



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, SEPTEMBER 1, 2015 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
  - A. Mr. Don Shaw (Page 3)
  - B. Mr. David Shore (Page 7)
- 5. Adoption of Minutes**
  - A. July 17, 2015 – Village Hall Meeting (Page 13)
  - B. July 21, 2015 – Regular Council Meeting (Page 17)
- 6. Business Arising from the Minutes**
  - A. Action Items Report (Page 23)
- 7. Unfinished Business**
  - A. Siren on Klatt Building
- 8. Reports**
  - A. Interim Chief Administrative Officer
    - i. Information Report (Page 25)
  - B. Mayor and Council
    - i. Councillor Waterson – Council Priority List Report (Page 27)
    - ii. Councillor Waterson – Wildlife Working Group Report (Page 29)
  - C. Committees
    - i. Trees, Views & Landscapes Committee – Tree Application #60 (Page 31)
    - ii. Trees, Views & Landscapes Committee – Tree Application #61 (Page 33)
  - D. Staff
    - i. Community Centre Renewal Costs (Page 35)
    - ii. Playground Risk Assessment (Page 37)
    - iii. Public Works Manager Report (Page 55)
    - iv. NBCF and DFA Funded Works at Magnesia (Page 59)
    - v. Office Phone System (Page 67)
  - E. Emergency Services Reports
    - i. RCMP Monthly Report (Page 69)

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Village of Lions Bay

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**9. Resolutions**

- A. Wade Memorial Park Donations (Page 71)
- B. Firefighter's Day Parking (Page 73)

**10. Bylaws**

- A. Amending Bylaw Notice Enforcement Bylaw No. 495 – Correction Report (Page 75)
- B. Official Community Plan Amendment Bylaw No. 493 – Schedule Public Hearing (Page 79)

**11. Correspondence**

- A. List of Correspondence to August 27, 2015 (Page 93)

**12. New Business**

**13. Public Questions & Comments**

**14. Adjournment**



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## DELEGATION REQUEST FORM

**Please forward your Delegation Request Form to the Village Office  
by 4:00 pm, the Wednesday prior to the regular Council meeting.  
Delegations may speak for a maximum of 10 minutes total.**

Today's Date: August 25, 2015 Council Meeting Date: September 1, 2015

**SUBJECT OF DELEGATION** I wish to speak before the Council regarding:  
Asking the Village of Lions bay to request that CN stop blowing their train whistle in the middle of the night.

**SUPPORTING MATERIAL** I will provide additional information in advance of the Council meeting:  
(by 4:00 pm the Wednesday prior to the Council meeting so that the material can be included in Council package.)

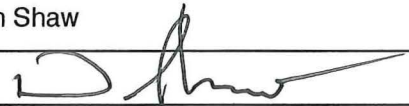
A formal letter will be forthcoming.

**ACTION.** The specific action I would like Council to take is:

Make an appropriate and formal request to CN describing the existing conditions in the vicinity of the crossing, (such as there is only one driveway on the other side of the crossing and not a through street) and request that the night whistle is halted

### NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Don Shaw

Signature: 

Organization (if any): \_\_\_\_\_

Address: 70 Sweetwater Place

Phone: 604-281-3900

Fax: \_\_\_\_\_

Email: abardair@gmail.com

Note: A telephone number (where a message can be left with a person or voicemail), fax number or email address is required so that we can contact you in a timely manner.

The Municipality of the Village of Lions Bay

August 25, 2015

Dear Council

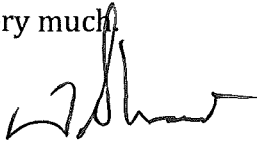
We live at the very end of Sweetwater Place and the train tracks are a mere 100 feet or less from our house. The train whistle at approximately 2:30 a.m. is deafening. It sound 4 loud blasts, and we have noticed on occasion that it sometimes sounds after the train has entered the crossing. While it would be wonderful to have all the whistles stopped, at this point we would just be thankful if the a.m. whistle was deleted.

As this crossing is not a through street and there is only one house on the other side of this crossing, we are wondering if the whistle is necessary. Also there is a controlled crossing light and stop sign in place. There is virtually no traffic at this time of night.

We would greatly appreciate your intervention and request to CN to allow this whistle to be dropped as they have done in West Vancouver and White Rock.

Thank you very much.

Yours truly,

A handwritten signature in black ink, appearing to be 'Don and Sharon Shaw', written over the 'Yours truly,' text.

Don and Sharon Shaw



### Why do some trains whistle very loudly, and others not?

Locomotive whistles are manufactured to meet sound level and tone requirements specified in US Federal Railroad Administration regulations and recommended by Transport Canada. The whistles on all locomotives manufactured since 1982 are push-button controlled to provide a consistent sound level. However, local weather conditions and wind direction can affect the noise a whistle makes.

Train whistles are continually monitored by an on-board computer located in the locomotive cab. Should an incident occur, this "event recorder," similar to those on aircraft, is checked to ensure that the locomotive engineer used the whistle in accordance with federal regulation.

### What's the process for implementing an anti-whistling bylaw?

In certain circumstances, whistling at public crossings may be waived for a specific crossing or crossings. The steps for requesting whistling exemption at a CN crossing are as follows:

- The municipality should first undertake its own review to ensure that the location in question qualifies for a whistling exemption under Transport Canada's guide-

lines. A copy of these guidelines can be obtained from Transport Canada by calling 613-998-2985 or 1-866-995-9737.

- The municipality should ensure that the location meets the requirements of the guidelines. If all requirements are met, the municipality submits a detailed request to CN describing existing conditions in the vicinity of the crossing.

A detailed investigation and report on existing conditions at the site will then be prepared by a consultant at the municipality's expense. This report will include information on existing warning systems, traffic density, sight lines, adjacent public-use buildings and evidence of trespassing problems. The report will also include an assessment of the potential public safety impact should trains cease whistling.

- The railway will review the report and determine whether safety will be compromised if trains do not whistle. The railway may determine that additional warning systems are necessary before a whistling exemption can be allowed. In some locations, chainlink fencing and a pedestrian over/underpass may also be required.

The municipality is responsible for the cost of installing and maintaining any additional safety measures including warning systems required to eliminate whistling. The railway is responsible for installing any additional warning systems.

- Once a recommendation is made by the railway, it is sent to Transport Canada for their review and concurrence. Transport Canada may request its own site meeting with the municipality and the railway to discuss the recommendation.

- When the municipality, the railway and Transport Canada agree that whistling can be exempted at the crossing and the funding is in place for any additional safety measures, the municipality must pass a bylaw prohibiting whistling at the location under review.
- When this bylaw is passed and any additional safety measures have been put into place, Transport Canada will issue a letter to the railway exempting it from compliance with whistling regulations at the particular location. The railway will then issue a bulletin to its train crews advising them not to sound their whistle at that location. These instructions are then incorporated into the railway's official operating timetable.

### How long does the process take?

Depending on the characteristics of the crossing under review and whether additional safety measures are required, the process can take between six months and a year.

### For more information

The railway safety branch of Transport Canada can provide details of the regulations governing railway safety, and the anti-whistling implementation process. You can reach them at 613-998-2985 or 1-866-995-9737.

When a municipality has conducted its review based on Transport Canada's whistling exemption guidelines, and wishes to proceed with a formal review of crossing conditions and exemption possibilities, they should contact CN.

|                      |              |
|----------------------|--------------|
| Maritimes/<br>Québec | 514-734-2312 |
| Ontario              | 905-669-3242 |
| MB/SK                | 204-231-7859 |
| AB/BC                | 780-472-4093 |



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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### DELEGATION REQUEST FORM

**Please forward your Delegation Request Form to the Village Office  
by 4:00 pm, the Thursday prior to the regular Council meeting.  
Delegations may speak for a maximum of 10 minutes total.**

Today's Date: August 26, 2015 Council Meeting Date: September 1, 2015

**SUBJECT OF DELEGATION** I wish to speak before the Council regarding:  
Industrial activities on Oceanview Road

**SUPPORTING MATERIAL** I will provide additional information in advance of the Council meeting:

(by 4:00 pm the Wednesday prior to the Council meeting so that the material can be included in Council package.)

I have attached a petition from residents and a short document with many links to  
further material to support this recommendation

**ACTION.** The specific action I would like Council to take is:

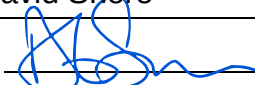
Enforce certain Bylaws as detailed

Amend one Bylaw as detailed

Revoke one building permit as detailed

#### NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: David Shore

Signature: 

Organization (if any): \_\_\_\_\_

Address: 270 Oceanview Road

Phone: 604 614-5498 Fax: 604 689-0014

Email: david@davidshore.com

Note: A telephone number (where a message can be left with a person or voicemail), fax number or email address is required so that we can contact you in a timely manner.

All Council meetings are recorded and available at [lionsbay.ca/municipal\\_services/calendar](http://lionsbay.ca/municipal_services/calendar).





# OCEANVIEW Lions Bay ROAD DELEGATION

## Background

Contrary to multiple Lions Bay Bylaws and residents requests for investigation there has been an illegal industrial business operating at 300 Oceanview Road for over 20 years.

This has been enabled by the resident of 300 applying for and receiving a permit for construction that has been renewed upon expiry for decades, yet no real improvements have been completed. The resident is manipulating the permit process to enable his illegal industrial activity on residentially zoned property.

The industrial activity includes the movement of heavy transport trucks that pick up excavating equipment from 300 in the morning and move it to a job and then bring the equipment back in the evenings; storing heavy excavating equipment and materials or transporting them to and from the Oceanview Road stockpiles to distant job sites; storing stockpiles and heavy construction and excavating equipment on the property at 300.



The heavy trucks create extensive wear and tear on Oceanview road, which is now in need of expensive repaving and the trucks represent a liability for runaways on our steep roads. We recommend the maximum truck size be aligned to the [maximum of 10,000kgs designated by West Vancouver](#)<sup>1</sup> and that the bylaws require for daily fees for oversized industrial trucks that transit our roads to help pay for the damage they create.

This activity is loud and obnoxious and often starts at the construction permitted time of 7:30am and lasts until the construction permitted time of 5pm. There are often teams of construction workers that park their trucks on the street and work in the equipment on site or move the landscaping stockpiles to and from the site.

In addition to the noise, dust and destruction of municipal roads, the storage of aggregate materials in the area marked in orange to the right is on a steep slope that creates a serious danger of slides for the four houses directly downslope of the storage area.



The bylaws were created with a spirit of retaining the residential purpose and enjoyment of Lions Bay. This is clear from the [Lions Bay Official Community Plan](#)<sup>2</sup> and Section 5 in particular, which states “*Lions Bay is primarily a community of single detached housing. Other uses are restricted, except for home-based businesses, within this category.*” The [Zoning Bylaw Number 362](#)<sup>3</sup> states that the property at 300 Oceanview Road is zoned RS-1 (Single Family Residential with a permitted use of home occupancy. Section 23 states *Home occupation uses where permitted in a zone, shall be a) located on a parcel containing a detached one family dwelling unit and on no other parcel; and b) carried on wholly within a principal building; and c) carried on by persons resident on the site.* 24. In respect of home occupation uses: a) outdoor storage of materials or equipment is prohibited; b) any use which is or may become

*obnoxious, offensive, dangerous or a nuisance by reason of the presence of omission of odour, dust, smoke, noise, gas, fumes, cinders, vibration, refuse matter or water carried wastes is prohibited.*

The never-ending re-issuing of building permits over the last two decades to enable the industrial activity that are contrary to the spirit and legal meaning of the By-laws and the Official Community Plan has to stop immediately.

Over the years there have been many letters written and delegations to council to try and stop this activity. Neighbours have been keeping a log of the activity and writing to the Village Office since 1999 asking the Village to curb the heavy equipment noise, drilling and stockpiling of rocks, dust from an illegal unpaved driveway and shaking of the ground from the heavy equipment.



In 2011 a resident wrote a [well-researched letter](#) <sup>4</sup> to Council to stop the illegal industrial activity and the excavation of a road from a residential property to the Crown Land above. In [2012 a delegation](#) <sup>5</sup> was successful in stopping the industrial activity. Council ordered the removal of industrial equipment and the closure of the illegal road that was built to connect the residential stockpile property to more stockpiles being illegally stored on Crown land. The activity stopped for a period of approximately 2 years and has started up again earlier this year, just as it has many times in the past.

The Bylaws that are being broken include:

[BYLAW NO. 408, 2008, LIONS BAY OFFICIAL COMMUNITY PLAN](#) <sup>6</sup>

[NOISE BYLAW NO. 283](#) <sup>7</sup>

[ZONING BYLAW NO. 362, 2004](#) <sup>8</sup>

[GOOD NEIGHBOUR BYLAW No. 412, 2009](#) <sup>9</sup>

[BYLAW NO. 431, 2011](#) <sup>10</sup> DEVELOPMENT APPLICATIONS



## Petition

I, a resident of Lions Bay, ask council to uphold the spirit of the by-laws and the intended permit process and revoke the permit provided to the business or resident at 300 Oceanview Road or amend the Bylaws accordingly so this industrial activity on residential property will stop immediately.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_



<sup>1</sup> maximum of 10,000kgs designated by West Vancouver <http://westvancouver.ca/transportation-roads/roads-sidewalks/heavy-vehicle-routes>

<sup>2</sup> Lions Bay Official Community Plan <http://files.lionsbay.ca/Bylaw408OfficialCommunityPlan.pdf>

<sup>3</sup> Zoning Bylaw Number 362 <http://files.lionsbay.ca/Bylaws2013/Bylaw 362 – Zoning 2004.pdf>

<sup>4</sup> well-researched letter <https://app.box.com/s/0vypnsbl87z7xusvkexhcr7ap0wnqdap>

<sup>5</sup> 2012 a delegation <https://app.box.com/s/wq3ccggw8a6hf94c2ooco3frzwnmdxo8>

<sup>6</sup> BYLAW NO. 408, 2008, LIONS BAY OFFICIAL COMMUNITY PLAN  
<http://files.lionsbay.ca/Bylaw408OfficialCommunityPlan.pdf>

<sup>7</sup> NOISE BYLAW NO. 283  
<http://files.lionsbay.ca/Bylaws2013/Bylaw%20283%20A%20Bylaw%20to%20Regulate%20Noise%20within%20the%20Village%20of%20Lions%20Bay.pdf>

<sup>8</sup> ZONING BYLAW NO. 362, 2004 <http://files.lionsbay.ca/Bylaws2013/Bylaw 362 – Zoning 2004.pdf>

<sup>9</sup> GOOD NEIGHBOUR BYLAW No. 412, 2009 <http://files.lionsbay.ca/Bylaws2013/Bylaw%20412%20-%20Good%20Neighbour%202009.pdf>

<sup>10</sup> BYLAW NO. 431, 2011 <http://files.lionsbay.ca/Bylaws2013/Bylaw%20431%20-%20Development%20Application%20Procedures%20and%20Fees%202011.pdf>



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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **VILLAGE HALL MEETING OF THE VILLAGE OF LIONS BAY HELD ON FRIDAY, JULY 17, 2015 at 7:00 PM VILLAGE HALL, 400 CENTRE ROAD, LIONS BAY**

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#### **MINUTES**

In Attendance: Mayor Karl Buhr  
Councillor Fred Bain  
Councillor Ron McLaughlin  
Carrie Peacock, Raincoast Ventures Ltd. (Recorder)

Regrets: Councillor Jim Hughes  
Councillor Helen Waterson

Attendees in Gallery: 100 (approximately)

#### **1. Call to Order**

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

#### **2. Speaking Items**

- i. Presentation by Mayor, Council and Infrastructure Committee of Current Water and Fire Situation

Mayor Buhr and the Infrastructure Committee provided a presentation, which offered information on the Village's:

- Current water supply;
- Average daily water usage; and
- Daily usage compared to Metro Vancouver.

The meeting was informed that Bylaw Officer's hours would be increased immediately, to encourage compliance and enforce outdoor water use restrictions.

The consequences of the Village's water network being completely emptied were discussed. Stages of the Village's water shortage plan and the graduated increase in water restrictions were reviewed. A siren is being installed on the Fire Department Building, which will alert residents of emergency conditions (including when not to use the water, in the event of fire, when evacuation was required, etc.). A list of the different siren tone patterns indicating different emergencies is being compiled. The significant impacts of a water shortage on fire fighting efforts were reviewed.

Residents were reminded to submit their email address on the sign-in sheet to ensure they received updates, and were encouraged to be prepared to evacuate in the event of an emergency.

ii. The Municipality's Planning and Prognosis

Mayor Buhr reported on efforts with the Province to study water levels in the area, and to help the Village better understand what to expect as a result of low snow packs. The Infrastructure Master Plan proposed projects are intended to improve the Village's water supply and treatment.

iii. Draft 2014 Annual Report Comments

Mayor Buhr invited public comments on the Draft 2014 Annual Report prior to the July 21, 2015 deadline.

**3. Public Discussion Points**

The following comments and questions were offered during the public discussion period:

- Supported trail closures to reduce wildfire risks and suggested that staff consider how to utilize water flowing beyond the intake point (Don Pollock)
- Suggested that a block watch system be utilized to watch for fire (Julie Peterson)
- Requested residents receive a list explaining the different siren tones (Elizabeth Jordan)
- Suggested consideration be given to capturing water flowing from other creeks, for non-potable use (Louis Peterson)
- Noted that homeowners should be required to maintain a safe distance between their tree branches and their home, as they posed a fire hazard (Unidentified resident)
- Questioned the accuracy of the estimated per household water usage, and suggested facilities with higher usage be metered (Lisa Kirkland)
- Suggested Smart Meters be installed so residents could monitor their own usage (Unidentified resident)
- Suggested that consideration be given to constructing a water reservoir at the flat basin in the headwaters (Don Pollock)
- Acknowledged that a number of residents were unaware of the magnitude of the water situation and suggested contacting all residents to explain water restrictions (Doug Pollard)
- Supported closing the forest trail systems to reduce the risk of fire and the encouragement of indoor water conservation efforts (Brenda Broughton)
- Supported firmly enforcing the Village's water usage bylaw (Unidentified resident)
- Recalled the impacts on property values after the Kelowna fire, noting that many homes were lost (Unidentified resident)
- Noted a recent announcement of a federal grant received by the Village for improvements to the water system (Unidentified resident)
- Encouraged residents to reduce indoor water usage and reuse water where possible. Reference was made to the minimal time it would take for the Village's water tanks to run dry without any intake (Louis Peterson)
- Encouraged consideration of temporary water storage options (Jerry Blockin)
- Questioned the accuracy of the suggestion that Village households used three times the volume of the average Metro Vancouver household (Tom Casperson)

- Referenced the estimated water leakages from the water pipes and the residential service lines and recognized the Village’s efforts to correct them (Peter Frey)
- Referred the process for identifying when a residential service line was leaking (Kathy Krats).

#### 4. Adjournment

Mayor Buhr concluded the Village Hall meeting at 8:30 p.m.

\_\_\_\_\_  
 Mayor

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

|                          |  |
|--------------------------|--|
| Date Adopted by Council: |  |
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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, JULY 21, 2015 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

#### **MINUTES**

In Attendance: Mayor Karl Buhr  
Councillor Jim Hughes  
Councillor Ron McLaughlin  
Councillor Helen Waterson  
Public Works Manager Nikii Hoglund  
Office Coordinator Shawna Gilroy (Recorder)

Regrets: Councillor Fred Bain

Attendees in Gallery: 7

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**

Item 9A – Crown Land Tenure Renewal Report was added to the agenda.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the July 21, 2015 Regular Council meeting, as amended.

**CARRIED**

**3. Public Participation**

A. Mr. Norman Carpentier

Further to the letter that Mr. Carpentier sent to Council addressing the issues arising near his residence on Tidewater Way, he queried whether he will receive a response to his suggestions.

B. Mr. Azordegan

Mr. Azordegan explained a dangerous situation which arose in a Village parking lot when he asked someone to pick-up their garbage that they threw on the ground. He suggested, in the regard that the Village is not obligated to provide a parking lot for visitors, that it be for residents only.

**4. Delegations**

A. Mr. Jon Povill & Ms. Anna Torrance Delegation Request



Ms. Torrance, Real Estate Agent, spoke on behalf of Mr. Povill in respect to a preliminary application to subdivide the property at Lot 30 Isleview Place into two separate lots. She explained the provisions of the request and Council encouraged her to bring detailed information back to them, but that the request would likely be put on hold until the Village hires a CAO who is able to advise them of the correct steps to move forward.

**5. Adoption of Minutes**

**A. July 7, 2015 – Regular Council Meeting**

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the July 7, 2015 Regular Council meeting, as amended.

**CARRIED**

**B. July 14, 2015 – Special Council Meeting**

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the July 14, 2015 Special Council meeting, as submitted.

**CARRIED**

**6. Business Arising from the Minutes**

**A. Action Items Report**

Council reviewed the Action Items Report for July 21, 2015.

**7. Unfinished Business**

None

**8. Reports**

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the reports of July 21, 2015, as submitted.

**CARRIED**

**A. CAO**

**B. Mayor and Council**

Council briefed on the Village Hall Meeting, stating that approximately 130 residents were present and that a few signed up to receive the Weekly Village News. There was a suggestion for fire watch at the trail heads during the evenings, and discussion about the conversation had with MOT about parking at Brunswick.

**ACTION: Staff to research information on a Bylaw regarding public nudity.**

**ACTION: Mayor Buhr to ask the Block Watch Coordinator for information on resources for luring in fire watch volunteers at the trail heads.**

**ACTION: Mayor Buhr to write a formal letter to the MLA and the MP in order to proceed with closing the trails due to fire season.**

C. Committees

D. Staff

i. Public Works Manager

Ms. Hoglund outlined some of the key points within the Public Works Manager Report. Council discussed how to move forward with the parking issues in Lions Bay.

**ACTION: Ms. Hoglund to report back to Council with the cost of the new SCADA system.**

E. Emergency Services

Council reviewed the RCMP report.

## 9. Resolutions

A. Crown Land Tenure Renewal

Ms. Hoglund explained that the licence agreement for the tract of land in the vicinity of Magnesia Creek will expire on March 11, 2016 and must be renewed on or before August 17, 2015, as the Magnesia Creek water intake is located on this parcel.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council endorse the Village of Lions Bay's Licence Agreement for Licence No. 239761;

AND THAT Council direct Staff to apply for a replacement tenure from the Ministry of Forests, Lands and Natural Resource Operations for the purposes of maintaining the Village's Magnesia Creek water intake and infrastructure for a period of more than 30 years.

**CARRIED**

## 10. Bylaws

A. Council Procedures Bylaw No. 476 - Adoption

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopt Council Procedures Bylaw No. 476.

**CARRIED**

## 11. Correspondence

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council receives the list of Correspondence to Wednesday, July 15, 2015.

**CARRIED**

**ACTION:** Ms. Hoglund to follow up with Staff in regards to missing resident correspondence.

**ACTION:** Ms. Hoglund to contact Smithrite to inquire about adding to their contract weekend garbage pick-up at Lions Bay Beach Park.

**12. New Business**

**A. Consideration of Draft 2014 Annual Report**

Moved/Seconded

BE IT RESOLVED THAT pursuant to the *Community Charter* section 99, Council has considered the annual report prepared under the *Community Charter* section 98, and any oral and written submissions from the public.

**CARRIED**

**B. 2015 Accounts Payable Listing**

Council reviewed the Accounts Payable Cheque Listing.

**13. Public Questions & Comments**

None

**14. Closed Resolution**

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the July 21, 2015 Regular Council Meeting to the public at 8:37 p.m. on the basis of matters to be considered under the following section 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;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**CARRIED**

**15. Reporting Out**

The Mayor provided an update on the CAO Search process.

**16. Adjournment**

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the July 21, 2015 Regular Council meeting at 9:36 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

|                          |  |
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| Date Adopted by Council: |  |
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                                                         |                     |  |
|-------------------|-----------------------------------------------------------------------------------------|---------------------|--|
| <b>Type</b>       | <b>Report to Council</b>                                                                |                     |  |
| <b>Title</b>      | <b>Business Arising from Minutes – Action Items Carried Over from Previous Meetings</b> |                     |  |
| <b>Author</b>     | <b>S. Gilroy</b>                                                                        | <b>Reviewed By:</b> |  |
| <b>Date</b>       | <b>July 28, 2015</b>                                                                    | <b>Version</b>      |  |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b>                                        |                     |  |

For Council's review, these are the action items carried over from previous Council meetings. Note, this list does not include action items from the immediately preceding meeting which are contained in the DRAFT minutes of this Council package.

| <b>Meeting Date</b> | <b>Action Item Details</b>                                                                                                                                                                               |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 19, 2015        | <i>11 – Correspondence</i><br>Mayor Buhr to respond to "R1 – 5 Year Plan"                                                                                                                                |
| June 2, 2015        | <i>6A – Action Items Report</i><br>Ms. Hoglund to find out if lead based paint is unsafe to touch with wet hands.                                                                                        |
| June 2, 2015        | <i>7F – I Love Lions Bay Photo Contest</i><br>Mayor Buhr to write a thank you letter to the photo contest sponsors.                                                                                      |
| June 16, 2015       | <i>8E – Reports – Emergency Services</i><br>Mayor Buhr to write a letter expressing the continued gratitude of the Village of Lions Bay for the service provided by the RCMP.                            |
| June 16, 2015       | <i>10C – Bylaws – Official Community Plan Amendment Bylaw No. 493 – Schedule a Public Hearing</i><br>Mayor Buhr to review and revise Regional Context Statement.                                         |
| July 7, 2015        | <i>11 – Correspondence</i><br>G-8: Mayor Buhr to include a note in the Mayor's Message advising residents that Metro Vancouver commenced enforcement of the organics waste disposal ban on July 1, 2015. |
| July 7, 2015        | <i>11 – Correspondence</i><br>R-1: CFO Rooke to respond to resident Wes Taylor advising that a holistic solution to signage is being developed and is expected to be completed in 2016.                  |
| July 7, 2015        | <i>11 – Correspondence</i><br>R-2: CFO Rooke to respond to the resident advising that installation of a railing along the walkway to the Village Office will be added to 2016 budget.                    |
| July 7, 2015        | <i>11 – Correspondence</i><br>R-3: Mayor Buhr to respond to the correspondence from resident Bernice Coleman.                                                                                            |





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|              |                                                                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 7, 2015 | <i>11 – Correspondence</i><br>R-4: CFO Rooke to respond to respond to the correspondence from resident Paula Vendargon.                                          |
| July 7, 2015 | <i>11 – Correspondence</i><br>R-6: CFO Rooke to respond to resident Mark Campbell advising that Council would consider the offer to purchase the property.       |
| July 7, 2015 | <i>12B – Emergency Concerns</i><br>CFO Rooke was requested to diarize the rescinding of the ban in November 2015.                                                |
| July 7, 2015 | <i>12B – Emergency Concerns</i><br>Staff was requested to install a siren on the Fire Department Building to be used to alert residents of emergency situations. |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                                  |                     |  |
|-------------------|------------------------------------------------------------------|---------------------|--|
| <b>Type</b>       | <b>Report to Council</b>                                         |                     |  |
| <b>Title</b>      | <b>Information Report – Interim Chief Administrative Officer</b> |                     |  |
| <b>Author</b>     | <b>A. Yanciw</b>                                                 | <b>Reviewed By:</b> |  |
| <b>Date</b>       | <b>August 26, 2015</b>                                           | <b>Version</b>      |  |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b>                 |                     |  |

### 1. RECOMMENDATION

THAT Council receive the August 2015 CAO report for information purposes.

### 2. BACKGROUND

The Chief Administrative Officer's report is to provide a broad overview to Council on Village operations and progress toward the priorities identified through budget.

#### 2015 Capital Budget Items

|                                           |                                                               |
|-------------------------------------------|---------------------------------------------------------------|
| Build Canada Grant                        | Tender complete for two components, road upgrades outstanding |
| SCADA Computers/Software                  | 75% complete                                                  |
| Oceanview Road Paving                     | Complete                                                      |
| Community Centre Renewal                  | Materially complete (fire alarm still in progress)            |
| Water Contingency Programs                | Largely complete                                              |
| Water Capital Maintenance                 | One of two hydrants replaced, PRV work ongoing                |
| Fire Department Capital Maintenance       | In progress                                                   |
| Fire Equipment (Whistler Blackcomb grant) | Complete                                                      |
| Swim Float - Lions Bay Beach Park         | Complete                                                      |
| MAIS Work Order Module (PW)               | Has been purchased, is not yet configured                     |
| MAIS eHOG Module (Admin)                  | Implemented and complete                                      |
| Laptop Replacements (PW)                  | In progress                                                   |
| Highway Tank Roof Removal                 | Outstanding                                                   |

A number of other projects are underway as well, including the following:

- Development of an Emergency Response Plan is in progress
- Development of an Infrastructure Master Plan is in progress
- An update to the Indemnification Bylaw will be coming before Council on September 15
- A phone system upgrade request is before Council on September 1

Village administration has been challenged in the past three months by the absence of a CAO, representing one third of the management staff. Filling the responsibility of this role has taken considerable time by other staff members and has created difficulties in accomplishment of established



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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objectives. Staff should be commended for their progress on the capital budget items despite this challenge.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                              |              |         |  |
|------------|------------------------------|--------------|---------|--|
| Type       | Report to Council            |              |         |  |
| Title      | Council Priorities 2015-2016 |              |         |  |
| Author     | Helen Waterson               | Reviewed By: |         |  |
| Date       | Aug 26, 2015                 |              | Version |  |
| Issued for | Sept 1, 2015                 |              |         |  |

### RECOMMENDATION

THAT the Village of Lions Bay Council resolves to receive this report for information and discussion purposes.

#### 1. ATTACHMENTS

Council Priorities 2015-2016, DRAFT, dated Aug. 27, 2015

#### 2. BACKGROUND

During an early Council planning session, Council agreed that that once a Council Priority List was established and approved, that a one page summary would follow to provide easy reference for Council, staff and residents. Attached is a proposed one page summary of the Council Priority List 2015-2016.

#### 3. DISCUSSION

- i) For Council to approve this summary and to task staff with creating a “poster” for distribution.
- ii) It is also recommended that Council work with staff to develop a strategic plan to best ensure that we meet the goals set out within this list.
- iii) It is also recommended that this list be presented and communicated to the residents of Lions Bay so they are aware of Council’s goals and objectives.

For Council’s consideration.



## **COUNCIL PRIORITIES 2015-2016**

### **DRAFT**

#### **EFFECTIVE COMMUNICATIONS**

Lions Bay will ensure that all communications are well co-ordinated, effectively managed and responsive to the diverse information needs of its residents.

#### **HIGH LIVABILITY**

Lions Bay will offer a high level of livability by fostering a resident-focused approach to service delivery.

#### **SUSTAINABLE COMMUNITY**

Lions Bay will strive to be a leader in creating a sustainable community by a continued commitment to minimizing environmental impacts of its policies and operations as well as maximizing the efficient use of natural resources and services.

#### **VALUED VOLUNTEER**

Lions Bay will value and support its volunteers for the essential role that they play in serving the community. We are committed to creating a welcoming environment where staff and resources support meaningful volunteer opportunities.

#### **GOOD GOVERNMENT**

Lions Bay's government will be transparent, responsive, equitable, inclusive, effective and accountable.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                      |              |         |  |
|------------|--------------------------------------|--------------|---------|--|
| Type       | Report to Council                    |              |         |  |
| Title      | Wildlife Working Group for Lions Bay |              |         |  |
| Author     | Helen Waterson                       | Reviewed By: |         |  |
| Date       | Aug 26, 2015                         |              | Version |  |
| Issued for | Sept 1, 2015                         |              |         |  |

### RECOMMENDATION

THAT the Village of Lions Bay Council resolves to receive this report for information and discussion purposes.

#### 1. ATTACHMENTS

Wildlife Working Group for Lions Bay, Terms of Reference

#### 2. BACKGROUND

Following the dissolution of the Lions Bay Bear Smart Committee, Norma Rogers has volunteered to form and organise the Lions Bay Wildlife Working Group.

This group will ensure that Lions Bay retains it's Bear Smart status and will provide advice and guidance to Council on matters relating to the management of wildlife in the Village, with the goal to increase safety and reduce human-animal conflict.

#### 3. DISCUSSION

- i) That Council approves the formation of this group and assigns a Councillor to be part of the group.
- ii) That Council approves a budget of \$500 annual to fund the education program.

For Council's consideration.

August, 2015

Proposed by Norma Rodgers

## Wildlife Working Group for Lions Bay

### Terms of Reference

#### Description

The Wildlife Working Group (WWG) members will include a Village Counselor, a Conservation Officer and residents knowledgeable about local wildlife. The WWG will meet three times annually and deal with urgent business by text/email. The function of the WWG is to provide advice and guidance to Council on matters relating to the management of wildlife in the Village, with the goal to increase safety and reduce human-animal conflict. The WWG will develop and implement programs that educate residents about how to coexist with local wildlife. The programs will focus on black bears using Bear Smart principles to ensure continued status, but also include information about cougars, coyotes and other creatures that share the environment.

#### Members

Former Bear Smart Committee Chair Norma Rodgers will act as Coordinator, with responsibilities to schedule meetings, and create/distribute notes, action items and reports to Council/Administration. The responsibilities of the Village Councillor would be to attend meetings, and communicate between the group, Council and Administration. Inspector Chris Doyle and Conservation Officer Peter Busink would be advised about the WWG and invited to appoint a COS representative to join the group. Once the core group is established invitations to participate would be sent to Bear Smart Committee and Bear Watch members.

#### Funding

The Village would provide \$ 500 annually to fund education programs and allow for additional funding when wildlife issues dictate. Staff would manage the account.

#### Objectives

Since wildlife will continue to act naturally and seek food, the only behaviours that can be modified are human. The WWG will arrange education sessions and produce reports and information to create a wildlife management handbook for the Village.



To: Mayor and Council  
Cc: Nikii Hoglund  
From: Simon Waterson  
Sent: 23rd July 2015  
Subject: Tree Application # 60 Colin Eckford

**Application Approved – subject to council agreement**

The Tree committee met and comprised of Ron McLaughlin, Harold Gienger, Jim Cannell and Simon Waterson.

Application to Top Trim only, as described in the application, has been approved, subject to council approval.

All debris should be removed.

*Simon Waterson*

Simon Waterson  
Chair. Tree Committee

Intentionally Blank

To: Mayor and Council  
Cc: Nikii Hoglund  
From: Simon Waterson  
Sent: 6th August 2015  
Subject: Tree Application # 61 Paula Pearson & Gary Brown

**Application Approved – subject to council agreement**

The Tree committee met and comprised of Ron McLaughlin, Jim Cannell and Simon Waterson.

Application to remove four cedars and one fir as described in the application, has been approved, subject to council approval.

All debris should be removed.

*Simon Waterson*

Simon Waterson  
Chair. Tree Committee

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                                |                     |                     |
|-------------------|----------------------------------------------------------------|---------------------|---------------------|
| <b>Type</b>       | <b>Report to Council</b>                                       |                     |                     |
| <b>Title</b>      | <b>Information Report – Community Centre Renovations Costs</b> |                     |                     |
| <b>Author</b>     | <b>Hayley Cook</b>                                             | <b>Reviewed By:</b> | <b>Pamela Rooke</b> |
| <b>Date</b>       | <b>August 27, 2015</b>                                         | <b>Version</b>      |                     |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b>               |                     |                     |

### RECOMMENDATION

**THAT Council review the attached report on the Community Centre Renovation costs.**

### ATTACHMENTS

Community Centre Cost Breakdown

### BACKGROUND

The Village of Lions Bay (VOLB) successfully applied for a Community Recreation Grant from the Province of British Columbia in December 2011, to help provide funding for a renovation of the Village Community Hall. Initially, a budget of \$550,500 was set in the grant application.

Millenia Architect Corp. was hired to design the building and in 2012, a second grant through the Federal Government (Western Economic Grant) was successfully applied for.

A number of different options were presented and put out for tender but the resulting bids were deemed to be too expensive; they ranged from \$1,918,000 to \$3,518,000. At the end of 2013, Gerald Longson was hired by the Village as the project manager and Council set a budget of \$950,000 for the renovation, to take place in 2014.

The majority of funds were expended on a new roof, seismic improvement, construction of a new family disabled accessible washroom, improved ladies' and men's washrooms, an updated kitchen, an outside patio area, removal of asbestos and a new HVAC to help improve the working conditions in the village office. In 2014, an accessible walkway was added to the project, with additional funding (\$8,000) for this being received from the Provincial Age Friendly Community Project & Planning Grant.

Initial costs (design and planning) prior to the hiring of the project manager totalled \$187,719.

Of the \$950,000 budgeted in the 2014 Five Year Financial Plan, \$930,323 has been expensed to date. The only outstanding cost relates to the fire alarm upgrade, which should be completed by October 2015.

For Council's consideration.

### Community Centre Renewal Project Costs

|                                                           |                        |                                                                                                                |
|-----------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>TOTAL PROJECT COSTS (2011-2015)</b>                    | <b>\$ 1,133,041.43</b> |                                                                                                                |
| <b>PROJECT COSTS 2014 &amp; 2015</b>                      | 930,322.51             | (ytd Jul 30, 2015)                                                                                             |
| Outstanding costs:                                        |                        |                                                                                                                |
| Fire Alarm                                                | 15,000.00              | estimated                                                                                                      |
|                                                           | <b>945,322.51</b>      | <b>\$950,000 was budgeted in the 2014 5 Yr. Plan</b><br><i>(\$88,436 was re-budgeted in the 2015 5Yr Plan)</i> |
| <b>FUNDING:</b>                                           |                        |                                                                                                                |
| Funded by WEDC Grant (Federal)                            | 163,877.00             |                                                                                                                |
| Funded by Community Recreation Program (Provincial)       | 440,343.00             |                                                                                                                |
| Funded by Age Friendly Community & Project Planning Grant | 8,000.00               |                                                                                                                |
| Funded by Lions Bay (through reserves)                    | 520,821.43             |                                                                                                                |
|                                                           | <b>1,133,041.43</b>    |                                                                                                                |
| <b>Costs Breakdown:</b>                                   |                        |                                                                                                                |
| Design/ Engineering                                       | 191,828.85             | Includes architect, structural and geotech fees                                                                |
| Construction/ Materials                                   | 799,969.00             | Includes roof, seismic and general construction costs                                                          |
| Other                                                     | 141,243.58             | Includes project management, moving expenses etc.                                                              |
|                                                           | <b>1,133,041.43</b>    |                                                                                                                |
| <b>Main vendor list:</b>                                  |                        |                                                                                                                |
| Millenia Architecture Corp. - Initial project designs     | 176,107.47             |                                                                                                                |
| DMC Dubas - Roof and Seismic upgrades                     | 176,975.64             |                                                                                                                |
| Kindred Contruction - Contruction Management              | 557,871.94             |                                                                                                                |
| Gerald Longson - Project Manager                          | 56,344.52              |                                                                                                                |
| Other                                                     | 165,741.86             |                                                                                                                |
|                                                           | <b>1,133,041.43</b>    |                                                                                                                |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                    |              |   |
|------------|----------------------------------------------------|--------------|---|
| Type       | Report to Council                                  |              |   |
| Title      | Recommendation Report – Playground Risk Assessment |              |   |
| Author     | N. Hoglund                                         | Reviewed By: |   |
| Date       | August 19, 2015                                    | Version      | - |
| Issued for | September 1, 2015 Regular Council Meeting          |              |   |

### 1. RECOMMENDATION

**WHEREAS** risks associated with certain aspects of the playground at Lions Bay Beach Park have been identified;

**AND WHEREAS** the safety of people and property is a clear Council priority;

### THEREFORE BE IT RESOLVED

**THAT** Council direct staff to bring forward the phased implementation of recommendations contained within the Playground Risk Assessment, per the Report of the Manager of Public Works and Services dated August 19, 2015, and include them in the 2016 budget process.

### 2. ATTACHMENTS

1. Risk Control Survey – Risk Management Services (“Playground Risk Assessment”)

### 3. BACKGROUND

The Municipal Insurance Association of BC provides grant funding to member local governments for risk management services, including risk management reviews. The Village of Lions Bay undertook two risk assessments in 2015 utilizing this grant funding opportunity, one for trails and the other for the playground located at Lions Bay Beach Park.

The risk assessment identified 7 areas of “medium” level risk to be addressed by the Village in a timely manner. Of these, Staff determined that the 3 risks identified as posing the most likely immediate harm to children (2.2, 2.4, and 2.5) should be addressed prior to the writing of this report; and the required mitigation work in key locations is now complete. It should be noted that a wooden picnic bench, which was not identified as a risk in the attached assessment, was also recently replaced by Public Works Crews after it collapsed.

The remaining risks identified in the report will be put forward as capital projects in the 2016 budget process. These can then be prioritized by Council against all other projects, and either endorsed for inclusion in the 2016 capital projects, or deferred to future years.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **4. DISCUSSION**

I would be pleased to discuss and/or provide clarification on the information contained herein.

For Council's consideration.



## Risk Control Survey



Lions Bay

Provided

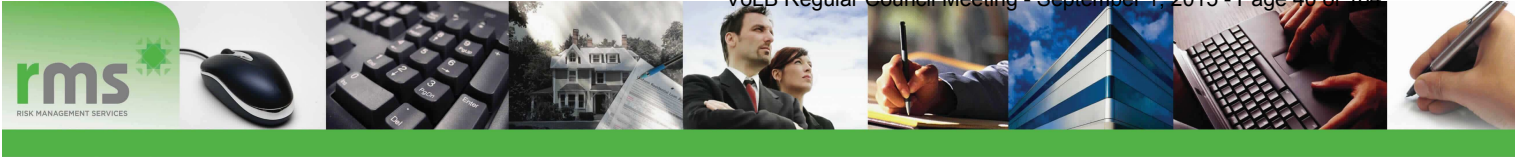


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Risk Management Services Inc.  
3999 Henning Dr.  
Suite 101  
Burnaby, BC V5C 6P9

Tel. (604) 609-4146  
(800) 655-5661  
Fax (604) 688-6986  
[www.scm-rms.ca](http://www.scm-rms.ca)

All Council meetings are recorded and available at [lionsbay.ca/municipal\\_services/calendar](http://lionsbay.ca/municipal_services/calendar).



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Surveyed by: Kyle Martin

Reference #: 1803167

## 1.0 FACILITY GENERAL INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LOCAL GOVERNMENT NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lions Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Lions Bay Playground                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PERSON CONTACTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mandy Koonts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| TITLE OF CONTACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Chief Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| INITIAL INSPECTION DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10-MAR-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ASSESSMENT TYPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> CAMPGROUNDS<br><input type="checkbox"/> LANDFILL/TRANSFER SITE <input checked="" type="checkbox"/> PLAYGROUNDS<br><input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS<br><input type="checkbox"/> PUBLIC WORKS<br><input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALLS<br><input type="checkbox"/> RECREATIONAL TRAILS<br><input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS<br><input type="checkbox"/> SWIMMING POOL/ICE ARENA<br><input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SPRAY PARK<br><input type="checkbox"/> WATER SYSTEM |
| <b>SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS</b><br><br><p>The Village of Lions Bay requested to have the children's playground inspected. The playground is located in a secluded residential area below the highway and receives the most use during the summer months when tourists frequent the Lions Bay Beach. The play area has impact absorbent material (sand) and segregated equipment that includes swings, rocking equipment and two creative play structures. Signage was noted to be lacking information and a few deteriorating discrepancies were noted in the recommendations.</p>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>RISK EVALUATION</b><br><br><p>The following recommendations were made:</p> <p>2015-01 - Playground is open during night time hours, but there is no lighting.<br/>         2015-02 - Deteriorating wood was found throughout<br/>         2015-03 - A drop off was noted by the larger play structure<br/>         2015-04 - Bent washers and rusted metal was found on the smaller play structure<br/>         2015-05 - S Hooks were being used on the swings<br/>         2015-06 - Signage was missing important contact information<br/>         2015-07 - A section of fence was found to be in poor condition</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

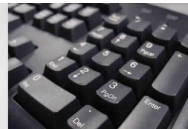
## 2.0 RECOMMENDATIONS

|                           |   |
|---------------------------|---|
| NUMBER OF RECOMMENDATIONS | 7 |
|---------------------------|---|

### ***Committed to Service Excellence***

RMS reports, prepared in compliance with commonly accepted risk control standards existing at the time services are rendered, are developed from an inspection of the premises and/or from data supplied by or on behalf of the Purchaser. RMS does not purport to list all hazards. While changes and modifications referred to in the reports are designed to upgrade protection and loss prevention of the premises, RMS assumes no responsibility for management and control of these activities. RMS will not be responsible to the Purchase for any losses or damages, whether consequential or other, however caused, incurred or suffered, as a result of the services being provided.

All Council meetings are recorded and available at [lionsbay.ca/municipal\\_services/calendar](http://lionsbay.ca/municipal_services/calendar).



## 2.1 RECOMMENDATION



### Hazard Description

There were no noted lighting units in the playground.

### Cause and Effect

The park is open during night time hours and the lack of illumination may lead to liability issues onsite.

### Hazard Location

Lions Bay Playground

RECOMMENDATION REFERENCE ID

2015-01

RECOMMENDATION SUB-TYPE

☒ LIFE SAFETY

### RECOMMENDATION

It is recommended that either lighting units be installed in the playground for the hours the park is open at night, or the signage be changed and the park only opened from Dusk until Dawn. These important changes will help reduce possible liability exposure due to the inability to adequately see in the park area during the night.

ADEQUACY OF EXISTING CONTROLS

☐ LOW  
☐ HIGH

☒ MEDIUM

CONSEQUENCE RATING

☐ 1  
☐ 3  
☐ 5

☐ 2  
☒ 4

LIKELIHOOD RATING

☐ 1  
☐ 3  
☐ 5

☒ 2  
☐ 4

RISK SCORE-LEVEL OF RISK

☐ 1-3 INSIGNIFICANT  
☒ 5-10 MEDIUM  
☐ 15-25 EXTREME

☐ 3-5 LOW  
☐ 10-15 HIGH

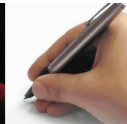
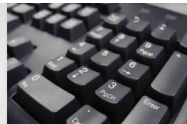
RECOMMENDATION STATUS

☒ OPEN NEW  
☐ PENDING  
☐ CLOSED

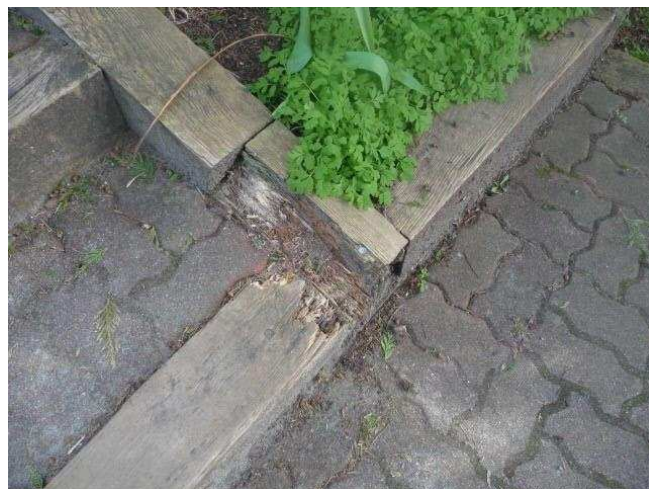
☐ REPEAT  
☐ IN PROGRESS

CODE REFERENCE

Good loss control practice



## 2.2 RECOMMENDATION



### Hazard Description

The wood used for the encroachment area, stairs and one structure was deteriorating throughout.

### Cause and Effect

The deteriorating wood was creating hazards onsite that could lead to injuries.

### Hazard Location

Lions Bay Playground

RECOMMENDATION REFERENCE ID

2015-02

RECOMMENDATION SUB-TYPE

- ☒ MAINTENANCE    ☐ TRAINING  
☐ HEIGHT OF HOCKEY GLASS/NETTING  
☐ SECURITY    ☐ INSPECTION  
☐ ATTRACTIVE NUISANCE

### RECOMMENDATION

It is recommended that all deteriorating wood (as shown in the photos) be replaced or repaired as needed. This includes many of the encroachment area ties and the stairs. Addressing these issues will help lower possible liability issues in the future.

ADEQUACY OF EXISTING CONTROLS

- ☐ LOW    ☒ MEDIUM  
☐ HIGH

CONSEQUENCE RATING

- ☐ 1    ☐ 2  
☒ 3    ☐ 4  
☐ 5

LIKELIHOOD RATING

- ☐ 1    ☐ 2  
☒ 3    ☐ 4  
☐ 5

RISK SCORE-LEVEL OF RISK

- ☐ 1-3 INSIGNIFICANT    ☐ 3-5 LOW  
☒ 5-10 MEDIUM    ☐ 10-15 HIGH  
☐ 15-25 EXTREME

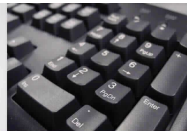
RECOMMENDATION STATUS

- ☒ OPEN NEW    ☐ REPEAT  
☐ PENDING    ☐ IN PROGRESS  
☐ CLOSED

CODE REFERENCE

Good loss control practice





## 2.3 RECOMMENDATION



### Hazard Description

There was a small drop off near the 5-12 year old play structure.

### Cause and Effect

A child may play to close to the edge and fall and injure themselves.

### Hazard Location

Lions Bay Playground

RECOMMENDATION REFERENCE ID

2015-03

RECOMMENDATION SUB-TYPE

☒ LIFE SAFETY

### RECOMMENDATION

It is recommended that the drop off area either be built back up to reduce the height of the ledge, or a railing be installed along the backside of this section of the playground in order to reduce possible liability exposure.

ADEQUACY OF EXISTING CONTROLS

☐ LOW

☒ MEDIUM

☐ HIGH

CONSEQUENCE RATING

☐ 1

☐ 2

☒ 3

☐ 4

☐ 5

LIKELIHOOD RATING

☐ 1

☒ 2

☐ 3

☐ 4

☐ 5

RISK SCORE-LEVEL OF RISK

☐ 1-3 INSIGNIFICANT

☐ 3-5 LOW

☒ 5-10 MEDIUM

☐ 10-15 HIGH

☐ 15-25 EXTREME

RECOMMENDATION STATUS

☒ OPEN NEW

☐ REPEAT

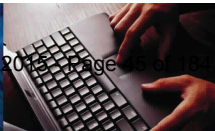
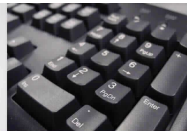
☐ PENDING

☐ IN PROGRESS

☐ CLOSED

CODE REFERENCE

Good loss control practice



## 2.4 RECOMMENDATION



### Hazard Description

There were a number of rusted out and sharp metal edges found.

### Cause and Effect

A child may injure themselves on the bent metal washer or the rusted sections of the 2-5 year old structure;

### Hazard Location

Lions Bay Playground

RECOMMENDATION REFERENCE ID

2015-04

RECOMMENDATION SUB-TYPE

☒ PLAYGROUND GENERAL

### RECOMMENDATION

It is recommended that the 2-5 year old structure be repaired as needed. This includes removing any sharp rusted areas and repairing any bent washers or sharp edges found onsite.

ADEQUACY OF EXISTING CONTROLS

☐ LOW ☒ MEDIUM  
☐ HIGH

CONSEQUENCE RATING

☐ 1 ☒ 2  
☐ 3 ☐ 4  
☐ 5

LIKELIHOOD RATING

☐ 1 ☐ 2  
☒ 3 ☐ 4  
☐ 5

RISK SCORE-LEVEL OF RISK

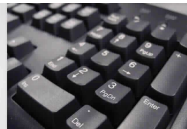
☐ 1-3 INSIGNIFICANT ☐ 3-5 LOW  
☒ 5-10 MEDIUM ☐ 10-15 HIGH  
☐ 15-25 EXTREME

RECOMMENDATION STATUS

☒ OPEN NEW ☐ REPEAT  
☐ PENDING ☐ IN PROGRESS  
☐ CLOSED

CODE REFERENCE

Good loss control practice



## 2.5 RECOMMENDATION



### Hazard Description

The swings installed at this playground were observe to have open S-hooks.

### Cause and Effect

S Hooks may fail leading to personal injuries at this location.

### Hazard Location

Lions Bay Playground

RECOMMENDATION REFERENCE ID

2015-05

RECOMMENDATION SUB-TYPE

☒ PLAYGROUND GENERAL

### RECOMMENDATION

The following improvements should be considered for all onsite Swings: a) All S-Hooks should be kept fully closed at all times or replaced if available; b) Standard impact protective materials should be provided under all swings; c) Only two swings per bay c) Watch potential proximity to building problems; d) All hangers should be inspected. The implementation of such measures may reduce the potential for injuries at this location.

ADEQUACY OF EXISTING CONTROLS

☐ LOW ☒ MEDIUM  
☐ HIGH

CONSEQUENCE RATING

☐ 1 ☐ 2  
☒ 3 ☐ 4  
☐ 5

LIKELIHOOD RATING

☐ 1 ☒ 2  
☐ 3 ☐ 4  
☐ 5

RISK SCORE-LEVEL OF RISK

☐ 1-3 INSIGNIFICANT ☐ 3-5 LOW  
☒ 5-10 MEDIUM ☐ 10-15 HIGH  
☐ 15-25 EXTREME

RECOMMENDATION STATUS

☒ OPEN NEW ☐ REPEAT  
☐ PENDING ☐ IN PROGRESS  
☐ CLOSED

CODE REFERENCE

CAN/CSA-Z614-07 "Children's Playspaces and Equipment" 15.6



2.6 RECOMMENDATION



**Hazard Description**

The signage found onsite was missing emergency phone numbers.

**Cause and Effect**

Inadequate information may lead to liability issues onsite in an emergency.

**Hazard Location**

Lions Bay Playground

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                         |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| RECOMMENDATION REFERENCE ID   | 2015-06                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                         |
| RECOMMENDATION SUB-TYPE       | <input checked="" type="checkbox"/> PLAYGROUND GENERAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                         |
| RECOMMENDATION                | <p>In order to protect the public from personal injury, each playstructure or group of playing equipment should be provided with visible and readable labels/signage stating the following: a) Level of supervision provided, b) Age group that the equipment playstructure is intended to, c) Manufacturers name and phone number (for new structures), d) A phone number where maintenance issues can be brought to school district attention, and e) A phone number in case of injury (E.G. 911) f) location of playground.</p> |                                                                         |
| ADEQUACY OF EXISTING CONTROLS | <input type="checkbox"/> LOW<br><input type="checkbox"/> HIGH                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> MEDIUM                              |
| CONSEQUENCE RATING            | <input type="checkbox"/> 1<br><input checked="" type="checkbox"/> 3<br><input type="checkbox"/> 5                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> 2<br><input type="checkbox"/> 4                |
| LIKELIHOOD RATING             | <input type="checkbox"/> 1<br><input type="checkbox"/> 3<br><input type="checkbox"/> 5                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> 2<br><input type="checkbox"/> 4     |
| RISK SCORE-LEVEL OF RISK      | <input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW<br><input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 10-15 HIGH<br><input type="checkbox"/> 15-25 EXTREME                                                                                                                                                                                                                                                                                                                       |                                                                         |
| RECOMMENDATION STATUS         | <input checked="" type="checkbox"/> OPEN NEW<br><input type="checkbox"/> PENDING<br><input type="checkbox"/> CLOSED                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> REPEAT<br><input type="checkbox"/> IN PROGRESS |
| CODE REFERENCE                | CAN/CSA-Z614-07 "Children's Playspaces and Equipment" Chapter 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                         |

2.7 RECOMMENDATION

|                                                                                                                                                                                      |                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                     | <p><b>Hazard Description</b></p> <p>A section of fencing was falling over.</p> <p><b>Cause and Effect</b></p> <p>The section of fencing that is not adequately secured may fail, leading to injuries onsite.</p> <p><b>Hazard Location</b></p> <p>Lions Bay Playground</p> |
| RECOMMENDATION REFERENCE ID                                                                                                                                                          | 2015-07                                                                                                                                                                                                                                                                    |
| RECOMMENDATION SUB-TYPE                                                                                                                                                              | <input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> TRAINING<br><input type="checkbox"/> HEIGHT OF HOCKEY GLASS/NETTING<br><input type="checkbox"/> SECURITY <input type="checkbox"/> INSPECTION<br><input type="checkbox"/> ATTRACTIVE NUISANCE      |
| <b>RECOMMENDATION</b><br><br>It is recommended that the fenced section picture be repaired and secured in order to reduce the possibility of it failing and causing injuries onsite. |                                                                                                                                                                                                                                                                            |
| ADEQUACY OF EXISTING CONTROLS                                                                                                                                                        | <input type="checkbox"/> LOW <input checked="" type="checkbox"/> MEDIUM<br><input type="checkbox"/> HIGH                                                                                                                                                                   |
| CONSEQUENCE RATING                                                                                                                                                                   | <input type="checkbox"/> 1 <input type="checkbox"/> 2<br><input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4<br><input type="checkbox"/> 5                                                                                                                    |
| LIKELIHOOD RATING                                                                                                                                                                    | <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2<br><input type="checkbox"/> 3 <input type="checkbox"/> 4<br><input type="checkbox"/> 5                                                                                                                    |
| RISK SCORE-LEVEL OF RISK                                                                                                                                                             | <input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW<br><input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 10-15 HIGH<br><input type="checkbox"/> 15-25 EXTREME                                                               |
| RECOMMENDATION STATUS                                                                                                                                                                | <input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> REPEAT<br><input type="checkbox"/> PENDING <input type="checkbox"/> IN PROGRESS<br><input type="checkbox"/> CLOSED                                                                                   |
| CODE REFERENCE                                                                                                                                                                       | Good loss control practice                                                                                                                                                                                                                                                 |



## 3.0 PLAYGROUNDS AND PLAY AREAS

### 3.1 PLAYGROUND

|                                             |                                                                                                                                                                                                                                                                                                                |  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| NAME OF PLAYGROUND                          | Lions Bay Beach Children's Playground                                                                                                                                                                                                                                                                          |  |
| EQUIPMENT                                   | <input type="checkbox"/> SWINGS <input type="checkbox"/> SLIDES<br><input type="checkbox"/> TEETER-TOTTERS <input type="checkbox"/> MERRY-GO-ROUNDS<br><input type="checkbox"/> CLIMBERS <input checked="" type="checkbox"/> ROCKING EQUIPMENT<br><input checked="" type="checkbox"/> COMPOSITE PLAY STRUCTURE |  |
| DESCRIBE OTHER EQUIPMENT                    | Swings                                                                                                                                                                                                                                                                                                         |  |
| TYPE OF SURFACING AND CONDITION             | Sand Surfacing found to be in good condition.                                                                                                                                                                                                                                                                  |  |
| DISTANCE BETWEEN EQUIPMENT APPEARS ADEQUATE | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                            |  |
| DESCRIBE GENERAL PLAYGROUND SITE CONDITION  | The playground is adequately maintained and is free from poor housekeeping, however there were physical issues noted with the equipment which related to safety of the children (2015-02, 2015-03, 2015-04 and 2015-07).                                                                                       |  |
| TYPE OF PLAYGROUND                          | Public                                                                                                                                                                                                                                                                                                         |  |
| SUPERVISED                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO<br><input checked="" type="checkbox"/> NOT APPLICABLE                                                                                                                                                                                                 |  |
| DESCRIBE SIGNAGE                            | Signage was missing adequate information. See recommendation 2015-06.                                                                                                                                                                                                                                          |  |
| PLAYGROUND SHARED WITH OTHER FACILITIES     | No                                                                                                                                                                                                                                                                                                             |  |
| DESCRIBE ANY UNSATISFACTORY FEATURES        | Inadquate lighting (2015-01); deteriorating wood (2015-02); drop off (2015-03); rusted metal (2015-04); S Hooks (2015-05); signage (2015-06); and fencing (2015-07).                                                                                                                                           |  |
| REMARKS                                     | None at this time.                                                                                                                                                                                                                                                                                             |  |

### 3.2 CONTRACT USER AGREEMENT

|                                  |                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------|
| CONTRACT USER AGREEMENT IN PLACE | <input type="checkbox"/> YES <input type="checkbox"/> NO<br><input checked="" type="checkbox"/> NOT APPLICABLE |
|----------------------------------|----------------------------------------------------------------------------------------------------------------|



## Photographs

### Swings



See recommendation 2015-02





## Photographs

**Deteriorating wood (2015-02)**



**Creative play structure**





## Photographs

**S Hooks (2015-05)**



**Broken wood (2015-02)**





## Photographs

**Exposed Re-Bar (2015-02)**



**Rusted metal (2015-04)**





## Photographs





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                            |                     |          |
|-------------------|------------------------------------------------------------|---------------------|----------|
| <b>Type</b>       | <b>Report to Council</b>                                   |                     |          |
| <b>Title</b>      | <b>Information Report – Public Works Manager Punchlist</b> |                     |          |
| <b>Author</b>     | <b>N. Hoglund</b>                                          | <b>Reviewed By:</b> |          |
| <b>Date</b>       | <b>August 24, 2015</b>                                     | <b>Version</b>      | <b>-</b> |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b>           |                     |          |

### 1. RECOMMENDATION

**THAT Council receive this report for information purposes.**

### 2. ATTACHMENTS

1. Public Works Manager's punchlist report as at August 24, 2015

### 3. BACKGROUND

Attached is the Public Works Manager's active high-level punchlist to provide a broad overview of tasks and functions currently in progress, with status updates noted.

Attachment 1 is by no means a comprehensive list of active tasks, but instead a high-level overview of key tasks that must be completed in addition to the myriad of activities that are generated during the day-to-day operational oversight of the Public Works department, and as Acting Chief Administrative Officer.

Key activities for the end of July and all of August included considerable effort put towards the tendering process and selection of successful proponents for a myriad of projects; continued liaison with both municipal and governmental agencies on various topics; and the handover of Acting CAO and Public Works Management tasks for an upcoming scheduled leave.

### 4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.

| Start     | Deadline | Priority (1 high to 5 low) | Portfolio      | Administrative Classification | Task, Status and Notes (as at Aug 24, 2015)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Primary    | Other          |
|-----------|----------|----------------------------|----------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| 20-Apr-15 |          | 1                          | Infrastructure | Infrastructure                | Magnesia Intake - Phase 3 works - tender complete; up on BC Bid on August 5. <b>COMPLETE</b> . Mandatory site meeting for interested proponents held August 10. <b>COMPLETE</b> . Closing date Friday, August 21. Recommendation report included in Sept 1 Council Package                                                                                                                                                                                                                                                                                                                                                                              | NH         | Council        |
| 22-Jul-14 |          | 4                          | Government     | Administration                | Work with CAO and Finance to create a "preferred vendors" strategy and implementation recommendations to Council - nothing exists at present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | NH, PR     |                |
| 20-Apr-15 |          | 2                          | Government     | Administration                | Work with Geoscientist once 3 - 4 months of quantifiable and verifiable data exists for rainfall amounts at intake locations to revisit and revise the safe working procedures due to unstable terrain upslope - at present they are set to the highest level to ensure Village crews are safe. This has been put on hold until it can be determined whether the Phase 4/5 Road (Alberta creek intake feasibility) will have to be added to the list. Discussions with VCH on April 9 indicate Alberta Creek is not feasible.                                                                                                                           | NH         | Pierre Friele  |
| 23-Jun-14 |          | 2 & 3                      | Infrastructure | Infrastructure                | NBCF projects at Harvey and Magnesia for Intake Road Upgrades and Magnesia PRV Bypass have been awarded - the Magnesia portion was put out to tender on BC Bid on August 5, with a closing date of August 21. <b>TENDER PKG COMPLETE</b> . Recommendation report included in Sept 1 Council package.                                                                                                                                                                                                                                                                                                                                                    | NH         |                |
| 22-Oct-14 |          | 3                          | Government     | Regulatory                    | Work with FLNRO/MOTI with regard to levels of service/expectations/roles/responsibilities and Village adherence to Acts and Legislation with regard to Crown Lands, and leases. Various phone conversations/emails in 2014. First face-to-face meeting took place January 14. Meeting with MOTI on Feb 2 re: trees on MOTI ROW.                                                                                                                                                                                                                                                                                                                         | NH, MK     | FLNRO, EMBC    |
| 15-Sep-14 |          | 4                          | Government     | Administration                | Work with CAO, Fire Chief, and Council to create a comprehensive Village parking strategy. Original recommendation report written in September 2014, but was put on hold pending public input                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NH, AO, MK |                |
| 17-Jul-14 |          | 4                          | Government     | Administration                | Work with CAO to draft and present to Council various much-needed bylaw updates and new permits (such as road use and business licence)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NH, MK     |                |
| 6-Aug-14  |          | 4                          | Government     | Administration                | Research and incorporate "best practices" into all newly defined work programs and track progress - as time permits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NH         |                |
| 7-Jan-15  |          | 3                          | Infrastructure | Administration                | Investigate debris net hazard mitigation strategies for Harvey and Magnesia creeks upstream of both intakes. Preliminary conversations have taken place with EMBC (for endorsement for potential grant funding), installation companies, and the District of North Vancouver                                                                                                                                                                                                                                                                                                                                                                            | NH         |                |
| 13-Aug-14 |          | 3                          | Infrastructure | Administration                | Research and obtain quotations from CCTV sewer/drainage companies and vendors to ascertain whether equipment should be purchased to inspect drainage and sewer pipe infrastructure in-house or via a contractor                                                                                                                                                                                                                                                                                                                                                                                                                                         | NH         |                |
| 3-Nov-14  |          | 4                          | Government     | Administration                | Work with CAO to write and present to Council OR create an RFP for numerous plans that do not currently exist that the Village must have to put forward various grant funding requests. Initial emphasis: watershed management plan, and water conservation plan                                                                                                                                                                                                                                                                                                                                                                                        | NH, MK     |                |
| 3-Jul-14  |          | 4                          | Infrastructure | Administration                | Work with MetroVancouver for PSAB contaminated site inventory; and landfill inventory and closure status assessment study - one item remaining                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NH         | MetroVancouver |
| 3-Jul-14  |          | 4                          | Infrastructure | Administration                | Work with MetroVancouver with regard to regional GHG credits/carbon credits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NH         | MetroVancouver |
| 7-Apr-15  |          | 2                          | Infrastructure | Administration                | Create follow-up letters to residents with addresses that do not have clearly marked water service connection valves; monitor replies; create follow-up procedure and protocols with CAO. Original letters written and sent April 7; follow up ongoing. New response letter to be drafted in conjunction with CAO for those who have not responded to the initial letter. Letter drafted. Final response for those who cannot locate - Lawyer contacted with regard to legal advice re: Bylaw 2. Plan based on advice is complete; letter template is in progress. <b>THIS IS NOW COMPLETE AND SUPERCEDED WITH NEXT STEPS NOTED IN A NEW TASK BELOW</b> | NH         |                |
| 27-Apr-15 |          | 3                          | Infrastructure | Administration                | Start creating asset registers and condition assessments - the Village currently does not have an accurate or up-to-date register for many of its infrastructure assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NH         |                |
| 27-Apr-15 |          | 2                          | Government     | Administration                | Purchase and install MAIS work order module; trouble shoot; create procedures and protocols and put into everyday use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NH         | Finance        |
| 11-Jun-15 |          | 1                          | Infrastructure | Administration/ Grants        | Infrastructure Master Plan - contract negotiated and copies signed July 17. <b>COMPLETE</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NH         | AECOM, KB      |
| 15-Apr-15 |          | 2                          | Government     | Administration                | Write report to Council re: playground risk assessment. <b>COMPLETE</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NH         |                |
| 29-May-15 |          | 2                          | Government     | Administration                | Research costs and write report to Council re: Oceanview tank works for fire supply only. <b>COMPLETE</b> . Included in water contingency fund information report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NH         |                |
| 9-Jun-15  |          | 2                          | Government     | Administration                | Ensure report from IC is written to Council re: SCADA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | IC         | NH             |

| Start     | Deadline | Priority (1 high to 5 low) | Portfolio      | Administrative Classification | Task, Status and Notes (as at Aug 24, 2015)                                                                                                                                                                                                                                                                                                                                                       | Primary | Other                  |
|-----------|----------|----------------------------|----------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------|
| 9-Jun-15  |          | 2                          | Government     | Administration                | Ensure report from IC is written to Council re: Water Model for conservation levels 2 & 3. <b>COMPLETED</b> ; <b>NO REPORT REQ'D</b>                                                                                                                                                                                                                                                              | IC      | NH                     |
| 26-Jun-15 | 15-Jul   | 2                          | Administration | Administration                | Liaise with Mayor and Cllr Waterson re: various signage design; arrange for mockup/manufacture/installation. TRAIL MAINTAINED BY VOLUNTEER SIGNS COMPLETE. EXTREME FIRE HAZARD SIGNS COMPLETED. Permanent water conservation signage mock up expected week of July 20. <b>VARIOUS ITERATIONS COMPLETE</b> . Final mockup requested on August 5; ongoing due to vacation schedule at DWV sign shop | NH      | KB, HW                 |
| 21-May-15 |          | 1                          | Infrastructure | Administration                | Liaise with SCADA expert, spec new SCADA server, organize for purchase and delivery <b>COMPLETE</b> . Installation and programming will start July 20. <b>INSTALLATION AND PROGRAMMING COMPLETE</b>                                                                                                                                                                                               | NH      | CP                     |
| 15-Jun-15 |          | 1                          | Administration | Administration                | Liaise with District of West Vancouver, Metro Vancouver, and Squamish-Lillooet Regional District re: water tanker fill stations for emergency plan. INITIAL CONTACT <b>COMPLETE</b> . Ongoing negotiation is underway with SLRD and Metro; West Vancouver cannot commit. <b>RESPONSE TO QUESTIONS POSED BY SLRD COMPLETE</b> . Follow-up is ongoing                                               | NH      |                        |
| 6-Jul-15  | 13-Jul   | 1                          | Infrastructure | Administration                | Liaise with IC members/crew for plan to further balance water system between Harvey and Magnesia. <b>LIAISING COMPLETE</b> . <b>VALVE INSTALLATION AT PHASE 5 COMPLETE</b> . <b>PRV INSTALLATION ON BAYVIEW COMPLETE</b> . Balancing of systems ongoing                                                                                                                                           | NH      | IC                     |
| 6-May-15  |          | 1                          | Infrastructure | Infrastructure                | Plan and implement provision of Oceanview 100,000USG and Brunswick 42,000USG for emergency fire flow and isolate from the potable water system. OCEANVIEW <b>COMPLETE</b> . Brunswick will be complete the week of July 20 due to project complexity and sourcing of parts required. <b>BRUNSWICK TANK COMPLETE</b> .                                                                             | NH      |                        |
| 4-Jun-15  |          | 1                          | Administration | Administration                | Liaise with EMBC, VCH, FLRNO re: drought plan and water shortage plan <b>ongoing</b>                                                                                                                                                                                                                                                                                                              | NH      | EMBC, FLNRO, VCH, MOTI |
| 12-Aug-15 | 19-Aug   | 2                          | Administration | Infrastructure                | Solicit quotations for ground penetrating radar to search for missing water service connections; liaise with proponents; select successful proponent. <b>COMPLETE</b> . Terraprobe was the successful proponent; work is tentatively scheduled for the week of September 7.                                                                                                                       | NH      |                        |
| 17-Aug-15 | 24-Aug   | 1                          | Administration | Infrastructure                | Solicit quotations for 2015 unit rates for pavement patching and curbing works; liaise with proponents; select successful proponent <b>COMPLETE</b> . Monarch Paving was the successful proponent; work will be scheduled as soon as possible                                                                                                                                                     | NH      |                        |
|           |          | 2                          | Government     | Administration                | Collate all locations not able to find water connection valves once GPR is complete and bring forward a report to Council on next steps                                                                                                                                                                                                                                                           | NH      |                        |
| 21-Jul-15 |          | 1                          | Administration | Administration                | Put together application for extension of tenure from FLNRO for the Magnesia Intake & submit                                                                                                                                                                                                                                                                                                      | NH, PR  |                        |
| 17-Jul-15 |          | 1                          | Infrastructure | Administration                | Contract Management of Infrastructure Master Plan - Kick-off meeting took place on July 29. <b>COMPLETE</b> . Responded to Request for Information August 7. <b>COMPLETE</b> . Preliminary investigation with PW crews August 11 & 13. <b>COMPLETE</b> . Initial progress report to IC is scheduled for September 14                                                                              | NH, AW  | IC                     |
| 29-Jul-15 | 7-Aug    | 1                          | Administration | Administration                | Handover of various tasks in progress to various staff prior to planned extended leave. <b>COMPLETE</b> . Leave date postponed, new handover ongoing                                                                                                                                                                                                                                              | NH      | various                |
| 17-Aug-15 |          | 1                          | Administration | Administration                | Interim CAO - Initial meeting undertaken August 17. <b>COMPLETE</b> . Preliminary Village overview of key locations and introduction to PW Staff undertaken August 18. <b>COMPLETE</b> . Handover and transfer of various CAO files ongoing.                                                                                                                                                      | NH      | AW                     |
| 7-Jul-15  |          | 3                          | Infrastructure | Administration                | Radios - Liaise with Ecomm and organize a pilot project with their radios to determine whether they might have better coverage at the water intakes. Initial meeting July 22. <b>COMPLETE</b> . Radios will be delivered August 31.                                                                                                                                                               | NH      | Ecomm                  |

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                           |              |   |
|------------|-----------------------------------------------------------|--------------|---|
| Type       | Report to Council                                         |              |   |
| Title      | NBCF and DFA-funded Works at Magnesia – Award of RFQ 7106 |              |   |
| Author     | N. Hoglund                                                | Reviewed By: |   |
| Date       | August 27, 2015                                           | Version      | - |
| Issued for | September 1, 2015 Regular Council Meeting                 |              |   |

### RESOLUTION

**THAT** Council endorse the funding of \$64,563.91 from reserves for the Village's portion of the Phase 3 works at Magnesia.

**AND THAT** Council direct the Manager of Public Works to award ITT 7106 to North Construction for \$198,860.00 excluding GST for Phase 3 of the works required at Magnesia Creek due to debris slides in 2014.

**AND THAT** Council direct the Manager of Public Works to award ITT 7106 to North Construction for \$174,050.00 excluding GST for safety upgrades required at Magnesia Creek.

### ATTACHMENTS

1. "Lions Bay Gets Funding for Safety Improvements for Magnesia and Harvey Creek Water Intakes", Government of Canada, dated July 29, 2015
2. "Project Budget" CREUS, excerpted from "Business Case: Village of Lions Bay Natural Hazard Risk Mitigation and Safety Improvements" submitted February 13, 2015
3. "Disaster Financial Assistance (DFA) Recovery Plan Approval", dated June 9, 2015

### BACKGROUND

The Manager of Public Works, in conjunction with CREUS Engineering, undertook an Invitation to Tender (ITT) process via BC Bid to invite qualified construction companies to tender on both the New Build Canada Fund (NBCF) grant-funded safety upgrades and risk-mitigation works and the final phase of the emergency restoration works associated with the 2014 debris slide at Magnesia Creek.

The ITT was published on BC Bid on August 5, 2015, with an original closing date of August 19, 2015. 7 companies attended the mandatory pretender site meeting on August 11, 2015; and one company asked for an extension of time for their estimator. Accordingly, the closing date was amended to August 21, 2015. Despite this request for an extension, only a single proponent provided a tender price for these works, as follows:

| <u>Company</u>     | <u>Project</u>                        | <u>Total amount (excluding GST)</u> |
|--------------------|---------------------------------------|-------------------------------------|
| North Construction | Phase 3 Emergency Works               | \$198,860.00                        |
| North Construction | NBCF Safety and Risk Mitigation Works | \$174,500.00                        |



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Staff believe that re-advertising the tender in an effort to solicit more quotations for these works will likely simply further delay these projects from being undertaken in a timely manner; as opposed to guaranteeing receipt of additional tender prices - especially in light of the fact that 6 other companies chose to not put forward a response to the ITT, despite having been in attendance at the mandatory pretender site meeting, and having an extension of time granted to put forward pricing. The other attendees at the meeting were W.E. Stone Contracting Ltd, JS Ferguson Construction Inc, Kan-Arm Contracting Ltd, Lions Gate Contractors, Capilano Highway Services, and GE Koba Enterprises Inc.

Staff then directed CREUS Engineering to compare the unit rates received by North Construction against other, similar ITTs or Requests for Proposals (RFPs) in an effort to ensure that the unit rates put forward were reasonable, taking into consideration the difficult work site and conditions. CREUS Engineering provided the following rationale to recommend the award of ITT 7106 to North Construction:

- North Construction's rates are competitive, balanced, and reflect the difficult terrain. Their pricing is within the budget plus contingency approved by the NBCF grant funding total for this portion of the work; and
- North Construction has an excellent reputation for completing complex projects in difficult terrain; including Phase 1 emergency works at the same location for the Village;
- North Construction has bio-certified equipment, which was a condition of the tender, and is noted on our current project authorizations from FLNRO;
- North Construction fully understands the safe work parameters for unstable terrain upslope and will not charge the Village standby rates for being unable to work if rainfall parameters are exceeded. This represents a potential considerable cost savings to the project, weather-dependent; and
- North Construction has confirmed their availability to commence work upon award;

After careful consideration of the above, Staff concur with CREUS Engineering's recommendation to award.

### **FINANCIAL IMPLICATIONS**

The award's price of \$174,050.00 excluding GST for the NBCF funded safety and risk mitigation work is within the Village's allocated budget of \$180,812.50 excluding GST.

The award's price of \$198,860.00 for the phase 3 emergency repair works does not include engineering costs. \$193,727.61 is currently approved in Emergency Management British Columbia (EMBC)'s Disaster Finance Assistance's (DFA)'s recovery plan. Of that amount, DFA will fund \$154,182.09 of these costs; the remaining \$64,563.91 associated with the works (including engineering costs) must be covered by the Village, and will need to be funded from reserves.

Given that the Village now has actual, as opposed to estimated costs for the works, Staff will submit a written request to DFA substantiating the need to increase funding associated with the repairs, and anticipates hearing back from DFA shortly thereafter. Should the Village be successful, the actual amount transferred from reserves will be less.





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **POLICY COMPLIANCE**

The Village's Purchasing Policy indicates the following:

- The lowest bid will generally, but not always be selected;
- The Village wishes to obtain the best quality of work/service possible for the price;
- When the lowest bid is not selected, appropriate justification must be provided; and
- If 3 bids are not received by the closing date, bids received by that date will be considered.

The recommendation contained in this report meets the above criteria.

### **OFFICIAL COMMUNITY PLAN (OCP) COMPLIANCE**

The recommendation contained within this report correlates to the following sections of the Village's OCP:

*4.7(a) Planning: Ensure capital and operational resources are effectively planned and coordinated in both the short and long term; and*

*4.7(m) Other Services: Seek out grants and cost sharing for upgrades and required improvements to community infrastructure.*

For Council's consideration.

**News Release**

For Immediate Release

**Lions Bay Gets Funding for Safety Improvements for Magnesia and Harvey Creek Water Intakes**

Project approved under Canada's Small Communities Fund

July 29, 2015

Lions Bay, British Columbia

Residents of Lions Bay will benefit from upgraded drinking water infrastructure thanks to joint funding from the governments of Canada and British Columbia through the Small Communities Fund.

The project is designed to mitigate existing rock fall, debris torrent and high water main pressure hazards to the Village's water supply. Work will include access road safety improvements like gravity lock blocks and barriers, filtration improvements to both the Harvey and Magnesia water intakes, and the installation of a pressure reducing valve. These preventative measures will reduce physical and economic risks while improving the resiliency of the Village potable water supply to known natural hazards.

The project announced today is among 55 recently approved in British Columbia that will collectively receive more than \$128 million in joint federal-provincial funding under the Small Communities Fund. These projects represent important investments in municipal infrastructure that maintain safe, healthy communities. Once complete, the work will significantly improve key municipal services for residents and help boost regional development.

Through the Small Communities Fund, the governments of Canada and British Columbia are working in partnership to provide funding for priority public infrastructure projects that deliver on local needs in communities across the province that have fewer than 100,000 residents. These investments support job creation and economic growth, thus sustaining a high quality of life in small communities across British Columbia for years to come.

**Quick Facts**

- The Government of Canada will provide up to \$123,008 through the Small Communities Fund for the project.
- The Province of British Columbia will contribute up to \$123,008 to this project.
- The Village of Lions Bay will be responsible for all remaining costs of the project.
- The total estimated cost for this project is \$369,024.
- The 55 projects approved for funding in British Columbia so far include 24 drinking water projects, 22 wastewater projects, four highway projects, two disaster mitigation projects, two brownfield remediation projects and one solid waste management project.

**Quotes**

"From the moment he was elected, Lions Bay Mayor Karl Buhr has stressed to me the importance of the integrity of Lions Bay's water supply. I'm therefore delighted that our Government has responded with these safety improvements. On a broader scale, our Government's commitment to municipalities, big and small, has never been stronger. Through the New Building Canada Plan's Small Communities Fund, we are investing in priority infrastructure projects that have a positive and lasting impact on the quality of life of British Columbia's residents while helping create jobs and economic growth."

*John Weston**Member of Parliament for West Vancouver — Sunshine Coast — Sea to Sky Country**On behalf of the Honourable Denis Lebel, Minister of Infrastructure, Communities and Intergovernmental Affairs and Minister of the Economic Development Agency of Canada for the Regions of Quebec*

## Project Budget

Table 4 defines the project budget, based on detailed cost estimates from Creus Engineering. The costs associated with the procurement of the cost estimates for this project are not included below, as they are ineligible per the NBCF-SCF Provincial Program Guide.

**Table 4. Project Budget**

| Description                            | Qty | Unit  | Unit Budget  | Total               |
|----------------------------------------|-----|-------|--------------|---------------------|
| Engineering Conceptual Review          | 1   | LS    | \$ 1,000.00  | \$ 1,000.00         |
| Engineering Intake Design              | 1   | LS    | \$ 2,400.00  | \$ 2,400.00         |
| Engineering Safety Delineation         | 1   | LS    | \$ 2,000.00  | \$ 2,000.00         |
| Engineering PRV                        | 1   | LS    | \$ 1,500.00  | \$ 1,500.00         |
| Engineering Bypass                     | 1   | LS    | \$ 1,000.00  | \$ 1,000.00         |
| Engineering O&M and EPP update         | 1   | LS    | \$ 3,000.00  | \$ 3,000.00         |
| General Mobilization                   | 1   | allow | \$ 2,500.00  | \$ 2,500.00         |
| General Clear and Grub                 | 1   | allow | \$ 10,000.00 | \$ 10,000.00        |
| Intake upgrade - Magnesia              | 1   | allow | \$ 22,500.00 | \$ 22,500.00        |
| Intake upgrade - Harvey                | 1   | allow | \$ 31,000.00 | \$ 31,000.00        |
| Safety delineation - Magnesia          | 1   | allow | \$ 34,000.00 | \$ 34,000.00        |
| Safety delineation - Harvey            | 1   | allow | \$ 71,600.00 | \$ 71,600.00        |
| PRV Installation                       | 1   | allow | \$ 66,900.00 | \$ 66,900.00        |
| Bypass Installation                    | 1   | allow | \$ 15,000.00 | \$ 15,000.00        |
| Soft costs - tendering and inspections | 1   | allow | \$ 14,500.00 | \$ 14,500.00        |
| Soft costs - environmental approvals   | 1   | allow | \$ 6,000.00  | \$ 6,000.00         |
| Soft costs - disbursements             | 1   | allow | \$ 3,400.00  | \$ 3,400.00         |
| Contingency (25%)                      |     |       |              | \$ 72,075.00        |
| Inflation (3%)                         |     |       |              | \$ 8,649.00         |
|                                        |     |       |              | <b>\$369,024.00</b> |

Source: Creus Engineering

### 1. Funding Period

The works associated with the Project are expected to be completed between April 1, 2015 and December 31, 2015. Works will commence immediately upon receipt of grant funding notification.

### 2. Village of Lions Bay Portion Funding Source

The Project is funded via property taxes in the Village's 2014 and 2015 Capital Plans. Cost savings associated with decreased Staff time required at the intakes is anticipated; however operating



## Emergency ManagementBC

File: DFA-1415-05

Application #150227-6A8D-D7C7

June 9, 2015

Mandy Koonts  
Chief Administrative Officer  
Village of Lions Bay  
PO Box 141  
400 Centre Road  
Lions Bay BC V0N 2E0

Dear Mandy Koonts:

**Re: Disaster Financial Assistance (DFA) Recovery Plan Approval:  
DFAGEN 14/15 December 8-12, 2014**

We are in receipt of the Village of Lions Bay's recovery plan that describes recovery work required to restore the Village of Lion's Bay infrastructure to pre-event conditions for damages attributed to the December 8-12, 2014 DFA event.

In accordance with Section 33(7)(b) of the Compensation and Disaster Financial Assistance (C&DFA) Regulation, we are notifying you of our decision to approve the Village of Lion's Bay recovery plan. **The recovery plan has been approved to a maximum of \$193,727.61. \*** Eligible recovery costs will be considered for the approved projects outlined on the enclosed Recovery Plan and Project Status Report.

Recovery Plan Approval:

1. Eligible costs are reimbursed upon receipt of approved invoices and proof of payment.
2. Eligible recovery costs will be payable at 80 percent of the amount of the accepted claim that exceeds the first \$1,000.
3. All invoices submitted must qualify under the C&DFA Regulation to be considered eligible as approvals are based on general description only and costs may, in fact, be ineligible due to other detailed information.
4. Costs must be for restoration to pre-event conditions and not for enhancements.
5. Do not include those costs associated with the operation of local government equipment.
6. Regular wages for employees are not eligible.

.../2

Ministry of Justice  
Emergency Management BC  
Provincial Emergency Program  
Recovery and Funding Programs

Mailing Address:  
PO Box 9201 Stn Prov Govt  
Victoria BC V8W 9J1  
Website: [www.embc.gov.bc.ca](http://www.embc.gov.bc.ca)

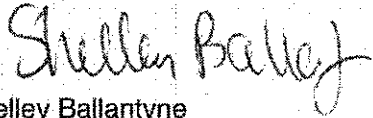
Toll Free: 1-888-257-4777  
Telephone: 250-952-5505  
Facsimile: 250-952-5542  
Email: [dfa@gov.bc.ca](mailto:dfa@gov.bc.ca)

Conditions:

1. By December 9, 2016 (18 months), all work approved under this funding must be completed and invoices submitted to Emergency Management BC, Recovery and Funding Programs Office, PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1.
2. A request for funding that exceeds the recovery plan approved funding level may not be paid unless a written request substantiating the need to increase the funding level has been received and approved by EMBC.
3. A calculation of your claim must be submitted on a Local Government Body Recovery Claim Submission form available on the EMBC website at [www.embc.gov.bc.ca](http://www.embc.gov.bc.ca), under the Disaster Financial Assistance tab. Also, please e-mail an electronic version of the completed Recovery Claim Submission spreadsheet to my attention at [dfa@gov.bc.ca](mailto:dfa@gov.bc.ca).
4. Claim submissions are to include an itemized account of all expenditures, a copy of all invoices, and the general ledger entry that provides proof of payment for each expense.
5. Claims and their supporting invoices are to be organized by project number.
6. Statements indicating the reason for purchasing the goods and services and their applicability to recovery operations must be evident by the description on the invoice or recorded in the spreadsheet.
7. If in-stream recovery work is required, the appropriate government agencies, such as the provincial Ministry of Environment and federal Department of Fisheries and Oceans, must be advised of your plans.
8. The costs for enhancements must not be included in any DFA Recovery Claim Submission.

If you have any questions or concerns, please contact our office by telephone at (250) 952-5505 or toll free at 1-888-257-4777.

Sincerely,



Shelley Ballantyne  
Recovery Officer, Recovery and Funding Programs

Enclosure: Approved Recovery Plan  
Project Status Report

pc: Ian Cummings, EMBC Senior Regional Manager, South West Region

## LOCAL GOVERNMENT BODY RECOVERY PLAN

Local Government Body Name:

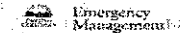
VILLAGE OF LIONS BAY

Date of Event:

10-Dec-14

Event Name:

MAGNESIA INTAKE DEBRIS SLIDE



| (a)                              | (b)            | (c)                   | (d)                               | (e)                                    | (f)                                                           | (g)                                                                                                    | (h)                                                                                 | (i)                                                                                                                                                                                                                                                                                                                                                             | (j)                                               | (k)                                                    | (l)           | (m)                                                                                          | (n)                                                                                         |
|----------------------------------|----------------|-----------------------|-----------------------------------|----------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Project #                        | Date of damage | Site location         | What infrastructure was damaged?  | What caused the damage?                | Describe the damage                                           | Describe what was damaged (materials, including quantities and measurements of damaged infrastructure) | Describe the repair work required to restore to pre-event condition                 | Describe the materials, including quantities and measurements, to repair to pre-event condition                                                                                                                                                                                                                                                                 | Estimated completion date of project (month/year) | Estimate or actual cost of total project (incl. taxes) | EMBC Approved | EMBC Comments                                                                                | LB Comments                                                                                 |
| 154177.0                         | 10-Dec-14      | Magnesia Water Intake | RECOVERY - ROCK STACK WALL DAMAGE | Debris slide upslope; high creek flows | RECOVERY - ROCK WALL DAMAGE see photos and eng. cost estimate | RECOVERY - 160 m3 ROCK STACK WALL - see eng. cost estimate                                             | RECOVERY - REBUILD APPROXIMATELY 40 METERS ROCK STACK WALL - see eng. cost estimate | RECOVERY - CREATE ACCESS TO BASE OF DAMAGED WALL, MOBLIZE, CUT AND GRUB. SUPPLY AND PLACE 160 m3 2.0 ROCK STACK ROCK AND SAME AMOUNT OF 1.0 ROCK STACK ROCK; LOAD, HAUL, AND PLACE 320 m3 FREE-DRAINING ENG FILL & 400 m3 OF 300MM MINUS; DRILL & BLAST BENCHES; ROCK HAMMER w/300 SIZE BIG EXCAVATOR; USUAL ENGINEERING DESIGN, TEST, INSPECT ETC. CONTINGENCY | 2015-08-31                                        | \$ 246,666.32                                          | \$ 193,727.61 | Confirmed engineer costs associated with enhancements and contingency fees removed from plan | Costs for anchor bolts and engineering for anchor bolts have been removed. Contingency incl |
| Total Recovery Plan Costs:       |                |                       |                                   |                                        |                                                               |                                                                                                        |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                 |                                                   | \$ 246,666.32                                          | \$ 193,727.61 |                                                                                              |                                                                                             |
| Less first \$1,000:              |                |                       |                                   |                                        |                                                               |                                                                                                        |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                 |                                                   | \$ 245,666.32                                          | \$ 192,727.61 |                                                                                              |                                                                                             |
| Eligible Recovery payable @ 80%: |                |                       |                                   |                                        |                                                               |                                                                                                        |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                 |                                                   | \$ 196,533.05                                          | \$ 154,182.09 |                                                                                              |                                                                                             |

NOTE: All invoices submitted based on these cost recovery approvals must still individually qualify under the DFA Regulation to be considered eligible. Approvals are based on general description only and costs may, in fact, be ineligible due to other detailed information that may not have been provided.

*[Signature]*  
Manager, Recovery and Funding Programs

*[Signature]*  
Approval Date





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                                   |                     |                     |
|-------------------|-------------------------------------------------------------------|---------------------|---------------------|
| <b>Type</b>       | <b>Report to Council</b>                                          |                     |                     |
| <b>Title</b>      | <b>2015 Unbudgeted Capital Expenditures – Office Phone System</b> |                     |                     |
| <b>Author</b>     | <b>Hayley Cook</b>                                                | <b>Reviewed By:</b> | <b>Pamela Rooke</b> |
| <b>Date</b>       | <b>August 27, 2015</b>                                            | <b>Version</b>      | <b>-</b>            |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b>                  |                     |                     |

### 1. RECOMMENDATION

**THAT** Council approve the capital purchase in 2015, of a new phone system for the Village Office and EOC and award the contract up to a total of \$3,500 excluding tax, to Paramount Digital Security Inc. and the required funding be withdrawn from reserves.

### 2. ATTACHMENTS

Quote comparison for a new phone system.

### 3. DISCUSSION

The current phone system used by the Village Office has been having issues for a number of months; customers are having difficulty getting through to the office, calls are being dropped and the office frequently cannot make outgoing calls.

There is no support offered for the current phone system, nor can it be upgraded in any way to improve its service.

As such, the Village has sought 3 quotes, as per our purchasing policy.

The recommended contract offers new phones for the Village Office, EOC, Fire Chief's office, and a conference phone for Council Chambers. Unlimited support is covered in the monthly fee, which will also offer cost savings from our current service.

### 4. FINANCIAL IMPACT

The 2015 capital plan for the general fund will have additional costs of \$3,500 which will be funded from capital reserves.

## Quote Comparison for a New Phone System

|                                        | <b>Capital Expense</b>         | <b>Monthly Operating Costs<br/>(estimated)</b> |
|----------------------------------------|--------------------------------|------------------------------------------------|
| <b>Paramount Digital Security Inc.</b> | 3,460.00                       | 494.00                                         |
| <b>Telus</b>                           | 8,198.14                       | 645.38                                         |
| <b>Ansatel Communications Inc.</b>     | 5,449.00                       | 645.38                                         |
|                                        | Annual operating cost savings: | 1,816.56                                       |



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS  
OIC Sea to Sky Regional Police Services  
1000 Finch Drive  
Squamish Bc  
V8B 0M5

Your File Votre référence

n/a

Administrator - Village of Lions Bay  
400 Centre Road  
Lions Bay BC  
V0N 2E0

Our File Notre référence

n/a

2015-08-05

To whom it may concern,

#### Lions Bay Activity Report - July 2015

The following is a list describing individual calls for service from the RCMP in and around the area of Lions Bay.

#### HWY 99 (within limits of Lions Bay)

Traffic - Moving x 14  
Suspicious Pers/Veh/Occurrence x 1  
Collision - Non-fatal Injury x 3  
Property - Found x 1  
Trespass Act x 1  
Drive While Disqualified x 1  
Animal Calls x 2  
Traffic - Insurance Violation x 1  
Impaired Operation of MV x 1

**25 calls for service**

#### LIONS BAY VILLAGE

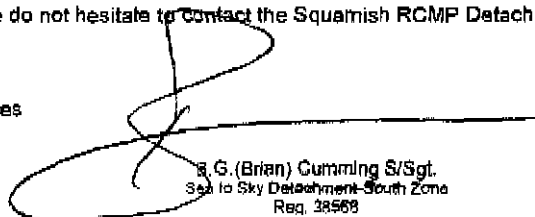
False Alarms x 1  
911 - False/Abandoned x 1  
Possession - Cannabis x 1  
Animal Calls x 1  
Fraud x 1  
Breach of Peace x 1  
Suspicious Pers/Veh/Occurrence x 2  
Mental Health Act x 1  
Missing Hikers x 1  
Mischief/Property Damage x 2  
Bylaw - Other x 2  
Assault - Common x 1  
Property - Lost x 1

**16 calls for service**

**Total = 41**

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

N.M. (Neil) Cross, Inspector  
OIC Sea to Sky Regional Police Services  
Royal Canadian Mounted Police  
1000 Finch Drive Squamish B.C.  
PH 604 932-3044

  
S. G. (Brian) Cumming S/Sgt.  
Sea to Sky Detachment - South Zone  
Req. 38568

/kh



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross  
OIC Sea to Sky RCMP  
1000 Finch Drive  
Squamish BC V8B 0M5

Your File Votre référence

N/A

Administrator - Village of Lions Bay  
400 Centre Road  
Lions Bay BC  
V0N 2E0

Our File Notre référence

2015-08-05

To Whom it May Concern:

#### LIONS BAY FALSE ALARM REPORT - July 2015

The following is a list of calls for service from the RCMP in response to alarms:

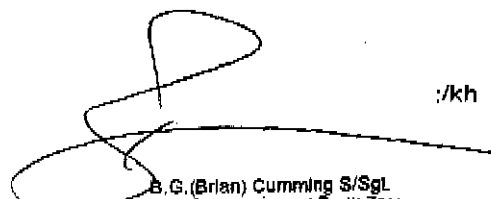
| DATE | FILE # | ADDRESS | POLICE ATTENDANCE | HISTORY 2014/15 |
|------|--------|---------|-------------------|-----------------|
|------|--------|---------|-------------------|-----------------|

TOTAL = 0

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

Regards

N.M. (Neil) Cross, Inspector  
OIC Sea to Sky Regional Det.  
Royal Canadian Mounted Police  
1000 Finch Drive Squamish B.C.  
Cell: 604-902-2925

  
B.G. (Brian) Cumming S/Sgt.  
Sea to Sky Detachment South Zone  
Reg. 38568

/kh



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                           |              |             |
|------------|-------------------------------------------|--------------|-------------|
| Type       | Report to Council                         |              |             |
| Title      | Wade Memorial Park Donations              |              |             |
| Author     | Pamela Rooke                              | Reviewed By: | Anne Yanciw |
| Date       | August 26, 2015                           | Version      | -           |
| Issued for | September 1, 2015 Regular Council Meeting |              |             |

### 1. RESOLUTION

**BE IT RESOLVED THAT** Council authorize the acceptance of donations for Wade Memorial Park as per the Village's Charitable Donations and Gifts to the Village policy.

### 2. ATTACHMENTS

- None

### 3. BACKGROUND

Wade Memorial Park is maintained by the Public Works Department. Patricia Wade has requested that the Village of Lions Bay accept donations for the seasonal maintenance of the park. She would like to reference the donations in her husband's obituary to be published the first week of September.

For Council's consideration.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                           |              |                        |
|------------|---------------------------|--------------|------------------------|
| Type       | Report to Council         |              |                        |
| Title      | Firefighter's Day Parking |              |                        |
| Author     | S. Gilroy                 | Reviewed By: | P. Rooke and A. Oliver |
| Date       | August 27, 2015           | Version      |                        |
| Issued for | September 1, 2015         |              |                        |

### 1. RECOMMENDATION

**THAT** The Village of Lions Bay Council approve the request from the Fire Chief to allow angle parking along Lions Bay Avenue, and to allow relaxation in permit parking spaces during the 2015 Firefighter's Day on Saturday, September 12, 2015 from 2:00pm until 12:00am at Lions Bay Beach Park.

**AND THAT** the Village of Lions Bay Council grants the approval of the establishment of the beer garden by the Lions Bay Fire Department between 2:00 p.m. and 12:00 a.m. on September 12, 2015.

### 2. BACKGROUND

The annual Firefighter's Day event at Lions Bay Beach Park is known to be very popular with a large turn-out of residents and visitors. Due to additional vehicles and limited parking, we would like to alleviate parking tickets that day so that we can welcome residents and visitors without the concern of being fined.

For Council's consideration.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                                     |              |           |
|------------|---------------------------------------------------------------------|--------------|-----------|
| Type       | Report to Council                                                   |              |           |
| Title      | Amending Bylaw Notice Enforcement Bylaw No. 495 – Correction Report |              |           |
| Author     | S. Gilroy                                                           | Reviewed By: | A. Yanciw |
| Date       | August 21, 2015                                                     | Version      |           |
| Issued for | September 1, 2015 Regular Council Meeting                           |              |           |

### RECOMMENDATION

THAT The Village of Lions Bay Council endorse a minor typing correction in Schedule A of Amending Bylaw Notice Enforcement Bylaw No. 495, from Section 461(6.2) to read Section 461(6.6.1).

### BACKGROUND

While the Bylaw Enforcement Officer was writing a Bylaw Ticket, he noticed that Section 461(6.2) in the Amending Bylaw Notice Enforcement Bylaw No. 495 did not match the original Bylaw No. 461 (Animal Control & Licensing), which should be Section 6.6.1, not 6.2.

For Council's consideration.

**SCHEDULE A – BYLAW NOTICE ENFORCEMENT BYLAW NO. 495, 2015**

| Bylaw No.                                                 | Section   | Description                                                 | A1<br>Penalty | A2<br>Early<br>Payment<br>Penalty | A3<br>Late<br>Payment<br>Penalty | A4<br>Compliance<br>Agreement<br>Available<br>(*Maximum<br>50% Reduction<br>in Penalty if<br>Compliance<br>Agreement<br>shows "Yes") |
|-----------------------------------------------------------|-----------|-------------------------------------------------------------|---------------|-----------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                                           |           | enforcement officer                                         |               |                                   |                                  |                                                                                                                                      |
| 448                                                       | 11.4      | Obstruct or delay enforcement officer                       | \$100         | \$90                              | \$100                            | NO                                                                                                                                   |
| 448                                                       | 11.5      | Urinate/defecate in park                                    | \$100         | \$90                              | \$100                            | NO                                                                                                                                   |
| 448                                                       | 12.1      | Store watercraft on beach                                   | \$100         | \$90                              | \$100                            | YES                                                                                                                                  |
| 448                                                       | 12.2      | Camp in park                                                | \$100         | \$90                              | \$100                            | NO                                                                                                                                   |
| 448                                                       | 12.3      | Prohibited sport in park                                    | \$100         | \$90                              | \$100                            | NO                                                                                                                                   |
| <b>WASTE COLLECTION BYLAW NO. 455, 2013</b>               |           |                                                             |               |                                   |                                  |                                                                                                                                      |
| 455                                                       | 5         | Excess garbage                                              | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 6         | Fail to securely house wildlife attractants                 | \$300         | \$280                             | \$320                            | YES                                                                                                                                  |
| 455                                                       | 6         | Garbage receptacle encroaching on street                    | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 10        | Solid waste out before 5 AM                                 | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 11        | Placing for collection inappropriate substance              | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 18        | Storage not wildlife resistant, single family residential   | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 19        | Storage not wildlife resistant, multi-family and commercial | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 21        | Fail to repair wildlife resistant containment               | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 22 (a)    | Feeding dangerous wildlife                                  | \$300         | \$280                             | \$320                            | NO                                                                                                                                   |
| 455                                                       | 22 (a)(b) | Storing edible wildlife attractants                         | \$300         | \$280                             | \$320                            | YES                                                                                                                                  |
| 455                                                       | 22 (c)    | Bee hives accessible to wildlife                            | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 22 (d)    | Outdoor fridge or freezer accessible to wildlife            | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| 455                                                       | 22 (e)    | Meat waste in compost                                       | \$60          | \$50                              | \$70                             | NO                                                                                                                                   |
| <b>ANIMAL CONTROL &amp; LICENSING BYLAW NO. 461, 2014</b> |           |                                                             |               |                                   |                                  |                                                                                                                                      |
| 461                                                       | 5.1       | No dog license                                              | \$85          | \$75                              | \$95                             | YES                                                                                                                                  |
| 461                                                       | 5.5       | No dog tag                                                  | \$40          | \$30                              | \$50                             | YES                                                                                                                                  |
| 461                                                       | 6.2       | Dog at large                                                | \$85          | \$75                              | \$95                             | NO                                                                                                                                   |
| 461                                                       | 6.3       | Fail to remove dog waste                                    | \$60          | \$50                              | \$60                             | NO                                                                                                                                   |
| 461                                                       | 6.6.5     | Allow dog barking                                           | \$85          | \$75                              | \$95                             | NO                                                                                                                                   |
| 461                                                       | 6.6.6     | Keep more than three dogs                                   | \$110         | \$100                             | \$120                            | YES                                                                                                                                  |
| 461                                                       | 6.7.1     | Dog in prohibited area                                      | \$60          | \$50                              | \$60                             | NO                                                                                                                                   |

## PART 6 – CONTROL OF ANIMALS

6.1 No person shall operate a kennel in the Village.

6.2 No person shall permit any livestock to be running at large in the Village.

6.3 Where an animal defecates on a highway, public place or lands of any person other than the owner of the animal, the person having care, custody, or control of the animal shall immediately remove the excrement and dispose of it in a sanitary manner.

6.4 No person shall keep an animal suffering from an infectious or contagious disease on any parcel of land in the Village unless the animal is kept securely confined within a building or enclosure capable of preventing the animal's escape and the entry of other animals and is under veterinary care for that disease.

6.5 No person other than the owner of an animal shall remove any form of identification on or affixed to the animal.

### 6.6 Control of Dogs

6.6.1 No owner of a dog shall permit the dog to be running at large in the Village. Dogs must be kept on a leash, tether or other suitable device, and be under the immediate care and control of a competent person

6.6.2 Dog owners will maintain sight of their dog at all times while utilizing off-leash areas of the Village as designated under Section 6.7 of this Bylaw.

6.6.3 Section 6.5 does not apply if the dog is under the control of a competent person and is:

- a) actively involved in a dog show, dog trial or other similar activity OR;
- b) used in connection with police operations or security services.

6.6.4 The owner of a dog shall, at all times when the dog is on the owner's property, keep the dog securely contained so as to prevent the dog escaping from the owner's property.

6.6.5 No owner of a dog shall permit the dog to howl or bark when such howling or barking disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|                   |                                                  |                     |                    |
|-------------------|--------------------------------------------------|---------------------|--------------------|
| <b>Type</b>       | <b>Report to Council</b>                         |                     |                    |
| <b>Title</b>      | <b>OCP Amendment Bylaw No. 493 - DRAFT</b>       |                     |                    |
| <b>Author</b>     | <b>Pamela Rooke</b>                              | <b>Reviewed By:</b> | <b>Anne Yanciw</b> |
| <b>Date</b>       | <b>August 26, 2015</b>                           | <b>Version</b>      | <b>-</b>           |
| <b>Issued for</b> | <b>September 1, 2015 Regular Council Meeting</b> |                     |                    |

### 1. RECOMMENDATION

**THAT Council instruct staff to schedule a public hearing to be held on September 15, 2015 to review the Regional Context Statement prior to third reading of the OCP Amendment Bylaw No. 493, pursuant to section 890 of the Local Government Act.**

### 2. ATTACHMENTS

- OCP Amendment Bylaw No. 493 - DRAFT

### 3. BACKGROUND

All municipalities in Metro Vancouver are required to adopt Regional Context Statements (RCS) that align with Metro Vancouver's Regional Growth Strategy. The RCS contained in the Village of Lions Bay's Official Community Plan (OCP) predates the Regional Growth Statement and requires updating. In early 2015 Council undertook to update the existing Regional Context Statement and adopt it as an amendment to the Village's OCP, in anticipation of undertaking a full OCP update process in 2016.

Council passed first and second reading of the OCP Amendment Bylaw No. 493 on June 2, 2015.

### 4. DISCUSSION

Prior to the third reading, a public hearing needs to be held, in compliance with section 890 of the Local Government Act. Once the public hearing has been held, we are required to send the bylaw to Metro Vancouver for a final review prior to the third reading and adoption. Once formal adoption has occurred, a copy of the signed bylaw will need to be sent to Metro Vancouver for their file.

For Council's consideration.





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



# **Official Community Plan Amendment Bylaw**

## **Bylaw No. 493, 2015**

Amending Official Community Plan Bylaw No. 408, 2008

Adopted:

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

## **Bylaw No. 493, 2015**

### **Official Community Plan Amendment Bylaw 2015**

#### **A bylaw to amend Official Community Plan Bylaw No. 408, 2008**

**WHEREAS** the Council of the Village of Lions Bay has adopted Official Community Plan Bylaw No. 408, 2008;

**AND WHEREAS** Section 877(3) of the *Local Government Act* requires local governments to incorporate within their official community plans targets, policies, and actions for the reduction of greenhouse gas emissions;

**AND WHEREAS** a Public Hearing has been held in accordance with Section 890 of the *Local Government Act*;

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

1. This Bylaw may be cited as "Village of Lions Bay Official Community Plan Amendment Bylaw No. 493, 2015."
2. "Village of Lions Bay Official Community Plan Bylaw No. 408, 2008" is hereby amended by:
  - a) replacing section 6.0 Regional Context Statement with the attached Schedule A: Regional Context Statement.

**READ A FIRST TIME**

**June 2, 2015**

**READ A SECOND TIME**

**June 2, 2015**

**PUBLIC HEARING held on**

**READ A THIRD TIME**

**ADOPTED**

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

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

**Certified a true copy of  
Bylaw No. 493, 2015 as adopted.**

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

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## **Schedule "A"**

### **Regional Context Statement**

DRAFT

## Municipality of Lions Bay Regional Context Statement

Section 866 of the BC *Local Government Act* requires that every Official Community Plan (OCP) include a Regional Context Statement (RCS) to demonstrate how the OCP supports the local Regional District's Regional Growth Strategy (RGS). Lions Bay is unique in the region, in that it is locally wholly within the Urban Containment Boundary of Metro 2040 and within the Greater Vancouver Regional District (GVRD), but outside the Greater Vancouver Sewerage and Drainage District and Greater Vancouver Water District. Lions Bay completed its current OCP in 2009. The next iteration is planned to be completed for 2016. This RCS therefore includes work-towards statements that will inform the next OCP.

At the 2011 federal census, Lions Bay had 1,318 people living in 556 private dwellings, showing a slight decline in population and increase in age from both 2006 and 2001. Lions Bay seeks to reverse this trend, to produce a thriving complete community. In early 2015, the Village had 4 commercial enterprises (a marina, a boat service centre, a general store and cafe and a real estate office), plus numerous home-based businesses. Because of the topography and supply of land base, there are limitations to growth. Long term (2040) potential population may be 1600-1800 residents and 700-800 residences. The Village is small, and its municipal assets correspondingly limited. The OCP quantifies the Village's core assets, with a view to maximising their utility and value.

Attributes include:

- Magnificent views
- Abundant trees
- Adequate clean water
- A modern highway accessing downtown Vancouver in 30 minutes (and Squamish in 40, Whistler in 70)
- School District 45's Lions Bay Elementary School with capacity for 60 K-3 students (enrollment in 2015 was 32).

Municipally-owned assets include:

- Lions Bay Village Hall
- Klatt Public Safety Building<sup>1</sup>
- Frank Smith Works Yard
- Lions Bay Field (a joint use soccer-size playing field shared with the school)
- Sand or gravel beaches at Main Beach (up to 50 resident parking spaces, 30 potentially paid non-resident parking spaces, washroom and three separate play structures), Kelvin Grove (15 free parking spaces, washroom, off leash dogs allowed) and Brunswick (limited non-resident parking).

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<sup>1</sup> Which houses Lions Bay Fire & Rescue's Fire Hall 1 (2 engines, 1 rescue truck and a wildfire trailer), a BC Ambulance station, and Lions Bay Search and Rescue.

- Three buildable lots, plus six in the Crystal Falls neighbourhood currently overlaid by a private road and bridge
- A single unlit tennis court (limited on-street parking, single, recently resurfaced and unlit)
- Centennial Trail, Pride Trail, Isleview Trail and numerous volunteer-maintained trails outside the Village limits.
- Wade Park
- A small secondary WWTP serving 100 of the Village's 550 homes.

The Greater Vancouver Regional District's RGS, *Metro Vancouver 2040: Shaping Our Future*<sup>2</sup>, outlines a regional vision—unanimously endorsed by all member municipalities—of achieving “the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment.” *Metro 2040* lays out five fundamental goals to achieve this vision. Lions Bay's current OCP and future update addresses these goals with the following approaches:

|                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>GOAL 1: Create a Compact Urban Area.</b></p> <p>Metro Vancouver's growth is concentrated in compact communities with access to a range of housing choices, and close to employment, amenities and services. Compact transit-oriented development patterns help reduce greenhouse gas emissions and pollution, and support both the efficient use of land and an efficient transportation network.</p> | <p>The intent of this goal is to focus urban development within the “Urban Containment Boundary” in “Urban Centres” and “Frequent Transit Development Areas,” with access to a range of housing choices close to employment, amenities and services.</p> <p>Although Lions Bay is designated “General Urban” in <i>Metro 2040</i>, it has no Urban Centres or Frequent Transit Development Areas. Lions Bay is surrounded by Electoral Area A, and is separated from its nearest Metro neighbour municipality, West Vancouver, by 12 km of highway. Its neighbour to the north is Squamish (within Squamish-Lillooet Regional District) 33km away. With its small size (2.53 sq.km) Lions Bay's impact on regional growth is low, and it is unlikely to draw significant urban development.</p> <p>Nevertheless, Lions Bay recognises a need to densify, both to increase the tax base, and to produce a more complete community, and has recently formalised secondary suites. The 2016 OCP update will explore if there are suitable parts of Lions Bay for rezoning to multi-family.</p> <p>The future OCP will consider steps that are consistent with this goal, considering development applications in the Upper</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>2</sup> Metro Vancouver's Regional Growth Strategy: *Metro Vancouver 2040 – Shaping our Future* was adopted in July 2011, after being unanimously accepted by all local governments in the region.

|  |                                                            |
|--|------------------------------------------------------------|
|  | Brunswick, Crystal Falls, and Kelvin Grove neighbourhoods. |
|--|------------------------------------------------------------|

| STRATEGY 1.1: Contain urban development within the Urban Containment Boundary                                                                                                                                                                                                 | <p>While Lions Bay will attempt to densify its housing stock within the existing urban Village boundary there is very limited undeveloped land within the boundary for new development (RCS Map 1: Lions Bay Regional Land use Designations and Goods Movement Network). Therefore, Lions Bay may elect to expand its municipal boundaries through the provincially administered boundary adjustment process and possible <i>Metro 2040</i> Urban Containment Boundary amendment application.</p> <p><i>Municipal Population, Dwelling and Employment Projections</i></p> <table><tr><th>Year</th><th>Population</th><th>Dwellings</th><th>Employment</th></tr><tr><td>2011</td><td>1,318</td><td>556</td><td>310<sup>3</sup></td></tr><tr><td>2021</td><td>1425</td><td>600</td><td>350</td></tr><tr><td>2031</td><td>1650</td><td>675</td><td>460</td></tr><tr><td>2041</td><td>1700</td><td>750</td><td>570</td></tr></table> | Year      | Population       | Dwellings | Employment | 2011 | 1,318 | 556 | 310 <sup>3</sup> | 2021 | 1425 | 600 | 350 | 2031 | 1650 | 675 | 460 | 2041 | 1700 | 750 | 570 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------|-----------|------------|------|-------|-----|------------------|------|------|-----|-----|------|------|-----|-----|------|------|-----|-----|
| Year                                                                                                                                                                                                                                                                          | Population                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dwellings | Employment       |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| 2011                                                                                                                                                                                                                                                                          | 1,318                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 556       | 310 <sup>3</sup> |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| 2021                                                                                                                                                                                                                                                                          | 1425                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 600       | 350              |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| 2031                                                                                                                                                                                                                                                                          | 1650                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 675       | 460              |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| 2041                                                                                                                                                                                                                                                                          | 1700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 750       | 570              |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| STRATEGY 1.2: Focus growth in Urban Centres and Frequent Transit Development Areas                                                                                                                                                                                            | <p>Most RGS policies are not applicable in Lions Bay: no Urban Centres and no Frequent Transit Development Areas. However, the existing OCP does encourage secondary suites and exploration with the community of modest increases in residential density (policy 4.3 a, b).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                  |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| STRATEGY 1.3 Protect Rural areas from urban development                                                                                                                                                                                                                       | <p>Not applicable in Lions Bay: no Rural areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                  |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |
| <p><b>GOAL 2: Support a Sustainable Economy.</b></p> <p>The land base and transportation systems required to nurture a healthy business sector are protected and supported. This includes supporting regional employment and economic growth. Industrial and agricultural</p> | <p>Lions Bay’s location, small population and limited infrastructure constrain its ability to contribute to the larger regional economy. Lions Bay has no industrial or agricultural lands. However, many people in Lions Bay work from home (185 in 2011) and there is a policy in the current OCP (4.3d) that encourage home-based businesses.</p> <p>Nonetheless, recognising that residential is the lowest property tax rate classification, the 2016 OCP update will actively encourage opportunities for business and</p>                                                                                                                                                                                                                                                                                                                                                                                                 |           |                  |           |            |      |       |     |                  |      |      |     |     |      |      |     |     |      |      |     |     |

<sup>3</sup> 2011 National Household Survey shows that 175 Lions Bay residents worked from home and 85 had no fixed place of work.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>land is protected and commerce flourishes in Urban Centres throughout the region</p> <p>STRATEGY 2.1 Promote land development patterns that support a diverse regional economy and employment close to where people live</p> <p>STRATEGY 2.2 Protect the supply of industrial land</p> <p>STRATEGY 2.3 Protect the supply of agricultural land and promote agricultural viability with an emphasis on food production</p>                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>commercial development in the few available suitable spaces.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>GOAL 3: Protect the Environment and Respond to Climate Change Impacts.</b></p> <p>Metro Vancouver's vital ecosystems continue to provide the essentials of life – clean air, water and food. A connected network of habitats is maintained for a wide variety of wildlife and plant species. Protected natural areas provide residents and visitors with diverse recreational opportunities. Strategies also help Metro Vancouver and member municipalities meet their greenhouse gas emission targets, and prepare for, and mitigate risks from, climate change and natural hazards.</p> <p>STRATEGY 3.1 Protect Conservation and Recreation lands</p> <p>STRATEGY 3.2 Protect and enhance natural features and their connectivity</p> <p>STRATEGY 3.3 Encourage land use and transportation infrastructure that reduce energy consumption and</p> | <p>Regional strategies to achieve this goal focus on protecting Conservation and Recreation lands, which includes enhancing natural features and their connectivity. The intent is also to encourage land use and transportation patterns that reduce energy consumption and greenhouse gas emissions and enable municipalities to mitigate and adapt to climate change and withstand risk of natural hazards.</p> <p>As identified on RCS Map 1, there are no regionally-designated Conservation and Recreation areas within Lions Bay, but Lions Bay is surrounded by regionally designated 'Conservation and Recreation' lands and supports the principles behind the designation, including a buffer for urban growth as stated in OCP Policy 4.2. Lions Bay plans to explore expanding its municipal boundary to provide more municipal influence over its 'green belt' in meeting environmental protection objectives, not for urban development.</p> <p>Policies 4.2 (a) and (b) of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries.</p> <p>Lions Bay's three watersheds on Magnesia, Alberta and Harvey Creeks are designated Conservation and Recreation in <i>Metro 2040</i>. Harvey and Magnesia creeks have wide riparian areas designated as Conservation/Watershed Protection on the 2008 OCP Land Use Map. None of these streams are salmon-bearing, and all three were channelized in the 1980s with large debris catchment basins built on</p> |



|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>greenhouse gas emissions, and improve air quality</p> | <p>Harvey and Magnesia. The 'Watershed' zone in the Zoning Bylaw is now obsolete since the water intakes have moved higher upstream. The 2016 OCP update will further address how the streams will be protected to prevent erosion and provide a channel for potential debris flows.</p> <p>Since Lions Bay is not supplied with natural gas, heat is a combination of oil furnace, electric baseboard and wood. Both wood and oil produce GHGs, so Learn to Burn, woodstove changeout and oil furnace replacement campaigns will be undertaken as resources allow.</p> <p>With the advent of the BC Hydro Net Metering program, mini- and micro-hydro projects become more feasible, and Lions Bay will investigate opportunities for generating energy using its water intake piping and nine large pressure-reducing valves. Policy 4.7i of the current OCP commits the municipality to explore opportunities for small-scale renewable power generation.</p> <p>Policy 4.7i states a continued focus on reduce, re-use and recycling of solid waste resources aimed at addressing GHGs from solid waste focus on increasing waste diversion through recycling and organics pickup, now a mandatory part of Metro Vancouver solid waste bylaw.</p> <p>Through protection policies and implementation tools to be implemented in a new "Trees, Views and Landscapes Bylaw," Lions Bay will address the management of its significant tree resources, which provide both a low carbon fuel source and a carbon sink.</p> <p>Climate change impacts are hard to quantify, but Lions Bay is aware of the risks of sea-level rise, more intense flooding, erosion, subsidence, mudslides, and fire.</p> <p>The 2016 OCP update will work towards policies that address the management of riparian areas, ravines, steep slopes, other hazard areas, and intertidal areas through the application of Development Permit Areas.</p> <p>The 2016 OCP update will also consider additional non-vehicular GHG reduction targets and actions.</p> |
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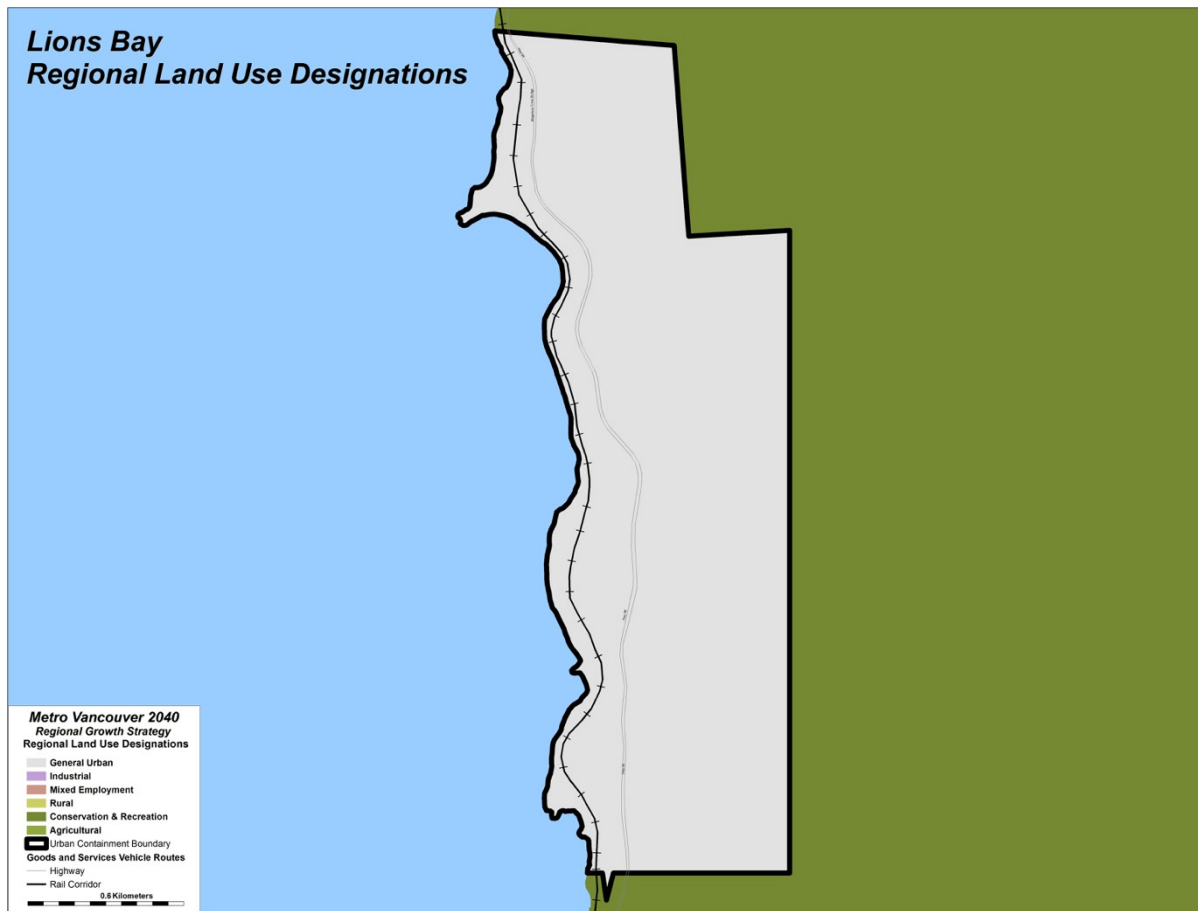
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| <p>STRATEGY 3.4 Encourage land use and transportation infrastructure that improve the ability to withstand climate change impacts and natural hazard risks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Policies 4.2 a, b of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries.</p> <p>Policy 4.2d states the municipality should create a plan for Wildfire Interface protection.</p> <p>Through policy changes in its OCP update, Lions Bay will encourage modest intensification of its existing residential areas and avoid development of areas associated with land slide and greater wildfire risk.</p> <p>The future revisions to the OCP will address flood control levels and oceanside setback requirements to address risks of sea-level rise.</p> <p>As stated in policy 4.2 n, Lions Bay will continue to protect the riparian area of its creeks and the creeks themselves as channels for potential debris flows. As funding permits, Lions Bay will continue to consider improvements to road drainage to address potential increases in stormwater runoff resulting from higher rainfall intensities associated with climate change.</p>                                                                                                                                                                                                             |
| <p><b>GOAL 4: Develop Complete Communities.</b></p> <p>Metro Vancouver is a region of communities with a diverse range of housing choices suitable for residents at any stage of their lives. The distribution of employment and access to services and amenities builds complete communities throughout the region. Complete communities are designed to support walking, cycling and transit, and to foster healthy lifestyles.</p> <p>STRATEGY 4. 1 Provide diverse and affordable housing choices</p> <p>STRATEGY 4. 2 Develop healthy and complete communities with access to a range of services and amenities</p> | <p><i>Metro 2040</i> identifies a need for complete communities, with a balance of jobs, housing opportunities, and services.</p> <p>Lions Bay is largely residential, and most residents access employment and services outside the Village. Currently, the housing stock is largely single-detached and 86% is owner occupied with the remaining 14% rented. Only 25 of the 500 units are part of a condominium. 23% of tenant households spend 30% or more of household total income on shelter<sup>4</sup>.</p> <p>Policies 4.3a and 4.3b of the current OCP speak to providing for secondary suites and exploring limited opportunities for development to increase housing options. A recently completed Land Use Master Plan explored a variety of additional housing forms with the community and the results of this study will be considered as part of the 2016 OCP update.</p> <p>Lions Bay's 2016 OCP update may designate new development areas, consider redevelopment of the Public Works yard, and possible long term use of the Upper Brunswick, Crystal Falls and Brunswick Hill (the "gravel pit") for a range of municipal and residential alternatives. The 2016 OCP will further consider providing for secondary</p> |

<sup>4</sup> 2011 National Household Survey

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>suites, rezoning single family to duplex, and limited development opportunities that will enhance housing options.</p> <p>Policy 4.4(e) of the OCP provides for enhancing school viability and the provision of other social, recreational, and cultural activities for an increased population. Lions Bay's vision is of residents living out their whole lives here, with in-Village shuttle assisting people to get around the steep terrain, aged- and assisted living facilities, entry-priced housing, and enhanced hiking trails.</p> <p>The 2016 OCP update will set out a vision for Lions Bay that seeks to:</p> <ul style="list-style-type: none"> <li>• Define and foster community values</li> <li>• Grow tax base, and accommodate a wider cross-section of population. Possible avenues include amalgamation, encouraging selective development and densification.</li> <li>• Promote active lifestyles</li> <li>• Become financially sustainable.</li> <li>• Clarify land use and rezoning policy for new housing options</li> </ul>                                                                                    |
| <p><b>GOAL 5: Support Sustainable Transportation Choices.</b></p> <p>Metro Vancouver's compact, transit-oriented urban form supports a range of sustainable transportation choices. This pattern of development expands the opportunities for transit, multiple-occupancy vehicles, cycling and walking, encourages active lifestyles, and reduces energy use, greenhouse gas emissions, household expenditure on transportation, and improves air quality. The region's road, transit, rail and waterway networks play a vital role in serving and shaping regional development, providing linkages among the region's communities and providing vital goods movement networks.</p> | <p><i>Metro 2040</i> promotes land use and transportation planning that enables alternative choices to the private automobile, such as transit, cycling and walking, while ensuring the efficient movement of people and goods throughout the region. Due to Lions Bay's location, most residents depend on private vehicles, but the municipality has worked and will continue to work with TransLink to enhance transit service to the Village. The municipality will also look at an in-Village on-demand shuttle service to enhance mobility. A ride-share parking program is in place, and Lions Bay will look to add paid parking lots.</p> <p>Section 4.6 of the current OCP includes policies that recognize the role, jurisdiction and access to the sea to Sky Highway (4.6a), encourage multi-modal transportation solutions in the sea to sky corridor (4.6b), greater transportation choice and TDM including car pooling, park &amp; ride, shuttle buses (4.6c) and further development of linked pathways (4.6e) and hiking trails (4.6f).</p> <p>The 2016 OCP update will consider policies related to goods movement.</p> |

|                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                          | <p>The 2016 OCP update will consider policies related to electric vehicle charging stations and an anti-idling policy or bylaw.</p> <p>CN's rail line that runs through the Village provides an important corridor for goods movement and may provide a future opportunity for a passenger rail service with a station at Lions Bay.</p> |
| <p>STRATEGY 5. 1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking</p> <p>STRATEGY 5. 2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods and services</p> | <p>The 2016 OCP update will work toward enhancing the in-Village trail network.</p> <p>The 2016 OCP update will work toward enhancing bus service provided by TransLink</p>                                                                                                                                                              |

**Map 1: Lions Bay Regional Land Use Designations and Goods Movement Network**



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**VILLAGE OF LIONS BAY**

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**Incoming Correspondence - September 1, 2015**

*General Correspondence:*

- G-1: Project to Prevent Illegal Fill Deposition
- G-2: Ombudsperson Annual Report
- G-3: Light Up Purple Campaign for Mental Health
- G-4: Federal Leaders Debate
- G-5: Shaping our Future Amendment - Metro Vancouver
- G-6: Shaping our Future Amendment - Metro Vancouver
- G-7: Performance Audit Report
- G-8: New Building Canada Fund
- G-9: LNG Safe Handling and Transportation Workshop
- G-10: Geoscience BC Anniversary Dinner
- G-11: UBCM Healthy Communities Committee
- G-12: 2015 BC Hydro Community Champions Program
- G-13: UBCM Meeting Opportunity

*Resident Correspondence:*

- R-1: Talbot - Accident At Beach Park
- R-2: Talbot - Board of Variance Decision
- R-3: Regional Context Statement Request
- R-4: Update of the Official Community Plan





RECEIVED

JUL 23 2015

Office of the Chair  
Tel. 604 432-6215 Fax 604 451-6614

File: CP-11-02-016-6

JUL 15 2015

His Worship Mayor Karl Buhr and Council  
Village of Lions Bay  
400 Centre Road PO Box 141  
Lions Bay, BC V0N 2E0

Dear Mayor ~~Buhr~~ <sup>KARL</sup> and Council:

**Re: A Regional Pilot Project to Prevent Illegal Fill Deposition**

Metro Vancouver is inviting member municipalities to participate in a regional pilot project aimed at addressing the problem of illegal fill deposition on agricultural land. The protection of agricultural land is a high priority in the region and an integral part of *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy. Across Metro Vancouver, however, agricultural land is being threatened by the increasing demand for disposal sites for soil excavated from construction sites, commonly referred to as "fill." Illegal fill deposition occurs on farmland and other sites because, put simply, it is lucrative for haulers to dispose of, and for landowners to accept, the fill. The problem is exacerbated by the lack of oversight when the fill moves across municipal boundaries, and thus is a truly regional issue.

Over the past year, Metro Vancouver staff have explored possible solutions to the issue, including municipal permitting processes for inert soil materials excavated from construction sites. This investigation has found that, despite substantial municipal efforts to update bylaws, to increase enforcement capacity and to take legal action, fill continues to be dumped on fertile farmland without appropriate approvals or permits (see attached report for details). Prevention of illegal fill is difficult because the receiving municipalities lack information on the source, quantity and quality of the fill being deposited within their jurisdictions. The illegal fill problem is anticipated to continue, as residential and commercial building demolition and construction activities increase in response to future population growth and housing demand.

The solution to preventing illegal fill deposition involves the requirement for a soil plan and declaration in municipalities throughout the region, and the development of a web-based permit registry and independent tracking system. This solution was recommended by municipal and provincial representatives at a workshop held on December 3, 2014, and was endorsed by the GVRD Board on May 15, 2015. A two-year regional pilot project is being undertaken to assess the overall effectiveness of a permit registry system in preventing the region's important agricultural land from becoming fill disposal sites. To work properly, the project requires participation from the Province,

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the region, and municipalities in defining permit information requirements and appropriate criteria for monitoring the movement of fill.

Municipalities can confirm their participation in this regional pilot project by designating a staff representative to work on the project development team. If your municipality would like to participate, please send your staff contact information to Theresa Duynstee, Regional Planner at 604-451-6024 or [theresa.duynstee@metrovanancouver.org](mailto:theresa.duynstee@metrovanancouver.org). Ms. Duynstee is also available to address questions and to receive input on the scope of this new and innovative project.

Yours truly,

A handwritten signature in black ink, appearing to be 'GM', with a long horizontal line extending to the right.

Greg Moore  
Chair, Metro Vancouver Board

GM/EC/HM/TD

Attachment: Report - dated April 9, 2015, "Solutions to Illegal Fill on Agricultural Land" - included in the April 24, 2015 Regional Planning Committee Agenda. (#11363622)

**Solutions to Illegal Fill on Agricultural Land**

Regional Planning Committee Meeting Date: April 24, 2015

Page 2 of 5

Illegal fill deposition occurs on farmland because there is a lucrative financial benefit for haulers to dispose of, and landowners to accept, the fill. The problem is further exacerbated by a lack of oversight over the movement of fill across municipal boundaries. This situation leaves the receiving municipality unaware of the quantity and quality of the fill entering their jurisdiction. Furthermore, most illegal fill activities occur when approval from the Agricultural Land Commission (ALC) and permits from local governments are not issued, or when the amount of fill deposited on agricultural land substantially exceeds the allowable permitted amount.

**Results of the Investigation into Illegal Fill**

In March 2014, staff started an investigation into illegal fill by surveying staff from the six municipalities with 95% of the region's agricultural land: Langley Township, Delta, Surrey, Pitt Meadows, Richmond and Maple Ridge. Information was collected on municipal soil deposition bylaw requirements, the extent of permits and infractions, the challenges in addressing illegal fill and best practices to curtail illegal fill deposition on agricultural land. The survey revealed that these municipalities are acutely aware of the illegal fill issue, and are already taking steps to address the situation. All six municipalities had either updated their soil deposition bylaws, or were in the process of doing so, in addition to increasing their enforcement actions to deter illegal activities.

Most of these municipalities require some type of soil deposition plan that describes how much soil/fill is being moved and the final destination of excavated materials. Four of these municipalities also require the permit applicant to sign a declaration, which asks the person responsible for overseeing the disposal of excavated materials to verify in writing that the materials are managed as declared. Over 300 soil deposition permits were issued for farmland in the region over the last three years. The most common type of permit infraction was not having a permit.

In discussions with the Regional Planning Advisory Committee (RPAC), questions arose as to whether other municipalities in Metro Vancouver had a soil declaration provision in their municipal building, construction or soil removal/deposition bylaws. While most municipalities request some information about soil deposition when fill is removed or deposited within their borders, no other declarations about the movement of fill were required in the permits.

There are several operational challenges to dealing with illegal fill deposition on agricultural land. Municipalities stated that they often don't have the information necessary for enforcement such as the source and quality of the fill or the actual amount of fill required for the purpose of the permit. There is no notification process when material is moved from one municipality to another, and it is unclear who is responsible for monitoring fill when it leaves the construction site. Furthermore, municipal enforcement resources are challenged when perpetrators deposit fill at night or on weekends.

The actions being taken by these municipalities to prevent illegal fill deposition include more stringent permit requirements, education and Soil Watch programs that encourage residents to report suspect illegal activities, as well as more consistent monitoring and enforcement. Municipalities are also providing an updated list of permitted soil deposition sites list on their website because locations can frequently change. In terms of enforcement, municipalities are issuing stop work orders or fines invoked for each day the offence is occurring, revoking a permit,

To: Regional Planning Committee

From: Theresa Duynstee, Regional Planner, Planning and Policy Analysis  
Planning, Policy and Environment Department

Date: April 9, 2015

Meeting Date: April 24, 2015

Subject: **Solutions to Illegal Fill on Agricultural Land**

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#### **RECOMMENDATION**

That the GVRD Board endorse the recommended regional approach to initiate a pilot project to address illegal fill in Metro Vancouver as described in the report dated April 9, 2015, titled "Solutions to Illegal Fill on Agricultural Land".

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#### **PURPOSE**

This report presents the results of an investigation on illegal fill on agricultural land and recommends a regional approach to addressing the issue that emerged from a workshop where participants were tasked to identify priority actions to prevent illegal fill.

#### **BACKGROUND**

On December 2, 2013, Metro Vancouver's Agricultural Advisory Committee (AAC) raised concerns about illegal fill on farmland and passed a motion asking the GVRD Board to request member municipalities:

- a) *to require a Soil Deposition Plan for construction projects prior to the issuance of a development permit;*
- b) *to review the penalties in their Soil Deposition bylaws for agricultural land to ensure that the penalties imposed for bylaw infractions are a reasonable deterrent, in that the penalties are more punitive relative to revenue generated.*

On February 7, 2014, the Regional Planning and Agriculture Committee considered the AAC's motion and on February 28, 2014 the GVRD Board passed a motion to:

*Refer the issue to staff to explore the extent of the problem of illegal fill deposition on agricultural land, the benefits and costs of requiring a Soil Deposition Plan and report back.*

#### **The Problem of Illegal Fill on Farmland**

In Metro Vancouver there is an increasing demand for disposal sites for soil excavated from construction sites, commonly referred to as "fill". The demand for sites on which to deposit fill is anticipated to increase as residential and commercial buildings are constructed within the Urban Containment Boundary in response to population growth and housing demand described in *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy.

and in some instances requiring the removal of fill placed without a permit at the cost of the landowner.

The results of the investigation revealed that despite municipal efforts to amend bylaws, establish education programs and increase enforcement activities, the illegal fill problem remains widespread and destructive to farmland. RPAC members noted that illegal fill deposition also occurs in urban areas. A detailed description of the results of the investigation is provided in Attachment 1.

#### **Preventing Illegal Fill on Farmland Workshop**

The investigation found that more dialogue amongst municipalities was necessary to identify the most effective options to prevent illegal fill on agricultural land. As a result, on December 3, 2014, Metro Vancouver hosted a workshop on preventing illegal fill on farmland for local and provincial government representatives with an aim to identifying the most appropriate actions to address illegal fill region-wide. The half-day workshop was attended by 40 people representing 11 municipalities, 2 regional districts and 3 provincial agencies. The first two hours were dedicated to presentations from government staff with experience and knowledge on soil deposition and illegal fill. In the remaining time, break-out groups considered whether soil deposition plans, options to address cross-jurisdictional movement of fill, and enforcement mechanisms were the most important actions to pursue, and if not, what else could be done across the region.

Summary notes from the Preventing Illegal Fill on Farmland workshop are provided in Attachment 2. Key points raised at the workshop included the following:

- The consequences of illegal fill are not just damaging productive farmland, but also impact municipal drainage investments, stream water quality, as well as encourage undesirable non-farm land uses in the ALR, such as illegal truck parking.
- It is very profitable to illegally dump fill on farmland. Landowners can receive up to \$200 per truckload, which equates to \$140,000 in revenue for 700 truckloads, as compared to the risk of being charged \$22,000 in fines if caught.
- Although the Agricultural Land Commission issues approvals for fill in the ALR, a municipal permit is still required by the landowner, who must comply with local bylaws.
- There are no measures in place to control the *quality* of fill deposited on farmland and no requirements to report the source of the fill in soil deposition permits.
- Illegal fill is happening under the guise of farming, but is primarily not undertaken by legitimate farmers. Very little fill is actually required for farming.
- Valuable tools to prevent illegal fill include: providing affordable sites for fill; spot checking hauling trucks; aerial surveys and community surveillance through Soil Watch programs.
- Extensive enforcement resources and punitive fines are necessary to dissuade illegal fill activities, but cannot solve the problem.

While there were many ideas about how to prevent illegal fill and improve enforcement, five consistent recommendations emerged from all three break-out group discussions:

- 1) Confirm a regional approach and municipal Council buy-in to address the illegal fill issue.
- 2) Compile a list of key contacts for each municipality.
- 3) Develop a web-based permit registry to track the movement of fill from source to receiving site.
- 4) Hire an independent spot tracker to monitor compliance of fill deposition requirements using funds collected as part of the permitting process.
- 5) Create inter-jurisdictional truck/hauling business licenses.

In addition, several workshop participants suggested that a working group be established to ensure the workshop recommendations are acted upon in a timely manner.

### **The Proposed Solution**

The recommended actions for moving forward would require construction projects to take more responsibility for their excavated fill in combination with multi-jurisdictional, well-coordinated enforcement activities.

The workshop participants considered the requirement for information in a soil deposition plan and a declaration to be essential because the detailed information is necessary for enforcement activities. However, soil deposition plans, declarations and enforcement together cannot prevent the cross-jurisdictional movement of illegal fill. A region-wide approach must also include the ability to monitor and track excavated fill across municipal boundaries. The proposed solution is to develop a web-based permit registry in combination with an independent spot tracker to monitor permit compliance and confirm the declaration.

Metro Vancouver Solid Waste Services staff has done some research on software and review services to track construction and demolition waste diversion compliance. The research found that cost estimates vary widely depending on the actual database features required and are difficult to confirm without undertaking a procurement process. Member municipalities involved in the review process were interested in exploring the option of a web-based tracking system.

### **Regional Approach**

Metro Vancouver staff is recommending that a two year trial project be initiated to develop a web-based permit registry and tracking system for specified construction projects excavating soil as part of their permitting process. This would require collaboration from municipal, regional and provincial staff to design and implement the tracking system. It would also be necessary for all municipalities to participate by adding new provisions in their municipal building/construction or soil removal /deposition bylaws that require a declaration regarding the source, quantity and final destination of fill moved across municipal boundaries. The details regarding the types of permits to monitor and information requirements would be determined by a steering group comprised of staff with a range of expertise and from various jurisdictions.

The benefits of pursuing a regional approach to illegal fill are far-reaching:

- 1) Web-based permit registries can save local government staff time in monitoring permits and provide an opportunity to easily share information among municipalities. In addition, audits can also be done more quickly.
- 2) A web-based permit registry for fill enables a collaborative and innovative approach to managing a persistent regulatory problem. As local government staff become more familiar and experienced with permit registries, the design and process can be adapted to other regulatory issues such as encouraging recycling of construction and demolition waste.
- 3) A concerted effort by municipalities will alert the construction industry about the importance of managing their waste materials in a more responsible and deliberate way.
- 4) The collective response to fill's constant threat to region's agricultural land and local food supply will improve urban rural relations and help strengthen the regional federation.

## **NEXT STEPS**

The illegal fill workshop participants recommended as a first step, confirmation of a regional approach and municipal Council buy-in to address the illegal fill issue. The dilemma for staff is whether to seek GVRD Board and municipal approval without a detailed project plan and budget, however the scope and cost assessment for a web-based permit registry and tracking system cannot be defined without direct municipal staff participation. Endorsement from municipal Councils is essential for municipal staff to invest their time in this project.

The next step for staff is to seek funding to initiate a two year trial project and develop a more robust project plan. The project is not part of the Board approved 2015 budget, however, there are a number of funding sources being explored, including GVRD's Sustainability Innovation Fund. Ultimately success is dependent on engaging the necessary municipal and provincial expertise to determine the type of permits that should be targeted and how the system can be developed for administrative ease and cost-effectiveness. It will also be necessary to identify some requirements for building, construction or soil deposition permits to ensure the appropriate information is available for enforcement and compliance tracking.

## **ALTERNATIVES**

1. That the GVRD Board endorse the recommended regional approach to initiate a pilot project to address illegal fill in Metro Vancouver as described in the report dated April 9, 2015, titled "Solutions to Illegal Fill on Agricultural Land".
2. That the GVRD Board provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

If the GVRD Board endorses the proposed regional approach, there will be financial implications. The actual cost to Metro Vancouver and member municipalities has not been determined to date, however, if the regional approach proceeds, it will require substantial funding (\$60,000-\$80,000 per year), as well as in-kind staff time from municipal, regional and provincial agencies. The project is not part of the Board approved 2015 budget, however, there are a number of funding sources being explored, including GVRD's Sustainability Innovation Fund.

## **SUMMARY / CONCLUSION**

The investigation conducted by staff revealed that six municipalities with 95% of the agricultural land in the region are challenged to stop fill from being illegally placed on farmland despite stringent bylaw requirements and expanded enforcement activities. The building, construction and soil removal /deposition bylaws from all municipalities will require additional information from their applicants to enable monitoring of fill movement across municipal boundaries. Metro Vancouver staff is recommending that a two-year trial project be initiated to develop a web-based permit registry and tracking system for specified construction projects excavating soil as part of their permitting process. The details regarding the types of permits to monitor and information requirements would be determined by a steering group comprised of staff with a range of expertise and from various jurisdictions. Staff is recommending Alternate 1 to endorse the recommended regional approach to initiate a pilot project to address illegal fill in Metro Vancouver.

## **Attachments (Doc. #11213381):**

1. Results of the Investigation into Illegal Fill.
2. Preventing Illegal Fill on Farmland - Workshop Summary Notes.

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## Results of the Investigation into Illegal Fill

## Attachment 1

In March 2014, an investigation on the status of municipal soil deposition bylaws was conducted to obtain a better understanding of the issues around illegal fill activities that are occurring on agricultural land throughout the region. This documents describes: 1) the definition of soil and fill; 2) regulations and bylaws pertaining to soil deposition; 3) best practices to address illegal fill 4) challenges to preventing illegal fill, and; 5) a solution to addressing illegal fill.

### 1. WHAT IS FILL?

The terms soil and fill are often used interchangeably, but there is a difference. Soil, in most bylaws is broadly defined as *"the entire mantle of natural material above bedrock, including, but not limited to, sand, gravel, rock, silt, sediment, clay, peat, and topsoil"*. Fill specifically refers to geologic materials from beneath the top soil and usually contains sand, rocks, and stones. Soil excavated from construction sites is considered "fill" and is more useful for structural purposes, rather than for growing crops, due to the lack of humus and organic matter.

Landowners claim to require fill to change the elevation of their land in response to drainage issues, but this is often inappropriate or unnecessary on farmland and can cause flooding to neighbouring properties or significantly degrade natural soil productivity. Sometimes fill contains demolition waste, and in these instances, soil-based agriculture becomes risky due to the potential to damage farm equipment from the construction debris.

### 2. REGULATIONS AND BYLAWS PERTAINING TO SOIL DEPOSITION

#### *The Agricultural Land Commission Act*

The removal or placement of soil or fill in the Agricultural Land Reserve (ALR) is governed by *Agricultural Land Commission (ALC) Act*. Landowners must notify the ALC and the applicable local government or treaty first nation, of their intent to remove soil or place fill at least 60 days before engaging in the intended use. Requests to place fill on ALR land require either approval from the ALC or are exempted for farm improvement as defined in the *Agriculture Land Reserve Use, Subdivision and Procedure Regulation*. Landowners that want to deposit fill on ALR land for non-farm purposes must submit an Application for a Non-farm use to Place Fill or Remove Soil under the *ALC Act*.

From 2006-2013, the ALC received 430 applications for changing ALR land use or boundaries in the Metro Vancouver region. While most of the applications were for subdivisions (29%), requests to place soil or fill on ALR land were 18% of the total, the second most frequent type of application. The amount of fill requested to deposit on ALR land ranged from 1,150m<sup>3</sup> to 81,500m<sup>3</sup>. Approximately two thirds of the soil/fill deposition applications were approved.

#### *Local Government Act*

Local governments have authority under the *Local Government Act* and *Community Charter* to make bylaws regulating a wide variety of matters. Several municipalities in Metro Vancouver have created bylaws that specifically address the removal or deposition of soil within their municipalities and/or on agricultural land, while other municipalities address soil/fill issues through their building and construction bylaws. The list of municipal bylaws in Metro Vancouver pertaining to soil deposition is provided in Table 1 and have a wide-range of requirements.

The six municipalities with 95% of the region's agricultural land (Langley Township, Delta, Surrey, Pitt Meadows, Richmond and Maple) have bylaws that specifically address illegal fill deposition on agricultural land. Most of these bylaws have been recently updated with new requirements for information on soil deposition, the addition of a declaration, increased fees and enforcement actions that are essential to deterring illegal fill activities.



Table 1: Municipal Bylaws Pertaining to Soil Deposition

| MUNICIPALITY               | BYLAWS                                                           | SOIL DEPOSITION REQUIREMENTS                                                                          |
|----------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Anmore                     | Building and Plumbing Code Regulation Bylaw No. 381, 2004        | No soil deposit information required.                                                                 |
| Belcarra                   | Building and Plumbing Code Regulation Bylaw No. 355, 2003        | No soil deposit information required.                                                                 |
| Burnaby                    | Soil Removal Bylaw No. 4251 (1961) Soil Deposition Bylaw No.     | There is no requirement in the permit to identify an appropriate location for soil disposal.          |
| Coquitlam                  | Soil Conservation Bylaw No. 2454, 1994; Soil Removal Regulation  | The soil removal or conservation permit only requires the location of the soil deposition site.       |
| Delta*                     | Soil and Removal Bylaw No. 7221, 2014                            | A soil deposition plan and declaration is required in addition to enhanced enforcement provisions.    |
| Langley City               | Building and Plumbing Bylaw No. 2498, 2011 Consolidated          | No soil deposit information required.                                                                 |
| Langley Township*          | Soil Deposit and Removal Bylaw 2013 No. 4975                     | A soil deposition plan and declaration is required.                                                   |
| Lions Bay                  | Lions Bay Soil and Material Deposit By-law No. 157 (1987)        | Only regulates soil deposited within Lions Bay.                                                       |
| Maple Ridge*               | Soil Deposit Bylaw No. 5764, 1999; Soil Removal Bylaw 6398, 2006 | Only requires the hauling schedule for soil removed and deposited within the City.                    |
| New Westminster            | Soil Deposition Bylaw No. 7102, 2006 Consolidated 2013           | Only regulates soil deposited within the City.                                                        |
| North Vancouver City       | Construction Regulation Bylaw No. 7390, 2003                     | No soil deposit information required.                                                                 |
| North Vancouver District   | Environmental Protection Bylaw No. 6727, 1995 Part C: Soil       | A soil removal permit is required, but no information on a proper location for soil disposal.         |
| Pitt Meadows*              | Soil Removal and Fill Deposit Regulation Bylaw No. 2593, 2013    | A soil deposition plan and declaration is required.                                                   |
| Port Coquitlam             | Soil Removal and Deposit Bylaw No. 3331, 2002                    | Requires information about the volume of soil removed/deposited within City.                          |
| Port Moody                 | Building and Plumbing Code Administration Bylaw BL2577-C         | No soil deposit information required.                                                                 |
| Richmond*                  | Soil Removal and Fill Deposit Regulation Bylaw No. 8094, 2007    | A review of the soil enforcement strategy has been completed and an Amendment Bylaw is in progress.   |
| Surrey*                    | Soil Conservation and Protection Bylaw No. 16389, 2007           | A soil deposition plan and declaration is required.                                                   |
| Vancouver                  | Building Bylaw No. 10908, 2015                                   | Soil removal from development sites must be managed to the satisfaction of the Chief Building         |
| West Vancouver             | Soil Removal and Deposit Regulation Bylaw No. 3786, 1992         | Information required on the proposed soil removal or deposit operation, but only within the District. |
| White Rock                 | Building Bylaw 2012 No. 1928                                     | No soil deposit information required.                                                                 |
| University of BC           | Development & Building Regulations 2014 Consolidated             | No soil deposit information required.                                                                 |
| University Endowment Lands | Land Use, Building and Community Administration Bylaw, May 1989  | No soil deposit information required.                                                                 |

\* Municipalities with 95% of the region's agricultural land

Excluding the municipalities with 95% of the region's agricultural land, most of the remaining municipalities request some information about soil deposition, but only when the soil is removed and/or deposited within their municipality. Municipalities that use building bylaws to address soil

deposition from construction sites have permit requirements that are limited to those in the BC Building Code. Eight municipalities do not require any soil deposition information.

### **3. BEST PRACTICES TO ADDRESS ILLEGAL FILL**

Over 300 municipal permits were issued for soil deposition on agricultural land in the region from 2012-2014. The best practices being used by municipalities in Metro Vancouver to discourage illegal fill disposal are directive bylaw and permit requirements, targeted enforcement actions and the provision of legal sites for fill disposal.

#### **Bylaw and Permit Requirements**

- A comprehensive list of potential violations and corresponding fines are incorporated into the bylaw.
- Permits are required for fill deposition in amounts greater than 50m<sup>3</sup>.
- Fees based on the volume of soil deposited (\$5/m<sup>3</sup>) instead of the size of the property.
- Permit holders are required to maintain daily trucking logs including time/date, truck license plates and the address of the fill source and destination.
- Suspension or revocation of permits when there is a contravention or non-compliance of the terms and conditions.
- Expiry date of the permit is limited to twelve months from the date of issuance.
- Permit requirements for removal, remediation or soil studies if illegal activity is discovered.
- Declarations requires the person responsible for overseeing the disposal of excavated materials to verify in writing that the materials are managed as declared. Four municipalities have included a requirement for a declaration in the permit application.
  - The Corporation of Delta's new Soil Deposition and Removal Bylaw has specific permit/notification information requirements for the source site of deposited soil or receiving site for excavated material as well as a detailed list of required record keeping including a daily log of soil deposit and removal activity.
  - The Township of Langley has a Soil Removal and Deposition Declaration as part of their Building/Development Permit Application.
  - The City of Surrey's Building Bylaw requires a "Disposal of Excavated Material" letter in which the applicant must indicate an acceptable location for deposition.
  - The City of Pitt Meadows' Soil Removal and Fill Deposition Regulation requires an assurance of professional design for soil removal/fill deposit and commitment for field review.

#### **Enforcement Actions**

- Consistent monitoring and enforcement seven days a week.
- Stop Work Order violations that prevent issuance of building permits and building inspections.
- Revoking a permit or fines invoked for each day the offence is occurring.
- Requirement that any fill placed without a permit must be removed at the cost of the landowner.
- The cost of remedial works are deducted from the security deposit or recovered through municipal taxes against the lot.
- Notice on the tax roll so that real estate agents or lawyers must disclose violations on the property to a potential purchaser.
- Education and Soil Watch programs that encourage residents to report suspect illegal activities.

#### **Legal Sites for Fill Disposal**

- A list of Permitted Soil Deposition Sites list for the municipality posted on their website.
- Licensed Solid Waste and Recyclable Materials Facilities that accept excavated soil or fill for a fee.

- A permit for disposal at sea issued under *Canadian Environmental Protection Act 1999*. Although most material permitted for disposal is dredged material removed from harbours and waterways, excavated native till (geological matter) is disposed of at sea in the Lower Mainland of BC, where on-land disposal options for clean fill are extremely limited. Seven permits were issued in Canada from April 2013 to March 2014 for a total amount of 1,040,000 tonnes (density of 1.3 tonnes/m<sup>3</sup>).

#### **4. CHALLENGES TO PREVENTING ILLEGAL FILL**

There are several challenges to address with illegal fill deposition on agricultural land. First, there is a financial motive for the hauler and landowners to engage in illegal fill activities. Another major challenge is that municipalities often don't have the adequate information about the soil or fill leaving or entering their municipality. Managing the permitting process is often resource intensive especially when information has to be shared across departments or jurisdictions in a timely manner. Enforcement is also a challenge, especially when information about fill movement is unavailable. Lastly, illegal fill is a persistent problem that will continue as the region expands and redevelops its urban centres, unless disposal sites for waste materials are cost effective.

##### ***Financial Motive***

There are two aspects to the financial motive to engage in illegal fill activities. First, public landfill disposal rates are considered expensive. For example, the Vancouver Landfill charges \$108/tonne for fill disposal, which is considered a waste product. Most two axle trucks can carry approximately 30 tonnes of fill, which would result in a fee of \$3,240 for one load, and this cost does not include trucking time. In contrast, landowners are paid a tipping fee of \$100-200 per truckload for accepting fill on their land.

Next fines for depositing illegal fill are not punitive in comparison to the financial gain. Most municipalities require a security deposit that ranges from \$1,000/hectare to \$5/m<sup>3</sup>. Therefore a permit for 20,000m<sup>3</sup> would require a security deposit of \$100,000. Using a tipping fee of \$100-\$200 per truck load that holds approximately 12m<sup>3</sup> (30 tonnes), there would be 1,666 trucks for depositing 20,000m<sup>3</sup> of fill, which could result in the landowner receiving up to \$330,000 for accepting that amount of fill.

##### ***Information Gaps in Permits***

A review of municipal bylaws and associated permits in Metro Vancouver revealed that permit requirements often lack basic information about how fill is managed. Most municipal bylaws do not require information about where the soil will be deposited when excavated from a construction site. The quantities of fill can easily change as the original permit applications are usually estimates. Sometimes the actual amount of fill required for a site is not provided and the volume of material deposited exceeds the permitted amount.

There is also the possibility that soils from contaminated sites maybe inappropriately relocated on farmland. To date local governments have not been informed about provincial soil relocation and there are questions as to whether there is adequate follow-up to confirm contaminated soils are disposed of at permitted site. Although the Ministry of Environment is responsible for regulating the movement of soil from contaminated site, proposed changes to the regulatory requirements are underway which may add additional responsibilities to local governments.

##### ***Enforcement***

Enforcement of the *ALC Act* and municipal bylaws is a huge challenge to ensuring illegal or excessive deposition of fill does not occur on productive agricultural land. The staff resource requirement are high with the amount of fill being moved around the region. Enforcement becomes more challenging when there is no notification process when material is moved from one municipality to another. For

municipalities permitting the excavation of fill, it is often unclear who is responsible for ensuring fill reaches its final destination, especially when decisions are made shortly before hauling. There may be some additional administrative costs of monitoring excavated soil/fill when it leaves the construction site.

Municipalities receiving fill in their jurisdictions are challenged to provide timely information about sites where fill can be deposited in an environmentally acceptable, yet cost-effective manner. It is difficult to keep track of the hauling trucks depositing fill on farmland because perpetrators often deposit fill at night or on weekends. In addition, monitoring of soil deposition permits may not happen unless there is a complaint.

#### ***Persistent Problem***

Unfortunately, the issue of illegal fill on farmland will continue as new and infill housing construction proliferates in urban areas. The ongoing pressure is evident from municipal dwelling unit projections to 2040 as reported in the *Metro Vancouver 2040: Shaping our Future Baseline Annual Report*. The future projections state that a total of 431,000 units will be required to accommodate another 1 million people in the region. Most of those housing units will be built in Surrey (104,640), Vancouver (82,840) and Burnaby (47,960).

### **5. SOLUTIONS TO ADDRESSING ILLEGAL FILL**

The main challenge in addressing illegal fill is to *prevent* the disposal of fill on farmland before it arrives in an agricultural area. This may require a regional approach and participation from all municipalities, especially urban areas that are experiencing an increase in construction activity. Prevention requires a robust soil deposition plan and declaration that provides enough detail to monitor permit compliance and enforce municipal bylaws.

#### ***Soil Deposition Plan and Declarations***

A soil deposition plan should be required as part of the permitting application in both urban and agricultural municipalities and include the following information.

- The location of the site from which the soil is removed and a description of the amount and type of materials to be removed including an estimated volume of fill and number of truck loads.
- The location of the site receiving the excavated soil/fill/materials.
- Certification that the soil deposited meets any and all criteria for the intended land use.
- Site survey plan for soil deposited prepared by a qualified professional to ensure the deposited soil will be prevented from impacting adjacent land and watercourses to ensure minimal disruption to the surrounding area.

A declaration is a key component of an overall soil deposition plan because it provides the detailed and timely information about the soil/fill hauling process that is difficult provide in the early stages of the permitting process and helps ensure the fill material the regulatory requirements. A bylaw provision should require a declaration that:

- is completed near the date truck hauling of the soil begins and sent to the municipality where the construction site is located;
- includes the hauling schedule, description of the haul route, final disposal site and the name of the person/companies involved in the soil deposition activities;
- is signed by a registered professional who is responsible for ensuring the information is accurate;
- is updated if any deviations from the soil volumes or final destination is done and submitted to the designation municipality before the hauling of the material is 50% completed; and
- states that daily fines are imposed for infringement of the declaration bylaw provision.



- In Surrey, fill volumes under 15m<sup>3</sup> doesn't require a permit, but there is no minimum amount for soil deposited in Agricultural Land Reserve (ALR). Between 15m<sup>3</sup> and 100m<sup>3</sup>, the proponent must notify the municipality and get a waiver assuming the right conditions e.g. no slope etc. They do this by filing a notice of intent. Greater than 100m<sup>3</sup> requires a permit.
- Years ago in Langley, there was uncontrolled filling, so now the soil deposition process is highly regulated requiring 3-5 qualified professionals to produce reports and monitor activities. Being too regulatory may encourage people to undertake unauthorized actions. Soil deposition of 600m<sup>3</sup> requires a public process that can take a minimum of 6-12 months.
- Surrey has 30 bylaw officers assigned to deal with all issues 7 days per week, while in Langley resourcing is a huge issue; there are only 2 staff for the whole municipality which is dealing with 250 files open (89 opened this year; 46 are stop work orders).

### ***The Challenges***

- The economics and profitability of applying fill to farmland is fueling the problem. A truck load of fill is worth \$200/load, which means a landowner can receive \$140,000 for 700 truckloads. If fined, the landowner pays \$22,000 in fines and risks a stop work order.
- A big issue is the type and quality of the soil/fill being deposited and whether it is suitable for farmland.
- Landowners don't know what material they are getting. Contaminated soil could increasingly become a problem for farmland. Soils contaminated with demolition waste will not be farmed because of the risk to farm equipment, which is expensive to replace.
- There is no requirement to report the source of the fill in soil removal or deposition permits.
- The most common violation is filling beyond the amount stated in the permit.
- Fill is used for truck parking, which is not a permitted use in the ALR, and to build farm roads up to 6 meters wide.
- Small operators don't want to pay the waste management fees at legitimate fill disposal sites.
- The excavation of soil from building sites is often sub-contracted out. Who takes ownership of disposing excavated soil/fill?

### ***Actions that Work***

- Enforcement is important and should include spot checking in the field. Truck license plates are tracked and log books are checked on demand – information that is required in the permit.
- The most effective tool is a stop work order. "Just don't let them build". Permit violations automatically get a stop work order. Stop work orders reported in the local newspaper increases community awareness of illegal fill activities.
- Both Surrey and Langley have created a list of potential receiving sites for fill on their website. This is meant to direct trucks to specific locations, rather than having to chase them.
- Soil Watch programs and aerial surveys also help identify problem sites.

### ***What else can be done?***

- Municipalities need the ability to require a soil chemistry analysis for soil/fill.
- In an ideal world, the source sites are bonded and truck tracking/monitoring exists.
- We collectively need to identify approved deposit sites and direct fill to be deposited there. The material has to go somewhere. There should also be easy and cheap locations for the disposal of asphalt and concrete in each municipality.
- Sharing a "hot list" of bad actors that are creating problems for everyone.
- Inter-municipal trucking business licenses would help with enforcement activities.

- How about rewarding landowners that save or protect topsoil?
- What we need is a coordinated plan involving all municipalities, Agricultural Land Commission (ALC), and the Ministry of Agriculture, as well as the municipalities that are the source of the fill.
- The Ministry of Agriculture should provide guidelines on the maximum road or dike width required for farmland to help municipalities determine what is acceptable. Municipalities are not the experts on farming and need guidance on what is being proposed for fill.

### **Provincial Legislation**

- Support from senior levels of government is decreasing (Department of Fisheries and Oceans, Ministry of Environment). Municipalities are left to address the senior government gaps.
- The provincial and federal disengagement on stream protection has resulted in situations where landowners put fill on a slope right up to the watercourse edge. The downstream impacts are huge and have increased the cost of dredging.
- Changes to the *Contaminated Sites Regulation* are under discussion and may impact the movement and enforcement of illegal fill activities.
- It is difficult to enforce zoning bylaws because of the *Right to Farm* legislation and requirements.
- The ALC works with municipalities to ensure their bylaws and permitting processes are aligned with the ALC Act and regulations. The ALC now has 3 enforcement and compliance officers and aims to be more proactive in addressing problem issues.
- The placement of fill in the Agricultural Land Reserve (ALR) is a non-farm use.
- The ALC does not issue permits, only approvals. There are no limits on the amount of fill in the ALC approval because every farm operation is unique.
- Approval from the ALC does not relieve landowners of meeting local government requirements. The landowner still requires a municipal permit to deposit fill on farmland. Also, just because the ALC proves fill depositions, it doesn't mean municipalities have to allow it.
- The ALC can appoint officials/officers for enforcement. Is this downloading or is it an opportunity for municipalities?
- The *Waste Management Act* and *Fisheries Act* supersedes the *Right to Farm* legislation; landowners have to be in compliance with local bylaws.
- The Ministry of Agriculture has produced guidelines for farm practices involving fill.

### **Break Out Group Discussions**

During the break out group discussions the participants were asked whether the three options listed below were the right approach to addressing illegal fill, and if not, what else could be done?

- Soil Deposition Plans and Declaration Forms;
- Cross-jurisdiction Movement of Fill; and
- Enforcement and Legal Mechanisms.

Five recommendations were consistently mentioned in all the discussion groups:

1. Develop a web-based permit registry to track the movement of fill from source to receiving site.
2. Hire an independent spot tracker to monitor compliance of fill deposition requirements using funds collected as part of the permitting process.
3. Compile a list of key contacts for each municipality.
4. Create inter-jurisdictional truck/hauling business licenses.
5. Confirm a regional approach and Council buy-in to address the illegal fill issue.

Additional ideas noted during the break out group discussions are provided below.

### ***Permit Tracking***

- Start tracking the big development operations, then lower the threshold over time.
- The permit tracking system should be user pay so it can be addressed externally. There are limited staff resources available to monitor fill. This process may need provincial sign-off.
- A notification process is necessary, but will require information from the fill source site and a list of municipal staff contacts. Will need to justify holding up permits for information on the soil deposition sites.
- How would a cross-jurisdictional process work? Coordinated website posting permits for building and demolition, agreements to share information (Council approval), database of the permits, email notification to a municipal decision maker when an issue arises (need contact info).
- Spot checks and audits using business licenses, soil removal and building permits as well as waybills at farms.
- Who has legal authority to monitor the permits?
- The big challenge is how to verify the quality of the fill at the receiving site?
- How do other agencies track permitting e.g. MV Solid Waste licensing program?
- What about enforcement at the source? Could source municipalities give stop work orders to source sites if flagged by receiving municipality?
- Another funding option is an inspection fee, which should be consistent across municipalities.

### ***Enforcement and Legal Mechanisms***

- Adjudication process works well. Apply penalties per cubic meter according to deposition bylaws.
- Bylaw Offence Notice (BON) is a useful tool.
- Stop work orders are one of the best incentives to encourage landowners to address the infraction.
- Collection of fines through taxes, if unpaid. Can also use liens on companies.
- Address the disconnection between the hauler and contractor from the source site.
- Review business licenses, and revoke, if appropriate. This may require going to Council.
- Early notification of enforcement issues and financial incentives for enforcement tips.
- Review log books as part of the tracking process.
- Tracking by an independent monitor or outside body.
- Making it simple to legally deposit fill.
- Educate farmers and landowners.
- Working group of municipalities to further develop appropriate tools.

### ***Provincial Initiatives***

- Municipal and Ministry of Environment site profile (live site registry) is easily accessible. Ministry of Small Businesses and Revenue may also be interested in a site registry. Note that the Ministry of Forestry has a system for tracking materials from source to recipients.
- Ministry of Environment (MoE) is handling the relocation agreements for contaminated sites, which has minimal oversight and may be suspended as part of a Review of British Columbia's Site Remediation Legal Regime (Comments due February 1, 2015). Encourage municipalities to comment on MoE discussion paper, Prevention of Site Contamination from Soil Relocation



**Complaints/Enquiries:**

1-800-567-3247

(250) 387-5855

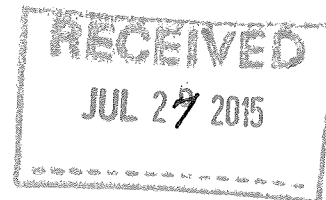
Fax: (250) 387-0198

947 Fort Street  
PO Box 9039 Stn Prov Govt  
Victoria BC V8W 9A5

[www.bcombudsperson.ca](http://www.bcombudsperson.ca)

July 20, 2015

~~Farouk Zaba~~ *CAO*  
~~Secretary-Treasurer~~  
Village of Lions Bay  
PO Box 141  
LIONS BAY BC V0N 2E0



Dear Farouk Zaba:

I am pleased to provide you with a copy of our 2014-2015 Annual Report on behalf of former Ombudsperson Kim Carter. I trust that you will find it to be an informative overview of the work of the Office of the Ombudsperson.

This year, over 7,800 inquiries and complaints were responded to and nearly 1,900 early resolutions and investigative files were completed. Complainants who come to us help us fix problems in the public sector before they become any more complicated. They allow us to fulfil our mandate to oversee administrative fairness in public administration and promote the values of fairness, transparency and accountability. Not only do our resolutions help those who come to us – they help public authorities too. Ministries, Crown corporations, boards and commissions, local governments, health and educational authorities were, because of our involvement, able to find reasonable and equitable solutions that are fair for everyone.

In addition to the individual case summaries found in the Annual Report, our office published a systemic investigation report. *In the Public Interest: Protecting Students through Effective Oversight of Private Career Training Institutions* contains 31 findings and 36 recommendations directed to the Ministry of Advanced Education. The full report and an update on the implementation of recommendations from other reports can be found on our website.

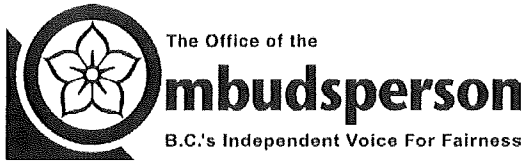
If you would like additional copies of the annual report, please contact us at (250) 387-5855, toll-free at 1-800-567-3247, or complete the "report request" form on the contact section of our newly updated and user-friendly website, [www.bcombudsperson.ca](http://www.bcombudsperson.ca). You may also subscribe to e-News for email notification of reports, newsletters and updates on the status of recommendations from the Office of the Ombudsperson.

Yours sincerely,



Jay Chalke  
Ombudsperson  
Province of British Columbia

Enclosure



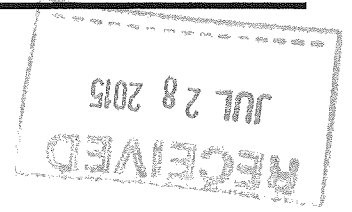
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[www.bcombudsperson.ca](http://www.bcombudsperson.ca)

## NEWS RELEASE

June 25, 2015  
For Immediate Release



### **B.C. Ombudsperson's 35th annual report highlights local government**

Victoria – B.C. Ombudsperson Kim Carter released her annual report today, showcasing investigations concluded with provincial public authorities in 2014/15. The report highlights public complaints in sectors ranging from local government to large provincial ministries.

"Each year, our annual report shows the kind of help we provide all British Columbians, including the most vulnerable people in society," says Carter. "In light of our 20-year anniversary of municipal oversight, this year's report also features additional examples of our work resolving problems at the municipal level."

In 1995, the Office of the Ombudsperson had its wide-ranging provincial jurisdiction expanded to include oversight of administrative fairness in all municipalities, regional districts, and the Islands' Trust.

Local government investigations featured in the annual report include a Prince George neighbourhood group that bought a duelling newspaper ad for a public city meeting, a northern dog-owner who found his pet mistreated at the local shelter and a Vancouver senior who struggled with fallout from a building inspection that occurred 36 years after her renovation. The report also highlights investigations into provincial ministries, Crown corporations, commissions, boards and health authorities.

The B.C. Ombudsperson's mandate to ensure public administration in B.C. is fair, transparent and accountable was celebrated in 2014/15 by the province, which declared November 24-28 2014 Fairness Week.

*Since 1979, the Office of the Ombudsperson has had a statutory mandate from the provincial legislature to uphold fair and reasonable conduct by provincial public authorities. In addition to investigating individual complaints, the Ombudsperson also publishes systemic investigations and recommendations for changes that address administrative unfairness and improve public administration in B.C.*

– 30 –

**Media Contact:** Brad Densmore, Outreach Information and Education Officer | 250 356 7740

Backgrounder attached. For our Systemic Investigation recommendation status update tables and authority file statistics visit [www.bcombudsperson.ca](http://www.bcombudsperson.ca)

**From:** [Lauren Yip](#)  
**To:** [Council @ Lions Bay](#); [Shawna Gilroy](#)  
**Subject:** Please support The Light Up Purple Campaign for Mental Health!  
**Date:** Friday, July 31, 2015 1:56:46 PM  
**Attachments:** [Screenshot 2015-07-13 23.42.33.png](#)  
[Letter - What LUP2015 is about.pdf](#)  
[Letter - WFMH2015 support letter 2015.pdf](#)

---

**Dear Lions Bay Council and Mayor Buhr,**

I am Lauren Yip, a resident of West Vancouver and I am writing on behalf of the Amanda Todd Legacy Society and mother Carol Todd as their Youth Ambassador, inquiring about the possibility of Lions Bay's support and proclamation for an awareness campaign on World Mental Health Day, which will take place on October 10th, 2015. The World Federation of Mental Health has also provided their entire support in this campaign.

Here is a short video explaining our mission with **Light Up Purple**: <http://youtu.be/KpLZvVQS-EU>

World Mental Health Day was initiated in 1992 by the World Federation of Mental Health. This was also the date that Amanda Todd passed away. The awareness related to bullying and mental health is a worldwide concern that continues to need much advocating and awareness messaging. Many of all ages continue to suffer from the effects of bullying, as well as the distresses and tragic consequences which have resulted.

This year on October 10<sup>th</sup>, will mark the three-year anniversary of Amanda's death. Amanda's Legacy is asking for support for all to "**Light Up Purple**" in support of World Mental Health Day.

Thank you for your time in reading this email. Even if our request is not possible, please let us know if you are a supporter by having your colleagues talk about purple and mental health and your business/organization will be added to our list of Caring Supporters on the Light Up Purple website – [www.lightuppurple.com](http://www.lightuppurple.com). We greatly appreciate your generous help in supporting this cause.

With regards,

Lauren Yip  
Youth Ambassador  
[www.amandatoddlegacy.org](http://www.amandatoddlegacy.org)  
[#lightuppurple](https://twitter.com/lightuppurple)  
[www.lightuppurple.com](http://www.lightuppurple.com)





# World Federation for Mental Health

July 15, 2015

Amanda Todd Legacy Society  
Carol Todd

Dear Carol:

The World Federation for Mental Health is proud to support the **Light Up the World Purple Awareness Campaign** as part of an international effort to increase awareness about mental health and the effects of bullying.

As the creators of World Mental Health Day we are always on board to support campaigns that bring international awareness to mental health issues. Your Light Up the World Purple project is important to create awareness regarding the effects of bullying on a person's mental health. We understand the significance of this date in your family and know how important it is to make sure that October 10<sup>th</sup> - World Mental Health Day is used to highlight the awareness campaign. It is hoped that we can help spread the word about all that you are doing.

If possible, try to send us pictures of the event so that we can post them on our website to show the world your event!

I would be happy to send you our WFMH logo to use for your WMHDAY Event and if there is anything else we can do, please let me know.

Thank you and good luck with your campaign!

*Deborah*

Deborah Maguire  
WFMH, Director of Administration  
WMHDAY Coordinator



**AMANDA TODD LEGACY**  
**'THE DREAM OF HELPING KIDS'**

[amandatoddlegacy.org](http://amandatoddlegacy.org) | [info@amandatoddlegacy.org](mailto:info@amandatoddlegacy.org)

The Amanda Todd Legacy Society would like to invite you to participate in our third annual Light Up Purple campaign for World Mental Health Day (WMHDay) on October 10th 2015. WMHDay was first celebrated in 1992 at the initiative of the World Federation of Mental Health.

For the past two years, we have been encouraged by the number of landmarks around the world that have lit up purple to bring increased awareness to mental illness. Not only did these landmarks illuminate purple, but people, organizations, schools and businesses also participated in this event in their own creative way. While the list from previous years has been impressive, we hope to expand it once again this year.

Amanda's lasting message is based on her 'Dream of Helping Kids'. Her story continues to be shared in many countries around the world to people of all ages. Awareness and understanding with respect to exactly what mental health is and how we can educate around it, is so very important.

The You Tube video Amanda created depicts the struggles she felt after endless years of torment due to bullying, cyberbullying and exploitation. It has been viewed cumulatively over 33 million times and within it, she shares her thoughts - "I'm struggling to stay in the world, because everything just touches me so deeply. I'm not doing this for attention. I'm doing this to be an inspiration and to show that I can be strong. I did things to myself to make the pain go away, because I would rather hurt myself than someone else. Haters are haters but please don't hate, although I'm sure I'll get them. I hope I can show you guys that everyone has a story and everyone's future will be bright one day, you just gotta pull through. I'm still here aren't I?"

As told on the Dr Phil Show, to members of government and at various conferences related to children and youth, mental health and cyberbullying, the world needs to stand together as one, united around the globe to MAKE A DIFFERENCE. We need to educate and empower our children/adults and we need to ensure that changes are made in order to avoid more casualties. We need to encourage others to speak up and to reach out to others, in other words "to not be a bystander". We, as caring communities, as parents, friends, families, and our youth, businesses and work colleagues need to make a UNITED STAND. A stand which the entire world can see, embrace, light up and say "no more" to bullying and the stigma of having a mental illness.

***Please join us this year and help make a difference on October 10<sup>th</sup>.***



OFFICE OF THE MAYOR

City Hall - 20399 Douglas Crescent, Langley, BC Canada V3A 4B3  
Telephone: 604-514-2801 Fax: 604-514-2838

July 29, 2015

The Right Honourable Stephen Harper P.C., M.P.  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2

**Re: Federal Leaders Debate on Municipal Issues**

Dear Prime Minister,

I write on behalf of Langley City Council to advise you that at the June 15, 2015 regular meeting, Council discussed the upcoming federal election and the need to hear from the federal parties about their commitments to support municipal governments. To that end, we felt the issues would be best addressed if the federal party leaders committed to participate in a national debate on municipal issues before the next federal election. The discussion resulted in the adoption of the following resolution:

*THAT City Council send a letter to all federal party leaders and each candidate in the Langley/Cloverdale riding asking for a leaders debate on municipal issues before the next federal election.*

*FURTHER THAT a copy of the letter be emailed to Metro Vancouver municipalities with a request that they show support by sending a letter to the federal leaders asking the same, and that a copy be sent to FCM.*

We thank you for your consideration and look forward to a favourable response.

Yours truly,  
City of Langley

A handwritten signature in black ink, appearing to read "Ted Schaffer".

Ted Schaffer  
Mayor

cc: The Honourable Thomas Mulcair, Leader of the Official Opposition  
Justin Trudeau, MP, Leader of the Liberal Party of Canada  
Gilles Duceppe, Leader of the Bloc Québécois  
Elizabeth May, MP, Leader of the Green Party of Canada  
John Aldag, Candidate, Liberal Party of Canada, Cloverdale – Langley City  
Scott Anderson, Candidate, Green Party of Canada, Cloverdale – Langley City  
Dean Drysdale, Candidate, Conservative Party of Canada, Cloverdale – Langley City  
Rebecca Smith, Candidate, New Democrat Party of Canada, Cloverdale – Langley City  
**Metro Vancouver Municipalities**  
Federation of Canadian Municipalities







**THE RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way  
Whistler, BC Canada V0N 1B4  
[www.whistler.ca](http://www.whistler.ca)

TEL 604 932 5535  
TF 1 866 932 5535  
FAX 604 935 8109

July 31, 2015

File: 4902

Squamish Nation  
Village of Lions Bay  
District of Squamish  
Village of Pemberton  
Lil'wat Nation  
Squamish Lil'wat Regional District

**Re: Sea to Sky Highway Closure In-Resort Communications Protocol**

As communities in the Sea to Sky corridor we are all dependent on Highway 99 for access to and from our communities. The mountainous landscape combined with seasonal conditions and high influxes of visitors can sometimes complicate and restrict travel. We all know too well that traffic accidents, weather events, and other potential hazards along the route, can result in delays, and road closures.

The provincial Ministry of Transportation and Infrastructure's DriveBC provides timely road condition and incident information in order to help motorists. This is a great service. The Resort Municipality of Whistler has augmented DriveBC by establishing a local in-Resort Highway Closure Communication Protocol. This Protocol provides a strategy for the RMOW and in-resort partners to notify resort guests and other travelers that the Sea to Sky Highway is closed and guide them to preferred sources of road closure information and updates. The objective of this protocol is to direct motorists to timely and accurate highway closure and related information, allowing them to make informed travel choices and avoid congestion.

RMOW wanted to share our Protocol with you for informational purposes. Attached please find a copy. If you have any questions please contact Norm McPhail, General Manager, Corporate and Community Services at (604-935-8164), or email [nmcphail@whistler.ca](mailto:nmcphail@whistler.ca).

Sincerely,

Mike Furey  
Chief Administrative Officer



# SEA TO SKY HIGHWAY CLOSURE IN-RESORT COMMUNICATIONS PROTOCOL

---

The Resort Municipality of Whistler | August 2015



**THE RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way  
Whistler, BC Canada V0N 1B4  
[www.whistler.ca](http://www.whistler.ca)

TEL 604 932 5535  
TF 1 866 932 5535  
FAX 604 935 8109

All Council meetings are recorded and available at [lionsbay.ca/municipal\\_services/calendar](http://lionsbay.ca/municipal_services/calendar).

## EXECUTIVE SUMMARY

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Like many communities in British Columbia, the Resort Municipality of Whistler (RMOW) is dependent on one highway, the Sea to Sky, for access to and egress from the resort to both the North and South. The mountainous landscape of the Sea to Sky Highway combined with seasonal and geographic hazards and high influxes of visitor traffic can complicate and restrict travel. Traffic accidents, heavy snowfall accumulations, and other potential hazards along the route can result in major delays, and complete road closures, requiring many additional driving hours for motorists.

Incidents happen, and highway closures are at times unavoidable. Emergency response crews respond to incidents on the Sea to Sky Highway as efficiently as possible, but there are response and investigative protocols that must be followed and take time. Some closures, particularly if the road is obstructed or a serious injury or fatality has occurred, can take hours to clear. The Sea to Sky Motor Vehicle Incident Response (2009) details strategies used by emergency response agencies to enhance road incident response on the Sea to Sky Highway. This document, the Sea to Sky Highway Closure In-Resort Communications Protocol, is an appendix to the Sea to Sky Motor Vehicle Incident Response (2009).

Whistler is a resort community. The RMOW and partner agencies including Whistler Blackcomb, Tourism Whistler, Whistler Chamber of Commerce, and Ministry of Transportation and Infrastructure (MOTI) are mindful of the visitor experience. These partners believe that a coordinated method of directing travelers to timely and accurate road closure information will ease the number of motorists on the Sea to Sky Highway during a closure and minimize visitor inconveniences or safety issues associated with sitting in traffic for extended periods. Leading travelers to accurate road closure information will enable them to make informed travel choices and avoid the congestion and frustration that inevitably results.

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# 1 INTRODUCTION

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## 1.1 Objective

The Sea to Sky Highway Closure In-Resort Communications Protocol provides a strategy for the RMOW and partners to notify travelers that the Sea to Sky Highway (herein referred to as 'the highway' or Highway 99) is closed and guide them to preferred sources of road closure information and updates. The objective of this protocol is to direct motorists and potential motorists to timely and accurate highway closure and related information, allowing them to make informed travel choices and avoid congestion.

## 1.2 Scope

The Sea to Sky Highway Closure In-Resort Communications Protocol will be used during highway delays greater than thirty (30) minutes, and full-highway closures. Highway delays or closures will be classified as minor or major based on the terminology used by MOTI. Single-lane alternating traffic is not considered a road closure, however, if travel delays are greater than 30 minutes then resort partners will be notified.

The existing MOTI Drive BC protocol and public information tool is a foundational platform for this strategy. The Sea to Sky Highway Closure In-Resort Communications Protocol does not include procedures for the management of the roadway, the response to the incident at the site by first responders, or other operational functions such as snow tire enforcement. These procedures can be found in the Sea to Sky Motor Vehicle Incident Response (2009).

The Sea to Sky Highway Closure In-Resort Communications Protocol was developed as a partnership between several Whistler agencies including the Resort Municipality of Whistler, Whistler Blackcomb, Tourism Whistler, Whistler Chamber of Commerce, and the Ministry of Transportation and Infrastructure. This group, titled the Sea to Sky Highway Road Closure Committee, worked together to develop a coordinated strategy to direct travelers to timely and accurate road closure information.

## 1.3 Protocol Use

Use of this protocol is at the discretion of the on-scene Incident Commander (IC), usually a representative from the RCMP or Whistler Fire Rescue Service. This protocol will be used when a closure or delay on the highway of greater than thirty (30) minutes.

The following agencies have responsibilities listed in this protocol and are therefore the intended users:

- » RCMP
- » Whistler Fire Rescue Service
- » The Resort Municipality of Whistler
- » Whistler Blackcomb
- » Ministry of Highway & Infrastructure

- » Whistler Chamber of Commerce
- » Tourism Whistler
- » Regional Traffic Management Centre
- » Drive BC
- » Mountain FM
- » Whistler Village Hosts

## 1.4 Protocol Maintenance and Revisions

The Supervisor of Bylaw Services is responsible for maintaining the Sea to Sky Highway Closure In-Resort Communications Protocol. The protocol is not designed as a shelf document, but rather a readable working document that is continuously revised. All requests for additions, deletions or amendments to this protocol should be addressed to:

**Sandra Smith**

**4325 Blackcomb Way, Whistler, BC V0N 1B4  
604 388 9291**

**ssmith@whistler.ca**

As the Sea to Sky Highway Closure In-Resort Communications Protocol is a new strategy, it should be tested through a tabletop exercise to confirm its effectiveness prior to being used during a road delays and closures. A tabletop exercise will establish the adequacy of the response and demonstrate how the procedures and processes might be improved.

The Sea to Sky Highway Closure In-Resort Communications Protocol will be reviewed after the proposed tabletop exercise and then on an annual basis. The protocol will be revised and updated as necessary to ensure that it continually reflects the requirements of all stakeholders. This is accomplished through consultation with the Road Closure Working Group. Agreed upon changes will be implemented as soon as reasonably practical.

All changes to the Sea to Sky Highway Closure In-Resort Communications Protocol will be documented in the revision history. Revisions that are considered major in nature such as re-organization of information within the document, the addition of sections, the elimination of content or changes in terminology will be presented to the Road Closure Working Group for discussion prior to revision of the document.

**Table 1 Protocol Revision History**

| Revision Number            | Description of Change                                       | Revised By                                   | Revision Date |
|----------------------------|-------------------------------------------------------------|----------------------------------------------|---------------|
| <b>Initial Version 1.0</b> | Protocol developed by the Road Closure Working Group, 2014. | Road Closure Working Group N. McPhail et al. |               |

## 1.5 Protocol Distribution

The Supervisor of Bylaw Services will distribute the Sea to Sky Highway Closure In-Resort Communications Protocol.

**Table 2 Sea to Sky Highway Closure In-Resort Communications Protocol Distribution List**

| Protocol Number | Copy Type   | Assigned to                                              | Date |
|-----------------|-------------|----------------------------------------------------------|------|
| 1               | PDF & Print | RMOW General Manager of Corporate and Community Services |      |
| 2               | PDF         | General Manager of Infrastructure Services               |      |
| 3               | PDF         | RMOW Emergency Program Coordinator                       |      |
| 4               | PDF         | Tourism Whistler - Manager of Communications             |      |
| 5               | PDF         | Whistler/Blackcomb VP Operations                         |      |
| 6               | PDF         | Whistler Chamber of Commerce - CAO                       |      |

## 2 COMMUNICATION STRATEGY

### 2.1 Resort Notify Group

In order to notify the RMOW and resort partners that a highway closure has occurred, the RMOW has set-up a contact group called "Resort Notify." The Resort Notify group consists of the RMOW and partners including Whistler Blackcomb, Ministry of Highway & Infrastructure, the Whistler Chamber of Commerce, and Tourism Whistler. To simplify the Resort Notify process, each organization will submit their contact list. This list will be forwarded to Connections Answering Service. Connections Answering Service will send out messaging to all members of the group if there is a delay on the Sea to Sky Highway of greater than thirty (30) minutes or longer. Each organization is responsible to create their own contact list for further distribution. The Resort Notify group Contact List can be found in [Appendix A](#).

Notifications sent to the Resort Notify group are meant for alert purposes only. No replies should be sent and no regular business or distribution of documents should take place using this group address.

#### 2.1.1 How the Resort Notify Group Works

When a road closure occurs on the highway, the Resort Notify group will be sent an [email or text or both] notification. Upon receiving the notification, recipients will follow pre-established notification procedures for disseminating the information further. This process is described in detail in [Section 3, Notification Strategy](#).

## 2.2 Credible Sources of Highway Closure Information

There are two pre-existing sources that provide accurate and timely highway closure information to motorists: the Regional Traffic Management Centre (DriveBC) and the local Mountain FM radio station. When a highway closure occurs, motorists will be advised of the closure through various communication mechanisms and directed to these credible sources for more information and updates.

### 2.2.1 Regional Traffic Management Centre (DriveBC)

The Regional Traffic Management Centre (RTMC) is a provincial traffic control and monitoring facility. The RTMC provides the DriveBC service and updates the dynamic message signs located on the highway.

DriveBC is a public service, through the RTMC, that provides timely road condition and incident information in order to help motorists decide when to travel and the route to take. Accurate information of highway closures is provided to the general public through the DriveBC website, toll-free phone and email subscription service, and Twitter Information disseminated by DriveBC to the general public may include details on the nature of the closure, estimated duration of the closure, and alternate routes available. Incident announcements and regular updates are provided. DriveBC does not report road conditions, incidents or events on municipal roads.

### 2.2.2 Mountain FM

Mountain FM is a local radio station that broadcasts in Whistler and Squamish. Mountain FM (102.1 in Whistler and 107.1 in Squamish) broadcasts information and updates to listeners when the highway is closed including details on the nature of the closure, estimated duration of the closure, and alternate routes. In addition, Mountain FM receives information from motorists affected by the closure and will broadcast this to listeners.

## 2.3 Notifications from Site to RTMC/Drive BC, Mountain FM

In the event of a highway incident, the MOTI or Maintenance Contractor will advise road users of closure/wait times/alternative routes and will follow the notification protocols as set out in the Motor Vehicle Incident Response Strategic Protocol. The IC will provide details of the closure such as the location of the closure, the cause of the closure, and the estimated duration of the closure. This process is described in detail in [Section 3. Notification Strategy](#).

## 2.4 Standardized Messaging

Every effort should be made to maintain a streamlined information management process to avoid the passing of inaccurate, conflicting, or misleading information during road closures. A standardized message will be used to alert people of the highway closure and direct them to Drive BC and Mountain FM for more information and updates. The following standardized road closure message is recommended:



*Highway 99 is affected as the result of an incident.  
Expect delays. Check [www.drivebc.com](http://www.drivebc.com), call 1 800 550  
4997, or listen to Mountain FM 102.1 (Whistler) 107.1  
(Squamish) for more information and updates.*

#### **2.4.1 Message Components**

Road closure information must appear to be from a credible source. A sign or alert from a credible source is more likely to attract attention. Signs listing the “standardized road closure message” should display a reputable logo. Emails disseminating the “standardized road closure message” should be sent from corporate email addresses or through well-used communication channels and should indicate the source of the information (e.g. “The Regional Traffic Management Centre has reported that...”).

### **2.5 Communication Tools**

Once the “Resort Notify” Group is made aware of the highway closure, a variety of mechanisms will be used to disseminate the message that the highway is closed and direct the general public to DriveBC and Mountain FM. The communication mechanisms will include: signage, email, websites, social media outlets, and on-scene updates. [Section 3, Notification Strategy](#) provides detailed information on the actions to be taken by the RMOW and each partner agency.

#### **2.5.1 Signage**

Signage is an effective and inexpensive method of disseminating information to the public. Signage indicating that the highway is closed will be implemented at high-traffic areas and major traveler decision points through the RMOW. A major traveler decision point is a location where drivers can make informed travel choices and change their protocols (departure time, extend their stay, etc.).

#### **2.5.2 Email Groups**

Pre-established email groups will be used to disseminate information to the visitor population when a road closure occurs. Partner agencies including Whistler Blackcomb, Whistler Chamber of Commerce and Tourism Whistler, have compiled large lists of affiliates that deal with vital components of the visitor industry. These affiliates may pass highway closure information onto their clients and guests.

#### **2.5.3 Websites & Social Media**

Credible corporate websites and social media outlets (Twitter and Facebook) may be used to direct travelers to highway closure information. Direct links to DriveBC should be provided.

#### **2.5.4 On-Scene Updates**

The MOTI/Maintenance Contractors are responsible for advising road users of closure/wait times/alternative routes. This is done through the Regional Traffic Management Centre and Drive BC channels are updated.

### 3 NOTIFICATION STRATEGY

This section provides a detailed summary of the Sea to Sky Highway Closure In-Resort Communications Protocol in the form of a checklist, tables and flow-chart diagram in keeping with the desire for a simple protocol. While stakeholders should be familiar with the entire protocol, this section will guide participants through the communication protocol in simple terms.

The RMOW has set up two email groups that may be used to notify stakeholders:

[S2sminor@whistler.ca](mailto:S2sminor@whistler.ca)

[S2smajor@whistler.ca](mailto:S2smajor@whistler.ca)

**Table 3 Highway Closure Notification Checklist**

| IN RESORT HIGHWAY DELAY OR CLOSURE NOTIFICATION CHECKLIST                           |                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This checklist outlines the notification procedures for a highway delay or closure. |                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                            | If delays are greater than 30 minutes initiate the Sea to Sky Highway status In-Resort Communications Protocol.                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                            | Drive BC will update web-site, phone message and issue an email alert to Sea to Sky Highway subscribers, and Tweet to Twitter subscribers.                                                                                                                                                                                                                                    |
| <input type="checkbox"/>                                                            | “Resort Notify” will be automatically distributed to RMOW, Whistler Blackcomb, Tourism Whistler, and Whistler Chamber of Commerce. Upon receiving the notification, recipients will follow pre-established processes for information dissemination using the standardized message. See Table 4 for a description of how each agency will disseminate the information further. |
| <input type="checkbox"/>                                                            | The Regional Traffic Management Centre will update Dynamic Message Signs on the highway.                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/>                                                            | Mountain FM will broadcast timely public service announcements of the information provided by ECOMM and information received from motorists to listeners.                                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                            | This process will be repeated for updates and when the highway issue is resolved. All signs must be removed when highway re-opens.                                                                                                                                                                                                                                            |

Table 4 Information Dissemination by Stakeholder Agency

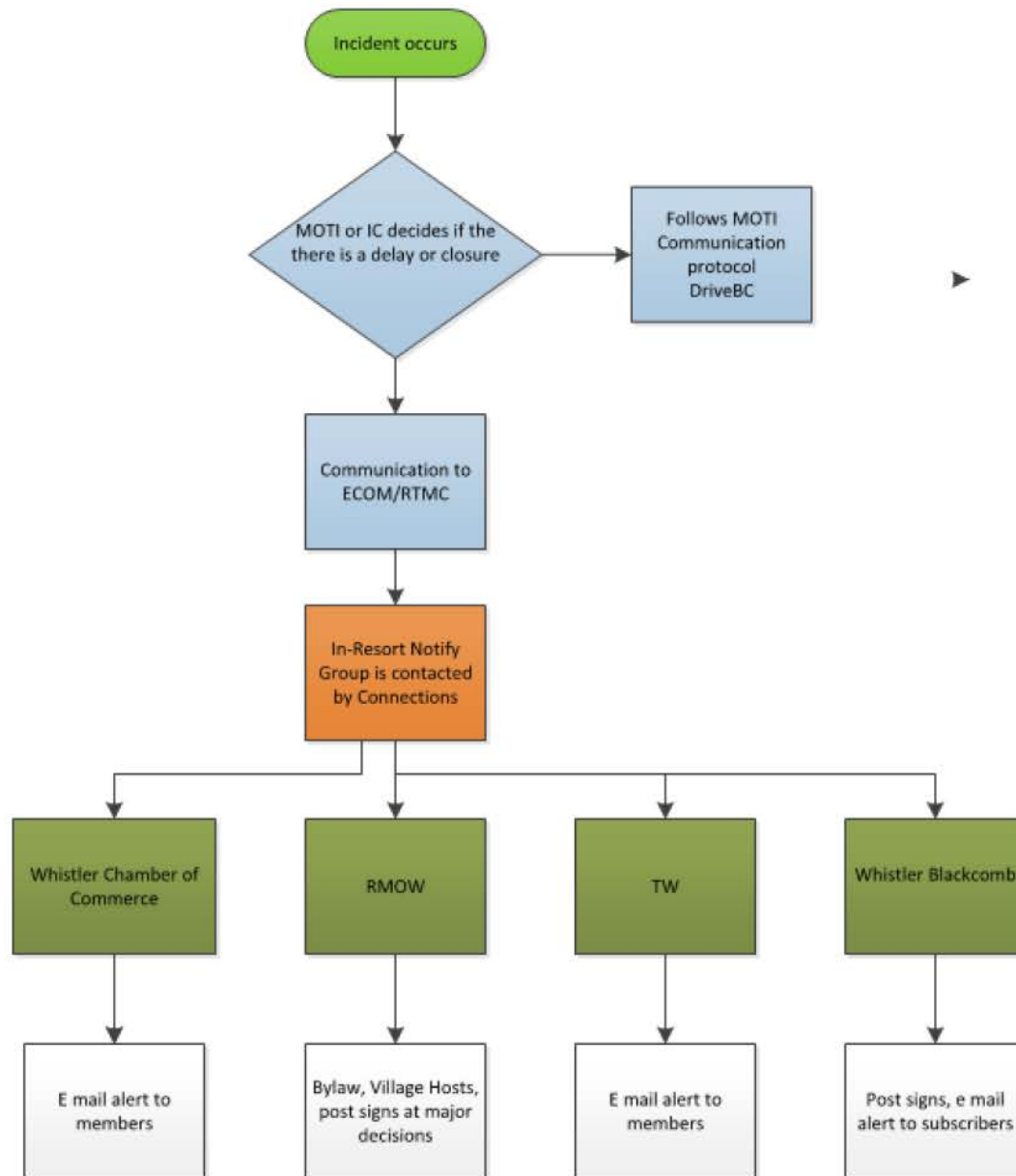
| Information Dissemination by Stakeholder Agency |                                                                                                                                                                |                                                                                                                                                                                                                                     |                                                                                                      |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Stakeholder                                     | Responsibilities                                                                                                                                               | Method of Dissemination                                                                                                                                                                                                             | Intended Audience                                                                                    |
| Resort Municipality of Whistler                 | ▪ Notify partners through Connections that a highway closure is in effect.                                                                                     | “Resort Notify”                                                                                                                                                                                                                     | Key staff<br>Whistler Chamber of Commerce<br>Whistler Blackcomb<br>Tourism Whistler<br>Village Hosts |
|                                                 | ▪ Distribute the message to resort partners and the general public that the highway is closed and that information and updates can be sought from Drive BC.    | <ul style="list-style-type: none"> <li>▪ BYLAW will post signage at ‘major decision points’ in resort. See Table 3 for suggested locations of signage.</li> <li>▪ Communications may issue social media or website alert</li> </ul> | Visitors<br>Commuters<br>Residents<br>Businesses                                                     |
|                                                 |                                                                                                                                                                | ▪ Village Hosts will share notification with their network and will place a sign to notify guests                                                                                                                                   | Businesses, pedestrians on village stroll.                                                           |
|                                                 | ▪ HR to notify staff                                                                                                                                           | ▪ E mail alert to staff                                                                                                                                                                                                             | RMOW staff                                                                                           |
| Whistler Blackcomb                              | ▪ Distribute the message to guests, affiliates and the general public that the highway is closed and that information and updates can be sought from Drive BC. | <ul style="list-style-type: none"> <li>▪ Signage placed in parking lots, lift huts, restaurants and other high-traffic areas.</li> <li>▪ Alert put on WB Facebook Page</li> <li>▪ Email Alert sent to staff</li> </ul>              | Staff<br>Visitors<br>Commuters<br>Residents<br>Businesses                                            |
| Tourism Whistler                                | ▪ Distribute the message to members and the general public that the highway is closed and that information and updates can be sought from Drive BC.            | <ul style="list-style-type: none"> <li>▪ Alert put on Facebook Page</li> <li>▪ Email Alert sent to members and staff</li> </ul>                                                                                                     | Staff<br>Visitors<br>Commuters<br>Residents<br>Businesses                                            |
| Whistler Chamber of Commerce                    | ▪ Distribute the message to chamber members and the general public that the highway is closed and that information and updates can be sought from Drive BC.    | ▪ Email alert to members                                                                                                                                                                                                            | Staff<br>Visitors<br>Commuters<br>Residents<br>Businesses                                            |
| Transportation providers                        | Distribute to a developed transportation group                                                                                                                 | E mail or text alert                                                                                                                                                                                                                | Staff<br>Visitors                                                                                    |

|  |  |  |                        |
|--|--|--|------------------------|
|  |  |  | Commuters<br>Residents |
|--|--|--|------------------------|

Table 5 Signage Locations &amp; Agency Responsible to Display

| Signage Locations & Agency Responsible to Display |                                                                  |                             |
|---------------------------------------------------|------------------------------------------------------------------|-----------------------------|
| Location                                          | Sign Type                                                        | Responsibility to Implement |
| Lorimer Road and Village Gate                     | Pre-printed sign listing the 'standardized road closure message' | RMOW Bylaw                  |
| Creekside & Highway 99                            | Pre-printed sign listing the 'standardized road closure message' | RMOW Bylaw                  |
| Alpine and Highway 99                             | Pre-printed sign listing the 'standardized road closure message' | RMOW Bylaw                  |
| Day Lot 3 Exit at Blackcomb Way Covered bridge    | Pre-printed sign listing the 'standardized road closure message' | RMOW Bylaw                  |
| Day Lot 4 Exit at Lorimer Road                    | Pre-printed sign listing the 'standardized road closure message' | RMOW Bylaw                  |
| Village Host Kiosks Along Village Stroll          | Pre-printed sign listing the 'standardized road closure message' | Village Hosts               |
| W/B Parking Lot Exits                             | Pre-printed sign listing the 'standardized road closure message' | Whistler Blackcomb Parking  |

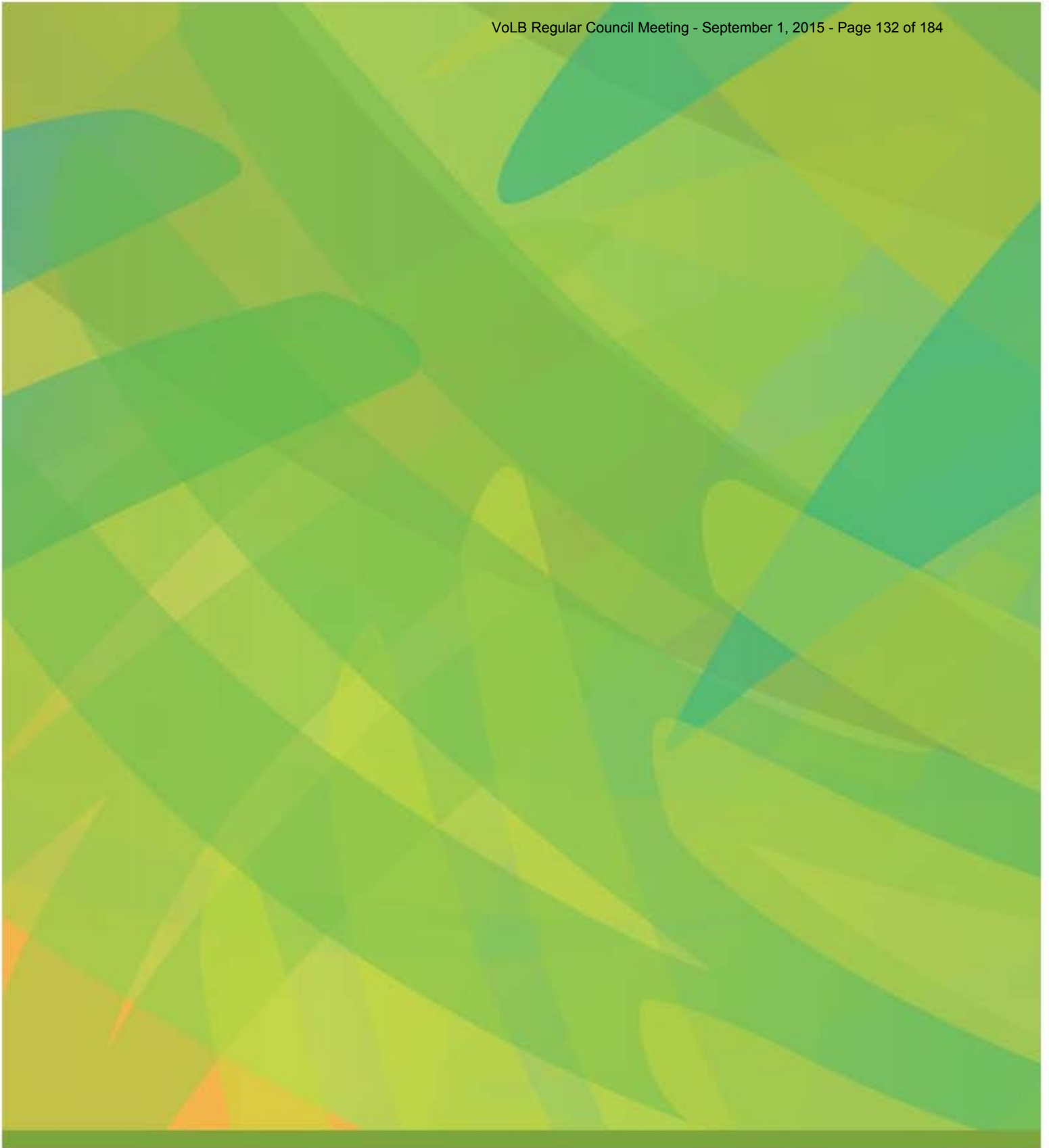
Figure 1 Sea to Sky Highway Closure In-Resort Communications Protocol Flowchart



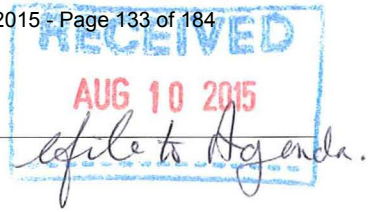
## 4 APPENDIX

### 4.1 Appendix A – “Resort Notify” Group Phone and Address List

| Organization                           | Position                              | Name                | Work phone   | Mobile       | e mail                                                                                 | Minor | Major |
|----------------------------------------|---------------------------------------|---------------------|--------------|--------------|----------------------------------------------------------------------------------------|-------|-------|
| <b>RMOW</b>                            | CAO                                   | Mike Furey          | 604 935 8181 | 604 388 8874 | <a href="mailto:mfurey@whistler.ca">mfurey@whistler.ca</a>                             | X     | X     |
|                                        | GM Resort Experience                  | Jan Jansen          | 604 935 8177 | 604 935 5946 | <a href="mailto:jjansen@whistler.ca">jjansen@whistler.ca</a>                           |       | X     |
|                                        | GM Infrastructure Services            | Joe Paul            | 604 935 8193 | 604 966 7502 | <a href="mailto:jpaul@whistler.ca">jpaul@whistler.ca</a>                               | X     | X     |
|                                        | GM Corporate and Community Services   | Norm McPhail        | 604 935 8164 | 604 967 3111 | <a href="mailto:nmcphail@whistler.ca">nmcphail@whistler.ca</a>                         | X     | X     |
|                                        | Fire Chief                            | Sheila Kirkwood     | 604 935 8264 | 604 905 8735 | <a href="mailto:skirkwood@whistler.ca">skirkwood@whistler.ca</a>                       |       | X     |
|                                        | Deputy Fire Chief                     | Chris Nelson        | 604 935      |              | <a href="mailto:cnelson@whistler.ca">cnelson@whistler.ca</a>                           |       | X     |
|                                        | Communications                        | Michele Comeau      | 604 935 8152 | 604 932 0833 | <a href="mailto:mcomeau@whistler.ca">mcomeau@whistler.ca</a>                           |       | X     |
|                                        | Bylaw                                 | Sandra Smith        | 604 935 8281 | 604 388 9291 | <a href="mailto:ssmith@whistler.ca">ssmith@whistler.ca</a>                             | X     | X     |
|                                        | Village Hosts - On duty Supervisor    |                     |              | 604 935 5965 | <a href="mailto:ihost@whistler.ca">ihost@whistler.ca</a>                               |       | X     |
|                                        | Director of Human Resources           | Denise Wood         | 604 935 8217 | 604 935 5963 | <a href="mailto:dwood@whistler.ca">dwood@whistler.ca</a>                               |       | X     |
|                                        | Manager of Legislative Services       | Shannon Story       | 604 935 8112 | 604 935 0995 | <a href="mailto:sstory@whistler.ca">sstory@whistler.ca</a>                             |       | X     |
| <b>Whistler/Blackcomb</b>              | VP Mountain Operations                | Bob DuFour          |              | 604 905 8316 | <a href="mailto:bdufour@whistlerblackcomb.com">bdufour@whistlerblackcomb.com</a>       | X     | X     |
|                                        | Director Mountain Operations          | Doug McFarlane      | 604 938 7081 | 604 938 3548 | <a href="mailto:dmcfarlane@whistlerblackcomb.com">dmcfarlane@whistlerblackcomb.com</a> | X     | X     |
|                                        | Mountain Operations                   | Adam Francis        |              | 604 905 9049 | <a href="mailto:afancis@whistlerblackcomb.com">afancis@whistlerblackcomb.com</a>       | X     | X     |
| <b>Tourism Whistler</b>                | President & CEO                       | Barrett Fisher      |              | 604 698 0854 | <a href="mailto:bfisher@tourismwhistler.com">bfisher@tourismwhistler.com</a>           |       | X     |
|                                        | VP Market Development & Sales         | Karen Goodwin       |              | 604 698 0858 | <a href="mailto:kgoodwin@tourismwhistler.com">kgoodwin@tourismwhistler.com</a>         |       | X     |
|                                        | VP Marketing                          | Louise Walker       |              | 604 698 0857 | <a href="mailto:lwalker@tourismwhistler.com">lwalker@tourismwhistler.com</a>           |       | X     |
|                                        | Director of Finance                   | Heather Boxrud      |              | 604 902 3424 | <a href="mailto:hboxrud@tourismwhistler.com">hboxrud@tourismwhistler.com</a>           |       | X     |
|                                        | Manager of Communications             | Patricia Westerholm | 604 938 2748 | 604 698 0554 | <a href="mailto:pwesterholm@tourismwhistler.com">pwesterholm@tourismwhistler.com</a>   | X     | X     |
| <b>Whistler Chamber</b>                | CEO                                   | Val Litwin          | 604 932 5922 | 778 888 4210 | <a href="mailto:val@whistlerchamber.com">val@whistlerchamber.com</a>                   | X     | X     |
|                                        | Marketing and Communications Manager  | Michelle Ratcliffe  | 604 932 5922 | 604 902 6474 | <a href="mailto:michelle@whistlerchamber.com">michelle@whistlerchamber.com</a>         | X     | X     |
| <b>Contact Info for other agencies</b> |                                       |                     |              |              |                                                                                        |       |       |
| <b>MOTI</b>                            |                                       |                     |              |              |                                                                                        |       |       |
|                                        | Area Manager                          | Jesse Morwood       |              | 604 312 4530 | <a href="mailto:jesse.morwood@gov.bc.ca">jesse.morwood@gov.bc.ca</a>                   |       |       |
|                                        | Area Manager                          | Graeme Schimpf      |              | 604 828 1044 | <a href="mailto:Graeme.Schimpf@gov.bc.ca">Graeme.Schimpf@gov.bc.ca</a>                 |       |       |
| Miller Capilano                        | MOTI Contractor                       |                     |              | 866 918 1010 |                                                                                        |       |       |
|                                        | Horse Shoe Bay to Function            |                     |              |              |                                                                                        |       |       |
| Main Roads                             | MOTI Contractor                       |                     |              | 866 904 0209 |                                                                                        |       |       |
|                                        | Function to Duffey / Upper Levels Hwy |                     |              |              |                                                                                        |       |       |
| RCMP                                   | Non- Emergency Number                 |                     | 604 932 3044 |              |                                                                                        |       |       |
| Fire Dept                              | On duty cell phone                    |                     | 604 932 8865 |              |                                                                                        |       |       |







Board and Information Services, Legal and Legislative Services  
Tel. 604.432.6250 Fax 604.451.6686

AUG 04 2015

File: CR-04-01

His Worship Mayor Karl Buhr and Council  
Village of Lions Bay  
400 Centre Road PO Box 141  
Lions Bay, BC V0N 2E0

**VILLAGE OF LIONS BAY**  
FILE TO I/C .....  
FILE TO PROPERTY FILE .....  
OTHER .....

Dear Mayor Buhr and Council:

**Re: Metro Vancouver 2040: Shaping our Future Amendment to Reflect Recently Accepted Regional Context Statements - Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1223, 2015**

In accordance with section 857.1(2) of the *Local Government Act*, and sections 6.4.2 and 6.4.5 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, this letter provides notification to affected local governments and other agencies of a proposed amendment to the regional growth strategy.

Metro Vancouver has initiated a regional growth strategy Type 3 minor amendment to incorporate changes to *Metro 2040* land use designation maps stemming from eight Regional Context Statements accepted between early 2014 and early 2015.

Specifically, on July 31, 2015, the GVRD Board resolved to:

- a) Initiate the *Metro Vancouver 2040: Shaping our Future* amendment process for a Type 3 amendment to the regional growth strategy to incorporate land use designation changes and the addition of Frequent Transit Development Areas and local centres stemming from accepted Regional Context Statements;
- b) Give first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1223, 2015"; and
- c) Direct staff to notify affected local governments and appropriate agencies as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.

Over the period from early 2014 to early 2015, the GVRD Board accepted seven RCSs (District of North Vancouver, Village of Anmore, City of Surrey, City of New Westminster, City of North Vancouver, District of West Vancouver, City of Port Moody), plus the Province adopted the RCS for the University of British Columbia Point Grey Campus (within the Electoral Area A).

The Regional Context Statements included revisions to the *Metro 2040* land use designations that the Board deemed 'generally consistent' with the Regional Land Use Designation Map 2, as well as new Frequent Transit Development Areas (FTDAs), and local centres. The proposed amendment also



includes updates to the *Metro 2040* Appendix A, Table A-1: Population, Dwelling Unit and Employment Projections for Metro Vancouver Subregions and Municipalities, to reflect municipal numbers in RCS's deemed to be generally consistent with *Metro 2040*.

A Type 3 amendment to *Metro 2040* requires an affirmative 50%+1 weighted vote of the GVRD Board at each reading of the bylaw; there is no regional public hearing. For more information on regional growth strategy amendment procedures, please see *Metro 2040* Sections 6.3 and 6.4. For more information on the proposed amendment, please refer to the attached report.

The deadline for comments on the bylaw amendment is September 16, 2015. Following the comment period, the Board will review all comments received, and consider third reading and final adoption of the amendment bylaw.

You are invited to provide written comments on this proposed amendment to *Metro 2040*. **Please provide your comments in the form of a Council or Board resolution, as applicable, and submit to [chris.plagnol@metrovancover.org](mailto:chris.plagnol@metrovancover.org) by September 16, 2015.** If you have any questions with respect to the proposed amendment, please contact Eric Aderneck, Senior Regional Planner at 778-452-2626 or [eric.aderneck@metrovancover.org](mailto:eric.aderneck@metrovancover.org).

Information on the proposed amendment and a copy of *Metro 2040* can be found on the Metro Vancouver website at: [www.metrovancover.org/services/regional-planning](http://www.metrovancover.org/services/regional-planning)

Sincerely,



Chris Plagnol  
Corporate Officer

CP/EC/HM/EA

Encl: Report -- dated June 11, 2015, titled "*Metro Vancouver 2040: Shaping our Future* Amendment to Reflect Recently Accepted Regional Context Statements", considered by the GVRD Board on July 31, 2015.



To: Regional Planning Committee

From: Eric Aderneck, Senior Regional Planner  
Planning, Policy and Environment Department

Date: June 11, 2015

Meeting Date: July 10, 2015

Subject: ***Metro Vancouver 2040: Shaping our Future* Amendment to Reflect Accepted Regional Context Statements**

### RECOMMENDATION

That the GVRD Board:

- a) Initiate the *Metro Vancouver 2040: Shaping our Future* amendment process for a Type 3 Minor Amendment to the regional growth strategy to incorporate land use designation changes and the addition of Frequent Transit Development Areas and local centres stemming from accepted Regional Context Statements;
- b) Give first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1223, 2015"; and
- c) Direct staff to notify affected local governments and appropriate agencies as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.

### PURPOSE

The purpose of this report is to provide the GVRD Board with the opportunity to consider first and second reading of a Type 3 Minor Amendment to *Metro Vancouver 2040: Shaping our Future* (*Metro 2040*) to incorporate changes to regional land use designation maps, the addition of Frequent Transit Development Areas, addition and deletion of local centres, and changes to populations and employment projections stemming from seven Regional Context Statements accepted by the GVRD Board and one Regional Context Statement adopted by the Province between early 2014 and early 2015.

### BACKGROUND

*Metro 2040* Section 6.2.6 allows the GVRD Board to accept Regional Context Statements (RCS) that include regional land use designation revisions that the Board deems to be 'generally consistent' with the *Metro 2040* Land Use Designation Map 2. *Metro 2040* Section 6.3.4 provides that these revisions can be incorporated into the regional growth strategy through a Type 3 Minor Amendment ('housekeeping amendment').

Since the adoption of *Metro 2040*, the region's regional growth strategy, on July 29, 2011, 18 Regional Context Statements have been accepted by the GVRD Board. On May 23, 2014, the GVRD Board adopted *Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1201, 2014*, which accommodated amendments to *Metro 2040* associated with the acceptance of the first 11 Regional Context Statements accepted by the Board in relation to *Metro 2040*.

Since then, during the period from early 2014 to early 2015, the GVRD Board accepted an additional seven RCSs (District of North Vancouver, Village of Anmore, City of Surrey, City of New



Westminster, City of North Vancouver, District of West Vancouver, and City of Port Moody). In addition, the Province of British Columbia adopted a RCS for the University of British Columbia Point Grey Campus (within the Electoral Area A) through a Ministerial Order in June 2015.

Metro Vancouver staff propose a Type 3 Minor Amendment to incorporate changes to *Metro 2040* regional land use designation maps, addition of Frequent Transit Development Areas, addition and deletion of Local Centres, and changes to populations and employment projections stemming from the seven RCSs that were accepted by the GVRD Board between early 2014 to early 2015, as well as the RCS adopted by the Province. Amendments to incorporate changes made as a result of RCSs accepted by the Board have in the past been referred to as 'housekeeping amendments' in that the amendment is simply to bring the regional growth strategy in line with the legally binding Regional Context Statements; the amendments have in effect already been approved, however, the bylaw change brings *Metro 2040*, as the publicly accessible and consolidated record of accepted RCSs, into alignment.

#### **THE PROPOSED HOUSEKEEPING AMENDMENT**

##### **Accepted Regional Context Statements**

The most recently accepted RCSs included revisions to regional land use designation maps, as well as new Frequent Transit Development Areas (FTDAs), and local centres. Metro Vancouver staff provided specific analysis for all of these changes as part of the respective Regional Context Statement submitted to the Board for approval. Through acceptance of the RCSs, the GVRD Board determined that the regional land use designation changes and the addition of FTDAs and local centres were 'generally consistent' with *Metro 2040*.

There are two outstanding RCSs that still require GVRD Board acceptance: the Village of Lions Bay and the Township of Langley. Staff anticipates that the Lions Bay RCS will be submitted by Fall 2015; Metro Vancouver and the Township of Langley are currently engaged in a dispute resolution process regarding the Township of Langley RCS.

##### ***Metro 2040* Amendment Bylaw - Maps**

The proposed Type 3 housekeeping amendment to incorporate accepted Regional Context Statements into *Metro 2040* requires adoption of an amendment bylaw passed by an affirmative 50%+1 weighted vote of the GVRD Board, and does not require a public hearing.

The proposed *Metro 2040* bylaw amendment (Attachment) proposes 55 regional land use designation changes (15 in Surrey; 7 in New Westminster; and 33 in Port Moody) that will update *Metro 2040* Maps 2, 3, 4, 5, 6, 7, 8, 11, and 12. It also adds nine new Frequent Transit Development Areas (FTDAs) (3 in Surrey; 2 in District of North Vancouver; 2 in City of North Vancouver; 1 in Port Moody; and 1 at UBC in the Electoral Area A), and identifies local centres (deletes 4 local centres that are replaced by FTDAs; adds 4 local centres in the District of West Vancouver; and adds 2 local centres in the District of North Vancouver).

##### ***Metro 2040* Amendment Bylaw - Projections**

The proposed *Metro 2040* bylaw amendment also includes updates to the *Metro 2040* Appendix A, Table A-1: Population, Dwelling Unit and Employment Projections for Metro Vancouver Subregions and Municipalities. The updates include 2011 figures based on the 2011 Census, as well as updated growth projections based on accepted Regional Context Statements. It should be noted that the projections in this table are guidelines only, provided to indicate each municipality's assumptions on future growth within a range of lower to higher Metro 2040 growth projections. Some municipalities have opted to include projections on the lower or higher end of the range. Therefore, in preparing long-term growth scenarios for infrastructure and utility demand planning, Metro Vancouver may choose to apply higher or lower municipal growth projection scenarios beyond what is shown in the table.

### **Processing the Housekeeping Amendment**

The proposed bylaw amendment, along with a draft version of this staff report, was advanced to the Regional Planning Advisory Committee on June 5, 2015, for information and comment as required by *GVRD Regional Growth Strategy Procedures Bylaw No. 1148, 2011*. No comments were received.

### **ALTERNATIVES**

1. That the GVRD Board:
  - a) Initiate the *Metro Vancouver 2040: Shaping our Future* amendment process for a Type 3 Minor Amendment to the regional growth strategy to incorporate land use designation changes and the addition of Frequent Transit Development Areas and local centres stemming from accepted Regional Context Statements;
  - b) Give first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1223, 2015"; and
  - c) Direct staff to notify affected local governments and appropriate agencies as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.
2. That the GVRD Board receive for information the report dated June 11, 2015, titled "*Metro Vancouver 2040: Shaping our Future* Amendment to Reflect Accepted Regional Context Statements".

### **FINANCIAL IMPLICATIONS**

There are no financial implications to this report.

### **OTHER IMPLICATIONS**

If the GVRD Board chooses Alternative 1, the proposed bylaw amendment will be initiated and given initial readings, and staff will notify affected local governments and agencies to provide an opportunity to offer comment. The proposed amendment bylaw would then be brought back to the GVRD Board with any comments from the notification period for consideration of third and final reading.

If the amendment bylaw receives initial readings by the GVRD Board, the proposed amendment will be referred to all affected local governments and appropriate agencies for comment. The minimum notification period as identified in *GVRD Regional Growth Strategy Procedures Bylaw No. 1148*,



2011, is 30 days, however in order to ensure that a reasonable opportunity is provided to respond, the deadline for comments will be extended to September 16, 2015. The amendment notice will be posted on the Metro Vancouver website. All comments received will be included in the report to the GVRD Board in fall 2015, with opportunity to give third and final readings and adopt the amendment bylaw.

If the GVRD Board chooses Alternative 2, the process for updating *Metro 2040* to reflect Regional Context Statements will not be initiated. The result is that accepted Regional Context Statements and *Metro 2040* will be inconsistent, which has no material effect as the accepted Regional Context Statements are legally binding. However, *Metro 2040*, as the publicly accessible and consolidated record of the accepted RCSs, would not reflect the Board's recent decisions.

### **SUMMARY / CONCLUSION**

Since the adoption in July 2011 of *Metro Vancouver 2040: Shaping our Future*, the regional growth strategy, 19 Regional Context Statements have been accepted (18 by the GVRD Board, and 1 by the Province). The changes associated with the first 11 RCSs were accommodated in an amendment bylaw adopted by the GVRD Board on May 23, 2014. Since then, an additional 7 RCSs have been accepted by the GVRD Board, and one adopted by the Province of British Columbia. These recent RCSs include revisions to the *Metro 2040* land use designation maps, the addition of FTDA's and local centres, and changes to population and employment projections that the GVRD Board deemed to be 'generally consistent' with *Metro 2040*.

Staff recommends Alternative 1, that the GVRD Board initiate the Type 3 Minor Amendment to incorporate modifications to *Metro 2040* required due to recently accepted Regional Context Statements, give first and second reading to the amendment bylaw, and direct staff to notify affected local governments.

**Attachment:** (Doc 11440167)

*Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1223, 2015*

11440160

**GREATER VANCOUVER REGIONAL DISTRICT  
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1223, 2015**

A Bylaw to Amend

Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010.

**WHEREAS:**

- A. The Board of the Greater Vancouver Regional District adopted the Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010 on July 29, 2011;
- B. The Board has accepted a number of member municipalities' regional context statements that contain maps that differ from the official regional land use designation maps maintained by the Greater Vancouver Regional District;
- C. The Board has accepted a number of member municipalities' regional context statements that contain population, dwelling unit and employment projections that differ from those in Regional Growth Strategy Appendix A, Table A.1: Population, Dwelling Unit and Employment Projections for Metro Vancouver Subregions and Municipalities;
- D. The Board wishes to amend the Regional Growth Strategy official regional land use designation maps so that such maps are consistent with the maps included in accepted regional context statements and amend Regional Growth Strategy Appendix A, Table A.1 so that it is consistent with projections included in accepted regional context statements;
- E. In accordance with Regional Growth Strategy section 6.3.4 (h) and (i), any amendment to the Regional Growth Strategy mapping that incorporates maps or projections included in an accepted regional context statement is considered a Type 3 amendment;

**NOW THEREFORE**, the Board of the Greater Vancouver Regional District in open meeting assembled enacts as follows:

- 1. The Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010 is hereby amended as follows:
  - a) the official regional land use designation maps number 2, 3, 4, 5, 6, 7, 8, 11, and 12 be revised to record the changes in regional land use designations within the City of Surrey that are set out in the following table and are illustrated in the maps contained in Schedule A:

| REF# | Area                                                                      | From Designation            | To Designation              | Affected Land Area | Regional Context Statement Acceptance Date |
|------|---------------------------------------------------------------------------|-----------------------------|-----------------------------|--------------------|--------------------------------------------|
| 1    | Invergarry Park                                                           | General Urban               | Conservation and Recreation | 0.4 ha             | September 19, 2014                         |
| 2    | Bonaccord Creek Park                                                      | General Urban               | Conservation and Recreation | 0.5 ha             | September 19, 2014                         |
| 3    | Green Timbers Urban Forest                                                | General Urban               | Conservation and Recreation | 4.3 ha             | September 19, 2014                         |
| 4    | Bear Creek Park                                                           | General Urban               | Conservation and Recreation | 1.1 ha             | September 19, 2014                         |
| 5    | Fleetwood Park                                                            | General Urban               | Conservation and Recreation | 14.2 ha            | September 19, 2014                         |
| 6    | Blackie Spit                                                              | General Urban               | Conservation and Recreation | 0.9 ha             | September 19, 2014                         |
| 7    | The ALR boundary in the Elgin Heritage Park area                          | Conservation and Recreation | General Urban               | 5.6 ha             | September 19, 2014                         |
| 8    | The ALR boundary in the southern tip of the Nico-Wynd Golf Course         | Agricultural                | General Urban               | 2.1 ha             | September 19, 2014                         |
| 9    | Sunnyside Acres Urban Forest                                              | General Urban               | Conservation and Recreation | 1.8 ha             | September 19, 2014                         |
| 10   | 'Nuvo' live-work townhouse project in Rosemary Heights                    | Mixed Employment            | General Urban               | 14.2 ha            | September 19, 2014                         |
| 11   | A portion of the 'Morgan Crossing' mixed-use project in Grandview Heights | Mixed Employment            | General Urban               | 3.3 ha             | September 19, 2014                         |
| 12   | Redwood Park                                                              | General Urban               | Conservation and Recreation | 5.5 ha             | September 19, 2014                         |
| 13   | A portion of the South Newton / Panorama Ridge area                       | General Urban               | Agricultural                | 4.5 ha             | September 19, 2014                         |
| 14   | A portion of the South Newton / Panorama Ridge area                       | Agricultural                | General Urban               | 2.1 ha             | September 19, 2014                         |
| 15   | A portion of the South Westminster area                                   | Industrial                  | Mixed Employment            | 2.2 ha             | September 19, 2014                         |

- b) the official regional land use designation maps number 2, 3, 4, 5, 6, 7, 8, 11, and 12 be revised to record the changes in regional land use designations within the City of New Westminster that are set out in the following table and are illustrated in the maps contained in Schedule B:

| REF# | Area                         | From Designation | To Designation              | Affected Land Area | Regional Context Statement Acceptance Date |
|------|------------------------------|------------------|-----------------------------|--------------------|--------------------------------------------|
| 16   | Foot of Boundary Road        | un-designated    | Conservation and Recreation | 0.3 ha             | September 19, 2014                         |
| 17   | Portion of 1085 Tanaka Court | Industrial       | Mixed Employment            | 3.6 ha             | September 19, 2014                         |
| 18   | 1050 Boyd Street             | General Urban    | Industrial                  | 0.9 ha             | September 19, 2014                         |
| 19   | Portion of 501 Boyd Street   | General Urban    | Industrial                  | 4.2 ha             | September 19, 2014                         |
| 20   | 505 Boyd Street (Water Lot)  | un-designated    | Industrial                  | 5.3 ha             | September 19, 2014                         |
| 21   | 404 Salter Street            | General Urban    | Industrial                  | 1.6 ha             | September 19, 2014                         |
| 22   | 366 Brunette Avenue          | General Urban    | Industrial                  | 0.2 ha             | September 19, 2014                         |



- c) the official regional land use designation maps number 2, 3, 4, 5, 6, 7, 8, 11, and 12 be revised to record the changes in regional land use designations within the City of Port Moody that are set out in the following table and are illustrated in the maps contained in Schedule C:

| REF# | Area                                                                               | From Designation            | To Designation              | Affected Land Area | Regional Context Statement Acceptance Date |
|------|------------------------------------------------------------------------------------|-----------------------------|-----------------------------|--------------------|--------------------------------------------|
| 23   | Adjacent to Electoral Area A Carraholly Point                                      | Conservation and Recreation | Rural                       | 0.9 ha             | May 15, 2015                               |
| 24   | Fourth Avenue alignment                                                            | Industrial                  | General Urban               | 0.5 ha             | May 15, 2015                               |
| 25   | Laneways west of Bert Flinn Park                                                   | General Urban               | Conservation and Recreation | 0.6 ha             | May 15, 2015                               |
| 26   | Right-of-way through Bert Flinn Park                                               | General Urban               | Conservation and Recreation | 8.5 ha             | May 15, 2015                               |
| 27   | April Road and Parkside Drive alignment                                            | General Urban               | Conservation and Recreation | 0.5 ha             | May 15, 2015                               |
| 28   | Addition of green space and alignment of riparian area north of Aspenwood Park     | General Urban               | Conservation and Recreation | 1.1 ha             | May 15, 2015                               |
| 29   | Green space alignment south of Panorama Drive and Aspenwood Park                   | General Urban               | Conservation and Recreation | 1.8 ha             | May 15, 2015                               |
| 30   | Green space alignment along David Ave and adjacent riparian areas                  | General Urban               | Conservation and Recreation | 6.7 ha             | May 15, 2015                               |
| 31   | Green space alignment south of Chestnut Way and along Cedarwood Drive              | General Urban               | Conservation and Recreation | 0.1 ha             | May 15, 2015                               |
| 32   | Green space alignment at Heritage Mountain Blvd and Turner Creek Dr                | General Urban               | Conservation and Recreation | 0.5 ha             | May 15, 2015                               |
| 33   | Green space alignment west of Ioco Rd and Mercier Rd                               | General Urban               | Conservation and Recreation | 0.3 ha             | May 15, 2015                               |
| 34   | Green space alignment northeast of Ioco Rd and Kicking Horse Way                   | General Urban               | Conservation and Recreation | 0.2 ha             | May 15, 2015                               |
| 35   | Green space alignment along Heritage Mountain Blvd south                           | General Urban               | Conservation and Recreation | 2.6 ha             | May 15, 2015                               |
| 36   | Green space alignment at the ends of Beatrice Street Lane and Pleasant Street Lane | General Urban               | Conservation and Recreation | 0.1 ha             | May 15, 2015                               |
| 37   | Green space alignment along Noons Creek Drive                                      | General Urban               | Conservation and Recreation | 1.0 ha             | May 15, 2015                               |
| 38   | Green space alignment at Town Center Park                                          | General Urban               | Conservation and Recreation | 0.2 ha             | May 15, 2015                               |
| 39   | Removal of firehall and adjacent areas at Newport Drive west of Ioco Road          | Conservation and Recreation | General Urban               | 1.2 ha             | May 15, 2015                               |
| 40   | Alignment of Sutter Brook west of Ioco Road                                        | Conservation and Recreation | General Urban               | 2.6 ha             | May 15, 2015                               |
| 41   | Alignment of Sutter Brook west of Ioco Road                                        | General Urban               | Conservation and Recreation | 2.3 ha             | May 15, 2015                               |
| 42   | Rocky Point Park and Inlet Park alignment along Murray Street                      | General Urban               | Conservation and Recreation | 3.3 ha             | May 15, 2015                               |
| 43   | Alignment at Esplanade Street and Moody Street                                     | Conservation and Recreation | General Urban               | 0.1 ha             | May 15, 2015                               |
| 44   | Alignment along Esplanade St                                                       | General Urban               | Industrial                  | 0.7 ha             | May 15, 2015                               |



| REF# | Area                                                          | From Designation            | To Designation              | Affected Land Area | Regional Context Statement Acceptance Date |
|------|---------------------------------------------------------------|-----------------------------|-----------------------------|--------------------|--------------------------------------------|
| 45   | Alignment along Barnett Highway (south) and Vintner Street    | General Urban               | Industrial                  | 5.5 ha             | May 15, 2015                               |
| 46   | Alignment of parks in Glenayre/College Park area              | General Urban               | Conservation and Recreation | 1.9 ha             | May 15, 2015                               |
| 47   | Alignment east of View Street                                 | Conservation and Recreation | General Urban               | 0.1 ha             | May 15, 2015                               |
| 48   | Alignment along Barnett Highway (north) and rail right-of-way | General Urban               | Industrial                  | 9.8 ha             | May 15, 2015                               |
| 49   | Alignment along Glenayre Drive                                | General Urban               | Industrial                  | 0.6 ha             | May 15, 2015                               |
| 50   | Alignment of parks off Glencoe Drive and Weldon Court         | General Urban               | Conservation and Recreation | 0.2 ha             | May 15, 2015                               |
| 51   | Alignment along northwest side of Chines Park                 | General Urban               | Conservation and Recreation | 0.5 ha             | May 15, 2015                               |
| 52   | Alignment along Kyle Street Park                              | General Urban               | Conservation and Recreation | 0.4 ha             | May 15, 2015                               |
| 53   | Alignment and addition of green spaces north of Chines Park   | General Urban               | Conservation and Recreation | 1.1 ha             | May 15, 2015                               |
| 54   | Alignment along northeast side of Chines Park                 | General Urban               | Conservation and Recreation | 0.6 ha             | May 15, 2015                               |
| 55   | Alignment at James Park and Brookside Park                    | General Urban               | Conservation and Recreation | 0.3 ha             | May 15, 2015                               |

- d) the official regional growth strategy map number 4 Urban Centres and Frequent Transit Development Areas be deleted and replaced with the map contained in Schedule D, which illustrates the following additional Frequent Transit Development Areas:

| Municipality                                      | REF# | Map Additions                            | Regional Context Statement Acceptance Date |
|---------------------------------------------------|------|------------------------------------------|--------------------------------------------|
| District of North Vancouver                       | 1    | Add FTDA for Lower Lynn                  | May 23, 2014                               |
|                                                   | 2    | Add FTDA for Lower Capilano/Marine       | May 23, 2014                               |
| City of Surrey                                    | 3    | Add FTDA for 104 Avenue                  | September 19, 2014                         |
|                                                   | 4    | Add FTDA for Fleetwood West              | September 19, 2014                         |
|                                                   | 5    | Add FTDA for East Clayton                | September 19, 2014                         |
| City of North Vancouver                           | 6    | Add FTDA for Marine Drive                | February 13, 2015                          |
|                                                   | 7    | Add FTDA for East 3 <sup>rd</sup> Avenue | February 13, 2015                          |
| City of Port Moody                                | 8    | Add FTDA for Moody Centre area           | May 15, 2015                               |
| Electoral Area A – University of British Columbia | 9    | Add FTDA for UBC Point Grey Campus       | Ministerial Order signed on June 2, 2015   |

- e) the official regional growth strategy map number 11 Local Centres be revised to record the Local Centres, Hospitals and Post-Secondary Institutions that are set out in the following table and are illustrated in the maps contained in Schedule E:

| Municipality                | REF# | Map Additions                                                                                                                       | Regional Context Statement Acceptance Date |
|-----------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| City of Coquitlam           | 1    | Delete local centres for Burquitlam and Lougheed (due to creation of FTDAs)                                                         | October 11, 2013                           |
| District of North Vancouver | 2    | Add local centres for Queensdale and Maplewood (identified as Village Centre on the RCS map, but not noted in the RCS staff report) | May 23, 2014                               |
| District of North Vancouver | 3    | Delete local centres for Capilano Marine and Lower Lynn (due to creation of FTDAs)                                                  | July 2011 and May 23, 2014                 |
| District of West Vancouver  | 4    | Add local centres for Dundarave, Horseshoe Bay, Caulfeild, Park Royal                                                               | February 13, 2015                          |

- f) Table A.1: Population, Dwelling Unit and Employment Projections for Metro Vancouver Subregions and Municipalities, contained in Appendix A of Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010 is deleted and replaced with the Table A.1 contained in Schedule F.
2. The official citation for this bylaw is "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No, 1223, 2015." This bylaw may be cited as "Regional Growth Strategy Amendment Bylaw No. 1223, 2015."

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

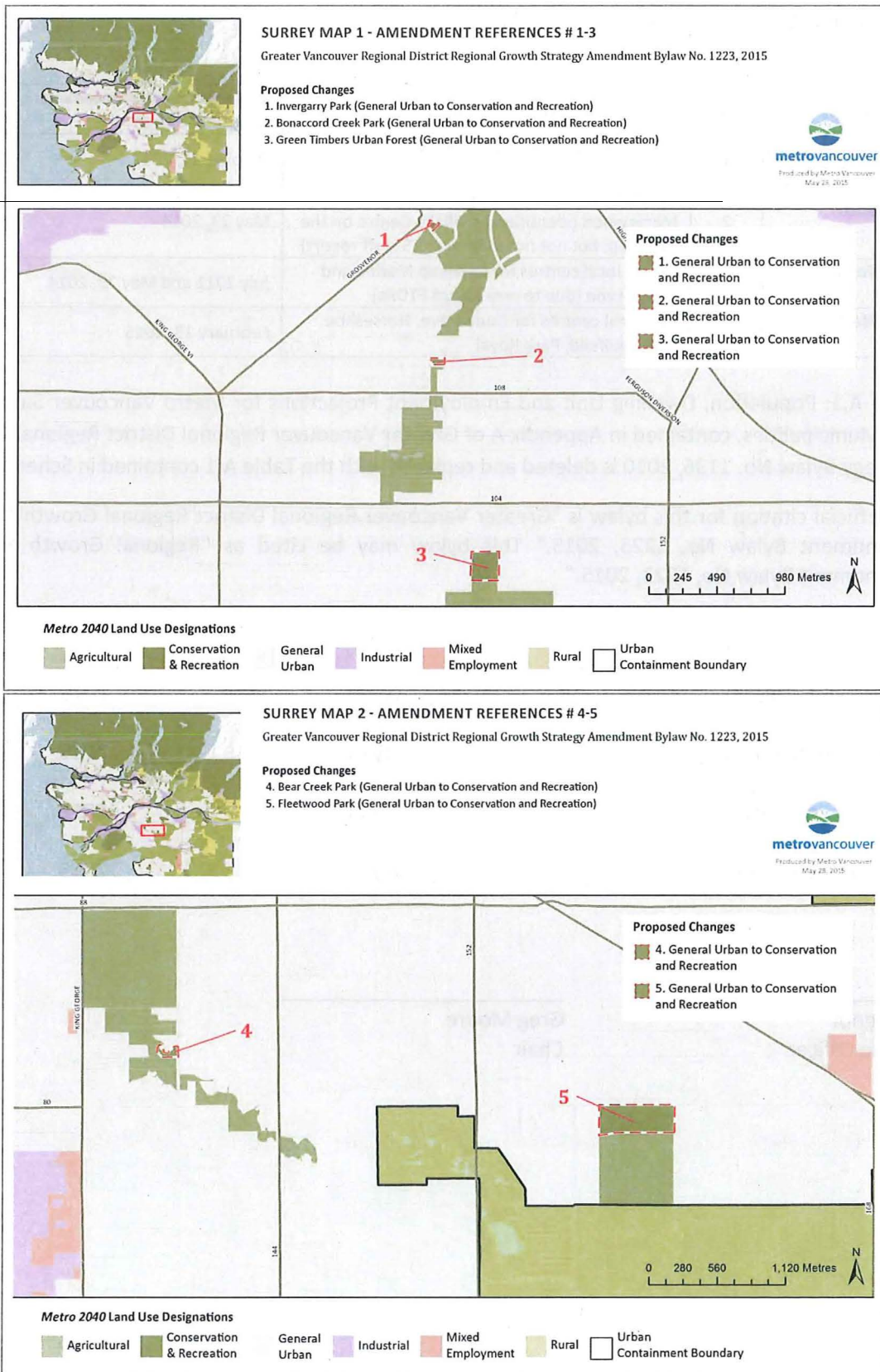
Read a Third time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Passed and Finally Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

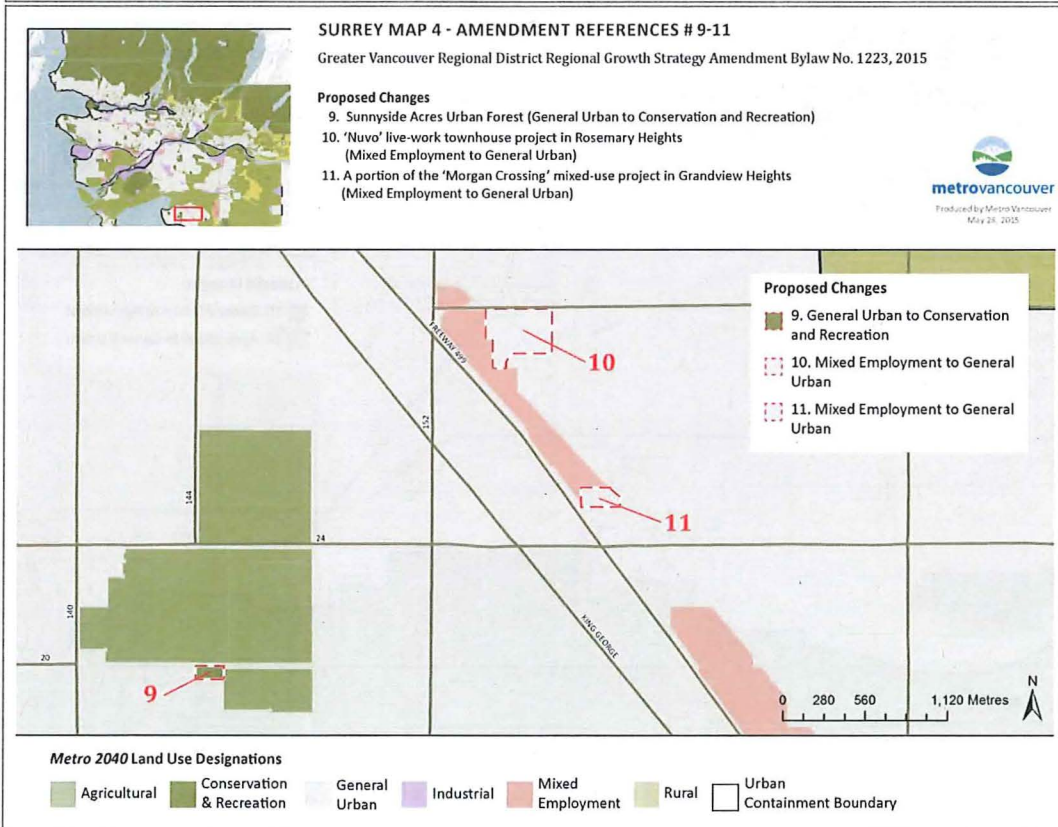
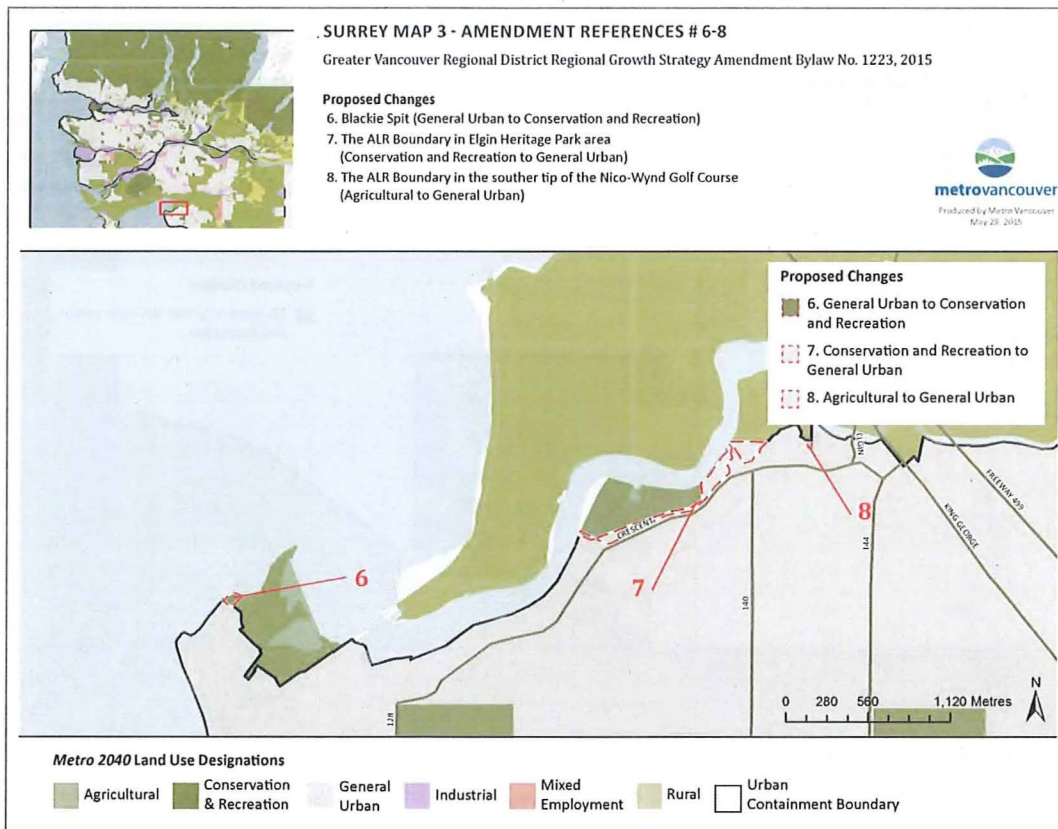
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Chris Plagnol  
Corporate Officer

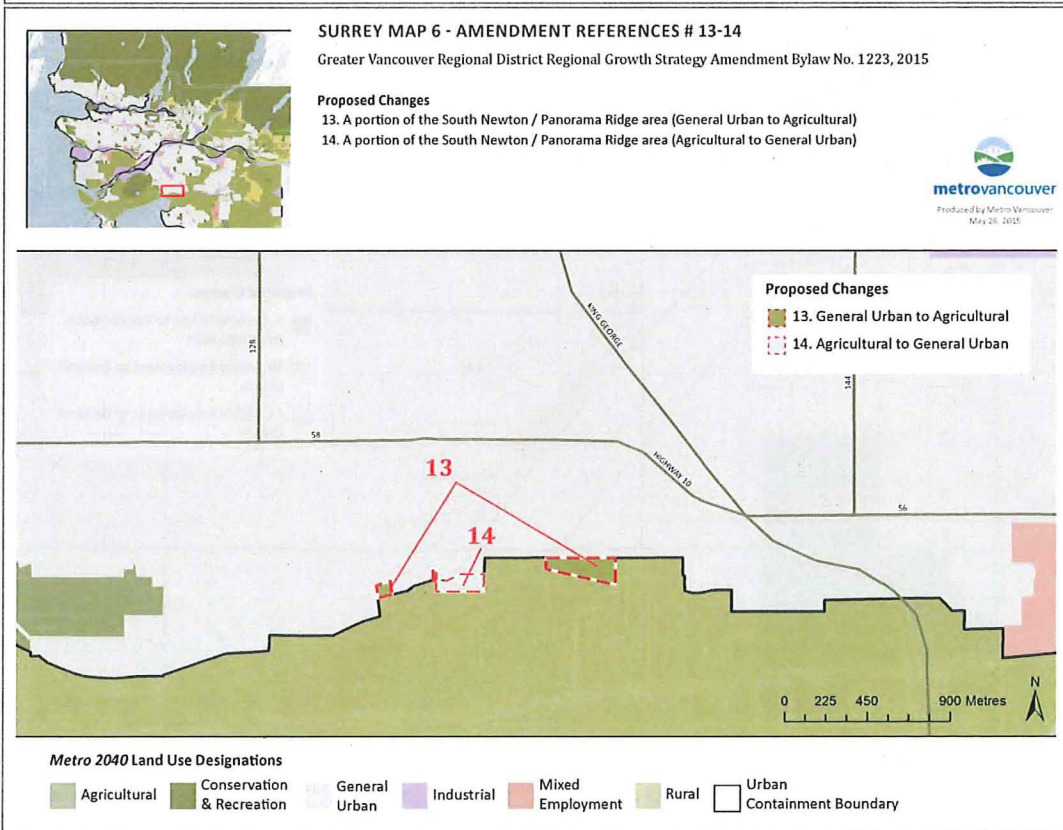
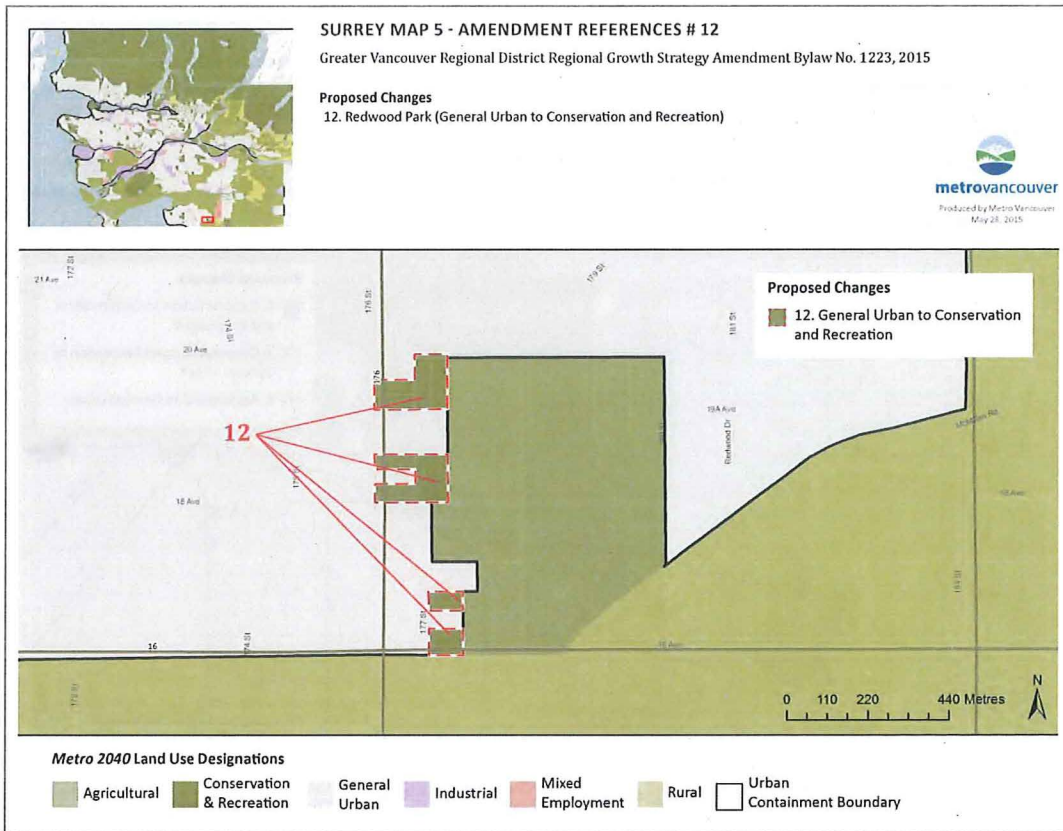
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Greg Moore  
Chair

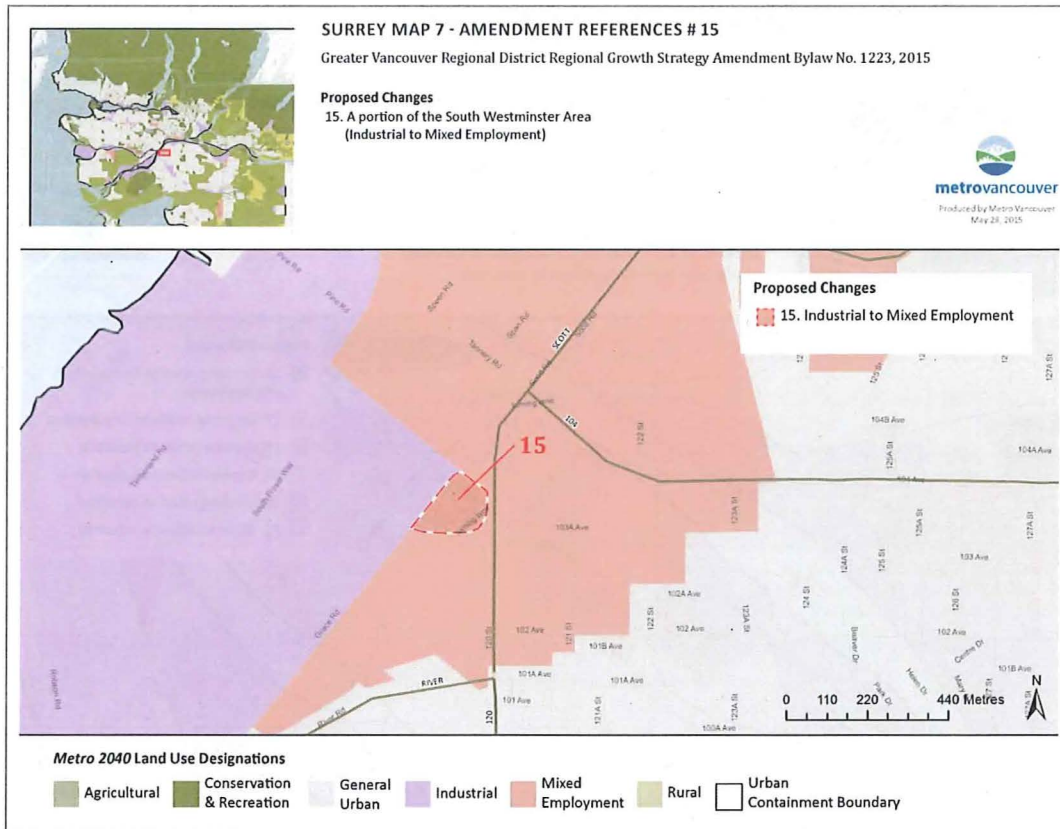
## SCHEDULE A – SURREY AMENDMENT REFERENCES





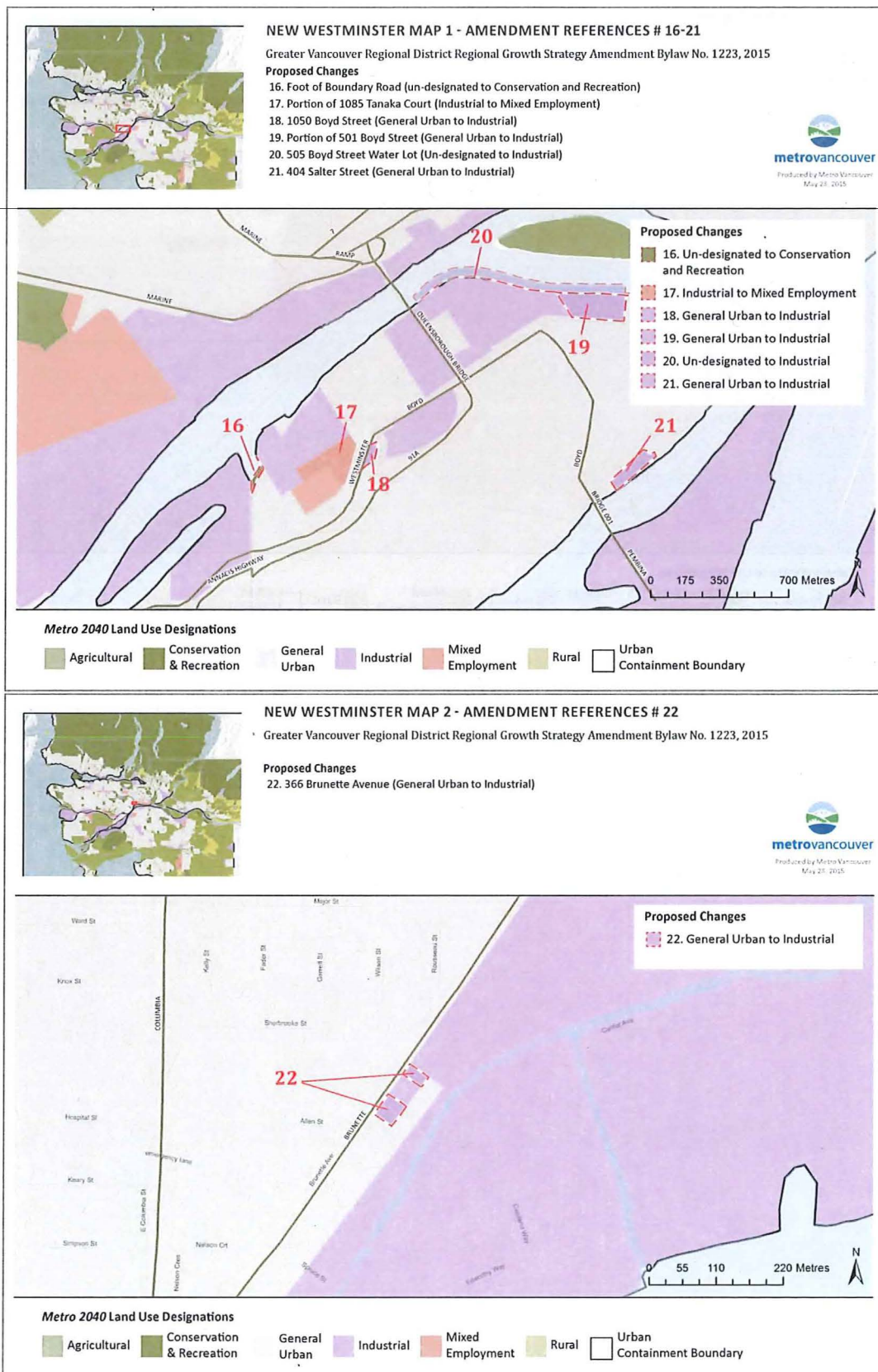






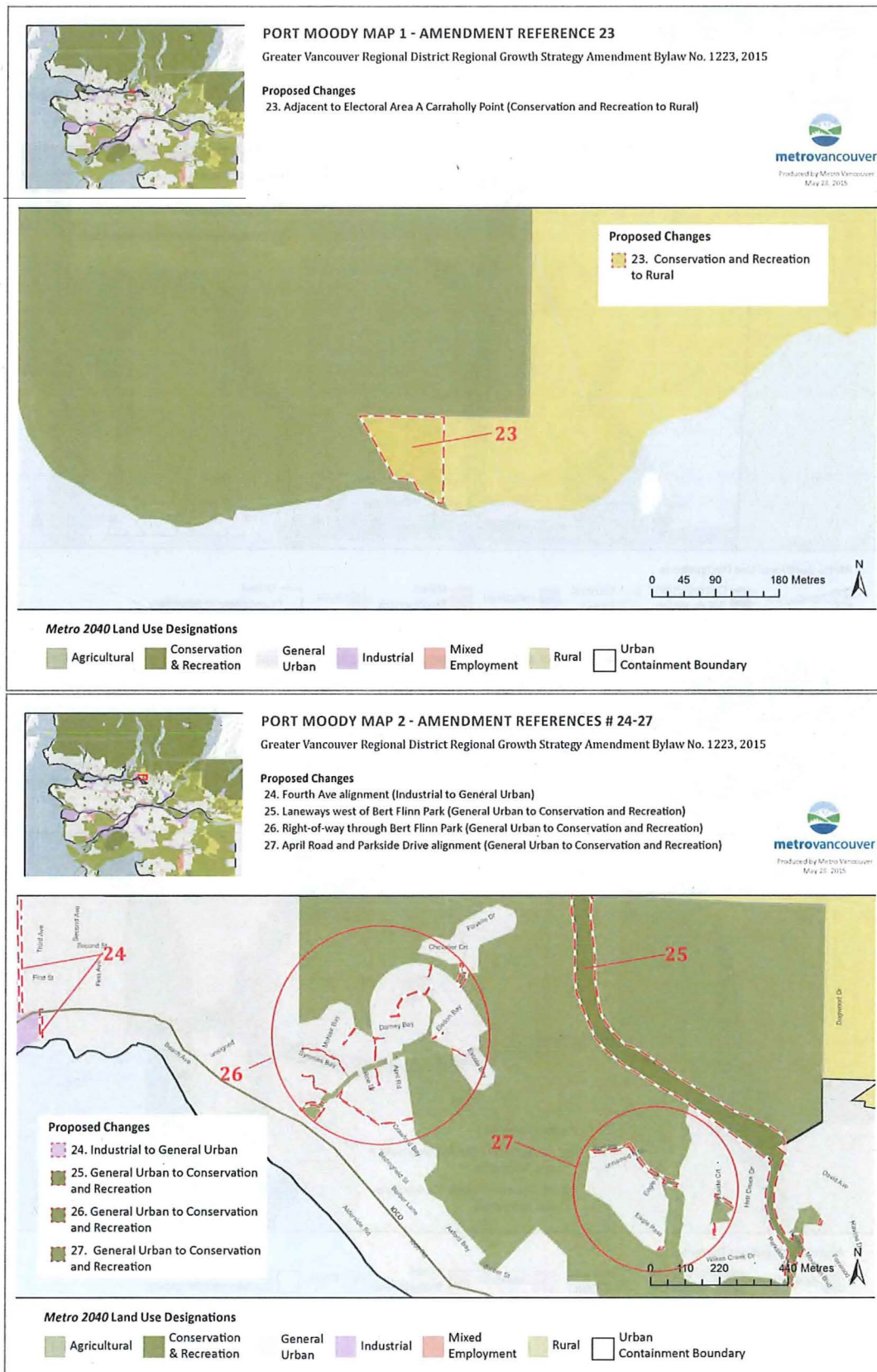


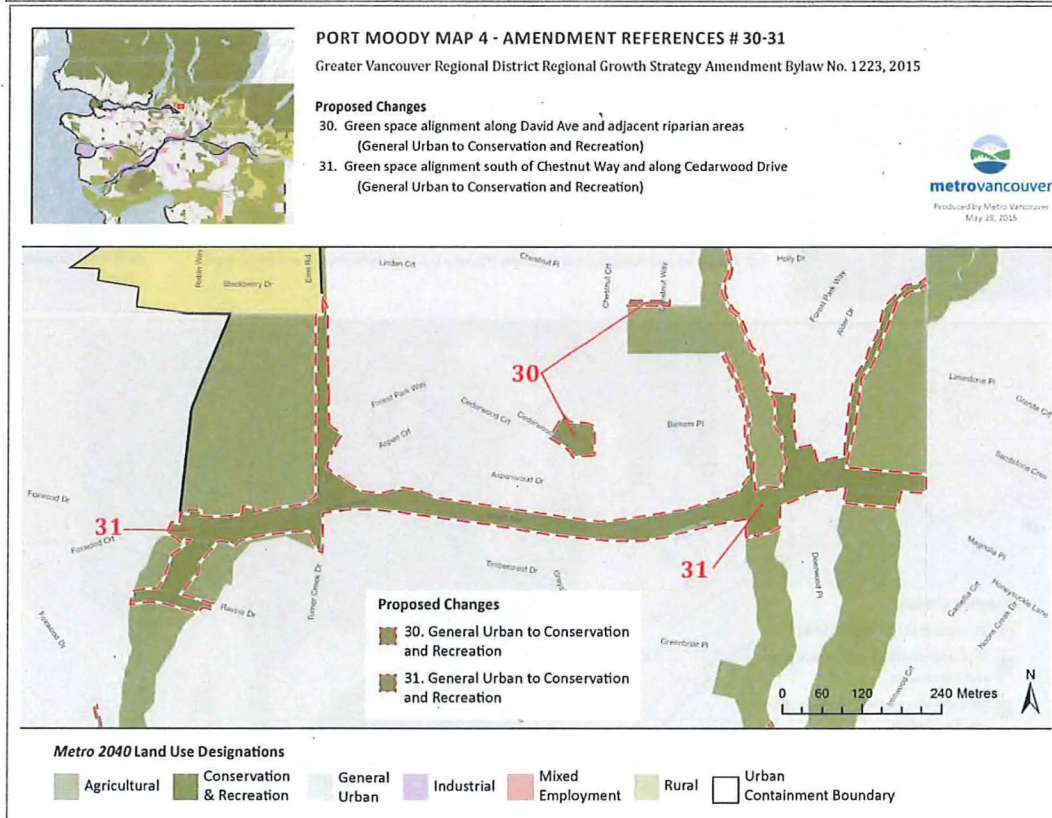
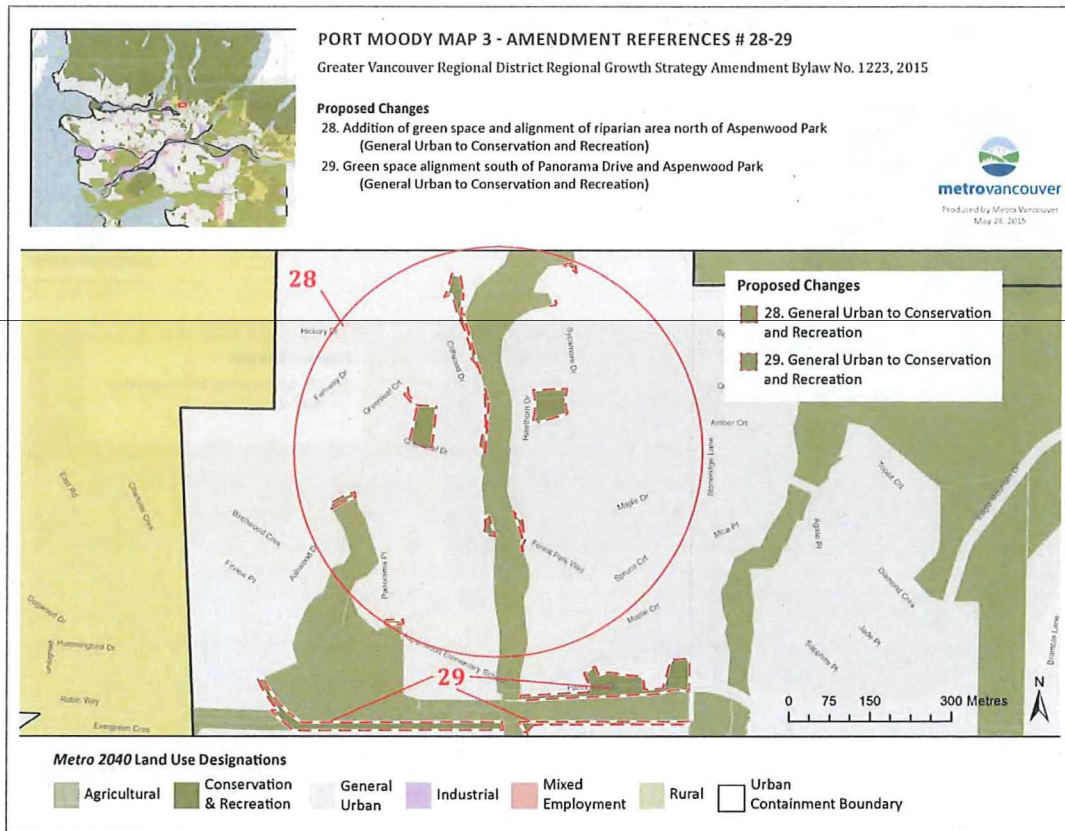
## SCHEDULE B – NEW WESTMINSTER AMENDMENT REFERENCES



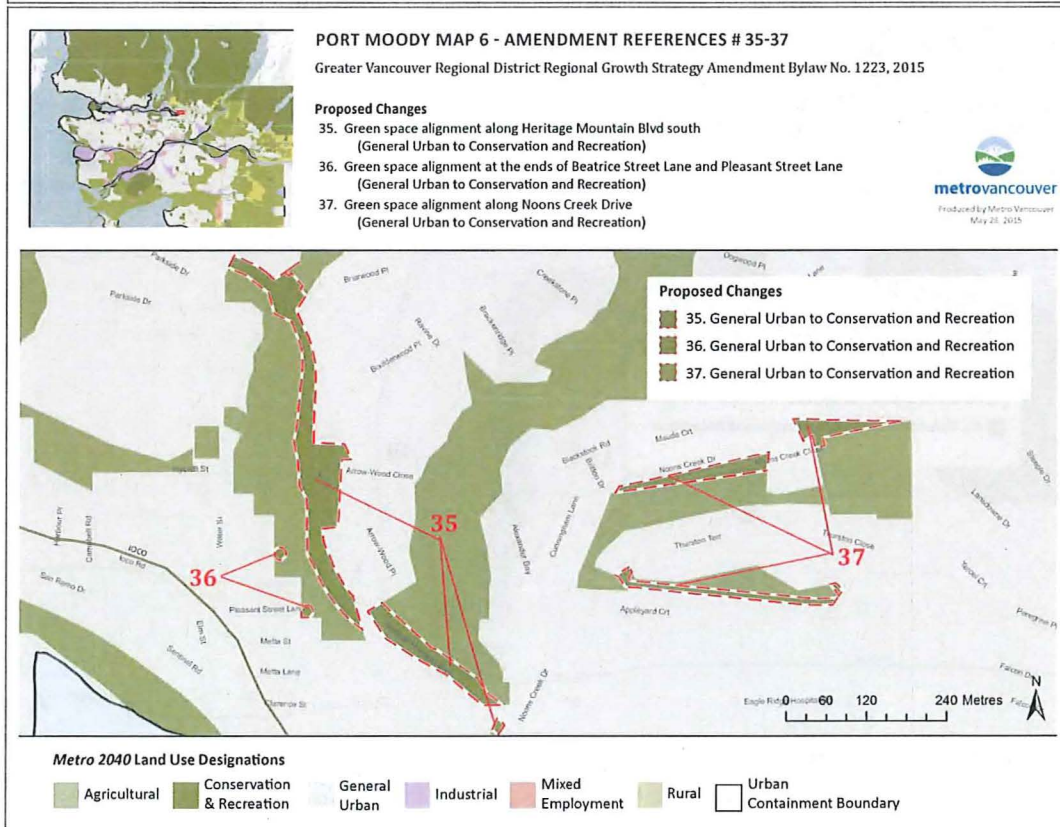
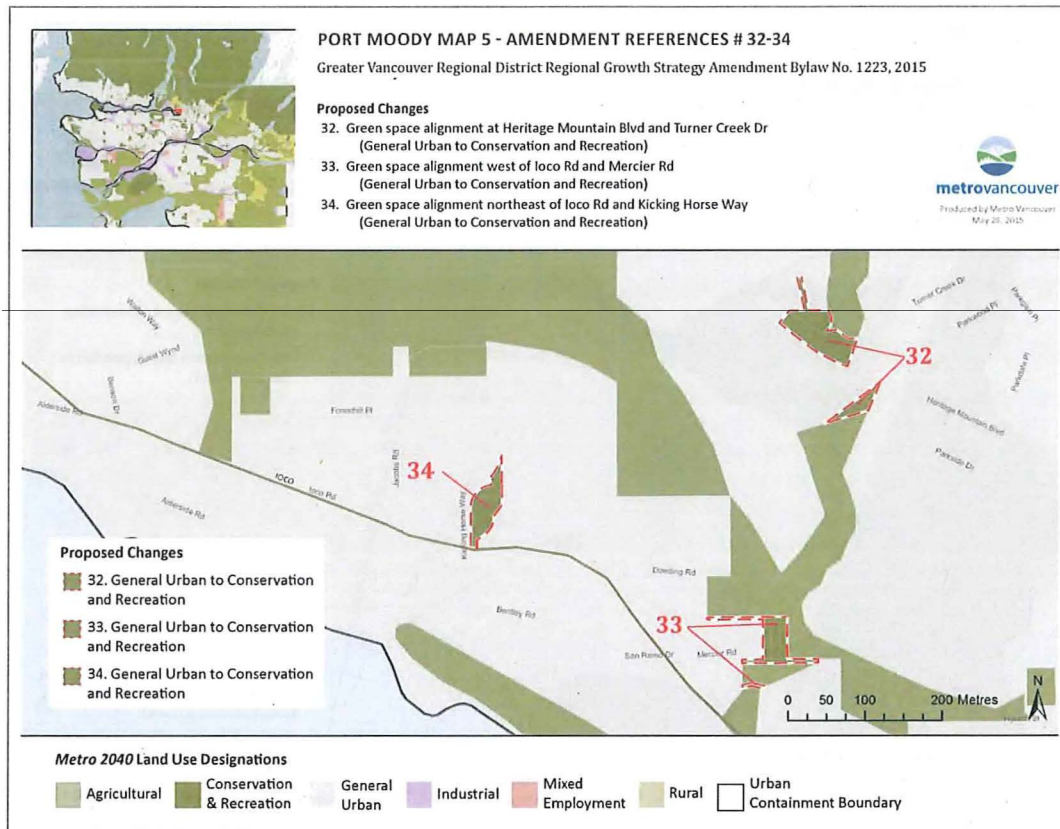


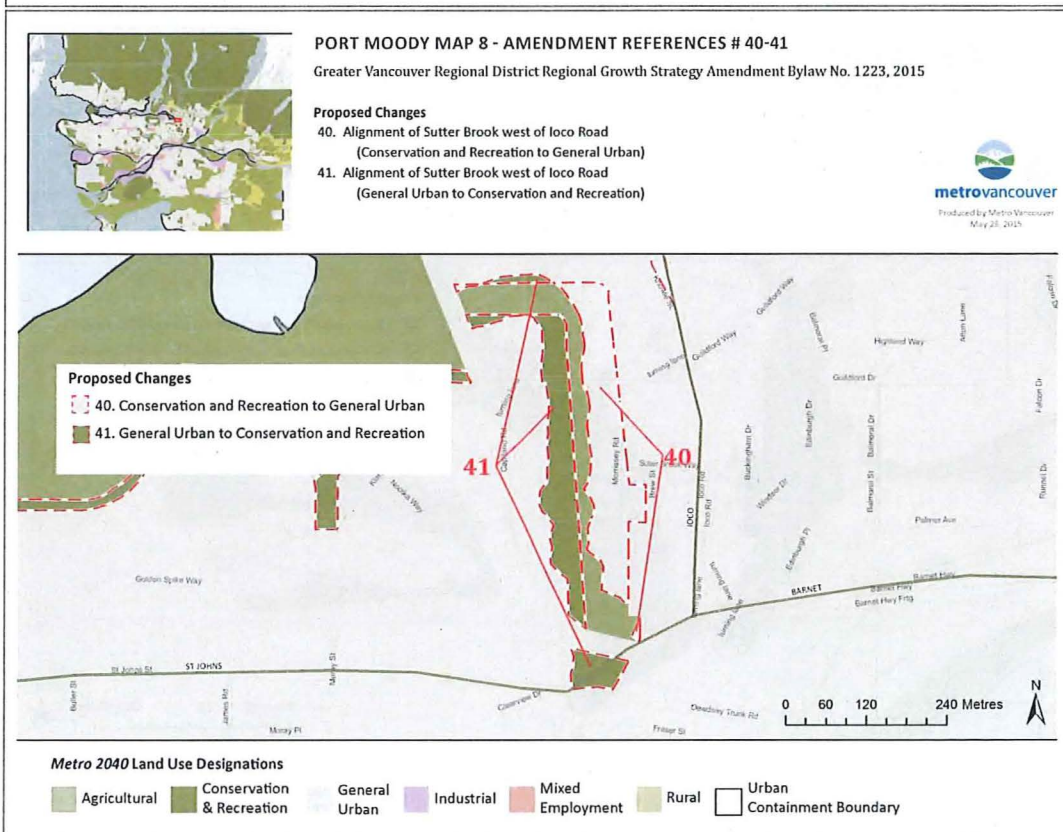
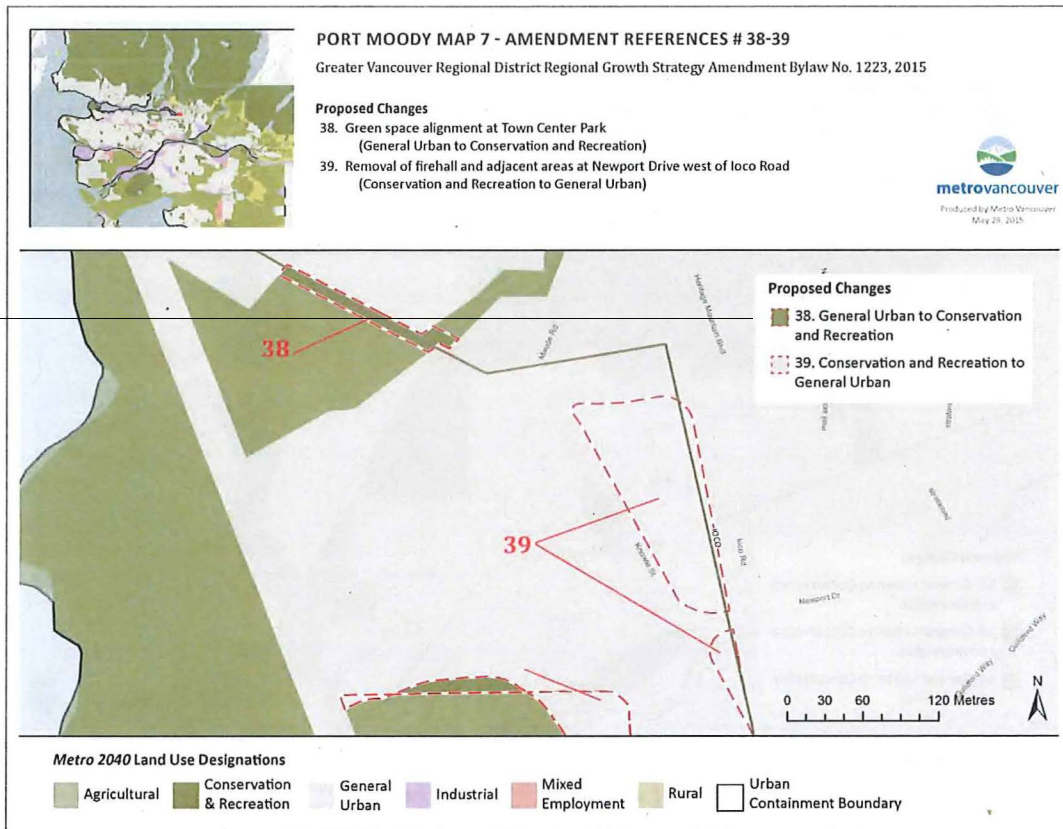
## SCHEDULE C – PORT MOODY AMENDMENT REFERENCES



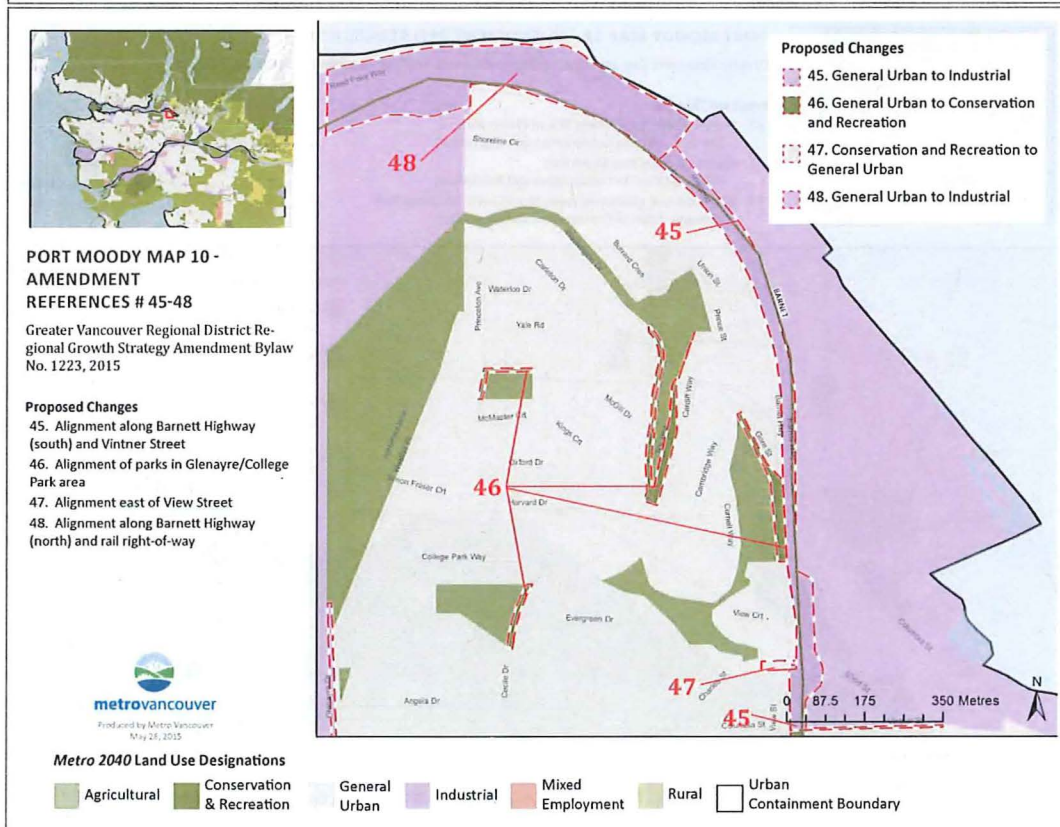
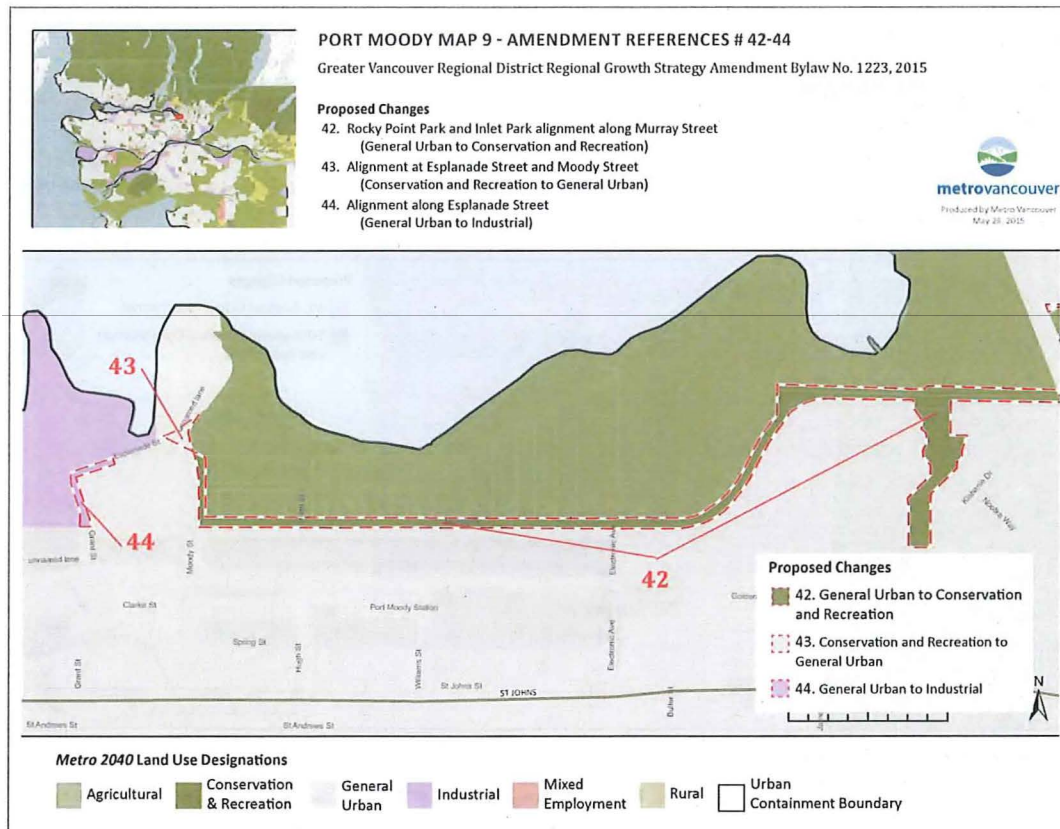


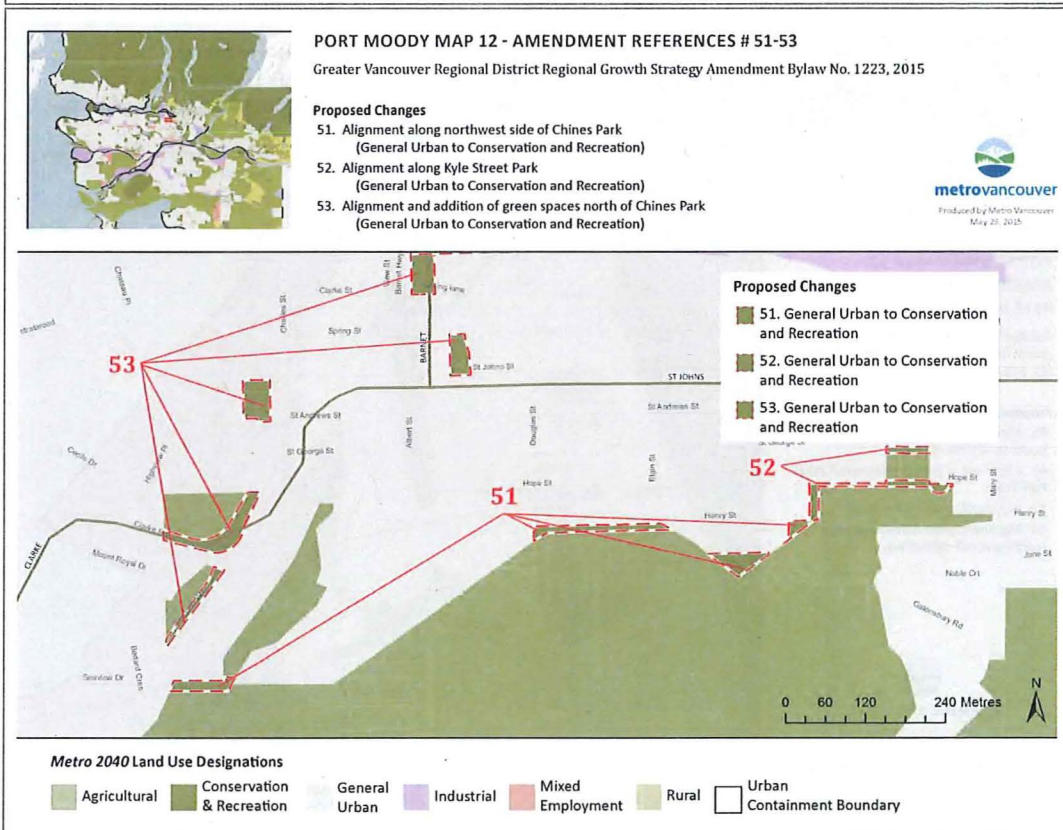
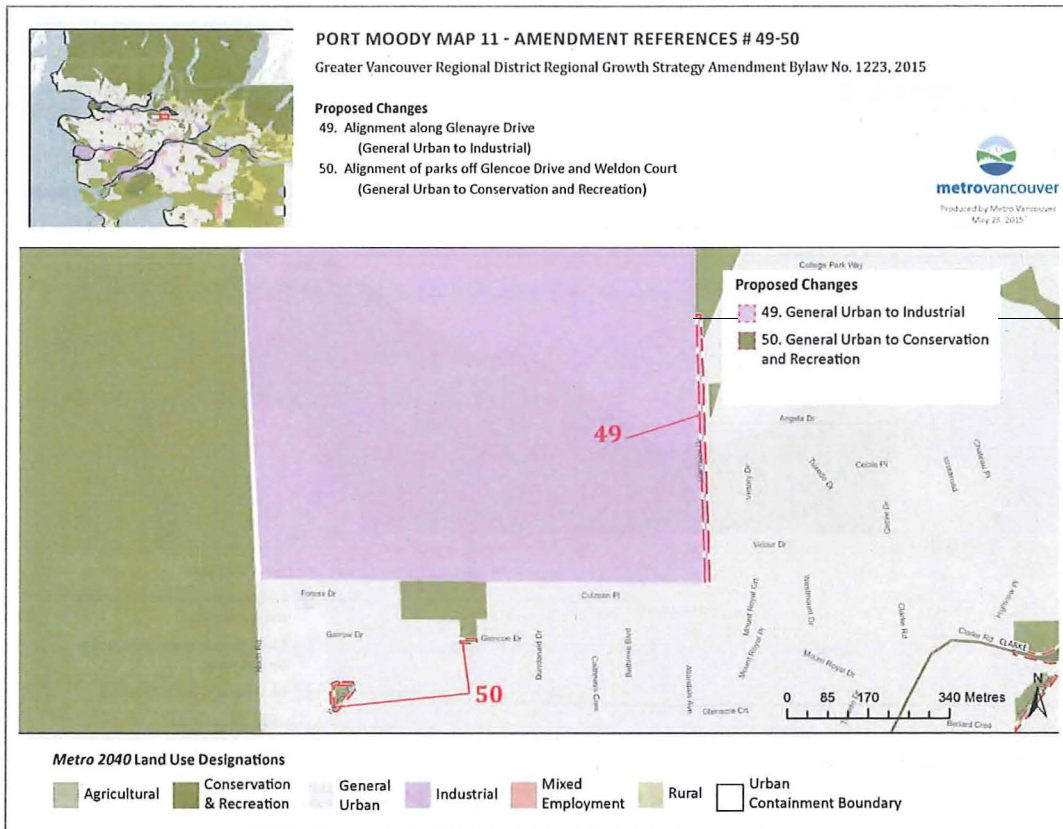




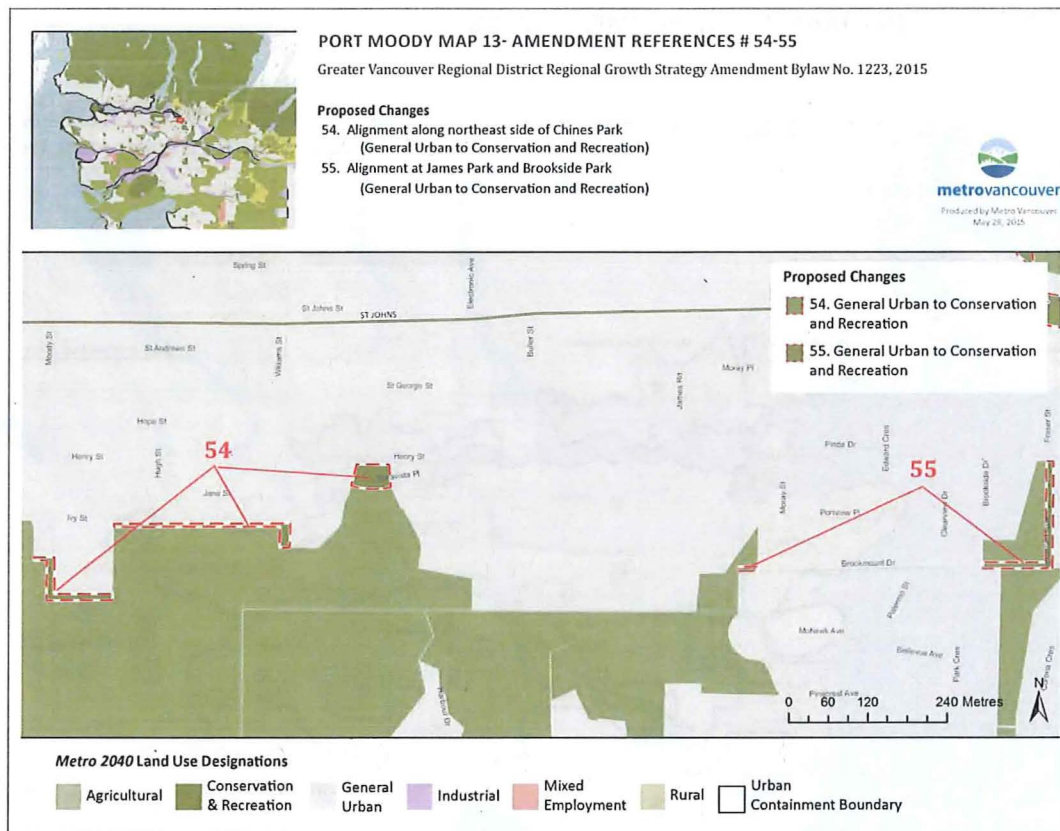




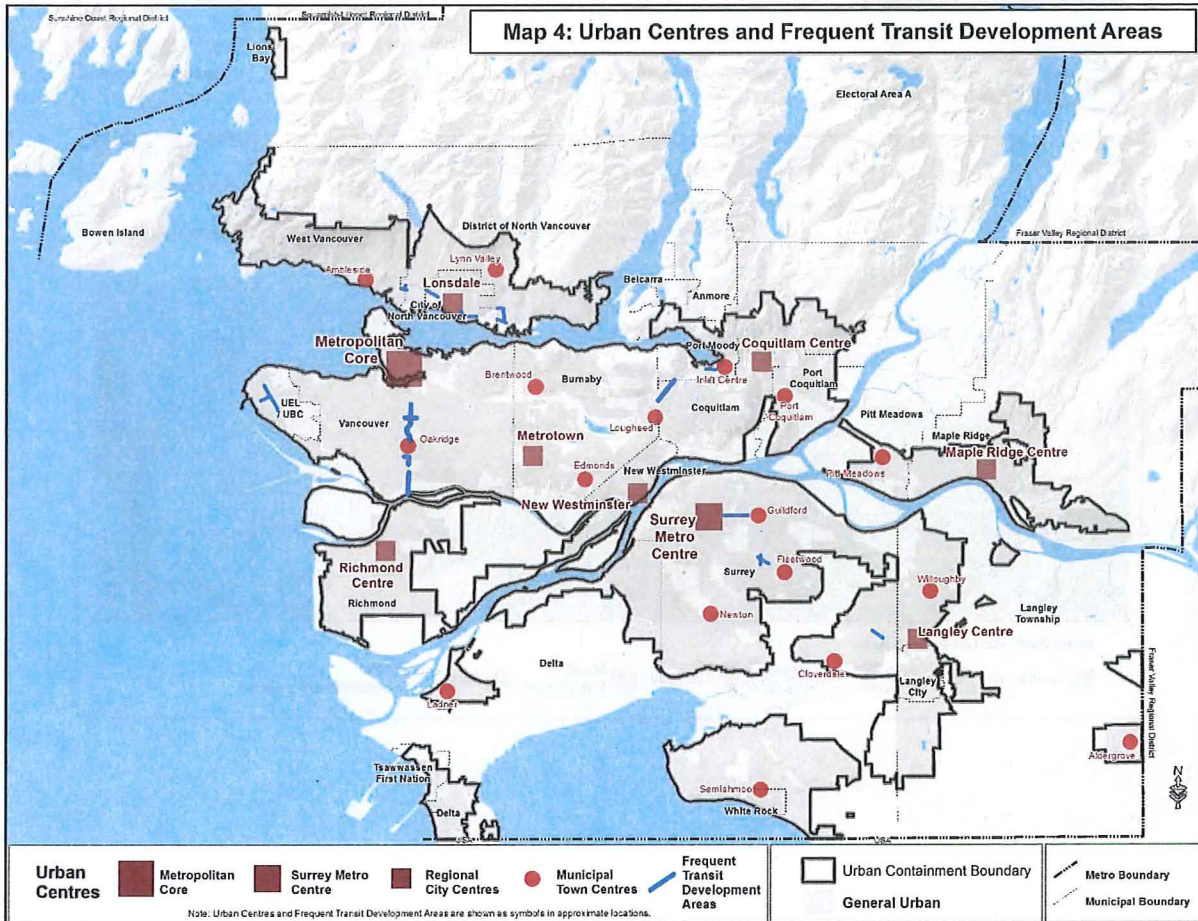






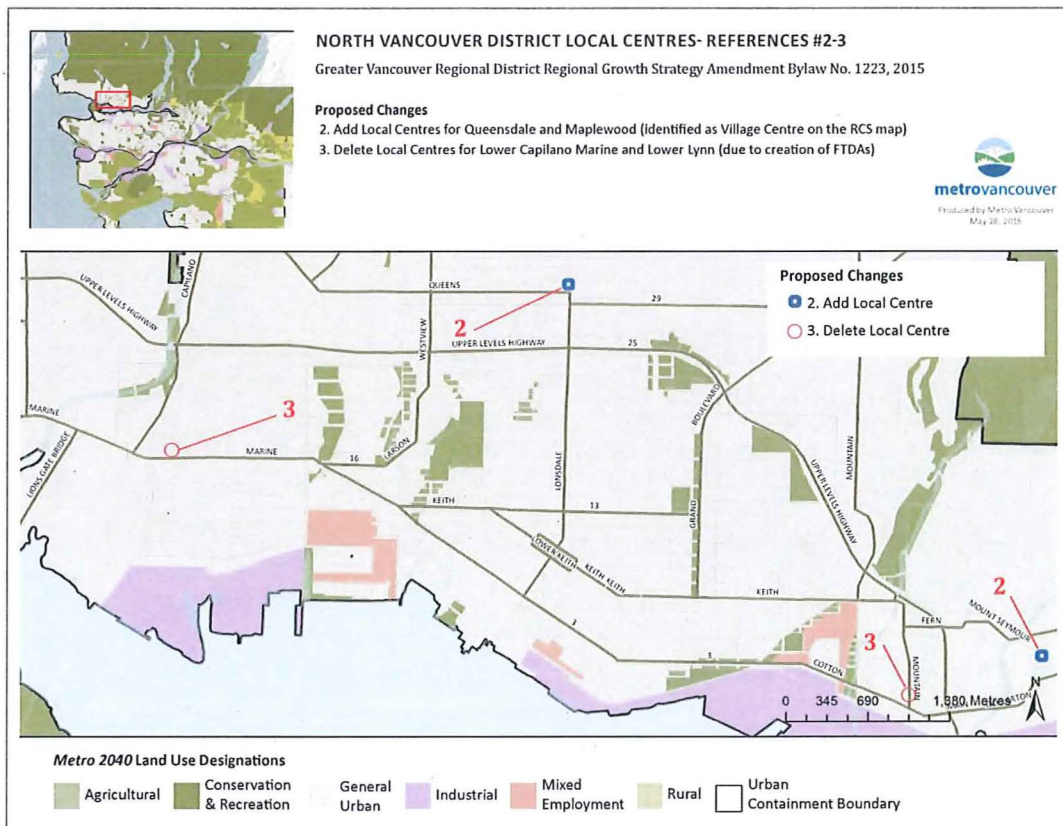
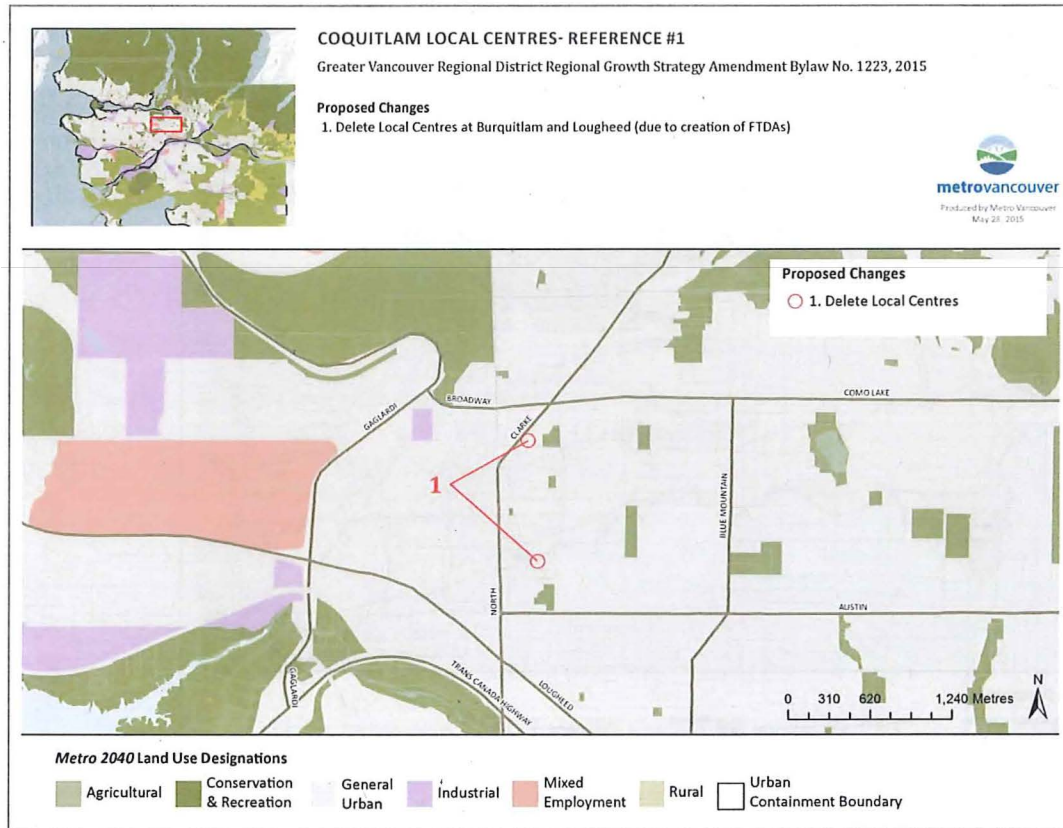


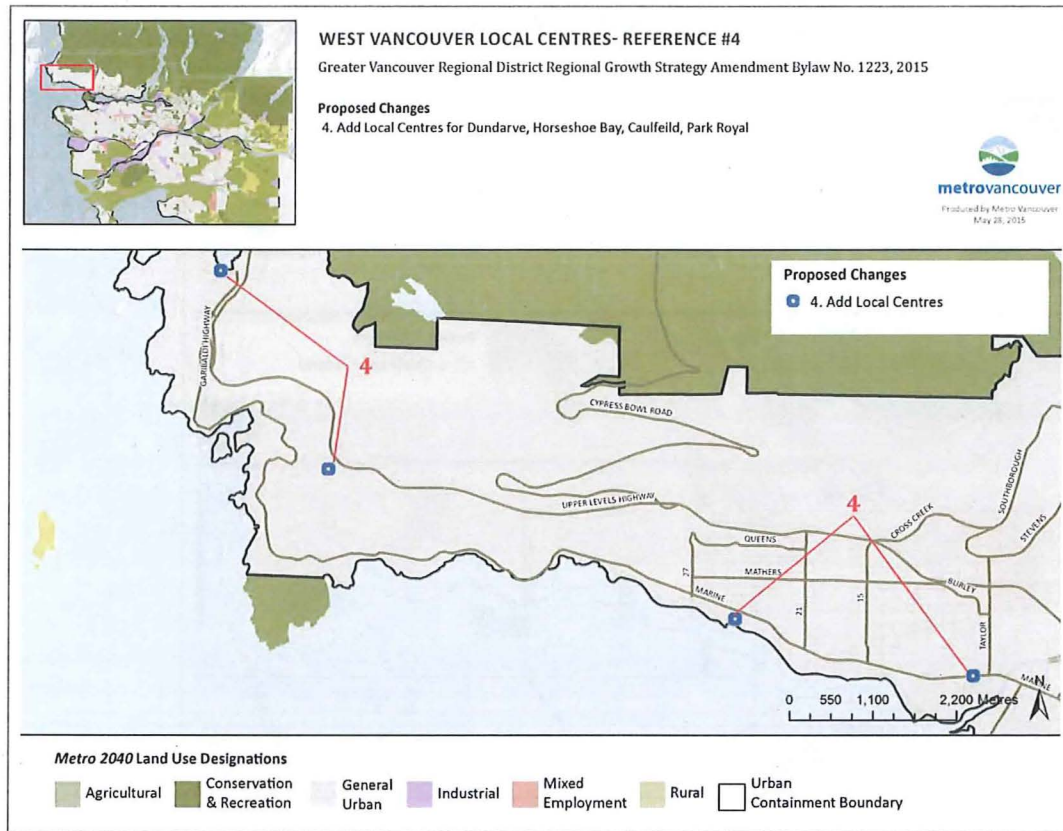
## SCHEDULE D – FREQUENT TRANSIT DEVELOPMENT AREAS





## SCHEDULE E - LOCAL CENTRES, HOSPITALS AND POST SECONDARY INSTITUTIONS







**SCHEDULE F - TABLE A.1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS FOR METRO VANCOUVER SUBREGIONS AND MUNICIPALITIES**

|                                    | Total Population |                  |                  |                  | Total Dwelling Units |                  |                  |                  | Total Employment |                  |                  |                  |
|------------------------------------|------------------|------------------|------------------|------------------|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                    | 2011             | 2021             | 2031             | 2041             | 2011                 | 2021             | 2031             | 2041             | 2011             | 2021             | 2031             | 2041             |
| <b>Metro Vancouver Total</b>       | <b>2,356,000</b> | <b>2,788,000</b> | <b>3,152,000</b> | <b>3,443,000</b> | <b>890,000</b>       | <b>1,112,000</b> | <b>1,287,000</b> | <b>1,423,000</b> | <b>1,209,000</b> | <b>1,424,000</b> | <b>1,626,000</b> | <b>1,773,000</b> |
| Burnaby, New Westminster           | 295,000          | 350,000          | 406,000          | 447,000          | 117,400              | 154,900          | 178,600          | 196,300          | 169,600          | 189,000          | 233,000          | 251,000          |
| Burnaby                            | 227,700          | 270,000          | 314,000          | 345,000          | 86,800               | 117,800          | 136,000          | 149,300          | 140,900          | 152,000          | 189,000          | 203,000          |
| New Westminster                    | 67,300           | 80,000           | 92,000           | 102,000          | 30,600               | 37,100           | 42,600           | 47,000           | 28,700           | 37,000           | 44,000           | 48,000           |
| Langley City, Langley Township     | 131,900          | 174,140          | 220,150          | 249,000          | 48,600               | 65,800           | 85,300           | 96,800           | 70,500           | 92,000           | 110,000          | 125,000          |
| Langley City                       | 25,600           | 30,140           | 34,150           | 38,000           | 11,300               | 13,800           | 16,300           | 18,800           | 18,000           | 21,000           | 23,000           | 25,000           |
| Langley Township                   | 106,300          | 144,000          | 186,000          | 211,000          | 37,300               | 52,000           | 69,000           | 78,000           | 52,500           | 71,000           | 87,000           | 100,000          |
| Maple Ridge, Pitt Meadows          | 95,900           | 107,600          | 122,800          | 141,500          | 34,800               | 44,200           | 52,900           | 55,200           | 29,100           | 43,000           | 51,200           | 53,700           |
| Maple Ridge                        | 77,600           | 87,600           | 100,800          | 118,000          | 28,000               | 36,100           | 43,700           | 45,000           | 23,300           | 34,000           | 41,000           | 42,500           |
| Pitt Meadows                       | 18,300           | 20,000           | 22,000           | 23,500           | 6,800                | 8,100            | 9,200            | 10,200           | 5,800            | 9,000            | 10,200           | 11,200           |
| Northeast Sector                   | 222,900          | 289,400          | 341,100          | 363,900          | 79,595               | 110,150          | 136,130          | 149,340          | 79,825           | 108,550          | 129,490          | 141,520          |
| Anmore                             | 2,100            | 2,900            | 3,400            | 3,900            | 620                  | 930              | 1,180            | 1,350            | 300              | 500              | 600              | 700              |
| Belcarra                           | 700              | 800              | 900              | 1,000            | 275                  | 320              | 350              | 390              | 225              | 250              | 290              | 320              |
| Coquitlam                          | 129,000          | 176,000          | 213,000          | 224,000          | 45,500               | 67,700           | 86,700           | 94,100           | 46,800           | 70,000           | 86,000           | 94,000           |
| Port Coquitlam                     | 57,500           | 70,000           | 79,000           | 85,000           | 20,600               | 26,300           | 30,900           | 34,300           | 23,600           | 28,000           | 32,000           | 35,000           |
| Port Moody                         | 33,600           | 39,700           | 44,800           | 50,000           | 12,600               | 14,900           | 17,000           | 19,200           | 8,900            | 9,800            | 10,600           | 11,500           |
| North Shore                        | 185,100          | 206,425          | 224,650          | 243,700          | 73,200               | 84,300           | 92,775           | 100,450          | 78,400           | 91,350           | 100,460          | 109,570          |
| North Vancouver City               | 49,800           | 56,000           | 62,000           | 68,000           | 23,000               | 25,600           | 28,000           | 30,200           | 31,100           | 34,000           | 37,000           | 40,000           |
| North Vancouver District           | 87,700           | 98,000           | 105,000          | 114,000          | 31,300               | 37,500           | 41,000           | 45,000           | 28,300           | 33,000           | 36,000           | 40,000           |
| West Vancouver                     | 46,300           | 51,000           | 56,000           | 60,000           | 18,400               | 20,600           | 23,100           | 24,500           | 18,700           | 24,000           | 27,000           | 29,000           |
| Lions Bay                          | 1,300            | 1,425            | 1,650            | 1,700            | 500                  | 600              | 675              | 750              | 300              | 350              | 460              | 570              |
| Delta, Richmond, Tsawwassen        | 296,900          | 344,000          | 380,000          | 409,500          | 103,100              | 125,300          | 142,900          | 161,100          | 178,750          | 210,200          | 233,400          | 252,500          |
| Delta                              | 101,900          | 110,000          | 116,000          | 121,000          | 34,800               | 39,000           | 41,000           | 44,000           | 49,900           | 62,000           | 67,000           | 71,000           |
| Richmond                           | 194,300          | 230,000          | 258,000          | 280,000          | 68,000               | 85,000           | 100,000          | 115,000          | 128,600          | 147,000          | 165,000          | 180,000          |
| Tsawwassen First Nation            | 700              | 4,000            | 6,000            | 8,500            | 300                  | 1,300            | 1,900            | 2,100            | 250              | 1,200            | 1,400            | 1,500            |
| Surrey, White Rock                 | 497,500          | 614,500          | 707,000          | 793,500          | 162,800              | 211,000          | 251,000          | 288,000          | 175,200          | 221,800          | 266,400          | 306,300          |
| Surrey                             | 477,800          | 594,000          | 685,000          | 770,000          | 152,900              | 200,000          | 239,000          | 275,000          | 168,200          | 214,000          | 258,000          | 297,000          |
| White Rock                         | 19,700           | 20,500           | 22,000           | 23,500           | 9,900                | 11,000           | 12,000           | 13,000           | 7,000            | 7,800            | 8,400            | 9,300            |
| Vancouver, Electoral Area A        | 630,500          | 702,000          | 750,000          | 795,000          | 270,250              | 316,200          | 347,000          | 376,000          | 427,700          | 468,000          | 502,000          | 533,000          |
| Vancouver                          | 617,200          | 685,000          | 725,000          | 765,000          | 265,100              | 309,000          | 336,000          | 362,000          | 406,700          | 446,000          | 477,000          | 505,000          |
| Electoral Area A (UBC, UEL, other) | 13,300           | 17,000           | 25,000           | 30,000           | 5,150                | 7,200            | 11,000           | 14,000           | 21,000           | 22,000           | 25,000           | 28,000           |

1. Growth projections are provided as reference to member municipalities and regional agencies, and do not represent specific growth targets for the region or respective municipalities.
2. Figures for the year 2011 are based on Census of Canada 2011. Population and employment figures include a 2011 Census undercount estimate as calculated post Census by Statistics Canada.
3. The projections are prepared by Metro Vancouver in association with member municipalities. Projections for each of the municipalities are taken from respective municipal Regional Context Statements as accepted by the GVRD Board.
4. All projections represent an approximate figure for the given year, with consideration for potential variance within a high and low growth margin. Particular municipal projections may represent a higher or lower estimate within that margin. Metro Vancouver may apply alternative higher or lower regional and municipal projection estimates in preparing planning scenarios for land use, infrastructure, utilities or other purposes.
5. All figures in this table are rounded and may include minor inconsistencies for summary totals.
6. All municipal totals, with the exception of Tsawwassen First Nation, include the totals for any First Nation communities located within the respective municipal boundary.

11440167







**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



August 18, 2015

Ref: 159107

To: Mayors and Councillors  
Chairs and Directors of Regional District Boards  
Chairs and Directors of Greater Boards

I am pleased to inform you that the Office of the Auditor General for Local Government will be releasing a performance audit report on the District of North Vancouver under the topic “Learnings from Local Government Capital Procurement Projects and Asset Management Programs”.

The audit report will be published on our website [www.aglg.ca](http://www.aglg.ca) on Wednesday, August 19 at 11:00 am.

I welcome feedback from local governments on all aspects of the work of our office, so I look forward to your comments on the report to be issued tomorrow.

Sincerely,

A handwritten signature in black ink, appearing to read "Arn van Iersel".

Arn van Iersel, CPA, FCGA  
A/Auditor General for Local Government

pc: Chief Administrative Officers

**New Building Canada Fund – Small Communities Fund**

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**  
**5C - 940 Blanshard Street, Victoria, BC V8W 3E6**

RECEIVED  
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yld.

August 14, 2015

Cliff# 236684

His Worship Karl Buhr  
Mayor of the Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0

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

Dear Mayor Buhr:

**Re: New Building Canada Fund - Small Communities Fund (NBCF-SCF)**  
**Project #N20034 - Magnesia and Harvey Creek Water Intakes Improvements**

It is my pleasure to inform you that your application for funding under the New Building Canada Fund – Small Communities Fund (NBCF-SCF) has been approved at a maximum federal/provincial contribution of \$246,016.

Please ensure that all public information material for the approved project clearly and prominently indicates funding is provided from the NBCF-SCF.

The Province will require you to submit online periodic progress reports along with budget forecasting reports using the new online Local Government Information System. Details outlining this requirement will be sent to the project contact shortly.

Claim form information along with final report requirements will soon be available on the website: [www.gov.bc.ca/smallcommunitiesfund](http://www.gov.bc.ca/smallcommunitiesfund).

A contribution agreement will be sent to your Chief Administrative Officer.

Please note, it is your responsibility to obtain and comply with all necessary authorizations and/or permits as an ongoing condition of our funding.

If you have any questions regarding the above, please do not hesitate to contact Sean Nacey, Senior Project Manager, Infrastructure Development Branch, Ministry of Transportation and Infrastructure, at 250-952-0675.

.../2



-2-

I wish you every success with your infrastructure project.

Yours truly,



---

Patrick C. Livolsi, P. Eng.  
Provincial Co-Chair, Oversight Committee, Small Communities Fund  
Assistant Deputy Minister  
Infrastructure and Major Projects Division

cc: Jordan Sturdy, MLA  
West Vancouver-Sea to Sky

Sean Nacey, Senior Manager  
Infrastructure Development Branch  
Ministry of Transportation and Infrastructure

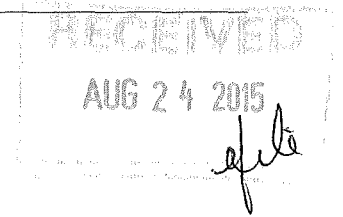
Liam Edwards, Executive Director  
Local Government Infrastructure and Finance Branch  
Ministry of Community, Sport and Cultural Development

Nikii Hoglund  
Public Works Manager  
Village of Lions Bay

100 – 1111 West Hastings Street  
Vancouver, B.C. V6E 2J3  
Phone: 604 681 2351  
Fax: 604 681 4364  
www.cosbc.ca



August 20 2015



His Worship Mayor Karl Buhr  
Village of Lions Bay  
P.O. Box: 141  
Lions Bay, BC V0N 2E0

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

Dear Mayor Buhr,

**LNG Safe Handling and Transportation Workshop**

The Chamber of Shipping will be hosting the above captioned workshop on October 6 at the Vancouver Club in downtown Vancouver.

Recognizing that many councils and officials are seeking further information on the safe handling, carriage and overall protocols in the transportation of LNG we would be pleased to invite you, any councilors or members of staff to attend this event. Please see the attached flyer for details.

We do hope you can join us.

Yours sincerely,

A handwritten signature in cursive script that reads "Stephen Brown".

Capt. Stephen Brown  
President  
Chamber of Shipping of British Columbia

*The Chamber of Shipping of British Columbia represents the full spectrum of international and domestic shipping related interests in Western Canada including but not limited to international and domestic ship owners, BC Ferries, vessel agency companies, cargo interests, terminal interests, cruise lines, port authorities, pilotage, maritime lawyers, classification societies, marine surveyors marine support and service companies. As such we represent more than 80% of all commercial marine activity on Canada's west coast.*



# SAFE HANDLING AND TRANSPORTATION OF LNG

October 6, 2015 Workshop

Following our successful LNG Handling and Transportation workshop in 2014, in view of the many remaining questions still being raised, we have decided to offer a further full day workshop.

## Speakers Will Include

Teekay Shipping, with ownership in a fleet of 50 LNG carriers including 21 on order

Pacific Pilotage Authority

BC Coast Pilots

Robert Allan Ltd., Naval Architects and Marine Engineers, world leaders in escort tug design

Xanatos Marine, maritime electronic navigation technology provider

Transport Canada, an explanation on the Tempol process

*"When it comes to developing an LNG export industry, it's important that British Columbians have an informed discussion based on the facts."*

- Capt. Stephen Brown

## Mark Your Calendars

Date: October 6 2015

Time: 08.30 – 16.00 including lunch

Venue: Vancouver Club, Grand Ballroom, 915, West Hastings Street, Vancouver, BC

Cost: \$45 per person      Mayors' Office - Complimentary

Dress Code: Business or business casual – the venue does not allow jeans or athletic wear



Return completed form to [rsvp@cosbc.ca](mailto:rsvp@cosbc.ca). We may also be reached at 604-681-2351.

Learn more at [cosbc.ca](http://cosbc.ca) and [safeshippingbc.ca](http://safeshippingbc.ca).

## REGISTER YOUR SPOT

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

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ No. of Tickets: \_\_\_\_\_

### PAYMENT | GST #R106905698

Payable by credit card or cheque in favour of *Chamber of Shipping of BC* (mail cheques to 100-1111 W Hastings Street, Vancouver, BC V6E 2J3 or fax 604-681-4364)

Credit Card (Visa/MasterCard): **COMPLIMENTARY**

No. \_\_\_\_\_

Expiry Date (mm/yr): \_\_\_\_\_ / \_\_\_\_\_



Mayor Karl Buhr  
Lions Bay Village  
Box 141  
Lions Bay, BC V0N 2E0

August 21, 2015

VILLAGE OF LIONS BAY  
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AUG 25 2015

*efile*

Dear Mayor Karl Buhr,

**Re: Geoscience BC's 10<sup>th</sup> Anniversary Dinner, Thursday, October 8<sup>th</sup>, 2015—Invitation**

On behalf of the Geoscience BC Board, it is my sincere pleasure to invite you to join us at Geoscience BC's 10<sup>th</sup> Anniversary Dinner on Thursday, October 8, 2015. The Dinner will be hosted in the Pan Pacific Hotel Oceanview Suites in Vancouver.

The 10<sup>th</sup> Anniversary Dinner will be a relaxed celebratory event that will integrate light historical anecdotes and highlight Geoscience BC's incredible successes over our first decade of operations. Since 2005, we have established ourselves as a respected, independent organization delivering relevant and timely earth science in British Columbia. We expect 200 guests will join us for this important event, including First Nations leaders, MLAs, ministers and representatives from the mineral, mining and energy (natural gas) sectors. An invitation has also been extended to the Premier to attend this event as our guest of honour.

The creation of Geoscience BC 10 years ago was a milestone for the province. Our respected, independent work supports a strong economy, attracts investment and plays an important role in guiding land use decisions. We have relied heavily over the past decade on the strategic advice and support from municipal councils across British Columbia. We appreciate the importance of your ongoing support and look forward to your participation in the celebration of this milestone.

**Date:** Thursday, October 8<sup>th</sup>, 2015  
**Time:** 5:00 pm - 10:00 pm  
**Guests:** ~200 First Nation, Government & resource sector leaders  
**Location:** Oceanview Suites, Pan Pacific Hotel, Vancouver  
999 Canada Place, Vancouver, B.C.  
**Dress:** Business Casual

As a non-profit organization, we are unfortunately not able to offer complimentary tickets to this event. We appreciate your understanding of this limitation and hope you will consider joining us for the celebration. To confirm your participation, please visit and register through the event webpage at <http://www.geosciencebc.com/s/GeoscienceBCDay.asp>.

Sincerely,

Robin Archdekin  
President and CEO  
Geoscience BC

cc: Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing, and Deputy Premier  
Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review  
Hon. Steve Thomson, Minister, Forests, Lands and Natural Resource Operations  
Geoscience BC Board

Suite 1101 – 750 West Pender Street  
Vancouver BC V6C 2T7





# DISTRICT OF STEWART

Office of the Mayor

August 24, 2015

Hello Small Communities,

The UBCM Healthy Communities Committee appointed me as a representative on the Community Paramedicine Initiative Committee.

Under the initiative, paramedics will provide primary care services within their scope of practice to increase access to basic health-care services in non-urgent settings – in partnership with local health-care providers. The enhanced role is not intended to replace care provided by health professionals such as nurses, but rather to complement and support the work these important professionals do each day.

There is a commitment to create at least 80 new full time equivalents (FTEs) to support the implementation of Community Paramedicine programs in BC. A few communities in BC already launched the Community Paramedicine program.

I want to provide you with the latest information on the status of this initiative (attached).

Kind regards,

Galina Durant  
Small Community Representative  
UBCM



## **COMMUNITY PARAMEDICINE INITIATIVE**

### **Monthly Update – August 2015**

**August 17, 2015**

This update provides an overview of the status of the Community Paramedicine Initiative (CPI), which is currently on track in both planning and implementation to fulfill the commitment of at least 80 new full-time equivalents (FTEs) hired to support community paramedicine programs in rural and remote communities between April 1, 2015, and March 31, 2019. Organization of the update is now aligned with the CPI Work Plan.

### **Policies & Practice**

#### The Professional Practice Advisory Committee (CPPAC)

- The committee agreed at its July 24 meeting that workflow of the proposed care delivery for a single episode of care be developed to ensure appropriate communication, referral and follow up.

#### Regulations, Training & Orientation

- BCEHS has been actively engaging in discussions with the Ministry of Health regarding the regulatory changes are required to enable community paramedics to work with patients in the new contexts of practice. In late July, BCEHS met with Ministry and Department of Justice representatives to discuss the most recent approach to the regulatory framework for the CPI.
- Prior to the necessary regulatory changes being in place, community paramedics in prototype communities may begin community outreach and awareness activities, as well as health promotion including CPR and AED training seminars.

#### Privacy Impact Assessment

- In addition to patient privacy policies in place, a privacy impact assessment is under development. The PIA will address how community paramedics can access patient records and share clinical documentation with Health Authorities.
- There is good support from BC Health Information Privacy Security Standing Committee (HIPSSC), a Standing Committee of the BC Health IM/IT Executive Council (IMITEC).

#### Dispatch & Scheduling

- Scheduled community paramedic visits to patients in the prototype communities are expected to begin this fall.
- This will likely require some modifications to the current dispatch/patient transfer system to ensure there is communication with community paramedics while they are working independently and in patients' homes. A facilitated session is scheduled for this month to map out the PTCC business process/workflow options, and to identify any changes required to support each of the options.

## **Provincial Advisory Committee (PAC)**

- An item arising from the July 28<sup>th</sup> PAC meeting was the CPI goals. They have now being modified and distributed to the Provincial Advisory Committee and are consistent with the Ministry of Health's Rural Policy Paper.

## **Implementation**

### Community Selection

- BCEHS and Interior Health have selected Creston and Princeton as prototype communities. Recommended prototype communities for Island Health are expected to be selected in late September.
- Selection of communities for the rollout in the fall will be based on a community selection model that will enable BCEHS to prioritize the communities in which to establish community paramedics.
- This model was reviewed with the Provincial Advisory Committee on July 28, and will be presented to the Ministry of Health's Standing Committee on Health Services & Population in September.

### Workforce

- It is expected that job descriptions and postings will be completed in September 2015 following appropriate consultation with CUPE 873.
- Job fairs co-hosted by CUPE 873 and BCEHS are being planned, with the first ones taking place in September in Dawson Creek, Terrace and Prince George. These sessions will provide interested paramedics with information about the role of a community paramedic and how to apply for these positions.

## **Communications & Stakeholder Engagement**

### Community Communications

- Following the selection of Creston and Princeton as prototype communities in Interior Health, letters issued jointly by BCEHS and Interior Health were sent to the MLA, regional district, mayor and council, and neighbouring First Nations of each community.
- A news release issued on August 6 resulted in interviews with EZ Rock (Penticton), EZ Rock (Trail) and Keremeos Review, and stories posted on Castanet.net (Kelowna online news service) and the Capital News (Central Okanagan) e-edition. The news release was posted on both BCEHS and Island Health's websites. Also, Pamela Fayerman of The Vancouver Sun and Angela Jung from Global Okanagan are interested in doing stories when community paramedics are involved with patients.

### Support Collateral Materials

- The brochure and PowerPoint presentation being developed to assist community paramedics with community outreach and awareness are being revised to reflect the new goals and will be available later this month.
- A communications and stakeholder engagement plan is being developed for the provincial rollout, and will be submitted to PHSA and BCEHS Communications before being shared with PAC.

### **Evaluation**

- The Statement of Work for a consultant to lead the Evaluation Committee was issued, and candidates' submissions are being evaluated.
- The evaluator is required to develop an evaluation framework in collaboration with the Evaluation Committee and develop appropriate key performance indicators and conduct ongoing evaluation of the initiative.

### **Administration**

- Biweekly meetings of both the CP Operation Planning Team and the Joint Labour/Management Community Paramedicine Liaison committee continue.

**From:** Muir, Jerry [<mailto:Jerry.Muir@bchydro.com>]  
**Sent:** Wednesday, August 26, 2015 10:10 AM  
**To:** Karl Buhr <[mayor.buhr@lionsbay.ca](mailto:mayor.buhr@lionsbay.ca)>  
**Cc:** Anne Yanciw <[admin@lionsbay.ca](mailto:admin@lionsbay.ca)>; Higginbottom, Steve <[Steve.Higginbottom@bchydro.com](mailto:Steve.Higginbottom@bchydro.com)>; Waddell, Lisa <[Lisa.Waddell@bchydro.com](mailto:Lisa.Waddell@bchydro.com)>  
**Subject:** 2015 BC Hydro Community Champions Program



Jerry Muir  
Community Relations Manager  
Lower Mainland  
Office: 604 623-3986  
Email: [Jerry.Muir@bchydro.com](mailto:Jerry.Muir@bchydro.com)

August 26, 2015

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

Dear Mayor Buhr and Council:

On August 18<sup>th</sup>, BC Hydro launched the 2015 edition of our Community Champions Program.

BC Hydro is looking for non-profit organizations from across BC to submit video entries that tell us what they are doing to make their community more sustainable. Videos will be accepted until September 30<sup>th</sup>.

Up to 15 finalists will be selected for public voting between October 15<sup>th</sup> and November 30<sup>th</sup>. Results of the public voting will determine the five winners, each of which will receive \$10,000 to continue their sustainability-based project. The five winners will be announced on December 15, 2015.

If you are aware of any non-profit groups within your community that would be interested in this opportunity, please encourage them to participate.

We also encourage all participants to share the story of their conservation initiative or show support for their favourite non-profit on social media using the hashtag **#BCHCommunityChampions**.

For more information on the Community Champions Program, please visit:  
[www.bchydro.com/communitychampions](http://www.bchydro.com/communitychampions)

Regards,

A handwritten signature in black ink, appearing to read 'Jerry Muir', is positioned above the printed name.

Jerry Muir  
Community Relations Manager  
Lower Mainland

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This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.





Selina Robinson, MLA  
(Coquitlam-Maillardville)



Province of  
British Columbia  
Legislative Assembly

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OTHER

Selina Robinson, MLA  
(Coquitlam - Maillardville)  
Victoria Office:  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4

Community Office:  
102 - 1108 Austin Avenue  
Coquitlam, BC V3K 3P5  
Telephone: 604 933-2001  
Facsimile: 604 933-2002

August 24, 2015

Mayor Buhr and Council  
Village of Lions Bay  
Box 141  
Lions Bay, BC V0N 2E0

Dear Mayor Buhr and Council,

I hope that you've enjoyed the summer and you had an opportunity to take a break. I am writing to remind you that my caucus colleagues in the Official Opposition are available and eager to meet with you at the upcoming Union of BC Municipalities annual conference in Vancouver, September 22-25.

As the Opposition Spokesperson for Local Government, former City Councilor for Coquitlam, and past Executive member of the Lower Mainland Local Government Association, I continue to be passionate about strengthening our communities through local leadership. I believe that local government is closest to our constituents and has the knowledge and flexibility to be most responsive to community needs.

I have been paying close attention to your successes and your challenges. This past spring I travelled to all five area association meetings to hear directly from you about the issues facing your communities. I heard concerns related to aging infrastructure, offloads to local governments, and the sometimes difficult relationship between local and other orders of government. At every area association meeting, I saw the passion and commitment you all have for your communities. Thank you for bringing that to your role. It really does make a difference.

I would love the opportunity to meet with you at the UBCM. If you would like to set up a meeting with me or any of my colleagues, please contact Elena Banfield at 250-952-7647 or [elena.banfield@leg.bc.ca](mailto:elena.banfield@leg.bc.ca). Enclosed is a list of all Opposition MLAs and their Spokesperson areas, so you know who works on issues important to your community. Also, please join us for the Official Opposition UBCM Breakfast for all delegates on Friday, September 25, at 6:45 AM at the Fairmont Waterfront Hotel. We look forward to seeing you there.

All the best,

Selina Robinson, MLA  
Opposition Spokesperson for Local Government

# John Horgan and the New Democrat Opposition Team



John Horgan,  
Leader  
MLA, Juan de Fuca



Robin Austin, MLA  
Skeena  
Northern Economic  
Development



Harry Bains, MLA  
Surrey-Newton  
Forests, Lands and Natural  
Resource Operations



Spencer  
Chandra Herbert, MLA  
Vancouver-West End  
Environment



Raj Chouhan, MLA  
Burnaby-Edmonds  
Assistant Deputy Speaker



Katrine Conroy, MLA  
Kootenay-West  
Interior Economic  
Development, Columbia Power,  
Columbia River Treaty



Kathy Corrigan, MLA  
Burnaby-Deer Lake  
Advanced Education



Judy Darcy, MLA  
New Westminster  
Health



Adrian Dix, MLA  
Vancouver-Kingsway  
BC Hydro



Doug Donaldson, MLA  
Stikine  
Children and  
Family Development



David Eby, MLA  
Vancouver-Point Grey  
Tourism, Housing, Liquor Policy,  
BCLC, PavCo



Mable Elmore, MLA  
Vancouver-Kensington  
Deputy Finance, ICBC



Mike Farnworth, MLA  
Port Coquitlam  
Justice (Public Safety and  
Solicitor General), Caucus House  
Leader



Rob Fleming, MLA  
Victoria-Swan Lake  
Education



Scott Fraser, MLA  
Albert-Pacific Rim  
Aboriginal Relations and  
Reconciliation, Caucus Deputy  
Whip



Sue Hammell, MLA  
Surrey-Green Timbers  
Mental Health and Addictions



George Heyman, MLA  
Vancouver-Fairview  
Green Economy,  
Technology, TransLink



Gary Holman, MLA  
Saanch North & the Islands  
Democratic Reform, Deputy  
Environment, Fisheries and  
B.C. Ferries



Carole James, MLA  
Victoria-Beacon Hill  
Finance



Maurine Karagiannis, MLA  
Esquimalt-Royal Roads  
Women, Seniors, Early  
Childhood Development,  
Caucus Whip



Leonard Krog, MLA  
Nanaimo  
Justice (Attorney General)



Norm Macdonald, MLA  
Columbia River-Revelstoke  
Energy and Mines



Michelle Mungall, MLA  
Nelson-Creston  
Social Development,  
Caucus Deputy House Leader



Lana Popham, MLA  
Saanch South  
Agriculture and Food



Bruce Ralston, MLA  
Surrey-Whalley  
Natural Gas,  
Development, Trade,  
Immigration, Multiculturalism



Jennifer Rice, MLA  
North Coast  
Northern and Rural Health,  
Deputy Children and Family  
Development



Selina Robinson, MLA  
Coquitlam-Mallardville  
Local Government  
and Sports  
Caucus Deputy Chair



Bill Routley, MLA  
Cowichan Valley  
Deputy Forests - Coastal



Doug Routley, MLA  
Nanaimo-North Cowichan  
Deputy Forest Futures,  
Citizen Services



Jane Shin, MLA  
Burnaby-Lougheed  
Deputy Trade, Immigration,  
Multiculturalism



Nicholas Simons, MLA  
Powell R-Sunshine Coast  
Coastal Economic Development,  
Small Business, Art and Culture



Shane Simpson, MLA  
Vancouver-Hastings  
Economic Development, Jobs,  
Labour and Skills, Caucus Chair

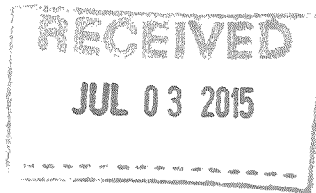


Claire Trevena, MLA  
North Island  
Transportation and  
Infrastructure, B.C. Ferries,  
B.C. Transit

New Democrat Official Opposition  
Room 201 Parliament Buildings  
Victoria V8V 1X4

250 387 3655  
www.bcndpcaucus.ca  
ndp@leg.bc.ca

**NEW DEMOCRAT**  
OFFICIAL OPPOSITION



July 3/15

To Mayor and Council,

On June 23<sup>rd</sup> the pre-school went to the beach. Our son, Kesler was accompanied by his Grandmother Pat Codling. There was an accident that left our young son badly bruised and he continues to limp when he walks and when he wakes up in the morning. It was very scary for both of them. It appears from others that this bench had been in disrepair and unsafe for some time.

It was a picnic bench that appeared to be a unique timber construction; this bench was the first bench when you enter the park area and the playground.

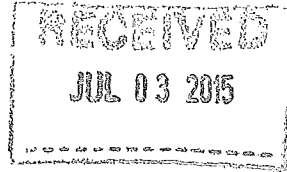
On this day Kesler and Pat were sitting on the bench which broke completely and Pat, with longer legs fell forward but due to his short legs not touching the ground Keslers leg was trapped under the bench as the bench broke and fell on him.

I wanted to make sure that an incident doesn't happen like this again. Was this public bench on record as needing repair? Why wasn't it roped off? As soon as there was an accident I noticed it was replaced immediately. There are so many young kids in that area especially during the summer months and I'm surprised this wasn't taken care of in a timely and safe manner.

Sincerely,

Todd Talbot

On behalf of Pat and Kesler



July 3 / 2015

Dear Mayor & Council & Building Inspector,

I have debated the merits of sending this letter for many months now. I have talked to a lawyer as well as many others in the industry. The ongoing stress and impact that the construction at 350 Bayview Road has had on me and my family as well as the value of our property is the reason for this letter. I felt that being in communication with all parties that directly influence and shape the community of Lions Bay was the logical next step. The impact of the Board of Variance's decision to approve an eleven foot variance on height at 350 Bayview Road has proven to be an embarrassing and extremely negative one. Every day when I drive into my driveway I am reminded at what 'might' have been if the Board would have had the foresight to limit this building to the height allowable. Walking home from the school, at the store, beach, and out front of my house I am bombarded with questions, comments, and astonishment from members of the community that this would be allowed. My feelings are constantly reinforced if not exacerbated by the shock and awe factor the others in the village have. Not only am I faced with this thought on a daily basis as this towering home dominates its neighbours to the left and right but I can't help but question the validity of the board's decision and the process it took.

This process has forced us to seriously consider leaving Lions Bay – a community which we have felt connected with, and contributed to, and are looking for other school arrangements for our two kids. It is amazing how much impact and ripple effect one bad decision has on a family and community.

Watching and considering all the variables, it has become clear over time that the ONLY reason for an 11' variance is simply to maximize view and to squeeze every last bit of value out of the land. The ONLY reason to approve a height variance is because of 'hardship' and there is absolutely no hardship in relation to view. This should have been the first and only red flag needed in this discussion. What more did they need to hear? At the meeting I asked how the placement and height would affect our view which was quickly dismissed and the board continued its approval process. This variance represents a whole level to the house that would otherwise not be allowed. The 'hardship' argument that was made was that for 'health reasons' they could not do stairs and climb up and down. The first question that one should ask would be that building a house on the side of a mountain may not be the most prudent. The second question to an experienced unbiased panel should have been "this is a three story house. If elevation is an issue why are you building a house with so many stairs and furthermore requesting an entire 3<sup>rd</sup> story on the house?" Why this was not questioned remains a mystery and I can only surmise that it was too uncomfortable to question the validity or practicality of such a house for such an owner. No exploration into this was taken into account. The responsibility of the owners to represent truthfully is mute; they are in the position to present whatever information is necessary in order to get their desired result. It's the board's responsibility to determine the merits of hardship and this was clearly missed and in my opinion negligent.

Other factors:

- Window placement creates massive light pollution lighting up our family room and front driveway

- Clear cut the entire lot leaving no privacy and no landscaping (idle promises for months if not years about paving driveway and planting 6' cedars which would do absolutely nothing)
- Numerous cars parked at the top and onto the road at all times
- Tens of thousands of dollars for me to remediate this problem with retaining walls and fencing and landscaping

The second impact that the placement of this house has had is that it allowed it to be pushed to the front of the property allowing the front yard to be dug so deep as to create a 'pit' that drops drastically from the road and creates a visual scar at the front of our property. I have now gone through the board of variance twice, being rejected both times having spent the \$500 application fee along with \$4000 in architectural drawings to be opposed by the neighbour saying that a structure in the side yard set back would negatively impact their property and tower over their front yard. A situation they created as well as approved by the Village.

I have had a few dealings with the Board and have a basic knowledge of the process and protocol. When we renovated our house we requested a 1' variance on height and we worked very hard to design a unique roofline in order to squeeze as tight to the requirements as possible. With the application at 350 there was absolutely no effort to acknowledge the height restriction but to simply push for the absolute maximum they could get approved.

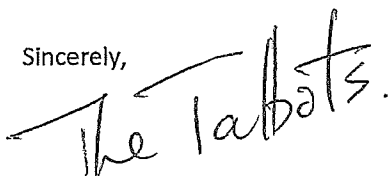
The impact from the BOV approval has created the hardship to our property and this mistake needs to be corrected somehow. Not to mention the impact to the value of our property.

What is the recourse for a negligent decision? It is not the neighbour's responsibility to approve or deny nor is it our job to be sufficiently experienced enough to make this kind of judgement based on building plans. Furthermore, to put that kind of pressure on a future neighbour is grossly unfair. All that being said, I did raise the question of view and the impact on sightlines which was quickly dismissed and not followed up on.

It is my intention to keep this process private and professional at this point and explore the accountability of the board as well as what other options there might be to recognizing the oversight and impact that this building has on the immediate neighbours and the community. The job of approving such applications comes with a lifetime of repercussions as it is unlikely that there would be a retroactive decision to tear a house down. This leaves us in a precarious position of what next steps to take. I am now faced with a significant bill to remediate a problem that was created by this process.

It is my understanding that the Board is designed to UPHOLD the rules in order to stop potentially disruptive buildings that negatively affect the value and enjoyment of the neighbouring properties and the village as a whole. This decision was careless and casual in deliberation and outcome. Some action must be taken to help mitigate this decision and future similar decisions from happening.

Sincerely,

A handwritten signature in black ink that reads "The Labbets". The signature is stylized with a long horizontal line extending from the left and a large, looped "L" at the beginning of the name.

**From:** [Carole Conlin](#)  
**To:** [Council @ Lions Bay](#)  
**Cc:** [Shawna Gilroy](#)  
**Subject:** Letter to Council - Request for a Village Website section on the Regional Context Statement/Regional Growth Strategy now  
**Date:** Wednesday, August 26, 2015 12:40:19 PM  
**Attachments:** [DWV Regional Context Statement 2015 - timeline and public consultation.pdf](#)

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Hi Mayor Buhr and Council of the Village of Lions Bay,

I write to ask that the Council consider creating a Regional Context Statement/Regional Growth Strategy section on the Village website now, as the matter is currently being drafted and debated by Council.

In the weekly e-post news that is also published under public notices at May 22, 2015, the report has a brief message that the RCS is being considered/drafted and a "click here" link takes one to the draft document, but there is currently no way for a resident to find the document unless they remember it was in an e-post and search the message for the "click here" message. There is also a 2011 RCS that could be posted in the new section to assist residents in understanding the updated changes being proposed and that they have input into through public consultations/hearings.

I would also urge you to have your website section designed so it is easily understood, as per the District of West Vancouver website sample attached.

I recently posed this question to Shawna Gilroy, Office Coordinator, who responded and copied the A/CAO and CFO, with the following response:

"The Draft Regional Context Statement went out in the May 22, 2015 e-post for the public's information at that time. It is not posted on our website yet as it is still in draft phase and consistently being worked on. It will be going to a Public Hearing in September and then to third and then final adoption thereafter. Once it has been adopted, it will be posted on the website. West Vancouver's Regional Context Statement is complete, and is therefore now available on their website. ..."

The DWV kept the residents informed throughout the process via the website, they didn't just put it on the website when it was finalized. It is part of the public consultation process.

The RCS/RGS have many implications for Metro Vancouver municipalities and Lions Bay faces many of the same issues of limited growth, difficult topography, that others in the area such as Anmore and Belcarra, face.

A central location on the Village website where all the documents are located to assist residents in understanding the implications of the RCS/RGS, how it ties into the OCP review and any amendments prior to a review, and land use master planning, is important.

Thank you for consideration of this request for a website section on the RCS/RGS for the Village of Lions Bay.

I would appreciate receiving confirmation from the office that this correspondence to Mayor and Council has been received.

Many thanks.

Carole Conlin  
90 Oceanview Road




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|---------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|
| <b>PARKS &amp; RECREATION</b><br>Get active, go outside, get healthy & have fun | <b>ARTS &amp; CULTURE</b><br>Be creative, live our history, celebrate | <b>HOME, BUILDING &amp; PROPERTY</b><br>Renovate, recycle, care for your community | <b>TRANSPORTATION &amp; ROADS</b><br>Get around safely by bus, vehicle, bike, on foot | <b>BUSINESS</b><br>Find opportunities, start one up, partner with us | <b>GOVERNMENT</b><br>Council & citizen work, departments |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|

[Home](#) » [Home, Building & Property](#) » [Major Projects](#) » [Regional Context Statement](#)

**HOME, BUILDING & PROPERTY**

- Planning
- Construction & Renovating
- Permits & Licences
- Garbage & Recycling
- Pets, Wildlife & Environment
- Home Safety
- Water & Sewers
- Taxes & Utility Fees
- Major Projects
  - Ferndale Lift Station Sewer Force Main Replacement
  - Regional Context Statement**
  - Restoration of McDonald Creek Estuary
  - Upper Lands Study Review

## REGIONAL CONTEXT STATEMENT

The Regional Growth Strategy (RGS) looks out to 2040 and provides a framework on how to accommodate the 1.2 million people and 600,000 new jobs that are expected to come to Metro Vancouver in the next 30 years. It was adopted by the Metro Vancouver Board on July 29, 2011, after being unanimously accepted by all local governments in the region.

The Regional Context Statement, contained with the District of West Vancouver's Official Community Plan (OCP), demonstrates how the District's existing policies support the goals and strategies of the Regional Growth Strategy. All municipalities in Metro Vancouver are required to create and adopt Regional Context Statements that align with the Regional Growth Strategy.

This is your opportunity to learn about the new Regional Context Statement proposed for West Vancouver. The new statement is administrative in nature but, once drafted, including the new statement will require an amendment to the District's OCP, probably sometime in 2015.

- **What's in the Updated RCS?**
- **Public Consultation**
- **Process and Timing**

**WHAT'S THE RCS?**

The Regional Context Statement (RCS) is the policy tool that links West Vancouver's Official Community Plan (OCP) to Metro Vancouver's Regional Growth Strategy (RGS).

**QUESTIONS?**

- 604-925-7055
- Email

**DOCUMENTS**

- PDF Revised narrative
- PDF Statement of compliance
- PDF Regional land use map
- PDF Transportation and goods movement map
- PDF June 16, 2014 Report to Council
- PDF Metro Vancouver Regional Growth Strategy

Important: see pgs 2 & 3 for timelines, public consultation.

Estuary

→ Upper Lands Study Review

### What's in the Updated RCS?

The updated draft RCS describes:

- how existing District policies are consistent with the Regional Growth Strategy, or how they will be made consistent over time
- what new policies will be required to respond to the goals and strategies of the Regional Growth Strategy

The draft [OCP Amendment Bylaw](#) which includes the proposed updated of the RCS includes:

- a revised [narrative](#) to replace the existing RCS in the Framework for Action section of the OCP
- a [Statement of Compliance](#) indicating how each strategic direction of the Regional Growth Strategy is being addressed by the District
- a new [Regional Land Use Designations Map](#) depicting:
  - extent of 'General Urban' and 'Conservation and Recreation' designations
  - location of 'Urban Containment Boundary'
  - boundaries of 'Ambleside Municipal Town Centre'
  - location of 'Local Centres'
  - boundaries of 'Upper Lands Special Study Area' (as designated in the RGS)
- a map that identifies goods movement corridors within [West Vancouver's Transportation Network](#)

→ Public Consultation

→ Process and Timing

→ Public Consultation

While this amendment is administrative in nature, and does not alter the intent or direction of the existing OCP, an appropriate public engagement process is necessary for any OCP amendment. Residents of West Vancouver had an opportunity to learn about the proposed new Regional Context Statement and concurrent OCP amendments, and to ask questions and provide input.

Consultation on the draft amendment took place July through September 2014, and included:

- Opportunity to provide input through [westvancouverITE](#)
- Information displays at District venues in August and September
- An open house in September 2014

→ Process and Timing

## Process and Timing

### Process

Adoption of a new Regional Context Statement requires an OCP Amendment. This type of OCP Amendment is administrative in scope in that it does not propose any substantive changes in local policy, and does not alter the intent or direction of the existing OCP.

On June 16, 2014 the draft *Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4797, 2014* (which pertains to the revised RCS) was received by Council and referred for community consultation.

### Next Steps

**July-September 2014:** Public consultation (including Open House)

**October 2014:** Report to Council on results of consultation, and presentation of OCP Amendment Bylaw for First Reading

**December 2014:** Public Hearing

**January 2015:** Submission to Metro Vancouver Board for approval

**March 2015:** Final adoption



**To: Mayor Karl Buhr and Councillors Fred Bain, Jim Hughes, Ron McLaughlin, and Helen Waterson.**

**The Village of Lions Bay: 2015 and Beyond.  
Time for an update of the Official Community Plan.  
by Louis K. Peterson**

*The Village is now facing significant financial stresses amid local factors and constraints that its Council, in consultation with the residents, should address together. Can the OCP as currently written be "all things to all people for the long term?" What form(s) should 'solutions', including developments, take?*



Peopled settlements arise and develop in various differing ways throughout Canada. It is said that a primary driving force - whether personal or business/corporate - is self interest and well-being, dictated and constrained by cultural, social and economic factors. Canada is a country of considerable diversities, with many "camps" or schools of thought to which its people and organizations may choose to gravitate.

For example, a company town is a venue for employees (residents) where both the company (the primary driver) and its employees enjoy some level of well-being, both economic and social. A dependence on the economic well-being of the 'company' is paramount

Lions Bay is an example of a different kind of development, one where the development was initiated within a formula prescribing specific land usage on Crown Land, catering to a broader range of categories of politics, employment and income. The settlement had its beginning some half-a-century ago as "foreshore residential cottage country". It has seen many changes, transitioning from "Unincorporated" to "Water Improvement District" to "Village Municipality" (the latter in 1971). The "mixed fabric" or "mosaic" of Lions Bay has developed within a Zoning parameter that is 99% Single Family Housing, a "fabric" that is endorsed in large measure by an Official Community Plan that captures an

"essence of the Village" that is seen as unique - an essence that has been the attraction bringing many residents to the Village. It is still a "bedroom community" where most incomes are derived elsewhere and where the assessed value of the Municipality (upon which most of the Municipal revenue is based) is dictated by the "market", a force so far beyond local control.

The Village is now facing significant financial stresses amid local factors and constraints that its Council, in consultation with the residents, should address together. An overviewer might suggest that the residents of Lions Bay cluster in groups with differing objectives, requiring that consultations take place in an open, transparent and carefully considered fashion.

While not set in stone, the Official Community Plan is a vision that provides essential guidelines to give the settlement (community) a sense of stability and security for the 'long term'. While the OCP should be read in detail to grasp its overall significance, the main 'core themes' are summarised in a set of eight overarching principles that will 'remain valid for the long term' and that will 'move the community in the direction of its vision'.

## 3.0 Core Themes

### 3.1 Eight Themes for the Future

The vision on the previous page describes the future nature of the community desired by the residents of Lions Bay. It points out what the people in Lions Bay care about. As it was based on a consultative planning process, it will remain valid for the long term.

Inherent in this vision are eight core themes that should be accommodated to move the community in the direction of the vision.

These themes are not prioritized and are not to be viewed as mutually exclusive. It is only by being simultaneously mindful of all eight that Lions Bay will meet its aspirations.

The eight core themes that will direct the plans and actions are as follows:

- *Respecting nature and environment*
- *Managing development*
- *Strengthening community*
- *Ensuring a safe community*
- *Maximizing mobility choices*
- *Providing effective services*
- *Maintaining a sense of place*
- *Meeting responsibilities in governance*

The following section explores these core themes further and states the policies and actions that are required to ensure the community's values are attained.

## A basis for an OCP Review

### "The essence of the Village" - what is it?

The essence of the Village is a composite of intrinsic and extrinsic factors that give quality to the community as a good place to live, for the young, the elderly and all those in between. It means different things to different people.

### Tentative list of stakeholders and interest groupings:

**Note:** A given resident/stakeholder may fall into more than one grouping.

**Homeowners**

**Renters**

**"Let the chips fall as they may"**

**Young families**

**The elderly**

**In favour of retaining long term Single Family Zoning**

**In favour of re-zoning their own property (local entrepreneurial category)**

**[External non residential entrepreneurial enterprises]**

**Others**

### **Are the 'core themes truly valid for the long term'?**

Items in this section might include themes such as Respecting Nature and the Environment, Maintaining a Sense of Place, and Strengthening Community (and likely some others). Judging from public discussions, the previously proposed Land Use Master Plan that sought to fracture the Single Family Zoning concept seemed to run counter to the opinions of many residents. A clear analysis of all implications was lacking.

### **What are the interests common to many or to all?**

It is likely that everyone would like their property asset protected and that the Municipality should operate efficiently and economically.

### **How to 'move the community in the direction of its vision'?**

Some items in this section are: Meeting Responsibilities in Governance, Managing Development, and Strengthening (rather than fracturing) Community. A question that calls for an answer is: 'What are the causes/sources of the increasingly high costs of administering a very small municipality, and have all avenues of efficiency been explored?'

27 August 2015