rural - UCB - OCP/RCS Amendment/Public Hearing – Request to Metro Board, etc. (assuming this proceeds down this path now instead of after OCP renewal process)
 - CAC Initiatives –this will require more research about not only new ideas to reduce GHG emissions, but also about our operations and what the challenges are to changing the way we do business. Staff is not opposed to the goals or objectives entailed in reducing our GHG emissions, but it needs to be a long-term strategy that is implemented over time with the expectation of tweaks along the way as manufacturing and equipment evolves with the times, which is needed for our operations to evolve.
 - Emergency Program – the CSC update report is a good indication of where things are at and we'll continue to tweak our plans and our readiness.
 - Blvd Maintenance and Encroachment Bylaw – too many issues around the Village to not get this going – this will require public consultation

- **Communications (1 Item)**
 - Need to research and consider alternative methodologies

- **Organization (1 Item)**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- Need to commence consultations with the First Nations in our region to begin reconciliation processes starting with a meaningful acknowledgement of the peoples and traditional territories upon which the Village was established.

Subject to budget decisions potentially impacting some of these items, choosing a top 5 or a top 10 is not likely a meaningful exercise in respect of our collective efforts regarding these matters. We have to keep pushing them all forward simultaneously to the best of our ability. Nevertheless, staff looks to Council for further direction.

Follow Up Action and Communication Plan: Per Council direction.

VILLAGE OF LIONS BAY

2021 COUNCIL PRIORITIES				
ITEM	DESCRIPTION	COMMENTS	TARGET DATE	
			Quarter	Year
Lions Bay Beach Park Improvements	Re-submitted grant application for \$785K and awaiting approval before spending can begin. If unsuccessful, we have allocated \$285K to be prioritized for washrooms, playscape and kayak rack.	Grant approved in September 2021. Project management planning in progress for Council and public update.	Q4	2021
Highway Noise	Work with MoTI to improve (lessen) highway noise. Review Highway Concessionaires Agreement re. maintenance and replacement of "Quiet Pavement".	Waiting on request for information re. maintenance and replacement of "Quiet Pavement"	Q4	2021
Policies Required to Advance the Careful Development of Lands within the Village	Policies required include: Development Permit Areas for development of lands subject to Natural Hazards; Community Amenity Contributions; [Subdivision Servicing; Development Cost Charges required in due course]	Review of DPAs and CACs planned for second half of year. CoW to be set for review and discussion of geohazards with presentation by geotechnical engineer.	Q4	2021
Climate Action Committee Initiatives	Adopt Terms of Reference for the Committee and select committee members; support CAC initiatives and work with My Sea to Sky to support development of Climate Action Report Card Tool	Work with Ctte re. background documents and review of actions to date re. s.9, OCP. Continue to work with EV providers for quote and ZEVIP grant support. Several steps completed to date; continue work with CAC	Q1-Q4	2021
50th Anniversary Celebration	Adopt Terms of Reference for the Committee and select committee members; support Celebration initiatives	Continue to work with Ctte on various projects and events.	Q1-Q4	2021
Infrastructure Master Plan (IMP)	Support advancement of prioritized projects in the IMP, seeking grant funding where possible	Ongoing: Completed WWTP; Completed 3-PRV project; Ph.4/5 Tank watermain taken out of service. Upper Bayview design RFP published. Paving Isleview end of month. Bridge repairs & reservoir inspections for Mag and Hwy tanks pushed to 2022. Work on procurement MOU with DWV.	Q4	2021
Asset Management Investment Plan (AMIP)	Refine and adopt AMIP policies and communicate the plan to the public; continue to seek out sources of revenue (eg: parking, land sales, potential services for Electoral Area A, EV Charger, potential cellular services)	Council Strategy Committee (CSC) meeting held Jan.12/21 to present updated AMIP policy options. Phase 1 and 2 reports posted to website. Applying for Phase 3 grant funding. Review further options for public communication with Council	Q1-Q4	2021
Public Consultation and Communication on Council Initiatives	Strengthen public consultation and communication through various means including the Village Update, surveys, direct mail, and other mediums	New web-based communication platform proposed enhanced public consultation and communication. Communication survey completed and reported out in September - consider findings	Q1-Q4	2021
Emergency Planning Initiatives	Execute on Emergency Planning Initiatives, including the Evacuation Plan	Evacuation Planning - preliminary strategy materials circulated via mail drop. Additional work ongoing. EOC and ESS volunteers being on-boarded.	Q3-4	2021

2021 COUNCIL PRIORITIES				
Village Status Under Metro's Regional Growth Strategy (RGS)	Engage with the public and Metro regarding the Municipality's status (Urban vs. Rural) under the Urban Containment Boundary (UCB) within the Metro Vancouver Regional District (MVRD) Regional Growth Strategy (RGS known as Metro 2040 (soon to be Metro 2050)	Delegation from Metro Regional Planning received Dec.15/20, which provided outline of key information on subject matter for further review and discussion. Seeking return of Metro staff re. Metro 2050 Policy Review for Rural Areas. Metro CAO and GM of Planning attended July 6th to discuss "rural" vs. "urban" - needs OCP feedback.	Q1-Q4	2021
Water & Infrastructure Communications	Determine and support solutions for communications with our infrastructure and for the UBC Hydrology study	Staff report for Infrastructure Committee (IC) meeting in April. Revisit in fall.	Q4	2021
Roads & Stormwater Management	Develop a plan for increased preventative maintenance of Roads and Drainage that relies on small scale projects using PWY or service agreements with contractors	Consider funding RFP for engineering assistance with short-medium-long term stormwater mngt strategy - seeking cost estimate for 2022 budget discussion.	Q4-Q1	2021 to 2022



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Corporate Strategic Planning and 2022 Priority Setting		
Author	Peter DeJong	Reviewed By:	
Date	November 26, 2021	Version	
Issued for	November 30 and December 1, 2021 Council Strategy Committee		

Recommendation:

THAT the Information Report, “Corporate Strategic Planning and 2022 Priority Setting” be received.

Attachments:

(1) Draft Corporate Strategic Planning and 2022 Priority Setting

Key Information:

Topics for the annual Council strategy planning and priority setting meeting are attached.



VILLAGE OF LIONS BAY

CORPORATE STRATEGIC PLANNING AND 2022 PRIORITY SETTING

LOCAL GOVERNANCE AND THE BC COMMUNITY CHARTER

The British Columbia Community Charter outlines the key purposes of every municipality in BC, including:

- providing for good government of its community
- providing for services, laws and other matters for community benefit
- providing for stewardship of the public assets of its community
- fostering the economic, social and environmental well-being of its community

WHAT IS STRATEGIC PLANNING AND PRIORITY SETTING?

Strategic planning is used by local governments to support councils and boards in fulfilling their governance roles. Further, strategic planning helps the elected representatives to focus on the strategic direction of the organization and communicating that strategic direction to staff so that staff can fulfil their operational and implementation roles.

- Sets the strategic direction and goals
- Establishes shared values and standards/expectations
- Provides a road map to follow
- Guides the use of resources
- Provides a basis for evaluating progress

WHAT IS THE ROLE OF COUNCIL?



There are four key components of council's governance role:

- setting the corporation's strategic direction,
- allocating the organization's resources both human and financial,
- managing risks to the organization, and
- oversight and reporting.

In order for a municipal organization to be high performing, Council must focus its attention on its governance roles and on advancing its strategic priorities. This generally is much harder than most think. Distractions are everywhere for all councils and staying focused on the most important things rather than operational matters can be exceptionally challenging for many elected officials.

WHAT IS THE ROLE OF STAFF?

Under the BC model of governance, Council has but one employee: the Chief Administrative Officer (CAO). The CAO leads the professional staff of the organization in accordance with the goals and objectives of the Council as expressed in the corporation's strategic plan. Through the CAO, staff are responsible for the day to day operations of the organization and advancing the strategic priorities of Council. Much of the day to day operations of a municipality involve "core work", which generally involves maintenance of facilities and infrastructure, responding to inquiries and processing applications, and preparing and processing legislative requirements, such as bylaws, agendas and minutes. This typically consumes the vast majority of the resources of local governments. This is particularly true in the case of small communities where staff complements are small and frequently fully consumed by statutory and operational activities.

WHAT IS THE ROLE OF THE PUBLIC?



Elected Council-Staff-Public Partnership

The concept of a council-staff-public partnership builds on the idea of the interdependency of the roles. Quite simply Council cannot perform its role of policy and decision making without the support of staff and staff cannot perform its role of advising and implementing without clear council direction. Further, the public needs to participate and communicate with council and staff in order for the policy direction to be informed and aligned with the public's preferences.

STRATEGIC FOCUS AREAS, GOALS & PROJECTS/INITIATIVES

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

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



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

As the graphic on this page illustrates, the five key priority areas identified by Council all need to be addressed to achieve the goal of a strong and viable Village. Council recognizes the interdependency of the five strategic areas. Each of the strategic focus areas with goals and priority actions is outlined below with target timelines set out as:

- Immediate Term – Next 7-9 months for commencement and completion;
- Short Term – 1-2 years for commencement and substantive progress, if not completion;
- Medium to Long Term (not commenced within Short Term);
- Ongoing.

MAINTAINED AND ADEQUATE INFRASTRUCTURE

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<p><i>Adequately resource maintenance of existing Lions Bay infrastructure and new infrastructure spending based on the long-range priorities of the Infrastructure Master Plan and the Asset Management Investment Plan.</i></p> <p><i>Identify and meet service standards and best practices appropriate to the needs of Lions Bay.</i></p> <p><i>Meet critical standards and industry best practices as they continue to evolve.</i></p>	a. Lions Bay Beach Park Revitalization Project	Short Term
	b. Klatt Emergency Building Expansion and Retrofit	Short Term
	c. Lions Bay Avenue Connector Project	Short Term
	d. Apply for next round of infrastructure grant funding – confirm resubmission of Bayview DWIP project	Immediate Term
	e. PRVs #3,6,7 (#5 in Bayview DWIP)	Short – Medium Term
	f. Creekview and Highview Watermains	Short Term
	g. Source Water Protection Plan	Short – Medium Term
	h. Replacement of antiquated SCADA system	Immediate-Short Term
	i. Oceanview drainage, watermain and road reconstruction	Medium Term
	j. Centre-Bayview drainage, watermain and road reconstruction	Medium Term
	k. Support the UBC long-range watershed hydrology study – Review options to support study with the UBC team.	Ongoing
	l. Work with Recycle BC on program requirements and incorporate these and other key considerations into new Solid Waste Bylaw – RFP Waste Collection Contract	Immediate Term
	m. Work with LBFR on wildfire defense sprinkler system strategy	Immediate Term

FINANCIALLY VIABLE

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<p><i>Ensure the municipality has adequate long-term financial resources to sustain core work and strategic priorities.</i></p> <p><i>Pursue a capital reserve policy to meet the requirements of a comprehensive Asset Management Plan.</i></p> <p><i>Utilize grant and debt funding for spending on new and replacement assets for future generations, and eligible funding for operating costs and addressing the infrastructure gap.</i></p>	a. Apply for all suitable federal/provincial grants	Ongoing
	b. Work with other departments and Climate Action Committee to draft new Purchasing Policy	Immediate Term
	c. Continue work on the comprehensive Asset Management Investment Plan. (Awaiting results of grant application for Phase 3 of AMIP)	Short Term
	d. Consider potential road closure bylaws for land sales to support infrastructure spending	Short Term
	e. Consider referendum for development of half of Kelvin Grove Parking Lot, preceded by extensive consultation	Immediate Term
	f. Provide preparatory financial support for relocation of Public Works Yard to Brunswick Hill	Short Term
	g. Consider whether to budget for rail crossing signage study	Immediate Term
	h. Consider additional sources of revenue (such as expanding the tax base) and what is required to implement them to address long-term financial sustainability.	Short to Medium Term

SUPPORTED COMMUNITY PLANNING

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<i>Continue to enhance and implement the Official Community Plan (OCP) in order to produce a prosperous, diverse and vibrant complete community, accessible to residents and welcoming to visitors.</i>	a. Consider waiving Secondary Suite Utility Fees for property owners who rent to fire fighters.	Immediate Term
	b. Consider natural hazards Development Permits and associated OCP amendments – review hazard mitigation grants	Short Term
	c. Complete Community Amenity Contribution (CAC) policy (in progress, but requires action on DPAs)	Short Term
	d. Negotiate long-term provincial lease at Upper Brunswick, plan move of Public Works Yard there, complete community consultation for redevelopment of the existing site (consider linking PW move with redevelopment proposals).	Short to Medium Term
	e. Receive Housing Needs Assessment Report	Immediate Term
	f. Pending OCP renewal, work with owners/developers for proposals regarding potentially developable properties such as road closures, small lot subdivisions, Kelvin Grove lands, PW Yard, etc. Continue facilitating potential development opportunities that may fit within current and/or future OCP.	Short Term
	g. Urban Containment Boundary (Metro) – Consider whether, when and how to put forward request for change in land designation from “General Urban” to “Rural” i.e. whether now or upon conclusion of OCP renewal and determination of long term community vision with OCP policies to support the designation	Short Term
	h. Electric Vehicle Charging Station Strategy – Create strategy to provide for long-term planning of electric vehicle charging infrastructure throughout the community	Short Term
	i. Climate Action Initiatives – Consider CAC recommendations for GHG Reduction/Adaptation goals and determine strategies and budgets to address challenges	Short Term
	j. Further develop the Emergency Program to maintain our municipal legal obligations and policy objectives, including completion of Evacuation Plan and Firesmart Initiatives	Short Term

	k. Consider Mutual and Automatic Aid Agreements for SLRD (Area D) and Metro (Area A)	Immediate Term
	l. Adopt a new local Building Bylaw complying with new provincial Building Act and advancing Municipal policy objectives.	Short Term
	m. Develop a Boulevard Encroachment Bylaw to address encroachment and vegetation.	Short Term
	n. Work with Sea-to-Sky communities towards intra-regional transit.	Ongoing
	o. Work with TransLink on service improvements to Lions Bay transit.	Ongoing
	p. Through advocacy & representation, address high noise and excessive accident risk on the Sea-to-Sky Hwy.	Ongoing

INFORMED AND ENGAGED PUBLIC COMMUNICATIONS

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<i>Facilitate an informed and engaged public by proactive and transparent communication.</i>	a. Promote Website, Village Update and Lions Bay Alert – Use “Have Your Say” for topical issues	Ongoing
	b. Revisit implementation of a new communications platform to provide for better communications on upcoming and in-progress projects (eg: Bang the Table)	Short Term

STRONG VILLAGE ORGANIZATION

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<i>Support a motivated, fulfilled, high-functioning and stable staff</i>	a. Build relationships with local First Nations – Method of Acknowledgement of Traditional Territory to be Determined	Immediate Term

<i>organization capable of innovatively meeting the core work and statutory requirements of the organization and Council's strategic priorities.</i>	b. Continue to build staff skills in customer service, IT, records mngt, communication, administration, planning, finance, emergency mngt & infrastructure maintenance.	Short Term
	c. Consider right opportunity for a community planner for Lions Bay.	Ongoing

MISCELLANEOUS PROJECTS (CORE WORK+)

GOALS	PRIORITY ACTIONS	TARGET TIMELINE
<i>Initiate and manage various projects to support the goals and objectives of the key strategy areas.</i>	a. Policies: Purchasing, Communications, Trails Management, Risk Management, Volunteers.	Short Term and Ongoing
	b. Bylaws: Delegation, Blvd. Encroachment, Indemnification, Noise, Trees, Outdoor Water Use, Pesticide, Civic Addressing, Water, Sewer, Solid Waste and Fees	Short Term and Ongoing
	c. Business Licensing – consider as a tool to educate contractors regarding bylaws and procedures in Lions Bay and to begin compiling data on home-based businesses	Medium Term
	d. Hazard mitigation: Intake Access Roads, Alberta Ck./Timbertop, Upper Bayview; Firesmart Initiatives per CWPP recommendation	Short Term and Ongoing

NEXT STEPS

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

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Type	Request for Decision		
Title	2022 Secondary Suite		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	December 9, 2021	Version	-
Issued for	December 14, 2021 Regular Council Meeting		

RECOMMENDATION

THAT Council approve the waiving of the Secondary Suite Fee, commencing in 2022, for registered suites that are rented to a current active volunteer member of Lions Bay Fire Rescue.

ATTACHMENTS

1. November 16, 2021 Council Report – Secondary Suite Initiative

KEY INFORMATION

At the November 16, 2021 Council Meeting, Councillor Abbott presented a report (attached) with the preferred recommendation that *staff take the necessary actions required to waive secondary suite charges to landlords who are renting their suites to members of Lions Bay Fire Rescue*. Staff were requested at the December 1, 2021 Strategic Planning session to bring a recommendation to the December 14, 2021 Council Meeting.

FINANCIAL CONSIDERATIONS

At this time, it is unknown how many registered secondary suites are rented to members of LBFR so it is difficult to measure the full financial impact of the recommendation. In 2021, the secondary suite fees for Lions Bay and Brunswick Beach were \$829.16 and Kelvin Grove fees were \$1,175.41.



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OPTIONS

1. Approve the recommendation as presented;
2. Amend the recommendation and then approve;
3. Do not approve the recommendation and provide staff with alternative directions.

PREFERRED OPTION

Option 1. Approve the recommendation as presented.

FOLLOW UP ACTION

If the recommendation is approved, staff will bring an amendment to the Secondary Suite Surcharge Bylaw No. 513, 2017 to the January 18, 2022 Council Meeting for three readings (and to the February 8, 2022 Council Meeting for adoption (dates subject to approval of the 2022 Council Calendar). The current Secondary Suite Declaration on the Utility Notices will be amended to include an exclusion for registered suites that are rented to a current active volunteer member of Lions Bay Fire Rescue (LBFR) – the name of the LBFR member would be required to be written on the Declaration for verification by staff.

COMMUNICATION PLAN

If the recommendation is approved, the change will be communicated in the Utility Brochure that will be mailed out with the Utility Notices at the end of February 2022.



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Type	Request for Direction		
Title	2022 Secondary Suite Initiative		
Author	Neville Abbott	Reviewed By:	CFO - Pamela Rooke
Date	November 07, 2021	Version	1
Issued for	RCM November 05, 2021		

RECOMMENDATION

THAT Council provide direction to staff regarding the 2022 Secondary Suite Initiative. The preferred direction is as laid in Option 1.

BACKGROUND & Attachments

See attached previous report Request to Council Support on 2nd Suite Initiative submitted to Council at RCM October 05, 2021.

Additional Information

At a follow up meeting with CFO Rooke on October 29, it was agreed the simplest solution was to limit the eligibility to LBFR members as this was clearly the most urgent need. Further, the full secondary suite charge should be waived.

The CFO explained Staff can confirm the accuracy of the declaration through the LBFR membership list. Residents wishing to take advantage of this opportunity for 2022 would declare their intent when completing the secondary suite declaration but also include the name of the renter.

The option to extend the eligibility to volunteers such as SAR members, other members of staff, store employees and possibly other renters deemed to be providing important services to the community would be a more complex challenge. If Council wish to include this option, they should define who is eligible and direct Staff to find a mechanism to verify eligibility.

Financial Considerations

At this time, it is unknown how many secondary suites are rented to members of LBFR so it is difficult to measure the full financial impact of the proposal. In 2021, the secondary suite fees for Lions Bay and Brunswick Beach were \$829.16 and Kelvin Grove fees were \$1,175.41.

Options

1. Direct staff to take necessary actions required to waive secondary suite charges to landlords who are renting their suites to members of Lions Bay Fire Rescue.

2. Direct staff to expand the secondary suite initiative to include other resident volunteers or service providers within the Village.
3. Other option as directed by Council.

FOLLOW UP ACTION AND COMMUNICATION Per Council direction



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.Type	Information Report		
Title	2021 Parking Enforcement Summary		
Author	Karla Duarte	Reviewed By:	Peter DeJong
Date	December 10, 2021	Version	
Issued for	December 14, 2021 regular Council meeting		

Recommendation:

THAT the Information Report, “2021 Bylaw Report Summary” be received.

Attachments:

(1) Seasonal Bylaw Report

Purpose:

The purpose of this report is to provide a summary of the 2021 parking season, including an overview of bylaw notices issued and trends since 2018.

This report also includes the summary provided by the Bylaw Enforcement Officers, which staff has reviewed and included along with recommendations towards future actions for 2022.

Background:

In 2020, there was a substantial increase in mobility towards parks, according to Google’s COVID-19 Community Mobility Report, which highlights visits to places in each geographical region. In Metro Vancouver, this amounted to an increase of [116% as at September 11, 2020](#) and [16% as at November 21, 2021](#) compared to baseline data. Baseline data is defined by Google as “the median value for the corresponding day of the week, during the 5-week period of January 3 – February 6, 2020”. In other words, a pre-pandemic average.

While there is no way to quantify visitation to Lions Bay, one can infer from the regional mobility statistics that overall, there was an increase in visitation to parks. While Google cautions comparison between specific areas, one can infer that an increase in parks may also



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mean an increase in visitation to trail systems, which exist in Lions Bay. This is also evidenced by the popularity of the trails on hiker's websites and blogs and by anecdotal evidence from residents and visitors who write in. As noted, there was a recognized increase in pressure to the parking system, especially in 2020 when the pandemic first started. Due to the size and limitations in topography in Lions Bay, with a 16% increase, similar pressures were noted in 2021.

To mitigate this increase and ensure that parking regulations were enforced, Council directed staff to take the following actions:

- Increase in parking enforcement in 2020
- closures of the Lions Bay Beach and Kelvin Grove (the latter due to construction of WWTP) parking lots in 2020
- Increase in parking lot fees at the Sunset parking lot to \$3/hour (max \$24/day)
- Increase and change in signage to accommodate resident feedback
- Increase in parking fines – three times higher than the original fine in 2020 – decrease of early payment discount in 2021
- Increase in provision of waste receptacles and toilet facilities at trailheads and parking areas
- Increase in Bylaw Enforcement Officer hours in 2021, daily from April 1 to October 31
- Implementing on-street pay parking on Oceanview, Bayview and Mountain
- Implementing efficiencies to bylaw notice program through an automated ticketing system
- Continuous amendments to street parking signage

Outcomes:

The number of bylaw notices issued, and as a result, paid, cancelled, disputed and submitted to collections has been increasing since 2018. Because of the context in 2020 and 2021 (pandemic and increase in visitation and Bylaw Enforcement hours), an almost doubling of bylaw notice activity has taken place (Figure 1).

This is due to several factors:

- Increase in visitation due to stay at home restrictions with more people staying within their health region



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- Increase in Bylaw Enforcement Officer hours (table 1).

Year	Bylaw Salaries	Hours (budgeted)	Duration	Timeline
2018	\$ 29,766	32 hrs/wk	20 weeks	May - Sep
2019	\$ 27,011	36 hrs/wk	20 weeks	May - Sep
2020	\$ 44,137	36 hrs/wk	20 weeks	May - Sep
2021	\$ 96,337	70 hrs/wk	26 weeks	Apr 1 - Oct 30*

Table 1 Bylaw Salaries and Benefits
*increased duration

From these factors one can conclude that both the increase in visitation and the increase in bylaw enforcement officer hours contributed to the increase in bylaw notice activity (Fig.1)

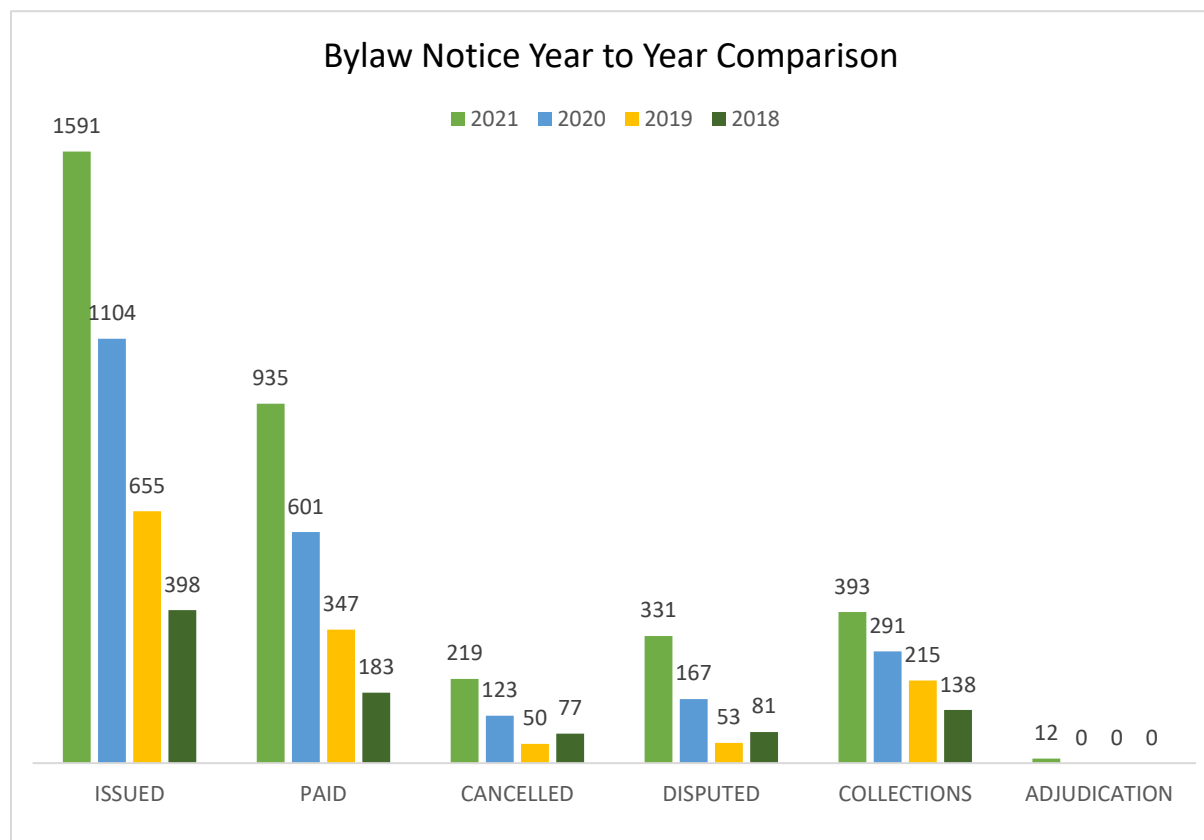


Figure 1 Bylaw Notice Activity - Year to Year Comparison

The percentage rate of Bylaw Notices that are paid per year since 2018 has increased slightly when compared to the number that are issued. However, the percentage rate of disputes (as measured against Bylaw Notices issued) has increased from 8% in 2019 to 15% in 2020 to 21% in 2021. Looking at the number of disputes on their own this means that they have



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increased over six-fold since 2019. The number sent to collections has also increased. However, the percentage sent to collections as compared to tickets issued has not increased albeit, staff have not finalized this process for 2021 due to the delay in obtaining information from ICBC.

In 2021, 12 disputants requested their files be considered at the next level, which is adjudication. This process is requested when a disputant is not satisfied with the response to their dispute. 2021 is the first year that this number of people have requested this process, seemingly due to the increase in disputes during which time there was a high penalty amount. Currently, staff is still awaiting one or more dates for the adjudication hearings.

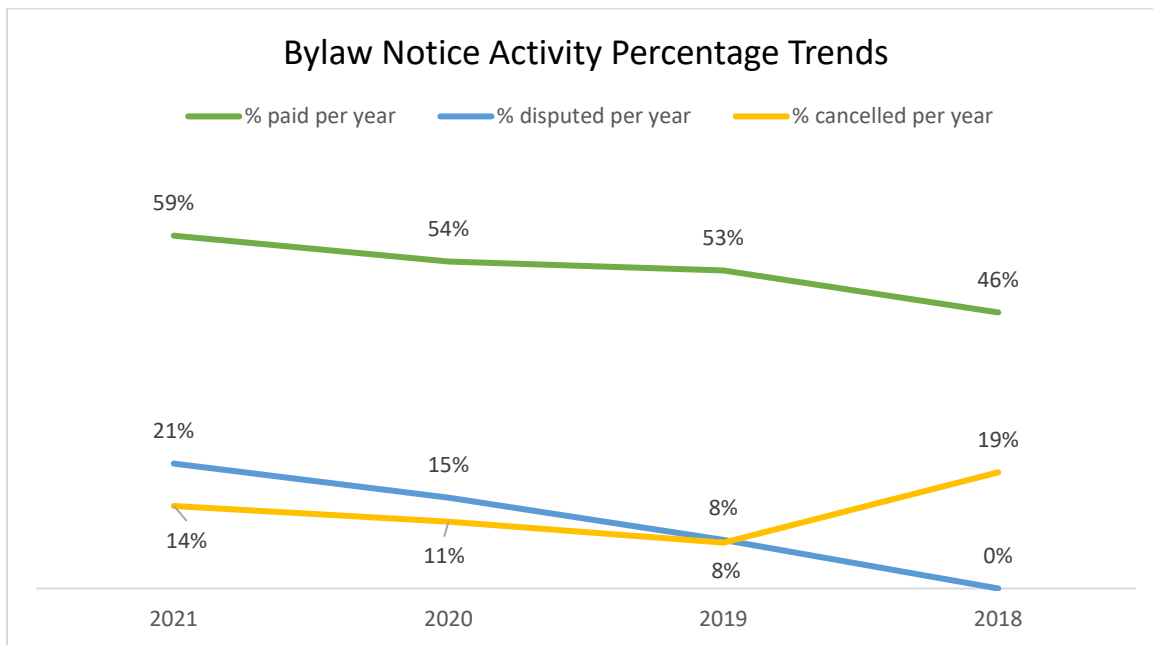


Figure 2 Bylaw Notice Trends as a Percentage of Number Issued

Disputes received come in a variety of forms and for a variety of reasons. Scenarios differ depending on place, time and context. The only type of dispute that was similar in nature was when people enter their license plate wrong within the app or forget to switch vehicles if they have two different vehicles saved within the application (Flowbird). These types of disputes are easier to resolve due to having an online system and people being able to provide evidence via a screenshot. All other disputes are more complex and staff have to verify contextual statements either through the bylaw enforcement officers or by requesting further evidence from an individual.



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There are very few 'repeat offenders' as many who come to Lions Bay either come often to hike the trails and know the rules or are first time visitors. Repeat offenders are mainly residents who do not display their parking passes for a number of reasons or residents who do not provide their visitors with Guest Passes.

Types of disputes received include:

- visitors being provided with 'wrong information' from residents who have told them they could park there without paying or that enforcement would not take place
- medical emergencies or vehicle failures
- getting lost or injured on the trails and not making it back on time
- lack of cellular service on the trail network or at an on-street parking location
- did not see the signage or were confused by the signage
- forgetting to display a pass
- needed to use the washroom and did not pay for parking
- did not have a means of paying for parking
- thought that as a resident, they could park in a no parking zone

When implementing the new ticketing system and the online app, Flowbird, there were some challenges including the poor cell reception along Mountain Drive and the lack of any cell reception at Crystal Falls Rd. This was remedied by removing the requirement to pay at Crystal Falls Rd. after confirming the reception challenges.

Although the disputes have similar trends, each context differs and requires thorough investigation and response due to the requirement of due process. At times, there is no clear solution and requires consultation with Bylaw and other staff. When taken as a whole, each dispute takes approximately one hour to resolve with some taking less time and others taking days, especially if a disputant becomes disgruntled.

The number of disputes has also increased the abuse towards staff and increased the negative perception of Lions Bay as evidenced by online statements and letters to Council. The reasons provided when a disputant become disgruntled is that the cost of the fine has affected their livelihoods in some way and has caused undue hardship. Other reasons that were also received by Council through correspondence were:

- perception that there is a lack of equity when accessing public spaces and outdoor recreation systems; systemic gatekeeping



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- responsibility to provide for fairness when accessing public trail systems
- public access to beaches and trails should be maintained at a fair cost
- cost of parking and lack of technological accessibility
- cost of fines being unfairly punitive in nature with the perception of 'predatory' behaviour

The Municipal Coordinator's time was shifted to approximately 90% dealing solely with disputes during the months of June, July and August. If this is to continue then alternative staffing solutions will need to be considered.

Revenue Summary

Parking meter revenue (Table 2) increased substantially in 2021, as all parking lots were open and metered from April 1st, on-street parking opportunities were introduced and the fee for parking was increased at the Sunset lot from \$2 to \$3. This also meant that expenses related to the maintenance, installation and operation of the parking meter system also increased.

Year	Gross Revenue	Meter Expenses	Net Revenue
2018	\$ 20,350.00	\$ 6,091.00	\$ 14,260.00
2019	\$ 44,665.00	\$ 8,831.00	\$ 35,828.00
2020	\$ 33,519.00	\$ 3,870.00	\$ 29,649.00
2021	\$157,544.00	\$ 28,279.00	\$ 129,265.00*

Table 2 Parking Meter Revenue

* figures are not finalized

Parking fine revenue for 2020 and 2021 also increased substantially due to the increase in bylaw notice activity (issuing tickets & increased bylaw officer enforcement hours) (Table 3).

Year	Revenue
2018	\$10,238
2019	\$22,356
2020	\$96,134
2021	(YTD) \$118,952

Table 3 Annual Parking Fine Revenue

In 2021, total **gross** revenue was approximately \$276,568 from both parking fines and parking fees revenue (Table 4). Note that when tickets are issued, people have two weeks to pay the



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early-bird fine and therefore when the funds are received is not necessarily at the time of infraction.

	Parking Fines	Parking Fees	TOTAL
January	\$ 1,445	\$ 12	\$ 1,457
February		\$ 47	\$ 47
March	\$ 1,835	\$ 279	\$ 2,114
April	\$10,903	\$ 12,455	\$ 23,358
May	\$17,175	\$ 16,482	\$ 33,657
June	\$13,535	\$ 23,380	\$ 36,915
July	\$26,300	\$ 42,078	\$ 68,378
August	\$21,404	\$ 32,383	\$ 53,787
September	\$13,640	\$ 17,478	\$ 31,118
October	\$ 9,185	\$ 9,482	\$ 18,667
November	\$ 3,530		\$ 3,530
December			\$ -
Coins		\$ 3,541	\$ 3,541
TOTAL	\$118,952	\$157,616	\$ 276,568

Table 4 2021 gross revenue from fines and fees

July and August have the highest revenue in terms of fines and fees. In 2021, the Bylaw Enforcement Officers were on duty every day of the full month with two or more scheduled Friday through Sunday (and holiday Mondays). The bylaw salaries and benefits for October were \$8,646 compared to the parking fine revenue of \$9185, although such revenue is not necessarily received when the tickets are issued. Parking fine revenue received represents 59% of the amount payable based on the total of tickets issued.

Expenses related to the parking program shown in the figures above are only for meter expenses and bylaw salary and benefits (Table 1). Additional expenses not noted as part of the budgeting system include, online parking app set up and fees, bylaw phone, signage, automated ticketing systems, online enforcement app systems, public works time to order and install signage, office staff time to review disputes, and adjudication costs. Expenses in 2020 related to parking meter revenue were lower due to only having one meter installed at Sunset Trail late in 2020. Although it appears that revenue has substantially increased, so has internal expenses related to the program.



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Strengths

The increase in bylaw enforcement officer hours in 2021 helped to reinforce the parking restrictions in Lions Bay and enhance communication of bylaw infraction activity, especially during the summer. The Bylaw Enforcement Officer report also highlighted the following:

- Successful reviews on usage at the Lions Bay Beach Parking Lot
- Progressive compliance at Kelvin Grove Beach Parking Lot
- Only minor issues at the Sunset Trailhead Parking Lot
- The Bylaw Officers were pleased with the new automated ticketing system introduced in August as it helps to eliminate errors, illegible handwriting and automates the ticketing system to reduce staff time in manually inputting the information.
- Noticeable improvement in solid waste storage after enforcement
- Having additional BEO staff helped with patrols, enforcement and confrontations

Other strengths included cooperation with CN Police and RCMP for enforcement issues within the Village and adaptability of Public Work staff to cater to the multiple requests throughout the season.

Challenges

Signage continues to be a challenge to both implement and provide due to spatial limitations, costs, and time. Due to the influx of requests from many municipalities, signage companies were delayed in providing timely deliveries. The changing nature of parking policies is also a challenge for signage to remain relevant to the situation. The Bylaw Officers noted signage concerns to be addressed by staff.

In the Bylaw Officer report to the rest of staff, several issues were noted, including hidden signage or inadequate signage in parking lots and other areas.

Other identified issues included the lack of cellular service, which seemed to vary depending on the service provider (but none of them were consistently strong) and the challenge of implementing a new system.

Another challenge was the increase in temperature, which caused some parking passes to lose adhesiveness on the windshield. Staff would replace any lost or fallen parking passes and



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will be reducing the applicability of the passes from three years to two years to ensure new stickers are delivered to help maintain adhesiveness over a shorter time span.

Of course, the major challenge will always remain the restrictive parking availability in Lions Bay due to limitations in geography and topography, narrow winding streets, small parking lots relative to the number of visitors, and the increasing number of visitors to Lions Bay, which cannot be regulated prior to arrival.

Opportunities

Several opportunities have been identified for improvement of the parking system in Lions Bay, including:

- Consolidating and enlarging traffic signage at the Kelvin Grove Beach parking Lot
- Improving signage visibility in identified areas
- Opportunity to increase coordination between Bylaw Officers and Public Works staff through a 'walk about' prior to the season commencing and when installing new signage
- to maintain enforcement levels by directing resources to this matter. This would require budget reallocation and consideration of long-term impacts without COVID funding.
- Continuing to implement an automated ticketing system, with more research required to ensure the system integrates adequately with legacy systems
- Continuing to maintain on-street pay parking as a method of providing, within reason, a limited service to accommodate demand
- Provision of a warning sticker and warning period system for solid waste storage enforcement for education prior to bylaw notice issuance
- Increasing education of parking in Lions Bay by reminding hiking groups of parking restrictions and opportunities that may come up
- Implementation of parking restrictions earlier in the season (eg: mid-March to mid-October instead of April 1 to October 31)
- A Translink "hikers" shuttle bus early on weekends to reduce vehicles

It should be noted that the Bylaw Enforcement Officers presence and consequently, their appearance is important to maintain professionalism and official status as Enforcement Officers. Therefore, we will be upgrading their uniforms and providing them with additional equipment such as pocket-sized notebooks and tactical flashlights.



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Actions and Recommendations

In summary, from the above, staff are taking the following actions:

- improving communications between Public Works, Bylaw Officers and the office with respect to signage by hosting 'walk abouts'
- improving Bylaw Officer uniforms
- continuing to enhance communication between hiking groups and other opportunities such as an early Translink hiker's shuttle if it goes forward
- maintaining 2021 levels of Bylaw Enforcement, subject to Council direction. This would require consideration of long-term staffing levels for bylaw enforcement
- Reducing the number of years from three to two for resident pass renewal to ensure sticker adhesiveness

To increase compliance, reduce the number of disputes and cases referred to the adjudication process and prevent the need for additional administrative staff to handle the mounting exponential increases in ticket processing, it is recommended that fines be reduced to a level that is sufficiently reasonable in order to achieve parking goals and objectives. From the feedback and increase in disputes, staff note that the increase in fines has not substantially increased the percentage of bylaw notices that are paid versus pre-pandemic levels in 2019, nor deterred visitation to Lions Bay. Most visitors simply enjoy the trail systems and pay for parking.

It is suggested that those who commit an infraction and pay the bylaw notice fine at the early-bird fee should be provided with a less punitive rate, more in line with what a standard parking fine would be in other jurisdictions. Given the impacts of the pandemic, fines of almost \$200 are a major upset to the finances of most people, and anguish for many, with some disputants providing evidence of the lack of funds in their bank statement when pleading their cases. A reduction of fines would help alleviate the strain on staff resources, which continues to be a substantive drain during parking season.

The graduated parking fine system is already a punitive measure for those that it is targeting persons who commit an infraction and subsequently make no effort to pay to mitigate their error. In these cases, the fine increases and goes through the process of being sent to the collection agency should payment never be achieved. While ultimately, it is the responsibility of a driver to abide by regulations, the amount of the standard fine has led to outright



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defiance by almost 50% of those ticketed, with an escalating response towards abuse of staff. This is the opposite of what a municipal bylaw and regulation is supposed to achieve and there is a concern in terms of the potential for someone to become even more aggressive and abusive towards staff. Therefore, staff recommend consideration of reduction in fines to the following:

Parking as to obstruct with traffic, in a resident zone, or against a traffic control device:

- \$150 parking fine
- \$80 if paid within 14 days (early-bird)
- \$210 if paid after 28 days

The suggested rates for Lions Bay would still maintain higher-than-average fines (by about double) in comparison to municipalities who are also facing increasing parking challenges and maintain communication of such within the visitor circles.

Alternatively, Council could direct staff to review the different types of parking infractions and come up with a proposed system based upon:

1. Attempted compliance (eg: expired meter)
2. Lack of attempted compliance (eg: failure to pay anything at all for a pay parking spot)
3. Policy related (eg: you can't park here unless you have a permit)
4. Safety related (eg: this is generally encompassed by No Parking)

Presumably, type 1 would be the lowest fine and the rest would all be higher, although there may be nuances to be distinguished within and between the identified types.

Council has stated in response to Metro 2050 that they are supportive of tourism, as it provides economic stimulus to the commercial complex and provides accessibility to the public trail system. Therefore, consideration of the impacts of parking fines in Lions Bay should be considered in terms of maximizing compliance with our parking regulations and making a concerted effort to avoid triggering defiance of our parking system.

Follow Up Action: Amendment of penalty rates in the Bylaw Notice Enforcement Bylaw, if Council is in agreement with the suggestion to lower them to further promote compliance over defiance.



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Communication Plan: Dependent upon Council direction. Staff will continue to communicate to hiking groups regarding the parking challenges in Lions Bay. It appears that this communication has reached several groups, who have modified their websites to note this information.

OCTOBER 28, 2021

VILLAGE OF LIONS BAY

SEASONAL BYLAW REPORT



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY
BYLAW SERVICES SEASONAL REPORT 2021
(MARCH 2021 - OCTOBER 2021)

The Village of Lions Bay Bylaw Services investigates and enforces bylaws enacted by the municipality, to maintain community standards and public safety through education and impartial enforcement. Bylaw Officers respond to complaints or concerns from the community to conduct investigations and take steps to correct infractions through education and/or enforcement. The role of the Bylaw officer is to provide fair and consistent services.

The seasonal year of 2021 was a busy one as expected. Due to restrictions around BC and parts of Canada; we witnessed a surge of people making their ways to Lions Bay throughout the summer. The following report entails suggestions, concerns and recommendations of the findings throughout the season.

PARKING:

Lions Bay Beach Parking Lot

- Parking meter at LB parking lot was a success this year and had barely any issues throughout the summer. Patrons had positive reviews and ease of use was also helpful.
- Signage: Recreational vehicles, Camper owners were unhappy due to not having a signage right beside the meter stating “No Campers or RVs allowed” in the parking lot. Some visitors also stated that it would be nice to have signage by the entrance to the parking lot stating the rules about the beach (e.g. No smoking and No dogs allowed at the beach). Their concern was that they stop at Lions Bay and pay for the parking fee and once they get down to the beach, they realize that they are not allowed to bring their dogs to the beach and leave.

Suggestion: We agree with the visitors and do hope to have signage stating the guidelines for the beach (As a sidenote: we do have signage at the Kelvin Grove parking lot with some guidelines for the beach).

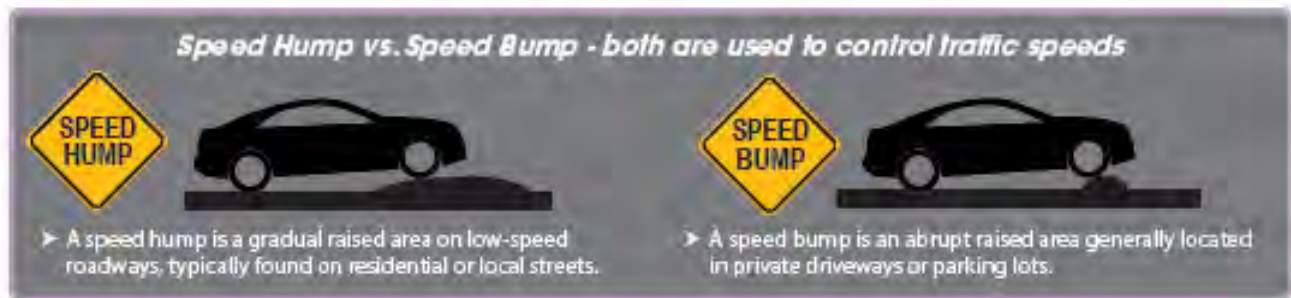
Kelvin Grove Beach Parking Lot

- Kelvin Grove Beach and the Parking lot was quite busy with teenagers and scuba divers. Overall, there weren't many issues, but due to a resident's conflict with some of the visitors things were a little tense at times. By the end of the season the resident stopped interfering with visitors and we have had no issues recently.

Brunswick Beach

- Visitors and some residents at Brunswick Beach ignore signage at times, whether it's prohibited to have your dogs on the beach or parking in a “No Parking zone/permit required zone”. For example, we have witnessed visitors speeding through past the rail tracks towards the cul-de-sac on Brunswick Beach Road.

Suggestion/Recommendation: It would be nice to have Speed humps along Brunswick Beach as soon as you get past #7 Brunswick Beach house. Kids play on the street at all times on that



strip and during summer time we have witnessed cars coming and going through at a faster speed ignoring the speed signage. Having a speed hump will reduce traffic; residents usually report that they are effective and support them, potential to reduce accident rates, increased safety.

Sunset Trailhead Parking Lot and Hiker Overflow Parking

- Sunset Trailhead Parking lot was busy throughout the season. We hardly witness any issues in relation to the parking meter. Signage is good and works well. The only real issue is the limited space in the lot.
- Mountain Drive: On street parking was a success even though some people had issues with downloading an App 'Flowbird' but overall, the transition went smoothly. There remain three spots along the road where there effectively isn't any signage. It would be an improvement to eliminate this by moving certain signs.
- Bayview Road: On street parking signage visibility was an issue but that has been resolved by lifting the signage poles up. Patrons were having issues with downloading the 'Flowbird' App in the earlier stages of its implementation; however, there has been a marked improvement since then.

Suggestion/Recommendation: Having a parking meter by the school or at the intersection of Bayview and Mountain Drive would eliminate the problem, but cost would likely be an issue. An alternative suggestion would be to have additional signage beside the 'Flowbird' signage stating that the use of the Sunset Trailhead meter is an option for payment. This has been something all officers have been checking for this season already, and would help eliminate some of the disputes.

SIGNAGE:

- Communication/Consultation between public works, Municipal Coordinator and bylaw staff when new signs are being installed to avoid having to move them later.

Suggestion: An ideal situation would be to have a Bylaw officer tag along with Public Works and assess if the signage makes sense (e.g. location, height etc.)

A big “Thank you” to public works for putting up the signage all along the village street and boundaries.

Location: LIONS BAY BEACH

ISSUE (SIGNAGE PLACEMENT): The signage should be posted as soon as the patrons walk towards the beach or the playground. As of right now, the signage is tucked away behind the



garbage bin and barely noticeable. It would be advisable to have the sign right along/beside the brick pathway. (pictured above)

- We can always utilize the post signs right front of the playground instead of having the signs against the barbed fence. The signage is quite hard to see and visitors always complain about the visibility of the signage. (pictured below)



TICKETING SYSTEM AND PORTABLE PRINTER:

The officers were happy with the switch to the new ticketing system. The benefits included:

- Helps eliminate officer error and illegible handwriting
- Automatically uploads the ticket/photo data to Municipal Coordinator
- Saves at least 45 minutes for Bylaw Officer since no manual data entry is required
- Waterproof bylaw tickets (no need to carry Ziplock bags)
- No need to figure out the location/address; the Secure Park app automatically picks the correct location.

PARKING PASSES:

- Resident parking decals will be expiring at the end of March 2022 and the recommendation was to have it for 2 years instead of 3 years due to people moving away and abusing the pass system.

Suggestion/Recommendation: The recommendation would be to consult and/or have a survey with the residents. The current resident parking decal works well, however residents were complaining that after sometime they start to peel and fall off.

- Guest Parking Pass: Ever since the new version of Guest passes have come out; they seem to be working well with the addition of the address requirement. We were more easily able to consult residents if there were any doubts regarding vehicles being parked for more than 72 hours or if the guest pass didn't seem legitimate.

PARKING FINES/PENALTIES :

- Parking fines for Village of Lions Bay are quite high compared to other municipalities and we as (bylaw officers) suggest that it would be a better idea if we were to compare our bylaw fines with other municipalities and amend them accordingly. We have highlighted few benefit points if we were to lower the fines.
 - *Bylaw Officers wouldn't have to deal with angry patrons when trying to explain the fines.*
 - *It will save a significant amount of time for the Admin staff dealing with disputes/ Adjudication.*
 - *It sends a strong message that Lions Bay is a welcoming community and we are not trying to hurt people's livelihood by hitting their pockets with hefty fines.*

We have provided a example in terms of what the fines should be:

Penalty \$100		Penalty: \$195
Early Discount Penalty: \$70	instead	Early Discount Penalty :\$100
Late penalty: \$120		Late Penalty: \$240

SOLID WASTE DISPOSAL ENFORCEMENT:

- The bylaw enforcement efforts have resulted in an improvement in garbage being stored indoors and being placed out at proper time for pick up. The village has seen a significant improvement overall in the placement of bins out on the curb at the appropriate time since the enforcement began in conjunction with the increased awareness of the issue through the village update.
- Bylaw notices and warning tickets were handed out to residents for not complying with Solid waste bylaws.
- There was only one repeat offender after a ticket was handed out for an offence. All others complied, and there was a similar effectiveness with the warning tickets handed out.

SCHEDULING:

- Worked well to balance the workload. Having more than one officer available allowed us to respond to complaints while still maintaining a regular patrol of the village
- Having an additional officer on until the evenings allowed for paired beach patrols and more effective enforcement when confronting groups of visitors

UNIFORM:

As a bylaw officer we take pride in wearing our uniform but we feel that it needs a little upgrade. We believe that your dress and department is as important as your conduct and must reflect the professional standard.



- Blue/Black shirt, long or short sleeve with a crest sewn to both arms that states: The Village of Lions Bay Bylaw Officer. As an example, we have provided the illustration of the neighbouring Bylaw officer uniform patches.

NOTEBOOKS:

- A Bylaw Officer's notebook is the most important item that we use daily. It MUST be kept up to date and as accurate as possible. Record all of daily actions including times, dates, weather and any observations. Record actions taken in your notebook immediately after an incident has taken place or the soonest possible time after. The Notebook is the property of the Village and shall be handed in at the end of contract.

NOTE: We should make it mandatory for Seasonal Bylaw Officers to carry a notebook and take notes especially if we are heading to adjudication. Bylaw Officers should be provided with a pocket size legal Notebook upon starting the season.

FLASHLIGHTS:

It would be beneficial for the officers to have access to a tactical flashlight for use. This becomes more of an issue in the fall, but it would be nice regardless for use during the late evening shifts on the weekends (for beach patrols or other on foot activity).

ACKNOWLEDGEMENTS:

Thank you to the Village of Lions Bay Municipality, Village Mayor and Council members as well as the Village of Lions Bay Staff for their ongoing role in making Village of Lions Bay a friendly, welcoming community to work and live.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Public Works Fleet and Equipment Emissions Reduction Targets		
Author	Naizam Jaffer, Pamela Rooke	Reviewed By:	Peter DeJong
Date	December 9, 2021	Version	1
Issued for	December 14, 2021, Regular Council Meeting		

Recommendation:

- (1) THAT Council approves and adopts the four steps toward carbon neutrality proposed by Public Works staff in the December 14, 2021, report to Council titled, "Public Works Fleet and Equipment Emissions Reduction Targets, as follows:
 - I. Urgently replace aging diesel equipment burdened by poor engine performance and higher noxious emissions with smaller, more efficient engines that come with more stringent emission standards (Tier IV or Tier V) with higher emissions standards wherever possible. If these engines are compatible with R100 fuel, so much the better, but that may still take some time before manufacturers will warranty their equipment with alternative fuels and we may need to be patient in this regard.
 - II. Continue to replace ICE's with electric equivalents where research indicates that they will provide the same service levels and that functionality and performance of the equipment's peak demand requirements will not be negatively affected.
 - III. Ensure green purchasing principles are ingrained in the revision to the Municipality's purchasing policy.
 - IV. Look to electrifying the Public Works fleet by the year 2035, subject to the comments above regarding functionality and performance.

- (2) THAT Council direct staff and the Climate Action Committee work with the Lions Bay Fire Rescue (LBFR) Department to engage in a similar analysis in respect of LBFR's fleet and equipment and return to Council in due course with recommendations for Council consideration.



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Attachments:

(1) November 30/December 1, 2021, Council Strategy Committee Report, “Renewable Diesel Use by the Municipality”

Key Information:

Further to the staff report on Renewable Diesel presented at the Council Strategy Session, staff have reviewed the on-table correspondence from the Climate Action Committee and performed some preliminary investigations into what other communities are doing with respect to their fleet emissions reduction targets. Some of the local government examples are as follows:

- District of North Vancouver (DNV): reduce emissions by 45% over 2017 levels by the year 2045 and 100% by the year 2050.
- District of West Vancouver (DWV): reduce emissions by 45% over 2010 levels by the year 2030.
- City of Burnaby (CoB): reduce emissions by 100% by 2050.
- District of Saanich (DoS): reduce emissions by 50% over 2007 levels by the year 2025 and 100% by 2040.
- Province of BC (BC); reduce emissions by 40% by the year 2030, 60% by the year 2040, and 80% by the year 2050.

The methods by which these municipalities propose reducing their emissions is quite standardized and can be summed up as follows:

1. Right-sizing vehicles with smaller, more efficient engines and the lightest-weight bodies that meet operational requirements.
 - a. When replacing our fleet in 2019, Public Works scrutinized emissions targets during the request for proposal (RFP) process. Fleet is compliant with California’s stringent truck emissions requirements (LEVIII ULEV 70 and 125 compliant). Furthermore, while outfitting the trucks with plows and salters, Public Works collaborated with Gincor to reduce the weights of our plows and salters in order to increase fuel efficiency and, equally importantly, performance.



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2. Replacing heavy equipment with engines certified to Tier IV standards in order to reduce particulate emissions.
 - a. During the RFP for the 2018 backhoe, Public Works limited our selection to Tier IV compliant machines rather than reviewing Tier II and Tier III units. Ultimately Public Works purchased a Tier IV 2019 Caterpillar 420F backhoe.
3. Accelerated replacement of older vehicles and equipment with newer models with increased fuel efficiency and / or electrification of the fleet where possible.
 - a. Public Works has begun replacing our smaller internal combustion engine (ICE) powered equipment with electric alternatives.
 - b. Older, emissions intense equipment such as our John Deer Mower, Mini-Excavator, Bobcat skid-steer loader, and Vermeer Chipper are already identified as being in need of urgent replacement. Staff will continue to bring forward replacements during the budget process for Council's review.

Public Works continues to research newer technologies to ensure that emissions reductions do not come with decreased service levels and will continue to replace ICE's with more environmentally friendly and carbon neutral options as they become readily available. As an example, Public Works is currently reviewing the new Tier 5 emissions standards adopted in Europe as possibilities for replacement of some of our aging heavy equipment.

Public Works staff are also researching the use of Renewable Diesel (R100) in our equipment but have yet to find equipment manufacturers who will certify its use in their older equipment. This includes the use of blended mixes of R100 and regular petroleum diesel. While R100 fuels produce emissions lower than conventional diesel, and although their production is not carbon neutral, they are an alternative interim method by which a few municipalities have elected to go to reduce their carbon emissions. Based upon our research, currently the City of Vancouver and the City of Kelowna use R100 fuels as a stopgap to carbon neutrality.

Staff continue to research the use of R100 fuels in older equipment and as noted above, have yet to find manufactures who condone its use. Responding to information provide by the Climate Action Committee, staff researched Cummins Engines 2017 statement indicating the acceptance of R100 fuels in their equipment. Staff discovered that while Cummins does approve the use of R100 fuels in some of their newer engines (B6, L9 and higher), they will not certify its use in older engine models. Furthermore, [Cummins engines](#) warns that:



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“Paraffinic (R100) fuels have a density lower than petroleum diesels and can result in lower energy content by volume, resulting in reduced fuel economy and possible reduction in engine power.”

This is a concerning statement, particularly in relation to the use of R100 fuels in equipment such as our emergency standby generators at the Village Office and treatment plants. Reduced performance of these engines during emergencies is surely a matter requiring additional research and a need for clear evidence before contemplating this kind of use.

In keeping with the strategies adopted by other local governments, and with the goal of reduction of our greenhouse gas emissions, Public Works staff propose formalizing the following steps towards carbon neutrality:

- I. Urgently replace aging diesel equipment burdened by poor engine performance and higher noxious emissions with smaller, more efficient engines that come with more stringent emission standards (Tier IV or Tier V) with higher emissions standards wherever possible. If these engines are compatible with R100 fuel, so much the better, but that may still take some time before manufacturers will warranty their equipment with alternative fuels and we may need to be patient in this regard.
- II. Continue to replace ICE’s with electric equivalents where research indicates that they will provide the same service levels and that functionality and performance of the equipment’s peak demand requirements will not be negatively affected.
- III. Ensure green purchasing principles are ingrained in the revision to the Municipality’s purchasing policy.
- IV. Look to electrifying the Public Works fleet by the year 2035, subject to the comments above regarding functionality and performance.

Staff anticipate that as the prevalence of R100 fuels increases, more heavy-duty engine manufacturers are likely to fully embrace its use in their diesel engines; however, to date many have not formally approved its use. Should Ford and other manufacturers of Public Works equipment certify the use of these fuels in such vehicles and equipment prior to the ultimate electrification of the Municipality’s fleet, staff will consider its use and the steps



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required to implement such use, and to further this, will aim to source equipment in the interim that can readily accept its use.

Options:

- (1) Approve the recommendations set out at the beginning of this report;
- (2) Amend and then approve the recommendations at the beginning of this report;
- (3) Request that staff return to the next meeting with additional information for consideration by Council;
- (4) Direct staff in an alternative manner.

Preferred Option:

Option 1 is the preferred option. This will formalize the Municipality's goals to reduce overall emissions from Public Works operations and begin to analyze emissions from LBFR operations, yet provide a timeline that enables the gradual incorporation of newer technologies such as renewable fuels like R100 diesel as well as providing time for technological advancements in heavy duty electric alternatives.

Follow Up Action: Staff and the CAC to engage further regarding potential strategies and costs related to reduction of GHG emissions from the Village Office and Hall complex, as well as with LBFR regarding their fleet and equipment.

Communication Plan: Per Council direction.



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Type	Direction Request		
Title	Renewable Diesel Use by the Municipality		
Author	Naizam Jaffer	Reviewed By:	Peter DeJong
Date	November 25, 2021	Version	1
Issued for	November 30 / December 1 Council Strategy Session		

Recommendation:

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

Attachments:

- (1) Climate Action Committee Report Re: Renewable Fuel.

Key Information:

At the May 13, 2021, Climate Action Committee (CAC) meeting, the committee received an information report entitled "Renewable Diesel Fuel use by Works Yard." Subsequently, at the September 14, 2021, Council Meeting, staff were asked to compile a list of its internal combustion engine (ICE) powered trucks and equipment used by Public Works. Municipal equipment in the ICE category are used regularly in the provision of various municipal services including the provision of potable water and wastewater disposal; maintenance of parks, roadways, and facilities; and delivery of fire-rescue services. Through their provision of services, they generate greenhouse gas (GHG) emissions which we should be trying to reduce.

As the CAC report identifies, the Public Works Yard site has two fuel tanks, a 1,240L tank for gasoline and an 8,620L tank for diesel, which provide fuel for the Public Works trucks, portable generators, backhoe, mini-excavator, bobcat, John Deer Mower, and numerous smaller pieces of equipment from salter motors to weed-whackers and blowers. Staff are currently compiling a full inventory of the ICE equipment used by Public Works. One omission in the CAC Report is that the fuel stored and dispensed from the Works Yard also fuels the Fire Department vehicles (truck and engines), the training compound fork-lift, and numerous smaller pieces of equipment from chain saws to wildfire suppression water pumps. Another key missing equipment group is the emergency generators located at the Dale Klatt Emergency Building, the Municipal Hall, the Kelvin



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Grove Wastewater Treatment Plant, and the two Water Treatment Plants (Harvey Creek and Magnesia Creek).

The following table presents the Municipality's fuel orders by volume (Litres) and total cost for the fuel, including delivery.

Year Diesel or Gas	Litres	Cost
2018 Diesel	5,296	\$ 6,944.92
2018 Gasoline	4,819	\$ 7,326.61
2019 Diesel	12,176	\$ 16,169.69
2019 Gasoline	5,238	\$ 7,630.39
2020 Diesel	6,367	\$ 6,859.19
2020 Gasoline	5,009	\$ 6,182.97
2021 Diesel ytd	5,724	\$ 7,276.74
2021 Gasoline ytd	5,691	\$ 8,792.92

As described in the information material presented in the CAC Report, Renewable Diesel (R100) refers to an advanced biofuel made from vegetable oil, animal fats, used cooking oil, or greases. R100 is not "Biodiesel." Biodiesel is the most common form of alternative diesel currently available and is usually made from organically derived oils such as recycled waste cooking oil. Biodiesel is typically mixed with conventional petroleum diesel to produce a biodiesel blend (B5 to B20) and is accepted by most diesel engine manufacturers at blends of up to 20% (B20). At blends between 20-100%, Biodiesel tends to gel at colder temperatures and has been shown to adversely affect engines and result in warranty issues. R100 offers superior stability and is generally produced to a higher quality compared to Biodiesel and does not gel at colder temperatures.

R100 fuels like Suncor's REG Renewable Diesel are manufactured to the same standards as petroleum diesel; however, the production standard of each batch can vary. The City of Vancouver (the "City") have been using Suncor's R100 for three years and have reported that the primary issue has been ensuring that each batch of fuel delivered to their fueling facility at the Manitoba Works Yard meets the ATM test results ([CSGB-3.517-2017](#)). The City employs a full time engineer in training (EIT) who monitors fuel data sheets for every delivery to ensure they are receiving a valid product before it enters their distribution system. The primary fuel related failure method they have faced is with water seepage into the fuels (most likely caused by vendor fuel storage tank leaks). Moisture content in the fuels is a key component of engine failure so extreme caution is used when reviewing the data sheets.



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The City's fleet manager also advised staff that despite the R100 fuel's ability to meet national standards or the fact that the City rigorously inspects the data sheets for each batch of fuel that enters their distribution system, the three primary manufacturers of the City's equipment, Ford, Cummins, and Detroit Diesel, have steadfastly refused to warranty any vehicles and equipment running the R100 fuels. The City has taken that liability on and absorbs any such repairs within their budgets. For context, the City has approximately 2000 light duty, heavy duty, and heavy pieces of equipment and replaces approximately 200 units every year. Their annual equipment management and servicing budget is \$5.1 M.

Staff have spoken to Ford's engineers with respect to the use of R100 in our 2019 diesel trucks and have been advised that any use of these fuels in our vehicles will void our warranties. Public Works Trucks have 60-month/100,000km warranties on the engines and powertrains. Notwithstanding the warranties, we were advised by Ford that "since these fuels have not been tested, we don't know how the engines will perform, how often the filters or gaskets will have to be changed, or how the fuels will affect any of the other countless components within the fuel system". Ford's engineers did advise that they have begun testing R100 fuels on 3 European models of their fleet – a passenger vehicle, a crossover, and a light delivery van but have drawn no conclusions as of yet. Light duty or heavy-duty pickup trucks have not been tested and there are currently no immediate plans to do so.

Staff have and continue to reach out to manufacturers of the Municipality's emergency generators but have not had any luck in determining if R100 fuels will be acceptable in them. The same applies to the 2018 F420 Caterpillar Backhoe, our bobcat loader, and mini excavator. Some of our equipment is beyond the warranty stage; however, use of untested fuels on these pieces of equipment is not without risk. Without manufacturer testing, we have no way of knowing what the impact of this fuel will be on gaskets, seals, internal engine components, fuel lines, filters, etc. Failure of any of these components could lead to serious damage to the engines and leave the Village without these critical units.

Despite R100 being environmentally benign, and a highly promising alternative to fossil diesel, heavy duty vehicles and diesel engine industries have not yet embraced use of R100 in their product. Given that R100 is chemically and structurally identical to conventional diesel, one would expect the industry to move quickly in this direction, particularly with the limited market-availability of electric trucks, and medium and heavy-duty vehicles. R100 might well be a key interim strategy for many organizations to reduce fuel source emissions related to their fleets until technological advancement in the electric vehicle industry develops further. The GHG



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emissions from fleet usage of R100 are not carbon neutral; however, they appear to be lower than emissions from regular diesel. The primary benefit to the use of R100 fuels is that they are 90% less carbon intensive in that R100 fuels are produced from 100% renewable sources.

Without rigorous and extensive testing on engines, the risk of engine failure lies fully on the end-users' shoulders. Larger organizations may be able to absorb failures or malfunctions and countenance the loss of warranty protection; however, for a small municipality, this is not necessarily the case.

Council may elect to accept a modicum of risk by using R100 fuels in smaller, less expensive to replace equipment. The Fire Department uses a diesel-powered forklift to move derelict vehicles around in their training compound when conducting auto extraction training and Public Works uses a diesel-powered ride-on mowers for use in parks, boulevards, and the school field. Both these units could be trialed on the R100 fuels. Replacement costs for these units, in the event of an engine malfunction, are \$60,000 for the forklift and \$25,000 for the ride-on mower. Another factor to the scenario of using R100 fuels in some of our equipment is that a second storage and pumping facility would be required to hold the R100 fuels. There would be a civil construction cost to the installation of a second fuel pumping station that would need to be investigated and consideration could be given to waiting until the Public Works Yard moves to Brunswick Hill.

In speaking to Ford's engineering branch for Western Canada, staff were advised of the pending release of an electric version of their iconic F150 pickup truck and pointed to that as an alternative to the use of R100 fuels. One could surmise that this is the direction in which they are focused. Indeed, many manufacturers of trucks are moving in this direction, notably Tesla's release of an electric truck earlier this year and Rivian's RT1, a commercially available pickup truck with an entry price point of \$100,000.00. The viability of pursuing electric replacements for some of our equipment as it ages is one strategy that could be used to eliminate GHG's. An alternative option might be hydrogen fuel-cell technology for heavy-duty vehicles and equipment. JCB, for example, is in final testing of a hydrogen powered 20 tonne excavator – the x220. The company has already released an electric mini excavator, the 19C-1E, and a line of electric forklifts beginning with the launch of it's JCB 30-19E.

In closing, it should be noted that staff do look at purchasing equipment with an environmental green lens and have purchased electric grass trimmers, backpack blowers, and chain saws to replace our ICE units. Bear in mind that electric replacements to ICE powered equipment currently comes at a significant premium and while most of these electric counterparts work well enough, we have experienced issues with performance and efficiency with some electric



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replacements. The backpack blower, as an example, does not perform as well as its ICE counterpart and jobs requiring its use take twice as long to complete compared to the ICE unit. A green lens is also applied when looking at larger equipment and, as an example, the Public Works decision to purchase a Caterpillar F420 Backhoe was driven, in part, by its Tier IV certification. The mandate of Tier IV emissions standard is to reduce the amount of NOx (nitrogen oxide), HC (hydrocarbons), and PM (particulate matter) produced and released into the atmosphere. Public Works will continue to apply a green lens on future purchases of equipment and will continue to research effective alternatives to ICE products as they emerge in the marketplace.

Desired Result:

- A. Ultimately, the reduction of our greenhouse gas emissions is a key strategic goal that is vital for us to do our part in the climate emergency we find ourselves in. Most municipalities have invested in developing a clearly defined plan with emission reduction targets and strategies to implement them for the short, medium, and long-term.
- B. Municipal vehicles and equipment are critical to our day-to-day operations, but more so for our response to emergencies (e.g., snow, ice and extreme weather, broken mains, blocking of our water intakes, and fire-rescue emergency response). Moving forward with a plan to replace these units requires detailed expert analysis that looks at peak demand requirements coupled with research into power capabilities and operating duration, and risk assessments.
- C. Planning scenarios for GHG reductions might well include alternatives to R100 including electric and hydrogen fuel cell technology for heavy duty fleet vehicles and equipment.

Options to Pursue Desired Result:

- (1) Engage experts in this field such as Hoa Cleantech, a firm who has worked with other municipalities to help decarbonize their fleet and equipment through reducing emissions. Staff could reach out to them to develop a budget for the 2022 budget year.
- (2) Direct staff in another manner not cited in this report.

Follow Up Action and Communication: Per Council direction.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Renewable Diesel Fuel use by Works Yard.		
Author	Clara George	Reviewed By:	
Date	May 10, 2021	Version	
Issued for	Thursday, May 13, 2021 Climate Action Committee Meeting		

Attachments:

(1) Suncor REG Renewable Diesel Information Material

Background and Key Information:

The Village of Lions Bay currently has 2 Fuel tanks in the Kelvin Grove Work Yard.

1 x Gasoline = 1,240 L

1 x Diesel = 8,620 L

These tanks supply the fuel for all work trucks, and 5 machines that service the village and run off of Diesel fuel.

Typically, the tanks are re-filled 3 to 4 times a year.

Currently the Fuel is delivered by Super Save Fuels.

The City of Vancouver switched all of its vehicles to 100% renewable diesel as part of it's Greenest City Goals.

<https://vancouver.ca/green-vancouver/green-fleets.aspx>

The Village of Lions Bay has access to Suncor's 100% Renewable Diesel through the BC Buying Group of Municipalities. The fuel would be delivered by Coast Mountain Fuels in Langley.

Council Strategy or OCP Considerations:

Renewable Diesel is made completely from plant and animal by-products, and is not an extracted fossil fuel. The result is a synthetic product that behaves exactly like petroleum diesel.

The Carbon Intensity for petroleum diesel is 80g of CO₂ per mega joule of energy produced.

The Carbon Intensity for Renewable diesel is 9g of CO₂ per mega joule of energy produced.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

The emissions are believed to be the same, although as a cleaner fuel – it is also a more efficient fuel.

Financial Considerations:

I have reached out to Suncor, and they have provided a quote for Renewable Diesel which is Vancouver Rack Rate + \$0.65000 CPL + delivery rate (tbd) which would be \$0.6856 higher than the Petroleum (5% Biodiesel) Suncor rate through the same program.

They also provided a discounted gasoline rate of Vancouver Rack Rate - \$0.0306 CPL + delivery.

Assuming the costs for gasoline & regular through the BC Buying Group of Municipalities is the same as what we are paying to Super Save, the additional cost to the Village would be \$5,909.87 per delivery.

Follow Up Action:

- Review contract with Super Save Fuels to see costs, commitments etc.
- Look at potential rebates available to offset the additional costs.
- Look at Carbon Reduction potential for the Village by switching fuel.

Communication Plan:

- Add to Lions Bay Climate Action tab on website to show the Village's commitment to fuel impact reduction.
- Share with other jurisdictions to inspire climate action.

REG Renewable Diesel

Reduce emissions without sacrificing performance.

REG Renewable Diesel is an advanced biofuel that reduces greenhouse gas emissions while meeting the same ASTM D975 specification as petroleum diesel. It can be added to the existing pipeline system, making it easy to incorporate into the diesel stream.



Fuel Specifications

- ▶ Can be blended with biodiesel and petroleum diesel
- ▶ Blends can be used in any diesel engine without modifications
- ▶ Aids in self-ignition of fuel and allows for easier starting, smoother running engines and reliable operation because of increased Cetane



Fuel Benefits

- ▶ Included in the Energy Policy Act of 1992 (EPAct) standards to meet a portion of the annual alternative fuel vehicle acquisition requirements
- ▶ Tested by the EPA and passes their Clean Air Health Effects testing requirements
- ▶ Qualifies for various state biofuel tax incentives



Analysis of REG Renewable Diesel

Property	REG Limit	D975 ULSD Limit	Units
Cloud Point	Report	Report	°C
Water & Sediment	0.05	0.05	% volume
Conductivity	25, min	25, min	pS/m
Flash Point	52, min	52, min	°C
Ramsbottom Carbon	0.35	0.35	% mass
Ash	0.01	0.01	% mass
Kinematic Viscosity (40° C)	1.9 – 4.1	1.9 – 4.1	mm ² /sec
Distillation Temperature at 90%	282 – 338	282 – 338	°C
Copper Corrosion	No. 1	No. 3	N/A
Sulfur	2	15	ppm
Aromaticity	2	35	% volume
Cetane Number	65, min	40, min	N/A

Safety Data Sheet (SDS)

Section 1 – Identification

Product identifier	REG 9000 Renewable Diesel
Other means of identification	
Synonyms	REG - 9000™ / RHD, Renewable Diesel, Renewable Synthetic Diesel Fuel, Renewable Diesel Fuel, Bio-Derived Diesel, Biomass-Based Diesel, Diesel Fuel No. 2, R98.9 Diesel Fuel, odorless mineral spirits, paraffinic middle distillate, RD975, REG RDB5, hydrotreated esters and fatty acids, HEFA, HVO, HDRD, HRD, R99.9, RD, paraffinic middle distillate, RHD, Renewable Hydrocarbon Diesel, R100
Recommended use	Fuel for use in compression ignition engines, in other combustion applications, a solvent, or an industrial blendstock
Restrictions on use	Not intended for direct human consumption
Supplier information	REG Marketing & Logistics Group, LLC 416 S. Bell Ave Ames, IA 50010 (888) 734-8686
Emergency phone number	For Hazardous Materials [or Dangerous Goods] Incident, Spill, Leak, Fire, Exposure, or Accident call CHEMTREC Day or Night: Domestic: 1-800-424-9300 International: +1 703-741-5970

Section 2 – Hazard(s) Identification

Classification (in accordance with 29 CFR 1910.1200)

Hazard Class	Hazard Category	Route of Exposure
Skin Irritation	Category 2	Absorption / Dermal Contact
Eye Irritation	Category 2A	Absorption / Eye Contact
Aspiration Hazard	Category 1	Ingestion then aspiration
Flammable Liquid	Category 4	Physical Hazard

Signal word **DANGER**

Pictograms



Hazard Statements

- H315 Causes skin irritation
- EUH066 Repeated contact may cause skin dryness or cracking
- H319 Causes serious eye irritation
- H304 May be fatal if swallowed and enters airways
- H227 Combustible liquid

Precautionary statements

Prevention

Wear appropriate protective gloves, protective garments, and eye protection. Avoid breathing mists and sprays. Wash all affected skin thoroughly after handling.

Keep container tightly closed. Keep away from heat, sparks, open flames, hot surfaces, and other potential ignition sources. Ground / bond container and receiving equipment and take precautionary measures against static discharge – including the use of non-sparking tools and explosion-proof equipment.



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Response	Do NOT induce vomiting. If swallowed: Immediately call a poison control center or physician. Take off contaminated clothing immediately and wash it before reuse. If on skin, wash thoroughly with soap and water. If skin irritation or rash occurs, get medical advice. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If irritation persists: Get medical attention. In case of fire, use dry chemical or foam extinguisher – NOT water stream
Storage	Store in a tightly closed container in a cool well-ventilated area.
Disposal	Dispose of contents/container in accordance with local, state, and federal regulations.
Hazards not otherwise specified	Static Accumulator (50 picosiemens or less). This product can accumulate static charge by flow or agitation, and a static discharge could cause this product to ignite.

Section 3 – Composition / Information on Ingredients

Basic components This product is a complex combination of hydrocarbons obtained by the hydrodeoxygenation and catalytic hydroisomerization of animal fats and vegetable oils followed by distillative fractionation. It consists mostly of branched and linear paraffins having carbon numbers ranging from C₉ to C₁₈.

Chemical Name	Common Name & Synonyms	CAS number	% of product
Fuels, diesel, C9-18-alkane branched & linear	Renewable Hydrocarbon Diesel, RHD, Renewable Diesel	1159170-26-9	93 – 100%
Fatty acids, C14-18 and C16-18-unsatd., Me esters	Methyl Esters	67762-26-9	< 5.5%
Petroleum fuel oil	Diesel Fuel	68476-30-2	< 1%
Diesel Oil C9-20	Fuels, Diesel	68334-30-5	< 1%

Section 4 – First-Aid Measures

First-aid measures for exposure

Inhalation	If breathing difficulties develop, move victim away from source of exposure and into fresh air. Seek medical attention.
Skin	Take off contaminated clothing immediately and wash it before reuse. If on skin, wash thoroughly with soap and water. If skin irritation or rash occurs, get medical advice.
Eyes	Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If irritation persists: Get medical attention.
Ingestion	Aspiration Hazard: Do NOT induce vomiting. If swallowed: Immediately call a poison control center or physician.

Most important symptoms / effects

Acute	Aspiration into the lungs can cause fatal chemical pneumonitis. If ingestion has occurred, assume there is a risk of aspiration into the lungs – especially if nausea or irritation occurs.
Delayed / Chronic	Repeated exposure may cause dryness and cracking of the skin.



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Indication of immediate medical attention

Aspiration into the lungs can cause fatal chemical pneumonitis. Treat symptomatically and supportively.

Special treatment needed, if necessary

No information available

Section 5 – Fire-Fighting Measures

Suitable extinguishing media

Firefighting foam, dry chemical, carbon dioxide, or other clean extinguishing agents (such as Halon or Halotron). Water mist may be effective for extinguishing soaked oily materials if applied by experienced fire-fighting personnel.

Unsuitable extinguishing media

Do not use a solid water stream, as it may scatter and spread the fire

Specific hazards arising from the chemical

Static accumulator (50 picosiemens or less), unless performance additive has been added to mitigate static accumulation. This product can accumulate static charge by flow or agitation, and a static discharge could cause this product to ignite. This product can be ignited by heat, sparks, flames, or other sources of ignition (e.g., static electricity, pilot lights, or mechanical/electrical equipment). Heated liquid can release vapors that may readily form flammable mixtures at or above its flash point. If container is not properly cooled, it can rupture in the heat of a fire.

Hazardous combustion products include

Carbon monoxide, carbon dioxide, nitrogen oxides, and hydrocarbons

Protective equipment and precautions for firefighters

Incipient stage fires may be controlled with a portable fire extinguisher. For fires beyond the incipient stage, evacuate all unnecessary personnel. Emergency responders in the immediate area should wear standard firefighting protective equipment, including self-contained breathing apparatus (SCBA) and full bunker gear. In case of external fires in proximity to storage containers, use water spray to keep containers cool, if it can be done safely. Prevent runoff from entering streams, sewers, storm drains, or drinking water supply.

Section 6 – Accidental Release Measures

Personal precautions, protective equipment, and emergency procedures

Keep all sources of ignition away from spill / release. The use of explosion-proof equipment is recommended. Wear protective garments, impervious oil resistant boots, protective nitrile gloves, and safety glasses. If product has been heated, wear appropriate thermal and chemical protective equipment. If splash is a risk, wear splash resistant goggles and face shield. Shut off source of spill, if safe to do so. Contain spill to the smallest area possible. Isolate immediate hazard area and remove all nonessential personnel. Prevent spilled product from entering streams, sewers, storm drains, unauthorized treatment drainage systems, and natural waterways. Place dikes far ahead of the spill for later recovery and disposal. Immediate cleanup of any spill is recommended. **If material spills into or upon any navigable waters and causes a film or sheen on the surface of the water, immediately notify the National Response Center at 1-800-424-8802.**

Methods for containment and clean-up

Small spill / incidental release

Small spills can be cleaned up with absorbent inert media (oil dri, sand, or earth), or absorbent pads. Use soapy water or degreaser to remove oily residue from the affected area, then rinse area with water. Place saturated materials in an appropriate oily waste container (metal can with a metal lid or an enclosed oily waste dumpster), and dispose of according to local, state, and federal regulations.

Large spill / release

A spill remediation contractor with oil booms and skimmers may be needed for larger spills or spills that come into contact with a waterway or sensitive wetland. Recover as much product as possible by pumping it into totes or similar intermediate containers. Remove any remaining product with absorbent inert media (oil dri, sand, or earth), or absorbent pads. Use soapy water or degreaser to remove oily residue from the affected area, then rinse area with water. Place saturated materials in



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an appropriate oily waste container (metal can with a metal lid or an enclosed oily waste dumpster), and dispose of according to local, state, and federal regulations.

Other information

Materials saturated with this product, such as oily rags, used oil dri, soaked insulation pads, etc., may spontaneously combust due to product decomposition in the presence of oxygen. Place all such materials into appropriate oily waste containers (such as metal cans with metal lids or oily waste dumpsters with lids), and dispose of according to local, state, and federal regulations.

Section 7 – Handling and Storage

Precautions for safe handling

Open container slowly to relieve any pressure. When transferring product, use pipes, hoses, and tanks that are electrically bonded and grounded to prevent the accumulation of static electricity. This product can accumulate static charge by flow or agitation, and a static discharge could cause ignition. Use explosion-proof electrical equipment (ventilation, lights, material handling, etc...). Wash thoroughly after handling and before eating, drinking or using toilet facilities. Do not wear contaminated clothing or shoes. Keep contaminated clothing away from sources of ignition such as sparks or open flames.

“Empty” containers can retain residue that may be ignitable. Do not pressurize, cut, weld, braze, solder, drill, grind, or expose such containers to heat, flame, sparks or other sources of ignition. All containers should be disposed of in an environmentally safe manner and in accordance with governmental regulations.

Conditions for safe storage, including incompatibilities

Use and store this material in cool, dry, well ventilated areas away from all sources of ignition. Storage tanks should have an appropriate ventilation and pressure relief system. Store only in approved containers, and keep them tightly closed. Keep away from strong oxidizing agents, strong reducing agents, strong acids, and strong bases. Open containers should be carefully resealed and kept upright to avoid leakage. Protect the container against physical damage.

Section 8 – Exposure Controls / Personal Protection

Precautions for safe handling

Component exposure limits

Component	CAS #	OSHA PEL	ACGIH TLV	Form	Weight %
Fuels, diesel, C ₉₋₁₈	1159170-26-9	None	None	Liquid, Vapor or Aerosol	98-100%
ULS Diesel	68476-30-2	None	100 mg/m ³ TWA	Vapor & Aerosol	<2%
Unsaturated methyl esters	67762-26-9	None	None	Liquid	<5.5%

Appropriate engineering controls

Keep product enclosed in primary containment (hoses, pipes, tanks, etc.) to avoid contact with skin. Handle in accordance with good industrial hygiene and safety practices.

The level of protection and types of controls necessary will vary depending upon potential exposure conditions. Select controls based on a risk assessment of local circumstances. Appropriate measures include: Use sealed systems as far as possible. Adequate ventilation to control airborne concentrations below the exposure guidelines/limits. Local exhaust ventilation is recommended. Eye



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washes and showers should be available for emergency use. Firewater monitors and deluge systems are recommended. Always observe good personal hygiene measures, such as washing hands after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants. Discard contaminated clothing and footwear that cannot be cleaned. Practice good housekeeping. Define procedures for safe handling and maintenance of controls. Educate and train workers in the hazards and control measures relevant to normal activities associated with this product. Ensure appropriate selection, testing and maintenance of equipment used to control exposure, e.g. personal protective equipment, local exhaust ventilation. Do not ingest. If swallowed then seek immediate medical assistance.

Hygiene measures

Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.

Individual Protection Measures**Personal protective equipment****Eyes / face**

Chemical splash goggles are recommended. However, if a local risk assessment determines that chemical splash goggles may not be required, safety glasses should be selected to provide adequate eye protection. If splash potential exists, add the use of a face shield.

Skin

Wear disposable nitrile gloves for incidental contact. For more substantial contact, wear thicker nitrile or other similar oil-resistant gloves. Wear protective garments, such as a chemical apron, chemical resistant coveralls, or chemical resistant coat and pants, along with impervious oil-resistant boots. Remove soaked protective equipment, decontaminate with soapy water, and rinse thoroughly before reuse. Note: product will cause natural rubbers to degrade at a very rapid rate. Such protective equipment will need to be carefully inspected after decontamination to see if it is still in serviceable condition. Any defective or worn out equipment should be immediately discarded.

Respiratory

No exposure limits are available for this product as a mixture, but appropriate organic vapor or supplied air respiratory protection may be worn if irritation or discomfort is experienced. Where required, respiratory protection must be provided and used in accordance with all local, state, and federal regulations.

Section 9 – Physical and Chemical Properties

Appearance - Physical State:	Liquid	Appearance - Color:	Clear to yellow/green tint (<i>May also be colored red – if sold for off road use</i>)
Odor:	Odorless to mild paraffin	Odor Threshold:	No information available
pH:	No information available	Melting/Freezing Point:	No information available
Boiling Point/Range:	150-315° C (300-600° F)	Flash Point:	>60° C (>140° F)
Evaporation Rate:	No information available	Flammability (solid/gas):	No information available
LFL:	0.6%	UFL:	4.7%
Vapor Pressure:	<0.3 mmHg @ 20° C	Vapor Density:	>1 (air=1)
Relative Density @ 15° C:	0.77 – 0.79 g/ml	VOC:	No information available
Solubility (H₂O):	Insoluble	Solubility (other):	No information available
Auto Ignition Temp.:	No information available	Decomposition Temp.:	No information available
Viscosity (at 40° C):	1.9 – 4.1 cP	Partition coefficient (n-octanol/water) :	No information available



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Section 10 – Stability and Reactivity

Reactivity	When handled and stored appropriately, no dangerous reactions are known
Chemical stability	Stable in closed containers at room temperature under normal storage and handling conditions. Hazardous polymerization will not occur.
Possibility of hazardous reactions	When handled and stored appropriately, no dangerous reactions are known. If product is heated beyond its flash point, vapors can cause a flash fire. See Sections 5 and 6 regarding spontaneous combustion of product-saturated absorbent materials.
Conditions to avoid	Ignition sources, accumulation of static electricity, heating product to its flash point, or allowing the product to cool below its melting point (otherwise it may solidify and not be transferable until it is reheated).
Incompatible materials	Keep away from strong oxidizing agents, strong reducing agents, strong acids, and strong bases.
Hazardous decomposition products	Carbon monoxides, carbon dioxide, nitrogen oxides, hydrocarbons, water vapor

Section 11 – Toxicological Information

Likely routes of exposure	Absorption, ingestion, and inhalation
Symptoms	
Inhalation	Coughing or irritation (vapor, mist, or aerosols)
Ingestion	Nausea, vomiting, or feeling unwell
Skin contact	Redness, or irritation
Eye contact	Redness or irritation and tearing
Acute toxicity	
Oral	No information available
Dermal	No information available
Inhalation	No information available
Skin corrosion / irritation	No testing was available. However, prolonged or repeated skin contact may irritate the skin and produce dermatitis.
Serious eye damage / eye irritation	No testing was available. However, oil mist may irritate the eyes.
Sensitization (<i>Respiratory or Skin</i>)	No information available
Germ cell mutagenicity	No information available
Carcinogenicity	No information available
Component carcinogenicity	No information was available for the listed components of this product. However, IARC, NTP, and NIOSH list diesel exhaust particulates as a possible carcinogen.



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Reproductive / developmental toxicity	No information available
Specific target organ toxicity	No information available
Single exposure	No information available
Repeated exposure	No information available
Aspiration hazard	Due to kinematic viscosity below 5.0 cSt, OSHA regulations state this product may be fatal if it is swallowed and then enters the airways.

Section 12 – Ecological Information

Acute ecotoxicity - short-term exposure





Fish	No information available
Invertebrates	No information available
Algae	No information available
Persistence and degradability	Biodegradation at >44% (per ASTM D5864-05)
Bioaccumulative potential	No information available
Mobility in soil	No information available
Other adverse effects	No information available

Section 13 – Disposal Considerations

Disposal (<i>waste / unwanted product</i>)	If the material is spilled to soil or water, characteristic testing of the contaminated materials is recommended. Further, this material, once it becomes a waste, may be subject to the land disposal restrictions in 40 CFR 268.40 and may require treatment prior to disposal to meet specific standards. Consult federal, state and local regulations to ensure they are followed.
Disposal (<i>containers with residue</i>)	Container contents should be completely used and containers should be emptied prior to discarding. Containers must be disposed in compliance with federal, state, and local regulations. To assure proper disposal of empty containers, consult federal, state and local regulations and disposal authorities.

Safety Data Sheet (SDS)

Section 14 – Transport Information

	International	Domestic
ID Number	UN1202	NA1993
Proper Shipping Name	Diesel fuel	Combustible liquid, n.o.s. (Renewable Diesel)
Transport Hazard Class	3	Comb liq
Packing Group	III	III
Placard	Flammable Liquid	Flammable Liquid
Marine Pollutant	No	No
Transport in Bulk Requirements	242 (see 49 CFR §173.242)	241 (see 49 CFR §173.241)
Special Transportation Precautions	No information available	No information available
Special Note	This material may be reclassified as a combustible liquid (49 CFR 173.120(b))	
Shipping Label		
Placard (Shipment by truck or rail in bulk)		

Section 15 – Regulatory Information

Inventory Listings

- DSL Listed Exempt
TSCA Listed Exempt

U.S. Federal Regulations

CERCLA: This material, as supplied, does contain some substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). Although there is a “petroleum exclusion” clause which exempts crude oil (along with fractions of crude oil and products – both finished and intermediate) from the CERCLA 103 reporting requirements, there may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material.

Clean Water Act: This product contains chemical(s) regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42):

SARA 311/312 Hazard Categories:

Hazard Class	Hazard Category
Skin Irritation	Category 2
Eye Irritation	Category 2A
Aspiration Hazard	Category 1
Flammable Liquid	Category 4




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U.S. State Regulations

California Proposition 65:

 This product can expose you to chemicals including [name of one or more chemicals], which is [are] known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov

Fuels, diesel, No 2 (diesel engine exhaust is listed as a possible carcinogen)

U.S. State Right-to-Know Regulations:

New Jersey Component	US New Jersey Worker and Community Right-to-know Act (New Jersey Statute Annotated Section 34:5A-5) CAS Number
Fuels, diesel, No 2	68476-34-8

Pennsylvania Component	US Pennsylvania Worker and Community Right-to-know Law (34 PA. Code Chap. 301-323) CAS Number
Fuels, diesel, No 2	68476-34-8

Section 16 – Other Information

Issuing Date: Jan 20, 2014

Revision Date: March 9, 2020

Version #: 20200309

NFPA:

1	Health
2	Flammability
0	Reactivity

Revision Note: Modified the CAS number for methyl esters in Section 3.

WARNING: POTENTIALLY HAZARDOUS MATERIAL. IMPROPER USE OR MISHANDLING CAN RESULT IN SERIOUS INJURY OR DEATH. THIS PRODUCT CONTAINS SUBSTANCES WHICH, IF MODIFIED, MAY BE FLAMABLE AND MAY BURN OR EXPLODE IF HEATED OR EXPOSED TO FLAME OR OTHER IGNITION SOURCE OR WATER, OXIDIZING AGENTS, ACIDS OR OTHER CHEMICALS. AVOID INGESTION, INHALATION AND CONTACT WITH SKIN AND EYES.

Disclaimer:

The information provided on this SDS is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guide for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered as a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other material or in any process, unless specified in the text.

End of SDS



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Resolution		
Title	Urban Containment Boundary Designation.		
Author	Fred Bain and Neville Abbott	Reviewed By:	Fred Bain and Neville Abbott
Date	December 09, 2021	Version	
Issued for	RCM December 14, 2021		

Proposed Resolution

THAT Council directs staff to proceed with the Regional Context Statement Amendment Request process outlined by Metro Vancouver correspondence dated, Monday 2021-11-15; and THAT Council directs staff to draft the OCP Amendment Bylaw, reflecting changes to the Regional Context Statement as recommended by Council; and THAT upon completion of the public hearing process, subsequent reading of the OCP amendment and changes to the Regional Context Statement, Council directs staff to notify Metro Vancouver THAT the Village of Lions Bay seeks to amend its land use designation from “general urban” to “rural” to reflect the will of the community based on the results of the November 2021 results from the Have Your Say survey, and that the Urban Containment Boundary be altered in line with this change.

Preamble

Council conducted public consultation asking residents, in terms of how we live and how Metro Vancouver Regional District (“Metro”) defines the “general urban” and “rural” designations, does the community believe we are “urban” or “rural”;

535 responses were received, a representative and significant number, and that 91% of respondents were in favour of a “rural” designation for the Village of Lions Bay;

Council asked for and received clarity in pathways, from Metro staff, for applying to leave the UCB.

The Official Community Plan (OCP) (Bylaw Number 408, 2008, as amended) already supports and reflects the wishes of the community to retain a “rural” character vs “urban”;

The Village of Lions Bay Regional Context Statement (RCS) inserted in 2016 does not accurately reflect the wishes of the community.

Council Direction:

Inform Metro without further delay that the Village of Lions Bay seeks to amend its land use designation to “rural” to reflect the will of the community and that the UCB be altered in line with this change.

To this end Council will provide draft amendments to the RCS and justification for change at the first Regular Council Meeting in January.

FOLLOW UP ACTION AND COMMUNICATION Per Council direction



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MEETING OF THE BOARD OF VARIANCE TUESDAY, JUNE 1ST, 2021 AT 6:30PM. VIA ZOOM VIDEO CONFERENCE

In Attendance: Board of Variance Members: Ian Mackie, Peter Wreglesworth, Morgan Gatto
Staff: Susan Loutet, BOV Secretary

Applicant: Owner: Pardeep Sangha – 55 Kelvin Grove Way
Owner’s Representative: Jossy Sandjaja

Applicant: Owner: Eric & Janice Upenieks – 35 Kelvin Grove Way
Owner’s Representative: Mike Lightbody

Applicant: Owner: Randi & Melisa Byrne – 255 Oceanview Rd

1. Call to Order
BOV Secretary called the meeting to order at 6:35 p.m.
2. Approval of the Agenda
All in favor
3. Minutes – BOV Meeting March 4, 2021
Moved/Seconded
THAT these BOV Meeting minutes of March 4, 2021 be approved as circulated.
4. New Business: Application’s to be heard:
 - (1) Civic Address: 55 Kelvin Grove Way, Lions Bay, BC
Legal Description: Lot 50, Block B, Plan 18530, DL 1575
Owner: Pardeep Sangha
Request: Approval sought for Front Yard Variance of 21.5 ft from 25 ft to 3.5 ft
Per Zoning Bylaw 520,2017 sec 7.5.1
AND
Approval sought for Height Variance for a flat roof of 3.5 ft from 25 ft to 28.5 ft
Per Zoning Bylaw 520,2017 sec 7.8.1
 - (2) Civic Address: 35 Kelvin Grove Way, Lions Bay BC
Legal Description: DL 1575, Plan 84147
Owners: Eric Upenieks, Janice Tayler, Edward Upenieks
Request: Approval sought for Front Yard Variance of 8.5 ft from 25 ft to 16.5 ft

AND

Approval sought for Rear Yard Variance of 8.5 ft from 25 ft to 16.5 ft

Both Per Zoning Bylaw 520,2017 sec 7.5.1

- (3) Civic Address: 255 Oceanview Road, Lions Bay, BC
 Legal Description: Lot 27, Block 8, Plan 13843, DL 6748
 Owners: Randi & Melisa Byrne
 Request: Approval sought for Front Yard Variance of 19 ft from 25 ft to 6 ft
 Per Zoning Bylaw 520,2017 sec 7.5.1

5. Discussion (1) 55 Kelvin Grove Way

Jossy Sandjaja, representative of owner Pardeep Sangha of 55 Kelvin Grove Way, presented the variance application for 55 Kelvin Grove Way. They are applying for a 21.5 ft front yard variance and a 3.5 ft height variance for a flat roof to accommodate a new build. The hardship is notably that the property is very steep; the driveway would be over 25% grade if a normal build. The Geotech Report supports the application for the variances and describes the physical setting dealing with a slope of up to 40% and elevation difference is approximately 18 metres (54ft) from east side to west side of the property. There is a precedent for this further up the street with similar conditions and bringing the house forward with a smaller front yard.

6. Decision

The Board of Variance, grants the application as sought. The variances in respect to the front yard variance sought from 25 ft to 3.5 ft and Height variance of 3.5 ft for a flat roof from 25 ft to 28.5 ft based on the hardship in this circumstance that the topography of the property in question. The Geotechnical Report Dated March 2, 2021 states that the slope can be up to 40 degrees and that the elevation difference between the east and west side of the property is 18 metres or 54 ft.

7. Discussion (2) 35 Kelvin Grove Way

Mike Lightbody, architect for 35 Kelvin Grove Way, presented for the owners Eric Upenieks, Janice Tayler & Edward Upenieks. The variance sought is for the front yard of 8.5 ft from 25ft to 16.5ft and rear yard variance of 8.5ft from 25ft to 16.5ft to accommodate building this new build residence. This variance is requested because only 1/3 of property is buildable on this triangulated corner lot. Several sitings were considered for this new build, with the key element being to keep the house as low as possible and down the hill side, so that the view for the houses across the street was not impeded. These two elements, the triangulated corner lot and keeping the house low played a role in the placement of the house on the lot.

Richard David, neighbour, of 20 Kelvin Grove Way, asked what their allowed for bylaw height requirement is – Mike Lightbody answered, that 30ft is allowed. On the plans the house is 16ft at street level. Ian Mackie, BOV Chair, advised that the owners of 35 Kelvin Grove Way were not seeking a height variance.

George Liu, neighbour of 30 Kelvin Grove Way, asked what the plans were for landscaping. He asked whether all the trees on the lot were being taken down? Eric Upenieks, owner, advised, their plan is to maintain as many trees as possible and preserve the nature around the house as an integral part of Lions Bay. Many of the trees will stay between 35 and 55 Kelvin Grove Way.

8. Decision

In the circumstances the Board of Variance grants the application in respect of 35 Kelvin Grove Way, as sought for a Variance of 8.5ft for Front and Rear yard setbacks, from 25ft to 16.5ft. Hardship dictates the granting of the Variance that only 1/3 of the lot is buildable and shape of the lot dictates the requirement for the Variance.

9. Discussion (3) 255 Oceanview Rd

Randi Byrne, owner, advised that currently to get to their front door you have to go down a considerable number of stone steps and they are concerned about safety. They have no driveway at the moment, which will be rectified when the landscaping and new driveway is complete, if the variance is granted. The parking at the moment is on the street, because of the way VOLB property cuts into the lot on an angle. This is the only possible area for a driveway and parking spot and carport as the septic system is at the back of the property, which would have been the only other area the driveway and carport could have been placed. The Board members were sympathetic to the difficulty and challenging topography of the site and to neutralize the impact of the dangerous steps and realize that is the only area on the property for the driveway, carport and parking.

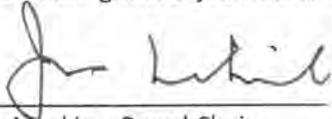
10. Decision

In the circumstances this application for a Front Yard Variance of 19ft from 25ft to 6ft, is granted in the form sought and hardship is the steep slope of the property from top to bottom and as well this being the only location this carport can be built on the property, as the lower part of the property is covered by the septic field and would not permit construction on it.

9. Adjournment
Moved/Seconded

THAT the meeting be adjourned.

The meeting was adjourned at 7:10 p.m., June 1st, 2021



Ian Mackie – Board Chair

Susan Loutet – Board Secretary

19/11/21

Date Adopted:

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MEETING OF THE COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 30, 2021 AT 4:00 PM AND DECEMBER 1, 2021 AT 4:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY AND VIA ZOOM VIDEO CONFERENCE

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott (via video conference)
Councillor Fred Bain (via video conference)
Councillor Norm Barmeier
Councillor Jaime Cunliffe (via phone at 4:18 pm; in person at 5:27 p.m.)

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

Public: 11

1. Call to Order

Mayor McLaughlin called the meeting to order at 4:02 p.m. on November 30, 2021.

2. Adoption of Agenda

Discussion ensued on amendments to the agenda.

Moved/Seconded

THAT item 5Aiv Land Designation Under Metro's Regional Growth Strategy be deleted;

**Opposed: Mayor McLaughlin and Clr. Barmeier
TIE VOTE - MOTION FAILED**

Moved/Seconded

THAT the agenda be adopted, as amended.

CARRIED

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

A. Brenda Broughton

B. Broughton commented on her opposition to obtaining an engineer for a rail crossing study citing anecdotal evidence of dangerous incidents.

4. Schedule

Village of Lions Bay Strategic Planning-2022 Priority Setting (Day 1/Day 2)

CAO DeJong provided an overview of the schedule for Strategic Planning.

5. Reports

A. Staff

- i. CAO: Information Report – Corporate Strategic Planning and 2022 Priority Setting

CAO DeJong provided an overview of the Corporate Strategic Planning and 2022 Priority Setting report, noting:

- Council and staff roles
- Timing of general election – preparation to begin in the summer
- Overview of five key goals and timelines; short-term means commenced and progressed within one to two years; immediate means to be completed within 7-9 months.

Councillor Cunliffe joined the meeting by phone at 4:18 pm

- ii. PWM: Infrastructure Master Plan – 2021 Year-End Status Summary

PWM Jaffer presented the Infrastructure Master Plan – 2021 Year-End Status Summary, noting:

- Aged watermains on Bayview: asbestos cement watermain, when deteriorated is a health concern and is a top priority, followed by cast iron
- SCADA system has aged components
- Requirements for rail intersection changes
- Bayview and Oceanview section of roads

CFO Rooke noted:

- An overview of how past projects were funded
- Grants are scarce and oversubscribed for infrastructure; staff will continue to pursue grants and loans and draw from reserves
- Wastewater projects are not considered green; grants looking for conservation of water
- Requirements for sustainability aspects in projects for grants are increasing
- Having a funded asset management plan is looked on more favourably for grants
- Continuing to work on asset management plan and trying to make projects green may help with obtaining grants
- Can no longer rely on grants in 5-year plan

- 3rd phase of ICIP is final phase; grants are changing; increasingly competitive
- Grants requiring evidence of funding for replacement

Discussion ensued on:

- Ideas for obtaining grants; rural dividend fund
- Descoping projects

PWM Jaffer noted:

- if projects are to be done internally, then descoping would be considered
- other infrastructure projects that do not have grant funding are upcoming and critical

Discussion ensued on:

- Federal funding reserve impacts from communities that have experienced disasters
- Lions Bay successes: Klatt, Beach Park, Connector
- Internal focus for funding; look at what is most important
- Difficulty in obtaining grants due to federal funding going to disasters
- Watch dollars, think creatively
- Potential for revenue from energy – opportunity to make water projects “green”
- Keeping open mind

PWM Jaffer noted:

- water meter installations have been removed from grant programs
- opportunities for energy from water
- overview of requirements from Transport Canada for an engineering study and cost; national standards

Discussion ensued on:

- Safety impacts of stop sign removal
- Caution towards Council statements on rail safety due to liability – Council expertise not within rail safety

CAO DeJong continued with an overview of the priority list, noting

- Interest from CAC member to aid with wildfire protection
- PHD student to help with UBC water study

PWM Jaffer noted the steps required to onboard with Recycle BC and next steps to prepare an RFP for waste collection with input from Climate Action

Committee (CAC) and Bear Smart Team. PWM Jaffer will connect with CAC when information is obtained from Recycle BC.

CAO DeJong continued with an overview of the priority list.

Discussion ensued on where Council should focus priorities. CAO DeJong noted that items will be presented during the budget discussion and that some items are operational and underway.

Staff noted Council's financial goals:

- CFO Rooke provided an overview of grant application submissions
- Referendum and consultation requirements should Kelvin Grove lot be considered for development

Councillor Cunliffe joined the meeting in person at 5:27 pm

Discussion ensued on Council's priorities for financial goals, noting:

- Kelvin Grove parking lot not a priority
- short year approaching
- creativity required
- ongoing discussion with Province regarding public works yard
- caution to spending money
- taxation
- operational efficiency with upgrades; requires money to save money

CFO Rooke noted that Council directs staff on budgeting allocations and recommended doing so in a Committee of the Whole meeting; staff does not arbitrarily add a percentage to the budget.

CAO DeJong provided an overview of the informed and engaged public communications priority actions and item 5Avii was considered at this time

- Suggestion to revisit the implementation of new communication platform
- Municipal Coordinator presented an overview of item 5Avii, noting the changes in demand for online communication and provision of tools to increase staff accessibility and effectiveness.

Discussion ensued on:

- Updates to website
- Concern with staff time and cost
- Cannot have it both ways: ask for more engagement and not deliver a tool
- Have your say in staff time

- Effectiveness
- Number of people who communicate with the Village
- Engagement with community: few and far between and effective
- Pilot project; bring back for consideration with budget items

Public Participation

A. Brenda Broughton

B. Broughton commented on her opposition to development at Kelvin Grove parking lot and a new engagement platform. She also noted that people would be invited to provide input on design of the Lions Bay Beach Connector.

Mayor McLaughlin noted that changes to the Kelvin Grove Parking Lot would not proceed and that the Connector project is in its early stages.

B. Michael Broughton

M. Broughton provided his concern with communications platforms, how development takes place and the results of the housing study.

Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Disposition of Assets
- B. Proposed Services
- C. Labour Relations
- D. Such other strategic matters as Council considers could reasonably be expected to harm the interests of the municipality if they were discussed in public

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*, 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, which it does;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, which it does;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, which it does;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

The meeting was closed to the public at 6:15 p.m.

The meeting was re-opened to the public at 7:26 p.m.

Reporting Out from Closed Portion of Meeting

None

Moved/Seconded

THAT Council recess the meeting until December 1, 2021 at 4:00 p.m.

CARRIED

The meeting was reconvened on December 1, 2021

In Attendance:

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

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

Public: 8

Call to Order

Mayor McLaughlin called the meeting to order at 4:02 p.m. on December 1, 2021.

(add CAC items)

Public Participation

- A. Brenda Broughton
 - B. Broughton commented on the letters sent on rail stop signs and provided her concerns on rail safety and stop signs.
- B. Marcus Reuter
 - M. Reuter commented on Urban Containment Boundary (UCB) issue, noting democratic processes and resident feedback and urging Council to move forward as soon as possible.
- C. Marek Sredzki
 - M. Sredzki commented on public feedback on the UCB issue, noting that the matter is for Council and resident decision.
- D. Michael Broughton

M. Broughton commented on community consultation for housing, his concern on the Bang the Table platform for communication, rural certification not to circumvent air quality, and looking for savings in addition to looking for revenue generation in the budget.

Councillor Abbott proposed consideration of waiving of fees for secondary suites to open up accommodation in the Village for firefighter.

CFO Rooke noted the process for secondary fees:

- statement in the Official Community Plan that would require revision
- objective to investigate possibilities in 2022
- previous committee feedback: to maintain fees
- recommend public consultation, initiate with utility bill
- timing tight on getting public input for preparing fees

Discussion:

- Recommendation that fees are waived for renters who rent to firefighters next year and consider expanding in 2022
- Good idea for firefighters
- Recommendation to be presented on 14th

CAO DeJong continued with the priority list under Supported Community Planning:

- Council can set a date for a Committee of the Whole to discuss DPAs for geohazards and staff will recommend a date at the December 14th meeting (subsequent meeting can be arranged later to hear from subject matter expert)
- public works yard update
- overview of requirements of the housing needs assessment report and item 5Aiii was considered at this time

Discussion ensued on:

- housing study not relevant to Lions Bay, lack of infrastructure support
- community not qualified to support social housing
- based on dated data

CAO DeJong noted that the deadline to submit the housing report to the Province is April 2022

Discussion ensued on:

- holding off until new census data available in February
- consultant still has time and budget to come back; Council still has questions
- BC assessment numbers more current
- Provincial expectation: need to review report and comment on report
- data relevancy

Staff to bring back information at the December 14, 2021 Council meeting.

CAO DeJong continued presenting the priority list and item 5Aiv was considered at this time, noting:

- consideration of redesignation of land designation during an OCP review
- process for redesignation outlined in report
- expunging report: antithesis of transparency; Council does not have follow recommendations by staff, but required to receive information

Discussion ensued:

- action to take place in open meeting for decision and conclusion: end goal to get out of Urban Containment Boundary (UCB)
- intent not to remove item but to discuss and decide in regular Council meeting
- do a disservice to residents if deciding to go to full Official Community Plan (OCP) review
- overview of actions to be taken for land designation change to happen
- wood burning survey influence on UCB survey; survey did not address pro/con with request to development opportunities
- what should future development look like: policies need to be defined
- vision to be developed and defined: not there yet
- what's the rush: have not fully engaged public on housing and development
- issue derail Council instead of key goals: would like to see full OCP review
- dismay re: prepared statement by Mayor- Council should be discussing
- prioritization of resources and staff time: in the context of that: supporting community planning and important to hear from residents in terms of where it falls: not a high priority
- have heard from residents won't have benefit of infrastructure from urban; fundamental disconnect;
- do not see urgency, not a short-term issue
- resident feedback noted; will never have access to infrastructure
- by Metro's definition, Lions Bay seems rural

CAO DeJong the next steps outlined in the report: two options.

Council to discuss at next meeting.

CAO DeJong continued presenting the priority list, noting:

- EV funding update: currently seems like a challenge but coming in the future; requires a Village-wide strategy

Councillor Barmeier noted the following:

- potential opportunities for future alignment with grants in the future with respect to EV chargers; potential for revenue streams

- presented the CAC recommendations and priorities for Council consideration and item 5Di was presented at this time.

Item 5Av was considered at this time:

PWM Jaffer noted

- manufacturer tolerance for renewable fuel blending: no tolerance
- Equipment manufacturers: engines that they have certified for use for renewable fuels is only for newer engines; not for older engines
- concern for ability to do the job properly and ensuring equipment is not compromised; recommend going with consultant to get assurance for compatibility with engines
- City of Vancouver's fleet budget – multi-million dollars; mechanic department; engineering department that monitors fuel batches
- hesitancy is operational, not philosophical to ensure service level provision

Item 5Avi was presented at this time:

CAO DeJong continued presenting the priority list, noting that staff are going to be trained in EOC set up. Overview of suggestions for future directions.

Discussion ensued on:

- Importance of emergency planning
- Knowing who is trained in what
- Urgency and priority for emergency planning
- Drawing on local resources

CAO DeJong continued with an overview of the supported community planning, noting:

- overview of mutual aid agreements in terms of fire service levels
- opportunity to incentivize GHG reduction through policy; cannot regulate Building Act matters
- minimizing scope of inspections: heavier reliance on engineering schedules and certifications; minimizing what municipality is responsible for

Discussion ensued on:

- boulevard policy and beautification of the Village
- not one size fits all
- intra-regional transit still in discussion
- transit talks paused due to pandemic, gradual climb back to service levels- ridership levels, service levels and responsibility to residents in terms of transit

CAO DeJong noted that discussions continue on highway noise and pavement replacement with the Ministry of Infrastructure and Transportation

CAO DeJong noted that First Nation acknowledgement: what does it look like; need to find out from local first nations.

Mayor McLaughlin noted that he would reach out to First Nations leaders.

CAO DeJong concluded items on the priority list.

The following items were discussed in the order presented in the priority list:

- iii. CAO: Information Report - Housing Needs Assessment Report
See above for notes
 - iv. CAO: Land Designation Under Metro's Regional Growth Strategy
See above for discussion
 - v. PWM: Direction Request – Renewable Diesel Use by the Municipality
See above for discussion
 - vi. Deputy Emergency Program Manager: Info Report - Emergency Program
Status Update
See above for discussion
 - vii. Municipal Coordinator: Increasing Public Engagement and
Communications
Discussed on November 30th, see above
- B. Mayor
None
- C. Council
None
- D. Committees
- i. Climate Action Committee: Report to Council for Strategic Planning
See above for discussion

Councillor Abbott noted that a Bear Smart team needs to be formalized as a Committee and he would continue in the new year.

Councillor Barmeier noted there is still one vacancy for the Climate Action Committee, notification of which to be published in the Village Update and that he would bring forward a recommendation at the December 14th meeting.

Councillor Abbott noted he would revisit the Block Watch service.

- E. Emergency Services
None

6. Correspondence

- A. List of Correspondence relevant to Strategic Planning, if available
None

7. New Business

None

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

A. Brenda Broughton

B. Broughton questioned the diesel costs in 2019.

CFO Rooke noted that Lions Bay experienced a diesel theft.

9. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Disposition of Assets
- B. Proposed Services
- C. Labour Relations
- D. Such other strategic matters as Council considers could reasonably be expected to harm the interests of the municipality if they were discussed in public

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*, 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:

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- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality, which it does;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, which it does;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
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- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

The meeting was closed to the public at 6:00 p.m.

The meeting was re-opened to the public at 6:35 p.m.

10. Reporting Out from Closed Portion of Meeting

None

11. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:35 p.m.

Mayor

Corporate Officer

Date Approved by Council:

DRAFT

From: [Peter DeJong](#)
To: [Agenda](#)
Subject: Fwd: Surrey Regional Dispatch Monthly Report - Lions Bay
Date: Thursday, December 2, 2021 8:58:37 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](#)

Next agenda please. Thanks.

Peter DeJong
 Chief Administrative Officer
 Village of Lions Bay
www.lionsbay.ca

From: Fire Officer Report <fireofficerreport@surrey.ca>
Sent: Wednesday, December 1, 2021 4:16:31 PM
To: Peter DeJong <cao@lionsbay.ca>
Subject: Surrey Regional Dispatch Monthly Report - Lions Bay



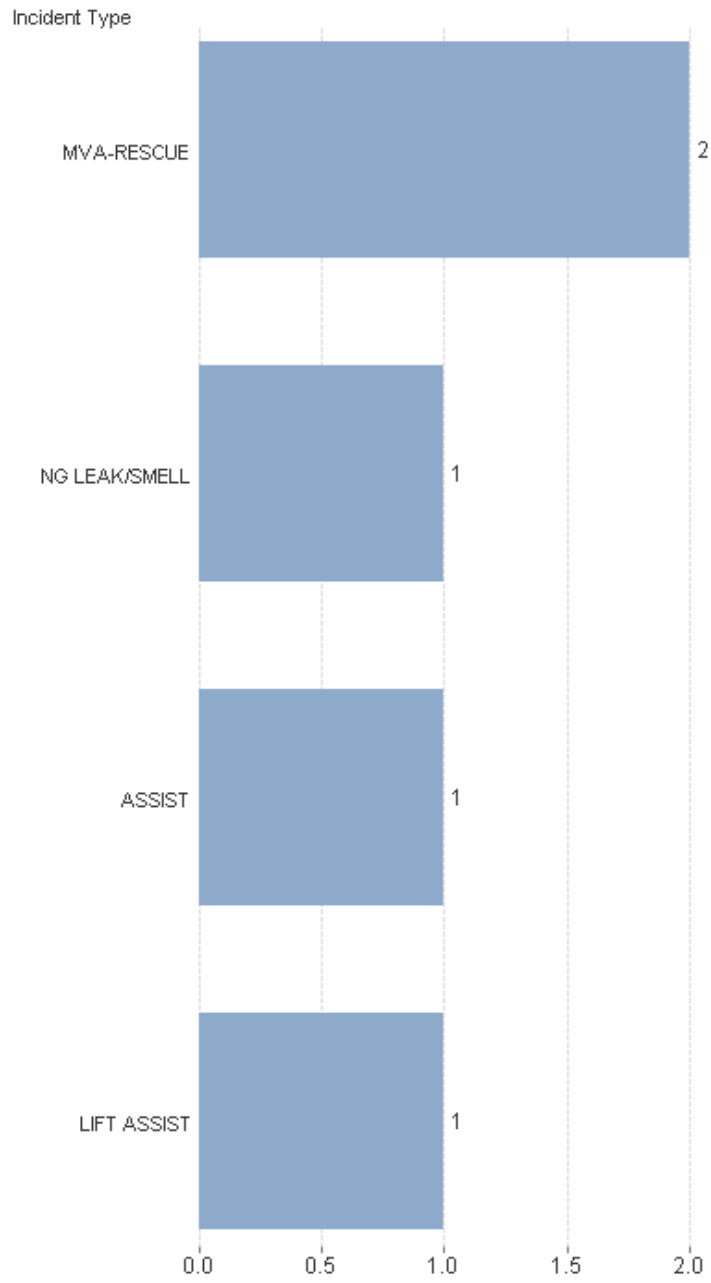
Surrey Regional Fire Dispatch Monthly Report LIONS BAY FIRE RESCUE

For month of Nov 2021

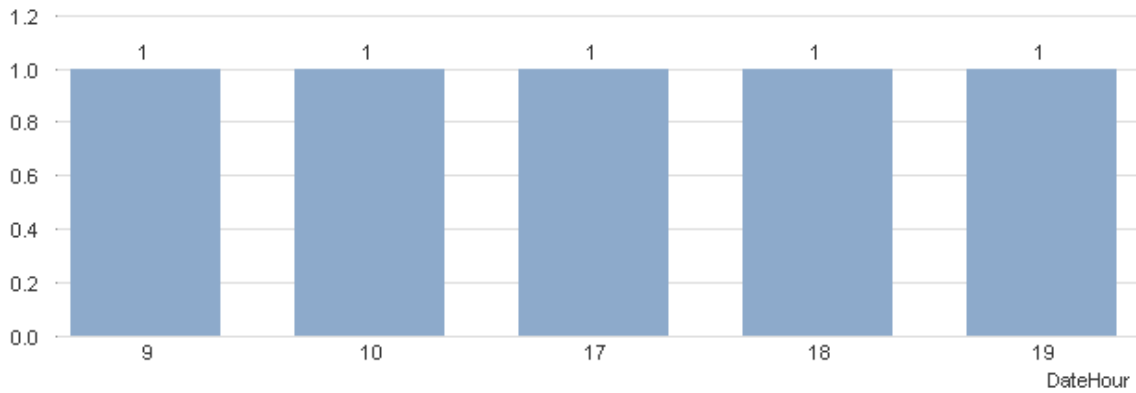
LIONS BAY FIRE RESCUE All Incidents: Frequency (Nov 2021)

Incident Volume		
Incidents 5	Apparatus 5	Attendees 35

LIONS BAY FIRE RESCUE
Incidents by Type: 5 (Nov 2021)



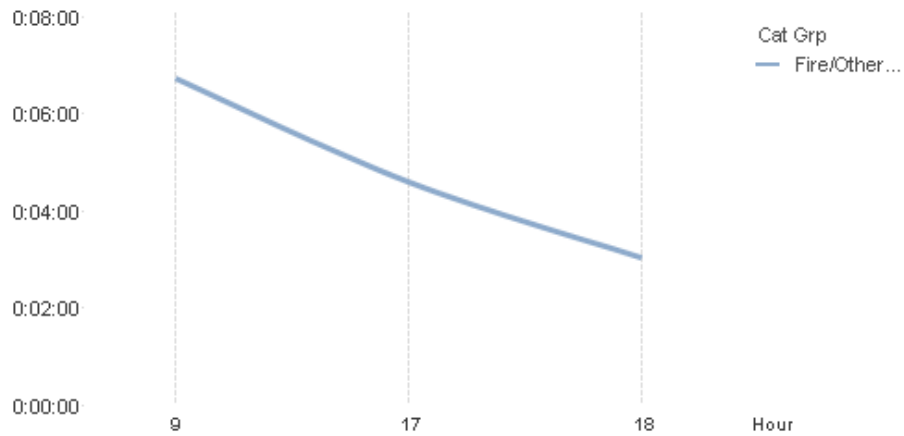
**LIONS BAY FIRE RESCUE
Incidents by hour of day (Nov 2021)**



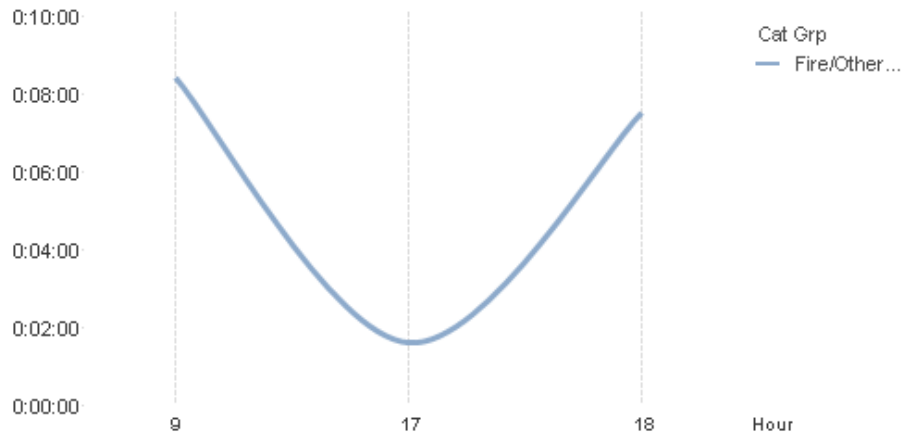
**LIONS BAY FIRE RESCUE
Emerg/1st on scene Incident Performance (Nov 2021)**

Apparatus Committed			Return
Turnout 06:17	Travel 08:14	On Scene 0:51:34	Return Qt

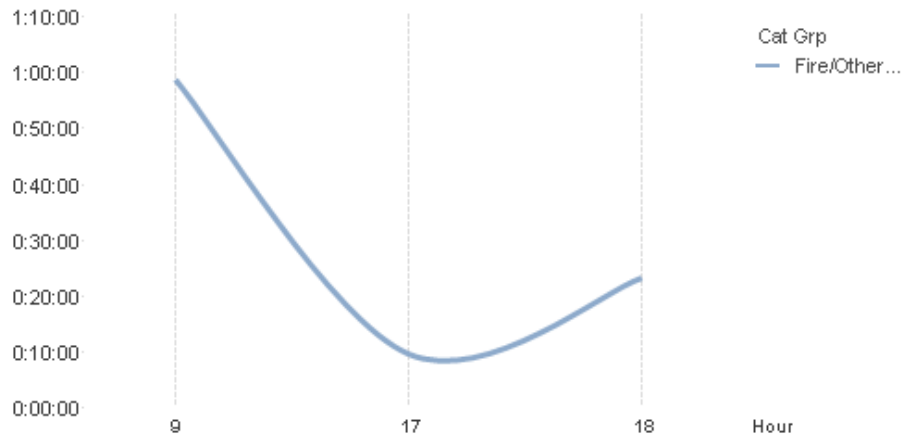
**LIONS BAY FIRE RESCUE
Turnout Time - 90th Percentile (Nov 2021)**



**LIONS BAY FIRE RESCUE
Travel Time to Scene - 90th Percentile (Nov 2021)**



**LIONS BAY FIRE RESCUE
Time On Scene until Return Quarter - 90th Percentile (Nov 2021)**



**LIONS BAY FIRE RESCUE
Truck Utilization (Nov 2021)**

AppUnit	AppName	Hours Committed	# of Days Selected	Hours Capacity	Utilization
LBE61	LB Engine 61	2	30	720	0%
LBE62	LB Engine 62	2	30	720	0%



November 18, 2021

Council of the Village of Lions Bay

Request for Waiver of Hall Rental Fee

Lions Bay Arts through our ArtSpark! Program for kids and youth is requesting the hall rental fees be waived for the winter program running for 1 hour from 3:45 to 4:45 every Monday between Jan 10th and Feb 14th.

Thank you for your consideration.

Regards,

A handwritten signature in black ink, appearing to read "U. Philips", is centered on a light-colored rectangular background.

Ute Philips

President, Lions Bay Arts

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021		
Author	Karla Duarte	Reviewed By:	Peter DeJong
Date	December 6, 2021	Version	
Issued for	December 14, 2021		

Recommendation:

(1) THAT Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021 be adopted.

Attachments:

- (1) Draft Fees Bylaw No. 497, 2016 Amendment Bylaw No. 602, 2021
- (2) Draft Bylaw No. 497, 2016 (Consolidation)

Key Information:

Fees Bylaw No. 497, 2016 is reviewed to ensure that fees are in alignment with current costs and other operational requirements. Amendment Bylaw No. 602 reflects the following changes:

1. Removing the fees for Lions Bay stickers, as those are not produced and have not been sold (or seen) for at least the last seven years.
2. Adding the cost for garbage tags, sales of which do take place regularly.
3. Clarifying the wording regarding construction values for building permits.
4. Amending the wording under Community Facility Rentals to be inclusive of ‘drop-in’ activities. Now that restrictions are lifting for activities, there has been an increase of requests for casual drop-ins for family or couple’s sport activities, children’s drop-in sessions that are of a general nature to let children play in a larger enclosed space under supervision, and children’s birthday parties that are less than four hours long. The fees did not provide a less than four-hour session, nor was it clear that an activity could include a couple dropping in to play casual sports within their ‘bubble’ or family group. These types of groups were neither non-profit nor for profit and therefore,



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

there is the amendment to generally include 'activities' that fit the examples provided within the bylaw.

5. Amending the fees of the bench dedication to reflect current costs. The cost of purchasing a bench has increased. The fees reflected in the bylaw include cost of installation, which is done by Public Works staff. For comparison, the same service at the City of Vancouver costs \$6,500.
6. Clarifying language in the bylaw for items such as adding + GST to the cost of the flag, improving the language for worksite permits to be more direct and inclusive of all types of contract workers, and other minor grammatical changes.
7. Amending language in Schedule 2 related to development, land and building, such as striking the plumbing fee, as the Village does not do plumbing inspections.

Options:

- (1) Adopt Bylaw 602.
- (2) Provide alternate direction to staff

Preferred Option: Option 1 is the preferred option. Some items are already taking place, such as the sale of garbage tags. Option 1 also helps to clarify the category and fees for hall rentals for casual drop-ins.

Follow Up Action: Should option one take place, the changes will be communicated with staff.

Communication Plan: Should adoption take place, the bylaw will be posted on the website.



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

List of Amending Bylaws

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

554	2(a)-(f)	Amends text and fees in schedules 1, 2, 3, 5, 6 and 7	December 18, 2018
563	2(a)-(b)	Amends Extra Annual Parking Permit description and Parking Meters Fees in schedule 5	May 14, 2019
567	2(a)-(h) 3	Amends schedules 1-8 Punctuational changes	December 17, 2019
584	2 & 5	Amends text in Schedule 2 Amends fees in Schedule 5 for Sunset Trailhead	July 28, 2020
585	Part 5 & Schedule 1, 5 & 6	Amends text in Part 5, section 4A Amends text in Schedule 1 Amends text in Schedule 5 Amends text and fees in Schedule 6	December 15, 2020
590	Schedule 1	Amends the cost of Biodegradable Organics Bags	February 9, 2021
599	Schedule 5	Adds fees for paid on street parking	April 13, 2021
606	Schedule 1	Change fee for Lions Bay Flags	June 15, 2021
<u>602</u>	<u>Schedule 1, 2, 5, 6, and 9</u>	<u>Amends text in Schedules 1,-2 and 5; adds fee for garbage tag in Schedule 1; amends text for Schedule 6; amends fee for Schedule 9</u>	

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]
[Amended by Bylaw No. 585]
5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
6. Building Regulation Bylaw 234, 1994:
- (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
- (b) The existing Section 21 is hereby renumbered as Section 21(b);
- (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
- (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
7. Animal Control and Licencing Bylaw No. 461, 2014:
- (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
- (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
9. Traffic and Parking Bylaw No. 413, 2009, as amended:
- (a) The following is inserted as Section 35: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".

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

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

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

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

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

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

Part 6 – EFFECTIVE DATE

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

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

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
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
Property Tax and Utility Information:	
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
Lions Bay Flag	\$110 + <u>GST</u>
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Biodegradable Organics Bags	At Cost + GST
<u>Garbage Tags</u>	<u>\$4</u>

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

[Amended by Bylaw No. 585]

[Amended by Bylaw No. 590]

[Amended by Bylaw No. 606]

[Amended by Bylaw No. 602]

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan Amendment (Residential)	\$2,500 or \$3,000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2,500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2,500 for first 465 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 <u>not the applicant's estimated cost of construction</u>):	
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, & 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"> • Up to \$10,000 • Up to \$50,000 • Up to \$250,000 • Greater than \$250,000 	\$500 \$1,500 \$3,000 \$5,000
Damage Deposit (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 Application	\$400
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400
For discharge of Section 219 covenant placed according to the Land Title Act	\$100
An application for the soil deposit or removal of more than 27 cubic meters (m ³) and up to 45 m ³ of in any one year.	\$100 (non-refundable)
Any application for the soil deposit or removal of more than 45 m ³ and up to 90 m ³ in any one year.	\$200 (non-refundable)
Any application for the soil deposit or removal of more than 90 m ³ and up to 180 m ³ in any one year.	\$400 (non-refundable)
Any application for the soil deposit or removal of more than 180 m ³ 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]

[Amended by Bylaw No. 602]

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 th 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 th 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 valid for three months. — Obtainable by homeowners and contractors working in Lions Bay. obtainable by homeowners or construction managers on projects, a Allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Daily parking permit – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.6-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$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

FEES FOR ON STREET PARKING

Description	Fee
Paid on-street parking	\$2/hour or portion thereof up to a maximum of \$16 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]

[Amended by Bylaw No. 585]

[Amended by Bylaw 599]

| [\[Amended by Bylaw 602\]](#)

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

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

Description	Fee*
<p>Hall Rental for private events: Examples of use: dances, weddings, ceremonies, <u>parties</u>, etc.</p> <p>Prior day hall rental set-up fee (subject to availability):</p>	<p>\$125 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>Hall Rental for children's Birthday partiesActivities <u>Examples of use: children's birthday parties, drop-in, casual</u></p>	<p>\$50 per event (maximum 4 hours) <u>\$25 per event (maximum 2 hours)</u></p>
<p>Hall Rental for program use: Examples of use: programs run by an instructor for a fee</p>	<p>20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.</p>
<p>Hall Rental for non-profit groups: Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. Example of use: badminton, volleyball for community members</p> <p>Additional fee for events exceeding the maximum</p> <p>Non-profit community groups (single event) Example of use: strata/ board meetings</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 <u>under 19 years of age</u> must be supervised by an adult while using Village facilities.</i></p>
<p>Meeting Room Rental (accommodates up to 10 persons): Council Chambers (former library) or another room upstairs</p>	<p>\$10 per hour (2 hour minimum)</p>
<p>Rental of Tennis Courts for Program Use (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>Cancellation Fee:</p>	<p>Refer to policy: POL-1408 Refunds & Cancellations</p>

<p>Staff Assistance (assemble & disassemble equipment on-site – excluding stage):</p> <p>Stage (assemble & disassemble):</p> <p>Sound System:</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>Equipment Rental Rates (for off-site use):</p> <p>Table rental</p> <p>Chair rental (No outside use of chairs without explicit written authorization)</p> <p><i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i></p>	<p>\$10 each</p> <p>\$1 each (\$10 minimum)</p>
<p>Deposit for facility / equipment rental:</p>	<p>\$100 / \$150 if alcohol being served or sold</p> <p>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]
 [Amended by Bylaw No. 585]
[Amended by Bylaw No. 602]

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

Description	Fee
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

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 nd inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 rd 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

Description	Fee
Bench Dedication	\$1, 750 500 - \$ 21,00 750 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 st \$150 if paid after March 31 st , but before May 31 st (after May 31 st , boat will be seized and removed) <i>*If a new boat space is obtained after March 31st, the \$150 permit fee shall be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 st .	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Amendment Bylaw No. 602, 2021

Adopted:

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

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

Email: office@lionsbay.ca Web: www.lionsbay.ca

Fees Bylaw No. 497, 2016

Amendment Bylaw No. 602, 2021

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. 602, 2021”.
2. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 602, 2021 is hereby amended as follows:
 - (a) In Schedule 1 – General Administration,
 - (i) Strike the Lions Bay stickers, \$2
 - (ii) Add “+ GST” to the cost of the Lions Bay Flag
 - (iii) Add Garbage Tags, \$4
 - (b) In Schedule 2 – Development, Land and Building Services
 - (i) Add the following to “Building Permits (based on value of construction)”:
“- not the applicant’s estimated cost of construction)”
 - (ii) Strike “Plumbing Fee, \$100 plus \$25 for each fixture
 - (iii) For Encroachment Agreements, strike the word “Unregistered” and add the word “Application”

In Schedule 5 – Traffic & Parking Fees, under Worksite parking permit,

- (i) Strike “Worksite parking permit for building site workers for three months – obtainable by homeowners or construction managers on projects – allows parking in “permit parking” zones” and substitute “Worksite parking permit - valid for three months. Obtainable by homeowners and contractors working in Lions Bay. Allows parking in “permit parking” zones”.

(c) In Schedule 6 – Community Facility Rentals,

- (i) Under Hall Rental for private events, add “parties” in the examples
- (ii) Under Hall Rental for children’s Birthday parties, strike “children’s Birthday parties” and substitute “Activities”
- (iii) Under Hall Rental for children’s Birthday parties, add “Examples of use: children’s birthday parties, drop-in, casual sports”
- (iv) Under Hall Rental for children’s Birthday parties, add “\$25 per event (maximum 2 hours)”

(v) Under Hall Rental for non-profit groups, add “under 19 years of age” under the description for the fee rate

(d) In Schedule 9 – Memorials and Dedications

(i) Increase the Fee to \$1,750 - \$2,000

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

READ A FIRST TIME November 16, 2021

READ A SECOND TIME November 16, 2021

READ A THIRD TIME November 16, 2021

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 602, 2021 as adopted.**

Corporate Officer

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Regular Council Meeting

General Correspondence:				
Date Rec'd	FROM	TOPIC	ACTION	Page No.
15-Nov-21	G1 Ministry of Municipal Affairs	Bill 26	For information	1
15-Nov-21	G2 MP Weiler	Constituency Youth Council	For information	9
17-Nov-21	G3 S. Haider	Parking Ticket	For information	10
17-Nov-21	G4 Metro Vancouver	Request from City of Surrey - 228 175A Street	For information	11
17-Nov-21	G5 Metro Vancouver	Request from City of Surrey - South Campbell Heights	For information	29
17-Nov-21	G6 Metro Vancouver	Request from City of Surrey - Cloverdale Hospital Site	For information	63
17-Nov-21	G7 City of Pitt Meadows	Railway and Industrial Operations Taxation	For information	81
24-Nov-21	G8 MP Weiler	New Horizons for Seniors Program	For information	83
25-Nov-21	G9 City of Coquitlam	Comments on Metro 2050	For information	84
2-Dec-21	G10 BC SPCA	Rodenticide prohibition	For information	92
18-Nov-21	G11 E-Comm Professionals of BC	Challenges faced at e-comm	For information	95
6-Dec-21	G12 MP Weiler	Enabling Accessibility Fund	For information	105
15-Nov-21	G13 Forest Enhancement Society of BC	Update on projects	For information	107
10-Dec-21	G14 Translink	service expansion	For information	108
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Resident Correspondence:				
Date Rec'd	FROM	TOPIC	ACTION	Page No.
November 16 & 29	R1 Hana and Magnus B	Human Feces	Requesting that toilets be placed at the trailhead year-round	111
17-Nov-21	R2 K Duchene	Interpretive signage	For information	113
25-Nov-21	R3 W & K Taylor	Highway Noise	For information	115
10-Dec-21	R4 P. Marsh	LB Payroll Inquiry	For information	117



October 29, 2021

To: All local government chief administrative officers and corporate officers

Re: [Bill 26](#)

As you may be aware, on October 26, 2021 [Bill 26](#) was introduced in the Legislature. The Bill proposes amendments to various sections in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Vancouver Charter*, *Municipal Replotting Act*, *Powell River Incorporation Act*, *Cultus Lake Park Act*, *University Endowment Land Act*, and the *Municipalities Enabling and Validating Act (No.4)*.

The purpose of this circular is to provide an overview of some of the more significant changes in the Bill, including changes to public notice requirements, public hearing requirements, and a new requirement to consider a code of conduct.

If passed, some of the proposed changes will come into effect immediately (public hearings), while others (public notice and codes of conduct) will not come into force until a regulation is passed, likely in early 2022. For more information about the other proposed changes in the Bill please view the [Information Bulletin](#).

We encourage local governments to begin thinking about how they might incorporate the proposed changes into local government business.

Public Notice

Proposed changes to section 94 of the *Community Charter* would add an option for local governments to adopt a bylaw to provide for alternative means of publication. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities there will be no need to change – they can continue to use newspapers for notice. This method of publication will remain the default.

Local governments that want to create their own public notice scheme will need to adopt a public notice bylaw. Prior to adopting a bylaw, local governments must first consider principles of effective public notice which will be defined through regulation which include considerations like accessibility, suitability and reliability.

These changes will be brought into force by regulation in 2022. Once the legislation is in force and the principles of effective public notice have been considered, councils and boards will be able to choose two or more ways (e.g., local government website and newspaper) to meet their statutory public notice obligations.

Additional guidance material will be provided to local governments when the changes are brought into force. There are also several consequential amendments – including changes to regional district and Islands Trust public notice requirements that are summarized in Attachment 2.

Code of Conduct

The legislation would establish a new requirement for all local governments to publicly consider the development of a code of conduct. The change seeks to create a regular process for elected officials to engage in conversations about shared expectations for conduct as they carry out their responsibilities and govern together. This is a next step in ongoing work that the province, the Union of BC Municipalities and the Local Government Management Association have committed to doing together, and the approach was supported by a special resolution endorsed at the Union of BC Municipalities Convention in September 2021.

Within six months of a general local election all municipal councils and regional district boards will have to consider, at an open meeting, whether to establish a new code of conduct or revise an existing one. Principles to guide these discussions will be established by regulation.

If a local government decides not to establish or revise a code of conduct, they will need to make their reasons for this decision publicly available upon request. They will also have to reconsider their decision before January 1 of the year of the next general local election.

These changes will not take effect until a regulation to bring them into force is passed – likely in spring 2022. Additional guidance material will be provided when the changes are brought into force.

Public Hearings

The proposed changes to section 464 of the *Local Government Act* remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the official community plan (OCP). Instead, approval of such zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as currently is required).

In order to maintain transparency in such cases, the amendments will require that a local government provide public notice of the zoning bylaw before the bylaw is considered at first reading by a municipal council or regional district board.

Under the proposed changes, local governments will still have the option to hold a public hearing on a zoning bylaw that is consistent with the OCP, if they so choose.

These proposed amendments are some of the first changes stemming from the [Development Approvals Process Review](#) (DAPR), which aims to improve the efficiency and effectiveness of development approvals to increase housing supply. For more information about these changes see the [News Release](#).

Delegation of Authority for Development Variance Permits

Proposed changes to sections 498 and 499 of the *Local Government Act* would enable local governments to delegate development variance permit (DVP) decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- off-street parking and loading space requirements;
- regulation of signs; and
- screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

These legislative changes respond to feedback received during the DAPR consultations that many technical DVP decisions made by local government councils and boards could be reasonably considered by staff. These changes are designed to support increased efficiency of decision making in development approval processes. The enabling nature of this amendment provides local governments with autonomy in deciding whether to delegate DVP decisions to staff.

Local governments that delegate the power to issue a DVP to staff will be required to include in their delegation bylaw:

- a. Criteria for determining whether a proposed variance is minor
- b. Guidelines that the delegate must consider in deciding whether to issue a DVP

These requirements provide local governments with flexibility in determining what constitutes a minor variance and guiding a delegate that is exercising the power to issue a DVP. This approach helps retain council and board oversight of delegated decisions and establishes a fair application process for all applicants. The proposed legislative changes maintain consistency with the approach the *Local Government Act* takes for other delegated land use permits by providing that an applicant who is subject to a decision of the delegate is entitled to have the local government reconsider the matter. However, delegates that exercise the power to issue a DVP will not be required to provide notice under section 499 of the *Local Government Act*.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or [LGGovernance@gov.bc.ca](mailto:LGovernance@gov.bc.ca).

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387-3394 or PLUM@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Faganello", written in a cursive style.

Tara Faganello
Assistant Deputy Minister and Inspector of Municipalities
Local Government Division, Ministry of Municipal Affairs

Attachment 1: FAQs***Public Notice*****Are local governments required to adopt a public notice bylaw?**

No. Under the new local choice framework, local governments may choose to adopt a public notice bylaw *or* if they don't adopt a bylaw, the default notice provisions in section 94.1 of the *Community Charter* apply – these are the same publishing requirements that applied to public notice before amendments were made.

If a local government adopts a public notice bylaw, can one of the means be publishing in the local newspaper?

Yes. In some communities, local newspapers are still a regularly published resource. In those communities, local governments may choose to continue to use the default public notice requirements *or* choose to adopt a public notice bylaw that includes newspaper publication as one of the two required means of providing notice.

When can local governments start thinking about adopting a public notice bylaw?

It is anticipated that the amendments to the legislation will not come into force until sometime in 2022. Before deciding on the means of public notice to be included in a bylaw, the local government must consider the principles of effective public notice. These will be outlined in a regulation and are likely to include considerations such as: are the means easy to access; can information be easily retrieved in the future; is the source well-established and reliable.

Will guidance material be available for the new public notice options?

Yes. Detailed guidance material will be made available to inform local governments of the changes and the public notice options available. Ministry staff will be engaging with local government staff in the development of these materials, which will be available in early 2022 when the amendments are anticipated to be brought into force.

Code of Conduct**Are local governments required to adopt a code of conduct?**

There is no requirement for municipal councils or regional districts to adopt a code of conduct, but they must publicly consider and decide whether or not to adopt one or review an existing one. If they choose not to create or review a code of conduct, they must be prepared to make available their reasons for this decision.

What do local governments need to consider before deciding whether to establish or review

a code of conduct?

Municipal councils and regional district boards must consider the prescribed principles of codes of conduct and any other prescribed matters before making their decision. The prescribed principles will be outlined in a regulation and it is anticipated they will be similar to the [foundational principles of responsible conduct](#). Further information and guidance on consideration for codes of conduct will be made available when the new sections come into force.

When would the consideration of a code of conduct need to occur?

The first-time local governments would be required to consider and make a decision about adopting a code of conduct or reviewing an existing one, would be within six months of its first council meeting following the 2022 general local election. If a local government decides to adopt or review a code of conduct, they would not be required to reconsider their code of conduct again until after the next general local election.

However, if a local government decides not to adopt or review a code of conduct, they will be required to revisit this decision sometime before January 1 of the year of the next general local election.

Public Hearings**Would the public still have the opportunity to provide input on a rezoning where a public hearing is not required?**

Under the proposed amendments, local governments will, by default, proceed without a public hearing process when the rezoning (zoning bylaw amendment) is consistent with the OCP. There would already have been a public hearing for the OCP itself during the course of its approval. However, to further maintain transparency, local governments will be required to provide notice to affected property owners that the zoning bylaw is proceeding to first reading.

While the proposed amendments do not require the local government to provide an opportunity for the public to be heard or to consider written submissions in such cases, as with other proposed bylaws, members of the public are always able to contact their council on any matter through, for example, writing a letter or attending a council meeting. These avenues will remain. When local governments make rezoning decisions without public hearings, they also have the option to undertake other kinds of early public engagement, such as information sessions early in the rezoning application processing stage.

If a local government does *opt in* to holding a public hearing when it is not required, what are the procedural requirements that it will need to undertake?

If a local government chooses to hold a public hearing on a rezoning for which a hearing is not

required, it will follow the normal public hearing procedures under existing section 465 of the *Local Government Act*, including providing advance public notice that a hearing will take place. Open meeting rules under local government legislation require these types of matters to be considered at meetings open to the public.

Will guidance material be available for the new public hearing amendment?

Yes. Guidance material will be developed on local government processes and notice in situations where public hearings are not required.

Delegation of Authority for Development Variance Permits

Will guidance material be available on the delegation of authority for DVPs?

Yes. Guidance material will be provided after the changes are brought into force.

Attachment 2 – Consequential Amendments Related to Public Notice Changes

Local Government Act

- All references to publication in a newspaper (except s.659(5)) have been removed from the *Local Government Act* and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means that all public notices must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.
- Notice for regional district special meetings has changed to twenty-four hours notice (unless waived by unanimous vote). The notice must be posted at the regular meeting place and the public notice posting places and sent to each Director. There is no longer a requirement to mail notice to Directors five days before.
- Before a regional district procedure bylaw can be amended, repealed, or substituted, notice must now be provided in accordance with section 94 of the *Community Charter*. There is no longer a requirement to mail notice to Directors five days before.

Community Charter

- Reference to publication in a newspaper in section 208(3) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Municipal Replotting Act

- Notice of a replotting scheme must now be published in accordance with all of section 94 of the *Community Charter*, not just 94(1)(b).

Islands Trust Act

- Trust Council and Local Trust Committees must now include public notice posting places in their procedure bylaws.
- Reference to publication in a newspaper in section 49.6(2) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Vancouver Charter

- Notices under Part 1 [Electors & Elections] & Part 2 [Assent Voting] must now be published in accordance with section 3 [requirements for public notice] of the *Vancouver Charter*.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

November 15, 2021

Dear Friends & Neighbours,

We are now accepting applications for the 2022 West Vancouver-Sunshine Coast-Sea to Sky Country Constituency Youth Council (CYC)!

The CYC is a valuable opportunity for youth aged 15 to 21 to engage in the political process and get involved in our community. This is a non-partisan group of youth that gather to discuss and take action on political issues that are of relevance to their generation. The CYC provides valuable input to help guide me and the federal government in addressing these issues, and is a unique opportunity for youth to get involved in politics.

The typical time commitment involved in being part of the CYC is 1-2 monthly meetings for a total of approximately 2 hours per month. With COVID-19 public health guidance in mind, these meetings are likely to be held virtually for now, though we hope to meet in-person sometime in 2022.

Projects undertaken by past CYCs have ranged from leading food drives, hosting public forums, sending out community surveys, and writing ministerial letters. Past councils have been focused on tackling important issues such as climate change, gender equality, and youth employment. This year's members will join our 2021 cohort, providing the opportunity to build on our discussions and take on projects that will positively impact our community.

Apply now to join the CYC using this form: <https://forms.gle/A3WiCETNWPnQJpRk7>

Deadline for application: Sunday, December 5, 2021, 11:59pm

If you have any questions, please do not hesitate to reach out to our office.

Sincerely,

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

<i>Constituency</i>	<i>Ottawa</i>
6367 Bruce Street	Suite 282, Confederation Building
West Vancouver	229 Wellington Street, Ottawa
British Columbia V7W 2G5	Ontario K1A 0A6
Tel.: 604-913-2660 Fax.: 604-913-2664	Tel.: 613-947-4617 Fax.: 613-847-4620

From: [REDACTED]
To: [Council](#)
Cc: cbcnewsvancouver@cbc.ca; impact@cbc.ca
Subject: \$240 Parking Ticket
Date: Wednesday, November 17, 2021 12:01:00 PM

Dear Lions Bay Town Council,

On Sep 1, 2021 I received a parking ticket while visiting Lions Bay for a hike on the Binkert Lions trail.

I placed the ticket in my glovebox and forgot to pay it within the allotted time period. Yesterday I received a letter in the mail from your municipality demanding I pay **\$240 for this parking ticket!**

I have lived in both downtown Toronto and downtown Vancouver where the average parking ticket ranges from \$30-40, yet you are demanding people pay \$240 for mistakenly parking on empty streets in your quiet backcountry village!?

This is not only completely outrageous, but also very inhospitable & unwelcoming to people visiting Lions Bay from neighbouring communities such as Vancouver.

I would like to take this opportunity to remind you that when residents of Lions Bay come to visit Vancouver, as they surely do very often, our city would never treat you with such unneighbourly hostility & contempt. Living in such close proximity to a large city as Vancouver, you should be well aware that you will be receiving many visitors to your village, and this level of penalty for parking on your quiet empty streets comes across as extremely hostile & aggressive! Please make an effort to be more accommodating to your neighbours.

I will **NOT** be paying this parking ticket purely based on principle alone, as it is excessive & egregious to say the least!!

Please come back down to Earth, and lower your parking ticket fines to a reasonable level.

Thank you
Shawn



NOV 10 2021

Office of the Chair
Tel. 604 432-6215 or via Email
CAOAdministration@metrovancover.org

File: CR-12-01
Ref: RD 2021 Oct 29

Mayor Ron McLaughlin and Council
Village of Lions Bay
PO Box 141 - 400 Centre Road
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.mclaughlin@lionsbay.ca

Dear Mayor McLaughlin and Council:

***Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – 228 175A Street***

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 2.5 hectare site located at 228 175A Street in the Douglas area of south Surrey. The amendment would redesignate the site from the current regional land use designation of “Mixed Employment” to “General Urban” to allow for proposed medium-density residential and commercial uses and an assisted living facility.

At its October 29, 2021 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021”; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

48827225

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. No regional public hearing is required. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Peter deJong, Chief Administrative Officer, Village of Lions Bay

Encl: Report dated September 27, 2021, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – 228 175A Street*" (Doc# 47816118)



To: Regional Planning Committee

From: Mark Seinen, Senior Planner, Regional Planning and Housing Services

Date: September 27, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping our Future* Land Use Designation Amendment Request from the City of Surrey – 228 175A Street**

RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
-

EXECUTIVE SUMMARY

The City of Surrey is requesting a Type 3 minor amendment to *Metro 2040*, the regional growth strategy, for an approximately 2.5 hectare site located at 228 175A Street in the Douglas area of south Surrey. The amendment would redesignate the site from the current regional land use designation of Mixed Employment to General Urban to allow for proposed medium-density residential and commercial uses and an assisted living facility.

The proposed amendment supports *Metro 2040* in several respects and provides needed jobs and housing. It is not anticipated to lead to further applications, as the site is surrounded by General Urban lands. Should the proposed amendment be approved by the MVRD Board, the City of Surrey is requested to mitigate transportation impacts through strategies such as noise reduction, continued active transportation investment, and Transportation Demand Management (TDM) programs.

PURPOSE

To provide the Regional Planning Committee and the MVRD Board with the opportunity to consider the City of Surrey's request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)* to accommodate the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to regional land use designations. On July 30, 2021, Metro Vancouver received a written request from the City of Surrey to consider a *Metro 2040* amendment for the subject site (Attachment 1). The proposed amendment constitutes a Type 3 minor amendment requiring an amendment bylaw to *Metro 2040* that receives an affirmative 50%+1 weighted vote of the MVRD Board at each reading; there is no requirement for a regional public hearing. A Council decision on the final adoption of the Official Community Plan

(OCP) Bylaw will be scheduled following a MVRD Board decision on the proposed *Metro 2040* amendment.

SITE CONTEXT

The City of Surrey is processing a development application (Reference 1) in the Douglas neighbourhood of south Surrey to permit the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility comprised of 86 senior assisted living units and 96 care rooms, with a commercial (office/retail) building.

The subject site, 2.5 hectares in size, is located approximately five kilometres southeast of Semiahmoo Municipal Town Centre (Figure 1). Located on Highway 15, the site is approximately 400 metres north of the Pacific Highway Border Crossing.

Figure 1 - Sub-Regional Context for the Subject Site



PROPOSED AMENDMENT

The site is within the Urban Containment Boundary and is currently designated Mixed Employment by *Metro 2040* (Figure 2). The proposed regional land use designation is General Urban (Figure 3). In Surrey’s Official Community Plan, the current designation is Mixed Employment and the proposed designations are Multiple Residential and Commercial. The amendment constitutes a Type 3 minor amendment as per section 6.3.4(b) of *Metro 2040* (i.e. for sites within the Urban Containment

Boundary, and proposed amendments from Mixed Employment to any other regional land use designation).

Figure 2 - Current Regional Growth Strategy Land Use Designations



Figure 3 - Proposed Regional Growth Strategy Land Use Designations



REGIONAL PLANNING ANALYSIS

The City of Surrey's proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being reviewed for an update. The intent of the assessment is not to duplicate that of the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

Goal 1: Create a Compact Urban Area

Metro Vancouver and its member jurisdictions have committed to focusing growth within the Urban Containment Boundary (UCB), and more specifically, within Urban Centres. The site at 228 175A street is located within the UCB, but is about five km from the nearest Urban Centre. However, the application is not expected to result in further nearby applications, as the surrounding lands are designated as General Urban.

Goal 2: Support a Sustainable Regional Economy

Metro 2040 commits to promoting land development patterns that support a diverse regional economy and protecting the region's supply of Industrial land. The proposed regional land use designation amendment for 228 175A Street supports jobs creation through the seniors' care facility and commercial building. Although it represents the loss of Mixed Employment lands located in a strategic trade location (near the US border crossing and along a significant truck route), the proposed development nonetheless creates significant job space. Moreover, considering the significant addition of Mixed Employment lands through other concurrent proposed amendments proximate to this site, the subject site is relatively small.

Goal 4: Develop Complete Communities

Metro 2040 strives to provide diverse and affordable housing choices in communities that are complete with a range of services and amenities. The proposal expands the housing supply through a variety of compact development forms (i.e. townhouse and apartment). However, since all the housing units will be strata tenure, the project will make only minor contributions to regional housing affordability objectives.

Goal 5: Support Sustainable Transportation Choices

The strategies under this goal encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services.

The proposed development is not served by public transit and is not well-connected to regional walking and cycling networks. The majority of trips to and from this location will be made by motor vehicle. The site is located on a truck route and provincial highway, so residents and workers may experience excessive noise, vibration, and air quality impacts. These impacts may be particularly acute for the more sensitive seniors' centre uses, located closest to Highway 15.

Should the proposed regional land use designation amendment be advanced by the MVRD Board, the City of Surrey is encouraged to take steps to mitigate noise, vibration, and air quality impacts from the adjacent highway on the residential units; integrate active transportation options to and from the site and the adjacent neighbourhoods; and work with the applicant to develop Transportation Demand Management programs (e.g. vanpools, secure bicycle parking) for the future residents.

Regional Planning Advisory Committee Comments

As required by *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for information at its meeting of September 27, 2021. The following questions were asked by RPAC members at that meeting:

- *What would be the employment capacity of the subject site under its current Mixed Employment designation?* City of Surrey confirmed that, at 22 jobs per acre, the subject site would actually provide a higher job density than comparable Mixed Employment sites in the area.
- *What is the difference between the loss of Mixed Employment land in this proposal versus the proposed addition of Mixed Employment land in South Campbell Heights?* Surrey staff noted that, in terms of scale, this site is relatively small, so it is less regionally-significant than South Campbell Heights and is more constrained in terms of the types of employment uses that could be accommodated. This site will involve the conversion of some 2.5 hectares of Mixed Employment land, while the South Campbell Heights proposal represents a net gain of approximately 147 hectares.
- *What noise and air quality interventions are proposed?* The City of Surrey requires that any development next to an arterial roadway perform an acoustic analysis and submit a report.

AMENDING METRO 2040 AND NEXT STEPS

Metro 2040 is the region's collective vision for how to manage regional growth in a way that reflects the federation's values. It includes regional land use designations which are a key tool for protecting and enhancing the region's supply of Conservation and Recreation, Mixed Employment, Agricultural, and Industrial lands. In accordance with Subsections 6.3.4(c) of *Metro 2040*, for sites within the Urban Containment Boundary, land use designation amendments are a Type 3 Minor Amendment. Adoption of a Type 3 amendment requires an affirmative 50%+1 weighted vote of the MVRD Board, and does not require a regional Public Hearing.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided to the Board for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.

2. That the MVRD Board decline the proposed amendment for 228 175A Street and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy* (Reference 2).

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board's decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The City of Surrey has submitted a request for a *Metro 2040* amendment for the site located at 228 175A Street. The request proposes changing the regional land use designation of approximately 2.5 hectares of land from Mixed Employment to General Urban, to facilitate the development of residential units, a commercial building, and an assisted living facility for seniors.

The proposed amendment supports *Metro 2040* in several respects, and provides needed jobs and housing. The proposal is not anticipated to lead to further applications, as it is surrounded by General Urban lands. Should the proposed amendment be approved by the MVRD Board, the City of Surrey is requested to mitigate the transportation impacts through strategies such as noise reduction, continued active transportation investment, and Transportation Demand Management programs. Staff recommend Alternative 1.

Attachments (47816117)

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021

References

1. [City of Surrey Planning Report, dated June 28, 2021 \(Application No.: 7916-0679-00\)](#)
2. [Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy](#)

47816118



the future lives here.

July 30, 2021

File No: 3900-20-18020 (OCP)
7916-0679-00

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing a development application in South Surrey to permit the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility comprised of 86 senior assisted living units and 96 care rooms, with a commercial/office building. The proposal includes a Regional Growth Strategy ("RGS") amendment application to redesignate a portion of the site from "Mixed Employment" to "General Urban," making the entire site "General Urban".

Summary of Proposal and Background

The proposal includes subdivision of the site into two lots, rezoning to Comprehensive Development ("CD") Zones, amendments to the Official Community Plan ("OCP"), and the Metro Vancouver RGS, as well as a Development Permit for Form & Character.

The proposal partially complies with the Mixed Employment and Commercial designations in the OCP. The proposed amendments include the expansion of the Commercial designation from approximately 4% of the site to 10.9% of the site, with the remainder of the site proposed to be redesignated to Multiple Residential. The proposed amendments will provide housing opportunities, while still providing employment opportunities through the proposed care facility and commercial/office building.

The proposal partially complies with the Mixed Employment and General Urban designation in the Metro Vancouver RGS. There is a small northern portion of the site that is already designated General Urban (4%). This proposal includes the redesignation of the remainder of the site from Mixed Employment to General Urban, so that the entire site would be designated General Urban.

The applicant has demonstrated community support and has held two Public Information Meetings over the past five years to present the proposal to the public and collect comments.

47816117

Council Resolution

At the Regular Council – Land Use meeting held on June 28, 2021, Surrey Council passed resolution R21-1196 (Attachment "A") to refer Development Application No. 7916-0679-00 to Metro Vancouver for consideration to amend the RGS Regional Land Use Designations, upon the application receiving third reading. This resolution was passed after reviewing the June 28, 2021, Planning Report (Attachment "B") detailing the extent of development and the subsequent Surrey OCP and Metro Vancouver RGS amendments that would be required prior to any final development approvals being granted. Application No. 7916-0679-00 subsequently received third reading from Council at its Regular Council – Public Hearing meeting on July 12, 2021 (Attachment "A"); therefore, an application is now being made to Metro Vancouver for the above proposed amendments.

Prior to the June 28, 2021, resolution from Surrey Council to refer Application No. 7916-0679-00 to Metro Vancouver, Council received two previous Planning Reports, which are attached to the June 28, 2021 report as appendices, for reference.

City staff have discussed the proposed RGS amendments with Metro Vancouver staff, and it was confirmed that, in order for the Surrey OCP amendment to be finalized to permit the proposed development, the RGS amendment would need Metro Vancouver Board approval.

The City requests that the Metro Vancouver Board amend the Regional Growth Strategy for the property illustrated in Attachment "C" from General Urban and Mixed Employment to General Urban.

Should Metro Vancouver staff require any additional information regarding this matter, please contact Luci Moraes, Planner, at 604-591-4615 or at LFMoraes@surrey.ca.

Sincerely,



Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

- Attachment "A" June 28, 2021, and July 12, 2021, Surrey Council Resolutions Supporting Application to Metro Vancouver and grating third reading to the Application
- Attachment "B" Surrey Development Application Planning Report dated June 28, 2021
- Attachment "C" Regional Growth Strategy Land Use Designation Adjustment

Cc Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Luci Moraes, Planner, Planning & Development, City of Surrey

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1326, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating the subject site from 'Mixed Employment' to 'General Urban', as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 3, 4, 6, and 12 are revised to record the change in regional land use designation, as shown in the maps contained in Schedule "B".

Citation

2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1326, 2021*".

Schedules

3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

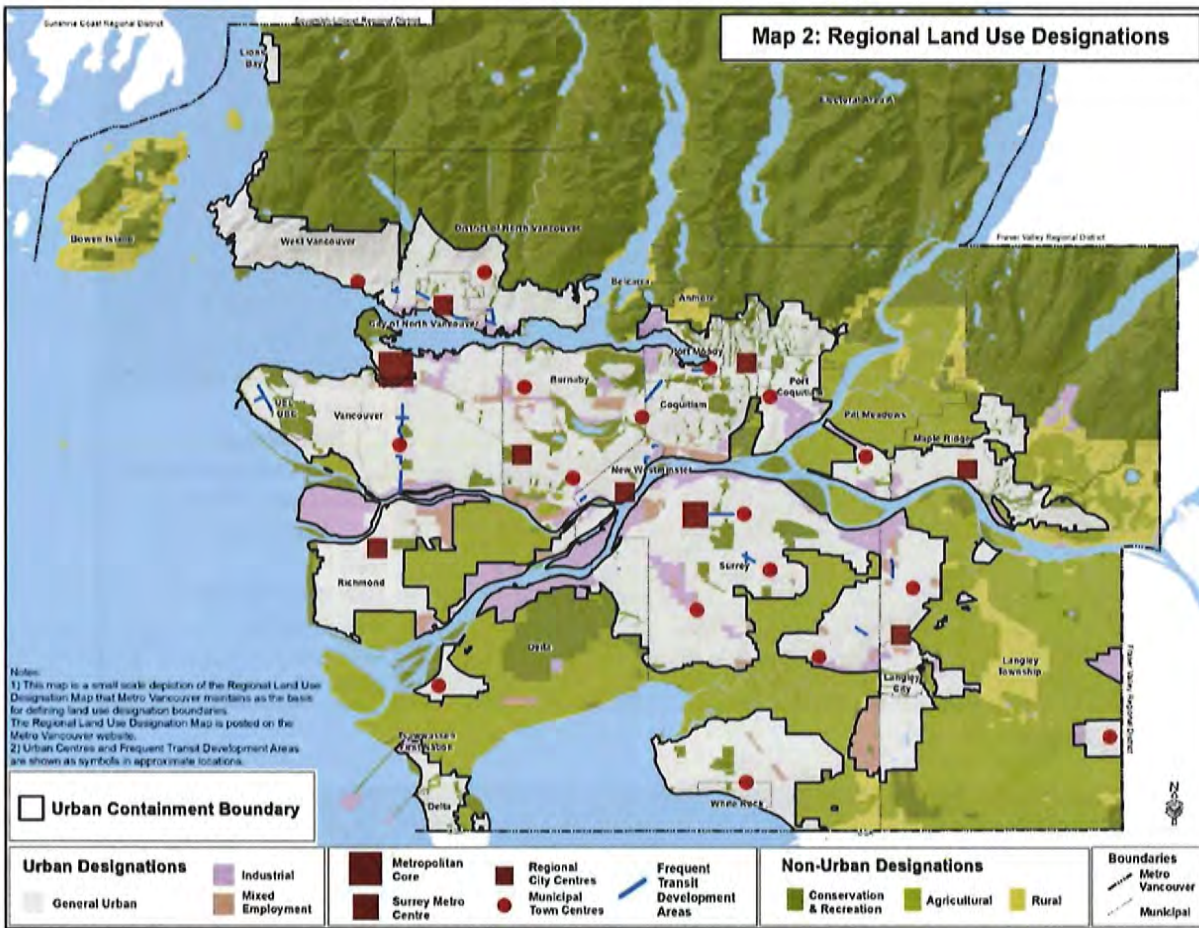
Prior to Amendment



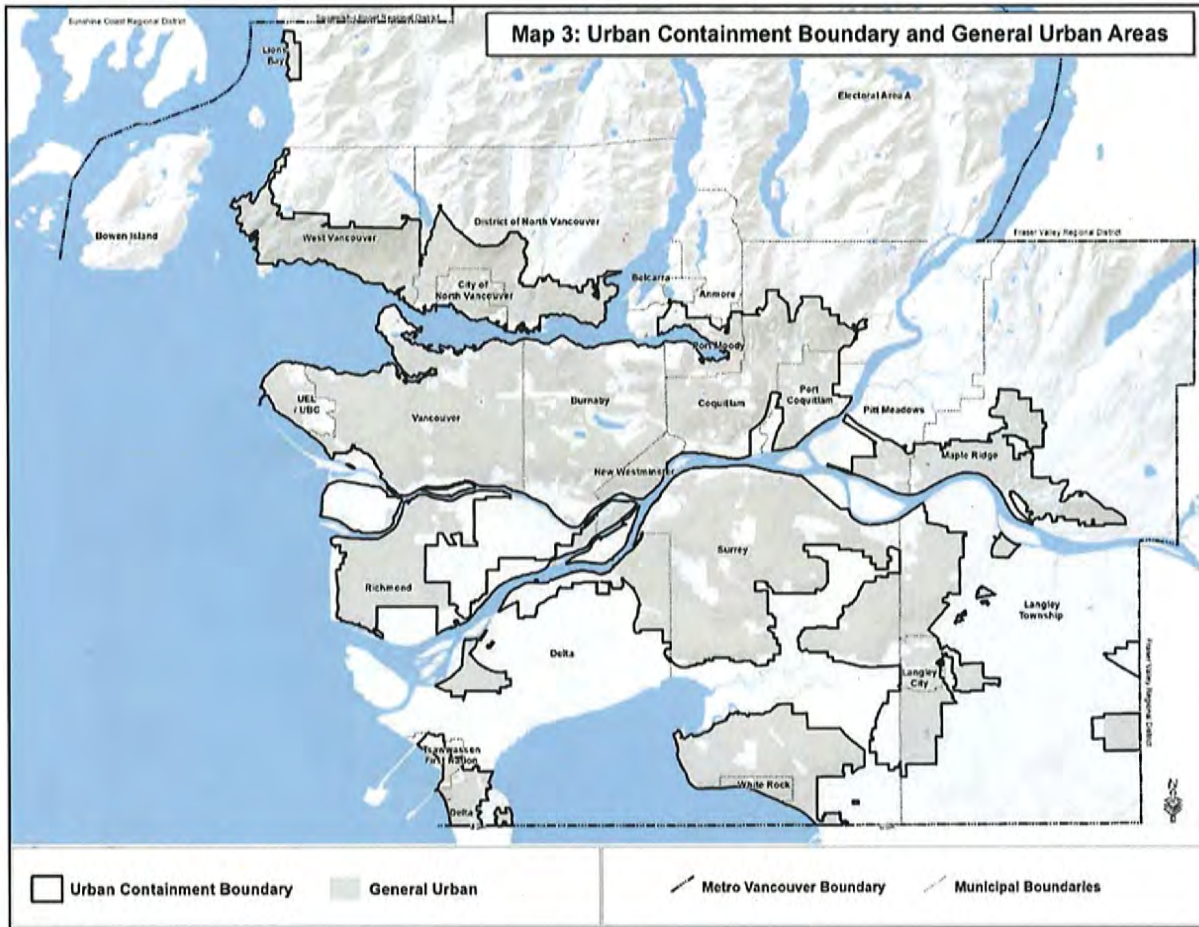
Post Amendment



Map 2: Regional Land Use Designations

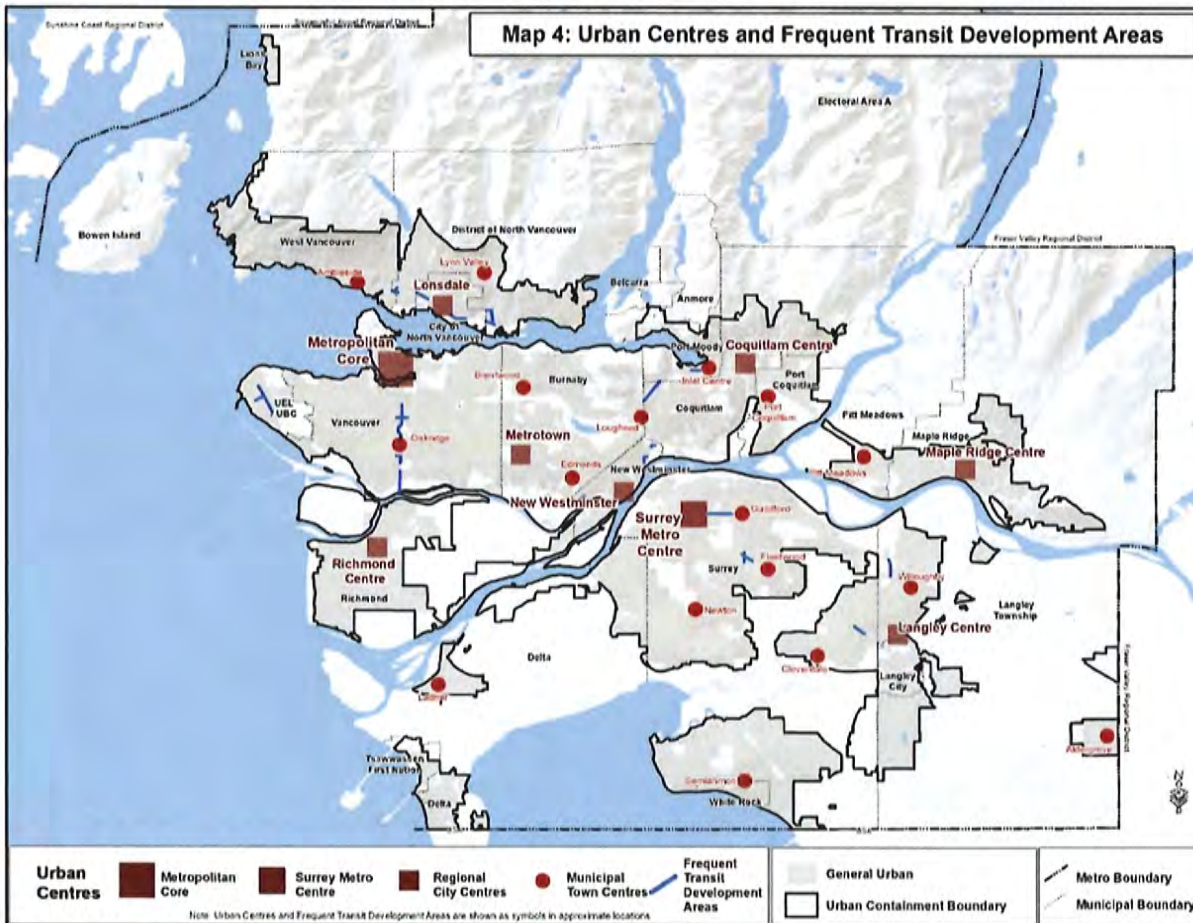


Map 3: Urban Containment Boundary and General Urban Areas

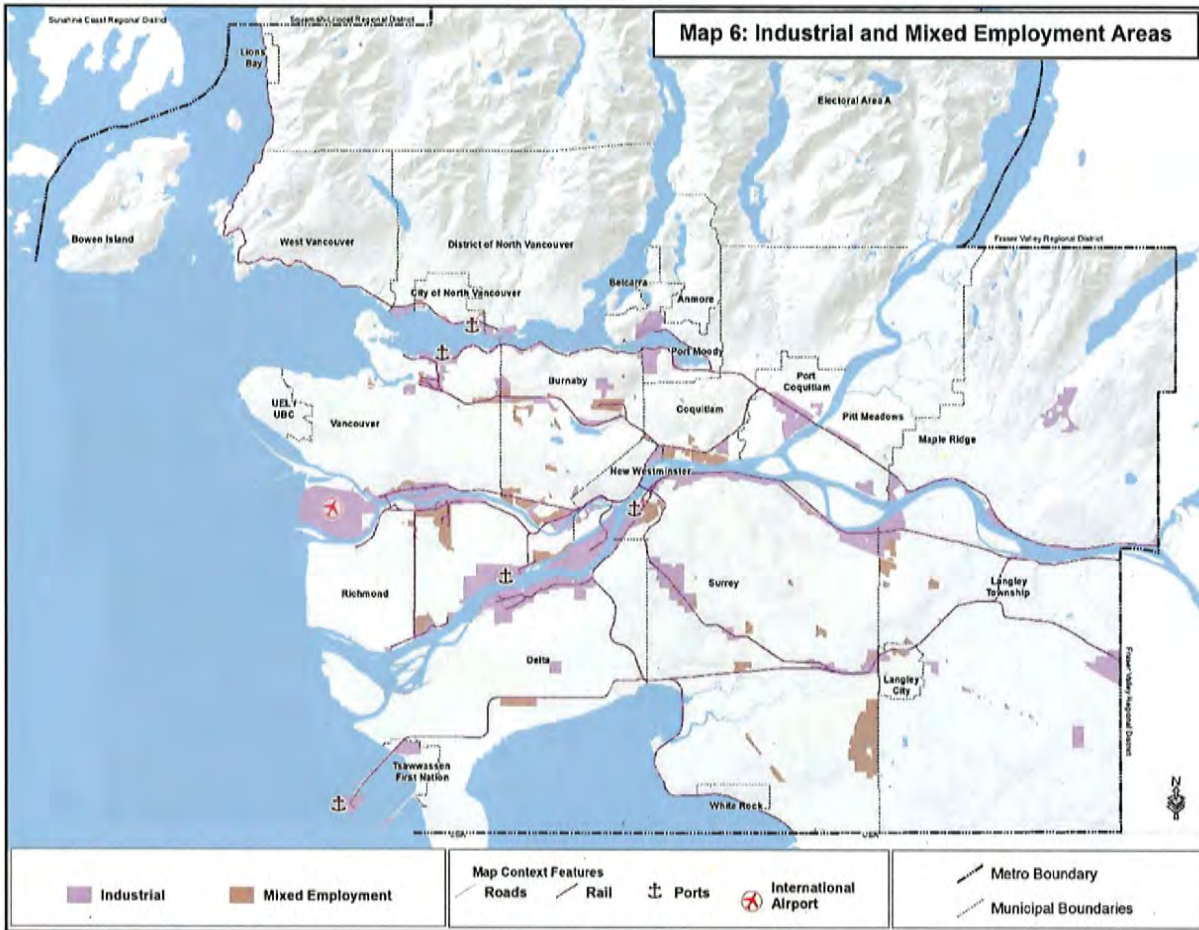


Schedule B

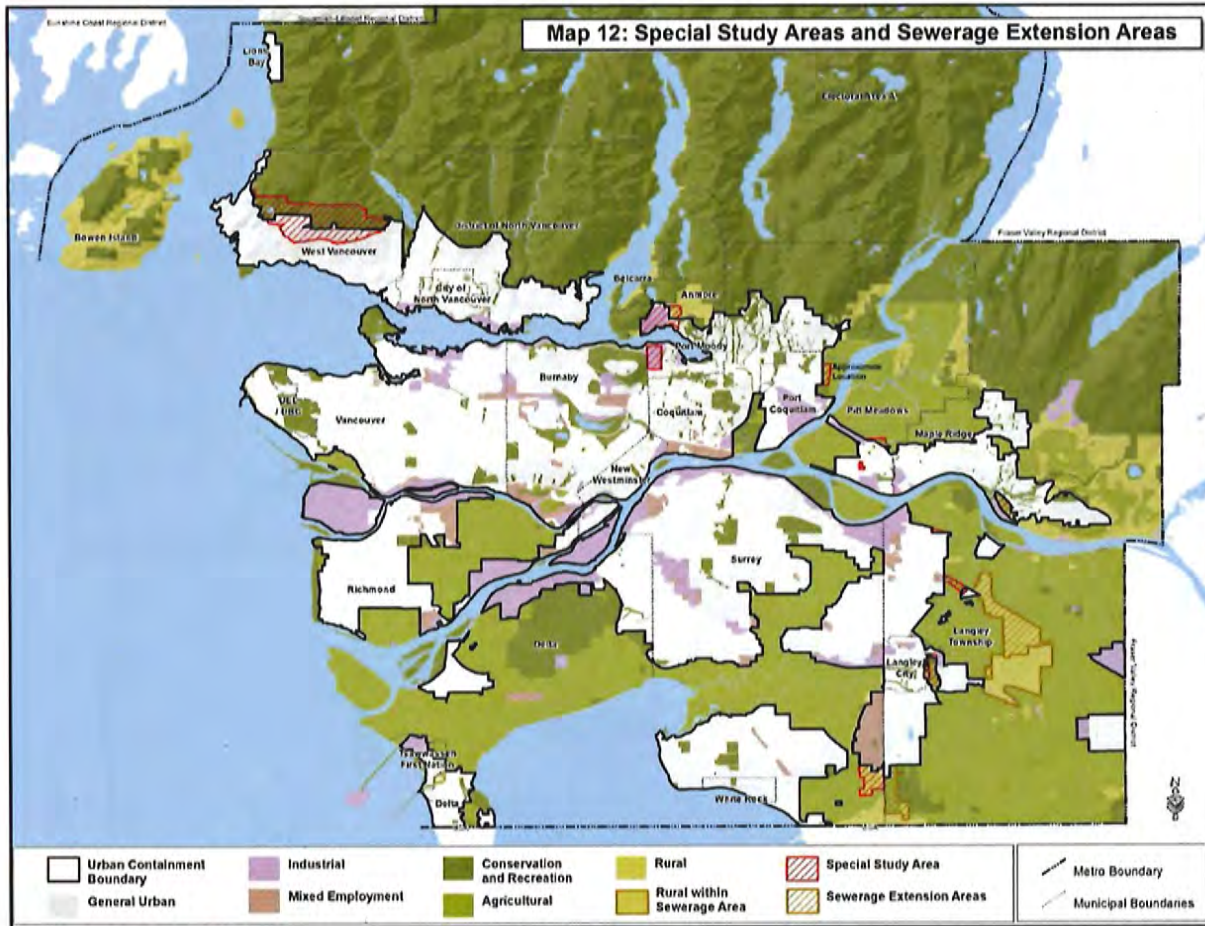
Map 4: Urban Centres and Frequent Transit Development Areas



Map 6: Industrial and Mixed Employment Areas



Map 12: Special Study Areas and Sewerage Extension Areas





Office of the Chair
Tel. 604 432-6215 or via Email
CAOAdministration@metrovancover.org

File: CR-12-01
Ref: RD 2021 Oct 29

NOV 10 2021

Mayor Ron McLaughlin and Council
Village of Lions Bay
PO Box 141 - 400 Centre Road
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.mclaughlin@lionsbay.ca

Dear Mayor McLaughlin and Council:

**Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment
Request from the City of Surrey – South Campbell Heights**

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for the area corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan. The requested amendment includes: the redesignation of regionally designated “Rural” lands (within a Special Study Area) to “Mixed Employment” (160.8 ha), “Conservation and Recreation” (55.5 ha) and “Agricultural” (12.1 ha); extension of the Urban Containment Boundary by 223.7 hectares; and redesignation of “Mixed Employment” lands within the Urban Containment Boundary to “Conservation and Recreation” (13.4 ha).

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) *initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;*
- b) *give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”;*
- c) *direct staff to notify and seek comment from affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future; and*
- d) *direct staff to notify and seek comment from local First Nations on the proposed Metro 2040 amendment.*

48827428

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Peter deJong, Chief Administrative Officer, Village of Lions Bay

Encl: Report dated October 8, 2021, titled "*Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights*" (Doc# 47807222)



To: MVRD Board of Directors

From: Regional Planning Committee

Date: October 8, 2021 Meeting Date: October 29, 2021

Subject: ***Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights***

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”;
- c) direct staff to notify and seek comment from affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*; and
- d) direct staff to notify and seek comment from local First Nations on the proposed *Metro 2040* amendment.

At its October 8, 2021 meeting, the Regional Planning Committee considered the attached report titled “*Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights*”, dated September 20, 2021. The Committee subsequently amended the recommendation as presented above in underline style.

The Committee members expressed support for increasing employment lands, given the shortage in the region as well as the site’s location in relation to the goods movement network and the existing Campbell Heights development. In addition, Committee members recognized the Special Study Area overlay for the lands, which indicates contemplated land use change after additional municipal planning work. The Committee members recognized the additional protection of nearly 70 hectares of land adjacent to the Little Campbell River by designating them Conservation / Recreation in *Metro 2040*.

However, four areas of concern were discussed:

- Concern was expressed about the lack of environmental work undertaken to date. Most environmental work is being planned for Phase II of the local planning process, but the proposed land use change is being advanced now without better understanding about how environmental values will be protected, particularly impacts on infiltration and groundwater;
- Concern was expressed that local First Nations, and particularly the Semiahmoo First Nation, had not been engaged regarding the proposal to date;
- Concern was expressed about the broad nature of the Mixed Employment designation and the potential commercial job sprawl and climate impacts this would enable. It was noted that if the intent is to create industrial jobs, that the regional designation proposed should be Industrial, not Mixed Employment; and

- Concern was expressed about the proposal's extension south of 16 Avenue, despite the 2018 MVRD Board response seeking to limit extension of the Urban Containment Boundary to 16 Avenue.

This matter is now before the Board for its consideration.

Attachment

"Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights", dated September 20, 2021

47807222 FINAL



To: Regional Planning Committee

From: James Stiver, Division Manager Growth Management and Transportation and
Mark Seinen, Senior Planner, Regional Planning and Housing Services

Date: September 20, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights***

RECOMMENDATION

That the MVRD Board:

- e) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;
- f) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”; and
- g) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.

EXECUTIVE SUMMARY

The City of Surrey is requesting a *Metro 2040* amendment corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan. This is an update to a proposed amendment for the area considered by the MVRD Board in 2018 that was referred back to the City of Surrey for further refinement of the of the proposal. The requested amendment includes: the redesignation of Rural designated lands (within a Special Study Area) to Mixed Employment (160.8 ha), Conservation and Recreation (55.5 ha) and Agricultural (12.1 ha); extension of the Urban Containment Boundary by 223.7 hectares; and redesignation of some Mixed Employment lands within the Urban Containment Boundary to Conservation and Recreation (13.4 ha).

Consideration of requested regional land use amendments is often about evaluating the trade-offs among regional growth strategy objectives. The implications of introducing much needed job lands must be considered against the expansion of the Urban Containment Boundary in terms of regional servicing and transit costs, and impacts to the natural environment and climate action. These lands have long been contemplated for land use change, and their Special Study Area overlay highlights that fact. On balance, the requested amendment for South Campbell Heights is supportable based on the evaluation against *Metro 2040’s* policy framework.

PURPOSE

This report provides the Regional Planning Committee with the opportunity to review and comment on the City of Surrey’s request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for the South Campbell Heights area.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to the regional growth strategy. The proposed amendments are intended to enable approval of the Revised Stage 1

South Campbell Heights Land Use Plan (Reference 1), which was given 3rd reading by Surrey City Council on July 26, 2021. On July 12, 2021, City of Surrey Council initiated *Surrey Official Community Plan Amendment Bylaw, 2013, No. 18020, Amendment Bylaw, 2021, No. 20393* by undertaking 1st and 2nd readings. A municipal public hearing was held on July 26, 2021 and subsequently, at the same meeting, City Council at 3rd reading of *Bylaw No. 20393* passed the following resolution:

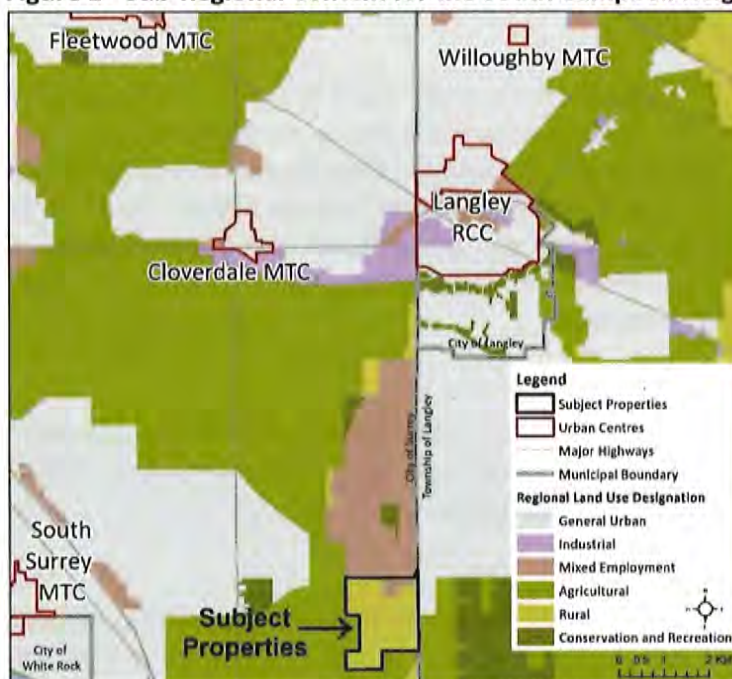
Subject to Council granting third reading to Amendment Bylaw No. 20393, authorize staff to submit a Type 3, Minor Regional Growth Strategy amendment and Regional Context Statement amendment application to the Metro Vancouver Board for approval of the Regional Growth Strategy Regional Land Use Designation amendments as shown in Appendix "IV" and Appendix "V".

On July 30, 2021, Metro Vancouver received a written request (Attachment 1) from the City of Surrey to consider an amendment to *Metro 2040* for the subject area in South Campbell Heights. The requested amendment constitutes a Type 3 minor amendment; this requires adoption of the amending through an affirmative 50%+1 weighted vote of the MVRD Board. Additionally, there is no requirement for a regional public hearing. A Council decision on the final adoption of the Official Community Plan (OCP) Bylaw will be scheduled following the decision of the MVRD Board on the requested.

SITE CONTEXT

The South Campbell Heights area is located in the southeast area of the City of Surrey adjacent to the municipal boundary with the Township of Langley (Figure 1). The area is characterized by rural development and forested natural areas. The Little Campbell River and its tributaries run diagonally through the area, and large-lot rural residences exist alongside pastures and other small-scale uses such as a kennel and a cemetery. One property is currently being used for agricultural production.

Figure 1 - Sub-Regional Context for the South Campbell Heights Area

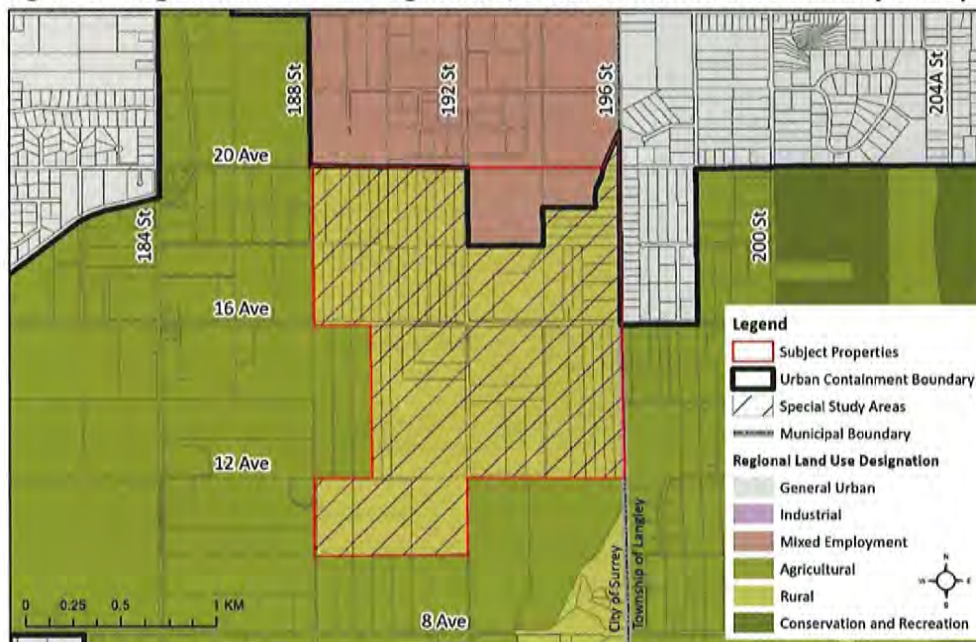


Existing Regional Land Use Designations and Special Study Area

The subject area includes lands currently identified in *Metro 2040* as a Special Study Area. This overlay was established in *Metro 2040* to reflect where, prior to its adoption in 2011, a municipality had expressed intent for future land use changes following further municipal planning work. The Special Study Area overlay does not alter the underlying regional land use designations. All lands in the South Campbell Heights Special Study Area (228.29 ha) are designated Rural in *Metro 2040*, and are located outside the Urban Containment Boundary.

The proposed amendment also includes 13.38 ha of Mixed Employment lands within the Urban Containment Boundary that does not form part of the Special Study Area (Figure 2).

Figure 2 - Regional Land Use Designations, Urban Containment Boundary and Special Study Area



PROPOSED AMENDMENT

The proposed amendment is an update to the City of Surrey’s 2018 application that was previously considered by the MVRD Board for the same lands (Reference 2). That application was referred back to the City of Surrey, citing that the extension of the Urban Containment Boundary and redesignation of Rural lands to General Urban (for urban residential development), particularly south of 16 Avenue, were inconsistent with the policy framework in *Metro 2040*.

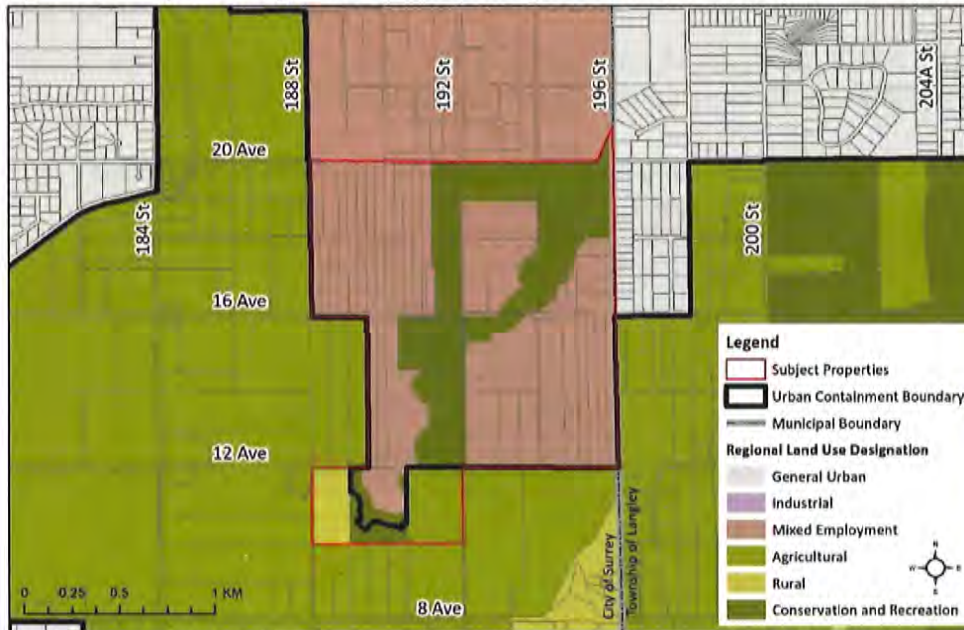
The updated proposal encompasses 72 properties, as depicted below in Figure 3. The amendment seeks to:

- a) redesignate 13.4 ha from Mixed Employment to Conservation and Recreation within the Urban Containment Boundary;¹
- b) redesignate a total of 228.4 hectares outside the Urban Containment Boundary and within the Special Study Area from:

¹ There is an adjacent 7.91 ha Mixed Employment parcel within the subject area that is proposed to remain designated as Mixed Employment. No regional land use designation amendment is required.

- i. Rural to Mixed Employment (160.8 ha)
 - ii. Rural to Conservation and Recreation (55.5 ha)
 - iii. Rural to Agricultural (12.1 ha);
- c) extend the Urban Containment Boundary to include an additional 223.7 hectares; and
- d) remove the Special Study Area designation from the entire South Campbell Heights area.

Figure 3 - Proposed Regional Land Use Designations and Urban Containment Boundary Alignment



The proposed amendment is a Type 3 minor amendment as per sections 6.3.4(b) and (g) of *Metro 2040*. Type 3 minor amendments require an amendment bylaw that receives a 50%+1 weighted vote of the Board at each reading, with no regional public hearing.

REGIONAL PLANNING ANALYSIS

The proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being updated. The assessment focuses on potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

The current proposal updates Surrey's 2018 regional growth strategy amendment request (Reference 1). The 2018 proposed amendment was assessed for alignment with the goals, strategies and objectives of *Metro 2040*. The policy framework, supported amending the Rural lands north of 16 Avenue to Mixed Employment, and protecting ecologically important lands by amending the designation on such lands to Conservation and Recreation. As a result, this report does not re-evaluate those aspects of the proposed amendment.

The main difference between the two applications is that the 2018 application requested that 143 ha be redesignated from a regional land use designation of Rural to General Urban to facilitate urban residential development. The 2021 application seeks instead to redesignate from Rural to Mixed Employment, thereby eliminating the residential component, and focusing on responding to the

region's strong need for industrial and job lands. As a result, the updated request from the City addresses many of the concerns previously noted with respect to introducing new urban residential development in this area. However, the proposed Mixed Employment land uses introduces some additional regional planning issues that have been examined through the *Metro 2040* policy framework below.

GOAL 1: Create a Compact Urban Area - Implications of Expanding the Urban Containment Boundary

Metro Vancouver's analysis of Surrey's 2018 application noted that residential development would increase pressure on nearby Rural lands by signaling potential availability for urban development; there is some risk that Mixed Employment development in the same area could generate similar outcomes. However, given market dynamics of residential comparative to employment development, this pressure will likely be less intensive.

The Urban Containment Boundary (UCB) is intended to be a long term, stable boundary for urban growth in Metro Vancouver. Regional Planning projections and analysis demonstrates that there is sufficient land within it to accommodate future growth in the region over the coming decades. As such, the current policy framework does not generally support its expansion.

However, the subject lands are identified as a Special Study Area in *Metro 2040*. This overlay does not alter the underlying regional land use designation(s), however it does reflect a municipality's intent to seek future land use change following more detailed local planning work. Reflecting this potential for change, the Special Study Area overlay reduces the MVRD Board's voting threshold needed for a proposed amendment to *Metro 2040* on lands outside the UCB and designated Rural, from a 2/3 weighted vote of the Board to a 50%+1 vote; additionally, it also removes the requirement for a regional public hearing.

The UCB is also an essential tool for supporting the efficient provision of urban infrastructure across the region. Regional sewerage and water services and transit expansions are necessitated by realigning the UCB, ultimately requiring increased service levels and costs. If the proposed amendment is adopted, the City of Surrey will need to seek an amendment to the Fraser Sewerage Area (FSA) from the GVS&DD Board; the review of this amendment would be predicated on the technical and financial feasibility and capacity of services. Staff note that the existing Metro Vancouver sewerage infrastructure required to service these lands may not be sufficient; further analysis will need to be undertaken in this regard.

GOAL 2: Protect the Supply of Industrial Land: Regional Need for Employment Lands

The proposed amendment proposes four times as much Mixed Employment designated lands than 2018 application. The City's planning report (Reference 1) cites the constrained supply of industrial lands as a rationale for redevelopment of the South Campbell Heights area. The report specifically addresses the demand for, and availability of, alternative employment lands within the Urban Containment Boundary, estimating that the existing North Campbell Heights employment area will reach its development capacity within seven to nine years. The recently-completed Regional Industrial Lands Strategy documented the extremely limited supply of industrial lands in the region, the consistently strong demand for industrial space, and the few opportunities to add more lands to

the regional market. In many areas, existing industrial lands are also being threatened by conversion to other uses.

The proposal for South Campbell Heights is for a Mixed Employment, not Industrial, regional land use designation, which is an important distinction. While the Mixed Employment designation permits industrial uses, it also permits commercial and other employment-related uses. Staff appreciate the flexibility Surrey would like to retain for land uses in the South Campbell Heights area, and that residential use is not intended. However, an extension of the UCB and use of these lands for Mixed Employment uses does have the potential to attract employment uses away from the City's existing Urban Centres and transit-rich locations. If the amendment is supported, it will be incumbent on the City of Surrey to ensure that the land uses in this area support industry and do not compete with major trip-generating uses that are more appropriately located in Urban Centres, in an effort to reduce auto-oriented "job sprawl." The existing North Campbell Heights business park area is designated Mixed Employment in *Metro 2040*, and primarily supports light industrial uses, with some commercial and other employment uses.

GOAL 3: Protect the Environment and Respond to Climate Change Impacts

A significant land use change for 160 ha of rural lands to more urban forms of development will have ecological impacts. The City has identified ecologically-sensitive locations which it has indicated will be protected through the South Campbell Heights Land Use Plan, providing for a continuous biodiversity hub along the Little Campbell River riparian corridor. As a result of this work, The City is proposing to redesignate 55.52 ha from Rural to Conservation and Recreation to support the protection of this ecological corridor. These lands are being introduced, in part, to provide a buffer function, with stream setbacks that exceed the requirements of The City of Surrey's Zoning Bylaw and riparian area regulations. The proposed Conservation and Recreation designation component totals 86 ha, or 35 percent of the subject area.

Beyond the conservation plans for the Little Campbell River corridor itself, questions remain about broader aquifer protection and potential infiltration into neighbouring communities. The City of Surrey has committed to additional study and monitoring of groundwater impacts through subsequent phases of the South Campbell Heights Land Use Plan.

The City of Surrey's comprehensive Climate Adaptation Strategy sets out progressive policies and initiatives and will help the City anticipate and respond to a changing climate. Any expansion of the UCB will have impacts on the area's resilience to climate change and will contribute to increased greenhouse gas emissions. If the proposed amendment is adopted, the City's future local planning work will need to ensure that the policies of the Strategy are applied to the development of the South Campbell Heights lands; this will support our collective actions in meeting our shared climate targets.

GOAL 5: Support Sustainable Transportation Choices

The 2018 Metro Vancouver report noted that "as the location of the proposed redesignation is adjacent to the existing Campbell Heights industrial area and a major transportation route, it is an appropriate and regionally-strategic location for industrial related development." While the area is accessible by two truck routes and the Major Road Network, most roads in the area are two-lane roads, with a rural cross-section, that have the potential of not accommodating the additional

commercial vehicles/traffic; in addition, the road network south of 16 Avenue is incomplete and fragmented. Future road upgrades by the City will likely be necessary to accommodate the increases in commercial truck traffic.

If the regional land use designation amendment is adopted, pressure will increase to expand transit service beyond what is contemplated in the current TransLink Investment Plan for the area. This creates challenges from a transit service design and fare recovery perspective, particularly due to South Campbell Heights' outlying location and limited street connectivity.

The area is strategically located from a goods movement and jobs perspective. South Campbell Heights is proximate to the United States border and adjacent to an existing Mixed Employment area; it connects with the regional truck route network and Major Road Network; and it would serve job markets in both South Surrey and Langley.

Regional Planning Advisory Committee Comments

As required by *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for its meeting of September 27, 2021. The City of Surrey presented the application, and RPAC members were able to ask questions and discuss. RPAC received the report for information.

AMENDING METRO 2040 AND NEXT STEPS

Metro 2040 is the region's collective vision for how to manage regional growth in a way that reflects the federation's values. It includes regional land use designations, which are a key tool for protecting and enhancing the region's supply of Conservation and Recreation, Mixed Employment, Agricultural, and Industrial lands.

In accordance with Subsections 6.3.4(c) of *Metro 2040*, for sites within a Special Study Area or within the Urban Containment Boundary, land use designation amendments are a Type 3 Minor Amendment. Adoption of a Type 3 amendment requires an affirmative 50%+1 weighted vote of the MVRD Board, and does not require a regional Public Hearing.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;

- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”; and
- c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.

2. That the MVRD Board decline the proposed amendments for South Campbell Heights and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy* (Reference 3).

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board’s decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The City of Surrey has submitted a request for a *Metro 2040* amendment corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan (Reference 1). The plan includes the redesignation of 228.39 hectares of Rural designated lands outside the Urban Containment Boundary (within a Special Study Area) to Mixed Employment (160.77 ha), Conservation and Recreation (55.52 ha) and Agricultural (12.1 ha). It also includes the redesignation of 13.38 ha of Mixed Employment lands, within the Urban Containment Boundary, to Conservation and Recreation.

The proposed amendment aligns with the *Metro 2040* policy framework in the following ways:

- The extension of the Urban Containment Boundary can be supported by a demonstrated land need as there are few alternative employment lands available within the UCB;
- The subject area will provide jobs and expand the supply of much-needed employment-generating lands in the region;
- Given planned land use change in this area, environmental impacts have been largely addressed through the designation of Conservation and Recreation lands including buffer areas around the Little Campbell River and its tributaries; and
- The area is strategically located from a goods movement and trade perspective.

It should be noted that passenger transportation will be a challenge, particularly given the current lack of transit service, bikeways and pedestrian facilities. Further work will need to be undertaken in an effort to resolve these issues. This is also a significant addition to the Urban Containment Boundary, which has significant servicing impacts. These will not be as substantial as if the land use contemplated was residential, however the City of Surrey will need to apply to the GVS&DD for inclusion in the Fraser Sewerage Area, and there remains uncertainty as to the capacity of the current sewerage infrastructure to accommodate this planned use. And, there are significant environmental impacts when this scale of land use change is occurring, despite mitigating efforts.

Consideration of proposed regional land use amendments is often about evaluating the trade-offs among regional growth strategy objectives. The implications of introducing much-needed job lands must be considered against the expansion of the Urban Containment Boundary in terms of regional servicing and transit costs, impacts to the natural environment and climate action. On balance, the requested amendment for South Campbell Heights is supportable based on the above analysis of *Metro 2040's* policy framework. Staff recommend Alternative 1.

Attachments (47807423)

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application.
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021

References

1. [City of Surrey Corporate Report, dated July 8, 2021 \(No. R147\): Revised South Campbell Heights Land Use Plan](#)
2. [Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights](#). MVRD Board Regular Meeting, May 25, 2018
3. [Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy](#)

47807222



the future lives here.

July 30, 2021

File: 3900-20-18020 (OCP)
6520-20 (South Campbell Heights)

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing several Official Community Plan ("OCP") amendments that also require amendments to the Metro Vancouver Regional Growth Strategy ("RGS") prior to final adoption for the following areas:

1. Revised South Campbell Heights Land Use Plan
2. South Campbell Heights Agricultural Land Reserve ("ALR") Inclusion Property

Although these are two separate processes, they are included together in this RGS amendment application.

Background

On July 24, 2017, Surrey Council endorsed Stage 1 of the South Campbell Heights Land Use Plan ("the Plan") following a comprehensive land use planning process. Following Stage 1 approval of the Plan, Council also granted third reading to the necessary OCP amendments and bylaw readings that were consistent with the Stage 1 Plan. On January 16, 2018, the City submitted a request to Metro Vancouver to amend the RGS to accommodate the land uses proposed in the Plan.

The 2017 application proposed the Rural "Special Study Area" designation (235 hectares) within the Plan area to be amended to General Urban (143 hectares), Mixed Employment (37 hectares), and Conservation and Recreation (55 hectares). These changes necessitated an expansion of the regional Urban Containment Boundary ("UCB") which outlines the catchment for regional utility servicing. It also proposed land use amendments within the existing UCB, including 16.4 hectares from Mixed Employment to Conservation and 6.0 hectares from Mixed Employment to General Urban.

On April 20, 2018, the Metro Vancouver Regional Planning Committee ("RPC") received a report from Metro Vancouver staff titled "Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment from the City of Surrey - South Campbell Heights." The report indicated support for proposed amendments to redesignate lands to Mixed Employment, Conservation and Recreation, and Agricultural because these were generally consistent with the provisions of Metro 2040; however, for the portion of the proposed amendment that was seeking to extend the UCB and redesignate 143 hectares from Rural to General Urban for urban residential development, there was not the required support. The report indicated that this component of the request was inconsistent with Metro 2040 and recommended that the entire amendment application be referred back to the City to consider an alternate amendment.

At the May 25, 2018 Metro Vancouver Board meeting, the Board approved the RPC recommendations and referred the RGS amendment application back to the City to consider alternatives.

In response to the amendment application being referred back to the City, staff liaised with Metro Vancouver staff and employment lands stakeholders in Surrey to prepare a revised Stage 1 South Campbell Heights Land Use Plan that better responds to regional concerns.

On July 12, 2021 at the Regular Council - Public Hearing Meeting, Surrey Council approved recommendations in the report titled, "Revised Stage 1 South Campbell Heights Land Use Plan and Proposed Official Community Plan, Regional Context Statement, and Regional Growth Strategy Amendments" (Attachment "1"). This included approval of the revised Stage 1 Land Use Plan, resolutions to give first and second readings to the required OCP bylaw amendments, and instructions to the City Clerk to set a date for public hearing (Attachment "2").

On July 26, 2021, at Regular Council - Public Hearing Meeting, Surrey Council passed a resolution to give third reading to the proposed Surrey OCP bylaw amendments and endorsed referring an application to Metro Vancouver to support amendments to the RGS (Attachment "3"). These amendments include adjustments to the UCB, removal of the entire Special Study Area, and amendments to the Regional Land Use Designations from Rural and Mixed Employment to Conservation Recreation, Mixed Employment, and Agriculture.

Revised South Campbell Heights Local Area Plan

The Plan has been revised in consideration of the region's constrained industrial land supply and Metro Vancouver's previous refer back of Surrey's initial RGS amendment. The revised Plan focuses on creating more employment opportunities by increasing the inventory of regional employment lands. Residential uses have been removed from the revised Plan. The proposed UCB extension has been modified to only contain lands north of the southernmost reach of the Little Campbell River in this area. These proposed changes to the Plan better align with RGS goals.

Surrey is a significant contributor to regional industrial growth and holds a significant portion of the region's vacant industrial land; however, across the region the demand for industrial land continues to outpace supply. In the absence of additional land to meet continued demand, the region is anticipated to absorb all effective supply sometime between 2028 and 2035.

The proposed South Campbell Heights Plan will help address the industrial land supply and provide opportunities to accommodate both new industrial businesses and those businesses that are seeking to expand their operations. Given applicable lot sizes, the Plan has advantage for uses that require larger parcels with the necessary access to services and transportation infrastructure. It is important for the City and the region to remain open for business and to provide opportunity for businesses seeking to relocate or expand operations.

The following RGS amendments are proposed:

- Amend the RGS Land Use Designations for the South Campbell Heights Land Use Plan from 227.3 hectares of Rural and 22.4 hectares of Mixed Employment to 80.6 hectares of Conservation and Recreation and 169.1 hectares of Mixed Employment (as shown in Attachment "4").
- Remove the entire 247 hectares of regional Special Study Area Overlay for all areas of South Campbell Heights.
- Amend the RGS to extend the UCB by 223.7 hectares (as shown in Attachment "5"). to support the proposed land uses within the South Campbell Heights Land Use Plan

South Campbell Heights Agricultural Land Reserve Inclusion Property

In a separate process from the preparation of the South Campbell Heights Local Area Plan, an application to include land into the Agricultural Land Reserve ("ALR") was approved by the Agricultural Land Commission ("ALC") for the property shown in Attachment "6". In order to be consistent with that ALC decision, the Regional Land Use Designation is recommended to be adjusted from Rural to Agricultural as a housekeeping amendment.

Conclusion

The City of Surrey requests that the Metro Vancouver Board amend the Regional Growth Strategy to:

- extend the Urban Containment Boundary;
- remove Surrey's Special Study Area; and
- amend Regional Land Use Designations from Rural and Mixed Employment to Mixed Employment, Conservation Recreation, and Agricultural (as shown in Attachments "4" and "5").

The ALC has already approved the inclusion of the property shown in Attachment "6" into the ALR and is, therefore, simply a housekeeping measure to ensure the RGS is consistent with the existing designations.

Should Metro Vancouver staff require any additional information regarding this application, please contact Patrick Klassen, Community Planning Manager, at 604-598-5858 or at pklassen@surrey.ca.

Sincerely,

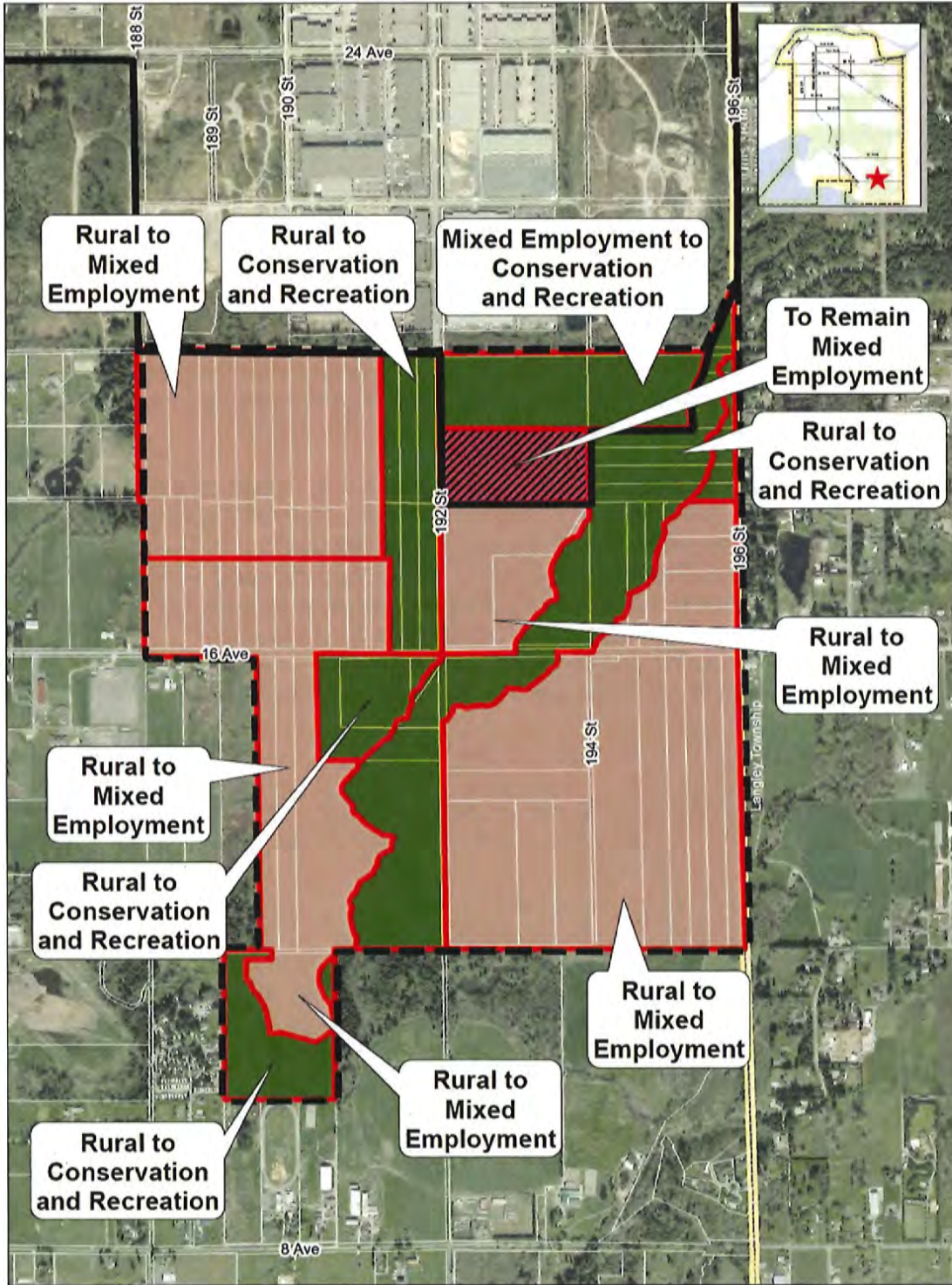


Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

Cc Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Sean Galloway, Director, Regional Planning, Metro Vancouver
James Stiver, Manager, Growth Management and Transportation
Mark Seinen, Senior Planner, Metro Vancouver
Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Patrick Klassen, Community Planning Manager, Planning & Development, City of Surrey
Markus Kischnick, Community Planner, Planning & Development, City of Surrey
Yonatan Yohannes, Manager, Utilities, Engineering, City of Surrey

Attachment "1" Corporate Report - "Revised Stage 1 South Campbell Heights Land Use Plan and Proposed Official Community Plan, Regional Context Statement, and Regional Growth Strategy Amendments"
Attachment "2" Council Resolutions - July 12, 2021 Regular Council - Public Hearing Meeting
Attachment "3" Council Resolutions - July 26, 2021 Regular Council - Public Hearing Meeting
Attachment "4" Proposed RGS Land Use Designation Amendments
Attachment "5" Proposed UCB Extension
Attachment "6" South Campbell Heights ALR Inclusion Property

Proposed RGS Land Use Designation Amendments

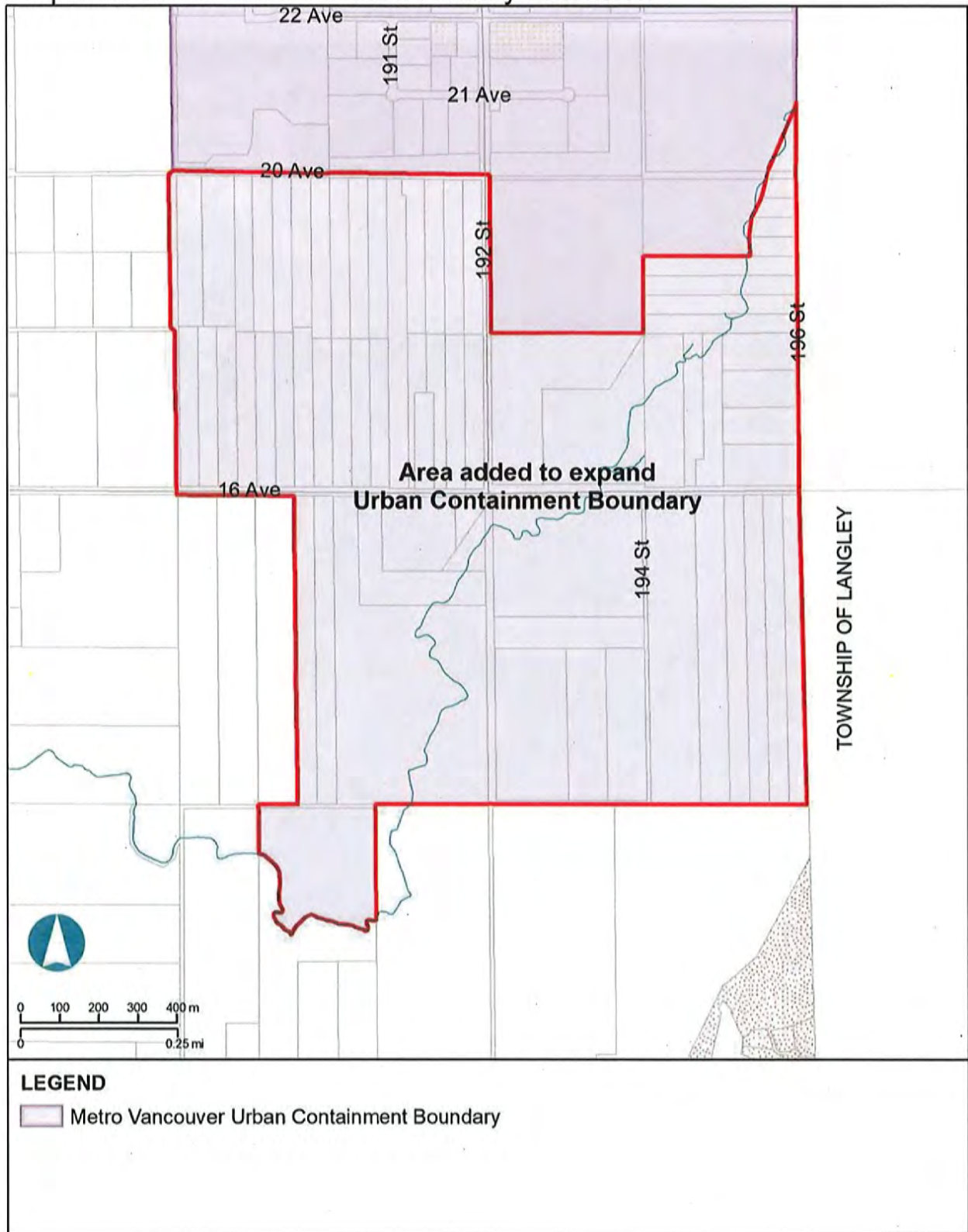


SOUTH CAMPBELL HEIGHTS LOCAL AREA PLAN (LAP) City of Surrey Planning & Development Department

<p>Legend</p> <ul style="list-style-type: none"> RGS Amendment Area Land Use Plan Boundaries Existing Urban Containment Boundary Surrey City Boundary 	<p>Proposed RGS Land Use Designation</p> <ul style="list-style-type: none"> Existing Mixed Employment Proposed Mixed Employment Proposed Conservation and Recreation 	<p> 1:9,700</p>
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Proposed Urban Containment Boundary Extension



Attachment "6"

South Campbell Heights ALR Inclusion Property



City of Surrey Planning & Development Department


SOUTH CAMPBELL HEIGHTS LOCAL AREA PLAN (LAP)

Legend

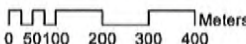
- ALR Amendment Area
- LAP Boundary
- Surrey City Boundary

Proposed RGS Land Use Designation

- Agricultural



1:9,000



Meters

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**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1328, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating portions of the subject properties from 'Rural' to 'Mixed Employment', re-designating portions of the subject properties from 'Rural' to 'Conservation and Recreation', re-designating portions of the subject properties from 'Rural' to 'Agricultural', re-designating portions of the subject properties from 'Mixed Employment' to 'Conservation and Recreation', removing the Special Study Area, and adjusting the Urban Containment Boundary, as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 3, 4, 5, 6, 7, 8, 9, 11, and 12 are revised to record the changes in regional land use designation, removal of the Special Study Area, and adjustments to the Urban Containment Boundary, as shown in the maps contained in Schedule "B".

Citation

2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1328, 2021*".

Schedules

3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

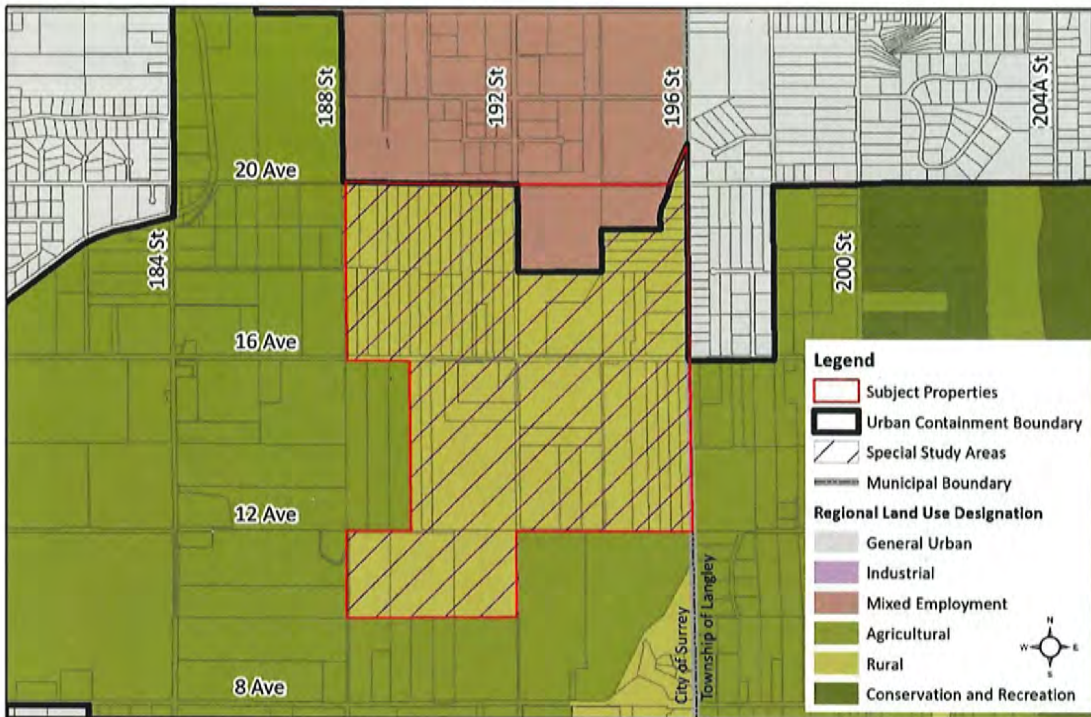
Read a third time this _____ day of _____, _____.

Passed and finally adopted this _____ day of _____, _____.

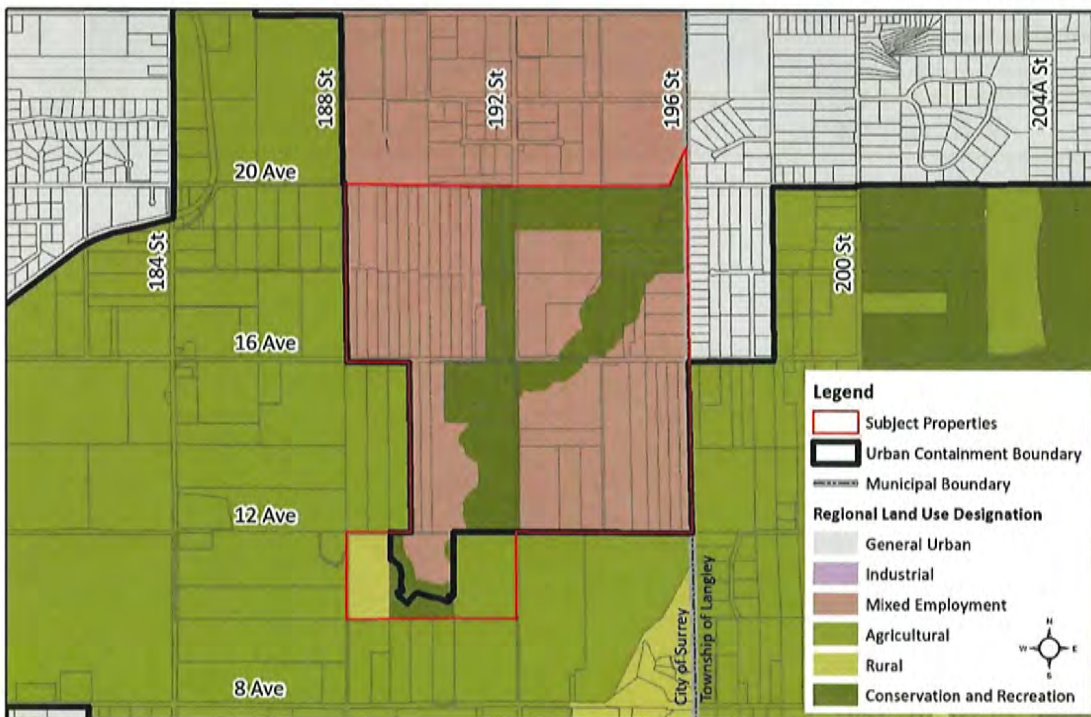
Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

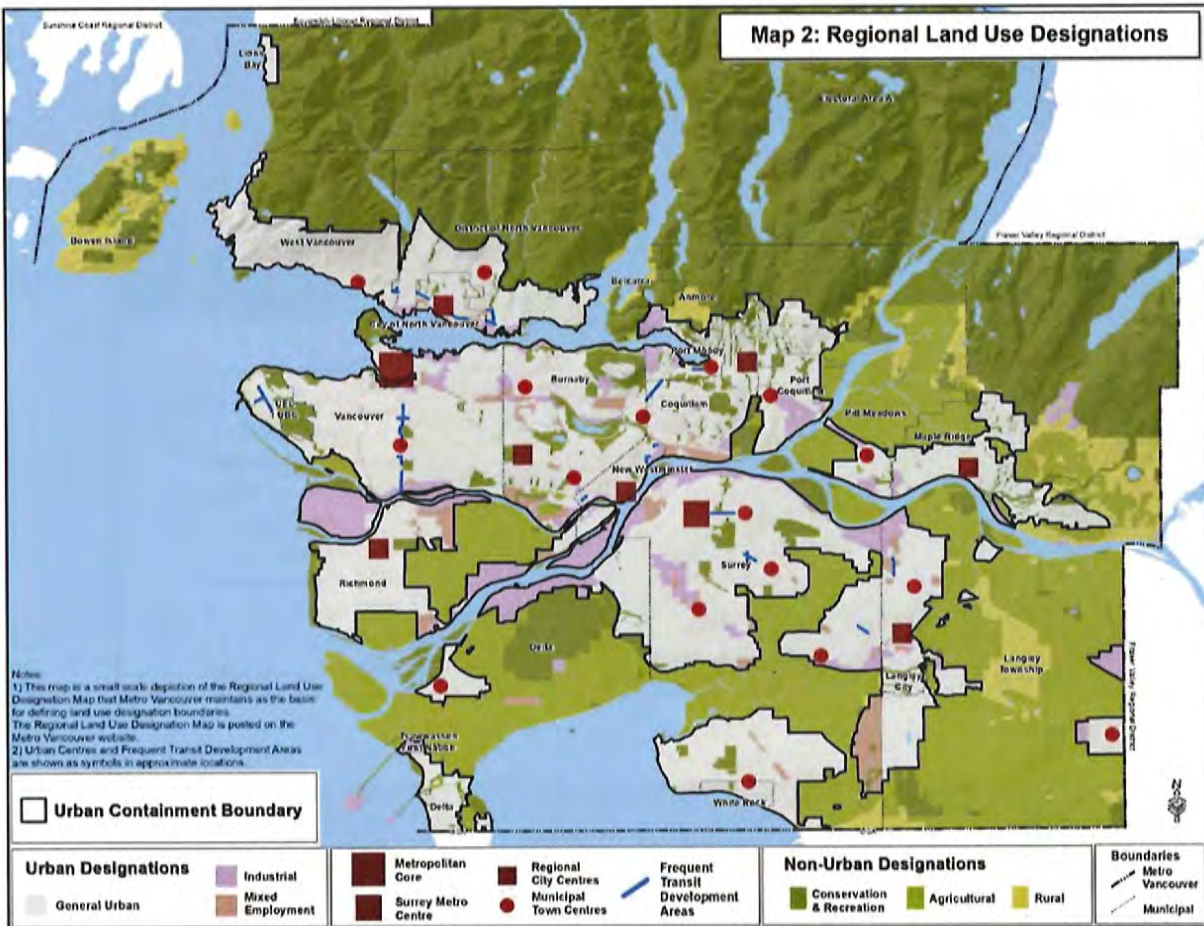
Prior to Amendment



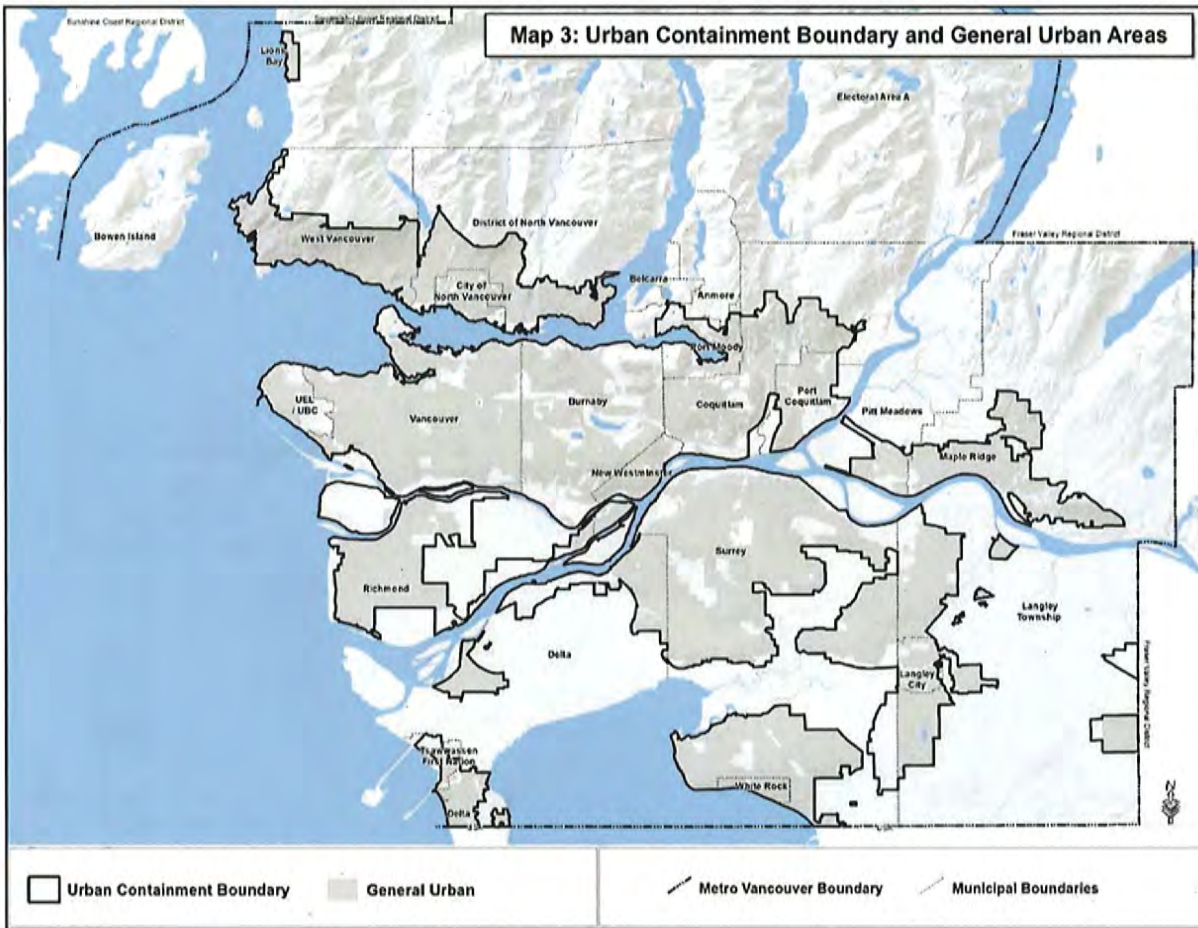
Post Amendment



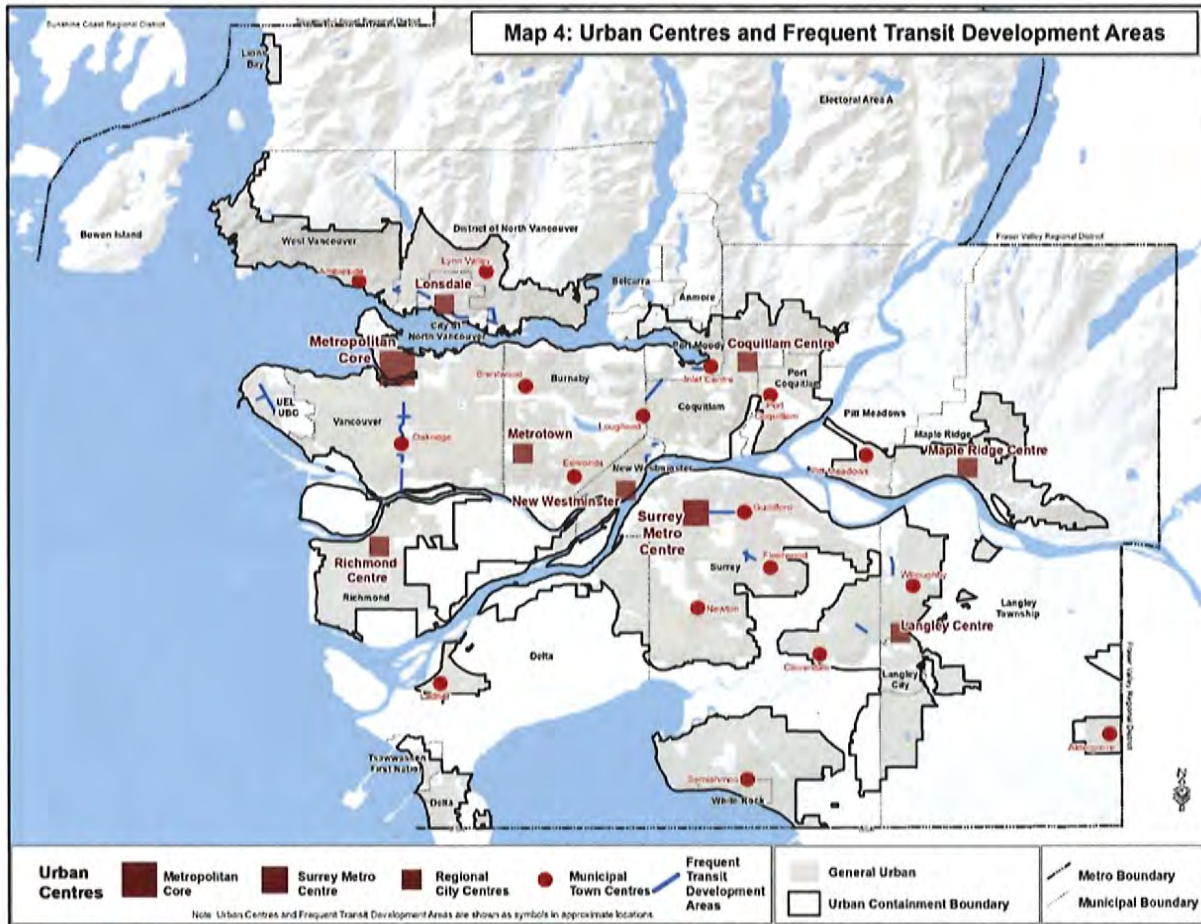
Map 2: Regional Land Use Designations



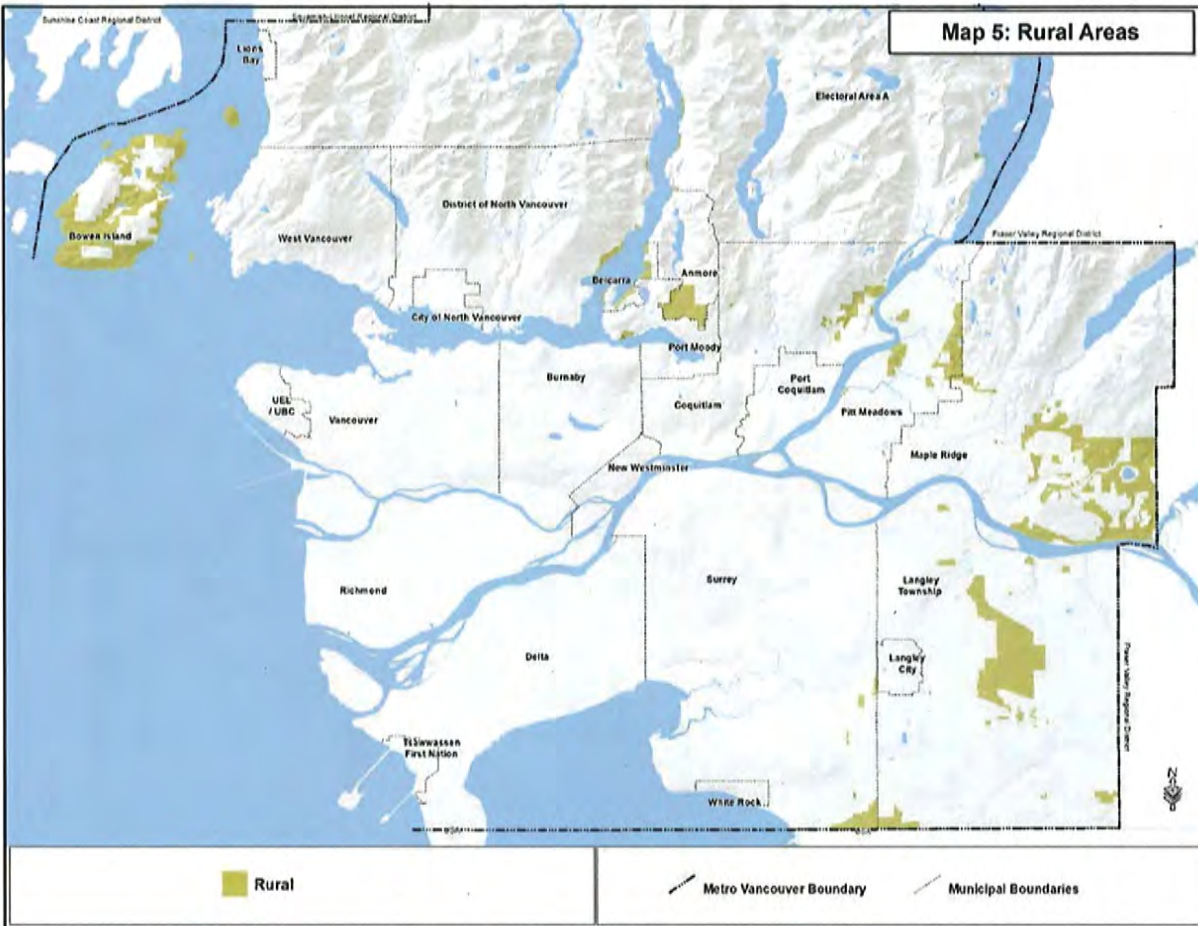
Map 3: Urban Containment Boundary and General Urban Areas



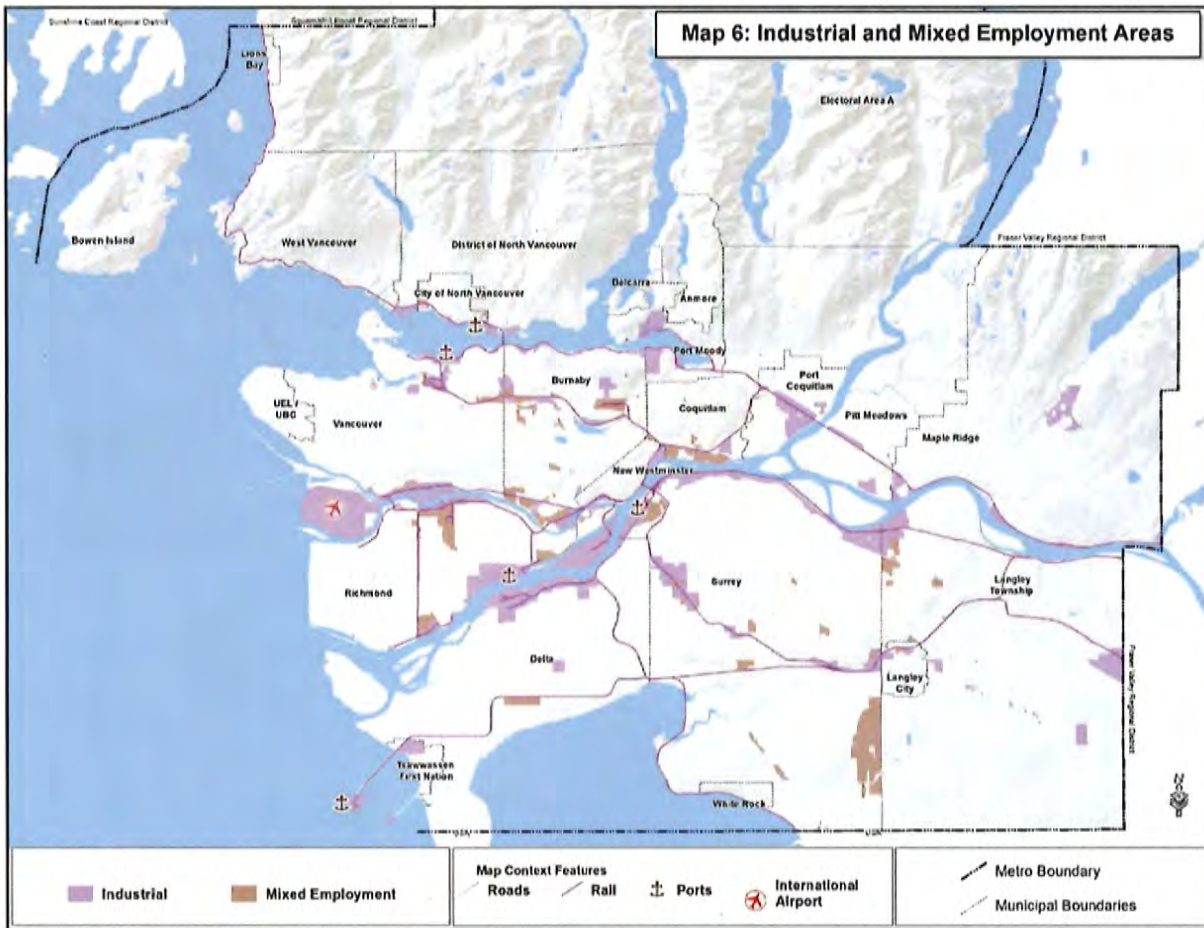
Map 4: Urban Centres and Frequent Transit Development Areas



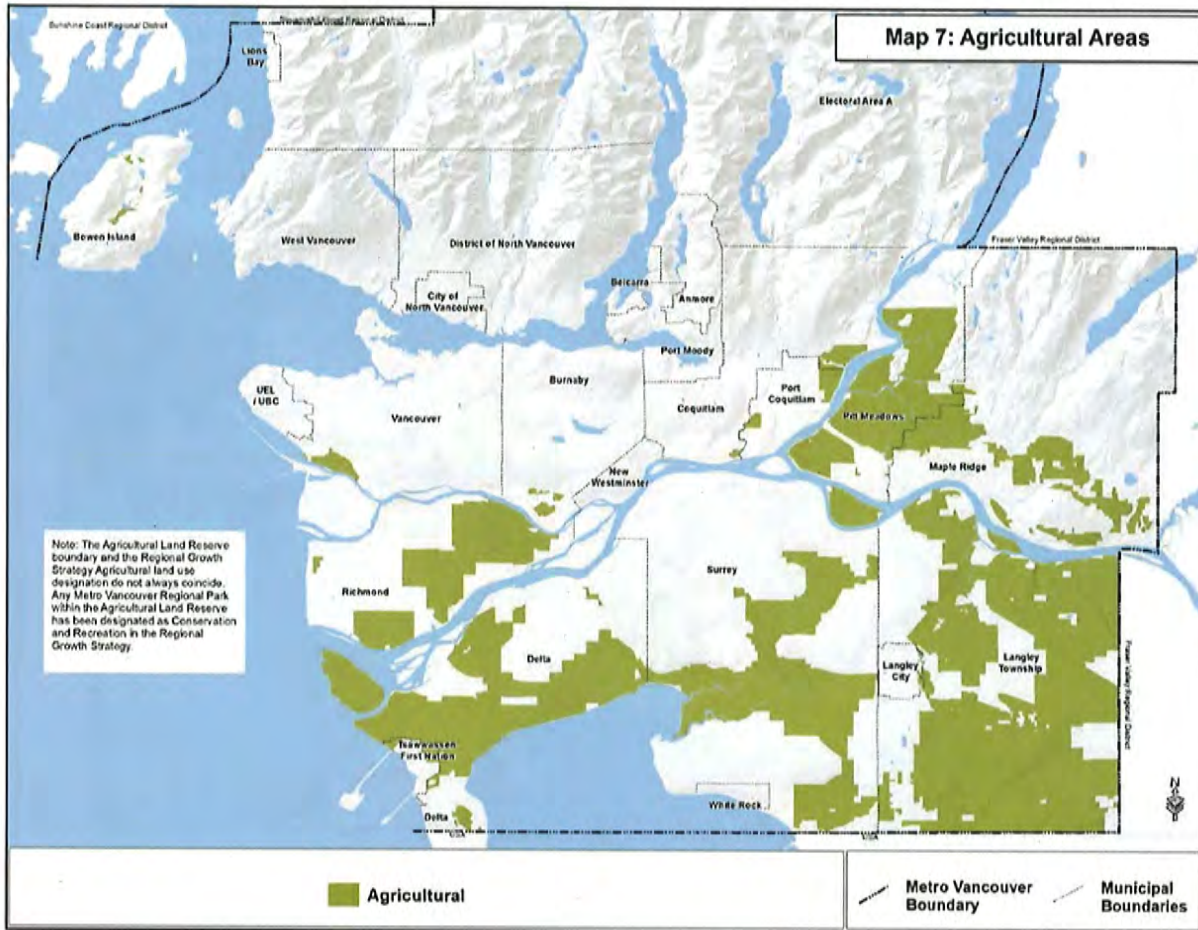
Map 5: Rural Areas



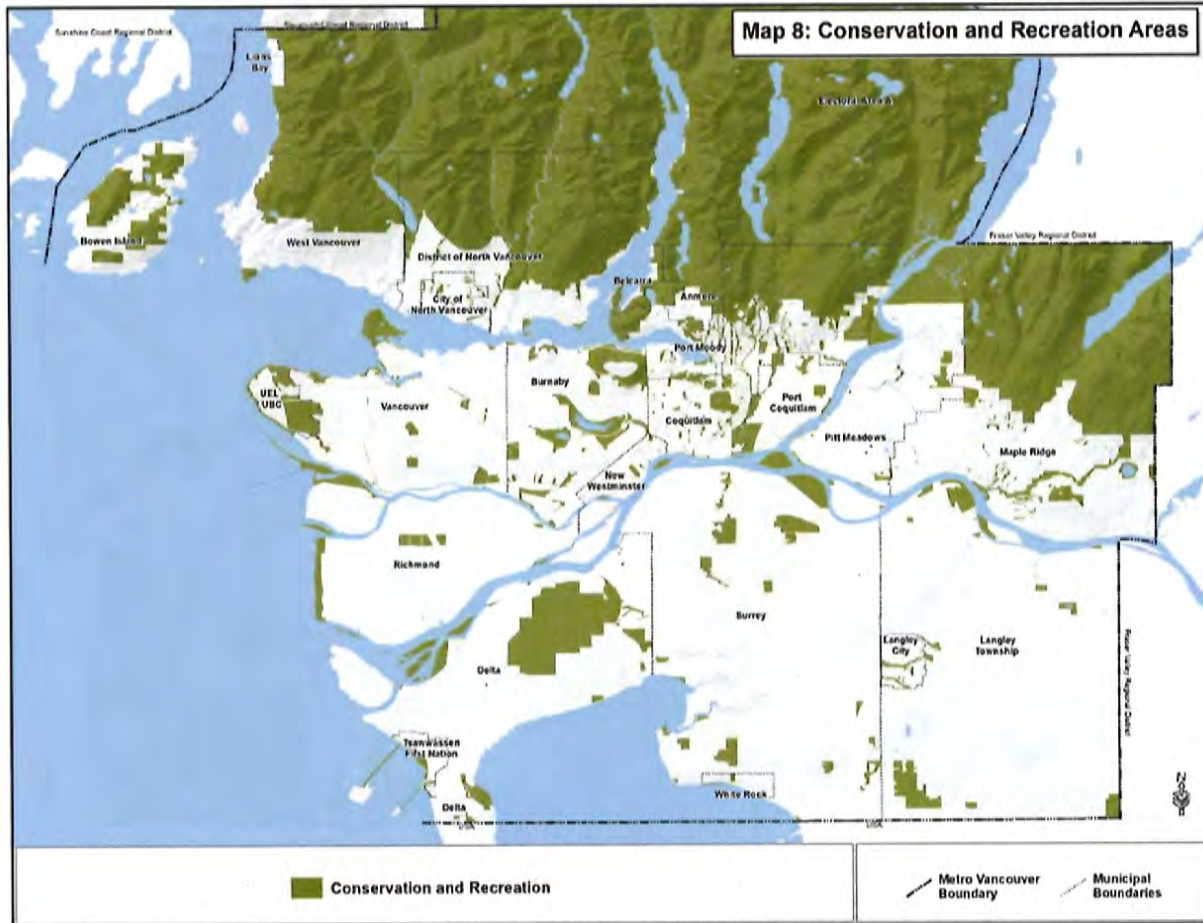
Map 6: Industrial and Mixed Employment Areas



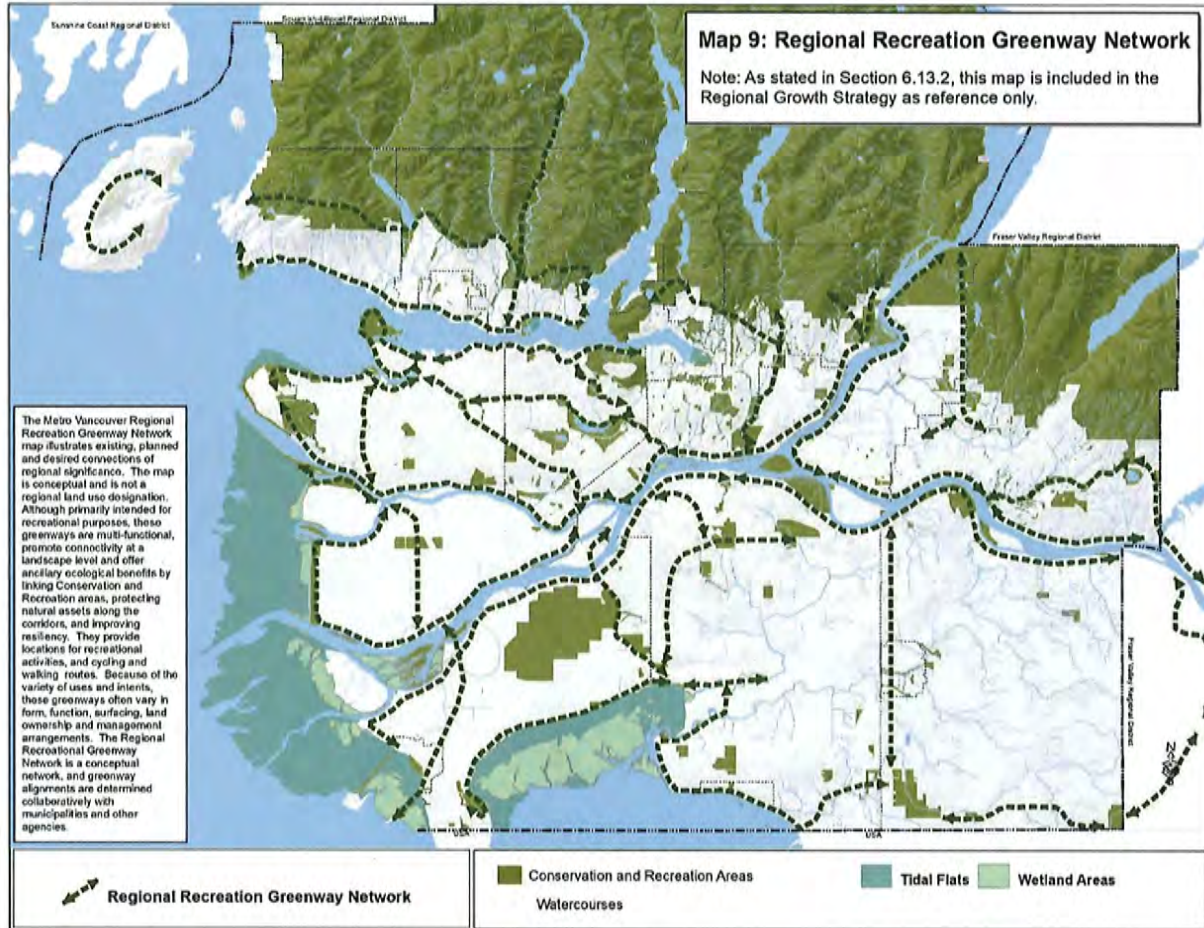
Map 7: Agricultural Areas



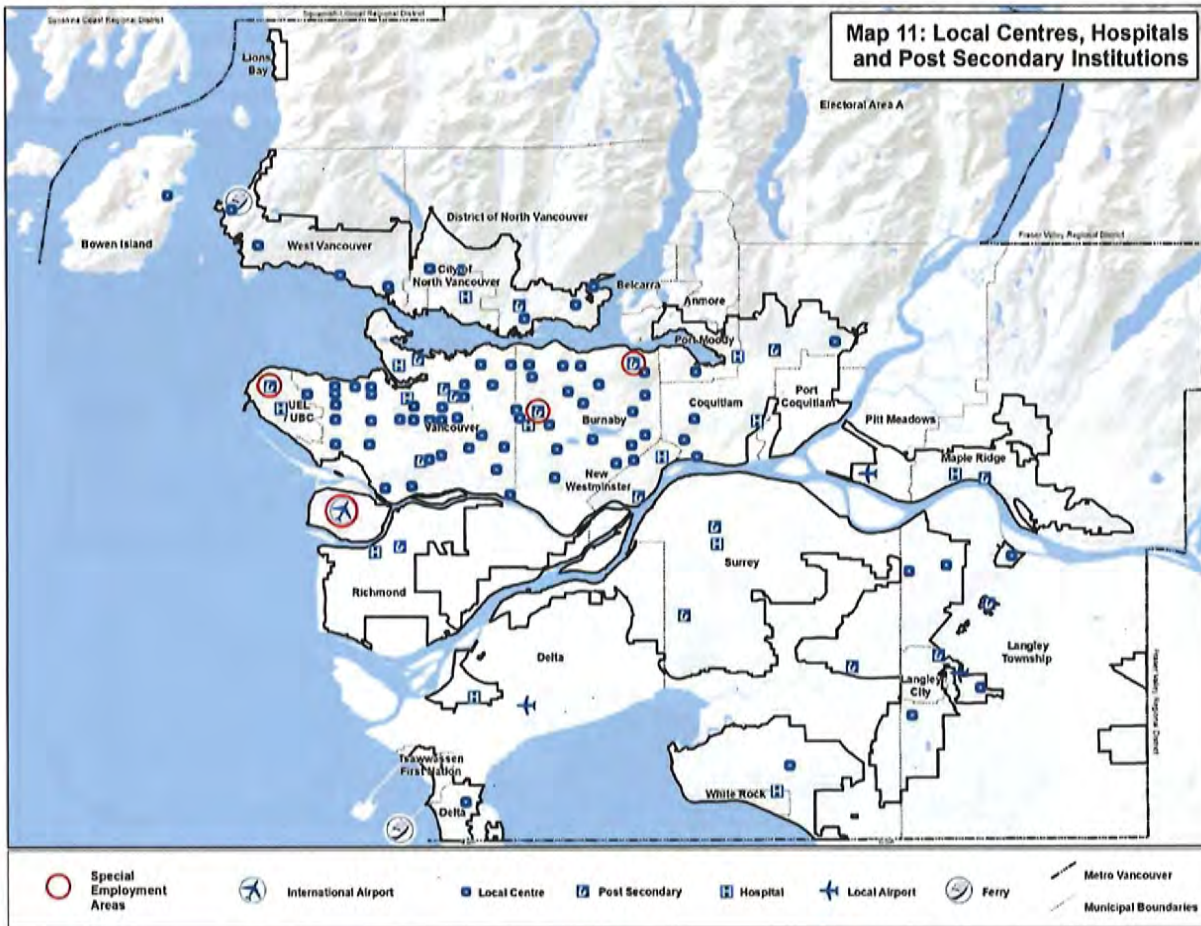
Map 8: Conservation and Recreation Areas



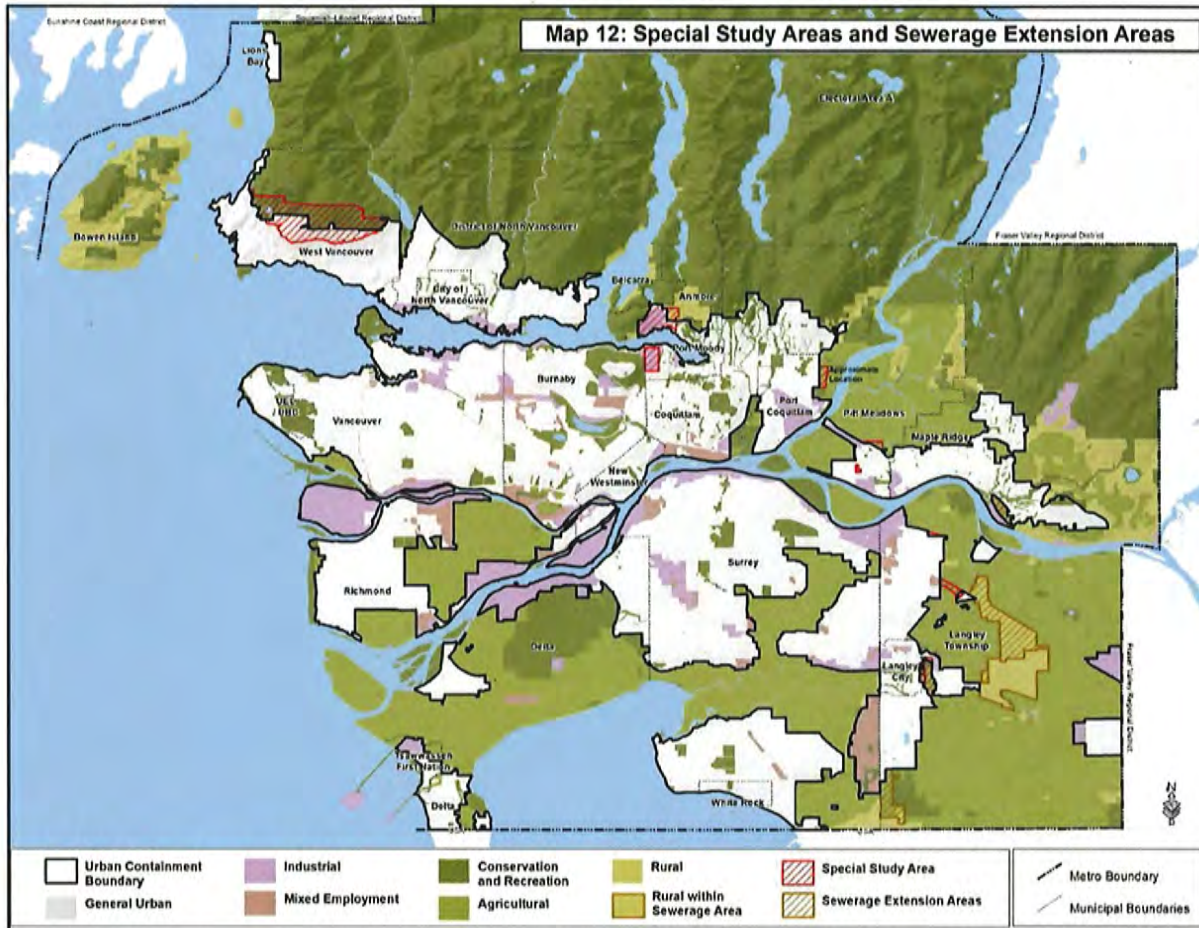
Map 9: Regional Recreation Greenway Network



Map 11: Local Centres, Hospitals and Post-Secondary Institutions



Map 12: Special Study Areas and Sewerage Extension Areas





Office of the Chair
Tel. 604 432-6215 or via Email
CAOAdministration@metrovancover.org

NOV 10 2021

File: CR-12-01
Ref: RD 2021 Oct 29

Mayor Ron McLaughlin and Council
Village of Lions Bay
PO Box 141 - 400 Centre Road
Lions Bay, BC V0N 2E0
VIA EMAIL: mayor.mclaughlin@lionsbay.ca

Dear Mayor McLaughlin and Council:

***Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – Cloverdale Hospital Site***

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 9-hectare site located at 5510 – 180 Street, Surrey, to change the regional land use designation from “Industrial” to “Mixed Employment” to allow for the development of the new Cloverdale Hospital and Cancer Centre.

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated ‘Industrial’ to ‘Mixed Employment’;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021”; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

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The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Peter deJong, Chief Administrative Officer, Village of Lions Bay

Encl: Report dated September 17, 2021, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site*" (Doc# 47471242)

To: Regional Planning Committee

From: Eric Aderneck, Senior Planner, Regional Planning and Housing Services

Date: September 17, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping our Future* Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site**

RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated 'Industrial' to 'Mixed Employment';
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
-

EXECUTIVE SUMMARY

The City of Surrey is requesting a Type 3 minor amendment to *Metro 2040*, the regional growth strategy, for an approximately 9-hectare site at 5510 180 Street. The proposed amendment would redesignate the regional land use designation on a portion of the site from 'Industrial' to 'Mixed Employment' to allow for the proposed Cloverdale Hospital and Cancer Centre, immediately south of the existing Kwantlen Polytechnic University Cloverdale Campus. The proposed amendment has been considered in relation to *Metro 2040's* goals, strategies, and policies. The analysis demonstrates that on balance, this proposed amendment is supportable and aligned with many of *Metro 2040's* goals and strategies. Overall, the proposed amendment allows the hospital use, which is consistent with the surrounding neighbourhood context and ensures employment generating uses in close proximity to a Municipal Town Centre and future enhanced transit service area.

PURPOSE

To provide the Regional Planning Committee and the MVRD Board with the opportunity to consider the City of Surrey's request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)* to accommodate the development of the new Cloverdale Hospital and Cancer Centre.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to regional land use designations. On July 12, 2021, City of Surrey Council gave 1st and 2nd reading of *Official Community Plan Amendment Bylaw, 2013, No. 18020, Amendment Bylaw, 2021, No. 20417*. The amendment is to allow for the development of the new Cloverdale Hospital and Cancer Centre on the site. A

municipal public hearing was held on July 26, 2021, and at the same meeting City Council gave the Official Community Plan Amendment (OCP) Bylaw 3rd reading, and passed the following resolution:

That Council authorize staff to refer the application to Metro Vancouver for consideration of the following upon the application receiving Third Reading: to amend the Metro Vancouver Regional Growth Strategy (RGS) designation for a portion of the site from Industrial to Mixed Employment.

The City of Surrey Council’s consideration of the final adoption of the OCP bylaw can be scheduled following the MVRD Board’s decision on the requested *Metro 2040* amendment.

On July 30, 2021, Metro Vancouver received the written request from the City to consider a *Metro 2040* amendment for the Cloverdale Hospital site (Attachment 1 and Reference 1). The proposed amendment seeks to redesignate an approximately 9-hectare site within the Urban Containment Boundary (UCB) from an ‘Industrial’ regional land use designation to ‘Mixed Employment’. This constitutes a Type 3 minor amendment requiring an amendment bylaw that receives an affirmative 50%+1 weighted vote of the MVRD Board at each reading; there is no requirement for a regional public hearing.

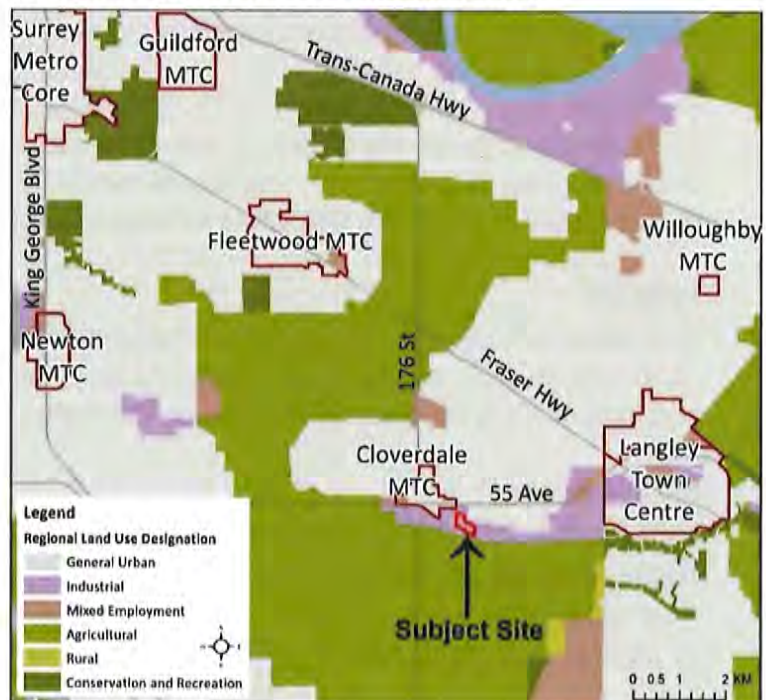
SITE CONTEXT AND SURROUNDING USE

The subject site is located at 5510 180 Street, and consists of 9 hectares of the southern, vacant part of the Kwantlen Polytechnic University (KPU) Cloverdale Campus property (Figure 1). The site is currently owned by KPU, which is in the process of subdividing the larger property to sell the southern portion to the Fraser Health Authority as the site for the new hospital complex. The northern portion of the lot will continue to be owned and occupied by KPU, and no change in land use designation is proposed for that portion of the lands.

As surrounding context, lands to the west are developed as industrial uses, to the east are currently vacant (designated Industrial), and to the north-east have older single detached houses (designated General Urban).

The site is located immediately south of the KPU campus and north of existing BC Rail and CP Rail lines, on the east side of 180 Ave. These lands are within the City of Surrey’s Cloverdale Area Plan, however are not within the boundaries of the regional growth strategy’s identified Cloverdale Municipal Town Centre.

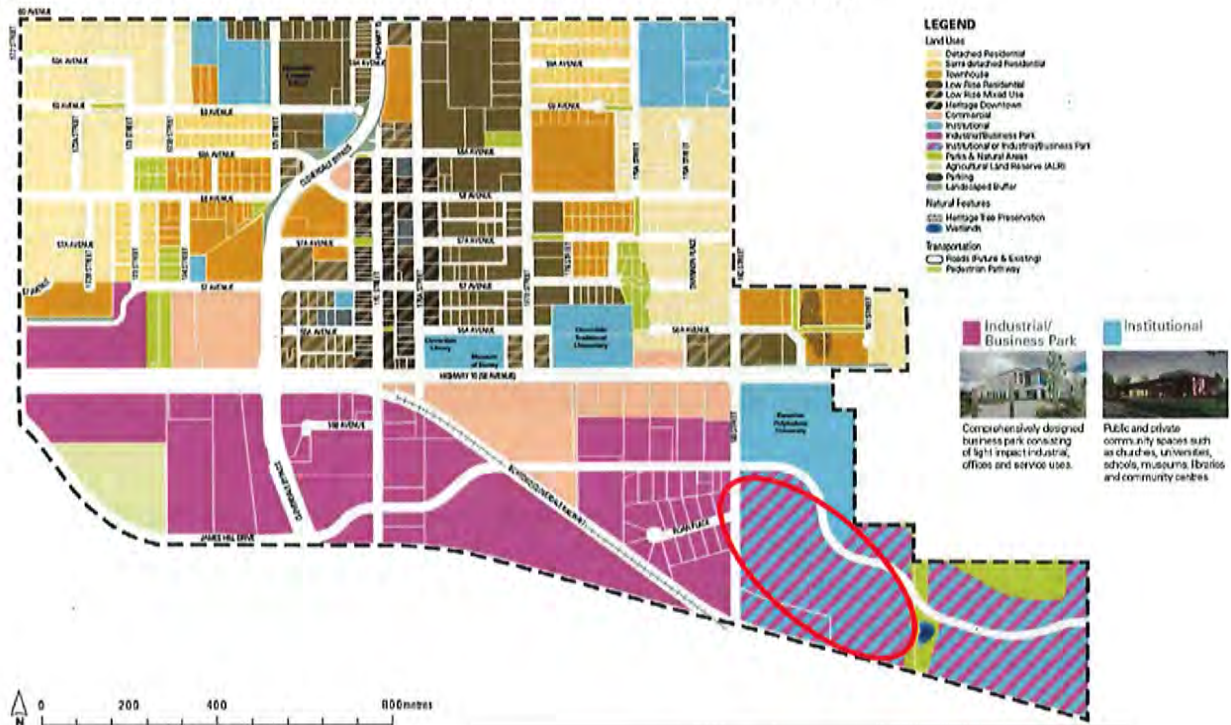
Figure 1 - Context for Proposed Amendment



As stated in the Cloverdale Town Centre Plan, completed in 2019, Cloverdale is the historical centre of Surrey (Figure 2). The plan area is centred on the crossroads of Highway 10 (56 Avenue) and Highway 15 (176 Street), and multiple railway lines, and includes a mix of commercial, industrial, and residential uses surrounding the downtown core. The Cloverdale Town Centre Plan encompasses 297 hectares and includes an estimated 5,126 residents, 2,250 housing units, and 3,573 jobs. The Cloverdale Centre is becoming increasingly urban through redevelopment, with many vacant and underutilized sites being redeveloped with mixed-use apartments and townhouses. The plan supports future growth, including new housing, commercial, and amenity spaces.

The City of Surrey's OCP change seeks to redesignate the site from 'Industrial' to 'Mixed Employment'. In the Cloverdale Town Centre Plan, the site is currently designated as 'Industrial / Business Park or Institutional', which will be maintained.¹

Figure 2 - Cloverdale Town Centre Plan (the subject site is circled in red)



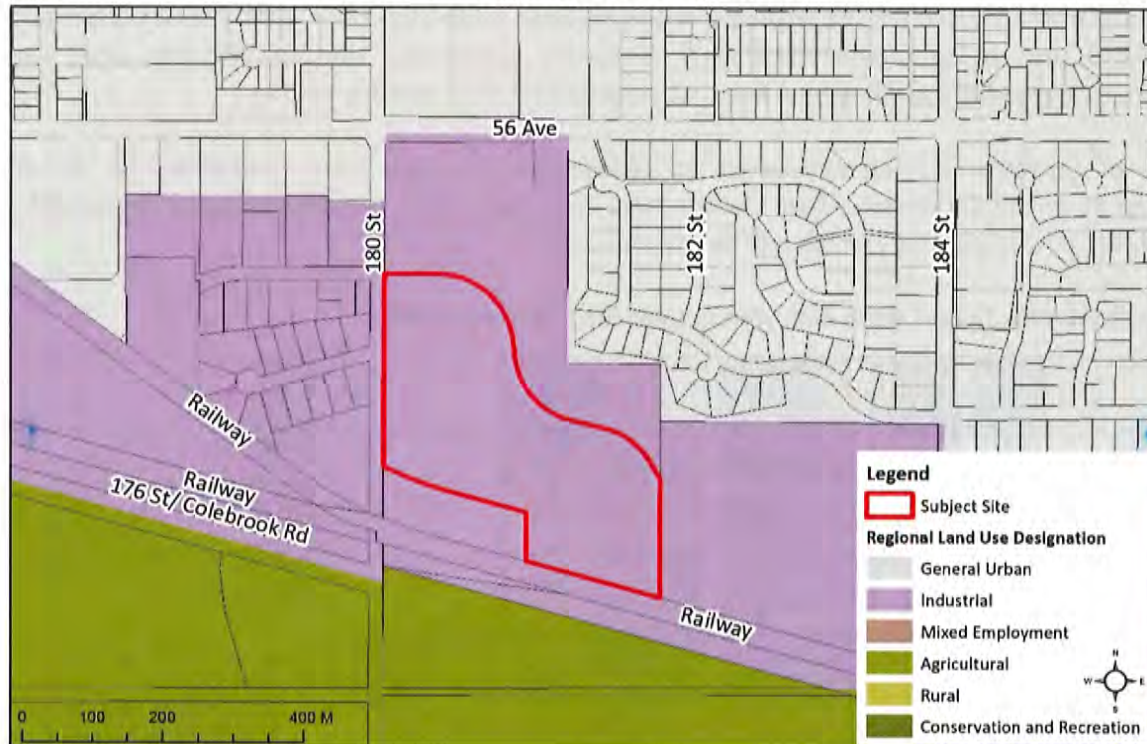
PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

The new Surrey Hospital and Cancer Centre facility will comprise approximately 71,000 square metres of floor space, provide 168 beds, an emergency centre, a cancer centre, and a child care centre, and employ over 1,900 people.

¹ Separately, KPU has applied to the City of Surrey to subdivide the larger property into two parcels in order to allow for the sale of the southern part to Fraser Health Authority. That application includes providing a road dedication through the centre of the site to make the existing private driveway a public road (55 Ave / James Hill Drive), plus other statutory rights-of-way.

The current regional growth strategy designation of 'Industrial' is intended for heavy and light industrial activities, and appropriate accessory uses (Figure 3). The proposed hospital use is not consistent with the current designation and an amendment to the regional growth strategy is required. The site and surrounding lands are within the Urban Containment Boundary.

Figure 3 - Current Regional Growth Strategy Land Use Designations



REGIONAL PLANNING ANALYSIS

The City of Surrey’s proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being reviewed for an update. The intent of the assessment is not to duplicate that of the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

Goal 1: Create a Compact Urban Area

Metro Vancouver and its member jurisdictions have committed to focusing growth within the UCB and more specifically within Urban Centres. The City is encouraged to use edge planning and other land use and design policies to denote that further urban development is not intended south of Clearbrook Road and the railway lines beyond the UCB.

The site is within the Surrey Cloverdale Town Centre Plan, but not within the Regional Cloverdale Municipal Town Centre’s boundary in *Metro 2040*. Co-locating the new hospital and associated facilities with the existing KPU post-secondary institution and in the Cloverdale Municipal Town Centre would be consistent with the growth management principles of *Metro 2040*, helping to create

a compact urban area with a mix of uses and employment opportunities and support regional transportation objectives. To better align these plans, a separate and subsequent process should be considered by the City of Surrey to adjust the boundary of the regional Municipal Town Centre to include the KPU and hospital site; this change could be reflected in the next update of its Regional Context Statement. The adjustment would also allow the site to be better aligned with TransLink's transit service, which uses the locations of Urban Centres and Frequent Transit Development Areas as inputs into service planning decisions. This alignment would allow for the growth of the Urban Centre to better support local planning objectives and regional growth targets. The significance of the proposed hospital development also raises the possibility of other inter-municipal corridor and area planning efforts along Highway 10 (56 Avenue), between two Urban Centres (i.e. Cloverdale Municipal Town Centre and Langley Regional City Centre).

Goal 2: Support a Sustainable Regional Economy

Metro 2040 commits to protecting the region's supply of Industrial land. This strategy contains two regional land use designations ('Industrial' and 'Mixed Employment'), which are both intended to support employment-generating uses to ensure the needs of the regional economy are met. Neither land use designation permits residential uses.

The City of Surrey's 2014 Regional Context Statement includes the following statement about industrial land protection:

2.2.4(b)(i) INDUSTRIAL PROTECTION As populations increase within all areas of the Lower Mainland, pressures increase to accommodate residential construction on lands designated for commercial or industrial purposes. Surrey has a significant portion of the Region's available industrial base and in order to ensure land exists in the future for well-paying employment opportunities, existing industrial land needs to be retained for future industrial development. Policies within Surrey's OCP supporting the protection of industrial land include: E1.1, E1.2 and E1.11.

While a hospital is not an Industrial land use, it is a major employer, accommodating a significant number of jobs and providing medical services to both the City of Surrey and the wider region, and with associated trip generating implications. A redesignation of the site to 'Mixed Employment' would allow the hospital use given that 'Mixed Employment' allows for "industrial, commercial, and other employment-related uses." This project is a unique major institutional use and the land use designation change does not support nor imply other possible additional amendments to adjacent Industrial lands.

The amendment to a 'Mixed Employment' regional land use designation supports the proposed hospital use and allows various forms of employment uses, which further maintains the character of larger scaled building forms in the area.

Goal 5: Support Sustainable Transportation Choices

The strategies under this goal encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services. Land use changes can and often

significantly influence travel patterns. As identified in the proposal, these transportation matters are to be addressed by the City through the development plan at a future stage of design. The review of the development by the City should consider transportation-demand management strategies, including such things as: investing in and enhancing the surrounding transportation network; encouraging transit usage by employees and visitors; facilitating goods movement access to the site and surrounding area; adding bicycle infrastructure and facilities on site; enhancing pedestrian infrastructure and connections; right-sizing the amount of on-site parking; and the pricing of parking.

In addition, the development of the hospital site and changes to the associated road network should be done in a manner that does not restrict truck access or goods movement potential to the surrounding industrial land and existing KPU Campus and the possible future development of the lands to the east. Furthermore, the design of the interface between existing surrounding industrial and rail activities, and the proposed future hospital should reduce possible conflicts.

REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS

As per the *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for information and comment at its meeting of September 17, 2021. No comments were provided by RPAC members at that meeting.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided to the Board for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated 'Industrial' to 'Mixed Employment';
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
2. That the MVRD Board decline the proposed amendment for the Cloverdale Hospital Site and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy*.

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board's decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

SUMMARY / CONCLUSION

The City of Surrey has requested that the MVRD Board consider a Type 3 minor amendment to *Metro 2040* for the approximately 9-hectare Cloverdale Hospital Site, located immediately south of Kwantlen Polytechnic University Cloverdale Campus. The amendment proposes to change the regional land use designation of the site from 'Industrial' to 'Mixed Employment' in order to allow the development of the new Cloverdale Hospital and Cancer Centre by the Fraser Health Authority.

Staff note that if the development of the hospital site proceeds, changes to the associated road network should be done in a manner that does not restrict truck access or goods movement potential to the surrounding industrial land and existing KPU Campus, and the possible future development of the lands to the east.

Overall, the proposed amendment allows the hospital use, which is consistent with the surrounding neighbourhood context and ensures employment generating uses in close proximity to a Municipal Town Centre and future enhanced transit service area. Based on this, staff recommend Alternative 1, to initiate the proposed amendment to *Metro 2040* for the City of Surrey Cloverdale Hospital Site.

Attachments

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application (48005060)
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021

Reference

[City of Surrey Report \(No. 7921-0139-00\), dated July 12, 2021](#)

47471242

**ATTACHMENT 1**

the future lives here.

July 30, 2021

File: 3900-20-18020 (OCP)
7921-0139-00 (New Surrey Hospital and Cancer Centre)

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing a development application for the proposed New Surrey Hospital and Cancer Centre (Development Application No. 7921-0139-00) that includes amendments to the Official Community Plan ("OCP"), rezoning, and a Development Permit for Sensitive Ecosystems. The application also requires an amendment to the Metro Vancouver Regional Growth Strategy prior to final adoption.

On July 12, 2021, at the Regular Council – Land Use Meeting, Surrey Council approved recommendations in the Planning & Development Report for Development Application No. 7921-0139-00 (Attachment "1"). This included resolutions to give first and second readings to the required OCP Bylaw amendments and instructed the City Clerk to set a date for Public Hearing (Attachment "2").

On July 26, 2021, at Regular Council - Public Hearing Meeting, Surrey Council passed a resolution to give third reading to the proposed Surrey's OCP Bylaw amendments and endorsed referring an application to Metro Vancouver to support an amendment to the Regional Growth Strategy ("RGS") (Attachment "3"). The proposed RGS amendment is to the Regional Land Use Designation for the subject site from Industrial to Mixed Employment.

Proposed New Surrey Hospital and Cancer Centre

The proposed new Surrey Hospital and Cancer Centre represents a \$1.66 billion investment in health care, the largest provincial contribution in the history of BC. The Hospital and Cancer Centre are anticipated to employ over 1,900 people. The new hospital is proposed to be approximately 71,000 square metres, with 168 beds, an emergency centre, cancer centre, and childcare centre.

The subject site is currently designated Industrial in Metro Vancouver's RGS. Areas designated as Industrial in the RGS are "intended for heavy and light industrial activities, and appropriate accessory uses."

The proposed development of a hospital on site, therefore, requires an RGS amendment of the Regional Land Use Designation from Industrial to Mixed Employment. Mixed Employment areas are "intended for employment related uses to help meet the needs of the regional

- 2 -

economy." Mixed Employment areas within Urban Centres, such as the Cloverdale Town Centre, are "intended as priority locations for employment and services" including institutional uses."

The following RGS amendment is proposed:

- Amend the RGS Land Use Designations for the subject site from Industrial to Mixed Employment (as shown in Attachment "4")

The applicant is aiming to have the Development Application (No. 7921-0139-00) complete, including the RGS amendment, OCP amendment, rezoning, and Development Permit issuance, by February 2022 in order to move forward with the procurement process and Building Permit application, and to keep on track with the overall project timelines.

Conclusion

The City of Surrey requests that the Metro Vancouver Board amend the Regional Growth Strategy to amend Regional Land Use Designations from Industrial to Mixed Employment (as shown in Attachment "4").

Should Metro Vancouver staff require any additional information regarding this application, please contact Christa Brown, Planner, at 604-591-4216 or at Christa.Brown@surrey.ca.

Sincerely,



Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

Cc Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Sean Galloway, Director, Regional Planning, Metro Vancouver
Ron Gill, Manager, Area Planning & Development – North Division, City of Surrey
Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Christa Brown, Planner, Planning & Development, City of Surrey

Attachment "1" Planning Report for Development Application No. 7921-0139-00
Attachment "2" Council Resolutions- July 12, 2021 Regular Council - Land Use Meeting
Attachment "3" Council Resolutions- July 26, 2021 Regular Council - Public Hearing Meeting
Attachment "4" Proposed RGS Land Use Designation Amendment

ATTACHMENT 2

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1327, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

- A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

- 1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating the subject site from 'Industrial' to 'Mixed Employment', as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 6, and 12 are revised to record the change in regional land use designation, as shown in the maps contained in Schedule "B".

Citation

- 2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1327, 2021*".

Schedules

- 3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

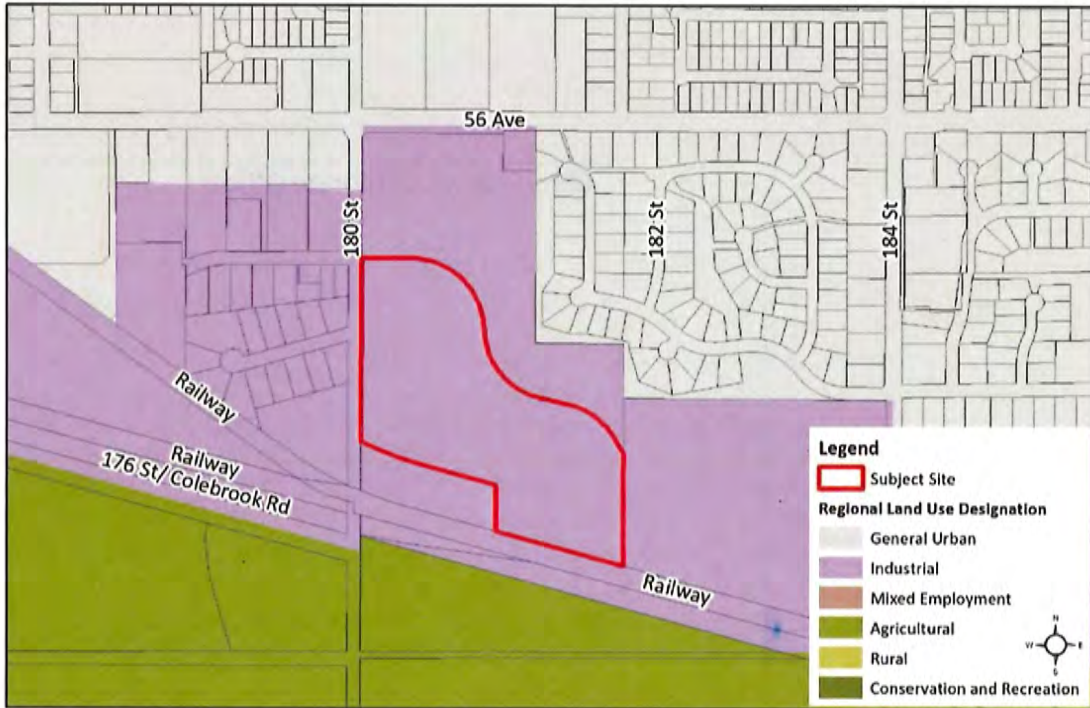
Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

Schedule A

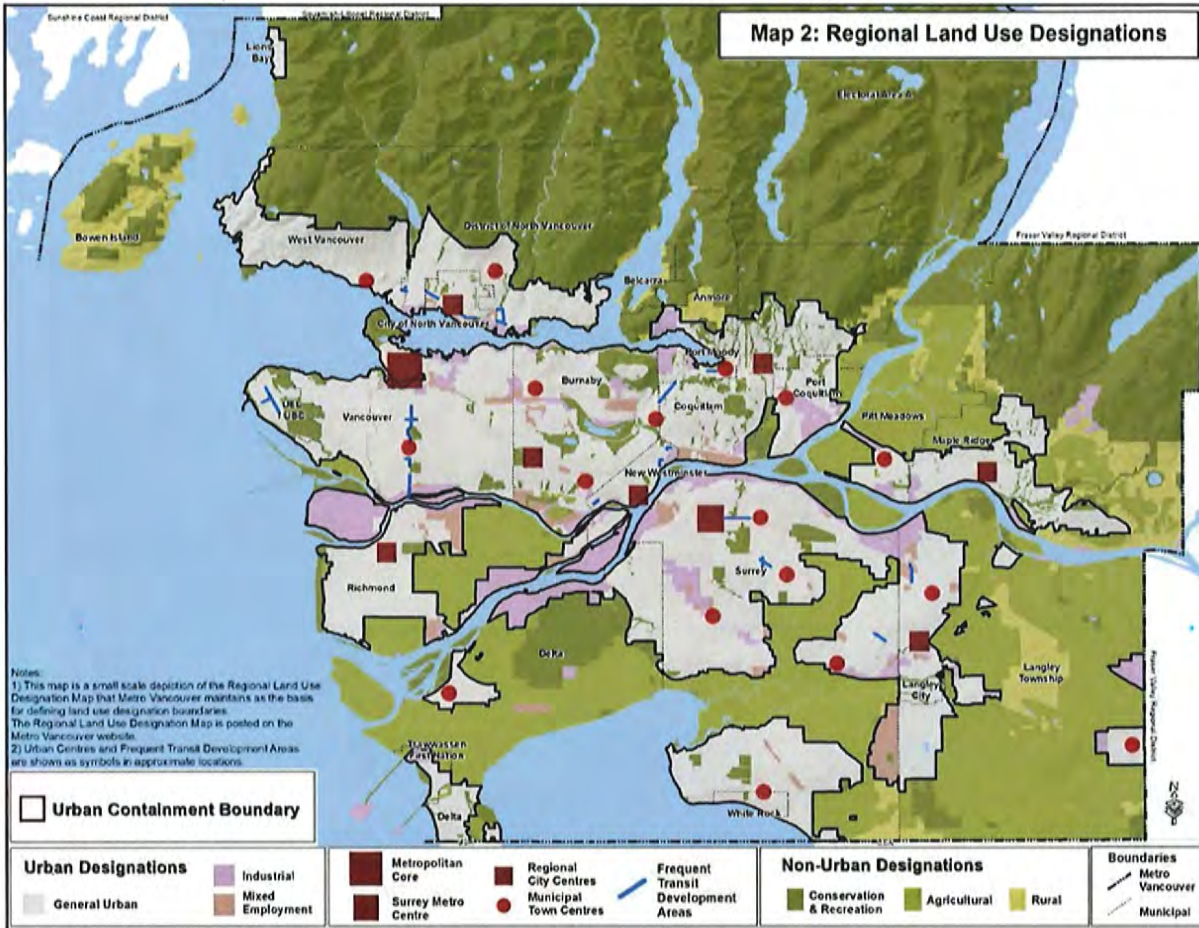
Prior to Amendment



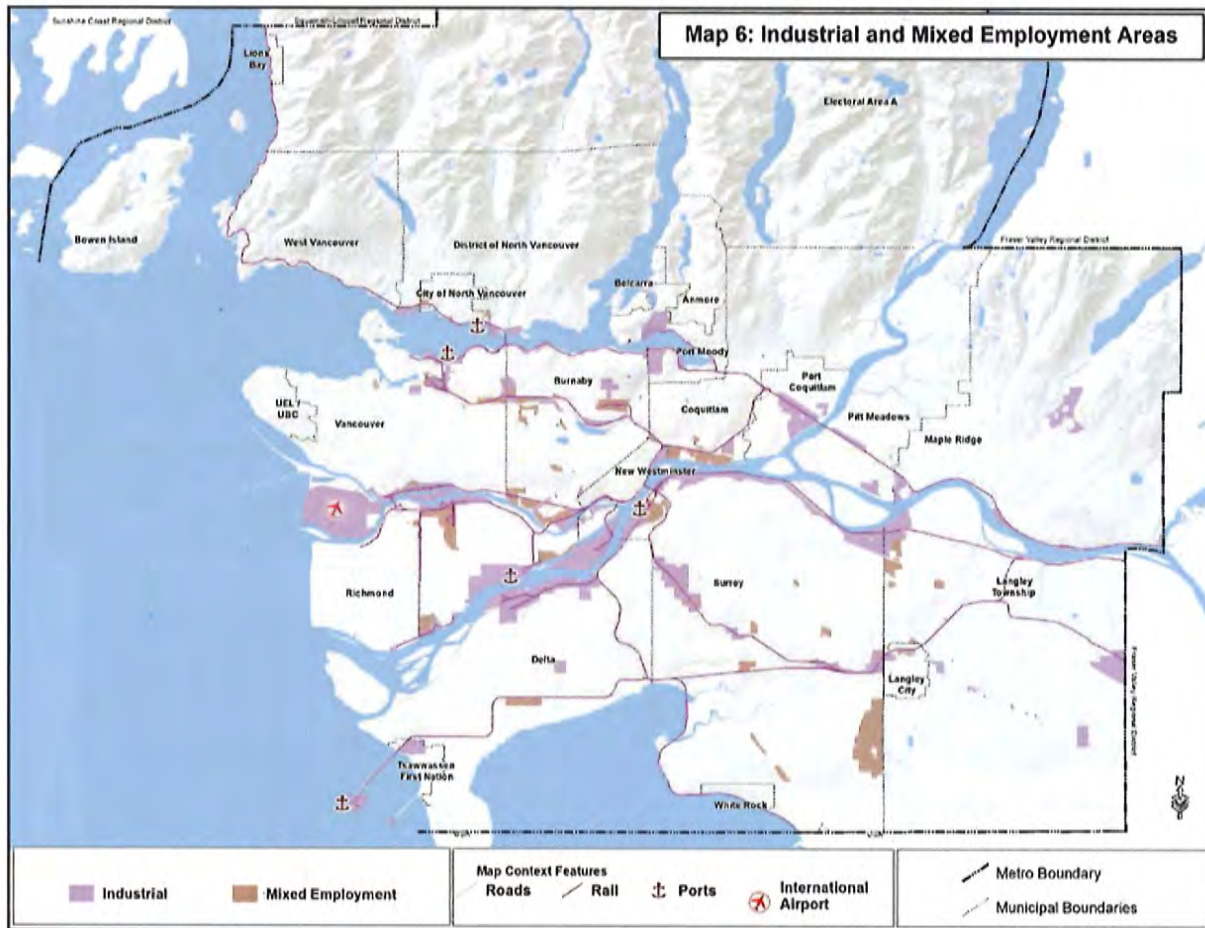
Post Amendment



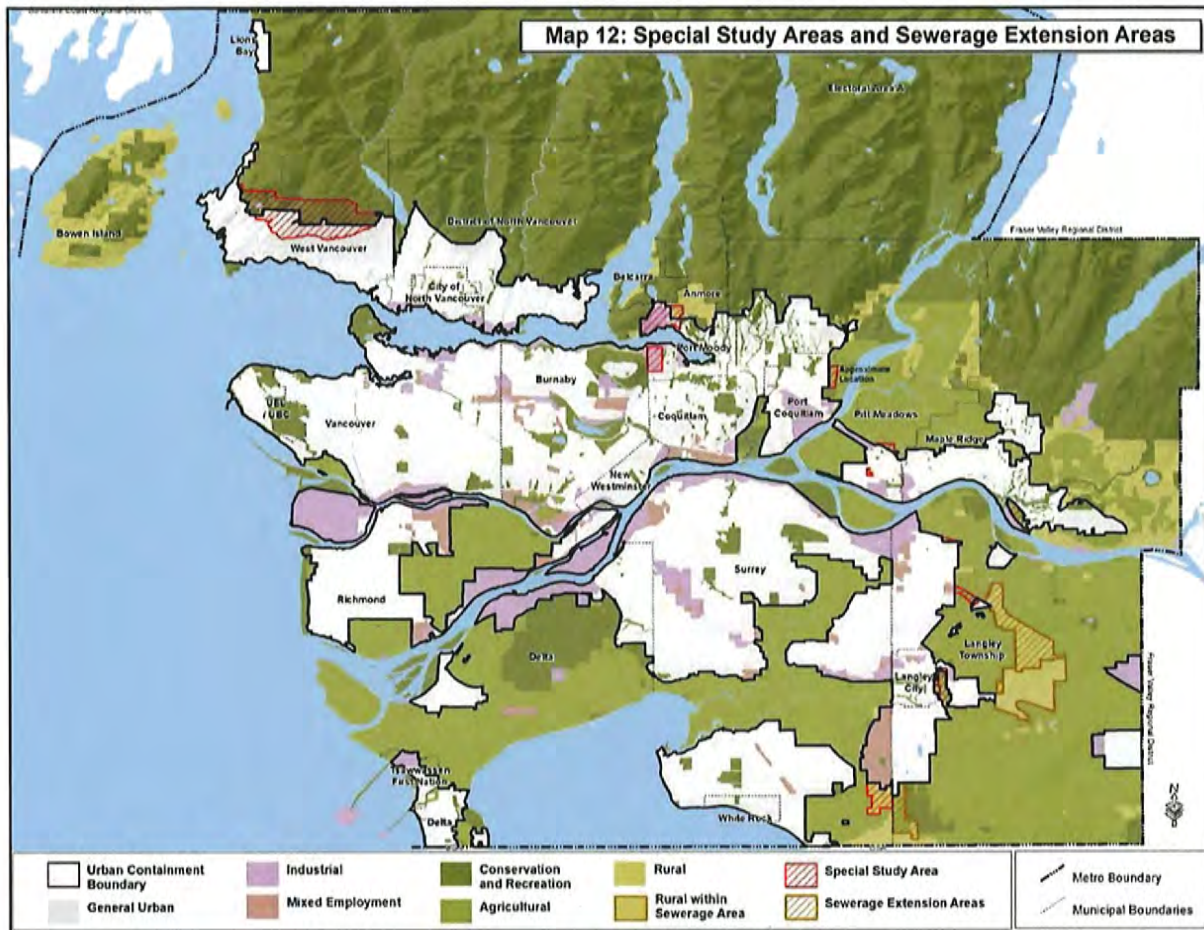
Map 2: Regional Land Use Designations



Map 6: Industrial and Mixed Employment Areas



Map 12: Special Study Areas and Sewerage Extension Areas





City of Pitt Meadows
OFFICE OF THE MAYOR

November 17, 2021

File: 05-1900-01/21

Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2
Sent via email: FIN.Minister@gov.bc.ca

Dear Minister Robinson:

Re: Unfair Taxation Benefitting Railway and Industrial Operations

Further to your November 4, 2021 letter advising the Province has no plans to explore reclassification with respect to Railway and Industrial Operations, we are writing to express our significant disappointment with this information.

Although your letter is in response to the September 10, 2021 UBCM meeting it does not appear to consider the overwhelming support of over 90% of UBCM members (90.4% for fair taxation from railway operations and 94.9% for fair taxation from industrial parks) requesting a review of the legislation. Given the high level of support from around the province, we were hopeful more due consideration would be given to our request.

Additionally, over 25 years has passed since the legislation was changed. However, over the last 25 years there have been significant changes in the environment, health and safety considerations as well as continued and increasing pressures on local services and infrastructure.

With regards to your comment on reviewing the assessment methodology of linear properties we would appreciate understanding the rationale, approach and expectation of this review.

For clarity, there were two separate requests for legislation review.

1. Railway Operations - Create fairer taxation by removing section 5(e) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR23 Fair Taxation from Railway Operations.
2. Industrial Operations - Create fairer taxation by removing section 5(f) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR25 Fair Taxation from Industrial Parks.

Your letter appears to address the railway operations fair taxation request by not wishing to reconsider the 1995/96 decision which is specific to railway operations. However, the review of fair taxation in industrial operations does not appear to have been addressed.

We look forward to a favourable response in regards to our concerns.

Yours Truly,



Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: UBCM Executive
UBCM Member Municipalities



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

November 24, 2021

Dear Friends & Neighbours,

As Canada recovers from the COVID-19 pandemic, we need to continue to support community service organizations that help seniors stay active and engaged. **On Tuesday, Canada's Minister of Seniors, Kamal Khara, launched the 2021–22 Call for Proposals for community-based projects through the New Horizons for Seniors Program (NHSP).**

NHSP funding supports projects that engage seniors in their communities and address one or more of the program's five objectives: social participation, volunteering, mentoring, expanding awareness of elder abuse and capital assistance.

Through a simplified application process, organizations are invited to submit project proposals that help seniors move beyond the pandemic and continue to play important roles in their communities. Senior-serving organizations will also have greater access to support in preparing their application and managing their agreement.

This year, updated national priorities for the program reflect the issues facing seniors during the COVID-19 pandemic recovery:

1. Supporting healthy ageing
2. Preventing elder abuse and fraud
3. Celebrating diversity and promoting inclusion
4. Helping seniors to age in place

The 2021–22 NHSP community-based Call for Proposals is open until December 21, 2021. [For more information and details on how to apply, please visit this webpage.](#)

If you have any questions, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

<i>Constituency</i>	<i>Ottawa</i>
6367 Bruce Street	Suite 282, Confederation Building
West Vancouver	229 Wellington Street, Ottawa
British Columbia V7W 2G5	Ontario K1A 0A6
Tel.: 604-913-2660 Fax.: 604-913-2664	Tel.: 613-947-4617 Fax.: 613-847-4620



November 25, 2021
Our File: 13-6440-01/000/2021-1
Doc #: 4264126.v1

Chris Plagnol, Corporate Officer / Director Board and Information Services
Metro Vancouver
4330 Kingsway
Burnaby, BC V5H 4G8

VIA EMAIL: chris.plagnol@metrovancouver.org

Dear Mr. Plagnol:

RE: City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy

Please be advised that at the November 22, 2021 Regular Meeting of Council for the City of Coquitlam the following resolution was adopted:

That Council forward the report of the General Manager Planning and Development dated November 12, 2021 and entitled "City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy" to the Metro Vancouver Regional District Board of Directors for consideration, with copies to member municipalities, expressing the City of Coquitlam's concerns, including the overly prescriptive targets and language, inadequate timelines for review, and the need to increase support for office growth in Urban Centres rather than only focused on the Metropolitan core.

Please find enclosed a copy of the report of the General Manager Planning and Development dated November 12, 2021 entitled "City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy".

Should you have any questions or require further information with respect to this matter please contact me directly at 604-927-3016 or slam@coquitlam.ca.

Yours truly,

A handwritten signature in black ink that reads "slam".

Stephanie Lam
Legislative Services Manager

City of Coquitlam
3000 Guildford Way
Coquitlam, BC Canada V3B 7N2
Reception Desk: 604-927-3000

cityofcoquitlam | coquitlam.ca

File #: 09-3710-01/000/2021-1 Doc #: 4264126.v1

Coquitlam

For Council

November 12, 2021

Our File: 13-6440-01/000/2021-1

Doc #: 4230494.v2

To: City Manager

From: General Manager Planning and Development

Subject: **City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy**

For: **Council**

Recommendation:

That Council forward the report of the General Manager Planning and Development dated November 12, 2021 and entitled "City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy" to the Metro Vancouver Regional District Board of Directors for consideration, expressing the City of Coquitlam's concerns, including the overly prescriptive targets and language, inadequate timelines for review, and the need to increase support for office growth in Urban Centres rather than only focused on the Metropolitan core.

Report Purpose:

This report seeks Council endorsement to provide official comments from the City of Coquitlam to Metro Vancouver Regional District (MVRD) in regards to the draft *Metro 2050* regional growth strategy as part of the official comment period.

Strategic Goal:

The ongoing collaboration with MVRD and fellow member jurisdictions in the development of *Metro 2050* supports the strategic goal of 'Excellence in City Governance'.

Background:

MVRD has been undertaking a review of the current *Metro 2040* regional growth strategy. This update, known as *Metro 2050*, began in 2019 and anticipates completion in 2022. The regional growth strategy provides a long-term vision and set of goals guiding changes across the region between now and 2050. The *Metro 2050* update to the regional growth strategy represents a continuation of planning which dates back to the Livable Region Strategic Plan of the 1990s.

Since the beginning of the *Metro 2050* update process, MVRD, Coquitlam and other municipalities and stakeholders have assessed the existing regional growth strategy, conducted policy reviews, and updated growth projections through MVRD's staff-level Intergovernmental Advisory Committee (IAC) and the Regional Planning Committee for elected officials.

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PAGE 85
PJA

The structure of *Metro 2050* is significantly similar to the current regional growth strategy, including a vision and five goals. Each goal has subsidiary strategies and policy actions to guide MVRD, TransLink, and member jurisdictions, like Coquitlam.

The draft *Metro 2050* update was issued by the MVRD Board for comment at the end of June. MVRD has also sent two delegations to Coquitlam to present and discuss the *Metro 2050* update directly with Council. The first delegation was on May 17, 2021, while the second was on November 1, 2021.

Discussion/Analysis:

Staff have undertaken a thorough and interdepartmental review of the draft *Metro 2050* update to the regional growth strategy. In addition to the staff review, Council has had two opportunities to relay comments, concerns and questions to MVRD delegations presenting to Council-in-Committee. This feedback has been collected in detail in Attachment 1, and is summarized in this section:

- Regional employment remains concentrated within Vancouver's metro core, meaning longer, more congested, and more polluting commutes for many residents. Measures in *Metro 2050* should more directly support new jobs in urban centres, such as Coquitlam, through policy, advocacy, and investment in infrastructure and services.
- Coquitlam accommodates a high share of regional growth and is expected to continue to do so in the future. The high growth rate may be an obstacle to achieving other *Metro 2050* goals, like increasing tree canopy coverage or lands protected for nature, and additional supports and flexibility should be extended to Coquitlam and other high growth cities.
- The *Metro 2050* update includes a number of challenging regional targets, such as 15% affordable rental housing in certain growth areas and 40% tree canopy coverage within the Urban Containment Boundary. There is concern about how these targets were derived and tested, as well as questions of feasibility, flexibility, and local geographic distinctions.
- The Province issued the "Opening Doors: Unlocking Housing Supply for Affordability" report in summer 2021. This report, generally supported by Coquitlam, includes a goal of increasing housing supply for the region. There is concern that some *Metro 2050* policy actions may inadvertently work against the goals of this report, and should be assessed with this in mind.
- A number of the strategies and policy actions within *Metro 2050* are highly detailed and directive. Given the long-term, regional nature of the document, it may be appropriate to scale back certain details and allow for greater flexibility at the municipal level, recognizing that local government is better suited to flesh out the details within their own communities.

- The overall timeline to review and provide commentary on the draft *Metro 2050* update is challenging, with only five months available to coordinate feedback across the City and region. Coquitlam supports taking additional time to enable fuller review of this important document which will set regional direction for the coming decades.

Finally, based on staff level discussions between the City and MVRD, a series of minor notes on *Metro 2050* will be provided separately. This is intended to give the more significant comments noted above more prominence and enable more efficient workflows. The minor comments pertain to matters such as typographical errors, clarification of terms and metrics, and simplifying language.

Next Steps:

Subject to Council support of the recommendation in this report, staff will provide formal comments from the City of Coquitlam on the draft *Metro 2050* update to the regional growth strategy to the MVRD Board ahead of the November 26, 2021 deadline for public comments.

Following receipt of public comments, MVRD staff will assess the feedback and the timeline. Subsequent revisions to *Metro 2050* would occur prior to consideration of the document by the MVRD Board at a first and second reading and a public hearing in early 2022. Member jurisdictions, including local municipalities like Coquitlam, would then need to adopt the regional growth strategy update prior to the final adoption by the MVRD Board, expected by summer 2022.

Future work items following final approval and adoption of *Metro 2050* would include collaboration with MVRD and regional partners on Implementation Guidelines and an update of the City of Coquitlam's Regional Context Statement to reflect *Metro 2050*.

Financial Implications:

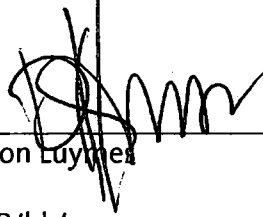
There are no immediate financial impacts related to this report. Following anticipated adoption of *Metro 2050*, Community Planning staff resources will be needed to be allocated to support the update to the City's Regional Context Statement, which will be accommodated within the annual operating budget.

Conclusion:

Providing formal feedback from the City of Coquitlam on *Metro 2050* is an important step in ensuring our voice is heard at the regional level. It supports Coquitlam's ongoing involvement in regional planning and collaboration with other partners within the MVRD federation and supplements past advice and discussion from both City Council and staff

Page 4
November 12, 2021

that has occurred throughout the process. Coquitlam staff will continue to liaise and work with MVRD through subsequent steps to update and implement the regional growth strategy.



Don Luyten

ZB/bk/ce

Attachment:

1. City of Coquitlam *Metro 2050* Feedback (Doc# 4246806)

This report was prepared by Zak Bennett, Senior Planner, and reviewed by Genevieve Bucher, Director Community Planning.

ATTACHMENT 1

November XX, 2021

Our File: 13-6440-00/08-001/1

Doc #: 4246806.v1

Heather McNell, General Manager, Housing and Regional Planning
Metro Vancouver
4330 Kingsway
Burnaby, BC V5H 4G8

VIA EMAIL: heather.mcnell@metrovancouver.org

Dear Ms. McNell:

RE: City of Coquitlam Metro 2050 Feedback

The City of Coquitlam would like to express its thanks to you and your team for the ongoing opportunity to engage and provide feedback on the draft *Metro 2050* update to the regional growth strategy. In addition to the staff-level conversations that have been occurring throughout the process, Metro Vancouver has also provided direct engagement with our city Council through delegations to the May 17 and November 1, 2021, Council-in-Committee meetings.

We are encouraged by the commitments to listen and respond to the comments and concerns of member jurisdictions such as ourselves. This is reflected in changes made between the previous and current draft *Metro 2050*. In that same spirit, this letter provides official feedback from the City of Coquitlam, approved by Council resolution at the November 22, 2021. We look forward to continued collaboration and are available for further discussions through the next steps of the *Metro 2050* process and subsequent implementation efforts.

Staff have identified the following feedback to-date:

- The continued concentration of employment in the Metropolitan Core increasingly means longer commutes, more congestion, and higher levels of air pollution. This works against other goals identified in *Metro 2050*. Language within the regional growth strategy (For instance, 1.2.1, 1.2.16, and 1.3.6) should more aggressively support employment in other Urban Centres in the region in tandem with supporting community services and amenities. This would enable more efficient usage of transportation and other infrastructure in support of regional goals.
- Coquitlam has been and is expected to remain a city of high population growth in the regional growth strategy, as the Tri-Cities are again expected to accommodate a large population increase (Table 1). While Coquitlam is supportive of planning and accommodating a higher share of regional growth, policies in *Metro 2050* should include additional recognition, flexibility and supports for Coquitlam and similar municipalities who take the brunt of regional growth.

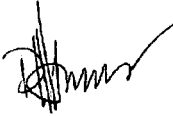
- The 15% regional affordable rental housing target (4.2.3) within Urban Centres and Frequent Transit Development Areas should be reframed to better reflect the challenges and economics underlying the target. Current development within Coquitlam adjacent to the Evergreen Line can achieve this mark, however there may be potential burdens on some local governments with existing area plans. Further, it is unclear if the 15% target has been tested for economic viability or how this will be measured over time. The policy, and concomitant advocacy from Metro Vancouver to the federal and provincial governments, should explicitly recognize that additional supports from senior governments may be necessary to achieve this target.
- The 40% regional tree canopy coverage target (3.2.1 b) within the Urban Containment Boundary is an area of concern. Local conditions vary significantly across the region, including geographic size, presence of significant parks and green space, and anticipated growth. Coquitlam is expecting above-average population growth which may impact its ability to contribute to the 40% canopy target. The policy should acknowledge that local context and achieving other regional goals may conflict with the tree canopy target. Further, additional testing of this target should occur prior to its adoption to measure feasibility.
- Provincial government released the “Opening Doors: Unlocking Housing Supply for Affordability” report in summer 2021. On the whole, Coquitlam supports increasing housing supply as one means to improve affordability. *Metro 2050* policies should be reviewed to ensure that they don’t lead to inadvertent conflicts with the “Opening Doors” recommendations.
- Some policy actions are highly detailed and directive, particularly in consideration of *Metro 2050* as a long-term regional document. We suggest that it is more appropriate that these areas are vested with local governments, who are best equipped to know and determine local needs and context. Examples include requiring communities to identify strategies to increase community acceptance of different housing types (4.3.7 b), increasing social connectedness (4.1.8 c. vi) or high-quality urban design (4.1.8 c vii). With respect to these directions, wording should be softened to “consider” or “explore” in lieu of “require” or similar language.
- The tight timeline of the *Metro 2050* process makes detailed and meaningful review by member jurisdictions challenging. There is also a risk that revisions stemming from the five month public comment period will be difficult for Metro Vancouver staff to accommodate in the coming months. Coquitlam encourages Metro Vancouver to take sufficient time to review and revise inputs on the *Metro 2050* regional growth strategy update, even if this means a delay to the anticipated adoption of the *Metro 2050* update in early 2022. The regional significance of the document means timing is a crucial consideration.

Additional minor comments inclusive of editorial notes, simplifying language, clarifying performance monitoring metrics, and definition of terms have been provided directly to Metro Vancouver staff. For brevity and clarity, they are omitted from this letter.

November XX, 2021

Coquitlam staff are available to discuss any of the aforementioned feedback or process. Should you have any questions or require further information with respect to this matter please contact Genevieve Bucher, Director of Community Planning at 604-927-3490 or gbucher@coquitlam.ca.

Yours truly,



Don Luymes
General Manager, Planning and Development

cc – Mayor and Council
Peter Steblin, City Manager
Raul Allueva, Deputy City Manager
Jerry Dobrovolny, Commissioner / CAO Metro Vancouver
Sean Galloway, Director of Regional Planning Metro Vancouver

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: BC SPCA offer of support: changes to rodenticide use in Lions Bay
Date: Thursday, December 2, 2021 9:44:18 AM

From: Erin Ryan <erinryan@spca.bc.ca>
Sent: Thursday, December 2, 2021 5:48 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: BC SPCA offer of support: changes to rodenticide use in Lions Bay

Dear Mayor McLaughlin and Council,

The BC SPCA is writing to offer support in reassessing the use of all rodenticides in Lions Bay and to help raise awareness in your community about the many harms to wildlife and pets that can occur from using such poisons. The Village of Lions Bay can be a leader in taking progressive measures to protect wildlife and local greenspaces **by prohibiting all rodenticide use on public-owned properties and looking at strategies to reduce use on private properties.**

Many municipalities in B.C. have already made a significant difference at a local level through bylaws or operational practices, and this leadership was no doubt a contributing factor to the Province's July 21st decision this year to temporarily ban the sales and use of second-generation anticoagulant rodenticides (SGARs) for 18 months.

The SGAR restrictions are a major milestone for our province, and we hope that the change will become permanent. However, there are a number of **exemptions and gaps** that still leave a high risk of exposure for non-target animals like owls and other raptors, and even domestic cats and dogs.

[The Minister's Order](#), in effect until January 2023 includes:

- Restricting who can buy and use SGARs (allowed for essential services only)
- Requiring sellers to prevent unauthorized buyers
- Requiring that SGARs are only used as part of an Integrated Pest Management (IPM) program. This involves identifying the species, determining their population level, identifying and sealing entry points, removing attractants and shelter, incorporating alternatives to rodenticides, and evaluating if the control measures are effective.
- Requiring proper disposal of SGARs
- Requiring record keeping for the sale and use of SGARs (for 3 years)

Unfortunately, **only three specific SGAR products are covered by this Order.** First-generation anticoagulant rodenticides (FGARs) like warfarin, chlorophacinone, and diphacinone are still legal for personal and professional use. These products are an older, slower-acting, and less potent product compared to SGARs – but rodents still suffer the same effects and can develop resistance to these products, making them ineffective for long-term use. Certain non-anticoagulant rodenticides, such as the neurotoxin bromethalin, are also still legal for personal and professional use. There is no antidote for bromethalin if it is accidentally ingested by cats or dogs. Their only hope is to make it to

a veterinarian in time to induce vomiting. Once a pet is showing signs of bromethalin poisoning – seizures, muscle tremors, or inability to walk – it’s generally too late to treat them, and death is inevitable.

Additionally, designated essential services with a certified pesticide applicator on staff may still buy and use SGARs. While it is important that these essential services control rodent populations for health, safety, and critical societal functioning, the exemption means rodent control operators are unlikely to change their service model. **Integrated Pest Management (IPM) – using prevention and attractant management first** – is often skipped to the default use of rodenticide baiting programs that do not aim to solve the initial pest problem. Further, compliance with IPM regulations for such programs is low. In 2019, a total of 311 inspections were conducted by provincial IPM Officers. Of these, only 39% were in compliance. Although many of these non-compliances were administrative or minor in nature, it highlights an existing problem with enforcement and user understanding.

The BC SPCA recognizes that unfortunately, there are currently no fast-acting or pain-free rodenticides and therefore recommends that rodenticides only be used in limited cases of infestation when human health and safety are at immediate risk. If they must be used in essential service locations, precautions to minimize exposure to non-target wildlife and pets must be taken, such as limiting the length of time used and retrieving leftover bait. Alternatively, using snap or captive-bolt traps can provide humane lethal control. We are also optimistic that a new rodent contraception being used in the U.S., and a new multi-capture kill trap under development locally, will be available here in the near future, providing additional effective alternatives to rodenticides.

Local leaders can make a major difference for animal welfare and the environment by enacting pest control bylaws. For example, in June 2020, the BC SPCA supported the District of North Vancouver Council, to cease using all rodenticides on all District-owned properties, which later led to a bylaw and new operational policy for their contractors. In 2021, the BC SPCA also provided student support to the District to develop and operationalize a **rodent risk assessment checklist** for municipalities. The risk assessment and other resources for municipalities are available online at: <https://animalkind.ca/wildlife/resources-for-municipalities/>

The BC SPCA supports Lions Bay’s Mayor and Council in advancing initiatives that greatly reduce the use of all rodenticides, in order to protect wildlife, domestic pets, and sensitive habitats from the harmful effects of these poisons. Let us know what we can do to support your municipality in making the commitment to reduce risks of poisoning in your community.

Thank you for your time and consideration,

Erin Ryan, MSc, RPBio (she/her)
Specialist, Research Communications

BC SPCA

1245 East 7th Avenue
Vancouver BC V5T 1R1
t. 604.829.8898
erinryan@spca.bc.ca • spca.bc.ca

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hən̓q̓əmi̓n̓əni̓ speaking peoples - ,xʷməθkʷəy̓əm (Musqueam), and səliilwətaʔ (Tseil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.



**Emergency
Communications
Professionals of BC**
Canadian Union of Public Employees Local 8911

November 16, 2021

Councillor Jaime Cunliffe
Lions Bay Municipal Office
PO BOX 141, 400 Centre Road
Lions Bay, BC. V0N 2E0



Dear Councillor Cunliffe,

I am writing to you today about the critical situation at Emergency Communications for British Columbia Inc. (E-Comm). Recent media stories have shed light on a number of challenges and resulting service delays but have failed to tell the entire story regarding E-Comm's internal challenges and the necessary funding required to protect public health and safety.

In 1999, E-Comm was established as a non-profit corporation to provide emergency call taking and dispatch services, and to provide and maintain the emergency radio system used by police, fire, and ambulance services within Metro Vancouver. When first established, E-Comm provided 9-1-1 call answer for Metro Vancouver and call-taking and dispatch services for a single agency, the Vancouver Police Department. Today, E-Comm answers 9-1-1 calls for 99% of callers in BC and provides call-taking and dispatch services for 33 police agencies and 40 fire departments across the province. E-Comm's expansion represents growth of an effective shared service model in which substantial savings are realized by local government who would otherwise be required to operate their own independent service.

A recent report commissioned by E-Comm from the firm Price Waterhouse Coopers (PwC) found that the organization is substantially understaffed and relies heavily on staff accepting overtime shifts and working through their daily breaks to maintain its base level of operations. This situation is already challenging when call volumes remain within normal, expected levels. During any type of crises that cause call surges - including extreme weather events such as this summer's heatwave - E-Comm has shown it is incapable of meeting its service standards. This translates into delays in taking 9-1-1 calls, delays in dispatching necessary services, and delays in people receiving emergency support when they need it most.

The extreme challenges experienced at E-Comm over the past few months is in part directly related to understaffing at BC Emergency Health Services (BCEHS). However, the PwC report makes it clear that the issues with BCEHS are only one component of the challenges faced by E-Comm: significant deficiencies exist within the organization itself beyond the stressors from BCEHS. E-Comm needs immediate increased revenue to address critical, ongoing deficiencies before these deficiencies result in a public health and safety failure with catastrophic impacts.

Attached to this letter is a full backgrounder on the challenges faced by E-Comm and recommendations for both increased funding and a change to the funding formula. These recommendations will have the greatest impact on municipalities like Lions Bay, where both police dispatch and fire dispatch service are procured from E-Comm. Municipalities using multiple services are those most impacted by the ongoing service deficits – it is these communities whose citizens face the greatest risk.

Thank you for taking the time to review our materials. Please do not hesitate to reach out to me directly if you have questions or would like to review the content of our materials in a meeting or via a phone call. You can reach me directly via email at donald.grant@ecpbc.ca or 604-800-6088.


Sincerely,



Donald Grant
President, CUPE Local 8911

Attachment

sb:jk/cope491



**E-COMM 9-1-1:
FIXING A BROKEN
SERVICE**
A GUIDE FOR
B.C. MUNICIPALITIES

BY THE EMERGENCY COMMUNICATIONS
PROFESSIONALS OF BC (CUPE LOCAL 8911)

EXECUTIVE SUMMARY

E-Comm is the first point of contact for 99% of callers who dial 9-1-1 in B.C. and is the provider of call-taking and dispatch services for 33 police agencies and 40 fire departments across the province. E-Comm provides an essential public service to millions of British Columbians, but ongoing challenges have put this vital service at risk of catastrophic failure.

The CUPE 8911 members who provide this service are committed to their work, but the continuing challenges of understaffing in a high-stress environment have led to severe burnout, poor working conditions, and high staff turnover. Ongoing challenges with recruitment and training of new staff, coupled with serious retention problems, have put this vital service at risk of catastrophic failure.

The main problem is a reactive funding formula, based on cost recovery, that prevents E-Comm from getting ahead of existing problems or meaningfully improving the services it provides. A recent report commissioned by E-Comm from the firm Price Waterhouse Cooper concluded that the company cannot be successful with an understaffed system that relies so heavily on overtime and staff missing breaks or that simply abandons efforts to meet its service levels. The situation is bad enough in normal times, but during a crisis—including extreme weather events such as this summer's heatwave—E-Comm is simply unable to handle call volumes. The company needs increased revenue right now in order to address existing problems before they snowball: if real solutions are not reached soon, the problems will become untenable.

Recommendations

We are calling for both an immediate infusion of financial resources into E-Comm and a concerted effort by municipalities to right size operations as soon as possible. Ultimately it is up to municipal government, police, and fire for whom our members dispatch to ensure that E-Comm has the staffing levels and support it needs to provide this critical public service. We seek the support of your council for the following recommendations:

- **Recommendation #1:** That E-Comm receive an immediate financial infusion from all its municipal partners to right size operations, consistent with staffing recommendations laid out in the Price Waterhouse Cooper report commissioned by E-Comm. To address the acute risk to public safety, an immediate increase of \$5 million in 2022 is recommended for the recruitment and retention of call-takers and dispatchers, and the hiring of additional front-line supervisors at a 12:1 ratio to support new staff. To meet the recommended staffing levels outlined in the PWC report, additional annual funding

increases of \$3.75 million are needed in the subsequent four years for a total investment of \$20 million over five years.; and

- **Recommendation #2:** That the funding formula for E-Comm be reimagined so that it better reflects inflationary realities of operations and creates room to pre-empt a crisis.

With public safety at stake, there is an urgent need for stabilized funding to hire additional staff and mitigate the extreme stress of dispatchers and call takers.

WHAT IS E-COMM?

- Established in 1999, E-Comm is a non-profit corporation governed under the Emergency Communications Corporations Act. It is owned and governed by various municipal, regional, and provincial emergency services.
- E-Comm owns and maintains the emergency radio system that is used by police, fire, and ambulance services within Metro Vancouver and parts of the Fraser Valley.
- Many of the employees of E-Comm are represented by CUPE Local 8911, with approximately 422 full-time and 94 part-time members based on a 12-month average.



WHAT DOES THE PUBLIC EXPECT?




- When you call 9-1-1, you expect that your call will be answered immediately, that critical information will be gathered accurately, and that you will quickly receive the help that you need.
- When you call the non-emergency line, you expect a knowledgeable and timely response from a call-taker who can support you or direct your call as needed.
- In either case, you expect that the call-takers and dispatchers providing these services can recover between traumatic calls, that they have the necessary psychological supports to overcome trauma, and that they are able to attend to basic bodily functions.

THE PROBLEMS

A report commissioned by E-Comm from the firm Price Waterhouse Cooper outlines the staffing shortage and calls for rightsizing the organization. The report calls for the immediate addition of 125 full-time equivalent staff. Even maximizing the efficiencies outlined in the report as alternate options to adding staff, the authors concede that no less than 45 additional FTEs are needed in a best-case scenario.

- Throughout this year, 9-1-1 Operators have seen service levels deteriorate:
 - In January, we were hearing of wait times (before a call is answered) for police emergency lines of more than 7 minutes, and non-emergency wait times of 63 minutes.

E-COMM'S 9-1-1 AND POLICE CALL-TAKING & DISPATCH SERVICES

 9-1-1	 POLICE EMERGENCY LINE	 POLICE NON-EMERGENCY LINE
<ul style="list-style-type: none">• Should be answered in 5 seconds or less• 1.8 million calls annually• 99% of 9-1-1 calls in British Columbia	<ul style="list-style-type: none">• Should be answered in 10 seconds or less• 650,000 police emergency calls annually• 50% of all of B.C.'s police calls to 9-1-1	<ul style="list-style-type: none">• Should be answered in 180 seconds or less• 700,000 police non-emergency calls annually

- In March, we were hearing of police emergency wait times of more than 10 minutes and non-emergency wait times of over 72 minutes.
- During the heatwave in June, we received the worst reports yet of more than 47-minute wait times for the police emergency line and non-emergency wait times of more than 3 hours.
- In August, wait times continued with police emergency wait times reaching more than 21 minutes and non-emergency wait times exceeding five hours.

STAFFING

- Understaffing continues to be a problem for E-Comm, with both recruitment and retention needing improvement.
- In a recent survey of CUPE Local 8911 members (primarily call takers and dispatchers), 54% reported having actively looked for other employment outside of E-Comm in the last year, and an additional 9% planned to begin looking.
- There are significant costs associated with training new staff to work in E-Comm, and many who go through training do not transition into staff roles.
- Retention is often a more cost-effective way to address staffing problems than recruitment and such is the case for E-Comm, especially in consideration of the extensive training required to qualify new staff.

FUNDING

One of the root causes is a deeply flawed funding formula that lacks responsiveness to technological and human resources changes, and that cannot adequately predict crisis situations. Under the current funding structure, 9-1-1 and emergency wait times are increasing and non-emergency service is deprioritized, resulting in significant wait times.

- E-Comm operates using a cost-recovery model based on a cost-sharing fee levy structure: it collects revenue from the regional districts and municipalities that use E-Comm for 9-1-1 services, police services, and fire services.
- This deeply flawed funding formula has resulted in a substantial and ongoing staff shortage that requires current staff to work excessive amounts of overtime, to work without rest breaks, leaving them unable to leave their station to go to the bathroom in a timely manner. Staff report feeling overwhelmed by the cumulative effects of the occupational stress they are exposed to daily.

GOVERNANCE

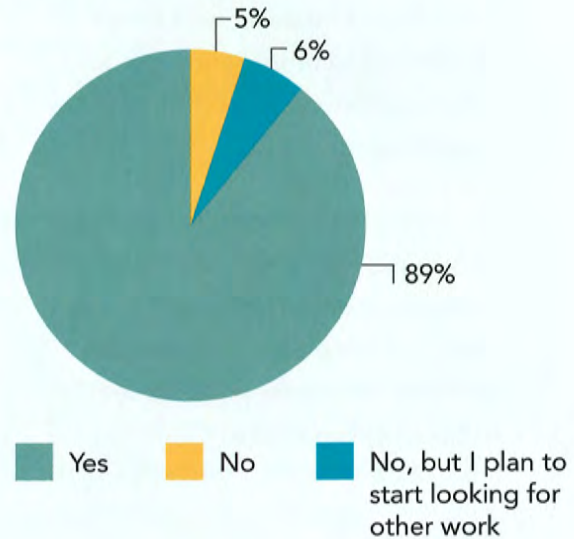
E-Comm is governed by a 22-person board of directors, with representatives from shareholder groups.

- The board is responsible for overseeing the Corporation's strategic direction, finances, and operating results.
- The board also includes representatives from the RCMP, independent police boards, the BC government and independent directors appointed by government.

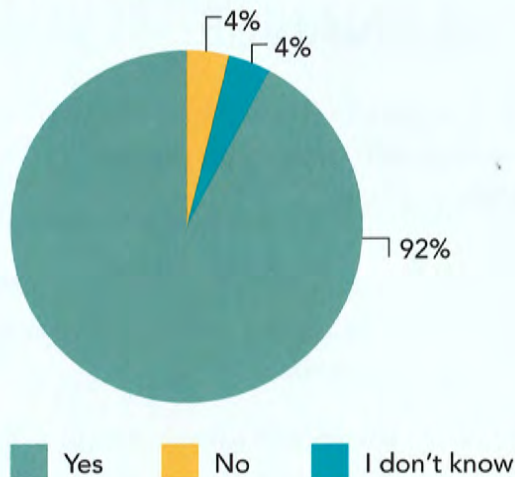
SURVEY OF CUPE 8911 MEMBERS – KEY RESULTS

CUPE recently conducted a survey of E-Comm staff represented by Local 8911. The results illustrate the impact of the staffing crisis at E-Comm, and raise the possibility of increased staff turnover.

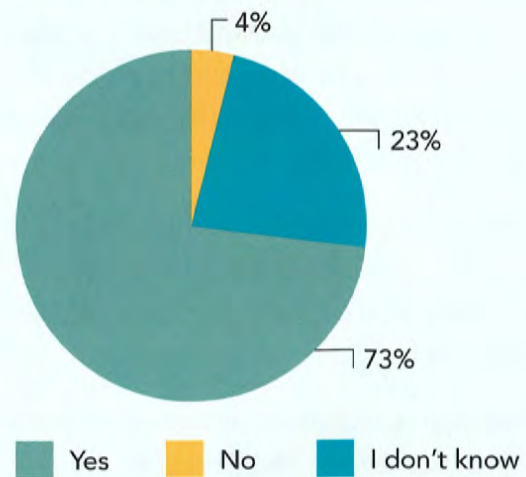
Does workload impact the level of service you are able to provide?



In the past month, have you been negatively impacted by understaffing?



In your opinion, has the quality of service worsened over the last three years?



NON-EMERGENCY CALLS

- E-Comm refers to calls that do not go to 9-1-1 as non-emergency, although there is some confusion among the public about what does and does not constitute an emergency.
- Fees are incurred by E-Comm for failing to meet benchmarks for answering emergency calls within the set parameters. This financial structure is a further inducement to prioritize emergency calls over those that come in through the non-emergency lines.
- This de-prioritization of non-emergency calls has led to a significant increase in wait times, causing a higher number of callers to hang up while on hold. The nature of these calls varies greatly, from actual emergencies to information inquiries and messages left for police.
- In response, E-Comm is considering adjusting expectations or looking at alternatives moving forward, but that should not mean downsizing the service and the public's expectations. **The current situation makes clear that call volumes are unmanageable; adjusting expectations is shorthand for limiting service.**

NEXT GENERATION 9-1-1

- Next Generation 9-1-1 is the modernization from analog to digital or IP-based 9-1-1 services that will revolutionize 9-1-1 service as we know it, enabling 9-1-1 operators to respond to video, photo, and text calls for service through 9-1-1.

- One of the first phases is moving 9-1-1 voice calls to digital or IP-based infrastructure, currently mandated by the CRTC to be completed by March 1, 2022. E-Comm is preparing for this transition and has communicated the need for an additional significant funding commitment from each 9-1-1 service partner into 2022 and beyond.

SOLUTIONS TO E-COMM'S PROBLEMS

Recommendation 1:

E-Comm needs an immediate financial infusion from municipal partners to right size operations, consistent with staffing recommendations laid out in the Price Waterhouse Cooper report.

A serious staffing crisis at E-Comm is at risk of getting worse, and this will only increase risk to the public. The PWC report lays out a series of recommendations, including a call for significant staffing increases. Based on contents of the report, an investment of \$20 million in new funding is needed over the coming five years. It is recommended that this investment begin in 2022 with an additional \$5 million in funding, followed by four consecutive years of \$3.75 million funding lifts to right size the organization by 2027.

While the cost of not acting could have harmful impacts on public health and safety, the cost of meeting the service needs of the public is, as compared to many other municipal finance priorities, relatively minor. In West Vancouver, where E-Comm has advised the West Vancouver Police Board of additional funding requirements for 2022, the increase equates to between \$1.81 and \$2.15 per person. The total increase, between \$76,800 and \$91,200, is negligible in comparison to the impacts on community health and safety. .

In 2020 alone, E-Comm spent \$2,950,000 on overtime, the equivalent of 35 FTEs. This indicates an organization in distress and also points to a source of significant savings. Fixing the funding crisis will better spend public funds by prioritizing recruitment and training of new staff right now and improved working conditions and supports for existing staff. With additional resources, E-Comm can make its current operations sustainable, meet the needs of the public served and represented by its shareholding municipalities, and potentially generate savings to offset future funding needs.



Recommendation 2:

The funding formula for E-Comm must be reimagined so that it better reflects inflationary realities of operations and creates room to pre-empt a crisis.

The funding model of E-Comm does not allow it to be effectively responsive to problems, nor does it create space for disaster preparedness, call surges, or innovation. In an environment that is highly technological, the inability to be responsive creates significant challenges. In this environment, funding challenges can have life or death implications because underfunding and staffing problems directly impact the public in the form of responsiveness to emergency and non-emergency calls.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

December 6, 2021

Dear Friends & Neighbours,

Parents and guardians of children with disabilities have always faced unique challenges in finding quality, affordable and inclusive child care options that meet the specific needs of their children, a reality that has been intensified by the COVID-19 pandemic. That is why the Government of Canada is determined to build an early learning and child care system that is inclusive from the start, giving all children an equal chance to succeed.

Last week, the Minister of Employment, Workforce Development and Disability Inclusion, Carla Qualtrough, **announced a call for proposals for the new Enabling Accessibility Fund (EAF) Small Projects Component on Early Learning and Child Care (ELCC).**

Up to \$25 million over two years will be allocated through this call for proposals to projects that will help to improve the accessibility and safety of regulated and/or licensed early learning and child care centres across the country. This funding could benefit approximately 350 child care centres, and support accessible infrastructure improvements such as ramps, doors, washrooms, elevators, lifts, and play structures. Accessible information and communication technology projects are also eligible for funding support. Online information sessions will be offered to support organizations through the application process.

[For more information, please visit this webpage.](#)

The application deadline is January 28, 2022, 2:00pm PST.

The Government of Canada is committed to creating a Canada-wide early learning and child care system that is inclusive and accessible - a system that provides families across the country with access to high quality, affordable and inclusive early learning and child care centres that are adapted to their needs. This initiative aligns with the objectives of the Government's Disability Inclusion Action Plan (DIAP), specifically the creation of disability inclusive spaces. It will also help support an inclusive recovery by removing barriers to participation for parents and guardians of children with disabilities in the labour market, driving strong and inclusive economic growth as Canada recovers from the pandemic.

As part of ongoing work on the DIAP, Minister Qualtrough also announced that Independent Living Canada, in partnership with Muscular Dystrophy Canada, were selected as recipients of \$650,000 under

<i>Constituency</i>	<i>Ottawa</i>
6367 Bruce Street	Suite 282, Confederation Building
West Vancouver	229 Wellington Street, Ottawa
British Columbia V7W 2G5	Ontario K1A 0A6
Tel.: 604-913-2660 Fax.: 604-913-2664	Tel.: 613-947-4617 Fax.: 613-847-4620

the Social Development Partnerships Program – Disability component, to further consult on the development of the DIAP over the next 16 months. The two organizations will work with disability stakeholders across the country to solicit community perspectives and insights into the design and implementation of key initiatives under the DIAP. This engagement will feature perspectives on underrepresented and harder-to-reach populations including: Black and other racialized persons with disabilities and persons with disabilities who identify as LGBTQ2+.

Finally, Minister Qualtrough also took the opportunity to highlight that the Government of Canada has received a [2022 Zero Project award](#) for its ground-breaking *Accessible Canada Act* (ACA). The Minister acknowledged the great honour of receiving this award on behalf of the Government. The award recognizes the innovative accessibility practices and policies embodied in the ACA. The Zero Project supports the implementation of the United Nations Convention on the Rights of Persons with Disabilities around the world.

If you have any questions about the program, please do not hesitate to reach out to our office. We are happy to support your application in any way that we can.

Sincerely,

A handwritten signature in black ink, appearing to be 'P. Weiler', written in a cursive style.

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country



Forest Enhancement
Society of British Columbia



November 30, 2021

Dear Mayor Ron McLaughlin and Lions Bay (Village) Council,

Two of the priorities identified in the BC government's April 6, 2021 mandate letter to the Forest Enhancement Society of BC (FESBC) were:

- To communicate how FESBC's projects successfully contribute to the Province's economic recovery, and
- To provide continued economic, social, and environmental benefits for British Columbia's forests, Indigenous peoples, and communities.

As of March 2021, FESBC has supported **269 forest enhancement projects** valued at \$237.6 million, generating **\$357 million in economic activity** in partnership with the Province of BC and the Government of Canada. Today, we share with you our Winter 2021 Accomplishments Update highlighting 62 of the FESBC-funded projects which are led by Indigenous peoples. We are also pleased to report that another 23 FESBC-funded projects involve Indigenous peoples working in partnership with forestry companies, community forests, municipalities, and industry. The collective value of these projects is approximately \$70 million.

These highlighted projects have facilitated the participation of Indigenous peoples in the forest economy and, through their leadership in these projects, they have a larger voice in the stewardship of the land for future generations. We are seeing Indigenous values and interests increasingly reflected in project outcomes. These projects are demonstrating approaches that **harmonize traditional and modern forestry practices** in community wildfire risk management, ensuring the wise utilization of wood fibre, increasing the opportunity to enhance the production of food sources from forests, and more.

We are very grateful to the many First Nations throughout British Columbia that have stepped forward to provide forest management leadership that has resulted in successfully delivering so many excellent projects.

Jim Snetsinger
Chair, FESBC

To connect with our team for more information, please contact FESBC Executive Director Steve Kozuki at 250.819.2888 (cell) or skozuki@fesbc.ca

(496) MC

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: recreational buses
Date: Friday, December 10, 2021 12:33:36 PM

From: Forrest, Tessa <Tessa.Forrest@Translink.ca>

Sent: Wednesday, December 8, 2021 4:40 PM

To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>

Cc: 'John Dudley' <[REDACTED]>; Peter DeJong <cao@lionsbay.ca>; Mohamed, Aliya <aliya.mohamed@Translink.ca>; MacLean, David <David.MacLean.contractor@translink.ca>

Subject: RE: recreational buses

Hi Mayor McLaughlin,

I'm following up regarding our conversation about expanding the span of service on the 262 serving Lions Bay to start earlier on weekends in June, July and August to allow hikers to access the trailheads.

I'm happy to tell you that we have done some further analysis and have learned that this temporary seasonal adjustment can be delivered at a very low cost. As a result, we are going to take this recommendation through our internal approval channels. Should it be successful, it would be implemented in our June sheet change.

I expect we will have a decision on this in February and I will update you then if we will proceed with this improvement.

Don't hesitate to reach out if you have any other questions.

Best,
Tessa

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Government and Industry were warned 10 years ago, Salvage logging raises risk of big Fraser flood: "Rapid runoff, scoured silt from B.C. Interior pose threats downstream." warned Dr. Younes Alila 2012
Date: Thursday, December 9, 2021 3:38:50 PM

From: T Skalbania <[REDACTED]>

Sent: Thursday, December 9, 2021 3:27 PM

To: john horgan <john.horgan@leg.bc.ca>; district@100milehouse.com; Info@abbotsford.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcarra@belcarra.ca; bim@bimbc.ca; clerks@burnaby.ca; village@burnslake.ca; admin@cachecreek.info; info@campbellriver.ca; village@canalflats.ca; castlegar@castlegar.ca; municipalhall@csaanich.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; admin@village.clinton.bc.ca; info@coldstream.ca; info@colwood.ca; town@comox.ca; feedback@coquitlam.ca; info@courtenay.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; admin@dawsoncreek.ca; clerks@delta.ca; duncan@duncan.ca; info@elkford.ca; info@cityofenderby.com; info@esquimalt.ca; cityhall@fernie.ca; district@fortstjames.ca; info@fortstjohn.ca; rjholland@fraserlake.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; info@goldriver.ca; enquiries@golden.ca; info@grandforks.ca; general@villageofgranisle.ca; finance.greenwoodcity@shaw.ca; info@harrisonhotsprings.ca; info@hazleton.ca; info@highlands.ca; info@hope.ca; doh@houston.ca; district@hudsonshope.ca; info@invermere.net; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; clee@kentbc.ca; town@keremeos.ca; info@kimberley.ca; districtofkitimat@kitimat.ca; info@ladysmith.ca; admin@lakecountry.bc.ca; general@lakecowichan.ca; administration@langford.ca; info@langleycity.ca; info@tol.ca; district@lantzville.ca; info@lillooet.ca; Lions Bay Reception <reception@lionsbay.ca>; districtofloganlake@loganlake.ca; info@lumby.ca; hotspot@lytton.ca; info@districtofmackenzie.ca; enquiries@mapleridge.ca; vom@mhtv.ca; mcbride@mcbride.ca; info@merritt.ca; info@metchosin.ca; midwaybc@shaw.ca; info@mission.ca; admin@montrose.ca; cao@nakusp.com; victoria.bowering@nanaimo.ca; swinton@nelson.ca; office@newdenver.ca; info@newhazleton.ca; postmaster@newwestcity.ca; info@northcowichan.ca; admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; justask@northernrockies.ca; administration@oakbay.ca; admin@oliver.ca; info@osoyoos.ca; info@parksville.ca; info@peachland.ca; admin@pemberton.ca; ask@penticton.ca; info@pittmeadows.ca; citypa@portalberni.ca; info@portalice.ca; cao@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception@portmcneill.ca; info@portmoody.ca; sstokes@poucecoupe.ca; info@powellriver.ca; cityclerk@princegeorge.ca; cityhall@princerupert.ca; admin@princeton.ca; qbtown@qualicumbeach.com; office@queencharlotte.ca; cityhall@quesnel.ca; mark.read@radiumhotsprings.ca; admin@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; clerksec@saanich.ca; cao@salmo.ca; cityhall@salmonarm.ca; village@saywardvalley.ca; info@sechelt.ca; dhill@secheltnation.net; info@sicamous.ca; admin@sidney.ca; administration@silverton.ca; info@villageofslocan.ca; general@smithers.ca; info@sooke.ca; mail@spallumcheentwp.bc.ca; sparwood@sparwood.ca; admdept@squamish.ca; info@districtofstewart.com; info@summerland.ca; reception@sunpeaksmunicipality.ca; clerks@surrey.ca; reception@villageoftahsis.com; feedback@districtoftaylor.com; info@telkwa.ca; cityhall@terrace.ca; office@tofino.ca;

info@trail.ca; cao@dtr.ca; info@ucluelet.ca; adminservices@valemount.ca; 311@vancouver.ca; info@district.vanderhoof.ca; admin@vernon.ca; mayorandcouncil@victoria.ca; info@viewroyal.ca; info@warfield.ca; admin1@wells.ca; info@westkelownacity.ca; info@westvancouver.ca; info@whistler.ca; webmaster@whiterockcity.ca; rcoupe@williamslake.ca; cao@zeballos.com

Subject: Government and Industry were warned 10 years ago, Salvage logging raises risk of big Fraser flood: "Rapid runoff, scoured silt from B.C. Interior pose threats downstream." warned Dr. Younes Alila 2012

Dear Premier and all local elected officials,

Some great reporting from Abbotsford News, too bad no one listened. Time to share this reminder with all Forestry Industry, MLAs, Municipal Governments and government staff.

"The Fraser River is at risk of much more frequent and devastating floods because of the rapid pace of logging in the B.C. Interior to salvage vast stands of beetle-killed timber, according to a UBC researcher.

Younes Alila, an associate professor of forest hydrology, says the provincial government must take a hard look at the downstream threat from the high rate of logging Dave Maloney, a forest water management officer for the province, said Alila's findings were reviewed by the forests ministry.

He did not disagree with the research - noting hydrologists have previously said runoff in beetle-infested areas is a concern.. "

THIS WAS REPORTED ON IN 2012 by:

<https://www.abbynews.com/news/salvage-logging-raises-risk-of-big-fraser-flood-expert/>

Taryn Skalbania

[REDACTED]

Peachland BC

[REDACTED]

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: Fw: My Dog Ate Human feces This Morning
Date: Monday, November 29, 2021 9:29:29 AM

From: Hana and Magnus [REDACTED]
Sent: November 27, 2021 9:28 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Re: My Dog Ate Human Shit This Morning

Thanks Shawna,
Can you please include this follow-up response:.

My dog ate human feces again this morning. Again near the magnesia trailhead/parking lot. This time, it was closer to the junction at Missing Link, where there is a sign posted about this area being Lions Bay source drinking water.

I wish to reiterate my request, as set out in my correspondence from Nov. 16. Council can and should address this issue. An individual who has driven for half and hour, an hour or more does not have a choice about whether they relieve themselves. As a resident, now impacted by Lions Bay's authorized use and encouragement of hikers in the area, I cannot stop individuals from relieving themselves. Lions Bay, however, can better manage these circumstances, and should. Providing outdoor toilets is an easy and obvious solution, given that this problem has only arisen since Lions Bay removed the portable toilets.

The Mayor has written to Lions Bay's community to ask them to respect our source water. In recognizing the importance of this, I am asking Council to provide the same education to hikers that use this area, with information about how to appropriately manage human waste in this environment. That is an easy and important step in addressing this issue. Education doesn't stop people from relieving themselves, but can help mitigate contamination that comes from improper disposal.

Again, I appreciate Council's consideration of these matters, and urge this matter to be addressed quickly.

Respectfully,
Hana

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: My Dog Ate Human Feces This Morning
Date: Monday, November 29, 2021 4:17:43 PM

From: Hana and Magnus [REDACTED]
Sent: Tuesday, November 16, 2021 3:32 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Re: My Dog Ate Human Feces This Morning

I live on Sunset Dr, and walk my dog, a 5 month old puppy, on the trails in this area. This morning he found and ate a pile of human solid waste. My neighbour has told me about their dog rolling in human feces nearby. These are not isolated instances.

Toilet paper is scattered along the trails, often clearly visible - at the trailhead / start of the Lions parking lot, at the junction for Missing Link to connect to Trudi's Trail, and along the Tunnel Bluffs Trail.

I encourage people to use the trail system, responsibly. Leaving piles of human solid waste and toilet paper beside the trails is not responsible, particularly in the Lions Bay source-water watershed. There is already tension within some residents from the exponential growth in popularity of the Magnesia parking lot entrance to Tunnel Bluffs from Sunset Drive. Exposed piles of human waste ignite these frictions.

To help improve this situation, I recommend Council take the following steps:

1. Re-install outdoor toilets at the parking lot trailhead, even in lower-use periods of the year;
2. Publically and permanently post, at trailheads, information on responsible trail use, including human wastes (As an example, see: <https://Int.org/why/7-principles/dispose-of-waste-properly/>);
3. Periodically, hire staff or coordinate volunteers for a trail clean-up/garbage removal (in high peak areas); and
4. Encourage and educate all members of the public and residents about the importance of the watershed and waste removal, including dog waste.

Thank you,
HB

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Suggestion for an additional Centennial Trail Interpretive sign
Date: Wednesday, November 17, 2021 3:54:31 PM

From: Kathryn Duchene [REDACTED]
Sent: Wednesday, November 17, 2021 3:03 PM
To: ePost <epost@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>; John Dudley [REDACTED]
Subject: Suggestion for an additional Centennial Trail Interpretive sign

Date: November 17, 2021

To: Lions Bay council and Lions Bay staff and John Dudley

Re: Suggestion for an additional Centennial Trail interpretive sign

The interpretive signs along Centennial Trail and adjacent loops are all well done, informative and give a good overview of the importance of various species to the forest of our North Shore mountains . . .

... however, I have to add that there is one very important tree species which is not celebrated with a sign - **Acer macrophyllum**, the Big Leaf Maple.

This large and beautiful tree grows throughout the lower forests and is notable in every season. It is especially beautiful in the fall with its spectacular golden yellow foliage lighting up our dark green forests and trails. After its leaves fall it allows light into the forest during our dark winters and in the summer its canopy of large green leaves provide shade and coolness during hot summer days. In the spring the long clusters of flowers provide nourishment to animals and birds - as do the maple keys when they are mature. The trees are also notable for their verdant green moss and Licorice fern covered trunks and branches.

It is an extremely important and beautiful tree in this area. Here is a link to the writeup about Acer macrophyllum on the website Pacific Plants of the Pacific North West:

<http://nativeplantspnw.com/big-leaf-maple-acer-macrophyllum/>

I think an interpretive sign about our Big Leaf Maple would be well placed along Centennial Trail, below the school, where there are some particularly impressive groupings.

I was not sure to whom I should direct this suggestion and am hoping that one of you can put it into the hands of the proper individual or group.

Thank you for your help!

Sincerely,

Kathy Duchene

[REDACTED]

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: FW: Strategy session topic?
Date: Tuesday, November 30, 2021 10:56:37 AM

From: Wesley Taylor <[REDACTED]>
Sent: Thursday, November 25, 2021 9:21 AM
To: Council <council@lionsbay.ca>
Cc: Kim Moore Taylor <[REDACTED]>
Subject: Strategy session topic?

Hi my name is Wesley Taylor, I have been living at 10 Periwinkle Pl. since 2014. We have raised our family here and are look forward to many more years in this little Village. I hope to address a topic of concern:

I have noticed that the sound reducing asphalt treatment on the highway has eroded since it's application more than a decade ago. And now that it's life span is over, the noise caused by passing traffic has increased significantly.

It may be that MOTi has plans for repaving, which would be helpful to discover, or we may need to push them on this issue.

I'm sure I am not alone in the village when it comes to complaining about the highway noise. I propose to start a delegation of home owners to approach council, and possibly re-form the highway committee.

To aid in this goal I have obtained documents which hold MOTi to certain decibel levels, and require their effort to test and mitigate sound levels. I am certain that at this moment many test locations would fall outside not only of MOTi's predicted sound levels, but close to levels that have been deemed hazardous to health.

With ever increasing amounts of traffic, motorcycles and trucks using their engine brakes, I want to push the things we CAN change, thus the resurfacing prevails as the first, most obvious step.

Next would be the sound testing MOTi has promised to confirm safe levels of dB through the highway interfaces.

Please advise me how to proceed further. If council sees merit in reforming the Hwy Committee, perhaps a call out using Village Update would be prudent?

I'm completely open to ideas, and have some time and effort to contribute to this cause. For everyone's sake, I am willing to help rectify old issues, and hold MOTi to task on their promises. (I have it in writing) lol

Kindest regards, Wes and Kim Taylor
[REDACTED]

Crafted on my iPhone

From: [Agenda](#)
To: [Karla Duarte](#)
Subject: LB Payroll Inquiry #3
Date: Friday, December 10, 2021 12:34:22 PM

From: Philip Marsh [REDACTED]
Sent: Thursday, November 25, 2021 10:25 AM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>
Cc: Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>; Norman Barmeier <councillor.barmeier@lionsbay.ca>; Neville Abbott <councillor.abbott@lionsbay.ca>; Fred Bain <councillor.bain@lionsbay.ca>
Subject: LB Payroll Inquiry

Dear Mayor & Council,

Last year at a council meeting I requested an explanation as to why the village payroll had effectively doubled over seven years while our population had increased by a mere eight people.

My inquiry appeared well received, including a very polite follow-up phone call from the mayor who mentioned that "I certainly deserved an explanation" & that he had instructed our CAO (& specifically CFO Pamela Rooke) to prepare a response.

To date I have not received anything.

I certainly understand that we are all busy, but I patiently trust a response is still in the works.

I do not pretend to understand the financial intricacies of our village & while I suspect that new municipal protocols have probably instilled additional financial burdens, to date I have not been able to locate any similar example in any other municipality.

I would also suggest, from personal anecdotal observation, that if you dig further back on this issue the relative discrepancy (current/past - payroll/population) would be even more apparent.

I also assume that any explanation will also account for contracting-out services previously handled in-house (or vice-versa).

Please note that I have included below (once again) my sources for this query.

Village population in 2019 – 1,323.

Page 98

In 2019 payroll was \$1.365 million.

https://www.lionsbay.ca/sites/2/files/docs/meeting/agenda/200728_rcm_package.pdf

Village population in 2012 – 1,315

Page 32

In 2012 payroll was \$717,711

https://www.lionsbay.ca/sites/2/files/images/services/Finance/annual_report_2012.pdf

Looking forward to hearing from you.

Cheers,
Philip Marsh



Intentionally Blank