



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 15, 2016 at 3:00 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. Minutes**
  - A. August 2, 2016 – Council Strategy Committee Meeting (Page 3)  
THAT the Council Strategy Committee Meeting minutes of August 2, 2016 be approved as circulated.
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
- 7. Reports**
- 8. New Business**
  - A. Lions Bay Zoning Bylaw Review Report #1 – Zoning Definitions, Secondary Suites, Density and Development Permits (Page 7)  
THAT the Information Report “Lions Bay Zoning Bylaw Review Report #1 – Zoning Definitions, Secondary Suites, Density and Development Permits” be received.
  - B. Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 – On Table
  - C. Proposed Amendments to Fees Bylaw No. 497 (Page 49)  
THAT Council provide direction to staff with respect to the proposed amended fees in the draft Fees Bylaw No. 497.
- 9. Public Questions & Comments**
- 10. Adjournment**

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**COUNCIL STRATEGY COMMITTEE  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, AUGUST 2, 2016 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

**MINUTES**

In Attendance:

Council: Mayor Karl Buhr  
Councillor Fred Bain  
Councillor Jim Hughes  
Councillor Ron McLaughlin

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Office Coordinator Shawna Gilroy (Recorder)

Public: 0

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:08 p.m.

**2. Approval of Agenda**

Moved/Seconded

THAT the agenda be approved as submitted.

**CARRIED**

Moved/Seconded

THAT the motion to approve the agenda be rescinded.

**CARRIED**

THAT additional grounds for closing the meeting, (j) and 90(2) (b) be added, and the agenda be approved.

**CARRIED**

**3. Public Participation**

None

**4. Minutes**

A. Council Strategy Committee Meeting – May 3, 2016

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of May 3, 2016 be approved as circulated.

**CARRIED**

**5. Business Arising from the Minutes**

A. Item 8B – Parking Plan Committee Presentation – On Table

Parking Plan matters are to come back to the second September Regular Council Meeting for Council's consideration for next summer.

**6. Unfinished Business**

A. Title

Comments here, if any.

**7. Reports**

A. Staff

i. CAO: Verbal Update re. Appointment of Chief Elections Officer

CAO DeJong noted that Appointment of the Chief Elections Officer will be brought to the September 6<sup>th</sup> meeting, and that there are two potential candidates. The election is proposed for either November 12<sup>th</sup> or November 19<sup>th</sup>, 2016.

B. Mayor

C. Council

D. Committees

**8. New Business**

None

*Audio: 00:10*

**9. Correspondence**

A. Correspondence from Scott Ando dated July 17, 2016 re. Infrastructure Master Plan

Public Works Manager Jaffer briefed on the correspondence provided by Mr. Ando and will respond to his letter by email. The public will be provided with the Infrastructure Master Plan at the September 6, 2016 Regular Council meeting with staff's recommendation.

**10. Public Questions & Comments**

A. Name

Comments

B. Name

Comments

**11. Closed Council Meeting**

Moved/Seconded

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (a), (j), (k), (l), and 90(2) (b).

**CARRIED**

*The meeting was closed to the public at 7:20 p.m.*

*The meeting was re-opened to the public at 8:45 p.m.*

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

Several items were discussed that will all be brought forward at the September 6, 2016 Regular Council Meeting for adoption and decisions.

**13. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 8:46 p.m.*

\_\_\_\_\_  
Mayor

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

Date Adopted by Council:	
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<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Lions Bay Zoning Bylaw Review Report #1 – Zoning Definitions, Secondary Suites, Density and Development Permits</b>		
<b>Author</b>	<b>Steven Olmstead, Planning Consultant</b>	<b>Reviewed By:</b>	<b>Peter DeJong, CAO</b>
<b>Date</b>	<b>November 8, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 15, 2016 Council Strategy Committee Meeting</b>		

**Recommendation:**

THAT the Information Report, “Lions Bay Zoning Bylaw Review Report #1 – Zoning Definitions, Secondary Suites, Density and Development Permits” be received.

**Attachments:**

1. Project Terms of Reference
2. Consolidated Definitions from Zoning Bylaws 362 and 785
3. Consolidated Definitions (blacklined version with comments)
4. Summary of Building Code Requirements for Secondary Suites

**Background:**

The purpose of the Lions Bay zoning bylaw review project is to deliver a new, consolidated zoning bylaw by the end of February in accordance with the project terms of reference (attached as Attachment 1). The first on the list of substantive deliverables for the project is to “utilize one set of consistent definitions applicable to all zones”. This report begins with a review of and proposed revisions to the zoning bylaw definitions. The report will then provide analysis and comment on how the new zoning bylaw might address secondary suites (especially off-street parking requirements), land use density (and opportunities/approaches to density bonusing) and development permits.

**1. Zoning Definitions**

Zoning Bylaw 785 applies to the Brunswick Beach area and was prepared by the Greater Vancouver Regional District prior to amalgamation with the Village of Lions Bay. Bylaw 785 originally applied to the entire GVRD electoral area and the zoning for Brunswick Beach was depicted on Map 2 of the bylaw. Zoning Bylaw 362 was adopted in 2004 and applies to land within the original village boundary. Zoning Bylaw 362 replaced Bylaw 139 and several other (amending) bylaws.

Attachment 2 to this report is an extract of existing definitions from Bylaws 362 and 785. Bylaw 362 definitions are depicted in Times New Roman font and Bylaw 785 definitions in Arial font.



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Proposed amendments and new definitions are shown as underlined text while deletions are shown with ~~strikethrough~~ text. Comments are included in the sidebar.

A challenge with having two zoning bylaws in operation is reconciling different definitions of the same or similar terms. There are numerous instances where the same terms are defined somewhat differently in each bylaw. The term “grade”, for example, means:

“the ground level that existed at the time of the subdivision that created the parcel” (Bylaw 362)

and

“the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle, or pedestrian entrances need not be considered in the determination of average levels of finished ground” (Bylaw 785).

The first definition is often referred to as the *natural grade*. The second definition is often termed average finished grade. Application of these definitions can easily result in quite substantial differences in permitted building height when used in areas of strongly sloping topography. The new bylaw will address issues such as these where they occur.

The new bylaw will also include additional definitions for some terms used in the bylaws that are presently undefined.

Further, there are at least 16 terms that are defined but not used in the bylaws (primarily Bylaw 785) that will be deleted.

### **2. Secondary Suites**

The Village of Lions Bay wishes to accommodate secondary suites, and potentially other forms of secondary accommodation, in a manner which recognizes the challenges of topography, especially with respect to off-street parking requirements. There is also a desire to update existing zoning provisions with respect to secondary suites based current best practices regarding secondary suite bylaws and the recommendations of Council, staff, and consideration of public feedback.

#### *Background*

Since 1995, the BC Building Code has included provisions for secondary suites that relaxed some of the code provisions of the time that prevented or seriously impaired the development of suites in single family dwellings. The regulation of secondary suites by local government is a responsibility that is shared by the building inspection and planning functions (with respect to code compliance and land use/zoning respectively). The District of Maple Ridge has compiled a convenience consolidation of the 2012 BC Building Code secondary suite requirements (copy attached as



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Attachment 3) that provides useful context for the discussion of regulation of secondary suites in the zoning bylaw.

Secondary suite zoning provisions were considered in Lions Bay in May, 2010 when draft regulations were introduced in a report from Councillors Ronsley and Akerhielm. The secondary suite zoning regulations were originally based on those developed by West Vancouver. The significant variations from the West Vancouver bylaw in the Lions Bay bylaw were the inclusion by Lions Bay of minimum safety requirements regarding smoke alarms, fire-rated doors and ceilings, and bedroom exit routes to allow existing illegal suites to be brought into compliance; and the requirement for a parking covenant acknowledging that the suite will not be occupied until driveway widening, tandem parking or other parking is provided to the Village's satisfaction.

### *Analysis*

The following table contains a clause by clause analysis of existing Zoning Bylaw 362 provisions in Lions Bay for secondary suites; providing a general comment on each provision, and indicates if the regulation is consistent with best municipal practice for secondary suite regulation. If an existing regulation is not considered to be a best practice, a footnote is included which outlines how the situation may be addressed.

Table 1: Secondary Suite Regulations

s.32 (b)(ix)	Regulation	Comment	Zoning Best Practice?
(1)	Maximum one secondary suite/parcel	By definition under the BC Building Code (2012) a secondary suite must be located within a building of residential occupancy containing only one other dwelling unit	Yes
(2)	Suite must not be detached	Consistent with Building Code definition. Detached units are treated as single family dwellings under the Code. Zoning for "carriage houses" or similar use could be considered if there is a desire to accommodate detached secondary dwelling units.	Yes



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(3)	Maximum suite floor area lesser of 90m <sup>2</sup> or 40% total floor area	This is a Building Code requirement.	Yes
(4)	Owner must occupy	The BC government Guide to Secondary Suites states that in several jurisdictions (e.g., City of Abbotsford, City of North Vancouver) the bylaw states that dwellings with secondary suites must be occupied by the owner. However, an owner occupancy requirement may be unenforceable (as zoning regulates land use, not tenure).	No <sup>1</sup>
(5)	Minimum safety standards for existing suites	Consideration of alternatives where it is physically and/or financially not feasible to bring an existing suite up to Code is an important policy consideration for Council. From a technical perspective, this is a Building Bylaw/Building Code issue that should not be in the zoning bylaw.	No <sup>2</sup>
(6)	New suites must fully comply with Code	This is a companion provision to (5) and the same comments apply with respect to the Building Code/Building Bylaw.	n/a
(7)	Suites must be inspected, approved and registered	Building Bylaw matter re: inspections and approval. Many municipalities maintain a registry; some have annual licensing fees.	Yes, re: registry.
(8)	Adequate on-site sewage disposal capacity	Confirmation from a qualified professional should be a condition of issuing a building permit. This should be in the Building Bylaw, or an operational policy.	No
(9)	Separate exterior entrance to suite	Most bylaws reviewed have this provision.	Yes
(10)	No subdivision of title by stratification	Prohibited under BC Building Code. Not necessary in either zoning or building bylaw. Could be included in information handout.	No



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(11)	No separate water service or electrical metres.	There is an efficiency rationale for not duplicating water service. Not sure of the rationale for no separate electrical metering. Separate metering promotes energy conservation by tenants as they are financially responsible for their energy consumption.	No
(12)	One additional parking space	This is widely required by municipalities, though some jurisdictions (e.g. Town of Gibsons) do not require an additional parking space. The steep terrain in Lions Bay poses significant challenges on many, if not most properties. Options will be discussed further below.	Yes

### Notes

1. The District of West Vancouver secondary suites bylaw originally had an owner occupancy restriction that has since been modified. West Van now allows non-resident occupancy of both the main dwelling and secondary suite where a North Shore based property manager, with authority to deal with complaints, is contracted to manage the tenancies and West Vancouver is provided written authorization to contact the property manager in the event of complaints. If the Village wishes to continue with residency restrictions, an alternative such as West Vancouver's could be considered, although the matter of regulating tenure would still remain.
2. The City of Nanaimo has developed an approach to existing secondary suites (i.e. suites existing on the date of adoption of the zoning amendment permitting secondary suites) where existing suites that can't be fully brought into compliance may be "authorized" if certain life-safety requirements are met. Nanaimo has two categories of "existing" secondary suites – "illegal (if not upgraded through a Building Permit) and "authorized with notice on title" - any suite existing prior to (October 21, 2014 in Lions Bay's case) and upgraded through a Building Permit to address life-safety issues. As the suite would have existing construction in place preventing the Building Inspector from seeing whether or not underlying work conforms to the Building Code, a notice (per Section 57 of the Community



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Charter) would be placed on the property title to advise future interested parties that a Building Permit was not obtained for this work and required inspections were not performed.

### *Secondary Suite Parking Requirements*

A general challenge in Lions Bay for property owners wishing to create or legalize a secondary suite is compliance with the requirement for an additional parking space due to terrain constraints and the associated cost of providing a third parking space on site. There are several alternatives that could be considered in situations where compliance with the parking requirement is difficult or not feasible.

#### *Option 1 – Eliminate the requirement for an additional space*

Option 1 is based on the owner having sole responsibility for ensuring adequate onsite parking. If a tenant owns a vehicle, that vehicle must be parked on the same property. Any inconveniences associated with manoeuvring vehicles to provide access are borne by the residents. Enforcement of unauthorized parking on the road right of way would be required and would be a strong disincentive to residents considering that an “unofficial” option.

#### *Option 2 – Eliminate parking space requirement when transit service is nearby*

Many communities do not require an additional parking space for secondary suites (Gibsons, Victoria, Vancouver). However, where parking is not required public transit is usually a viable option for tenants. West Vancouver takes an approach where additional parking is not required if the walking distance from the lot to the sign indicating the location of a bus stop, in use and serviced by a public transit service, is 60 metres or less. While recognizing that Lions Bay has limited transit stops, consideration could be given to eliminating the third parking space requirement where a property is within a specified distance metres of a bus stop.

#### *Option 3 – Amend the siting regulations for parking uses and structures for secondary suites*

In areas of strongly sloping terrain, it is quite common for accessory parking structures to be located at or near street level, especially on downslope lots. Presently under the RS-1 zoning, accessory structures are required to be set back 7.6 metres from the front lot line. Option 3 would involve reducing the front setback to accommodate a single vehicle garage, carport or open air parking space.



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### *Option 4 – Allow for parking siting variances through development variance permits*

This option is essentially the same as Option 3, but provides for the case by case consideration of relaxation of the siting requirements for parking. This would provide the municipality the opportunity to review site lines, potential impact on neighbours and other considerations.

### *Option 5 – Licencing “on-street” parking for secondary suites*

Under this option, a property owner would construct a parking space (to municipal specifications) for a secondary suite within or partly within the municipally owned road right of way and licence that space from the village on an annual basis.

### *Option 6 – Maintain the status quo*

Presently, a property owner cannot obtain a building permit for a secondary suite if a third parking space cannot be provided. This is a particular concern for those wishing to legalize or authorize an existing suite. Maintaining the *status quo* is not recommended, as one or more of the above options could provide at least some improvement to the current situation with respect to parking for secondary suites.

## **3. Density – Development Potential under OCP/Zoning and Density Bonusing**

### *Background*

Density of residential development in the zoning bylaw is guided by the policies and designations in the Village of Lions Bay Official Community Plan (OCP). The Official Community Plan contains the following statements about future residential development in Lions Bay:

- development in Lions Bay... needs to be carefully managed if it is to maintain its unique sense of place and diversity.
- There is a limited supply of land within the Village to accommodate new development.
- ...opportunities for providing different housing forms for those at different stages of their life will be considered, within the context of compatibility with the character of the Village. This could take the form of suites within houses, and the development or redevelopment of specific sites undertaken in a socially and environmentally sensitive manner.
- Explore options in consultation with the community to provide alternative housing for a broader array of the community's existing and future demographic and socio-economic composition.... Options could include: converting single family dwellings into duplexes on a case by case basis subject to rezoning; and accommodating housing for areas designated Potential New Development (Works Yard and 2 lots at the south end of Kelvin Grove)



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- areas [designated “Low Density Residential] allow an increase in density in the Village through additional secondary suites while still maintaining the primarily single detached housing character.
- [sites designated, and containing existing Multiple Family Residential] may be redeveloped over the long term.
- [Potential New Development] area includes the lands west of Highway 99, currently used by the Village public works yard, and land at the south end of Kelvin Grove Way. These sites are to be considered for the future re-development of the site for potential housing.

The regional context statement in the OCP notes the following:

The official community plan, through the designation on the Land Use Map of a new development area, potential redevelopment of the public works yard, and the possible long term use of the gravel pit for a broader range of housing alternatives, is making steps toward building a more complete community. Policies 4.3(a) and (b) speak to providing for secondary suites and limited development opportunities that will enhance housing options.

In 2014 a draft Master Plan presented several options for development in addition to those identified in the OCP that met with a mixed, but generally negative, reaction from the public. A takeaway from the 2014 process was, to restate the OCP: where future development is to occur, careful management is essential and to maintain the character of the community, development should be incremental.

### *Analysis – Development Potential*

The OCP identifies making provision for secondary suites, development of specific sites and limited redevelopment as opportunities for smaller scale, incremental development in Lions Bay. The OCP has been partially implemented from a zoning perspective. A zoning amendment to Bylaw 362 in 2014 permitted secondary suites in the RS-1 zone. It is intended that the secondary suite provisions will be extended to Brunswick Beach as part of the new zoning bylaw. Lions Bay has not “pre-zoned” the Potential New Development Sites identified in the OCP. The minimum lot areas in the single detached residential zones remain at 0.4 hectare and 0.81 hectare under the Brunswick Beach and Lions Bay zoning bylaws respectively so few properties have subdivision potential. Immediate development potential is essentially limited to the few (~20) vacant residential zoned lots in the Village.



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### *Discussion – Consideration of Density Bonusing*

In addition to provision for secondary suites, small scale densification such as providing for duplexes, -permitting subdivision of “oversized” lots on a site specific rezoning basis could also be considered consistent with the OCP. Site specific zoning should also apply to the sites designated as Potential New Development. Such an approach would enable the Village to carefully manage growth and take specific site and neighbourhood considerations into account. Such an approach would also enable the Village to implement “density bonusing” and/or a “community amenities contribution” policy.

Section 482 of the Local Government Act (LGA) provides for density benefits for amenities, affordable housing or special needs housing, as follows:

- (1) A zoning bylaw may
  - (a) establish different density rules for a zone, one generally applicable for the zone and the other or others to apply if the applicable conditions under paragraph (b) are met, and
  - (b) establish conditions in accordance with subsection (2) that will entitle an owner to a higher density under paragraph (a).
- (2) The following are conditions that may be included under subsection (1) (b):
  - (a) conditions relating to the conservation or provision of amenities, including the number, kind and extent of amenities;
  - (b) conditions relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind and extent of the housing;
  - (c) a condition that the owner enter into a housing agreement under section 483 before a building permit is issued in relation to property to which the condition applies.

In Lions Bay, density bonusing provisions in the zoning bylaw could indicate that one “single family dwelling with secondary suite” per lot is permitted and/or one lot per hectare of lot area (the “base density”). The “density bonus” could be permitting a second dwelling (such as a “carriage house”) on a lot or creation of a second lot (with one new dwelling and suite) through subdivision if specified conditions are met and amenities provided.



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Determination of the type and value of amenities ranges widely among local governments. Examples of three approaches are provided below, two from small communities (Roberts Creek, Pemberton) and one from a metropolitan municipality (Coquitlam).

In rural communities such as Roberts Creek on the Sunshine Coast for example, a policy has been adopted in the OCP that in order to achieve desired community amenities, greater residential densities than would otherwise be allowed may be permitted subject to a rezoning process that includes a public hearing. The Roberts Creek OCP policy is a good example of how a community can define the type of community contribution that is desired under a density bonusing scheme and that will be negotiated at the time of rezoning:

The following are the range of amenities that may be required and depending upon the scale and location of the site several amenities may be required:

- a) Provision of affordable and rental housing;
- b) Heritage conservation;
- c) Public access and/or use;
- d) Natural habitat conservation/restoration such as removal and control of invasive plant species;
- e) Protection of biodiversity;
- f) Park dedication;
- g) Community facilities;
- h) Bike lanes and trails;
- i) Energy efficient building design beyond that required by Provincial Building Regulations;
- j) Land for community agriculture/community forest;

The scale of amenity will depend upon the size and potential impact of the proposed development.

The Village of Pemberton, in developing its OCP, went through a community engagement process to identify and prioritize desired community amenities which, like the Sunshine Coast:



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### 1 Top Priorities:

- Arena
- Indoor Pool
- Public Washrooms
- Parks (refer to Parks and Open Space Master Plan/Map G)
- Trails (refer to Pemberton and Area C Trails Master Plan/Map H)
- Agri-tourism amenities including a downtown multiuse public facility and community greenhouses
- Affordable and Special Needs Housing

### 2 Medium Priorities:

- Curling Rink
- Performing Arts Stage
- Outdoor Pool
- Seniors Centre
- Regulation indoor gym
- Seniors housing/care

### 3 Other Amenities:

- Community kitchen
- Outdoor skating rink
- Public use airport building
- Squash/racquet ball
- Bus shelters
- Track
- Public shower facility
- Indoor tennis
- Campground
- Equestrian stadium
- Clubhouses at playing fields

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Pemberton has created a Residential (Amenity) RSA-1 Zone that uses a minimum lot size of 20,000m<sup>2</sup> as a base density and 930m<sup>2</sup> as the bonus density where a contribution toward community amenities has been provided through either a payment or specified in-kind contribution valued at \$9165 per single family lot to be created.

In the City of Coquitlam, the amount of additional density and financial contribution is set out in the zoning bylaw. The financial contribution is a portion of the increase land value that occurs at the time of rezoning. Coquitlam's Density Bonus program applies to floor space above 2.5 FAR. Density Bonus contributions can be spent on a wide range of amenities and infrastructure as determined by City Council and as identified in the City's Official Community Plan (OCP). As an example, in the city's highest density multi-family zone, the density bonus program is as follows:



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- (a) All *buildings and structures* together must not exceed a base *density gross floor area* of 2.5 times the *lot area*;
- (b) The overall maximum base *density* of 2.5 times the *lot area* may be increased as follows:

<b>Density Step</b>	<b>Condition of Additional Density</b>	<b>Additional Gross Floor Area Ratio</b>	<b>Maximum Total Gross Floor Area Ratio</b>
Step 1	A financial contribution of 75% of the land value of the additional <i>density</i> towards amenities as identified in the Citywide Official Community Plan.	Up to 0.5 times the <i>lot area</i>	3.0 times the <i>lot area</i>
Step 2	A financial contribution of 65% of the land value of the additional <i>density</i> towards amenities as identified in the Citywide Official Community Plan.	Up to 0.5 times the <i>lot area</i>	3.5 times the <i>lot area</i>
Step 3	A financial contribution of 50% of the land value of the additional <i>density</i> , of which 50% will be towards amenities, and 50% towards affordable housing as identified in the Citywide Official Community Plan.	Up to 0.5 times the <i>lot area</i>	4.0 times the <i>lot area</i>

- (c) In-lieu of a financial contribution as identified in Sub-section (5)(b), the *City* may require the provision of an amenity, equivalent in value to the financial contribution for the additional *density* allowed.

Based on the above, if the Village of Lions Bay wishes to obtain community amenity contributions, it would be prudent to:

1. In general terms identify, in the OCP or by Council policy, the types of amenities desired (i.e. affordable housing, recreation facilities, trails, etc.)
2. use the density bonus approach authorized by s. 482 of the LGA
3. clearly specify the value of the amenity contribution or the method by which it would be calculated.



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### 4. Development Permits

The Local Government Act (section 488) authorizes local government in an OCP to designate areas within which development permits (DPs) will be required. An OCP amendment is required to identify and designate DP areas within the Village as DP as there is no authority under the LGA to designate DP areas in a zoning bylaw.

The project terms of reference indicate that the Village wishes to have DP areas cover all of Lions Bay. Guidelines such as those already in the zoning bylaw can be extended to residential development throughout the municipality by designating single family residential areas as an “Intensive Residential” DP area per s. 488(1)(e) of the LGA. Mapping of this type of development permit area is quite straightforward, as existing zone boundaries can be used. Mapping for other DP areas such as hazard lands may be more of a challenge, depending on the Village’s map resources and staff mapping capabilities.

The Local Government Act is very specific in terms of the type of requirements, conditions or standards a municipality may include in its development permits. The scope of requirements in s. 43 is significantly broader than authorized under the LGA for development permits. The following analysis outlines the appropriate approach for each of the requirements in s. 43:

s. 43:	Requirement	DP?	LGA authority/tool
a)	Regulate dimensions and siting of buildings & structures	✓	Primary authority under s.479(1)(c)(iii)(A) – zoning. s.491(7)(b) – intensive residential “character” DP with respect to siting, form, exterior design and finish
b)	Regulate siting & design of off-street parking/loading	×	s.525(1)(b) – regulate by bylaw (e.g. land use regulation bylaw)
c)	Require landscaping or screening around different uses	×	s.527 – landscaping and screening (zoning/land use regulation bylaw)
d)	Require paving of roads and parking areas to a standard	×	roads – s. 506 subdivision servicing bylaw parking – s. 525(1)(b)
e)	Require provision of sewerage, water, drainage & other infrastructure	×	s. 506 – subdivision servicing bylaw



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f)	Subject to s.740 of the <i>Municipal Act</i> , require construction of buildings in accordance with permit	×	Community Charter s.8(3)(l) - bylaw to regulate, prohibit and impose requirements in relation to buildings & other structures and Division 8 – Building Regulation
g)	Require the preservation or dedication of watercourses to preserve and beautify them	✓	s.491(1)(b),(c), and (d) – DP to require natural features to be preserved, protected, restored or enhanced (b), natural water courses to be dedicated (c), require works to be constructed to preserve, protect, restore or enhance natural water courses (d)
h)	Require land in proximity to streams remain free of development	✓	s.491(1) (a) – DP.
i)	Require areas for play/recreation	×	s.510 – park dedication at time of subdivision s.482 – density bonus zoning for amenities
j)	Limit the number, size and type of signs; specify form, appearance and construction of signs	✓	s.526 – sign bylaw for number, size, type, form, appearance. Building bylaw for construction. DPs can address general “form and character” of signs.
k)	Regulate exterior finish of multi-family buildings	✓	s. 491(7)(c) – DP

### Follow Up Action:

1. Prepare Report #2 to address the rest of the issues in the Terms of Reference regarding short term tourist accommodation rentals, marijuana dispensaries, and water zoning, etc. to come back to a Council Strategy Committee meeting in December.
2. Prepare draft consolidated zoning bylaw based on Council feedback and in consultation with Village staff by late-December

**Communication Plan:** schedule public information session for January



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### **Attachment 1 – Terms of Reference**

#### **Deliverables**

1. The Consultant will, by February 28, 2017, deliver to the Municipality a new zoning bylaw to replace the existing zoning bylaws (the “Zoning Bylaw”), along with an OCP amendment bylaw to effect the changes referenced in sections 12-13 and the processes referenced in sections 21-24 of this Terms of Reference.
2. The Zoning Bylaw will incorporate the unique characteristics of the three primary neighbourhoods or areas of Lions Bay, namely, Kelvin Grove, Central Lions Bay and Brunswick Beach (including the non-residential areas presently not covered by Zoning Bylaw No. 362, as amended).
3. The Zoning Bylaw will utilize one set of consistent definitions applicable to all zones.
4. The Zoning Bylaw will regulate parking in a manner which recognizes the challenges of topography in Lions Bay, and the desire to accommodate secondary suites and potentially other forms of secondary accommodation.
5. The Zoning Bylaw will regulate secondary suites based on an updating of the existing provisions of Bylaw 362 with respect to secondary suites, and based on the recommendations of staff, Council and public feedback, and best municipal practices for secondary suite bylaws.
6. The Zoning Bylaw will address density in a manner which is consistent with the foregoing as well as with the objective of enabling the Municipality to implement Density Bonusing provisions and/or a Community Amenity Contributions Policy. The Consultant will make recommendations with respect to such policies and incorporate such provisions as are required under section 482 of the *Local Government Act*, including conditions related to affordable and/or special needs housing.



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7. As a starting point, the Zoning Bylaw will not, subject to Council and public feedback, include short term tourist accommodation as a permitted use in any residential zone.
8. The Zoning Bylaw will consider appropriate regulation of marijuana dispensaries in accordance with the best practices of municipalities seeking to severely limit the zones and conditions upon which such uses may be permitted, subject to any new federal enactments or regulations.
9. The Zoning Bylaw will include one or more zones covering the surface of the waters of Howe Sound out to 1000 feet (304.8m) from the high water mark of the land from the south end to the north end of Lions Bay. Such waters will be regulated in terms of permitted uses in accordance with staff, Council and public feedback, and in accordance with best municipal practices for such zoning regulations.
10. The Zoning Bylaw will prohibit the storage of blasting materials anywhere within the boundaries of the Village, subject to feedback on consultation.
11. The Zoning Bylaw will allow municipal-type uses in all zones throughout Lions Bay.
12. The Consultant will draft appropriate amendments to the OCP bylaw to move Development Permit Areas from Bylaw 362 to the OCP bylaw, in accordance with s.488 of the *Local Government Act*. It is anticipated that the DP Areas will cover all of Lions Bay in one form or another, such that no development will be possible without a Development Permit.
13. The Consultant will also provide guidelines in the OCP or the Zoning Bylaw related to the issuance of development permits in accordance with sections 488-491 of the *Local Government Act* and will include delegation of authority to the CAO to issue Development Permits.
14. The Zoning Bylaw will retain the 2 acre minimum parcel size for subdivision, subject to the ability of the Municipality to entertain a zoning amendment application for any particular subdivision or rezoning application and enter into



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a Subdivision Servicing and Development Agreement or other means by which the Municipality can achieve the objectives referenced in section 19 of this Terms of Reference.

15. The Consultant will review the applicable Fees charged by the Municipality for all development related applications and make recommendations for staff to amend the current Fees and Charges bylaw.
16. The Consultant will assist staff with the development of a new Soil Deposit and Removal bylaw that will be consistent with the intent of the Zoning Bylaw and prohibit the use of residentially zoned parcels as a quarry or as a soil or other materials storage yard for construction or commercial purposes related to other parcels within or outside the boundaries of the Municipality.
17. Subject to consultation feedback, the Zoning Bylaw will prohibit the parking or storage of industrial or construction equipment or materials on residentially zoned parcels.
18. The Zoning Bylaw will contain such other provisions as recommended by the Consultant after consultation with staff and the receipt and consideration of feedback from Council and the public, in accordance with best practices for zoning bylaws in BC.
19. The Consultant will assist staff with the development of a Density Bonusing Policy and/or a Community Amenity Contributions Policy as noted in section 6 above, and provide advice and assistance with respect to the development of a Subdivision Servicing bylaw and/or a Subdivision Servicing and Development Agreement.
20. The Consultant will, upon request, review subdivision applications received by the Municipality and provide advice and recommendations to staff on the handling of such applications. .



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### Process

21. The Consultant will meet with staff from the Municipality, including the CAO, the Building Inspector, the Public Works Manager, the Fire Chief and any other staff necessary in order to provide the Consultant with appropriate background information and feedback regarding key issues related to the Deliverables.
22. The Consultant will work with the CAO to formulate a public consultation plan with respect to the Deliverables. It is anticipated that informal public feedback will be obtained with respect to key issues prior to the formulation of a first draft of the Zoning Bylaw, and OCP amendment bylaw, and possibly again upon completion of a first draft of each.
23. It is anticipated that the Consultant may attend a Council Strategy Committee (CSC, otherwise known as a Committee of the Whole, or COW) meeting and will attend a Council meeting for the introduction of the draft Zoning Bylaw and OCP amendment bylaw for first and second reading of each, including a report from the Consultant.
24. The Consultant will lead the Public Hearing for the Zoning Bylaw and the OCP amendment bylaw and present a report to Council at the following and/or subsequent meeting where the bylaws will be considered for any amendments and/or third reading and adoption.

## **Attachment 2 – Consolidated Definitions from Zoning Bylaws 362 and 785**

*accessory* means a use or structure of a nature customarily incidental and subordinate to a principal use on the same lot;

*agricultural use* means a use providing for the growing, rearing, producing and harvesting of agricultural products, the keeping of horses for personal use of the residents, the processing of the primary agricultural products harvested, reared or produced on the premises, the storage of farm machinery, implements and agricultural supplies, repairs to farm machinery and implements used on the premises, and the retail sale of produce grown on the premises, but specifically excludes dog kennels, the keeping of commercial fur-bearing animals, the growing of mushrooms, and all manufacturing, processing, storage and repairs not specifically included in this definition.

*aisle space* means the area of a parcel which provides space for motor vehicle access and maneuvering in respect of parking and does not include space for motor vehicle parking;

*apartment* means a multi-unit dwelling which has its principal access from a common entrance;

*average grade* means the lower of the average finished grade and average natural grade;

*building* means a structure wholly or partly enclosed by a roof or roofs supported by walls, columns, or posts; includes a modular house built in accordance with a system number issued by the National Research Council and/or the Canadian Standards Association, where such modular house is permanently fixed to a foundation built in accordance with the current edition of the British Columbia Building Code;

*carport* means a structure which shelters an area used for the parking of one or more motor vehicles,

*church* means an assembly building used for religious but not commercial or residential purposes;

*conservation use* means the preservation and protection of natural resources and assets in their natural state including the habitat of birds, fish and other wildlife;

*density* means one or a combination of the following: the number of dwelling units per hectare of parcel area, the floor area ratio, or the number of parcels per hectare;

*dwelling unit* means a set of habitable rooms:

- (a) having a separate entrance from the outdoors;
- (b) containing a gas range or stove or electric range or stove with 240 volt wiring; and
- (c) used as a residence by not more than one family.

*Enforcement Officer* means the Village Building Inspector, as well as every person designated by Council by name of office or otherwise as a bylaw enforcement officer for the Village of Lions Bay;

*family* means two or more persons related by blood, marriage, adoption or foster parenthood sharing one dwelling; or not more than five unrelated persons sharing one dwelling;

*fence* includes arbor, archway, gate, pergola, screen, trellis and wall;

*finished grade* means the ground level created by human action, excluding created localized depressions such as for vehicles or pedestrian entrances;

*floor area ratio* means the gross floor area divided by the area of the parcel.

*forestry and lumbering use* means a use providing for the extraction of primary forest resources on a lot, and in addition, includes only the preliminary grading and/or cutting of such material for shipment and for consumption on the same lot but specifically excludes all manufacturing and retail sales of products and any processing not specifically included in this definition.

*front yard* means that portion of the lot, extending from one side lot line to another, between the front parcel line of the lot and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the front parcel line of the lot and the parallel line located at the foundation wall or supporting posts nearest the front parcel line. In the case of a through lot or ocean front lot, there shall be two such front yards. For corner lots, the front yard is facing the same street as the front yard of an adjacent lot.

*garage* means an accessory building or a portion of a principal building that is used for the parking of one or more motor vehicles and is totally enclosed with a roof, walls, and one or more doors;

*gross floor area* means the total floor area of all buildings on a parcel measured to the outer limits of the buildings including all areas giving access thereto such as corridors, hallways, landings, foyers, stairwells, enclosed balconies and mezzanines, enclosed porches or verandas and excluding unenclosed swimming pools, balconies or sundecks, elevators, up to 40 square metres of garage or carport area, ventilating machinery;

*height* means the vertical distance from the average grade of a structure to the highest point of the roof surface, in the case of a structure without a roof, to the highest point of the structure;

*highway* includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property;

*home occupation* means an occupation or profession carried on as an accessory use in a dwelling and does not include a commercial stable, kennel, animal breeding for commercial purposes, restaurant or the parking or storage of industrial or construction equipment or materials;

*infill housing* means the process of building a new house, or building an addition on to an existing house, in an already established neighborhood.

*infrastructure use* means a use providing for the servicing of all or a portion of the Village with water, sewer, electrical, telephone, broadcast transmission and similar services where such use is established by the Village, by another governmental

body or by a company operating under a license or permit issued by a Provincial or Federal regulatory authority;

*landscape screen* means a visual barrier formed by a row of evergreen shrubs and/or trees, a wooden fence or a masonry wall;

*lane* means a highway which is greater than 3 metres and less than 10 metres in width and which provides secondary access to a parcel

*lot* means the same as parcel;

*lot line, exterior side* means the lot line or lines not being the front or rear lot line, common to the lot and a street;

*lot line, front* means the lot line common to the lot and an abutting street and, where there is more than one lot line abutting a street, the shortest of these lines shall be considered the front;

*lot line, interior side* means a lot line between two or more lots other than a front or rear lot line;

*lot line, rear* means the lot line opposite to and most distant from the front lot line or where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection;

*main floor* means the floor of the storey which is nearest to the average grade of the parcel;

*marina use* means a dock or basin providing moorage, or dry land storage, for the commercial accommodation, maintenance and servicing of boats, and other such functions associated with the operation of a marina for the needs of marina customers including an administrative office, canteen, grocery and marine supplies retailing;

*multi-unit dwelling* means a building containing three or more dwelling units;

*natural boundary* means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil;

*natural grade* means the undisturbed ground level formed without human intervention;

*parcel* means a lot, block, or other area in which land is held or into which land is subdivided;

*parcel coverage* means the total horizontal area within the outermost walls of the buildings on a lot, expressed as a percentage of the lot area;

*parking space* means an area on a parcel identified for the parking of one motor vehicle and does not include aisle space;

*personal service establishment* means the use of a building where personal services including barber shop, beauty salon, shoe repair shop, dry cleaning, laundromats, electrical appliance repair, upholstery, watch repair, photographer,

tailor or dressmaker, and other similar services are provided and goods accessory to the provision of such services may be sold;

*recreation use* means parks, conservation, recreation and accessory uses excluding commercial recreation uses;

*resource use* means a use providing for the extraction of primary forest, mineral and other resource materials, and in addition includes only the primary grading, cutting, crushing, pumping and filtering of such materials for shipment or distribution; excludes all manufacturing of products, and any processing not specifically included in this definition;

*retaining wall* means a vertical structure used to retain soil for the construction of an artificial grade by either excavating from or adding fill to natural grade;

*secondary suite* means a smaller dwelling unit completely contained within a larger single family dwelling and which must have a separate external access;

*setback* means the minimum permitted distance between a building or structure and a specified parcel line;

*single family dwelling* means a building containing one dwelling unit;

*single family dwelling with secondary suite* means a building containing two dwelling units, a larger principal dwelling unit and a smaller secondary suite;

*street* means a highway 10 metres or more in width;

*storey* means the portion of a building that is situated between the top of any floor and

- a) the top of the floor next above it; or
- b) the ceiling above it where there is no floor above the ceiling;

*structure* means any construction fixed to, supported by or sunk into land or water but excludes a fence less than 1.9 metres and a retaining wall less than 1.2 metres, and includes a building;

*temporary structure* means a structure which is:

- a) not a fixture fixed to or sunk into land; or
- b) not attached to land other than by its weight;

*townhouse* means a multi-unit dwelling not more than three storeys high with dwelling units located side by side under one roof with private exits or entrances to each dwelling, with each dwelling sharing common walls or party walls;

*used*, in addition to actually used, includes intended or designed for a particular use;

*Village* means the Municipality of the Village of Lions Bay or the area within the Lions Bay municipal boundaries as the context may require;

*wall* means any vertical structure used as an enclosure or screen where the thickness is greater than 8 centimetres, excluding rails and posts. Thinner structures are considered fences;

*watercourse* means a depression with a bed 0.6 metres or more below the average natural elevation of surrounding land:

- a) serving to give direction to a current of water for an average of at least six months of a year according to records kept by the government of British Columbia; or
- b) having a drainage area of 2 square kilometres or more.

**Attachment 3 – Consolidated Definitions from Zoning Bylaws 362 and 785 (blacklined version with comments)**

Accessory means a use or structure of a nature customarily incidental and subordinate to a principal use on the same lot;

~~accessory—means ancillary and subordinate to principal;~~

~~Accessory to means customarily associated with. Accessory Employee Accommodation Use means [SO1] a use providing accommodation in a dwelling unit for the owners and/or employees of an enterprise which is situated on the same lot as the dwelling unit.~~

~~. Accessory Storage and Garage Use [SO2] means a building or structure accessory to a residential use, intended for the storage of items such as firewood, garden tools, implements and furniture, bicycles, outdoor recreational equipment and miscellaneous household belongings, and for the parking of automobiles.~~

Agricultural Use means a use providing for the growing, rearing, producing and harvesting of agricultural products, the keeping of horses for personal use of the residents, the processing of the primary agricultural products harvested, reared or produced on the premises, the storage of farm machinery, implements and agricultural supplies, repairs to farm machinery and implements used on the premises, and the retail sale of produce grown on the premises, but specifically excludes dog kennels, the keeping of commercial fur-bearing animals, the growing of mushrooms, and all manufacturing, processing, storage and repairs not specifically included in this definition.

aisle space - means the area of a parcel which provides space for motor vehicle access and maneuvering in respect of parking and does not include space for motor vehicle parking;

~~Apartment Use [SO3] means a residential use where the building or buildings on a lot are used for three or more dwelling units, and includes social and recreational facilities of a non-commercial nature intended for the use of the residents. apartment means a multi-unit dwelling building other than a townhouse containing three or more dwellings which has its principal access from a common entrance—an entrance common to the dwellings;~~

~~Assembly Use [SO4] means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, private recreational, or private educational purposes; includes churches, auditoriums, youth centres, social halls, group camps, private schools, kindergartens, playschools, day nurseries and daycare schools.~~

~~assembly—means the gathering of persons for charitable, civic, cultural, educational, entertainment, philanthropic, political, recreational or religious purposes;~~

~~Boarding Use means a use where the building or buildings on a lot contain one or more sleeping units contained within a dwelling unit and which are used for the accommodation of a total of no more than two persons other than members of the family sharing the dwelling unit. Building means a structure wholly or partly enclosed by a roof or roofs supported by walls, columns, or posts; includes a modular house built in accordance with a system number issued by the National~~

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

Research Council and/or the Canadian Standards Association, where such modular house is permanently fixed to a foundation built in accordance with the 1992-current edition of the British Columbia Building Code, ~~but specifically excludes any other modular house or mobile home.~~

~~building — means a structure used or intended for supporting or sheltering a use or occupancy;~~carport - means a structure that portion of a principal building which shelters an area used, ~~intended to be used or designed~~ for the parking of two ~~(2)~~ motor vehicles, ~~the parking space in which shall be not less than 5.5 metres in width and 6 metres in length with a minimum vertical clearance of 2.8 metres~~[SO5];

church - means an assembly building ~~set apart and~~ used for religious but not commercial or residential purposes;

~~Civic use~~[SO6] ~~means a use providing for public functions; includes federal, provincial and municipal offices, schools, colleges, public hospitals, community centres, libraries, museums, parks, playgrounds, cemeteries, jails and prisons, courts of law, freeways and waterways, fire halls, but specifically excludes public storage and works yards.~~~~commerce~~[SO7] ~~means the selling, servicing and repair of goods, the provision of services and commercial office functions~~[SO8];

~~Community Sanitary Sewer System means a system of underground pipes owned, operated and maintained by the Greater Vancouver Regional District or by an Improvement District under the Water Act or the Municipal Act, and which transports sewage from an area to the trunk sewage collection, treatment and disposal system of the Greater Vancouver Sewerage and Drainage District.~~

Conservation Use means the preservation and protection of natural resources and assets in their natural state including the habitat of birds, fish and other wildlife.

~~convenience store~~[SO9][SO10] ~~means a retail sales outlet located in a building having a maximum gross floor area of 340m<sup>2</sup>;~~

~~Cooking Facilities~~[SO11] ~~means equipment, devices or appliances that can be used to prepare a meal within a dwelling and includes a sink, counter top, gas or electric range or stove, counter top cooking unit, hot plate, wall oven, microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinetry for the storage of food or any other such culinary facility or appliance or any combination of such culinary facilities and appliances, and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities and appliances.~~ [Bylaw No. 423, 2010] ~~a stove that has 220 volt wiring.~~ [Bylaw No. 475, 2014]

density - means one or a combination of the following: the maximum permitted number of dwelling[SO12] units on a parcel, expressed per hectare of parcel area, the floor area ratio, or the number of parcels per hectare;

~~Development Bylaw means an enacted regulation of the Greater Vancouver Regional District which affects the development of any land within its jurisdiction, including Official Community Plans, zoning bylaws, subdivision bylaws, building regulations, sanitary regulations and capital works programs~~[SO13].~~duplex means two attached dwellings, each of which has a separate entrance~~[SO14];

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A definition with underlined text is a new definition

~~dwelling—means a self-contained set of habitable rooms containing not more than one set of cooking facilities and located in a building; Dwelling Unit means one or more rooms which are a self-contained unit with a separate entrance, and are used or intended for the residential accommodation of one family. dwelling unit means a set of habitable rooms:~~

(a) having a separate entrance from the outdoors;

(b) containing a gas range or stove<sup>[SO15]</sup> or electric range or stove with 220(240) volt wiring; and

(c) used as a residence by not more than one family.

Enforcement Officer means the Village Building Inspector, as well as every person designated by Council by name of office or otherwise as a bylaw enforcement officer for the Village of Lions Bay;:-

~~exterior side parcel line—means a parcel boundary at grade between a parcel and a highway, other than a front or rear parcel line;~~

*family* means two or more persons related by blood, marriage, adoption or foster parenthood sharing one dwelling; or not more than five unrelated persons sharing one dwelling;

~~Family means (a) two or more persons related by blood, marriage, adoption, or foster parenthood sharing one dwelling unit; or (b) not more than three unrelated persons sharing one dwelling unit.~~

fence –includes arbor, archway, gate, pergola, screen, trellis and wall;

~~gross floor area ratio - means the total gross floor area of the principal building on a parcel measured to the outer limits of the building including all areas giving access thereto such as corridors, hallways, landings, foyers, staircases, stairwells, enclosed balconies and mezzanines, enclosed porches or verandas, and enclosed swimming pools, (but not including accessory structures as permitted by this by law with a combined floor area not exceeding 77 square metres, nor carports or garages attached to the principal building) divided by the area of the parcel.~~

Forestry and Lumbering Use means a use providing for the extraction of primary forest resources on a lot, and in addition, includes only the preliminary grading and/or cutting of such material for shipment and for consumption on the same lot but specifically excludes all manufacturing and retail sales of products and any processing not specifically included in this definition.

front yard - means that portion of the lot, extending from one side lot line to another, between the front parcel line of the lot and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the front parcel line of the lot and the parallel line located at the foundation wall or supporting posts nearest the front parcel line. In the case of a through lot or ocean front lot, there shall be two such front yards. For corner lots, the front yard is facing the same street as the front yard of an adjacent lot.

~~garage—means a carport surrounded by four (4) walls, one of which walls contains a door used, intended to be used or designed to permit motor vehicle access; garage means an~~

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A definition with underlined text is a new definition

accessory building or a portion of a principal building that is used for the parking of one or more motor vehicles and is totally enclosed with a roof, walls, and one or more doors;

average grade means the lower of the average finished grade and average natural grade;

finished grade, means the ground level created by human action, excluding created localized depressions such as for vehicles or pedestrian entrances;

natural grade - means the undisturbed ground level formed without human intervention that existed at the time of the subdivision that created the parcel;

gross floor area - means the total floor area of all buildings on a parcel measured to the outer limits of the buildings including all areas giving access thereto such as corridors, hallways, landings, foyers, stairwells, enclosed balconies and mezzanines, enclosed porches or verandas and excluding ~~auxiliary parking, unenclosed swimming pools, balconies or sundecks, elevators, up to 40 square metres of garage or carport area, ventilating machinery and building features referred to in Section 15 of this bylaw;~~

height means the vertical distance from the average grade ~~at the perimeter~~ of a structure to the highest point of the roof surface, in the case of a structure without a roof, to the highest point of the structure;

~~Height (of a building or structure) unless otherwise defined elsewhere in this bylaw, means the vertical distance from the grade at the perimeter of a building or structure to the highest point of the roof surface of a flat roof, to the deck line of a mansard roof, and to the mean level between the eaves and the ridge of a gable, hip, gambrel or other sloping roof, and in the case of a structure without a roof, to the highest point of the structure.~~ highway - includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property;

home occupation - means an occupation or profession carried on as an auxiliary accessory use in a dwelling ~~or auxiliary building~~ and [SO16] does not include a commercial stable, kennel, animal breeding for commercial purposes, restaurant or the parking or storage of industrial or construction equipment or materials;

~~Home Occupation Use means the use of a dwelling unit, or the lot upon which a dwelling unit is situated, for the accommodation of any occupation or profession carried on for consideration, where that use is clearly incidental to the use of the dwelling unit for residential purposes. Hotel Use means [SO17] a use providing for the temporary accommodation of the transient public in resort dwelling units and may include: personal service facilities for guests, restaurants and lounges licensed for the sale of alcoholic beverages; coffee shops; gift shops, an accessory retail store providing for the sale of groceries, confections, toiletries, non-prescriptive pharmaceutical and sundry household items; recreation facilities commonly associated with hotels, including swimming pools, game courts, outdoor cooking facilities, gymnasiums and health spa facilities; recuperative centre use; and health clinic. PROVIDED THAT a Hotel Use shall not permit the use of, or occupancy in resort dwelling units by or the occupation in resort dwelling units of~~

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A definition with underlined text is a new definition

~~any one person for more than 60 consecutive days or for more than a total of 75 days in any one calendar year.~~

infill housing - means the process of building a new house, or building an addition on to an existing house, in an already established neighborhood.

infrastructure[SO18] use means a use providing for the servicing of all or a portion of the Village with water, sewer, electrical, telephone, broadcast transmission and similar services where such use is established by the Village, by another governmental body or by a company operating under a license or permit issued by a Provincial or Federal regulatory authority;

~~institution includes an arena, armoury, art gallery, college, court of law, community centre, federal office, fire hall, jail, library, municipal office, museum, park, playground, police station, provincial office, hospital, school, stadium or swimming pool and excludes a public storage yard or works yard;~~

~~Kitchen means a room for the preparation, cooking or eating of food and containing Cooking Facilities.~~ [Bylaw No. 475, 2014]

Landscape Screen means a visual barrier formed by a row of evergreen shrubs and/or trees, a wooden fence or a masonry wall.

Lane means a ~~road allowance~~highway which is greater than more than 3 metres and but less than 10 metres in width and which provides secondary access to a parcel.

lot means the same as parcel;

~~parcel coverage~~[SO19] ~~means the gross floor area of buildings on a parcel expressed as a percentage of parcel area;~~

Lot Line, Exterior Side means the lot line or lines not being the front or rear lot line, common to the lot and a street.

Lot Line Front means the lot line common to the lot and an abutting street, and, where there is more than one lot line abutting a street, the shortest of these lines shall be considered the front; ~~where the lot has water access only, with no abutting street, the lot line adjoining the water body which provides access shall be considered the front.~~

~~front parcel line means the parcel boundary located at grade between a parcel and a highway other than a lane, provided that where two intersecting highways other than lanes form boundaries of a parcel, the front parcel line shall be the shorter of the parcel boundaries located at grade between the parcel and the highways;~~

lot line interior side parcel line means a lot line~~parcel boundary at grade~~ between two or more lots~~parcels~~ other than a front or rear parcel~~lot~~ line;

~~Lot line Interior Side means a lot line not being a rear lot line, common to more than one lot or to the lot and a lane.~~ Lot Line Rear means the lot line opposite to and most distant from the front lot line or where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection.

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

~~rear parcel line— means the parcel boundary at grade which lies the most opposite to and is not connected with the front parcel line;~~

main floor - means the floor of the storey which is nearest to the average grade of the parcel;

Marina Use means a dock or basin providing moorage, or dry land storage, for the commercial accommodation, maintenance and servicing of boats, and other such functions associated with the operation of a marina for the needs of marina customers including an administrative office, canteen, grocery and marine supplies retailing.

~~mobile home— means a towed or self-propelled trailer structure manufactured as a unit capable of movement from place to place which contains one dwelling unit with toilet and bath or shower cabinet facilities;~~

~~motor vehicle[SO20]— means a device in or by which a person or thing is or may be transported on a highway, except a device designed to be moved by human power or used exclusively on stationery rails or tracks, that is designed to be self-propelled;~~  
~~multi-unit dwelling means a building containing three or more dwelling units~~  
~~natural boundary— means the high water mark identified on the plan of subdivision or the plan accompanying the instrument conveying Crown land in fee simple, which plan was most recently registered in a Land Title Office before the first publication of notice for hearing in respect of this bylaw; [SO21]~~

~~natural boundary— means the high water mark identified on the plan of subdivision or the plan accompanying the instrument conveying Crown land in fee simple, which plan was most recently registered in a Land Title Office before the first publication of notice for hearing in respect of this bylaw;~~

~~natural boundary[SO22] means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil;~~

~~One-Family Residential Use means a residential use where the principal building on a lot is used for the accommodation of one dwelling unit.~~  
~~parcel— means a lot, block, or other area in which real property is held or into which real property is subdivided and includes the right or interest of an occupier of Crown land or treaty lands but does not include a highway or portion of a highway;~~

~~\_\_\_\_\_ [Bylaw \_\_\_\_\_ No. 475, 2014]~~

~~parcel means a lot, block, or other area in which land is held or into which land is subdivided [SO23];~~

~~Lot means the smallest unit in which land is designated as a separate and distinct parcel on a legally recorded subdivision plan or description filed in the Land Title Office, and includes a strata lot within a bare land strata plan under the Condominium Act.~~  
Lot Parcel Coverage means the total horizontal area within the outermost walls of the buildings on a lot, expressed as a percentage of the lot area.

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

parking space - means an area on a parcel identified for the parking of one motor vehicle and does not include aisle space;

personal service establishment means the use of a building where personal services including barber shop, beauty salon, shoe repair shop, dry cleaning, laundromats, electrical appliance repair, upholstery, watch repair, photographer, tailor or dressmaker, and other similar services are provided and goods accessory to the provision of such services may be sold;

~~Principal Dwelling Unit is a Dwelling designed or intended to be used as the Principal Place of Residence for a family. [Bylaw No. 475, 2014]~~

~~Principal Place of Residence means the residence against which the owner claims or could legally apply for a BC Home Owner grant for the current year. [Bylaw No. 475, 2014]~~

~~Private Sanitary Sewer System means [SO24] a system of underground works to receive and convey domestic effluent from two or more strata lots within a bare land strata plan, and which is connected to a sewage treatment and disposal plant as permitted by the Waste Management Branch of the Ministry of Environment, Lands and Parks, or by the Ministry of Health, and which is owned, operated and maintained by a strata corporation under the Condominium Act.~~

~~Public Service Use means a use providing for the servicing of all or a portion of the Greater Vancouver Regional District with water, sewer, electrical, telephone and similar services where such use is established by the Regional District, by another governmental body or by a company operating under a license or permit issued by a Provincial or Federal regulatory authority; includes broadcast transmission facilities.~~

Recreation Use means public parks, conservation, recreation and other ancillary accessory uses; excluding commercial recreation uses;

~~residence means occupancy or use of a building or part thereof as a dwelling and includes the dwelling occupied or used;~~

~~Residential Use means a use providing for the accommodation and home life of a person or persons, and activities customarily associated with home life including gardening, recreation, storage and the keeping of animals as household pets when such animals are normally kept within a dwelling unit and when such animals are not kept for financial gain or favour.~~

Resort [SO25] Dwelling Unit means one or more habitable rooms used or intended to be used as a unit for the lodging of the transient public.

Resource Use means a use providing for the extraction of primary forest, mineral and other resource materials, and in addition includes only the primary grading, cutting, crushing, pumping and filtering of such materials for shipment or distribution; excludes all manufacturing of products, and any processing not specifically included in this definition.

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

~~retail~~[SO26]—means used for the purposes of buying commodities for resale to the general public;

retaining wall - means a vertical structure used to retain soil for the construction of an artificial grade[SO27] by either excavating from or adding fill to natural grade. ~~The construction of artificial grade, whether by a retaining wall or otherwise, is governed by the regulations listed below.~~

~~satellite dish— means an artificial device used, intended to be used or designed for the purpose of receiving satellite transmissions of television programs~~[SO28];

Secondary Suite means a smaller separate dwelling unit ~~which is~~ completely contained within a larger Principal Place of Residence~~single family~~ dwelling and which must have a separate external access; comprises a bathroom, kitchen, sleeping and living area, and 220 wiring. [Bylaw No. 475, 2014]

~~service station~~[SO29]—means premises used for the retail sale of motor fuels, lubricating oils and motor vehicle accessories and the servicing of motor vehicles, but not other retail sales, wholesale sales or motor vehicle structural or body repairs or painting;

setback - means the minimum permitted distance between a ~~class of~~ building or structure ~~use specified in this bylaw~~ and a specified parcel line;

~~Sewage Disposal System~~[SO30] means any device which processes, contains or disposes of sewage, and includes:-

~~(a) a system consisting of building sewers, septic or settling tanks or package treatment plants, discharging into a ground absorption system or other system of effluent disposal, or~~

~~(b) a privy;~~

~~but does not include a dry or chemical toilet.~~

~~Single Family Dwelling means a building designed for use exclusively as a Principal Dwelling Unit.~~ [Bylaw No. 475, 2014]Single family dwelling means a building containing one dwelling unit;

Single family dwelling with secondary suite means a building containing two dwelling units, a larger principal dwelling unit and a smaller secondary suite.

~~Site Area Per Dwelling Unit means the total area of a lot, divided by the total number of dwelling units situated on that lot~~[SO31].

~~Sleeping Unit means one or more rooms used for the lodging of persons where such unit contains no cooking facilities or sink~~[SO32].

Street means a highway~~road allowance~~ 10 metres or more in width.

storey - means the portion of a building that is situated between the top of any floor and

- a) the top of the floor next above it; or
- b) the ceiling above it where there is no floor above the ceiling;

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

structure - means any construction fixed to, supported by or sunk into land or water but excludes a fence less than 1.9 metres~~[SO33]~~ and a retaining wall less than 1.2 metres, and includes a building;

~~Structure means anything constructed or erected, the use of which requires its permanent location on the ground, or its attachment to something having a permanent location on the ground.~~

temporary structure - means a structure which is:

- a) not a fixture fixed to or sunk into land; or
- b) not attached to land other than by its weight;

~~Time-Sharing Use means the use of real property as a resort dwelling unit by one or more owners thereof, PROVIDED THAT such Time-Sharing Use does not permit any one person to use or occupy any buildings on such real property for more than .60 consecutive days or for more than a total of 75 days in any one calendar year~~~~[SO34].~~

townhouse - means a ~~building not multi-unit dwelling not~~ more than three storeys high ~~divided into three or more with~~ dwelling units located side by side under one roof with private exits or entrances to each dwelling, with each dwelling sharing common walls or party walls;

~~Two-Family Residential Use~~~~[SO35] means a residential use in a single building which is used only for two dwelling units.~~

~~usable parcel area means the gross area of a parcel excluding:~~

~~a) bodies of water including swamps, ditches or waterways, as measured from the high~~~~[SO36] water mark; and~~

~~b) private roads exceeding 14 metres in length or 7 metres in width~~~~[SO37] used, in addition to actually used, includes intended or designed for a particular use~~

~~utility~~~~[SO38] describes broadcast transmission, electrical, telephone, sewer or water services established by a government or a company and does not include oil or gas storage tanks or a public storage and works yard;~~Village means the Municipality of the Village of Lions Bay or the area within the Lions Bay municipal boundaries as the context may require;

wall- means any vertical structure used as an enclosure or screen where the thickness is greater than 8 centimetres~~3 inches~~, excluding rails and posts. Thinner structures are considered fences,

watercourse - means a depression with a bed 0.6 metres or more below the average natural elevation of surrounding land:

- a) serving to give direction to a current of water for an average of at least six months of a year according to records kept by the government of British Columbia; or
- b) having a drainage area of 2 square kilometres or more.

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition

~~Water Resource Use[SO39] means a use providing for the generation of hydro-electric power and for the extraction, compounding, pumping, filtering and treatment of water for bulk shipment or distribution.~~

~~Waterworks[SO40] System means a system of water supply including its source, treatment, storage, transmission and distribution facilities where water is furnished or offered for domestic purposes, and which is approved by the Ministry of Health pursuant to B.C. Regulation 230/92, the Safe Drinking Water Regulation; but does not include a water supply serving only one single family residence.~~

Note: Definitions in Arial font are from Bylaw 785/ Definitions in Times New Roman are from Bylaw 362

A definition with underlined text is a new definition



# 2012 BC Building Code

## Summary of Secondary Suite Requirements

(Convenience consolidation of the BC Building Code)

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### Secondary Suite means a dwelling unit:

- having a total floor space of not more than 90m<sup>2</sup> in area,
- having a floor space less than 40% of the habitable floor space of the *building*,
- located within a *building* of *residential occupancy* containing only one other *dwelling unit*, and
- located in and part of a *building* which is a single real estate entity. (See A-9.37.1.1. in Appendix A of Division B.).

**NOTE: Appendix A references have been included in the booklet for your convenience.**

### 9.37.1. General

#### 9.37.1.1. Application

1) This Section applies to construction of a *secondary suite* and *alterations* to an existing building to accommodate a *secondary suite*. (See Appendix A.)

#### 9.37.1.2. Construction Requirements

1) Construction of a *secondary suite* <and> *alterations* to an existing *building* to accommodate a *secondary suite* shall conform to the requirements in this Part except as provided in this Section. (See Appendix A)

### 9.37.2. Specific Requirements

#### 9.37.2.1. Heights of Rooms or Spaces

1) The minimum height of rooms or spaces in a *secondary suite* over the required minimum area as indicated in Table 9.5.3.1. shall be not less than 2.0 m.

2) It shall be possible to travel from the required area of one room to the required areas of all other rooms within a *secondary suite* without reduction of the room height as required in Sentence (1).

#### 9.37.2.2. Solid Blocking

1) Solid blocking may be omitted for doors described in Sentence 9.7.5.2.(9) where the interior wall finish adjacent the door is in place prior to the construction of a *secondary suite*.

#### 9.37.2.3. Exit Stairs

1) *Exit* stairs within or serving a *building* that contains a *secondary suite* shall have a minimum width, measured between wall faces or guards, of not less than 860 mm. (See Appendix A.)

#### 9.37.2.4. Dimensions of Landings

1) Landings for exterior stairs serving both *suites* in a *building* containing a *secondary suite* need not exceed 900 mm in length.

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## Building Code requirements for Secondary Suites

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### 9.37.2.5. Handrails and Guards

1) Handrails and *guards* shall conform to the requirements of Subsections 9.8.7. and 9.8.8. as if serving only one *dwelling unit*.

### 9.37.2.6. Means of Egress

1) The width of every *public corridor* and *exit corridor* that serves a *building* that contains a *secondary suite* shall be not less than 860 mm. (See Appendix A.)

### 9.37.2.7. Fire Separations for Exits

1) Except as permitted by Sentence (2), every *exit* other than an *exit doorway* shall be separated from adjacent *floor areas* by a *fire separation*

- a) having a *fire-resistance rating* of 45 min, or
- b) having a *fire-resistance rating* of not less than 30 min where the *dwelling units* are equipped with *smoke alarms* as referenced in Article 9.37.2.19.

2) A *<fire-resistance rating>* is not required for a *fire separation* that separates an *exit* from adjacent *floor areas* where the *building* is *sprinklered*.

### 9.37.2.8. Openings Near Unenclosed Exit Stairs and Ramps

1) Where an unenclosed exterior *exit stair* or *ramp* provides the only *means of egress* from a *dwelling unit* in a *building* that contains a *secondary suite* and the stair is exposed to the hazards of fire from *unprotected openings* in the exterior wall of another *fire compartment*, the openings shall be protected in conformance with Articles 9.10.13.5. to 9.10.13.7. (See Appendix A.)

### 9.37.2.9. Doors in a Means of Egress

1) Every *exit door* or door that opens into or is located within a *public corridor* or other *facility* that provides access to *exit* from a *suite* shall

- a) be not less than 1980 mm high,
- b) have a clear opening width of not less than 800 mm, and
- c) be permitted to swing inward.

### 9.37.2.10. Travel Limit to Exits or Egress Doors

1) In a *building* that contains a *secondary suite*, the travel limit from a floor level in a *dwelling unit* to an *exit* or *egress door* may exceed 1 *storey* provided the floor level within the *dwelling unit* is served by an operable window conforming to Article 9.9.10.1.

### 9.37.2.11. Shared Egress Facilities

1) Except as provided in Article 9.9.7.3., where an *egress door* from a *dwelling unit* opens onto a *public corridor* or exterior passageway, it shall be possible from the location where the *egress door* opens onto the *public corridor* or exterior passageway to go in opposite directions to 2 separate *exits* unless the *dwelling unit* is served by a second and separate *means of egress* or an opening window conforming to Article 9.9.10.1.

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## Building Code requirements for Secondary Suites

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- 2) Each *dwelling unit* shall be provided with a second and separate *means of egress* or an opening window conforming to Article 9.9.10.1. where the egress door from either *dwelling unit* opens onto
- a) an *exit stairway* that serves both *suites*,
  - b) a *public corridor* serving both *suites* and served by a single *exit stairway*,
  - c) an exterior passageway serving both *suites* and served by a single *exit stairway*, or
  - d) a balcony serving both *suites* and served by a single *exit stairway*.

### 9.37.2.12. Exit Signs

- 1) *Exit signs* are not required within a *building* that contains a *secondary suite*.

### 9.37.2.13. Structural Fire Resistance

- 1) Table 9.10.8.1., Fire-Resistance Ratings for Structural Members and Assemblies, does not apply to a *building* that contains a *secondary suite*.

### 9.37.2.14. Combustible Drain, Waste and Vent Piping

(See Appendix A.)

- 1) *Combustible* drain, waste and vent piping is permitted to be located within or penetrate a *fire separation* required to have a *fire-resistance rating* provided
- a) except for the permitted penetration in Clause (b), the *combustible* piping is located within an assembly protected by a membrane of a minimum 12.7 mm gypsum board,
  - b) the permitted penetration through the gypsum board membrane is limited in size to the diameter of the penetrating pipe, and
  - c) the *combustible* piping does not penetrate the gypsum board protection membrane on the underside of a horizontal *fire separation*.
- 2) *Combustible* drain, waste and vent piping enclosed in an assembly or protected as described in Sentence (1) is permitted on both sides of a *fire separation*. (See Appendix A)

### 9.37.2.15. Separation of Residential Suites

- 1) *Dwelling units* in a *building* that contains a *secondary suite* shall be separated from each other by
- a) a *fire separation* conforming to Article 9.10.9.14.,
  - b) a *fire separation* having a *fire-resistance rating* of not less than 30 min. where the *dwelling units* are equipped with *smoke alarms* conforming to Article 9.37.2.19., or
  - c) a *fire separation* having no required *fire-resistance rating* where the *building* is *sprinklered*.
- <See Appendix A and Appendix Note A-9.37.2.17. of Appendix A.>

### 9.37.2.16. Separation of Public Corridors

- 1) A *public corridor* serving a *building* that contains a *secondary suite* shall be separated from the *suites* by
- a) a *fire separation* conforming to Article 9.10.9.15.,
  - b) a *fire separation* having a *fire-resistance rating* of not less than 30 <min> where the *dwelling units* are equipped with *smoke alarms* conforming to Article 9.37.2.19., or

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## Building Code requirements for Secondary Suites

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c) a *fire separation* having no required *fire resistance rating* where the *building* is *sprinklered*.  
(See Appendix A)

### 9.37.2.17. Air Ducts and Fire Dampers

<(See Appendix A.)>

- 1) Where a heating or ventilation duct system serves more than one *suite*, the system shall be designed and installed to prevent the circulation of smoke upon a signal from a duct-type *smoke detector*.
- 2) Ducts penetrating *fire separations* need not be equipped with *fire dampers* in conformance with Article 3.1.8.9. provided they are *noncombustible* with all openings in the duct system serving only one *fire compartment*.

### 9.37.2.18. Exposing Building Face of Houses

- 1) Except as required by Article 9.10.15.3., in *buildings* that contain a *secondary suite*, the requirements of Article 9.10.14.5. do not apply provided
  - a) the *exposing building face* has a *fire-resistance rating* of not less than 45 min where the *limiting distance* is less than 1.2 m, and
  - b) the *exposing building face* is clad with *noncombustible* material where the *limiting distance* is less than 0.6 m.
- 2) Window openings in the *exposing building face* referred to in Sentence (1) shall
  - a) not be permitted where the *limiting distance* is less than 1.2 m and
  - b) be limited in conformance with the requirements for *unprotected openings* in Article 9.10.14.4. where the *limiting distance* is 1.2 m or greater.

### 9.37.2.19. Smoke Alarms

<(See Appendix A.)>

- 1) Except as permitted by Sentence (3), an additional *smoke alarm* of photo-electric type conforming to CAN/ULC-S531, "Standard for Smoke Alarms," shall be installed in each *suite*.
- 2) *Smoke alarms* required in Sentence (1) shall be wired so that the activation of the additional alarm in one *suite* will cause the additional alarm in the other *suite* to sound.
- 3) An additional interconnected *smoke alarm* is not required to be installed in each *suite* provided
  - a) the *fire separations* required in Articles 9.37.2.16. and 9.37.2.17. have a *fire resistance rating* of 45 min or greater, or
  - b) the *building* is *sprinklered*.

### 9.37.2.20. Sound Control

- 1) The assemblies separating the residential *suites* need not comply with the sound control requirements of Subsection 9.11.2. (See Appendix A)

### 9.37.2.21. Attic Space Access

- 1) An attic space access hatchway not less than 0.32 m<sup>2</sup> in an area with no dimension less than <500 mm> may serve both *suites* in a *building* that contains a *secondary suite*.

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## Building Code requirements for Secondary Suites

### 9.37.2.22. Garages and Carports

1) Section 9.35. is applicable to garages and carports serving a *building* that contains a *secondary suite*.

## APPENDIX A

### A-9.37.1.1. Application

It is intended that Section 9.37. apply to the construction of a secondary suite, whether as an addition to an existing building or as part of the construction of a new building. This Section may also be used as a standard for assessing an existing additional dwelling unit located in a single family dwelling building (house), but is not intended to be applied as a retroactive code to these existing units.

It is intended that the definition reflects that a secondary suite is an additional dwelling unit of limited size located within a house. Many of the changes in Section 9.37. are premised on the condition of the limited size of the secondary suite, which may directly or indirectly relate to issues such as occupant load, travel distance and egress dimensions.

In order for an additional dwelling unit to be considered a secondary suite, the following criteria must apply:

- There is only one secondary suite permitted in the building.
- It must be located in a building containing only residential occupancy.
- The secondary suite is located in or is part of a building containing only one other dwelling unit.
- The area of the secondary suite cannot exceed 90 m<sup>2</sup> of finished living area. (This does not include the areas used for common storage, common laundry facilities or common areas used for egress.)
- The area of the secondary suite cannot exceed 40% of the total living floor space (area) of the building it is located in. (The living floor area of the building does not include attached storage garages.)
- The secondary suite cannot be subdivided from the building it is part of under the Strata Property Act. This means that both dwelling units are registered under the same title.

### A-9.37.1.2. Construction Requirements

The requirements of Part 9 of the British Columbia Building Code apply to the construction of a secondary suite and the alterations to a building to incorporate a secondary suite, except those specifically referenced in Subsection 9.37.2.

A secondary suite may be constructed in a building that has been in existence for many years and that may not comply with current code requirements. As it may not be feasible to comply with the current Code, discretion should be used provided it does not substantially reduce the level of safety intended by the Code. For example, existing stairs may not comply with current rise or run requirements; winders may not have the 150 mm tread at the narrow end; guards may be a few millimeters lower than now required.

In some cases, existing sidelights or windows may not comply with the Code's safety or security requirements. Acceptable safety requirements can be achieved by applying decals, rails or safety films.

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## Building Code requirements for Secondary Suites

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Insulation requirements may not comply with the current Code; window and door glazing may not be insulated or installed in thermally broken frames.

Fire stops are required to be installed in new additions and in exposed existing locations, but it is not intended either that existing finishes be removed to check for the presence of fire stops or that new fire stops be installed.

Doors required to have a 20 min fire-protection rating, or to be 45 mm solid core wood, may be mounted in existing door frames that are less than 38 mm in thickness if it would require substantial framing alterations to accommodate a 38 mm thick frame.

It is not the intent to retroactively apply the current Code to all existing features in order to permit the construction of a secondary suite in an existing building.

### A-9.37.2.3.(1) Exit Stairs

Existing internal and external stairs that formerly served one dwelling unit may now serve both the existing dwelling unit and the new secondary suite. It is not the intent to apply all current Code exit stair requirements in order to permit the construction of a secondary suite in an existing building.

### A-9.37.2.6. Means of Egress

The additional occupant load created by a secondary suite does not warrant increasing the width of a public corridor, common exit stair or landing used by both dwelling units. The stairs, corridors and landings formerly serving one dwelling unit are likely to be of adequate size to accommodate the occupant load of both suites.

### A-9.37.2.8. Openings near Unenclosed Exit Stairs and Ramps

Unprotected door or window openings in other fire compartments adjacent to exit stairs and ramps should be protected from the other suite to provide safe passage to a safe area. Normally such protection as required by Part 9 would extend both vertically and horizontally beyond the adjacent openings. This is considered excessive due to required fire safety measures and the relatively short travel distances in this type of building. The application of current Part 9 requirements would in many cases require the protection of all openings in entire faces of dwelling units, which could be very restrictive. Authorities should exercise judgment with regard to deciding which openings are close enough to the exit facility to pose a problem during the early stages of a fire and require appropriate opening protection. Those openings that directly pass the means of egress are required to be protected.

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### A-9.37.2.14. Combustible Drain, Waste and Vent Piping

Exposed combustible drain, waste and vent piping that penetrates a fire separation is required to be protected as described. This protection is not required for exposed fixture traps and arms serving fixtures within the suite provided they are not exposed from the underside of a horizontal fire separation. The intent is not to require removal of existing combustible piping which, as a result of the creation of a secondary suite, may now be on both sides of a rated fire separation. Rather, the intent is to protect this piping where it is exposed.

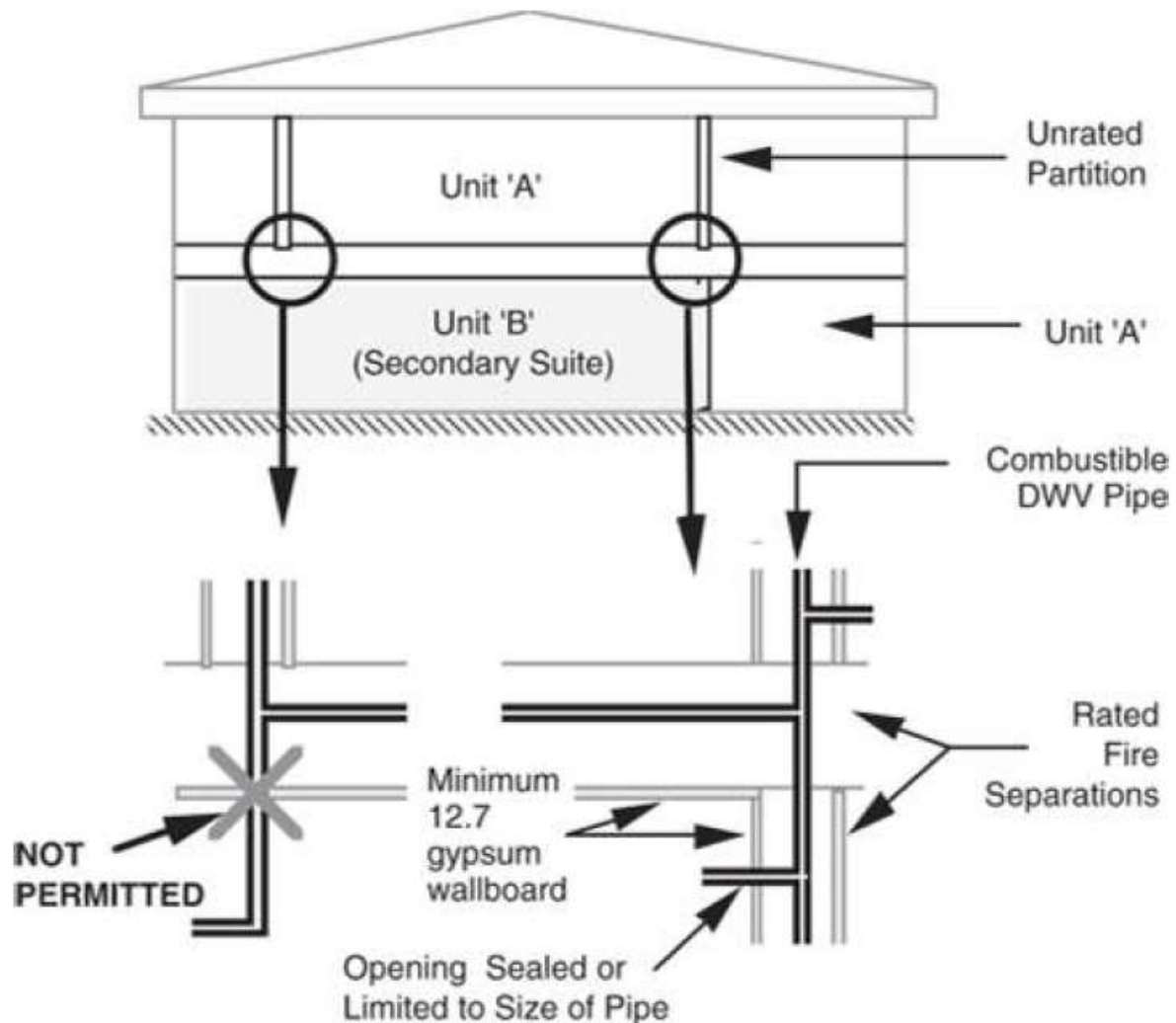


Figure A-9.37.2.14.  
Combustible Drain, Waste and Vent Pipe

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## Building Code requirements for Secondary Suites

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### A-9.37.2.15. and 16. Separation of Residential Suites and Public Corridors

Two options are permitted for the separation of residential suites required by Article 9.10.9.14. and the separation of suites and public corridors required by Article 9.10.9.15.

One option is to separate the suites with a fire separation having a fire-resistance rating of 30 minutes and provide in each suite an additional smoke alarm interconnected with the smoke alarm in the other suite (described in Article 9.37.2.19.). A 30 min fire-resistance rating can be achieved with 12.7 mm Type X gypsum board on framing 400 mm o.c. for vertical assemblies, and 12.7 mm Type X or 15.9 mm gypsum board on frame floor/ceiling assemblies. This is often typical construction in modern single dwelling houses. This option will provide an equivalent level of life safety as the occupants of the building will be made aware of the hazard by an automatic detection system in the early stages allowing them early evacuation. The second option is to provide an automatic sprinkler system conforming to an NFPA standard throughout the building (i.e. both suites and common areas). With this provision, no fire-resistance rating is required, but the suites must still be separated by a fire separation. Automatic sprinkler systems are a recognized alternative to fire-resistance ratings as a sprinkler system should control the fire at its early stage, preventing its propagation.

### A-9.37.2.17. Air Ducts and Fire Dampers

In order to prevent the migration of smoke from one suite to another during a fire, heating or ventilation systems incorporating ducts that serve both suites are permitted only if there is a mechanism to prevent smoke being circulated from one unit to the other. It is preferable for the secondary suite to have its own heating system independent of the rest of the building.

### A-9.37.2.19. Smoke Alarms

This Article requires an interconnected photoelectric smoke alarm in each suite where fire separations having a fire resistance rating of 30 min are used. The purpose of these interconnected alarms is to provide early warning to both suites in the event of a fire in one suite. Photoelectric type alarms are required as they are less prone to nuisance false alarms such as can occur during cooking, but careful consideration is still required as to their location.

It is important to note that these alarms are additional to the requirements of Subsection 9.10.19. and that each suite is still required to be provided with alarms in conformance with Subsection 9.10.19.

The additional smoke alarm should not be interconnected to the other smoke alarm(s) located within the same suite.

This additional smoke alarm system is not required when the fire-resistance ratings required in Articles 9.10.9.14. and 9.10.9.15. are not reduced, or when the building is sprinklered.  
9.10.9.14. and 9.10.9.15. are not reduced, or when the building is sprinklered.

### A-9.37.2.20. Sound Control

Meeting the Code's level of sound transmission for secondary suites may be difficult and expensive, particularly in an existing building. As there is single ownership of both dwelling units, this requirement is not mandatory but designers are encouraged to take the subject into consideration where feasible.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Direction Request</b>		
<b>Title</b>	<b>Proposed Amendments to Fees Bylaw No. 497</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>November 10, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 15, 2016 Council Strategy Committee Meeting</b>		

### RECOMMENDATION

THAT Council provide direction to staff with respect to the proposed amended fees in the draft Fees Bylaw No. 497.

### ATTACHMENTS

- Draft Fees Bylaw No. 497 Schedule of Proposed Fees

### KEY INFORMATION

Staff have completed a comprehensive review of the Fees Bylaw No. 497. It has been several years since the Village of Lions Bay's fees have been reviewed. Staff have made several recommendations based on research into the fees charged by other municipalities as well as analysis of the actual costs of providing the services for which we charge fees.

### FOLLOW UP ACTION

Once Council provides direction regarding the proposed fees, the Fees Bylaw No. 497 will be presented for third reading on December 6, 2016 and adoption on December 20, 2016. The fees will then be incorporated in to the 2017 Budget.

**SCHEDULE 1 – GENERAL ADMINISTRATION**

Description	Fee	Proposed Fees	Comments
<del>Freedom of Information and Protection of Privacy – Act Requests for Information</del> Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i> shall be in accordance with <del>Regulation 323/93 of the Freedom of Information and Protection of Privacy Act, Schedule of Maximum Fees.</del>	<del>As per As per Freedom of Information and Protection of Privacy Act and Regulation Reg. 323/93, Schedule of Maximum Fees.</del>	*Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.	<del>Avoids us having to amend our schedule each time the provincial maximums change.</del> *Provides authority for charging commercial applicants accordingly.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour		
Shipping documents	Actual cost of shipping method chosen by applicant		
Photocopying / printing / <u>scanning documents (FOI)</u>	\$0.25 per page (black & white) \$1.65 per page (colour)		
Copy of house plans	\$75 plus actual printing costs		
NSF cheque fee (returned cheques)	\$30 per cheque		
Tax certificates	\$30 each		
Property title search from Land Title Office	\$25		
Reprinted tax / utility documents	\$20 per document <u>(no charge for property owner)</u>		
<u>Library membership</u>	<u>\$7.50 single</u> <u>\$15 family</u>		<u>The library is now closed</u>
Lions Bay Flag	\$100		
Lions Bay Historical Society Booklet	\$10		
Lions Bay stickers	\$2		

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<a href="#">Community Garden</a>		<a href="#">\$25 per plot annually</a>	
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**SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES**

Description	Fee	Proposed Fees	Comments
Official Community Plan Amendment	\$2500 or \$3000 if combined with rezoning application, with \$700 refunded if no public hearing.	Plus \$500 advertising fee	
Zoning Bylaw Amendment	\$2500 with \$700 refunded if no public hearing	Plus \$500 advertising fee	
<u>OCP or Zoning Amendment (Non-Residential)</u>		\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof	
<u>Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)</u>		\$250	New category (same fee as Squamish)
<u>Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)</u>		\$2000 plus \$300 for each additional lot over first lot created Additional expenses may apply per Bylaw No. 431, as amended.	New category
<u>Land Subdivision (Final Approval) Application</u>	<u>\$1500 plus \$200 per lot</u> (amend per proposed) \$500 per lot line adjustment	\$1000 plus \$200 for each additional lot over first lot created	Applicant would've already covered off many items through Prelim. Review Process
Development Permit	\$1000	\$1200	Squamish at \$1500
Development Variance Permit	\$650	750	
<u>Land subdivisions applications</u> <u>Temporary Use Permit</u>	<u>\$1500 plus \$200 per lot</u> <u>\$500 lot line adjustment</u>	\$1,000 plus \$750 for renewal application	New category
Board of Variance	\$500		
<u>Building Permit Application Fee (non-refundable)</u>		\$100	

<p><u>Pre-Building Permit Application Consultation Fee</u></p>		<p><u>\$75 per hour</u></p>	
<p>Building Permits (based on value of construction):                  Minimum fee (&lt;\$1,000)</p> <ul style="list-style-type: none"> <li>• \$1,000-\$9,999</li> <li>• \$10,000-\$29,999</li> <li>• \$30,000-\$49,999</li> <li>• \$50,000-\$99,999</li> <li>• \$100,000 and greater</li> </ul> <p><i>The minimum fee for a building permit for a <u>new dwelling</u> shall be not less than the fee for a building having a value of <b>\$250,000</b> (\$1,562.50).</i></p>	<p>\$100                  \$150 plus \$10 per \$1000                  \$200 plus \$7 per \$1000                  \$325 plus \$6.50 per \$1000                  \$450 plus \$5.75 per \$1000                  \$775 plus \$5.25 per \$1000</p> <p><i>Building permits are valid for <b>two years</b> at which time a renewal permit is required.</i></p>		<p><u>To be discussed – see analysis attached</u></p>
<p>Permit renewals  <i>A building permit is valid for two years at which time a renewal permit is required.</i></p>	<p>\$100</p>	<p><u>25% of Building Permit Fee (minimum \$500)</u></p>	
<p>Damage Deposit (based on value of construction):</p> <ul style="list-style-type: none"> <li>• <u>Up to \$10,000</u></li> <li>• Up to \$50,000</li> <li>• Greater than \$50,000</li> </ul> <p><i>A damage deposit is required when taking out a <del>B</del>uilding <del>P</del>ermit <u>or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways</u>. An occupancy certificate is needed <u>with respect to a Building Permit</u> and <u>an inspection by the Public Works Manager Superintendent</u> is required prior to <u>a</u> damage deposit being returned.</i></p>	<p>\$1,500                  \$3,000</p>	<p><u>\$500</u></p>	

Demolition fees:			
Accessory building or structure	\$50 per building	\$100 per building	
<del>Single or two family dwelling</del>	<del>\$200 per building</del>	<del>\$1000 per building</del>	
All other buildings	\$500 per building	\$1000 per building	
Site Alteration Permit <del>Fee (includes soil and other material deposit or removal and landclearing)</del>	\$250		
	\$125		
<del>Unregistered Encroachment Agreement</del>		\$400	Moved to below
Change of Address	\$500		
<del>Covenant Registration</del>	\$100		Covered on next page
<del>Soil and other material deposit permit</del>	\$50	\$100	
Blasting permit application fee	\$25	\$250	
Secondary suite surcharge	40% of Annual Utility Billing		
Tree cutting permit applications	\$40	\$75 (non-refundable)	
Lawn sprinkling permit application	\$40		
Oil Tank Inspection Fee	\$200	\$250	
Plumbing Fee	\$10 per fixture, minimum \$30	\$100 plus \$25 for each fixture	
<del>Sprinkler Permit Fee:</del>			
<del>New construction</del>		\$125 plus \$2.50 per sprinkler head	
<del>Renovations requiring sprinkling</del>		\$250 plus \$2.50 per sprinkler head	
Alternate Solutions:	\$100 minimum		
Building Inspector (additional charge if required on more involved issues)	\$55 per hour	\$75 per hour (\$225 minimum)	
Code Professional (additional charge if required on more involved issues)	\$145 per hour	Actual cost plus 10%	

Extra Inspections (after second inspection)	\$100 per inspection		
Lot grading <del>fee deposit</del> (trucking receipt required)	\$150 minimum (up to 10 loads) \$500 (more than 10 loads)	\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)	
Pre-inspection of a building being moved within the Village	\$300 per structure	\$500 per structure	
When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee and 100% of the deposit shall be refunded to the property owner.		
Plan review for building design modifications	\$75	\$75 per hour	
Transfer of building permit	\$75	\$125	
Swimming pool construction	Permit fee based on value of construction as noted under Building Permits		Consider fees and fencing requirements?
Unregistered Encroachment Agreement		\$400	
Registration & review of Section 219 covenant placed according to the Land Title Act	\$300	\$400	
For discharge of Section 219 covenant placed according to the Land Title Act	\$100		

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

**SCHEDULE 3 – ENGINEERING & PUBLIC WORKS**

Description	Fee	Proposed Fees	Comments
Water service connection fees	\$600 plus actual costs		
Sewer service connection fees	\$600 plus actual costs		
Locate water leak / water shutoff valve on private property / turn water on or off	<del>\$75 per worker per hour or portion, plus equipment costs</del>	Regular hours: <u>\$75 per hour or portion, plus equipment costs</u> After hours: <u>\$115 per hour (3 hour minimum)</u>	
Locate Sewer Pipes / Connection	\$75 per worker per hour or portion, plus equipment costs	Regular hours: <u>\$75 per hour or portion, plus equipment costs</u> After hours: <u>\$115 per hour (3 hour minimum)</u>	
Public Works hourly rate per worker ( <u>regular business hours</u> )	<del>\$50 per hour</del>	<u>\$75 per hour</u>	
<u>Emergency after hours call-out</u>		<u>\$115 per hour (3 hour minimum)</u>	
Bear Smart garbage container	\$175		
<del>Green Waste utility trailer rental</del>	<del>\$175 per use</del>		
Composter Earth Machine	\$73.50		
Composter turner	\$16.30		
Carry box	\$6.50		

**SCHEDULE 4 – ANIMAL CONTROL & LICENCING**

Description	Fee	Proposed Fees	Comments
Annual licence for altered dog	\$30 if paid before March 30 \$60 if paid after March 30*	<u>\$30 if paid before March 31<sup>st</sup> or within 30 days of becoming a new resident or obtaining a new dog</u>  <u>\$60 for all others</u>	
Annual licence for unaltered dog	\$60 if paid before March 30 \$90 if paid after March 30*	<u>\$60 if paid before March 31<sup>st</sup> or within 30 days of becoming a new resident or obtaining a new dog</u>  <u>\$90 for all others</u>	
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30		
Tag replacement	\$10		

*\* ~~Where ownership of a dog is obtained after March 30, the lesser licencing fee shall apply if proof of ownership date can be produced.~~*

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

Description	Fee	Proposed Fees	Comments
Extra annual resident parking permit – obtainable by a resident, allows parking in “resident parking” zones	\$40 per year	<del>(1 free permit for each volunteer firefighter not otherwise receiving a free permit with a property tax notice)</del>	
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “resident parking” or “construction parking” zones	\$40 for three months		
Film company parking <del>Film worker’s</del> personal vehicle Film company truck	Refer to Schedule 7: Filming		
Visitor parking day pass – obtainable <del>by</del> <u>for</u> visitors, allows parking for one day in “resident only” zones	\$10 per vehicle	<u>\$15</u>	<u>Council resolved to change this fee to \$15 as per the Parking Plan Committee’s recommendation</u>
Special occasion parking for visitors <del>–</del> obtainable by residents, allows parking for one day for guests	\$1 per vehicle	<u>\$0</u>	<u>Council resolved to remove this fee as per the Parking Plan Committee’s recommendation</u>
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load		

Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council			
<u>Extraordinary vehicle or trailer under 6.1 metres in length</u>	<u>\$80 per month</u>		
<u>Extraordinary</u> Vehicle or trailer 6.1- 6.5 metres in length	\$80 per month		
<u>Extraordinary</u> Vehicle or trailer 6.5-7.7 metres in length	\$110 per month		
<u>Extraordinary</u> Vehicle or trailer over 7.7 metres in length	\$135 per month		
Daily fee for placing dumpster on highway	\$35		

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

Clean-up of spills or deposits on highway	\$100 per hour of work
Remediation of damage to highway	\$100 per hour of work
Administration fee for commercial contract	\$150

**FEES FOR REMOVALS FROM HIGHWAY**

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.

Removal of chattels, obstructions and things seized from highway	\$100 per hour of work, plus \$50 per day fee for storage
Towing of vehicle	\$100 per hour of towing
Sale of chattels, obstructions and things seized from highway	\$1000 flat fee

**SCHEDULE 6 – COMMUNITY FACILITY RENTALS**

The following rates apply to bookings made by Lions Bay residents. A surcharge of 20% will apply to all rates for bookings made by non-residents. Rental fee includes use of kitchen, tables, chairs and music player.

Description	Fee*	Proposed Fees	Comments
<p><del>Gymnasium-Hall</del> <b>Rental for private events:</b> Examples of use: dances, weddings, ceremonies, etc.</p> <p><i>Rental fee includes use of kitchen, tables, chairs and music player</i></p>	<p>\$220 if liquor being served \$110 if no liquor being served</p> <p><i>If event occurs over multiple days, the rate above applies per day</i></p>		
<p><del>Gymnasium-Hall</del> <b>Rental for children’s Birthday parties</b></p>	<p>\$60 per event <u>(maximum 4 hours)</u></p>		
<p><del>Gymnasium-Hall</del> <b>Rental for program use:</b> Examples of use: programs contracted through the Village.</p>	<p>20% of revenue <del>or the private rental rate noted above for non-liquor events; whichever is more per session, or minimum payment amount of \$</del></p>		
<p><del>Gymnasium-Hall</del> <b>Rental for non-profit groups:</b> Community group activities <del>open to members of the community</del>, meeting a maximum of once per week to a maximum of 12 hours per month.</p> <p>Additional fee for events exceeding the maximum</p> <p>Non-profit community groups (single event)</p>	<p>\$40 per month</p> <p>\$25 per event</p> <p>\$25 per event</p> <p><i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program.</i></p>		

<p><b><u>Gymnasium-Hall Drop-In Rate:</u></b>                  Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).</p>	<p>Youth: \$5 per person per hour                  Adult (18+): \$10 per person per hour   <i>Youth must be supervised by an adult while using Village facilities.</i></p>		
<p><b>Meeting Room Rental (accommodates up to 10 persons):</b>                  Meeting Room A (includes washroom)                  Meeting Room A and B   <i>(Meeting room rentals only available outside of library hours)</i></p>	<p>\$10 per hour (2 hour minimum) per room</p>		
<p><b><u>Rental of Tennis Courts for Program Use</u></b>                  (max 2 hours per day)</p>	<p>20% of revenue per session or minimum payment amount of \$</p>		
<p><b>Insurance costs (if required)</b></p>	<p>Actual cost as determined by Village’s insurer</p>		
<p><b>Cancellation Fee:</b></p>	<p>Refer to policy:                  POL-1408 Refunds &amp; Cancellations</p>		
<p><b><u>Staff Assistance (assemble/disassemble equipment on-site – excluding stage):</u></b>   <u>Stage (assemble/disassemble):</u>   <u>Sound System:</u>   <i>No offsite rental for stage and sound equipment.</i></p>	<p>\$100 set up                  \$100 take down</p>	<p><u>\$50 set up</u>  <u>\$50 take down</u>   <u>\$100</u>   <u>\$50</u></p>	

<p><b>Equipment Rental Rates (for off-site use):</b>  Table rental  Chair rental   <i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i></p>	<p>\$10 each  \$1 each (\$10 minimum)</p>		
<p><u>Projector and Laptop Rental:</u></p>	<p><u>\$25 per use</u></p>		
<p><b>Deposit for facility / equipment rental:</b></p>	<p>Equal to rental fee or minimum of \$50.  Refundable <del>at the discretion of the Village CAO or delegate,</del> in accordance with policy POL- 1407 Community Facility Rentals</p>		

\*plus deposit

**SCHEDULE 7 – FILMING**

Description	Fee	Proposed Fees	Comments
Filming application fee	\$250		
Filming fee (per day)	\$300		
Damage deposit	\$5000 <u>(refundable)</u>		
Filming in VOLB parks	\$500		
Parking fees:			
<del>Vehicle</del> Car	\$25/day		
Truck	\$100/day		
Filming Liaison	\$40/hour		
Municipal Services	\$80/hour		
Fire Rescue Services	\$100/hour		
Fireworks (pyrotechnics) permit	\$50	<u>\$100</u>	

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

Description	Fee	Proposed Fees	Comments
<del>False Alarms:                      Second occurrence during a 12 month period                      Third occurrence during a 12 month period                      Fourth and subsequent occurrence during a 12 month period</del>	<del>\$75                      \$100                      \$150</del>		Legislation does not support a bylaw to charge for this in our circumstances (CC, s.196)
Fire investigation	\$200 per hour or portion plus security costs		
Fire Safety Plan Review	\$100		
Inspection of buildings other than routine inspections (after 2 <sup>nd</sup> inspection) under the Fire Services Act	\$100		
Inspection of buildings other than routine inspections (after 3 <sup>rd</sup> and subsequent inspection) under the Fire Services Act	\$200		
Inspections – special request	\$150		
Special events fire permit/inspection	\$100 per hour or portion		
Fireworks Permit	\$20	<u>\$50</u>	

\*Note: all permits include one inspection

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**SCHEDULE 9 – MEMORIALS AND DEDICATIONS**

<b>Description</b>	<b>Fee</b>	<u>Proposed Fees</u>	<u>Comments</u>
Bench Dedication	\$1,200 - \$1,500 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.		

**SCHEDULE 10 – GENERAL**

Description	Fee	Proposed Fees	Comments
<p>Boat space rental permit <u>at Lions Bay Beach Park</u></p> <p><u>Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1<sup>st</sup></u></p> <p><u>Sale of seized boat if unclaimed by September 30<sup>th</sup></u></p>	<p>\$100 per calendar year if paid by April 30                      \$125 if paid after April 30  <i>*If a boat space is obtained after April 30, the lesser permit fee shall apply.</i></p>	<p><u>\$125 per calendar year if paid by March 31<sup>st</sup></u>  <u>\$150 if paid after April 30<sup>th</sup> but before May 31<sup>st</sup></u>  <i>*If a boat space is obtained after April 30, the lesser permit fee shall apply.</i>  <u>\$100 plus \$20/day for storage</u>  <u>\$500 flat fee</u></p>	

*\*If a boat space is obtained after April 30, the lesser permit fee shall apply.*

## Village of Lions Bay Building Permit Fees

Municipality	Building Permit Fee		
	\$300,000 Project	\$900,000 Project	
Lions Bay	\$1,825	\$4,975	
Maple Ridge	\$2,198	\$5,978	20.4%
Squamish	\$2,400	\$7,200	31.5%
Bowen Island	\$2,566	\$7,366	40.6%
White Rock	\$2,902	\$7,852	59.0%
District of North Vancouver	\$3,480	\$10,440	90.7%
West Vancouver	\$3,701	\$10,006	102.8%

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